Accredited by the American Library Association, the M.S.I.S. prepares students for employment in corporate and public organizations where the generation, management, and use of information is the dominant or an essential aspect. It also equips students with the knowledge and skills required for entry into a doctoral program in information science.

The degree is awarded for successful completion of a minimum of 42 credit hours, of which 24 must be in Information Science. Most courses meet either once a week for 3 hours on the downtown campus, many scheduled for late afternoon or evening or are available online. Several of the concentrations listed below can be completed fully online.

1) **Archives/Records Administration** for students pursuing a career in archives, or as paper or electronic records managers
2) **Library & Information Services** prepares students for positions in academic, special, or public libraries
3) **Library & Information Services/School Media Specialist** for students seeking certification to work in public school libraries in New York State
4) **Information Management & Policy** Graduates work as information managers in government, corporate, and nonprofit organizations.
5) **Information Systems & Technology** Graduates work as systems and technology experts in government, library, corporate, and nonprofit organizations.

*Can be completed fully online

**Admissions Information**

**Admission Standards:** 3.0 undergraduate grade point average and desired 300 combined score on the verbal and quantitative sections of the Graduate Record Exam, plus a score of 4.0 or above on the analytical writing section. MUST submit GRE scores unless you have a previous master’s degree.

**Degree Program Application Deadlines:**

- Fall: Jul. 1 (to be considered for an assistantship: Mar. 1)
- Spring: Dec. 1 (to be considered for an assistantship: Nov. 1)

**Requirements:** Application form, all transcripts, GRE scores, 3 letters of reference, statement of goals, resume optional

**Non-Degree Study:** Up to 12 credits for students working on degree application. Submit application and transcripts.

**Tuition:** See [http://www.albany.edu/graduate/graduate-tuition-costs.php](http://www.albany.edu/graduate/graduate-tuition-costs.php)

**Program Length:** Typical full-time student completes in 3-4 semesters plus summers. Students may attend part-time. A 6-year statute of limitations applies to all coursework presented for the degree.

**Housing:** On-campus housing is unavailable. See [http://www.albany.edu/housing/offcampus.shtml](http://www.albany.edu/housing/offcampus.shtml) for a registry of available off-campus housing.

Please turn over to see list of required courses for the degree and the concentrations.
### Archives & Records Administration
Concentrates on storing, preserving, and organizing information.

- IST 546 *Fundamentals of Records Management* (3)
- IST 547 *Electronics Records Management* (3)
- IST 656 *Archives & Manuscripts* (3)
- IST 660 *Archival Representation* (3)

**OR**

- IST 654 *Preservation Management in Archives & Libraries* (3)

- Electives in the Department of Information Science or History (approx. 6)

### Library and Information Services/School Library Media Specialist
*full online option*
Graduates are eligible for NYS K-12 teaching certification when they meet additional certification requirements (listed in our program description).

- IST 571 *Literature for Children* (3)
- IST 578 *Literature for Young Adults* (3)
- IST 603 *Information Processing* (3)
- IST 605 *Information Sources & Services* (3)
- IIST 668 *Internship* (Prerequisite: 100 hours of field experience) In addition to the internship of the M.S.I.S. Required Courses. One must be in an elementary school and one in a secondary school. Of these, one must be high-needs.
  - IIST 670** *Teaching Fundamentals for School Libraries* (3) (Unless already certified teacher)
  - IIST 673** *Technology in School Library Media Centers* (3)
  - IIST 675** *The Curriculum and Supportive Resources* (3)
  - IIST 676 *Administration of School Media Centers* (3) (instead of IST 614)
- Additional requirements for students with no prior education courses. Refer to LIS/School Library Media Specialist handout.

**Includes field experience assignments**

### Library & Information Services
*full online option*
Concentrates on information services in academic, public, and special libraries or special collections, or information collection & delivery organizations.

- IST 603 *Information Processing* (3)
- IST 605 *Information Sources & Services* (3)
- Electives in the Department of Information Science and other departments in the University (approx. 15)

### Information Management & Policy
Concentrates on the political, legal, and economic aspects of the information environment.

- IST 560 *Information and Public Policy* (3)
- IST 615 *Advanced Seminar in Information Management & Policy* (3)
- IST 636 *Systems Analysis in the Information Environment* (3)
- Electives in the Department of Info Science, Department of Public Administration, and School of Business (approx. 12)

### Information Systems & Technology
*full online option*
Concentrates on information technology for delivering information and information services.

- IST 533 *Information Storage & Retrieval* (3)
- IST 611 *Information Systems* (3)
- IST 636 *Systems Analysis in the Information Environment* (3)
- Electives in Info Science, Computer Science, Public Administration, Geography & Planning, and Business (approx. 12)