Department of Information Studies
College of Engineering and Applied Sciences
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Master of Science in Information Science Degree (M.S.I.S.)

Accredited by the American Library Association, the M.S.I.S. prepares students for employment in corporate and public sector organizations where the generation, management, and use of information is the dominant or an essential aspect of the organization. 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 Studies. Most meet once a week for 3 hours on the downtown campus, many scheduled for late afternoon or evening. To meet the needs of learners seeking flexibility in course offerings, many are also available online, including most of our core courses, Information Systems & Technology, and School Library Media courses. There are five concentrations:

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.

**Admissions Information**

**Admission Standards:** 3.0 undergraduate grade point average **OR** 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 another 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.

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

**Costs:**
- **Tuition for New York State residents:** $453.00 per credit hr. ($5,435.00 per semester for full-time study)
- **Tuition for out-of-state residents:** $925.00 per credit hr. ($11,105.00 per semester for full-time study)

**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 generally unavailable. Contact the Office of Residential Life & Housing at (518) 442-5875. For off-campus housing info, contact the Office of Personal Safety & Off-Campus Affairs at (518) 442-5875.
## Archives & Records Administration
Concentrates on storing, preserving, and organizing information.

- IST 546  *Fundamentals of Records Management*
- IST 547  *Electronics Records Management*
- IST 656  *Archives & Manuscripts*
- OR
- IST 600  *Archival Representation*
- IST 614  *Administration of Information Agencies* (LIS/School Media students must take IST 676 instead of 614.)
- IST 668  *Internship* - 150 hrs. (This may be waived on the basis of relevant work experience.)

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

- IST 603  *Information Processing*
- IST 605  *Information Sources & Services*
- Electives in the Department of Information Studies and other departments in the University

## Required Courses for All M.S.I.S. Students
- IST 523  *Fundamentals of Information Technology*
  One advanced technology course – choose from: IST 535, 538, 561, 611, 658, 659, and other technology courses as approved by faculty advisor. (IST 673 is required for LIS/School Media.)
- IST 601  *The Information Environment*
- IST 602  *Information & Knowledge Organization*
- IST 608  *Research Methods*
- IST 668  *Internship* - 150 hrs. (This may be waived on the basis of relevant work experience.)

## Archives & Records Administration
Concentrates on storing, preserving, and organizing information.

- IST 546  *Fundamentals of Records Management*
- IST 547  *Electronics Records Management*
- IST 656  *Archives & Manuscripts* AND
- IST 600  *Archival Representation*
- OR
- IST 654  *Preservation Management in Archives & Libraries*
- Electives in the Department of Information Studies or History

## Library and Information Services/School Library Media Specialist
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*
- IST 758  *Literature for Young Adults*
- IST 603  *Information Processing*
- IST 605  *Information Sources & Services*
- 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* (Unless already certified teacher)
- IIST 673**  *Technology in School Library Media Centers*
- IIST 675**  *The Curriculum and Supportive Resources*
- IIST 676  *Administration of School Media Centers* (instead of IST 614)
- Additional requirements for students with no prior education courses. Refer to LIS/School Library Media Specialist handout.

**Include field experience assignments

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

- IST 560  *Information and Public Policy*
- IST 615  *Advanced Seminar in Information Management & Policy*
- IST 636  *Systems Analysis in the Information Environment*
- Electives in the Department of Info Studies, Department of Public Administration, and School of Business

## Information Systems & Technology
Concentrates on information technology for delivering information and information services.

- IST 533  *Information Storage & Retrieval*
- IST 611  *Information Systems*
- IST 636  *Systems Analysis in the Information Environment*
- Electives in the departments of Info Studies, Computer Science, Public Administration, Geography & Planning, and Business.