The background of the cover is a photograph of a two-story brick building, likely a university structure, partially obscured by large trees with Spanish moss hanging from their branches. In the foreground, there are some red and green plants. A large, dark red, triangular graphic element is on the left side of the cover, containing the title text.

PH.D. HANDBOOK

**Florida State University
School of Information**

Revised 10/23/2024



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About the Ph.D. in Information

The Ph.D. in Information, offered through the FSU School of Information, is a research degree designed to produce astute and creative researchers for academic, corporate, nonprofit, or governmental settings. The school is committed to preparing information professionals with the knowledge, skills, abilities, and attitudes to explore and evaluate information challenges in different contexts. Ph.D. students analyze, evaluate, and explain a variety of information phenomena in such areas as the social sciences, information science, information technology, and/or the humanities. Ph.D. students are expected to perform original research and report the results of their research in a clearly written dissertation.

The goals of the program are to prepare graduates who will demonstrate:

- A deep foundational knowledge in their major area of interest and the potential for advancing future research,
- An ability to apply different research methodologies to investigate different information phenomena; and
- A capacity to do original and independent scholarly investigation or creative work.

To fulfill these goals, the iSchool aims to create an environment in which students can thrive and excel in their intellectual growth. It also seeks to prepare students who value equity, diversity, and inclusion and to make sure these are embedded in all continuing education related to all aspects of the profession and practice. The iSchool's dedication to innovative and interdisciplinary research, collaboration, service, and leadership; respect for diversity; and commitment to ongoing professional development make a vital contribution to the University's mission as a research intensive institution.



Program Structure

The Ph.D. program at the FSU School of Information is overseen by the Doctoral Program Committee in cooperation with the Director of the School of Information, iSchool Student Services and iSchool Financial Services representatives. Each student's progress through the program is guided by a Major Professor and a Supervisory Committee.

Doctoral Program Committee

The Doctoral Program Committee formulates policy for the Ph.D. program in the School of Information and comprises at least three faculty members appointed by the Director of the School and at least one doctoral student recommended by the Doctoral Program Committee to represent first year, second year, and third year students. The Chair of the Doctoral Program serves as Chair of the Doctoral Program Committee. The Chairperson is a tenured faculty member with Graduate Faculty Status who leads the formulation of policy and advises on procedures for the doctoral program in cooperation with the Doctoral Program Committee and advises students and faculty of relevant deadlines with assistance from the School's Student Services Team. Student members of the Doctoral Program Committee may participate in all committee meetings except those related to doctoral student admissions and evaluations.

The Doctoral Program Committee, in cooperation with each student's first year advisor and the Doctoral Program Chair, monitors each student's progress through the student's first year of the program. The iSchool Student Services Team provides clerical and record-keeping services for doctoral student files.

First Year Advisor

Newly admitted Ph.D. students will be assigned a first-year advisor to help guide them through the first year of the program; this advisor will also conduct the student's first annual review. During the first year of study, doctoral students should discuss ideas for possible dissertation topics with their First Year Advisor.

Major Professor

Once the student has settled on a general area of research, the student should select and formally declare a supervising Major Professor by submitting the online [Ph.D. Supervisory Committee Request Form](#). Students should select a Major Professor and Supervisory Committee by the end of the first semester of the second year.

To serve as a Major Professor, the faculty member must:

- be appointed to a tenure-track faculty position,
- have Graduate Faculty Status and successfully pass the 3rd year annual review, or
- petition for the ability to serve as a major professor for Ph.D. students.

Situations in which such a petition might be appropriate include, but are not limited to, those in which the faculty member has: (a) completed a postdoctoral fellowship that included substantial supervision of advanced graduate student research; (b) supervised doctoral students to completion at another research-extensive institution; or (c) served on the faculty of the School for some time and participated actively in the doctoral committees of one or more students who have completed the Ph.D..

The Major Professor:

- serves as chair of the student's Supervisory Committee; conducts the student's annual reviews,
- helps the student identify opportunities for research collaborations; directs the student's preliminary examinations, and
- supervises the development of the candidate's prospectus and dissertation.

Supervisory Committee

The Supervisory Committee consists of the Major Professor as chair, at least two other faculty members from the School of Information with Graduate Faculty Status, and the University Representative. The University Representative is drawn from outside the School of Information and must be a tenured member of the faculty with Graduate Faculty Status who is free of conflicts of interest with other members of the committee. The Supervisory Committee may include additional faculty members with or without Graduate Faculty Status.

The Supervisory Committee assists the Major Professor by:

- participating in the student's annual reviews,
- writing preliminary examination questions,
- evaluating the preliminary examination,
- helping the candidate prepare his or her prospectus, and
- advising the candidate on all aspects of the dissertation process.

As their research evolves, students may feel the need to change the Major Professor or members of the Supervisory Committee. This is a natural part of the research process, and such changes are accomplished by submitting **Ph.D. Supervisory Committee Request Form**. Excessive changes over time, however, are discouraged and may not be approved.



The half of knowledge is to
know where to find knowledge

Degree Requirements & Milestones

Admitted students are required to begin doctoral work in the second 6-week summer semester to establish the proper sequence of courses. Admitted students who are unable to begin their studies at the designated time may be required to re-apply if they wish to enroll at a later date.

PhD in Information MILESTONES



IMPORTANT: Must be admitted to candidacy at least 6 months prior to being awarded the PhD degree. Must complete all requirements for the doctoral degree within 5 years.

Information-Seeking in Multilingual Digital Libraries

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Introduction

Multilingual users who search for information in their academic pursuits may find it difficult to find information when using cross-language queries. In the case of the Saudi Digital Library (SDL), there is not much written about the efforts to evaluate the library services, but insight gained based on personal participation and training with the (SDL), and consultation with librarians who use SDL.

Methods

A qualitative method, Stimulated Recall, with short semi-structured interviews. Stimulated Recall is "an introspective method that can be used to elicit people's thought processes and strategies when carrying out a task or activity" (Henderson & Taitman, 2006, p. 55).

Results and Discussion

The data analysis reveals that there are lack of accuracy content, poor search suggestions in the SDL Arabic-language search, which lead to frustration and caused some participants to consider alternative sources (Google Scholar) for their academic pursuits. Having excellent searching skills found to be helpful to eliminate some of these challenges, but in most cases.



Doctoral Degree Requirements

Doctoral Student Coursework (31 hours)

Ph.D. students must take a minimum of 31 hours of required before taking the preliminary exam. The doctoral coursework includes:

- Doctoral seminars offered by the School of Information (24)
- LIS 6936 Proseminar in IS Research and Teaching (4)
- LIS 6911 Research Collaboration (3)

PRE-CANDIDACY

DOCTORAL SEMINARS & ELECTIVE COURSES (24 hours total)

- LIS 6024 Theory and Foundations of Information Studies (3 hours)
- LIS 6027 Statistics and Data Analysis for Information Studies (3 hours)
- LIS 6040 Teaching in Information Studies (3 hours)
- LIS 6279 Research in Information Studies (3 hours)
- **Two Advanced Research Methods** Courses (6 hours; 1 qualitative, 1 quantitative):
 - LIS 6272 Qualitative Research in Information Studies or equivalent
 - LIS 6939 – Seminar In Experimental And Survey Research Design or equivalent
- **Two PhD Elective Courses** (6 hours)

OTHER COURSE REQUIREMENTS

- LIS 6936 Proseminar in IS Teaching and Research (*must enroll every semester until candidacy; at least 4 hours*)
- LIS 6911 Research Collaboration (3 hours)

NOTES on PRE-CANDIDACY REQUIREMENTS

- LIS 6909 Directed Individual Study (*PhD students may take up to 12 hrs*)
- Students may also take additional credit hours beyond required coursework (*needs approval*)

PRELIMINARY EXAM

- LIS 6965 Preliminary Exam Preparation (*may take up to 24 hours; six (6) semester hours of LIS6965 may be converted to dissertation hours [LIS 6980] if the prelim exam is successfully passed by the 7th week deadline as outlined in the University Academic Calendar*)
- LIS 8964r Doctoral Preliminary Examination (0 credits; Pass/Fail; only 2 attempts allowed)

CANDIDACY

OTHER REQUIREMENTS FOR FSU iSCHOOL PHD PROGRAM

- **Prospectus Defense** (*required by iSchool; up to 2 attempts only*)
- **Publishable Paper** (*must be completed prior to the semester before the student defends the dissertation*)
- **PhD Job Talk** (*must be completed the last day of the semester before a student enrolls in LIS 8985*)
- **Annual Reviews** (*conducted every year; students must submit portfolio of work for review by their Supervisory Committee no later than October 1 of each calendar year*)

DISSERTATION RESEARCH

- LIS 6980r Dissertation (*students required to take 24 hours; max of 12 hrs per semester; Satisfactory/Unsatisfactory grade*)
- LIS 8985r Dissertation Defense Examination (*Pass/Fail*)

Doctoral Seminars (24)

Ph.D. students are expected to take 24 hours of doctoral courses including:

- LIS 6024 Theory and Foundations of Information Studies (3 hrs.) LIS 6279 Research in Information Studies (3 hrs.)
- LIS 6040 Teaching in Information Studies (3 hrs.)
- LIS 6027 Statistics and Data Analysis for Information Studies (3 hrs.)
- Two Advanced Research Methods Courses (1 qualitative; 1 quantitative):
 - LIS 6272 Qualitative Research in Information Studies or equivalent (3 hrs.)
 - LIS 6939 – Seminar In Experimental And Survey Research Design or equivalent (3 hrs.)
- Two course electives (6 hrs.)

Course electives may include 6000-level doctoral seminars or master's classes, provided the student has Major Professor approval and the 5000-level course includes differential requirements for doctoral study.

**The requirements for the two Advanced Research Methods Courses above is in effect for students admitted starting in Summer 2024. Students admitted before this are required to take only one advanced research methods course and three other electives.*

Proseminar in IS Research and Teaching - LIS 6936 (4)

All doctoral students are required to register for LIS 6936 Proseminar in IS Research and Teaching (1 hour) for the first two years of doctoral study (fall and spring semesters only).

Research Collaboration – LIS 6911 (3)

Doctoral students are required to complete three hours of research collaboration (LIS 6911). These research collaborations may or may not be supervised by the Major Professor but must be approved by their Major Professor. Research collaborations provide students with:

- an opportunity to work with faculty on research in mutual areas of interest,
- an opportunity to develop and strengthen research skills,

- experience in specific research methodologies,
- experience in interpreting and writing up research results, and
- a foundation to support dissertation research.

After consultation with the Major Professor, the doctoral student will approach faculty with related research interests to develop a formal contract that articulates:

- the student's anticipated tasks and responsibilities in the research project,
- the amount of time expected from the student during the semester and an initial projection of how the time might be distributed,
- working arrangements in terms of the location(s) of work, need to travel, the identity of other collaborators on the project, and other logistics specific to working on the project,
- the student's specific learning objectives (which may include developing a conceptual mastery of a topic area and/or specific research-related skills); and
- an agreement on how the student's performance will be evaluated.

Specific research activities will vary based on the contract negotiated between the student and the faculty member and will reflect the student's need to acquire skills and gain experience in completing specific research tasks and responsibilities. Required readings will vary with the nature of the research project and the specific tasks or skill development for which the student will be responsible. All projects are subject to final approval by the Major Professor.

Directed Individual Study - LIS 6909 (12 hrs. max)

Doctoral students may take up to 9 hours Directed Individual Study (DIS) courses in a semester and up to 12 hours total over their program. Specific activities will vary based on the contract negotiated between the student and the instructor and will reflect the student's need to acquire skills and gain experience in specific topic areas. Students should consult with their First Year Advisor or Major Professor to discuss their interest in signing up for a DIS and how this course will fit into their program of study. To be eligible for a DIS, the student must be in good academic standing and must not be on academic probation or dismissal. All DIS requests are subject to School of Information and general University policies. *A DIS cannot be used as a substitute for regularly offered courses.*



Additional Course Work

If deemed necessary by the student's Supervisory Committee, additional course work may be required to fulfill individual program requirements such as research methods, statistics, or areas of research interest.

Additional Requirements for Students without Master's Degrees

Applicants to the doctoral program typically hold a master's degree or equivalent in a related field of study. In certain situations, the iSchool may accept a student without a master's degree into the doctoral program. In this case, the iSchool will determine an appropriate program of study to ensure that the student meets all doctoral program requirements and has adequate knowledge and skills upon completion of coursework.

Florida State University requires students admitted to a doctoral degree program without a master's degree either to complete a master's degree or to complete thirty (30) hours of graduate work before beginning the required doctoral coursework.



Annual Review

Doctoral students are required to prepare a portfolio of work for review by their Supervisory Committee each calendar year. It is the student's responsibility to schedule this annual review.

- First-year students are expected to meet with their assigned First Year Advisor to share accomplishments and challenges encountered in the program and to plan coursework and activities for the coming year.
- In the second year of study and until the student passes the preliminary exam, the student is expected to convene their Supervisory Committee for an annual review meeting.
- Students who have advanced to candidacy and have consent from their doctoral supervisory committee may conduct their annual review meeting directly with their Major Professor. Regardless of whether a meeting of the Supervisory Committee is called or not, it is expected that members of a student's Supervisory Committee will have an opportunity to provide input concerning the student's progress and that the annual review letter will be reviewed and approved by the full committee before it is submitted by the Major Professor and given to the student.

If the student fails to schedule an annual review in the fall semester, they will not be permitted to register for courses in the subsequent spring semester. Students who have not held their annual review and submitted the required documentation may have their spring schedule cancelled.

If the student's Supervisory Committee determines the student is not making satisfactory progress toward his or her degree at the annual review, the Major Professor will formulate a plan for improvement with specifics outlined in the annual review letter. If the student's Supervisory Committee determines the student is still not making satisfactory progress at the next annual review, the student will be dismissed from the program.

Annual Review Portfolio

Students, in consultation with their Major Professor, should submit an annual review portfolio to their Supervisory Committee by **October 1** of each calendar year or at least two weeks before the annual review is scheduled. The portfolio should include the following:

1. Summary and evaluation of the past year's activities. The statement should include the student's self-assessment of their progress towards their degree, work they have done to address feedback from the previous year's annual review, and their plan (i.e., activities and improvement plan) for the following year.
2. **Updated Ph.D. Program of Study Worksheet** (including courses taken and subsequent plan of coursework; progress on other deliverables - e.g., completion of preliminary exam, prospectus defense, publishable paper requirement, and job talk).
3. Previous annual review letters written by the Major Professor
4. Updated CV (please work with your advisor to make sure this is in a recommended format)
5. Link to Online Portfolio of Materials: *Create and maintain an online portfolio (e.g., on Dropbox, SharePoint, or OneDrive) of other documents that can demonstrate your progress in your program (e.g., if available, students should also provide copies of any presentations or papers delivered, submitted for publication, or published). Update this portfolio every year.*

Note: Students are expected to keep this portfolio up to date throughout their program of study.

After the Annual Review

Responsibilities of the Major Professor

Once the annual review is complete, the Major Professor will:

- Write an annual review letter using the [School of Information Annual Review Letter Template](#) that describes the student's progress for the year. In the annual review letter, the Major Professor must indicate whether the student is making satisfactory progress toward completion of the Ph.D., and the Doctoral Program Committee will use this information to present a summary report on the yearly progress of all School of Information doctoral students for discussion at the December faculty business meeting.
- Provide a copy of the annual review status and letter to the student and all members of the Supervisory Committee.
- Submit the letter via the online [Ph.D. Annual Review Letter Submission Form](#) for inclusion in the student's academic electronic file no later than November 15 of each calendar year.
- Provide a copy of the letter to the student.

Responsibilities of the Student

Once the annual review is complete, the student must submit the annual review portfolio with an updated program of study as approved by the Major Professor during the annual review. All student documents must be submitted via the online [Ph.D. Annual Review Document Submission Form](#) no later than **November 1**.



Advancing to Doctoral Candidacy

When the student is ready to advance to candidacy, the Major Professor will work with the other members of the Supervisory Committee to develop and administer the student's preliminary examination. The exam will be used to determine whether the Ph.D. student has attained the required level of comprehensive scholarship and developed the skills for conducting independent research. Before taking the preliminary examination, the doctoral student must have completed all required course work with no unresolved incomplete grades.

Preliminary Exam Preparation Coursework - LIS6965

LIS6965 provides doctoral students with the opportunity to work closely with faculty who have expertise in their areas of interest in developing the student's preliminary exam statements and bibliographies. Students enrolled in the preliminary exam preparation course will set individual goals in consultation with their Major Professor and Supervisory Committee. Registration must be approved by the Major Professor based on their progress toward readiness to sit for the preliminary examination.

Students must submit the [**Core Requirement Verification Form**](#) prior to registering for LIS6965 Preliminary Exam Preparation. Core requirements include:

- completion of all required doctoral course work,
- having an approved Supervisory Committee on file, and
- approval of the student's Supervisory Committee.

Students may take up to 24 hours of Preliminary Exam Preparation. LIS6965 may be repeated within the same term up to a maximum of nine (9) hours. Up to six (6) hours of LIS6965 may be converted to dissertation hours (LIS6980) if the preliminary examination is successfully passed by the 7th week deadline as outlined in the University Academic Calendar (prorated for summer).

Preparing for the Preliminary Examination

Scheduling the Exam

Prior to the examination, the student's Supervisory Committee will determine whether the student: 1) has at least 3.0 GPA, and 2) is ready to take the examination. The Supervisory Committee is responsible for setting dates for the preliminary exam and developing a set of preliminary examination questions. The student must register for LIS 8964 Doctoral Preliminary Examination (zero hours) during the semester in which the examination will be taken.

Preliminary Exam Statements and Questions

With the assistance of the Supervisory Committee, the student must prepare a statement of goals pursued in their program of study that identifies and defines the student's major area of interest. Examination questions will be based on the student's statements and typically comprise parts covering the student's:

1. major area of specialization,
2. theory, and
3. methods.

There are no common, predetermined subject areas in which all students are examined. Each examination will be individualized according to the student's area of specialization and plan of study. Overall, the exam will assess the student's:

- mastery of concepts, theory, and methodologies used in an area(s) of research interest,
- familiarity with research and trends in that area,
- ability to relate the selected area of specialization to larger domains of knowledge and scholarship,
- understanding of the interrelationships between their areas of research interest and Information Studies, and readiness to conduct independent research.

The Major Professor must submit the examination questions via the online **Ph.D. Preliminary Examination Administration Form** once the date of examination has been confirmed and scheduled with the Supervisory Committee.

Preliminary Examination Proper

Students are expected to take the preliminary examination by the end of their third year in the program. The student's Supervisory Committee will schedule the preliminary examination to extend over a consecutive seven-day period. The examination must begin and end on a day when the University is open for business.

The student will receive all questions by 10:00am ET on the first day of the examination via email from iSchool Student Services (with copy to all committee members), and must return the completed answers by 10:00am ET one week later via the online [Ph.D. Preliminary Examination Student Submission Form](#) (accommodations for religious obligations will be made on a case by case basis by the Supervisory Committee). Detailed instructions, including formatting instructions, will be included by the Major Professor when the questions are submitted for administration of the exam. A copy of the completed examination will be distributed to each member of the Supervisory Committee the same day it is received by iSchool Student Services.

Assessment of the Preliminary Examination

Answers to all parts of the preliminary examination should demonstrate the student's:

- knowledge of research, theory, and concepts in an area of research interest,
- ability to synthesize and critically analyze scholarship in an area of research interest
- ability to develop a personal perspective on the issues discussed and support ideas with references to relevant literature and research evidence,
- knowledge of different research designs, methods, and techniques,
- ability to connect research interests to the broader field of information studies, and
- ability to write clearly and coherently as is expected for graduate-level academic writing (including the ability to use correct grammar, sentence construction, and appropriate documentation style).

The Supervisory Committee will evaluate and decide whether to PASS or NOT PASS each part of the examination (there are no high passes, marginal passes, marginal failures, etc.). The parts are independent of one another, and performance on one part does not affect performance on any other part.

The Supervisory Committee has the authority to request an oral review of any part of the written preliminary examination questions with the student after the answers have been read and before determining a PASS or NOT PASS. If an oral review is administered, it will be conducted within three weeks after the written examination has been completed. Passing each part of the preliminary examination must include passing the oral component, if applicable.

A grade of Pass requires at least a majority approval of the committee for each part of the examination. After determining the results of the examination, the Major Professor will inform the student of the outcome and submit the online **Preliminary Examination Decision Form** no later than one month after the end of the examination.

If students receive a NOT PASS for any part, they may be permitted to retake that part of the examination by answering a different question developed by the Supervisory Committee. Students will have two days to retake each part of the examination and up to a maximum of seven days to retake all parts of the exam. The Supervisory Committee will offer suggestions and learning activities that may enhance the student's performance; students may not change their topic areas after receiving a NOT PASS. Failure to pass any part of the examination after two attempts or within six months of being notified of failure for the first time will result in dismissal from the program.

Any parts of the examination that need to be repeated must be graded by the Supervisory Committee. The Major Professor must inform the student of the outcome of the re-examination and resubmit the result via the online **Preliminary Examination Decision Form**.

If the student has procedural questions about the preliminary examination (including the oral review), they may request a meeting with the Supervisory Committee as a whole. If the student wishes to appeal the results of the examination, they must notify the Director of the School in writing within 60 days following the administration of the examination. If the Director is unable to successfully adjudicate the appeal, an additional meeting involving the Dean of the College, the Director of the School, the Doctoral Program Committee Chair, the Major Professor, and the student will be held.

If the issue is still not resolved, the student may appeal to the **Student Academic Relations Committee (SARC)** the Faculty Senate. Students with known medical issues or who encounter medical issues while taking the preliminary exam should notify their Major Professor as soon as possible with an explanation of the medical issues affecting their completion of the exam. The student's Major Professor in consultation with the Director of the School of Information, will determine the appropriate means for the student to complete the preliminary exam taking the medical issue into consideration.

Admission to Candidacy

A student who has passed all parts of the preliminary examination becomes a candidate for the doctoral degree and must be admitted to candidacy at least six months prior being awarded the Ph.D. degree. The Major Professor must notify the School of Information Director and iSchool Student Services that the student has passed the preliminary examination by submitting the **Preliminary Examination Decision Form**. iSchool Student Services will submit all required paperwork to have the student admitted to doctoral candidacy, which is required before the doctoral student will be permitted to register for dissertation hours. If the student is eligible for conversion of prelim prep hours to dissertation hours, this paperwork will be included with the Admission to Candidacy form submitted to the Office of the University Registrar.



Doctoral Candidacy

Doctoral candidates must complete all requirements for the doctoral degree within five calendar years from the time they pass the preliminary examination. If all requirements are not completed within this time, the Supervisory Committee may elect to do one of the following:

- allow the student to request an extension of time via their Major Professor, which also requires approval from The Graduate School; or
- require that a new preliminary examination be successfully completed; or
- dismiss the student from the doctoral program.

Preparing the Prospectus

Students are required to prepare and defend their plan for their dissertation. The dissertation must be a single-authored work. The prospectus should follow accepted research practices appropriate to the candidate's area of research and generally contains sections labeled Introduction, Statement of Purpose, Literature Review, Methodology, and Timeline. Students who choose the three- paper dissertation option may consult this [suggested guide](#) for structuring their prospectus and dissertation manuscript. Candidates interested in conducting research using methodologies that do not fit with this approach should consult their Major Professor to determine additional specifications for the type of study contemplated. Students should refer to the [Formatting Guidelines & Requirements for ETDs](#) in the Manuscript Clearance Section of the Graduate School website to ensure their manuscript is acceptable under university policy.

The Major Professor assists in the development of the student's prospectus by:

- stipulating the minimum specifications for the dissertation,
- encouraging participation of Supervisory Committee members in the prospectus and dissertation stages,
- determining when the prospectus is ready to defend (in consultation with the candidate and the Supervisory Committee members),
- scheduling the prospectus defense, and announcing the time, date, and prospectus title at least two weeks prior to the prospectus defense, and
- inviting the faculty, students, and the general public to attend the public presentation prior to the prospectus defense.

Prior to the prospectus defense, the doctoral candidate is required to:

- Coordinate with the Major Professor to arrange meetings with the Supervisory Committee.
- Submit an application in the [Human Subject Review System \(HSRS\)](#) a minimum of two weeks before the prospectus defense. The Graduate School requires that students "obtain Institutional Review Board (IRB) and/or Animal Care and Use Committee (IACUC) approval prior to commencing any research involving human or animal subjects. The student's name must appear on the IRB approval and/or application form as a Principal Investigator or co-Principal Investigator during the time when the student's research and data analysis are conducted. The IRB requires that students have their own approval." Research that involves organizations outside of FSU (e.g., school districts, private organizations) will also need to demonstrate that these organizations approve the research protocol.
- Reserve a room and appropriate multimedia equipment.
- Distribute copies of the prospectus to the Supervisory Committee at least two weeks prior to the defense.
- Submit a copy of the prospectus at least two weeks prior to defense date via the online [Defense Draft Submission Form](#). Upon submission, a copy will be automatically sent to iSchool Subject Librarian, and copies sent to the Dean of the College of Communication and Information Dean, the Director of the School of Information, and the Doctoral Program Committee Chair.

Prospectus Defense

During the first half of the defense, the candidate will present his or her prospectus in a public presentation, including a public question and answer session. Following this presentation, the candidate will defend their prospectus in a private meeting consisting of the candidate's Supervisory Committee.

The defense is an oral examination presided over by the Major Professor, and the committee's determination of the success of the defense may take place in a meeting without the candidate. The committee will certify in writing to the Director the results of the examination: PASS, FAIL, or RE-EXAMINE. The results of a re-examination must indicate the student either passed or failed. A grade of PASS for the defense of prospectus requires at least a majority approval of the committee.

After the prospectus defense, the Major Professor will:

- provide a list of the required revisions to student within one month of the defense,
- inform the Supervisory Committee members when approved changes have been made,
- approve the revised prospectus in consultation with the Supervisory Committee (if revisions are necessary), and
- submit the **Prospectus Defense Signature Form** with signatures and grade designation for all Supervisory Committee Members.

After the prospectus defense, the candidate is responsible for revising the prospectus as determined by the Supervisory Committee. If required revisions affect the research protocol, the student must request a protocol change on their Human Subjects application.

Students may not begin data collection until they have successfully defended their prospectus and received approval from the Office of Research. Failure to comply with FSU Institutional Review Board procedures may result in a permanent embargo of the dissertation and the student may forfeit being awarded a Ph.D.

Publishable Paper

The publishable paper requirement must be completed prior to the semester the student will defend their dissertation. Students will not be allowed to enroll in LIS8985: Dissertation Defense if the publishable paper milestone has not been satisfactorily completed.

This requirement is designed to ensure that students learn how to write for publication and are aware of publisher requirements regarding manuscript submissions. Papers may be based on the student's dissertation research, research collaborations, or other original research, but do not need to be single authored. If the paper is joint authored, however, the student must have contributed a substantial portion of the final product. Actual publication, or submission for publication, is not required, but is encouraged. As with all research papers, students must obtain IRB approval prior to submitting papers for publication.

To satisfy this requirement, the student may either submit:

- A paper published or accepted for publication in a peer-reviewed journal during their time in the doctoral program; or
- A paper of publishable quality (e.g., a full paper submitted to a conference, articles under review, or being prepared for publication). The paper must first be submitted to their Supervisory Committee for review. The Supervisory committee will determine if the paper meets the publishable paper requirement.

As soon as this requirement is satisfied and reviewed by their Supervisory Committee, the student will submit the paper via the online [**Ph.D. Publishable Paper Submission Form**](#), which will be verified by the Major Professor.

Job Talk

The job talk requirement must be completed between the successful achievement of the prospectus defense and the last day of the semester before the student enrolls in LIS 8985 Dissertation Defense. This requirement is designed to ensure that students learn how to present their research when seeking employment. Job talk presentations may be based on the student's dissertation research, research collaborations, or other original research. Job talks will be presented to the Proseminar class (LIS6936) and must be scheduled in advance with the instructor.

When this requirement is satisfied, the student will submit the [Ph.D. Job Talk Submission Form](#) online and include copies of all presentation material, which will be verified by the Proseminar Instructor.





Dissertation & Dissertation Defense

University regulations require that a minimum of 24 hours of dissertation hours (LIS 6980) be earned between the time the student is admitted to candidacy and the date the degree is awarded. The candidate must register for a minimum of two hours each semester. The number of hours taken each semester should represent the proportion of time devoted to the dissertation, whether on or off campus.

The Major Professor assists in the development of the student's dissertation by:

- advising the candidate on all aspects of the dissertation in a timely fashion,
- coordinating and approving advice from the Supervisory Committee and other faculty,
- reviewing drafts of the dissertation and providing guidance for necessary changes,
- determining when the dissertation is ready to defend (in consultation with the candidate and the Supervisory Committee members), and
- announcing the time, date, and dissertation title at least two weeks prior to the defense inviting the faculty, students, and general public to attend the public presentation.

The date of the dissertation defense must be no fewer than four weeks prior to the date on which the doctoral degree is to be awarded.

Preparing for the Dissertation Defense

Prior to the dissertation defense, the Ph.D. candidates are required to:

- ensure that the dissertation conforms with the accepted prospectus and all other University requirements,
- schedule the dissertation defense, reserve a room, and appropriate multimedia equipment,
- distribute copies of the dissertation to the Supervisory Committee at least four weeks prior to the defense,
- submit a copy of the dissertation at least two weeks prior to the defense date via the online [Defense Draft Submission Form](#). Upon submission, copies will be automatically sent to the School of Information Subject Librarian, the Dean of the College of Communication and Information, the Director of the iSchool, and the Doctoral Program Committee Chair.
- enroll in LIS8985 (Dissertation Defense) for zero hours at the beginning of the semester in which the defense of the dissertation is to be held,
- initiate the manuscript clearance process (see instructions below), and
- submit the online Defense Announcement Form located in the [Manuscript Clearance Portal](#) at least two weeks prior to the dissertation defense date.

Manuscript Clearance and Manuscript Clearance Portal

Four weeks before scheduling the dissertation defense or no later than the specified Pre-Defense Doctoral Deadline set by the FSU Graduate School, students must initiate the manuscript clearance process. All dissertation forms required by the graduate school are available in the [Manuscript Clearance Portal](#).

Details about the manuscript clearance process can be found here:

Graduate School Manuscript Clearance Overview:

<https://gradschool.fsu.edu/current-students/thesis-treatise-and-dissertation/manuscript-clearance-overview>

Manuscript Clearance Semester Deadlines: <https://gradschool.fsu.edu/current-students/thesis-treatise-and-dissertation/manuscript-clearance-deadlines>



MANUSCRIPT CLEARANCE PORTAL

Dissertation Defense Forms: All forms pertinent for dissertation defenses will appear in the [Manuscript Clearance Portal](#) when the student has started the manuscript clearance process.

Students are strongly encouraged to complete the Manuscript Clearance Process Canvas Course prior to scheduling the defense to make sure all manuscript clearance procedures and formatting are being followed (<https://canvas.fsu.edu/enroll/7MFYPC>)

*If you have any questions concerning the manuscript clearance process, please contact the Manuscript Clearance Advisor at 850-644-0045 or clearance@fsu.edu.

IRB Approval Document Requirements for Manuscript

Dissertation manuscripts should include either one of the following (as appropriate) in the Appendices:

1. Human Subjects Research requiring IRB Approval:
 - a. Florida State Institutional Review Board (Human Subjects Committee) Approval Letter, and
 - b. Sample of the Informed Consent Letter
2. Research with animals requiring ACUC approval: ACUC approval

If a student fails to adhere to these policies, she or he will be unable to publish the results of the research, the manuscript will be permanently embargoed, and approval for graduation may be withheld.”

Oral Defense

The dissertation defense is an oral examination presided over by the Major Professor. The student and all members of the Supervisory Committee must attend the entire defense in real time, either by being physically present or participating via distance technology. If exceptional emergency circumstances (e.g., medical, or other emergency situation) prevent the participation of a committee member, then it may be necessary to arrange for an additional appropriately qualified colleague selected by the Director of the iSchool to attend the defense. A minimum of four members with Graduate Faculty Status must participate.

During the first half of the dissertation defense, the candidate will present his or her dissertation to the general public. This may include a questions and answers session for the public. Following the public presentation, the candidate will defend his or her dissertation before their Supervisory Committee. Immediately after the oral defense, the committee will determine the success of the defense and certify in writing, to the Director of the iSchool, results of the examination: PASS, FAIL, or RE-EXAMINE. A grade for the defense of dissertation requires a majority approval of the committee. Each member of the Supervisory Committee must complete the online Defense Decision Form to substantiate the results of the defense. The results of a re-examination must indicate whether the student either passed or failed.

After the dissertation defense, the Major Professor will:

- provide a list of the required revisions to the student within 48 hours of the defense,
- approve the revised dissertation in consultation with the Supervisory Committee (if revisions are necessary),
- ensure that all required Manuscript Clearance Forms are completed online by all members of the Supervisory Committee, including the university representative,
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-

- ensure that a permanent official copy of the approved dissertation is submitted to iSchool Student Services for inclusion in the student's academic electronic file,
- assist with final clearance for graduation, and
- hood the graduate (if desired) at the graduation ceremony.

After the dissertation defense, the candidate is responsible for:

- revising the dissertation as determined by the Supervisory Committee,
- following the timeline of due dates for each step of dissertation manuscript clearance process as specified by the Graduate School, and
- submitting all necessary forms and surveys as outlined by the [Manuscript Clearance](#) section of the Graduate School website.

The University Representative on the Supervisory Committee is required to submit the University Representative Doctoral Defense Report online via the [Manuscript Clearance portal](#) within one week after the date of defense, certifying that the examination has been conducted according to University policy.



Graduation

Doctoral students will need to apply for graduation, obtain clearance from the School and University, and order graduation robes if attending the graduation ceremony (for more information, see the [Graduation Section](#) of the Office of the Registrar's website). Doctoral students need to be aware of University timelines and due dates, and to meet all such dates when submitting their final copy of their dissertation to the university and preparing to graduate.

For more information, visit the [Manuscript Clearance Section](#) of the Graduate School website.





Funding Opportunities: Graduate Assistantships

The School of Information provides internal funding opportunities for our graduate students either through teaching and research assistantships, scholarships, or fellowships. These opportunities, some of which are funded by alumni and friends of the school, allow students to better focus on the task at hand: pursuing a well-rounded graduate education at a highly respected research and teaching institution.

Graduate students who are awarded an assistantship typically receive the following:

- **Stipend** - Each graduate assistantship is accompanied by a bi-weekly stipend that pays either 20 hours per week (.50 FTE) or 10 hours per week (.10 FTE) depending on funding availability and what is stipulated in your appointment letter. Some appointments may require working between semesters.
- **Tuition Waiver** – Each graduate assistantship includes a tuition waiver that covers per credit hour rate for either the matriculation fee, out-of-state or both. Students receiving a tuition waiver must enroll in a minimum of 9 hours of credit each term they are receiving support to include fall, spring, and summer.
- **Health Insurance Subsidy** – For more information visit, <https://gradschool.fsu.edu/funding-awards/subsidy-benefit>

Appointments are based on eligibility, academic ability as verified by transcripts of current and previous work, graduate entrance exam scores, your resume, as well as applicable skills in the area assigned.

Continuation of a graduate assistantship is contingent upon:

- The student remaining in good academic standing.
- Satisfactory performance of duties associated with the assignment.
- Satisfactory progress in the program (to include meeting timelines to preliminary exam and proposal defense).
- Sufficient state funding allocations.
- Availability of appropriate positions.

Cancellation Conditions

Waivers are canceled if the student withdraws from the University, drops below the required academic load, or terminates the assistantship. Waivers will not cover any dropped classes. The student will be responsible for any fees assessed.

Teaching Assistantships (TA)

Students will have opportunities to gain teaching experience through teaching assistantships serving either as a grader or as graduate lead instructor (GLI).

In accordance with guidelines set by the Southern Association of Colleges and Schools Commission on Colleges (SACS), the Academic Dean of each College is required to certify to the Vice President of Faculty Development and Advancement and the Dean of The Graduate School that each student who serves as a teaching assistant (TA) is competent to teach and for international teaching assistants (ITA) that they are also competent to teach in spoken English.

Before assuming any instructional role, graduate students must:

- meet **University-Wide Standards for Graduate Teaching Assistants** at Florida State University, and
- complete the **Essential Policies and Practices Training for TAs** offered by the Center for the Advancement of Teaching. Students who fail to complete the university-wide training requirements for their specific TA role may lose their TA position, per FSU policy.

SPEAK Exam for International Teaching Assistants

International students must successfully pass the **SPEAK (Speaking Proficiency English Assessment Kit) Test**. SPEAK is a tool used by the University to evaluate the English-speaking ability of non-native speakers of English. The test is administered by the Center for Intensive English Studies to international students who have been appointed or will be appointed as teaching assistants in an academic department at Florida State University. A minimum score of 50 is required on the SPEAK test or the student must take designated undergraduate-level English speaking preparatory courses until certification is achieved.

Research Assistantships

Faculty with funded research grants may have Research Assistant positions available. Students appointed as an RA will work with a faculty member assisting with research-related activities. For more information about potential available positions, contact one of our centers or institutes.

Administrative Graduate Assistantships

Opportunities may also be available for students to work with the School of Information Administrative Offices, Academic & Research Technologies, the Innovation Hub, or other areas within the iSchool.



Other Funding Opportunities

School of Information Scholarship Opportunities

The School of Information provides a number of **scholarship opportunities** for iSchool graduate students who are in good academic standing. These awards are made possible through the generosity of alumni and friends. Award criteria vary accordingly.

Congress of Graduate Students (COGS)

The **Congress of Graduate Students (COGS)** is the official representative body of graduate students at Florida State University. This includes all post-baccalaureate, special, masters, specialist, professional, and doctoral students. COGS also offers funding for recognized graduate student organizations (RSOs) and individual students attending and presenting at conferences.

Graduate Assistants United at Florida State University

The United Faculty of Florida - Florida State University - Graduate Assistants United (UFF-FSU-GAU) represents and advocates for the interests of its members and all GAs at Florida State University. The GAU was founded in 2008 and is the only legally recognized collective bargaining agent for GAs at FSU; The GAU seeks to improve working conditions and defend the working rights of all GAs. GAU's first contract was ratified in the Fall of 2009, ensuring that all GAs across the FSU campus receive fair and equitable treatment as students and employees. For more information about the GAU or to review the UFF-FSU-GAU Collective Bargaining Agreement, visit <https://www.fsugau.org/>.

FSU Graduate School Funding and Awards

The Graduate School gives many awards and grants each year to students and faculty members. For more information, visit

<https://gradschool.fsu.edu/funding-awards> .

For Out-of-State and International Students

Residents of 15 southern and mid-Atlantic states, and many foreign countries may qualify for in-state tuition while pursuing a graduate degree at Florida State.

OAS Scholarships

The [Organization of American States](#) offers funding opportunities for graduate students from Latin American and Caribbean member states. Florida State University is a member of the OAS Consortium of Universities. OAS Academic Scholarships may also be used by U.S. citizen students for graduate research in an OAS member state, if required by a specific academic program.

Scholarships are awarded for an initial period of one academic year and may be renewed subsequently for up to one additional year if funds remain available and if the renewal is necessary to complete the program of study or research for which the scholarship was initially awarded. The OAS does not offer scholarships for studies in the medical sciences. No-interest loans are also available through the Rowe Fund.

Military Veterans, Service Members, and Their Dependents

The out-of-state tuition waiver is extended to FSU students physically residing in Florida who are current or former members of the U.S. Armed Forces – including honorably discharged veterans, active-duty service members, and members of the Reserve or National Guard – as well as eligible veteran/service-member dependents who are using federal Veterans Affairs educational benefits. The out-of-state tuition waiver is also extended to active-duty members of the U.S. Armed Forces who are stationed or reside outside the state of Florida. Additional information on the C.W. “Bill” Young Tuition Waiver Program is available on the [Student Veterans Center](#) website or by emailing veteran@admin.fsu.edu.

Latin American/Caribbean (LAC) Scholarship Program

Graduate students who are citizens from Latin America and the Caribbean (including Puerto Rico and the U.S. Virgin Islands) may be eligible to be designated as Latin American - Caribbean Scholarship recipients. A Latin American - Caribbean Scholarship recipient will be classified as a Florida resident for tuition purposes only. LAC Scholarship recipients must be awarded an additional \$500 scholarship in order to retain Florida resident status for the summer terms. In summary, FSU requires that a \$500 non-duty scholarship be awarded to each eligible student every semester. For more information, visit the [LAC website](#).

Academic Common Market

The [**Academic Common Market \(ACM\)**](#), a program of the Southern Regional Education Board, is an interstate agreement among southern states for sharing academic programs. Participating states enable their residents who qualify for admission to enroll in specific on-campus and online graduate programs in other states without having to pay out-of-state tuition. Arrangements traditionally are limited to programs not offered by the public institutions within the student's state of residence. In short, students who obtain ACM certification pay tuition at FSU's in-state rate.

Currently, the following states will certify ACM for the Doctoral program: Alabama, Arkansas, Delaware, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Virginia and West Virginia. Visit the [**Southern Regional Education Board**](#) for more information or contact iSchool Student Services at [**ischooladvising@cci.fsu.edu**](mailto:ischooladvising@cci.fsu.edu).



External Funding Opportunities

Opportunities for financial aid are available from sources outside the School and the University. They are provided by a diverse group of professional organizations related to the field of information studies. For more information, visit the iSchool website for a partial list of [External Funding Opportunities](#):

- State Organizations
- National and International Associations
- Programs for Underrepresented Populations
- Programs for Students with Disabilities
- Additional Sources of Financial Aid





Regulations

General Regulations

Doctoral students are expected to be active members of the School of Information community, and as such, they are required to make adequate progress each year toward the completion of their Ph.D.

Scholarly Engagement

To meet the Scholarly Engagement requirements, doctoral students should interact with faculty and peers in ways that may include enrolling in courses, attending seminars, symposia, conferences, and engaging in collaborative study, service, and research.

University Regulations and Record Keeping

Doctoral students are required to check the policies and procedures of The Graduate School frequently, and to ensure adherence of their program procedures to all appropriate University policies governing the doctoral degree. They are also required to keep accurate and up-to-date records of their progress (including personal copies of all official forms), and to make sure these records are properly submitted for the academic electronic file.



Graduate Policies

Satisfactory Academic Progress Policy for Graduate Programs

In order to meet the standards adopted by Florida State University and the School of Information, all graduate students must maintain Satisfactory Progress as defined by the University: <https://financialaid.fsu.edu/resources/satisfactory-academic-progress-policy-sap> .

Minimum Grade and Grade Point Average Requirements

All graduate students must meet the cumulative grade point average requirement in accordance with the graduate retention policy of FSU and achieve and maintain a cumulative GPA of 3.0 or higher to remain in good academic standing. Students must earn a grade of “C-” or higher for all courses to be applied toward the master’s, specialist, or doctoral degree. As per School of Information policy, students must earn a grade of “B” or higher for all courses to be applied toward completion of a graduate level certificate.

Incomplete Grades

A student may not have more than one incomplete grade at any given time. Students who receive more than one incomplete grade on their permanent record will have an academic hold placed for registration and will not be permitted to continue enrollment for the subsequent semester until the incomplete grades have been resolved. Students with more than one incomplete grade posted must resolve the outstanding incomplete grades prior to the first day of the next semester of enrollment or their registration will be administratively cancelled before the end of the drop/add period for that semester.

Multiple Withdrawals

When a student has withdrawn from the University three (3) or more times, [subsequent readmission will be considered by the Multiple Withdrawals](#) (MWDC@fsu.edu) Committee appointed by the Council of Associate and Assistant Deans, which will then make a recommendation to the dean of the student’s college who will make a final decision.

Academic Probation and Dismissal for Graduate Students

In order to meet the standards adopted by Florida State University and the School of Information, all graduate students must maintain Satisfactory Progress as defined by the University and The School of Information.

Minimum Grade and Grade Point Average Requirements: All graduate students must meet the cumulative grade point requirement in accordance with the graduate retention policy of FSU and achieve and maintain a cumulative GPA of 3.0 or higher to remain in good academic standing.

- Students must earn a grade of “C” or higher for all courses to be applied toward the master’s or specialist degree.
- Students must earn a grade of “B” or higher for all courses to be applied toward completion of a Certificate.

As stated in University policy, all graduate students must maintain an overall GPA of 3.0 in order to remain in good academic standing. Grades earned at another institution cannot be used to improve a grade point average or eliminate a quality point deficit at FSU. If the cumulative grade point average falls below 3.0 at the end of one semester, the student will be placed on academic probation by the University. If the cumulative grade point average at the end of the next semester of enrollment returns to 3.0 or higher, the academic probation will be removed by the University. If the cumulative grade point average remains below 3.0 for two consecutive semesters, the student will be academically dismissed by the University and notified by email from the Registrar’s Office. A statement of Academic Dismissal will appear on the student’s academic transcript.

If a student is academically dismissed from the University, the student may petition to request reinstatement to the Associate Dean of Academic Affairs located in the College of Communication and Information (CCI) Dean’s Office. Students must submit a written statement explaining the circumstances leading to the dismissal and what action is planned to return to good academic standing if reinstated. The final determination for a dismissal reinstatement will be made by the CCI Dean’s Office and the student will be notified via email.

Because of the time involved for completion of the appeal process, it may be necessary for a student who has been academically dismissed to “sit out” one semester. Doctoral students must also maintain a doctoral coursework GPA of 3.0 or higher as specified in the Doctoral Program Guidelines.

Failure to meet the requirements of satisfactory progress and academic good standing may result in the discontinuation of enrollment in a graduate program. All students who do not meet academic satisfactory progress standards, and who are able to document mitigating circumstances such as a medical issue, death in the family, or other significant event that interrupted or disrupted academic progress, may appeal the discontinuation of enrollment. The written appeal should be submitted to the CCI Dean’s Office and include documentation, where available, to substantiate the circumstance.

Continuous Enrollment and Leave of Absence Policy

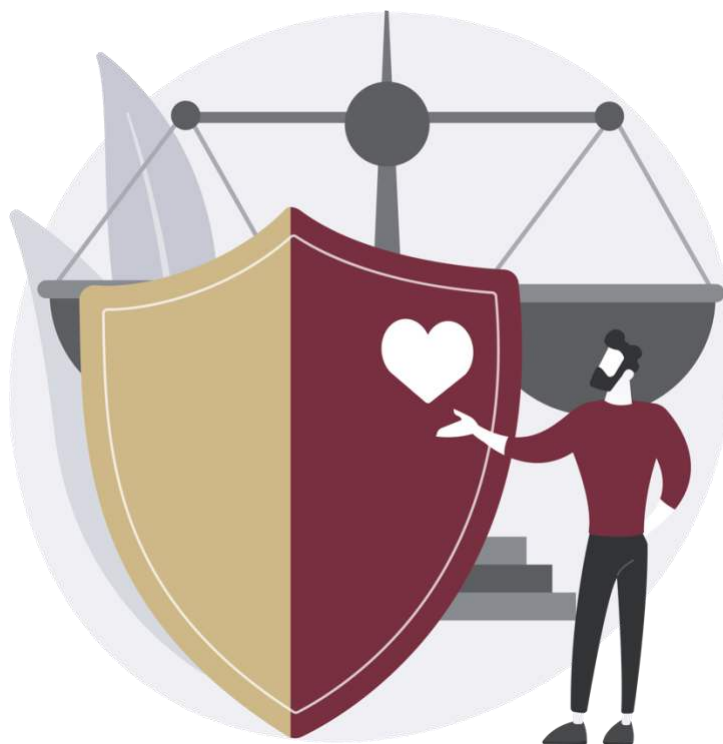
As stated in the [University Graduate Bulletin](#), “Continuous enrollment at Florida State University is defined as enrollment without an interruption of two or more consecutive semesters (including summer term). Credits earned at other institutions during any semester while not registered at Florida State University will not constitute continuous enrollment at the University. Students who are not enrolled at the University for two or more consecutive semesters (or consecutive semester and Summer term) must apply for readmission before resuming their studies.” Students are advised that they must be enrolled in order to use campus facilities and/or receive faculty supervision. Students are also advised that interruptions in enrollment count towards time to degree completion.

Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request.

To apply for a leave of absence, a student must complete the Request for Leave of Absence Form (available on the [Graduate School website](#)) and submit it together with appropriate documentation to iSchool Student Services.

Academic Honor Policy

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of student's academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>).





The Seminole Creed

Florida State University is a community dedicated to creating an inclusive and equitable campus. We honor each person's dignity and worth, while celebrating diversity. We recognize the importance of differing opinions and the free expression of all viewpoints through open-minded and civil dialogue throughout the campus community.

Values and Morals at the Florida State University

The guiding ethical norm at FSU is responsible freedom. As a member of this community, I promise the following:

TRUTHFULNESS

I will be honest and truthful at all times and work for personal and institutional integrity at Florida State University.

RESPECT

I will show respect for others, the University, the community, and myself.

EXCELLENCE

I will pursue excellence in my learning and living in the University and beyond.

FREEDOM OF SPEECH AND INQUIRY

I will support academic freedom, including the right of dissent and freedom of speech.

CITIZENSHIP

I will act as a responsible citizen in the University and beyond, participating in those activities fostering citizenship.

DIVERSITY

I will learn from and about those who are different and work to make the University inclusive.

JUSTICE

I will treat others in a fair manner and strive to make the University a community of justice.

DISCOVERY

I will take time for adventure, discovery, fun, excitement, and friendship.





About the FSU School of Information

Our Mission

Faculty, staff, and students at the Florida State University School of Information (Florida's iSchool) recognize the profound importance of connecting people, information, and technology for the betterment of society. We demonstrate our commitment to universal information design, creation, access, use, and evaluation within a dynamic culture of emerging technology through innovative teaching, research, and service.

Our Vision

People-Information-Technology: Making Vital Connections



Our Core Values

The School of Information is committed to:

- Excellence and innovation in research, teaching, and service;
- Interdisciplinary collaboration to actively engage and solve information problems;
- Service and leadership in the profession, nationally and internationally;
- Recognition and respect for ensuring diversity and inclusion, establishing access, and encouraging responsibility; and



Statement on Equity, Diversity, and Inclusion

The School of Information at Florida State University is committed to advancing the well-being of people of diverse and underrepresented backgrounds. The iSchool promotes representation and inclusion across all age, socioeconomic, gender, sexual orientation, religious, racial, ethnic, and ability spectrums. We recognize that information professionals play an important role in addressing social issues such as information privacy and security, information access, and information ethics. Our curriculum, programs, and services are designed to connect people with information and technology to build a more inclusive society.

We seek to:

- Recruit, support, and retain faculty, staff, and students of diverse backgrounds
- Maintain a healthy and safe learning and working environment
- Foster engagement with alumni and other diverse stakeholders





Centers, Institutes, and Labs

eHealth Lab

Director - Dr. Zhe He

The eHealth Lab's overarching goal is to improve population health and advance biomedical research through the collection, analysis, and application of electronic health data from heterogeneous sources. Research in the lab spans across the multiple sub-fields of Biomedical and Health Informatics: Clinical Research Informatics, Consumer Health Informatics, Knowledge Representation and Biomedical Ontologies, Biomedical Natural Language Processing, Machine Learning, and Data Mining.

Information Use Management & Policy Institute

Director - Dr. Marcia Mardis

The Institute conducts research that focuses on the information user, the interaction of the user with information products, services, policies, technologies, and organizations. The institute also conducts information policy research on current issues at every level of government related to public access, privacy, records management, and use of information in electronic forms. They place particular emphasis on the planning and evaluation of networked and other information services through analyzing and evaluating the impact of systems from a policy and user perspective.

Innovation Hub

Director - Ken Baldauf

The Hub is an on campus and online community for innovation using Design Thinking and emerging technologies and the FSU School of Information is proud to be a

founding partner of the FSU Innovation Hub. The Hub offers many educational activities that compliment students' traditional learning and add valuable skills to their professional portfolio. The Hub also houses cutting edge resources and event space to support a wide variety of innovation activities, including a Digital Fablab provides access to 3D printing, laser cutting, vinyl cutting, electronics, robotics, and drone technology. Our XR lab has every popular VR and AR headset. Whether a student needs advice on a new invention, a teacher wants to add a VR or 3D printing project to a class, or a grad student needs to design custom lab equipment, the Hub is here to work with you to help you succeed!

iSensor Lab

Director - Dr. Shuyuan Metcalfe

The iSensor lab is primarily dedicated to socio-technical research to study trustworthiness and other human behaviors related to cyber security on the web. This socio-technical research approach is based on a social-psychological theory, attribution theory, to model a sensor system, a conceptual framework of trustworthiness attribution which focuses on understanding how anomalous behavior of an individual can be detected by observers. We study how humans attribute meaning of the behavior of others with limited resources, i.e., in text-only, cue-lean environments.

Institute for Digital Information and Scientific Communication (iDigInfo)

Director - Dr. Austin Mast

The Institute for Digital Information and Scientific Communication (iDigInfo) mission is to advance the science of information creation, organization, use, and communication to catalyze research discoveries and solutions to society's grand challenges. They are also distinctively multidisciplinary in their approach, merging the rigor of information science and science communication with other domain expertise across campus. New and innovative collaborations are always welcomed.



Forms

iSchool Forms

- [iSchool Ph.D. Student Registration Request](#)
- [Ph.D. Annual Review Letter Template](#)
- [Ph.D. Annual Review Document Submission Form](#) [Ph.D. Annual Review Letter Submission Form](#)
- [Ph.D. Supervisory Committee Request Form](#)
- [Ph.D. Core Requirement Verification Form](#)
- [Ph.D. Prelim Examination Student Submission Form](#)
- [Defense Draft Submission Form](#) (for both Prospectus and Dissertation Defenses)
- [Prospectus Defense Signature Form](#)
- [Ph.D. Publishable Paper Submission Form](#)
- [FSU iSchool Dismissal Reinstatement Request](#)
- [Ph.D. Job Talk Submission Form](#)

FSU Graduate School Forms

- General Graduate Student Forms: <https://gradschool.fsu.edu/graduate-student-forms>
- Thesis, Treatise, and Dissertation Processes and Forms: <https://gradschool.fsu.edu/current-students/thesis-treatise-and-dissertation>



FSU Resources

FSU Graduate School

The [Graduate School](#) supports graduate students in every program at the Florida State University. They provide aid in academic matters, advice on University-wide degree requirements, information on the availability of financial assistance including assistantships, fellowships, and scholarships.

FSU Division of Student Affairs

The Florida State University [Division of Student Affairs](#) empowers and supports all students to achieve their full potential and believes in the power of the student experience to develop graduates who positively impact the world. To support learning and success, we uphold our values of: Community, Student Development, Inclusivity, and Well-Being.

FSU Center for Global Engagement

The [Center for Global Engagement](#) (CGE) supports the needs of international scholars and staff as well as international students on F & J Visas (including those completing Optional Practical Training following graduation) and their families. They provide orientations, immigration advising, and other support. They also offer a variety of educational, social, and cultural programs for all students throughout the year.

FSU Department of Student Support and Transitions

Case Management Services

Case Management Services works with individuals to provide emotional support, counseling, advocacy, and to identify immediate needs, making appropriate referrals to campus and community resources.

Food for Thought Pantry

The **Food for Thought Food Pantry** provides food security for any current student. The Food for Thought Pantry is located in University Center A, Suite 4148.

Office of Accessibility Services

The **Office of Accessibility Services** (OAS) serves as an advocate for FSU students with disabilities and ensure that reasonable accommodations are provided.

Victim Advocate Program

The **Victim Advocate Program** provides free, confidential, and compassionate assistance to primary and secondary victims of crime, violence, or abuse against, or by, Florida State University students through advocacy, education, and training.

Other FSU Resources

Counseling and Psychological Services (CAPS)

Florida State University's **Counseling and Psychological Services** (CAPS) primary mission is to address psychological needs and personal concerns, which may interfere with students' academic progress, social development, and emotional well-being. The following in-person and virtual (tele-mental health) services are available to all enrolled students residing in the state of Florida.

FSU Emergency Resources

The FSU ODL Technical Support provides information about FSU, local, state, and national emergency resources that may be helpful for staff and students prepare and cope with emergencies: <https://odl.fsu.edu/emergency-resources>

iSchool Past, Present, Future



People & Information: Making Vital Connections

