

LONG ISLAND UNIVERSITY

PALMER SCHOOL OF LIBRARY AND INFORMATION SCIENCE

GUIDELINES FOR LIS 697 - MASTER'S THESIS

Bulletin Description:

Independent research for preparation, development, and presentation of a master's thesis under a faculty member's advisement and supervision. *Every semester*. 3 credits. This is a letter grade course only.

Pre-requisites:

LIS 510, 511, 512, 514 and Dean's Approval.

General Guidelines:

Independent study projects are individually designed to enable students to read and students intensively in an area of library and information studies under the guidance of a faculty member. It provides an opportunity for in-depth exploration of a problem or subject that is not covered by the regular course offerings of the School or the University. Topics may be suggested by the student or faculty members, and should fit with and contribute to the student's plan of study and career goal.

The resulting report/paper should indicate that an extensive review of the literature has been done and there is evidence that sufficient original analysis has been done to warrant graduate level credits being awarded.

Pre-Approval for Faculty:

A faculty member (Faculty Advisor or Master's Thesis Instructor) who anticipates discussing LIS 697 with a student must first get approval from the Dean to do so because of its budgetary impact. See the LIS 697 Approval form attached.

Process for Students:

Students must go through the following steps *before* registering for LIS 697:

1. The student must discuss the area of interest with a faculty member. If the Dean approves the Master's Thesis, the student can proceed to step 2.

2. The student must complete the first portion of the "Request for Master's Thesis" form, including the Outline/Proposal for the work to be done. This Outline/Proposal is attached to the "Request" form and should include the following:
 - General statement of the study/project;
 - Definition of terms (if needed);
 - Brief statement of objectives and delimitations;
 - Justification for the study/project;
 - Brief review of background readings/sources;
 - Project description;
 - Footnotes/bibliography;
 - Procedures to be followed during the semester, including stages at which the Instructor will be consulted and a final due date.
3. The student's Faculty Advisor and the Master's Thesis Instructor will complete the form, sign it in the appropriate places, and give it to the Dean for final approval.
4. The final approved copy of the "Request" form is filed in the student's file in the office. The Outline/Proposal is returned to the Master's Thesis Instructor with a copy of the approved form. The student is given a copy of the approved form after all signatures are in place.
5. As the work progresses, the student is responsible for regular consultations with the Instructor so that work is monitored throughout the semester. A report or project that has not been discussed with the Instructor as it develops will not be accepted.
6. Any work submitted must be produced on a word processor, submitted on the date due, and adhere to a standardized style manual such as the A.P.A. or Chicago.
7. The final work submitted will be the primary basis for a grade for the Independent Study. The final work is usually a written paper but may also be an exhibit, a publishable article, a video-tape or a public presentation.

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**APPROVAL TO SUPERVISE
MASTER=S THESIS (LIS 697)**

I, _____ request approval for
Name of Faculty Member
_____ (_____) to register for LIS _____ in the
Name of Student SS#
_____, 20 _____ semester, for _____ credits in the
general area of

Signature: _____ Date of Request:

Approved: _____ Date:
Dean

cc: Academic Counselor
Originator

LONG ISLAND UNIVERSITY

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REQUEST FOR LIS 697 - MASTER'S THESIS

Student Name _____ SS# _____

Address _____

Street City/Town State Zip

Telephone: (____) _____ (____) _____ @
Home Work E-mail

TO BE COMPLETED BY STUDENT

Reason for requesting LIS 697 - Master's Thesis:

Outline/Proposal must be attached to this form

Semester and Year: _____ Proposed Supervisor:

TO BE COMPLETED BY THE INSTRUCTOR:

Do you have pre-approval from the Dean? _____ Yes _____ No

What is your estimate of the amount of time that the student will spend doing the research for this project:

APPROVALS:

Faculty Advisor=s Signature (Print Name also) Date

Master's Thesis Supervisor Signature (Print Name also) Date

Dean=s Signature (Print Name also)
Date

cc: Academic Counselor
Faculty Advisor
Student