



Master of Library and Information Studies (MLIS) Program Planning Form

About This Form:

1. The purpose of this form is to help you create a plan for your master's program that will allow you work towards your desired career goal(s) and to graduate within your desired time frame.
2. Work with your assigned faculty advisor to create your program plan. If you do not know who your assigned advisor is, please email the SLIS office (slisinfo@ou.edu).
3. This form should be completed, approved and signed by you and your advisor on the final page (pg. 3), prior to submitting it to the SLIS office. Please complete this form by the end of your first semester.
4. You are not locked into the plan you list on this form. You may change your plan. Discuss changes to your plan with your faculty advisor; you do not need to submit a new form.

Student Information

ID# _____ Advisor _____ Date _____

Name: _____

Address: _____

Phone: _____ E-Mail: _____

MLIS Admission Status: ☐ Full Admission ☐ Conditional Admission **Program Entry (semester/year):** _____

Student Background and Interests

UG Major(s) and other degrees _____

LIS Career Goal(s): _____

School Library Media Certification

Are you seeking School Library Media Certification? ☐ No ☐ Yes, projected Certification Exam Date: _____

If pursuing School Library Media Certification, do you hold a standard classroom teaching certificate? ☐ Yes ☐ No

If pursuing School Library Media Certification, do you hold an alternative placement teaching certificate? ☐ Yes ☐ No

Note:

- If you do not currently hold a standard or alternative placement certificate, you may be required by the Oklahoma State Department of Education to complete additional coursework outside of the requirements for the MLIS degree.
- For School Librarian Certification, SLIS requires 5 electives as outlined in the table below (see and complete the School Librarian Certification Elective Courses section).

Please contact Dr. Buffy Edwards (buffy@ou.edu) if you are pursuing School Librarian Certification. More information about the School Librarianship process can be found at: <https://www.ou.edu/cas/sl原因slis/academics/graduate/mlis/school-librarianship>

Graduate Certificates

In addition to the MLIS, are you also seeking a Graduate Certificate? ☐ Yes, ☐ No

- ☐ Graduate Certificate in Archival Studies
- ☐ Graduate Certificate in Digital Humanities
- ☐ Graduate Certificate in Data Analytics for Information Professionals
- ☐ Other OU Graduate Certificate _____

Note: to add a Graduate Certificate to your current program, you must apply to the program by completing an Add or Change of Program Application. Contact the SLIS office (slisinfo@ou.edu) for more information.

Information to Aid in Planning, course rotation schedule and additional resources available at:

<https://www.ou.edu/cas/slis/academics/graduate/mlis>

1. It is recommended that you take the required classes towards the beginning of the program (LIS 5033 in the first semester); the core courses are LIS 5023, LIS 5033, LIS 5043, LIS 5053, LIS 5063, and LIS 5713. All core courses must be completed before your final semester.
2. Conditionally admitted students must take 3 core courses within their first 12 credit hours in the program.
3. To take an internship you must have completed 18 credit hours in the program and have some coursework in the topic area of your internship.
4. Independent study courses include directed readings, projects, and research. You must have completed 15 credit hours to enroll in an independent study course.

Core Required Courses (18 credit hours)

	Course Title	Course Number	Semester/Year
1	Information and Society	LIS 5033	
2	Management in Information Organizations	LIS 5023	
3	Organization of Information	LIS 5043	
4	Information Seeking and Use	LIS 5053	
5	Fundamentals of Information Technology	LIS 5063	
6	Research and Evaluation Methods	LIS 5713	

Elective Courses (18 credit hours)

If seeking a School Library Media Certificate, **skip this section and complete the School Librarian Certification Elective Courses on the next section.**

	Course Title	Course Number	Semester/Year
7			
8			
9			
10			
11			
12			

Form continued on page 3.

School Librarian Certification Elective Courses

	Course Title	Course Number	Semester/Year
7	Information Resources and Services for Children	LIS 5183	
8	Information Resources and Services for Young Adults	LIS 5193	
9	School Library Administration	LIS 5283	
10	Collection Development & Management	LIS 5443	
11	Information Literacy & Instruction	LIS 5503	
12	Select an additional elective:		

If pursuing School Library Media Certification, and you do not currently hold a standard or alternative placement certificate, you may be required by the Oklahoma State Department of Education to complete additional coursework outside of the requirements of the MLIS degree.

End of Program Assessment

The OU Graduate College requires master's students to complete an end of program assessment. Select one of the following by the end of your first semester:

☐ **ePortfolio** Expected semester/year you will complete the ePortfolio: _____

☐ **Thesis** (requires departmental approval) Projected thesis topic: _____

If you plan to complete the **ePortfolio**, please complete the estimated semester/year to map out your plan to complete the ePortfolio. Note: ePortfolios must be submitted in the Spring or Fall terms, ePortfolios are not assessed over Summer:

Step	Timeline	Estimated Semester/Year
Complete ePortfolio 101 Canvas Course and email verification of completion to advisor (required)	By the end of your first semester.	
1 st Advisor Check-in (required)	9 Credit Hours Completed.	
2 nd Advisor Check in (required)	18 Credit Hours Completed.	
Final Advisor check-in (required), share ePortfolio link and complete Intent to Present form.	30 Credit Hours Completed OR Fall/Spring prior to planned graduation date.	

Student Signature: _____ **Faculty Advisor Signature:** _____

Notes: