

McGill University School of Information Studies

**PhD
Student
Handbook
2015/16**

July 23, 2015

The **McGill University School of Information Studies PhD in Information Studies Student Handbook** is intended to provide information and resources to assist students as they progress through the requirements of the PhD degree. Please note that this handbook is not intended to replace communication with supervisors; students should contact their supervisor to discuss degree progression and other matters affecting their academic life.

In some cases, University policies may take precedence over regulations in the PhD Student Handbook. It is the student's responsibility to read and understand University and program norms and to complete the PhD program requirements in a timely fashion.

The School of Information Studies reserves the right to make changes in regulations, courses, or other information in this handbook without advance notice. *For questions or feedback about content in this handbook, please contact the School's PhD Program Director.*

For more information, refer to the faculty and staff contacts listed in this handbook, or contact the School at:

McGill University School of Information Studies

3661 Peel St., Montreal, Quebec H3A 1X1

Tel.: 514.398.4204 | Fax: 514.398.7193 | sis@mcgill.ca

www.mcgill.ca/sis



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I. School & Administrative Office

Contacts & location

CONTACTS

- **Administrative and Student Affairs Coordinator:** administrative questions about admissions, tuition fees, funding, transcripts, procedures for course registration. Ms. Kathryn Hubbard, [Email](#), 514.398.4204, Ext. 0742.
- **Supervisor:** All questions related to degree progression and issues affecting your academic life. > mcgill.ca/sis/people/faculty
- **Graduate Program Director (PhD):** Broader questions and concerns regarding the PhD program. > mcgill.ca/sis/about/contact
- **School Director:** Broader questions and concerns regarding the program and School. Dr. Kimiz Dalkir (Interim Director), [Email](#), 514.398.3368

Staff and other contact information: > mcgill.ca/sis/people/staff > mcgill.ca/sis/about/contact

LOCATION & HOURS

The School is located at 3661 Peel Street, Montreal, QC. The School is home to administrative, faculty, PhD and student group offices, a seminar room, and various common spaces and lounge areas for student use. Classes and learning facilities are located in various locations on the McGill campus.

The School's office hours are listed on the School's contact page at mcgill.ca/sis/about/contact. Please note that the School's building and office hours can vary, in particular during the summer and holiday seasons.

SIS mission & history

The School has a distinguished history, with programs offered at McGill since 1897. The mission of the School of Information Studies is the advancement of learning through education, scholarship, and service in library and information studies. As a student of the School, you're now part of our story. Take a moment to get to know the School's roots and goals.

> [SIS mission & history: mcgill.ca/sis/about/mission-history](http://mcgill.ca/sis/about/mission-history)

SIS dates & events

> Important dates for SIS students - mcgill.ca/sis/students/dates

> [SIS internal event calendar \(shared Google calendar\)](#)

> [SIS timetables - mcgill.ca/sis/courses/timetables](http://mcgill.ca/sis/courses/timetables)

II. New Students

Getting started

MINERVA

Minerva is McGill's web-based information system for students, faculty, and staff. You will register for courses in Minerva, update personal information, etc. ***Please maintain your current and permanent addresses and phone numbers on Minerva as soon as you have new information.***

> [Minerva - horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin](http://Minerva-horizon.mcgill.ca/pban1/twbkwbis.P_WWWLogin)

EMAIL

You will be given a McGill email address and mailbox automatically when you confirm your acceptance to McGill. Notification about your McGill email address is sent to the non-McGill email address you entered on your application form. > [McGill Knowledgebase article on email for students](#)

Important! McGill email policy: In accordance with McGill email policy, you are required to use your official McGill email address to correspond with School staff, faculty, or instructors. As well, you are responsible to check this email address periodically throughout the duration of your studies for emails from the School and from McGill.

ID CARDS

You can obtain your ID card **after registering in courses** (July 7, 2015 for incoming students). Register in at least 1 course and wait 24 hours after registration.

> [Instructions for obtaining a McGill Student ID Card](#)



ACADEMIC INTEGRITY TUTORIAL

All incoming graduate students must complete a [mandatory online academic integrity tutorial](#) accessed through MINERVA's Student Menu->Academic Integrity Tutorial. New students must complete the tutorial within their first semester, or a Hold will be placed on their student record.

LINKS FOR NEW STUDENTS

- [Welcome to Graduate & Postdoctoral Studies](#). More information on how to proceed through your registration, get your McGill ID, etc.
- [Campus Life & Engagement](#). An excellent resource re: settling into Montreal & McGill.
- [McGill Student Rights & Responsibilities site](#)
- [Map of McGill branch libraries](#)
- [McGill Bookstore](#)
- [McGill Classifieds](#)

GRADUATE STUDENT BUSINESS CARDS

As a Graduate Student, you may wish to order Graduate Student Business Cards from Printing Services:

> [Graduate Student Business Cards](#)

PHD STUDENT PROFILE FOR SIS WEBSITE

After your arrival at the School, you will submit a short PhD profile for the [PhD students](#) page, in consultation with your supervisor. We strongly encourage you to submit a photo so other PhD students, faculty, and staff can get to know you more quickly.

> [PhD Web Profile Submission Form](#)

Introduction & orientation programs

An orientation and academic induction is generally scheduled in the week after the first class in September. The 2015 PhD orientation session will be held on Sept. 11, 2015 at 12:30. You will receive more information via email closer to the date.

In addition, you are strongly encouraged to attend the following McGill orientation programs, as applicable:

> **McGill Graduate Orientation.** Wednesday, September 9, 2015 between 15:30-19:00. Registration required. For information and to register, visit McGill's [Graduate Orientation](#) page.

> **McGill International Student Services (ISS) Orientation & receptions** (for international students). Range of events for international students in Aug. & Sept. [Visit the ISS Orientation page for more info.](#)

III. Programs & Courses

PhD program overview

The PhD in Information Studies provides an opportunity for exceptional candidates to study interdisciplinary research topics at the doctoral level. The program aims specifically to ensure that its graduates will be able to develop knowledge and critical awareness of relevant theories, principles and methods in Information Studies and to acquire the expertise to conduct and promote scholarly research in the context of Information Studies. The program prepares graduates for research, teaching, and senior administrative positions, in Quebec, Canada and internationally, contributes to the development of knowledge and to teaching/learning in Information Studies and builds national and international visibility of Information Studies from a research perspective.

Students develop scholarly and innovative expertise in the broad research area of Human-Information Interaction (HII) and the core research areas Human-Computer Interaction, Information Behaviour & Services, and Information & Knowledge Management, also developing an awareness of their interconnections.

RESEARCH SEMINARS

SIS [research seminars](#) are an integral part of the PhD program. Seminars are presented at the School by Canadian and international guest speakers throughout the year. The series offers a valuable opportunity for PhD students to learn about current research topics, developments and methodologies in the field of information studies and related disciplines.

MCGILL LINKS

- > [Graduate & Postdoctoral Studies](#). The best starting place for reviewing Graduate Studies policies at McGill.
- > [Degree progress](#). Info about progressing through your degree, time limitation, etc.
- > [Research tracking progress](#). Info on progress tracking forms (which must be completed annually by doctoral students and their supervisors), research ethics and safety, and research policies.
- > [Thesis](#). Info on thesis preparation and submission.

The program's goals, objectives and learning outcomes are detailed on the [PhD program overview page](#).

Expected timeline

The expected timeline for students in the PhD program is as follows:

Year	Fall Semester	Winter Semester
PhD 1*	Preparatory courses as deemed necessary by Admission Committee or supervisor	Preparatory courses as deemed necessary by Admission Committee or supervisor
Year 1 (PhD 2)	GLIS 702 Seminar in IS (3 cr.) GLIS 703 Research Paradigms in IS (3 cr.) Graduate courses as deemed necessary by Admission Committee or supervisor SIS Research Seminars	GLIS 704 Research Design in IS (3 cr.) GLIS 705 Readings in IS (3 cr.) (or Summer Semester) Graduate courses as deemed necessary by Admission Committee or supervisor SIS Research Seminars
Year 2 (PhD 3)	GLIS 701 Comprehensive Examination SIS Research Seminars	Preparation of Doctoral proposal/Data collection SIS Research Seminars
Year 3 (PhD 4)	Data analysis	Dissertation writing
Year 4 (PhD 5)	Dissertation defence	

* Normally students enter PhD 2.

Task	Year 1 (PhD 2)			Year 2 (PhD 3)			Year 3 (PhD 4)			Year 4 (PhD 5)		
	Fall 1	Winter 1	Summer 1	Fall 2	Winter 2	Summer 2	Fall 3	Winter 3	Summer 3	Fall 4	Winter 4	Summer 4
GLIS 702												
GLIS 703												
GLIS 704												
GLIS 705												
GLIS 701 (Comp Exam)			anytime									
Proposal												
Data Collect.												
Data Analysis												
Thesis Draft 1												
Thesis Draft 2												
Thesis Final												
Oral Exam												

Course registration

TIMETABLES & SCHEDULES

> [Minerva Dynamic Schedule](#)

> [SIS timetables](#)

COURSE REGISTRATION PROCESS

McGill students register for courses through [Minerva](#), McGill's self-service administrative system. Incoming students will be sent a link to the McGill Graduate and Postdoctoral Studies Office (GPS) [Registration & Courses](#) page. This site includes key registration and withdrawal policies and procedures.

COURSE REGISTRATION FOR NEW STUDENTS

The regular course registration period (period to register without a late registration fees) for incoming PhD students opens on July 7th and runs until August 14, 2015. To avoid late registration fees, ensure that you register for courses (including the REGN codes) before this date. After July 7, please register on Minerva for the courses listed below. If you will be attending SIS but have not yet selected or received approval for courses, register for the REGN code in Minerva before the start of the term to confirm you are a student in that term.

Fall 2015

- GLIS 702
- GLIS 703
- REGN (CRN 2334)*

Winter 2016

- GLIS 704
- REGN (CRN 2262)*

WHAT IS THE REGN CODE?

The "REGN" registration confirmation code is a required administrative code used by McGill University to confirm registration for graduate students. Registration in Minerva of the REGN registration confirmation course is **mandatory for all graduate students** each term. Note: There is no charge associated with registering for the REGN.

TROUBLE WITH COURSE REGISTRATION?

If you are experiencing problems with course registration or have questions about registration or fee payments, please contact Kathryn Hubbard, Administrative & Student Affairs Coordinator.

Supervision & research tracking

SUPERVISION

The Graduate and Postdoctoral Studies [Supervision website](#) is your main source of supervision information, including timelines, questions and answers, etc.

The subsection "[Being a Supervisee](#)" includes useful information such as: *Discussing expectations, Finding motivation to study, Avoiding delays, Adapting to cultural differences, The work-life balance, Intellectual climate, Careers - academic or otherwise?*

You'll find additional links on the School's [Services & resources](#) page in the "Current Students" section of the SIS website for academic support, health services, dispute resolution resources, and more.

MANDATORY RESEARCH TRACKING

McGill requires **annual** tracking of doctoral students' progress toward the degree. The Graduate Student Research Progress Tracking Form is to be used during face-to-face meetings between the doctoral student, supervisor, and at least one other departmental representative. Having written agreed-upon expectations and clearly defined requirements aids in reduced times to completion and leads to fewer supervisor-supervisee misunderstandings.

For guidelines and forms, visit the Graduate Studies website at:

<http://www.mcgill.ca/gps/students/research-tracking>

PhD Comprehensive Examination procedure & guidelines

PhD in Information Studies procedures and guidelines for the Comprehensive Examination. *Revised July 2015.*

PURPOSE

The Comprehensive Examination serves as a gateway to the dissertation as the means to ensure that students have the background knowledge to do a dissertation. It is proposed here that the examination should seek to assess whether students have general knowledge about the field of Information Studies, about research methodologies, and about their specific research area. The Examination thus serves as a preparation for the dissertation by facilitating the development of a conceptual base for research in the student's area of study and ensuring that the student's knowledge is sufficiently broad and conceptually structured to provide a solid basis for research in the field.

NATURE

The Comprehensive Examination consists of a take-home, written examination, followed by an oral examination of that written document. This approach allows students to concentrate on expressing their ideas: demonstrating full integration of materials and displaying scholarly depth, creativity and initiative in their preparations for the exam. The format of an oral examination based on the written take-home examination is similar to a dissertation defence and thus gives students practice at defending their ideas, and offers an opportunity to engage in a structured dialogue with faculty members about research.

OBJECTIVES

- To assess the student's general knowledge of the field;
- To assess the student's specific knowledge of their research area;
- To assess the student's ability to evaluate current and past research, particularly in terms of research design;
- To assess the student's ability to communicate effectively, orally and in writing, about research.

TIMING

The Comprehensive Examination normally is scheduled during the term following the student's completion of required coursework (GLIS 702, GLIS 703, GLIS 704 and other courses from other programs) and their directed readings course (GLIS 705) –normally by the third term in the program, depending upon course availability, and normally not later than the fourth term in the program. A student who has completed her/his coursework and directed readings and is ready to write the Comprehensive Examination should first discuss the examination with her/his supervisor. See timeline above.

PhD Comprehensive Examination procedure & guidelines, cont.

EXAMINATION COMMITTEE

The supervisor, in consultation with the student, shall identify two faculty members (normally SIS faculty members) with expertise relevant to the student's research area and who agree to serve on the Examination Committee. The Examination Committee, after consultation with the student and with the instructors of the following courses -GLIS 702 Seminar in Information Studies, GLIS 703 Research Paradigms in Information Studies and GLIS 704 Research Design in Information Studies -will identify questions that normally will address methodological issues and the subject area of the student (identified in the course work completed in the three courses mentioned above and in the directed readings course GLIS 705). The Examination Committee is responsible for assessing both the written and oral examinations.

GRADING

The Examination Committee will determine the grade of the student and agree on a grade of P (Pass) or F (Fail). In the case of an F grade, a student may be allowed to retake the examination once in accordance with the rules established by the Office of Graduate and Postdoctoral Studies.

PROCEDURES: PAPER, WRITTEN EXAMINATION, ORAL EXAMINATION

Paper

The student in consultation with the supervisor shall submit to the Examination Committee a 1500-word paper on her/his research area. Note that the paper is **not** a research proposal. The purpose of the 1500-word paper is to set the context and scope of the research area for the Examination Committee.

The paper shall include the following:

- Introduction: What is the objective of the research?
- Statement of the Problem: What is the problem that requires investigation?
- Context: What are the theoretical or conceptual frameworks, in which the research may fit?
- Significance of the research: What are the potential theoretical and applied contributions of the research to the field of Information Studies?
- Methodology: What is (are) the potential methodology (methodologies) that may be used to solve the problem?

Bibliography

- A bibliography of 40-60 publications based on the readings undertaken in the directed readings course shall accompany the paper.

PhD Comprehensive Examination procedure & guidelines, cont.

Timeline

- The paper and the bibliography shall be submitted to the Examination Committee prior to the written examination.
- The Examination Committee shall **not** provide feedback on the 1500-word paper on the research area, but may suggest additional readings be added to the bibliography.
- The written examination shall be based on the general research area and methodologies indicated in the paper and the amended (if needed) bibliography.

Written Examination

Length of time: Students will have two weeks to write their exam (exam received on Monday should be submitted on Monday fourteen days later) and will submit a copy to each member of the Examination Committee.

Length of the examination: Between 10,000 and 12,000 words, including tables and graphs and excluding the bibliography. Standard formatting and citation style should be used, in consultation with the student's supervisor.

Evaluation: The examiners read the take-home exam, assign a grade and prepare their questions for the oral examination. Student will be notified of the result after the oral evaluation. Evaluation criteria include: clarity of the writing, relevance of the answers, appropriateness of the references, and general quality of the presentation.

Oral Examination

Timing: The oral examination should follow the submission of the written examination within a maximum of two weeks.

Format: The candidate presents a brief oral summary of the written submission (maximum 20 minutes; the student may use audiovisual aids (Powerpoint). Following this overview, the Examination Committee members question the candidate on both the written submission and on the oral summary. Students should have a copy of the written submission on hand, as they may be questioned on specific points from either the written submission or the oral summary. Students must be prepared to answer questions and discuss points that were not included in the oral summary. The time set aside for the oral examination normally is two hours.

Evaluation: Upon completion of the oral examination, the examiners consult and communicate the results to the student within 24 hours. Evaluation criteria: clarity of the presentation, appropriateness of presentation, relevance and precision of the responses to the examiners' questions.

IV. Resources & Services

Your first stop for a listing of resources for SIS students is the School's [services & resources](#) page in the "Current Students" section of the SIS website, including information about the McGill Library and our Liaison Librarian. In addition, we'd like to draw special attention to the following services and resources:

Office space & administrative resources

OFFICE SPACE

SIS tries to give access to incoming doctoral students to a desk and a computer in various research spaces at the School, during their first three years of their studies or when they are in PhD 2, 3, or 4, depending on availability and need. The use of these resources on a regular basis is expected and is monitored. Reallocation of space is possible at any time. Students are strongly encouraged to own their own laptop to be able to use it anywhere on the campus and in the SIS building.

PHOTOCOPYING & PRINTING

UPrint. McGill University offers a campus-wide copy and print management service that allows any student with a valid McGill ID card to send a print job to the central print queue, and pick it up from the Xerox device of their choice. Charges are billed directly to your student fee account on a monthly basis. More information is here: [UPrint – Campus Printing for Students](#).

Copy cards. Alternatively, you may purchase photocopy cards from Caterina Venetico, Administrative Coordinator in the General Office.

Laptop printing. If you are using your own laptop, you will have to download a driver in order to print. See the [IT Knowledge Base Article 2658 for installing the uPrint driver for Windows, Mac & Linux](#).

MAIL & FAX

- **Mail slots:** you will be given a mail slot at 3661 Peel St. Names are listed alphabetically. Due to the public nature of these slots, nothing of value or of a confidential nature should be put there.
- **Package receipt:** With prior arrangement, the office staff will accept special mail or packages for students delivered to the School during office hours and will notify you by email of their receipt.
- **Fax service:** as time permits, during the normal work period. The office staff will send faxes for students at the following rates: \$.25/page in Quebec/Montreal; \$.50/page outside Quebec in Canada or the US; \$1.00/page outside North America; \$.25/page for faxes received.

POSTER CARRIERS

There are two plastic poster carrier cylinders which can be borrowed from C. Venetico for conferences.

Student services

WELL-BEING

In addition to the range of services listed on our [services & resources](#) page, we'd like to highlight the following resources:

Physical & mental health

Your health is important. Don't hesitate to make use of health and support resources at McGill, including Student Health Service, Counselling Service, and Athletics. Find links on the School's [services & resources](#) page. A few highlights:

- > [McGill Counselling support groups, including PhD support groups](#)
- > [PGSS Health & Dental Plan](#). (Canadian students). Note: Coverage for new students begins in **September**. See the PGSS website and enquire with PGSS if you have any questions.
- > [McGill International Student Health Insurance](#) (International students). All international students and their accompanying dependents are required by the university to participate in this plan.

Special needs and/or medical problems

The Office for Students with Disabilities (OSD) offers you support if difficulties and impairments are hindering your academic performance while at McGill, or if you require assistance with access. It is highly recommended that you contact the OSD even if you are being followed by a medical, mental health or counseling unit, as the OSD will be able to guide you in reducing the impact your diagnosis may have on your academic performance, attendance or learning. > [Office for Students with Disabilities](#)

Funding

Obtaining and maintaining funding throughout your studies is an important component of life as a graduate student. You can find information on funding, scholarships, awards, travel grants, financial aid, and student group funding on the SIS website at [Funding & financial aid](#). Information about awards granted through the Faculty of Arts is found on the Faculty of Arts [Awards & Grants page](#).

TRAVEL GRANTS

SIS Internal Travel Grants. The School provides a number of travel grants for doctoral students who are giving a paper or presentation at a conference. The allocation is based on the availability of funds (donations from alumni); the maximum funding for each 12-month period is \$500. Applications should be given to the School's Administrative Office at least six weeks before the conference. The form is available on the [Forms and Guidelines page of the SIS website](#).

Arts Graduate Student Gravel Awards (GREAT) are designed to support graduate student travel for the purposes of research (including archival research or field work) and the dissemination of research including conference presentations. **Each graduate student is eligible to receive up to \$3000 in awards over the course of his or her graduate career at McGill.** For additional information, visit the Faculty of Arts [Awards & Grants page](#).

Career & skill development

CAREER SERVICES

The **McGill Career Planning Services (CaPS)** offers a range of services for graduate-level students, including one-on-one consultations. You're encouraged to familiarize yourself with CaPS early after your arrival to the School and stay connected with them through the course of your studies.

> [CaPS page for Masters, PhD & Post-Docs](#)

More information on working and careers, including working at the School and career resources including the School's job posting mailing list, please visit the "Careers" section of the School's website.

SKILL DEVELOPMENT

- The **ABC's of the PhD** is a seminar series sponsored by the Faculty of Education and open to all McGill graduate students. You will find the schedule [here](#) when it is finalized.
- **SKILLSETS** is a program providing interdisciplinary academic, personal, and professional development offerings to all graduate students and post-doctoral fellows. [More information and calendar here.](#)
- **Graphos** teaches graduate students and postdocs how to become better scholarly communicators. The program offers courses, workshops, peer writing groups, and a tutorial service. [Learn more.](#)

V. Communication Channels & Technology

Communication channels

MCGILL EMAIL

The School uses email as an official electronic communication channel. In accordance with McGill policy, you must correspond with faculty, staff, and instructors through your **official McGill email addresses** (`[name.name]@mail.mcgill.ca`). [The full policy is available here](#).

EMAIL LISTS

1. **LIS list:** General email list for School and LIS (library and information studies)-related announcements of interest to students, faculty, and staff. All students, faculty, and staff are included. To unsubscribe, see footer. Administrated by the School.
2. **PhD lists:** The SIS PhD listserv is a restricted email mailing list for SIS PhD students to post messages of interest to other SIS PhD students. The list is updated annually in September of each year. For information on subscribing and unsubscribing, or for any other questions related to the list, please contact the current list moderator, PhD student Jesse Dinneen (jesse.dinneen@mail.mcgill.ca).
3. **MISSA list:** SIS student email list for student-only announcements and events. All masters, PhD, and postdocs at SIS are included. To unsubscribe, see footer. Administrated by the McGill Information Studies Student Association (MISSA).
4. **SIS-JOBS list:** Employment email list for LIS-related job postings. [To join the list, follow subscription instructions here](#). Administrated by the School.

SOCIAL MEDIA

The School has a number of social media accounts, including Facebook, Twitter, and LinkedIn. Please join us! Please note: the School will use McGill email for official communication with students.

> [SIS social networks](#)

> [SIS social media guidelines](#) are listed on the “Forms and Guidelines” page.

SIS WIKI

The [SIS Wiki](#) is a collaborative, unofficial SIS community information spot which includes student profiles, knowledge continuity resources for student groups, and more. You can access the SIS Wiki as soon as you have a McGill email address. [Find instructions on becoming a Wiki editor here](#).

Technology

A directory of technology-related resources and services for SIS students is found in the “Current Students” section of the SIS website. The page contains information on McGill email, IT labs, software available to McGill students, and more. Please familiarize yourself with technology resources through the following link: > [Technology](#)

VI. Student Life

The School is home to the McGill Information Studies Student Association, professional association student chapters, and other student groups. Involvement in SIS student groups and at SIS events will add to your experience and create connections which will benefit you in years to come.

Welcome from the McGill Information Studies Student Association

May 2015

Dear incoming SIS students,

Congratulations! On behalf of the McGill Information Studies Student Association (MISSA), I'd like to welcome you to what will be an exciting year at the School of Information Studies (SIS). Over this next school year, you will have countless opportunities for rewarding and enriching professional, academic and social experiences. MISSA is here to help you get the most of your time here at SIS, McGill, and the beautiful city of Montreal.

MISSA is a student organization run by and for the students at SIS. We are here to represent you to the faculty, the Post Graduate Students' Society (PGSS), and McGill. If you ever have questions or concerns, MISSA is here to make sure your voice is heard.

Some of the most valuable experiences you will have at SIS are the friendships and professional connections you will make. MISSA plans a variety of social events in order to facilitate this. Some past events include the September picnic, end of semester parties, the involvement fair, and career fair.

In addition to MISSA, we encourage students to become involved in the many professional associations and student groups offered on campus. These groups include L'Association des bibliothécaires du Québec Library Association (ABQLA), the Association of Canadian Archivists (ACA), the Canadian Library Association (CLA), the Special Libraries Association (SLA), the McGill Multilingual Children's Library (MCL), and Librarians Without Borders, among others. These organizations will give you experiences that will be invaluable to your career.

If you are interested in expanding your professional skills and making a difference at SIS, you should consider getting involved with MISSA. There are elections in the Fall and Winter semesters. We want to help you make the most of your University experience.

For more information, check out the [student association web pages](#). We look forward to meeting you in the upcoming school year!

Nina Maness, MISSt II

MISSA President 2015-2016

[McGill Information Studies Student Association \(MISSA\)](#)

[Email](#)

McGill Information Studies Student Association (MISSA)

The role of the McGill Information Studies Student Association (MISSA) is the association for all students and postdoctoral researchers at the School of Information Studies. The role of MISSA is to co-ordinate the activities of the students of the McGill School of Information Studies and to ensure representation of MIST and PhD student interests in the school, in the university, and in the library and information profession. Get involved with MISSA or contact MISSA council members to share ideas for making the student experience at SIS the best it can be. Read more about MISSA and find contact information at:

> [McGill Information Studies Student Association \(MISSA\)](#)

MISSA REPRESENTATION

PhD student representatives sit on the SIS Departmental and Curriculum Committees as elected MISSA members. Both Committees consist of faculty and student representatives and meet about six times per year. The Departmental meeting deals with School business and the Curriculum Committee meeting deals with SIS academic information.

Students may at all times bring issues and questions to their student representatives for formal representation to the School. A guideline document with information about student representation and meeting protocol can be found in the “Forms and Guidelines” area of the “[Current students](#)” section of the SIS website.

Student groups

In addition to MISSA, the School is home to a number of student groups, including:

- **L'Association des bibliothécaires du Québec Library Association McGill Student Chapter** helps SIS students get more connected to the Montréal and Québec library scene, whether for the short term while in school or with a long-term career in mind. [> Site](#)
- **Association of Canadian Archivists (ACA) McGill Student Chapter** seeks to foster awareness, advocacy and professional development within a Canadian archival context. Holds an annual symposium on archival trends and issues. [> Site](#)
- **Association for Information Science & Technology (ASIS&T) McGill Student Chapter** brings together student members to participate in information science programs. [> Site](#)
- **Association for Moving Image Archivists (AMIA) McGill Student Chapter** brings together student members interested in the field of moving image materials and archiving. [> Site](#)
- **Canadian Association of Professional Academic Librarians (CAPAL) McGill Student Chapter** is an advocacy group which brings together student members interested in the field of professional academic librarianship. *Site coming soon.*
- **Canadian Library Association (CLA) McGill Student Chapter** helps students become active in the professional library community before graduation, runs mentoring programs, and act as a liaison between our School's students and the Canadian Library Association. [> Site](#)

- **Corporation des bibliothécaires professionnels du Québec (CBPQ) McGill Student Chapter.** [> Site](#)
- **Librarians Without Borders (LWB) McGill Chapter** is a university committee of Librarians Without Borders, a non-profit organization which seeks to improve access to information resources, particularly books for young people, regardless of language, geography, or region. [> Site](#)
- **Multilingual Children's Library (MCL)** is a small library located on McGill campus designed to serve the McGill Student Parent Network by providing multilingual children's books and language resources. [> Site](#)
- **Special Libraries Association (SLA) McGill Student Chapter:** made up of students with an interest in corporate information centres, government libraries, etc. or, as they have been called, "special" libraries. [> Site](#)

POST-GRADUATE STUDENT SOCIETY (PGSS)

As a PhD student, you are also a member of the **McGill Post-Graduate Students' Society**. The interests of SIS students are represented in PGSS by elected MISSA representatives. PGSS offers many services and resources for students and operates Thomson House, located just behind the School at 3650 McTavish. Be sure to check out the PGSS website for the many PGSS services, resources, and events. [> PGSS site](#)

Student events & involvement

There are many opportunities for meaningful engagement at SIS and at McGill ([see intellectual climate & academic community](#)). Here are some ways you can get involved in the life of the School as a PhD student:

- Take advantage of opportunities for social contact with other students, faculty, and staff by attending SIS social events such as end-of-semester SIS parties and mixers held by student groups. [SIS & student group shared events calendar](#).
- Attend the [SIS Research Seminars](#), where you'll have the opportunity to meet local and international guest speakers, and mingle with other students and faculty.
- Run for a position with the SIS student association, MISSA, with ASIS&T, or one of the many other student groups at the School. Give ideas and suggestions to elected representatives of School committees, attend committee meetings as an observer (see [Meeting Representation & Attendance Guidelines](#) here for protocol), and voice your thoughts at Director's forums.
- Join or initiate a reading group at the School or at McGill.
- Get involved with organizing and/or presenting at the annual EBSI-SIS Doctoral Symposium, the Association of Canadian Archivists McGill Student Chapter symposium, and other student-run events.

You'll find events on the homepage of the SIS website, advertised on the MISSA email list, and on the SIS shared Google events calendar. A link to the internal shared calendar and instructions on how to post events is found on the SIS website "[Students](#)" page.

VII. Policies, Guidelines, & Forms

McGill Handbook on Student Rights & Responsibilities

You are expected to familiarize yourself with the McGill Handbook on Student Rights and Responsibilities. > [McGill Handbook on Student Rights & Responsibilities](#)

McGill email policy

While a student at McGill, you are to correspond with the School (including faculty, staff, and instructors) through you **official McGill email addresses** (*[name.name]@mail.mcgill.ca*). > [The McGill Policy on Email Communications with Students is available here.](#)

Graduate guidelines & policies

Students must inform themselves of University rules and regulations and keep abreast of any changes that may occur. The *Guidelines and Policies* section of the McGill eCalendar contains important details required by students during their studies at McGill and should be periodically consulted, along with other sections and related publications. Please consult the latest published edition of the eCalendar. The [eCalendar's Graduate Guidelines & Policies](#) section contains: Guidelines and Regulations for Academic Units on Graduate Student Advising and Supervision; Policy on Graduate Student Research Progress Tracking; Ph.D. Comprehensives Policy; Graduate Studies Reread Policy; Failure Policy; Guideline on Hours of Work.

Other links of interest:

> [Mandatory research tracking](#)

> [Research Policies and Guidelines](#): refer to the latest e-Calendar

> [McGill University Secretariat- University Policies, Procedures, & Guidelines - Research](#) – includes Policy on Intellectual Property

Note: The School's **PhD Comprehensive Examination** guidelines are found in the "Program & Courses" section of this handbook.

SIS guidelines, policies, & forms

Other School-specific forms and guidelines, including SIS Social Media Guidelines, SIS Meeting Representation & Attendance Guidelines, funding forms, etc., are listed here: > [Forms & guidelines](#)

Do you still have questions after reading this handbook?

Please contact your supervisor, the School's Graduate Program Director (PhD), or contact the School at:

514.398.4204 | sis@mcgill.ca | www.mcgill.ca/sis/about/contact