THE UNIVERSITY OF ARIZONA
College of Information Science

Student Handbook

FOR THE MASTER OF INFORMATION, INFORMATION SCIENCE AND DATA SCIENCE DEGREES

2024 - 2025

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Vision and Mission of the College of Information Science (InfoSci)

We explore the intersections of people, data, and technology, empowering a diverse, equitable, and inclusive future through information.

Our mission is to:

1. Lead the global InfoSci community catalyzing society's capacity to tackle complex problems ensuring diverse, equitable, and inclusive futures for all.

2. Advance state-of-the-art sociotechnical convergence science—across the university and beyond—equipping students to succeed in addressing our collective grand challenges

3. Build core strengths in data science and machine learning, extended reality, digital collections and culture into world-class centers of excellence.

4. Generate actualizing resources that foster robust engagement and life-long learning, empowered by compelling partnerships across academic networks, diverse communities, and public and private enterprise.

MS Student Competencies

MS1: Students will establish the ability to exercise the four key techniques of computational thinking: decomposition, pattern recognition, abstraction, and algorithms.

MS2: Students will obtain the skills of collecting, manipulating, and analyzing different types of data at different scales, and interpreting the results properly.

MS3: Students will acquire the skills to communicate the results of their work to interdisciplinary teams, using appropriate visualizations, multimedia, or artistic performance.

MS4: Students will demonstrate an understanding of information and data ethics, including ethical and legal requirements of data privacy and security, and the values of the information fields to serve diverse user groups.

Data Science vs. Information Science

An MS in Data Science and an MS in Information Science are two distinct and increasingly relevant fields in today's digital era. While they share commonalities, there are key differences that set them apart.

The **MS in Data Science** primarily focuses on the **extraction, analysis, and interpretation of large and complex datasets** to uncover valuable insights and support data-driven decision-making. Students pursuing this degree gain expertise in statistical modeling, data visualization, and programming. They learn how to apply advanced analytical techniques and algorithms to extract meaningful information from vast amounts of data. Graduates of this program are well-equipped to tackle real-world challenges related to big data, predictive analytics, and artificial intelligence.

On the other hand, the **MS in Information Science (formerly MS in Information)** concentrates on the **organization, management, and use of information in various contexts**. It encompasses a broader spectrum, including information retrieval, knowledge management, human-computer interaction, machine learning, and information architecture. Students in this program explore the design and evaluation of information systems, databases, and user interfaces. They delve into information behavior, understanding how individuals and organizations interact with information, and aim to enhance the accessibility, usability, and overall effectiveness of information resources.

While both degrees largely overlap through the involvement of data and information, their respective focal points differ. **Data Science** revolves around extracting insights from data to drive informed decision-making. **Information Science** emphasizes the management and usability of information resources.

Depending on your interests and career goals, you can choose the program that aligns best with your aspirations in the dynamic and rapidly evolving fields of data and information management.

Admissions and New Student Information

Admission will be based on an evaluation of your potential to become a qualified information professional or effective researcher in data science. We consider prior coursework and grades, letters of recommendation, and research/artistic/professional products (e.g. papers, substantive works, significant contributions to software systems).

To be admitted you must have:

- A bachelor's degree from the University of Arizona or from an accredited college or university recognized by the University of Arizona
- A grade point average of 3.0 or higher
- Academic coursework or professional experience that demonstrates strong quantitative and analytical reasoning abilities
- Academic coursework or professional experience with math and programming, including data structures, analysis of algorithms, and linear algebra. Coursework or professional experience with calculus is encouraged but not required.
- See additional requirements for [international applicants](#)
- A GRE is not required. You may still submit one if you choose to.

We admit applicants from a variety of different backgrounds, including sciences and engineering, social sciences and the arts and humanities. If you lack adequate math and computing training, you may be accepted provisionally and will be required to obtain necessary training before admission, likely increasing the number of semesters needed for graduation.

New and Current Students

A page of helpful links including (1) Academic Services, policies, and procedures, (2) Costs and Funding, (3) Professional Development; Child Care Subsidies and Family Friendly Information, (4) Health, Wellness and Safety; Other U of A Resources & Information, (5) Third-party Information and Resources, and (6) New and Current Students FAQ is maintained by the Graduate College. The college also maintains a New Student Checklist to help guide new students into the university.

- [Graduate College resources](#)
- [InfoSci resources](#)

Transfer Credits

Following the university-wide policy, students may transfer **no more than 6 units** towards the MS-INFO SCI/DATA SCI degree. These must be approved by the faculty advisor in the first semester of attendance and will count towards the maximum of 6 units of non-INFO (out-of-department) elective credit. Transfer of credit toward an advanced degree will not be made unless the grade earned was A or B, and unless it was awarded as graduate credit at the institution where the work was completed. Grades of transfer work will not be used in computing the student's grade-point average. Students who wish to transfer credit must submit a Transfer Credit form in GradPath before the end of their first year of study.

Policy for Non-Degree Seeking Students (NDS)

Non-Degree Seeking (NDS) students interested in taking InfoSci classes must apply to the Graduate College. A fee is assessed by the Graduate College for this application. For more information, contact our Graduate Program Admissions Lead (Eric Gonzales, ericgonzales@arizona.edu).

Unless a prospective student has a GPA issue, students interested in pursuing the MS-INFO SCI/DATA SCI program are advised to apply directly to the program of their choice rather than starting as NDS.

Non-Degree Seeking students planning to matriculate in the MS-INFO SCI/DATA SCI program should begin with INFO core classes relevant to their degree/sub-plan. It is recommended that NDS students meet with a faculty or staff advisor before or during their first semester to create a plan for admissions into the program of their choice.

1. NDS students aiming to increase their GPA to meet the Graduate College requirement of 3.0 for matriculation into a degree-seeking status must take a minimum of 6 graded units to be considered admissible to the degree programs.
2. A maximum of 12 NDS units may be transferred toward the program, following Graduate College policy. Students in NDS status should apply to join their academic program of choice **before** earning 12 units of NDS. View more NDS policy details.
3. Non-degree students receiving a grade of "C" or lower will have their performance considered in the admission process and may not be admitted into the program. Courses with grades of "C" or lower cannot be transferred into the program.

4. Non-degree students must be "continuously enrolled" to maintain their non-degree seeking status with the Graduate College. If a non-degree student does not enroll for at least one class in a regular semester, they must re-apply to the Graduate College as a non-degree student to become active again.

Degree Requirements

MS in Data Science

The degree requires 30 total units and can typically be completed in 1.5 years for full-time students or 3 years for part-time students. (See Enrollment Policies for further information on full-time/part-time status).

Core Courses (9 units)
INFO 502: Data Ethics
INFO 511: Foundations of Data Science
INFO 523: Data Mining and Discovery
INFO 526: Data Analysis and Visualization

Experiential Courses (3 units)
INFO 693: Internship (1-3 units) OR
INFO 698: Capstone (1-3 units)

Electives (18 units)
Any non-core courses with the INFO prefix or out-of-department pre-approved courses are considered electives.

Visit the website for a full list of courses including pre-approved electives. Students wanting to include courses outside of INFO not already pre-approved should contact their faculty advisor prior to enrollment.

NOTE: Students admitted prior to Fall 2024 may have different requirements based on your catalog year and curriculum updates. Please visit our Curriculum & Courses page on the website or follow up with your advisor for more information.

MS in Information Science - Human-Centered Computing Sub-Plan

The degree requires 30 total units and can typically be completed in 1.5 years for full-time students or 3 years for part-time students. (See Enrollment Policies for further information on full-time/part-time status).

Core Courses (9 units)
INFO 505: Foundations of Information
INFO 516: Introduction to Human Computer Interaction
INFO 526: Data Analysis and Visualization

Experiential Courses (3 units)
INFO 693: Internship (1-3 units) OR
INFO 698: Capstone (1-3 units)

Human-Centered Computing Electives (choose 3 courses/9 units from the list)
INFO 501: Designing an Installation
INFO 524: Virtual Reality
INFO 525: Algorithms for Games
INFO 551: Game Development
INFO 552: Advanced Game Development
INFO 575: User Interface and Website Design

General Electives (9 units)
Any non-core courses with the INFO prefix or out-of-department pre-approved courses are considered electives.

Visit the website for a full list of courses. Students wanting to include courses outside of INFO should contact their faculty advisor prior to enrollment.

MS in Information Science - Machine Learning Sub-Plan

The degree requires 30 total units and can typically be completed in 1.5 years for full-time students or 3 years for part-time students. (See Enrollment Policies for further information on full-time/part-time status).

Core Courses (9 units)
INFO 505: Foundations of Information
INFO 521: Introduction to Machine Learning
INFO 526: Data Analysis and Visualization

Experiential Courses (3 units)
INFO 693: Internship (1-3 units) OR
INFO 698: Capstone (1-3 units)

Machine Learning Electives (choose 3 courses or 9 units from the list)
INFO 510: Bayesian Modeling and Inference
INFO 523: Data Mining and Discovery
INFO 539: Statistical Natural Language Processing
INFO 550: Artificial Intelligence
INFO 555: Applied Natural Language Processing
INFO 556: Text Retrieval and Web Search
INFO 557: Neural Networks

General Electives (9 units)
Any non-core courses with the INFO prefix or out-of-department pre-approved courses
are considered electives.

Visit the website for a full list of courses. Students wanting to include courses outside of
INFO should contact their faculty advisor prior to enrollment.

MS in Information (Students admitted prior to Spring 2023)

The degree requires 30 total units and can typically be completed in 1.5 years for full-
time students or 3 years for part-time students. (See Enrollment Policies for further
information on full-time/part-time status).

Core Courses (9 units)
INFO 505: Foundations of Information
INFO 507: Information Research Methods
INFO 515: Organization of Information

Experiential Courses (3 units)
INFO 693: Internship (1-3 units) OR
INFO 692: Directed Research (1-3 units)

Capstone Project (3 units)
INFO 698: Capstone Project

Elective Courses (15 units)

- Any non-core courses with the INFO prefix is considered elective
- No more than 6 non-INFO (out-of-department) units are allowed (if a student wants to petition for a non-INFO course that is not on the pre-approved list to count as an elective, they must send this request to the MS INFO Academic Advisor
- The following out-of-department courses are also pre-approved for electives:
  - INFO 692: Directed Research
  - INFO 693: Internship

Visit the website for a full list of courses. Students wanting to include courses outside of INFO should contact their faculty advisor prior to enrollment.

GradPath Forms

As a Masters student, you will need to complete three GradPath forms to ensure a smooth graduation process and to keep your academic information up to date. GradPath forms are submitted online through the UAccess Student Center and are typically reviewed and approved by the staff advisor, faculty advisor, Director of Graduate Studies (DGS), and the Graduate College.

Here are the essential GradPath forms you'll need to be familiar with:

1. **Responsible Conduct of Research**: Before submitting your GradPath Plan of Study, you are required to complete the Responsible Conduct of Research online form. This ensures you are aware of the principles and guidelines for conducting ethical research. Submit this as soon as possible.

2. **Plan of Study**: Your Plan of Study is a critical component of your academic journey. This plan outlines the courses and requirements you intend to fulfill to meet your degree objectives. This should be submitted in your second year/third or fourth semester.
   a. If any changes are needed to the courses listed for your graduation, such as updating your expected graduation date, please communicate with your staff advisor via email. They will notify a Graduate College degree advisor on your behalf.

3. **Master/Specialist Committee Appointment Form**: It is highly recommended that you submit the Committee Appointment Form a semester before your

expected graduation. Doing so will generate an invoice for your degree candidacy, which will be billed to your Bursar account.

Petitions, Grade Appeals and Grievance Policies

Graduate Petitions

The graduate petition is required whenever a student wishes to take a Leave of Absence, request a retroactive change to their enrollment record, or wishes to request permission for an exception to a Graduate College policy. Petition forms route through various reviewers. Submission of a petition does not guarantee that it will be approved.

Visit the Graduate College to access various petition guides.

Leave of Absence

If you won't be enrolling in a fall or spring term, you must have an approved Leave of Absence to maintain your active student status. Failure to submit or obtain approval for a Leave of Absence may result in the need to reapply to rejoin the program. Generally, up to two semesters of Leave of Absence can be approved. If necessary, ensure that LOAs are approved before the last day of finals in a semester. Keep in mind that a Leave of Absence is not required if you have a registration record for the semester (e.g., registered for a class and then withdrew within two weeks with a "W").

Grade Appeal

If you want to appeal a course grade after it has been posted, the process must be followed exactly, and there are deadlines that must be kept. The student must initiate the process and track deadlines and guidelines. Your staff advisor is available to assist with the policy and process. Please review the Grade Appeal process in the U of A catalog.

Graduate Grievance Policy and Support Offices

Review the grievance policy to determine what kind of grievances can be reported and resolved and by whom.

Your College of Information Science advisors do not mediate disputes or resolve grievances between students and faculty, administration, or staff, but may be able to listen to issues and suggest strategies for dealing with problems.

- Allegations of discrimination based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information are dealt with by the [Office of Institutional Equity](#).
- Student Assistance from the Dean's office also offers [conflict coaching](#), during which you and a staff member would discuss the conflict, ways you can approach it, and options you have. Please call 520-621-7057 to schedule an appointment.
- The [Ombuds Program](#) is an informal, neutral, confidential, and independent resource for any academic or workplace concern.
- [Complete withdrawal from term](#) needs, including Medical Withdrawal.

Length of Program

Master's students are expected and required to complete their coursework and graduate within [six years](#) from the date of the first course on their plan of study per Graduate College policy. Students who do not meet these time limits are required to petition for an [extension of time to complete degree](#). Master's students whose coursework is more than 6 years old may be required to take additional coursework.

Certificate students are expected and required to complete their coursework and graduate within [four years](#) from the date of the first course on their plan of study used towards certificates. Students completing both a Master's degree and a certificate should plan their courses accordingly.

Registration and Enrollment Policies

Students are required to independently register for their courses each semester. It is highly recommended that students register as early as possible, according to their

assigned enrollment date, in order to secure seats in the courses necessary for their degree. Please note that **we cannot guarantee seats for students, as classes, including online courses and sections, may reach maximum capacity quickly**. Additionally, certain courses such as internships, capstones, directed research, and independent study have specific requirements and require department consent. To learn more about the registration process for these courses, please refer to the separate process outlined on Handshake [for Individual Studies](#).

Dates and Deadlines

Summer/Fall

Course schedule available: First week in March
Registration opens: First week in April (check UAccess Student Center one week prior for assigned enrollment start date).

Winter/Spring

Course schedule available: First week in October
Registration opens: First week in November (check UAccess Student Center one week prior for assigned enrollment start date).

View the online guides for help registering for classes, finding course information, using UAccess Student Center, and more.

Waitlist

If a course reaches maximum capacity and is indicated as full, students are advised to join the waitlist. The waitlist acts as a position holder in the registration queue, but it does not guarantee enrollment in the course. As enrolled students drop the course or if the enrollment capacity is expanded, students on the waitlist will be admitted into the course in the order of their placement.

Out of Department Classes

Out-of-department courses must be at the graduate level (course number 500 or higher), taken for a grade, and support a student's program of study. **The Faculty Advisor must give written (email) pre-approval for an out-of-department class before it begins**. If courses are not already on the website as pre-approved electives, students may submit their request for elective review here:
https://nextcloud.datadiversitylab.synology.me/s/k3DfiA5CMPAKagK

There are exceptions, including courses that have been pre-approved as out-of-department courses and certain cross-listed courses. For questions, please check with your Faculty Advisor. A list of pre-approved courses can be found on the website under degree requirements for your program.

Students registering for classes outside of the college (INFO, LIS) may need to contact that department's instructor or Graduate Coordinator for permission to enroll. Contacts can be found in the [Graduate Catalog](#).

Full-Time Enrollment Policies

Minimum and Maximum Enrollment

The normal enrollment for InfoSci graduate students in the fall and spring semesters is 9 units per semester; **prior approval from the student's Faculty Advisor is required to take more than 9 units**. Students are recommended to take no more than 9 units over the summer sessions. Summer courses can be accelerated and students should plan their schedule accordingly. Students who would like approval to take more than 9 units per semester should submit their request here:
https://forms.gle/kWFjFiSUBz8VHJRf6

The minimum enrollment allowed per semester (fall and spring) is 1 graduate units, but note that **many financial aid recipients must take at least 6 or more units to maintain eligibility**: check with your program or lender. A student who has completed all coursework, the thesis/dissertation unit requirements, has advanced to candidacy, is working on the thesis/dissertation, and is not employed as a Graduate Assistant/ Associate may apply for [advanced status](#), which allows 1 unit of 900-level credit for full-time status. There are some exceptions that must be reviewed and approved by the Advisor. If it is not possible to take the minimum, a student must apply for a [Leave of Absence](#).

You can learn more about [enrollment policies](#) in the catalog.

International Students

International students must enroll full-time (9 units) in the spring and fall semesters to maintain their active visa. Only 3 units of online courses are permitted. **Dropping below full-time without authorization from International Student Services is a violation of immigration status.** If you drop without prior authorization, your SEVIS record could be terminated, and you may be required to leave the U.S. Please check with International Student Services advisors before dropping below full-time status.

You can read more about this policy on the [International Student Services](#) webpage.

Students in their final semester, undergoing medical conditions, or having academic difficulty may be considered for a [full-time enrollment waiver](#).

Tuition Payment and Billing

To ensure timely payment, tuition is due on or before the first day of class. The Bursar's Office sends monthly account statements. However, if you increase the number of units you are enrolled in, you may not receive an account statement before the payment deadline. It is essential that you check your account balance on UAccess each time you make changes to your registration. Please note that late fees apply to unpaid tuition, regardless of whether you have been notified.

You do not need to wait for an account statement to make your payment. Detailed payment options can be found on the Bursar's website.

Academic Expectations

C Grades: Students may present one (1) C grade for graduation in their program, but it may *not* be in a required course (i.e. core courses and internship or capstone). A "C" in a required core course must be repeated in the next semester the course is scheduled.

Grades below C: A grade of **D or E** may *not* be presented for graduation. If the course is not a required course, the student may retake the course or take an alternative course.

Students are required to maintain a GPA of at least 3.00. If students' GPA falls below 3.00, they are placed on academic probation. Students placed on academic probation must meet with the faculty advisor to plan a course of action. **Students on academic probation for two consecutive semesters are removed from the program by the Graduate College**. Such students must re-apply to both the Graduate College and College of Information Science as non-degree seeking students until GPA is restored. See NDS policies for more information.

GRO. Effective Fall 2011, The Grade Replacement Option (GRO) is no longer available to graduate students.

Incomplete Grade Policy

Per the University of Arizona General Catalog:
"The grade of **I** may be awarded only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The grade of **I** is not to be awarded in place of a failing grade or when the student is expected to repeat the

course; in such a case, a grade other than **I** must be assigned. Students should make arrangements with the instructor to receive an incomplete grade **before** the end of the term."

InfoSci instructors will complete the Report of Incomplete Grade form as a contract with the student as to what course work must be completed by the student for the I grade to be removed and replaced with a grade.

Effective Fall Semester 1977: If the incomplete grade is not removed by the instructor **within one year** the I grade will convert to a **failing grade.**

University of Arizona Calendars

Drop/Add Dates and Deadlines

Students may drop and/or add courses by following instructions and adhering to deadlines set by the Registrar each semester. Typically, most changes can be made through UAccess Student Center until a specified date. The change of schedule process is for exceptions and those enrollment requests that may need approval of an instructor and/or College or academic unit. To identify when a Change of Schedule and/or a Late Change Petition are necessary, please see the Dates and Deadlines calendar. Students withdrawing from all classes for a term can use the Complete Withdrawal form after week 3 of the semester and through the last day of classes.

Tuition Appeal

By registering for classes, students agree to pay all applicable tuition and registration fees. Students are required to pay all tuition and fees for any registered classes, unless enrollment is officially canceled during the 100% refund period. Refunds may be issued outside of the refund period to students who experience medical or extenuating circumstances.

A student's lack of knowledge or misunderstanding of the refund period or financial hardship are not considered to be extenuating circumstances. If a student wishes to request a refund outside of the refund period, they must submit a

Tuition Appeal Request. Tuition Appeal Requests must be submitted within one year from the last day of class for the term in question. This procedure is managed through the Office of the Registrar.

Other Links

- [Academic Calendar](#)
- [Final Exam Schedule](#)
- [Payment Dates and Deadlines](#)
- [Registration Dates and Deadlines](#)
- [Other University of Arizona Calendars (holidays, events, etc.)](#)
- [InfoSci Event Calendar](#)

Student Policies

All policies and codes of the University of Arizona apply to students in the College of Information Science. See: [Dean of Students Office](#) for a full list of policies.

InfoSci Appropriate Behavior Policy

In a class or in communicating with other students, faculty, and staff, it is perfectly acceptable to disagree with opinions expressed in the posts of your instructor or fellow students. However, you are expected to demonstrate professionalism and respect **at all times**. Personal attacks, bullying, flames, rants, or lack of respect will **not** be tolerated in email, discussion boards or in person. Repeated violations in the school community in or outside of the classroom will be reviewed by the faculty and **may result in a recommendation for disqualification from the program** or other sanctions to correct the behavior.

Community partners are encouraged to report any behavior issues to the college. Before a student can be referred to the Dean of Students and Graduate College for involuntarily removal from a class or from the program for inappropriate behavior, the following procedures should be followed. For serious disruptions, the staff or faculty may start at Step 2 or Step 3 as appropriate. The Director of Graduate Studies and the student's Advisor should be informed whenever any of the following steps are taken.

Step 1. Staff or faculty member should communicate with the student as soon as possible after the first incident of inappropriate behavior to identify the behavior, review the classroom rules (if applicable) and InfoSci Appropriate Behavior Policy, and instruct the student on the behavior that is required in the future.

Step 2. If the inappropriate behavior continues, the faculty or staff member should provide a written warning to the student identifying the prohibited behavior that occurred, the rules that were violated, and the behavior that is required in the future.

The warning should also include notice that any subsequent violation of the classroom rules and/or the InfoSci Appropriate Behavior Policy will result in the faculty/staff member filing a complaint with the InfoSci Director of Graduate Studies. A copy of the warning will be sent to the Director of Graduate Studies and the Graduate Advisor and may be placed in the student's file. If the violation involves classroom behavior the faculty member will also file a [Student Code of Conduct Complaint](#) with the Dean of Students Office. [See policy on [Disruptive Behavior in an Instructional Setting](#)]

Step 3. If the inappropriate behavior is serious or continues after a written warning, the faculty or staff member should document the disruptive behavior in writing and file an InfoSci code of conduct complaint with the college Dean. If appropriate, a faculty member may at the same time file a [Student Code of Conduct Complaint](#) with the Dean of Students Office. The complaint should also include a copy of any written warning provided to the student, as well as any documentation related to prior incidents and the names of any witnesses. The Dean will report the incident to Graduate College and/or Dean of Students and bring the case before the Faculty for a decision on recommendations for any sanctions that should be applied, which may include involuntary academic withdrawal from the program.

Additional Resources for Faculty/Staff: The Dean of Students Office [Dean on Call Program](#) provides faculty and staff with a 24/7 contact to assist with urgent concerns, or emergency and crisis situations impacting the student community.

Syllabus Policies

Students must follow all official policies included in course syllabi. By placing this URL in a syllabus, instructors no longer need to list the individual policies, https://academicaffairs.arizona.edu/syllabus-policies. Students are responsible for reviewing these policies. Review this link to see the individual policies that apply to syllabi containing it, including:

- Absence and class participation
- Threatening behavior policy
- Accessibility and Accommodations
- Code of Academic integrity
- Nondiscrimination and anti-harassment
- Subject to change statement.

Independent Studies, Directed Research, Internships, Practica, Capstone

Independent Studies, Directed Research, Internships, and Practica are a type of "Individual Study" and may not be taken for more than three units per semester without advisor approval, except in Summer semesters when up to six units may be taken for financial aid purposes when appropriate. A student may not apply more than six units of Individual Study to the degree with faculty advisor pre-approval. Internships and Individual Studies each have restrictions, limitations, deadlines and advising recommendations.

The college's individual studies coordinator (Holly Brown) and your faculty advisor must approve all graduate internships.

Retroactive Credit for Internships

Internship credits cannot be awarded retroactively for internship duties performed at an earlier time. There are no exceptions to this policy.

Eligibility for Registration

- INFO 692 (Directed Research): Completion of 12 units is recommended, but not required.
- INFO 693 (Internship): Completion of 12 units is recommended, but not required.
- INFO 698 (Capstone): Recommended to be taken in the final semester.

Experiential Courses (Internship, Capstone, Research and Independent Study)

Please review your specific degree requirements for more information about internships and capstones. The MS-INFO SCI/DATA SCI degrees allow students to complete EITHER 3 units of internship OR capstone to complete your Experiential Course requirement. An additional three (3) units of experiential classes may be completed to use towards electives. Students may not apply more than six (6) units total of experiential courses towards the degree without faculty advisor pre-approval. With exceptions, students can only take three (3) credit units of experiential courses per semester with the following exceptions:

- During Spring/Fall semesters, the enrollment of more than 3 units of experiential courses will need to be pre-approved by the faculty advisor.
- During Summer semesters, students can enroll in up to 6 experiential units without pre-approval.

For Internships (INFO 693):

- Internships may be completed either at the university or for an outside company. The internship should involve work relevant to your degree and coursework. Students are responsible for finding their own internship experiences. Please visit our [Career Resources](#) for assistance.
- Once you have been offered an internship experience, requests for enrollment in INFO 693 units can be submitted via [Handshake](#).
- The internship project must exercise all [competencies](#) required for the MS degree.
- Your internship supervisor(s) will complete an evaluation form and you will be required to complete a self-evaluation form at the end of the semester.
- Each unit of credit awarded equals 45 hours of work. Internship credit must be awarded in the semester it is completed. Credit cannot be awarded in advance or retroactively.

For Capstones (INFO 698):

The 1- to 3-unit MS capstone project is an opportunity for students to showcase what they have mastered in the program. It is based on a project plan that includes project goals, master's competencies addressed by the project, system design, implementation schedule, assessment plan and milestones. The project contributes to the development and enforcement of the student's knowledge and skill sets in the field of information science.

The capstone project must exercise all competencies required for the MSIS and must also have a software development component. Students will deposit capstone project code in GitHub or another source code repository.

[View recent capstone project summaries, including keywords and faculty advisors.](#)

General Policies for Independent Studies

Students are responsible for finding a faculty member whose research is aligned with the student's interests. Faculty members are not obligated to supervise independent studies. Should a faculty member agree to supervise an independent study, the student and faculty member will draft a contract/syllabus specifying in detail materials to be read, research to be conducted, assignments to be completed, exams to be taken, any tangible work products that the student will produce, and the basis for grading. Learning objectives and outcomes should be clearly defined. Graduate students in the MS-INFO

SCI/DATA SCI programs should align the independent study with one or more of the MS Student Competencies and Outcomes.

The content of an Independent Study course must not significantly duplicate material offered in a regularly scheduled course in the department in the current semester; any exceptions must be approved by the college dean.

InfoSci Advising Policies and Recommendations

- Independent studies are discouraged for most students, who are better served by structured coursework in defined areas of information studies where topical areas appear on the student's transcript, or internships under the supervision of library and information professionals.
- The independent studies option is primarily of benefit for those students who already have a well-defined research path or prior and established interest in an area of library or information studies not covered by current InfoSci course offerings.
- Independent studies may be of particular benefit to graduate students who plan on pursuing the PhD or a research career but who do not want to pursue a full thesis option. Independent studies are discouraged for the purpose of studying for comprehensive exams.
- Independent studies are not advised for students with a GPA of less than 3.5 or students who do not meet the requisite foundational research skills.
- Master's students are required to have completed 12 units in order to register for an Independent Study.
- Registration for Independent Studies is through the University of Arizona Handshake System. Instructions are provided at https://InfoSci.arizona.edu/individual-studies.

See for more information:

- https://catalog.arizona.edu/policy/individual-studies-courses-policies-and-guidelines
- https://catalog.arizona.edu/policy/university-wide-house-numbered-courses#individual
- https://InfoSci.arizona.edu/internships,
- https://InfoSci.arizona.edu/individual-studies

Student Advising in the College

Academic Support

Students in the College of Information Science have access to faculty and staff advisors who can assist them with various aspects of their academic journey, including degree requirements, career resources, and form assistance. Please visit https://infosci.arizona.edu/students-and-career/advising for contact information for faculty and staff advisors.

Graduate Faculty Advisor

The Graduate Faculty Advisor serves as a valuable academic resource for graduate students. Their primary functions include:
- Providing academic information and guidance
- Assisting with understanding curriculum and degree requirements
- Helping with course selection for graduation
- Offering timely input on academic progress
- Providing resources for professional development
- Approving out-of-department courses

Graduate Staff Advisor

The Graduate Staff Advisor supports students with administrative matters. Their functions include:
- Assisting with GradPath forms and graduation steps
- Providing access to university resources offered through other offices
- Offering guidance on university policies and procedures

Meeting Requirement

In general, students are not required to meet with their faculty advisor, except in specific situations, such as:
- Academic probation: Students on probation must meet with their faculty advisor to discuss remedial actions and create a plan for improvement.
- Signature requirements: Some forms and petitions may need the faculty advisor's signature or a letter of support.
- Course overload or out-of-discipline courses: Permission for course overload or non-INFO prefixed courses must be requested in advance, and consultation with the faculty advisor is necessary.

Recommended Advising Milestones

While meeting with the faculty or staff advisor is not mandatory, students are encouraged to consider seeking their advice at the following milestones:
- Admission: Attend an online orientation or reach out to advisors for guidance on coursework selection, program details, and any questions you may have.
- First semester: Review course selection for the following semester.
- Second semester: Prepare the Plan of Study worksheet.
- Mid-Program: Review the Plan of Study for changes and discuss capstone, directed research, and internship opportunities.
- Penultimate Semester: Confirm course completion, register for final semester, and ensure all GradPath forms are completed.

Recommended Advising Appointments

Additionally, students may find it beneficial to schedule advising appointments in the following scenarios:
- Course selection or questions about specialization and career paths.
- Internship inquiries, including capstone internships.
- General academic concerns or questions.
- Career-related inquiries, with potential recommendations from faculty members.
- Academic performance concerns or grade appeals.
- Issues with courses, faculty, staff, or peers.

Areas Outside Advisor's Scope

There are specific areas where advisors may not be able to address student questions directly:
- Admissions-related queries should be directed to the InfoSci Graduate Admissions staff.
- Questions regarding scholarships and financial aid should be directed to the Director of Graduate Studies or the Office of Financial Aid.
- Routine course registration questions or issues should be directed to the Staff Advisor or the Program Coordinator.
- Questions related to GradPath forms or graduation should be directed to the Staff Advisors, who have the necessary authorization.
- Non-academic graduation inquiries should be directed to the Staff Advisors.

Remember, your advisors are here to support you throughout your academic journey, so don't hesitate to reach out to them for guidance and assistance.

Quick links:

- [List of InfoSci Advisors](#)
- [List of U of A College Degree Counselors](#)
- [Faculty Directory](#)
- [Administrative Staff](#)
- [About the College of Information Science](#)
- [Goals and Objectives](#)
- [Career and Alumni](#)

Financial Aid and Funding

At the College of Information Science, we are committed to supporting our MS students in their academic journey. While funding for the MS program is not guaranteed, we offer valuable resources and opportunities to explore various financial options.

1. University's Office of Scholarships and Financial Aid: The University provides valuable resources on grants, loans, and scholarships through the [Office of Scholarships and Financial Aid](#). **Domestic students must file their FAFSA annually to qualify for departmental funding and ease the process of awarding scholarships, grants, or loans**.
2. Internal Scholarships and Tuition Grant Waivers: The College of Information Science does offer internal scholarships and tuition grant waivers during the fall and spring semesters. Students are required to [apply for funding](#) each semester to be considered for these opportunities.

To explore available scholarships, funding options, and financial aid resources, you can refer to the following:

- [Graduate College Funding](#)
- [Graduate Assistantships](#)
- [Scholarship Universe](#)
- [Bursar's Office](#)
- [Graduate and Professional Student Financial Aid](#)
- [Financial Aid Resources Overview](#)
- [Graduate College Funding 101](#)

We encourage all MS students to explore these resources and plan their funding wisely to make the most of their academic experience at the college.

Conferences and Travel

A limited number of funds are available for graduate students to travel and present at conferences through the college. Students are also encouraged to apply for travel funding through the Graduate and Professional Student Council and other outside support (such as professional organizations).

- InfoSci Travel Grant Instructions: https://InfoSci.arizona.edu/phd-information/funding-opportunities
- GPSC Grants and Awards: https://gpsc.arizona.edu/grantsawards

University and Graduate Student Resources

Technical Support

University of Arizona students have a wide range of technology services and resources to support your academic journey. From free software licenses to 24/7 IT support, we strive to ensure that you have the tools and assistance you need to excel in your studies. Below are some of the essential technology services available to you as a student.

U of A Free and Discounted Software Licenses

Take advantage of our free and discounted software licenses, including Microsoft Office 365. These licenses can greatly enhance your productivity and provide you with the necessary software tools for your coursework and projects.

Commonly Requested University of Arizona IT Services and Information

Our Information Technology Services (ITS) offers various resources that are essential to your student life. Here are some of the services you can access:

- **Student Email:** Access your official university email account to stay connected with important updates and communication.
- **NetID, NetID+ (Plus), and Duo:** These are authentication systems that grant you access to university systems securely.
- **24/7 Support:** Our IT Support Center is available round-the-clock to assist you with any technical issues or questions you may have.
- **University of Arizona Virtual Private Network (VPN):** Access university resources securely when off-campus using the VPN.

- **University of Arizona WiFi:** Connect to the campus-wide wireless network for internet access across the university premises.
- **Computer Labs:** Utilize well-equipped computer labs located throughout the campus for your academic needs.
- **UAccess Student:** Access the university's online administrative portal for various student services.
- **D2L (Desire to Learn) Online Learning Management System:** Interact with course materials, submit assignments, and engage in online learning.

24/7 Information Technology Support Center

Our [24/7 IT Support Center](#) is here to assist you with a wide range of technical services. You can reach them in person, over the phone, or through chat. The center provides support for:

- **Campus Applications and Services:** Get help with university-related applications such as CatMail, UAConnect, D2L, UAccess, and NetID/Duo.
- **Troubleshooting:** Resolve issues with your personal computer, faculty, or staff computers.
- **Software Installation:** Assistance with installing operating systems and software (software licenses must be provided by the customer).
- **Security and Maintenance:** Get help with removing spyware, viruses, and unwanted software.
- **Network Connectivity:** Support for wired or wireless networking cards and troubleshooting network problems.
- **Reporting Network Issues:** Report any problems with the U of A wired or wireless network.

U of A Computer-Based Training

Explore our [Computer-Based Training](#), offering free 24/7 access to online tutorials covering a wide range of technical topics, including programming languages, graphics programs, web design, and more. The tutorials are divided into lessons ranging from 2 to 10 minutes long, allowing you to learn at your own pace.

Other Graduate Resources

General Advising

- Disability Resource Center - https://drc.arizona.edu/
- Campus Health Counseling & Psych Services - https://health.arizona.edu/counseling-psych-services

Career Resources and Counseling

We offer a variety of resources and counseling services to assist you in navigating your career path successfully. Here are the essential career resources and counseling services available:

1. **Faculty and Staff Advisors:** You can seek general career advice and counseling from your faculty or staff advisors. They are here to support and guide you in making informed decisions about your career choices.
2. **InfoSci Career Resources:** For students pursuing careers in information-related fields, the college offers specialized [career resources](#) tailored to your degree. Explore these resources to gain valuable insights into potential career paths.
3. **Box Folder with Resources by Degree:** This [Box folder](#) contains a wealth of resources categorized by degree, providing you with relevant information and support to shape your career journey effectively.
4. **Office of Student Engagement & Career Development:** The Office of Student Engagement & Career Development is your central hub for comprehensive [career support](#). Here, you'll find the following resources and services:
   - **General Career Counseling:** Our experienced counselors are available to provide personalized guidance and advice to help you explore potential career paths and set career goals.
   - **Webinars:** Participate in career-related webinars to enhance your knowledge and skills on various professional topics.
   - **Resume and Job Application Reviews:** Get valuable feedback and tips on crafting an impressive resume and job application materials.
   - **Handshake Portal:** Access the Handshake portal, where you can search for job and internship opportunities to jumpstart your career.

   Note: *Even after graduation, you can continue to access resources from the Office of Student Engagement & Career Development for up to one year.*

5. **Graduate Center Career Support:** The [Graduate Center](#) offers specialized career support through workshops and one-on-one counseling sessions. Take advantage of these resources to refine your career goals and plan for a successful future.

We encourage you to explore these career resources and counseling services to make the most of your time at the University of Arizona. Remember that our dedicated team is here to assist you throughout your academic journey and beyond. Your success is our priority, and we look forward to helping you achieve your career aspirations.