



The University of Texas at Austin
School of Information

PhD Program Handbook

PhD in Information Studies
Graduate Program Degree Requirements

2022-2023

School of Information – The University of Texas at Austin
1616 Guadalupe, Suite #5.202, Austin, Texas 78701 | 512-471-3821
info@ischool.utexas.edu | www.ischool.utexas.edu

Revised: 1/27/2022

Table of Contents

Welcome.....	1
A Community of Research	1
PhD Program Requirements	1
Committee Structure	2
Good Standing	3
Coursework.....	3
Doctoral Core.....	3
Research Methods Courses	4
Electives.....	4
Plan of Study	5
Coursework Listing.....	5
Annual Review.....	6
Qualifying Procedure.....	7
Qualifying Paper.....	7
Qualifying Written Examination	7
Qualifying Oral Examination.....	8
Publications.....	8
Entrance into Candidacy	9
Proposal & Dissertation Defense.....	9
Multi-Authored Work	10
Preparation and Scheduling	10
Procedures for Defenses.....	12
Following the Defense.....	12
Submission of Dissertations to the Graduate School.....	13
Student Expectations	13
Student Responsibility.....	13
Academic Integrity.....	13
Student Honor Code	14
Student Employment.....	14
Transfer Credit.....	15
Student Support at the iSchool.....	15
CARE Counselor.....	15
Career Development Office (CDO).....	16
Diversity and Inclusion Resources.....	16
Information Commons.....	16
UT Student Resources.....	17

Welcome

We welcome you to the School of Information (iSchool) at The University of Texas at Austin. Our faculty and staff are committed to helping you to achieve your professional goals in a supportive learning environment.

The iSchool's doctoral program prepares future scholars for careers in research and teaching, typically as tenure-stream faculty members at major research universities. The doctoral program provides students with research experience, familiarity with appropriate information studies theories and methods, and participation in an active research community.

A Community of Research

The Carnegie Foundation for the Advancement of Teaching, an independent policy and research center, launched the Carnegie Initiative on the Doctorate, a “project to develop creative solutions and approaches for transforming doctoral programs.” In the book that summarizes this five-year project, *The Formation of Scholars*, the authors assert:

The PhD is the monarch of the academic community. It is the very highest accomplishment that can be sought by students. It signals that its recipient is now ready, eligible, indeed obligated, to make the most dramatic shift in roles: from student to teacher, from apprentice to master, from novice or intern to independent scholar and leader. (p. x)

The requirements a student must fulfill to earn a PhD in Information Studies are a combination of those imposed by The University of Texas at Austin and those imposed by the iSchool. All have been thoughtfully considered and incorporated with the sole goal of helping shape the emerging scholar into a vital and valued member of the research community. The iSchool-specific requirements, in particular, have been chosen with an eye toward acknowledging the intellectual breadth that is the field of information studies, and at the same time instilling in the student a spirit of the pursuit of research and scholarship.

PhD Program Requirements

The doctoral program requirements include (but are not limited to):

- ▶ Thirty-nine hours of coursework beyond previously earned degrees
- ▶ Annual preparation and revision of a plan of study
- ▶ Annual reviews of progress
- ▶ Authoring of a qualifying research paper
- ▶ Completion of a qualifying written examination
- ▶ Completion of a qualifying oral examination based on the written examination
- ▶ At least two submissions of research to peer-reviewed journals or other publications
- ▶ Admission to candidacy

- ▶ Completion and defense of a dissertation proposal
- ▶ Completion and defense of a dissertation

Doctoral students are also expected to participate in the School's research life (e.g., regularly attend and participate in School of Information events, particularly research colloquium presentations, the Spring Open House, the doctoral research day, dissertation proposal defenses, and dissertation defenses) as well as the research life of the field (e.g., frequently publish in peer-reviewed venues and present at national and international conferences).

NOTE: Students are required to consult and keep current with the Graduate School Catalog regarding the Graduate School, its rules for doctoral study, forms for advancing to candidacy and defending dissertations, and other pertinent information.

- ▶ <https://gradschool.utexas.edu>

Committee Structure

Initial iSchool Committee: The iSchool will assign each incoming doctoral student a three-member initial committee consisting solely of members of the iSchool's Graduate Studies Committee (GSC). The committee is chaired by the student's initial committee chair. Students may change any of the committee members at any time, including the committee chair. If a student's research focus changes significantly during coursework then their committee members might also change. With the committee members' help and input, the student may choose new members from among the iSchool faculty.

Dissertation Committee: In applying for candidacy, the student will complete paperwork required by the Graduate School, including naming their final dissertation committee. This committee includes at least three iSchool GSC members and at least one outside committee member, with the option of adding additional committee members (from inside or outside the iSchool) as appropriate. Examples of appropriate outside committee members include:

- ▶ a faculty member in another school/college at The University of Texas at Austin who is not a member of the iSchool's GSC
- ▶ a faculty member at another university
- ▶ a researcher working in industry or government

Dissertation committees must be approved by the Graduate School, and dissertation committee members can be changed only by application to the Graduate School, so students should carefully consider their choice of members, in consultation with their committee chair. More information on committee composition is available in the Graduate School Catalog.

- ▶ <https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy#DissertationCommittee>

Good Standing

The student's committee and the iSchool GSC will determine if the student is in good standing. The following criteria are established to evaluate whether or not a student is in "good standing" at any point in time in their process of degree completion. As such, these expectations are maxima and not minima; faster progress through these milestones is encouraged where appropriate but not required.

- ▶ **Years 1-2:** Maintain GPA ≥ 3.0 at all times and have 36 hours of coursework completed by the end of year 2
- ▶ **Year 3:** Successfully complete qualifying process
- ▶ **Year 4:** Successfully complete and defend dissertation proposal and enter candidacy
- ▶ **Years 5-6:** Successfully complete and defend dissertation and graduate

Absent extenuating circumstances, students who fail to meet these criteria risk losing the opportunity to obtain funding and to complete the degree.

Coursework

Each student will complete at least 39 graduate hours while enrolled in the iSchool doctoral program prior to entering candidacy. Students will typically take two to three years to complete this coursework as well as the qualifying procedure. To count toward a PhD, all coursework must be no more than six years old when the doctoral student is admitted to candidacy.

The table below shows the minimum required coursework. Students may take, or be required by their committees to take, additional courses.

Courses	Number of graduate credit hours
Doctoral core: INF 391D.10 - <i>Survey of Information Studies</i>	3
INF 391D.11 - <i>The Research Enterprise</i>	3
INF 391D.12 - <i>Disciplinary Foundations for Information Studies</i>	3
Research methods courses	9
Electives (within and/or outside of the iSchool)	21
Minimum total prior to entering candidacy	39

Doctoral Core

All students must take the following courses in their first two academic years in the program: *Survey of Information Studies*, *The Research Enterprise* and *Disciplinary Foundations for Information Studies*.

Research Methods Courses

Each student must take a minimum of nine credit hours of graduate-level research methods courses beyond the doctoral core:

- ▶ One graduate-level course in qualitative methods – 3 credit hours
- ▶ One graduate-level course in quantitative methods – 3 credit hours
- ▶ One additional graduate-level course germane to building skills to undertake research – 3 credit hours

Research methods courses may be offered and taken within or outside of the iSchool, either as classroom-based courses (e.g., INF 391F - *Advanced Topics in Research Methods, Methodologies, and Design*) or individually organized courses (such as INF 391D.06 - *Directed Readings*, or INF 391D.07 - *Directed Research*). The third methods course (beyond the qualitative and quantitative methods courses) can include advanced qualitative or quantitative methods, or coursework in skills necessary to undertake the anticipated dissertation research, including foreign languages, computer programming languages, policy analysis, information systems design, or skills in particular areas, such as chemistry or neuroscience.

All course selections should be discussed with the student's committee chair, consulting other committee members as appropriate. Prior to enrolling in the course, students must obtain approval from their committee chair, who will confirm the appropriateness of such courses for fulfilling the research methods requirement.

Electives

The remaining 21 hours of coursework may be completed within and/or outside the iSchool. Students are particularly encouraged to take the following courses:

- ▶ **INF 391E - *Advanced Topics in Information Studies***, (aka "Topical Seminar") which may be repeated when the individual course topics differ.
- ▶ **INF 391D.07 - *Directed Research***, in which students work closely with a faculty member, individually or in small groups, to contribute to original research, either in an apprenticeship mode as part of the faculty member's research agenda or as a student-driven research project.
- ▶ **INF 391D.06 - *Directed Readings***, in which students work closely with a faculty member, individually or in small groups, to complete an in-depth examination of the primary research and theory literature of the field in preparation for their qualifying examinations.
- ▶ **INF 398T - *Supervised Teaching in Information Studies***, (aka "the pedagogy course"), and teaching internships in which students work closely with a faculty member to develop, design, and support implementation of a course plan.
- ▶ **INF 391G - *Doctoral Writing Seminar***, which provides an opportunity for students to improve their academic writing in a writing studio with instructor and peer critique.

All elective course choices should be discussed with the student’s committee chair, consulting other committee members as appropriate.

Plan of Study

Each doctoral student must produce a formal document identified as the plan of study prior to their first annual review. The plan of study is to be updated each year prior to the student’s annual review.

The plan of study consists of the following seven components:

1. The student’s CV
2. One to three paragraph summary of degree progress, including participation in research, teaching, and service
3. One paragraph academic plan, including research, teaching, and service, for the next year
4. One paragraph description of career goals
5. Table of coursework (format is provided below)
6. Bullet point list of requested input from the committee
7. An appendix with 2-5 recent major outputs (e.g., publications, course papers, etc.)

First Year Students: In their first annual review, students should include all components but mark heading 2 as “not applicable”.

Coursework Listing

Students should list all the courses they have taken, are currently taking, and those they intend to take to satisfy their requirements for coursework in the following format:

Course Description	Credit hours	Grade	Doctoral Core?	Methods?	Elective?
[Semester]					
[Course Number], [Course Title] Instructor: [Instructor], [Instructor’s Academic Unit]					
[Course Number], [Course Title] Instructor: [Instructor], [Instructor’s Academic Unit]					
[Semester]					
[Course Number], [Course Title] Instructor: [Instructor], [Instructor’s Academic Unit]					

Annual Review

Early in the fall semester of every academic year, each doctoral committee will review the performance of each doctoral student and summarize the student's progress in a letter reviewed by the GSC at the doctoral student review meeting. The most important criterion in each annual review is satisfactory progress toward degree completion. The annual review is also intended to help the student plan for the upcoming academic year(s).

- ▶ **Annual Review** meetings will be held in the 3rd, 4th, and 5th weeks of the Fall semester
- ▶ **Doctoral Student Review** meetings will be held in the 6th week of the Fall semester

The director of doctoral studies will contact students and faculty at the start of the Fall semester to indicate how meetings will be scheduled.

The meeting will consist of the following steps:

1. The student will provide an overview of their progress toward the degree, including coursework, comprehensive qualifying procedure, dissertation topic, other research, teaching, and service.
2. The committee members will ask questions about the student's progress.
3. The student will ask questions of the committee, who will provide feedback.
4. The student will be asked to leave the room so that the committee can discuss the outcome and next steps from the meeting.
5. Finally, the committee chair will welcome the student back in the room to learn the preliminary outcome of the review (note, this is not the final outcome; see below).

The letter should be drafted by the committee chair and then circulated to the entire committee for feedback; the final outcome and letter should satisfy all committee members.

The letter should be submitted to the director of doctoral studies prior to the Graduate Studies Committee's (GSC) doctoral student review meeting. The letter must be shared with the student only after the doctoral student review meeting, to allow for input from the entire GSC prior to determination of the outcome of the review.

Following the conclusion of the doctoral student review meeting, the final letter (including any updates) will be sent by the committee chair to the student, with copies to the director of doctoral studies and the graduate coordinator (who will place a copy of the student's letter in the student's official file).

If any student's progress is deemed unsatisfactory, the committee will recommend means to address their concerns. The committee may also recommend to the GSC that

the student's doctoral study be terminated. If so, the GSC will vote on the recommendation (typically at the annual doctoral student review meeting). If the vote supports termination of the student's program, then the GSC, through the graduate advisor, will make a formal recommendation to the Graduate School to terminate the student's doctoral study. The student may appeal any such decision.

Qualifying Procedure

A student can advance to the qualifying procedure if their committee is satisfied that the student has met all requirements based on the student's plan of study and annual reviews. The committee does not have to have an external committee member. The number of internal committee members can range from three to four. The doctoral comprehensive qualifying procedure at the iSchool consists of a qualifying paper, a written examination, and an oral examination

Qualifying Paper

The qualifying paper consists of a review of the literature related to a research area of importance to the field of information studies and closely related to the student's planned dissertation research. The topic of the paper should be selected in consultation with the committee chair and committee. The qualifying paper is ordinarily 5,000-10,000 words in length.

The qualifying research paper is intended to demonstrate the student's wide familiarity with the literature in one or more areas of information studies (and possibly also related fields), an understanding of the broad themes and issues presented in the literature, and a command of the strengths and weaknesses of the major works and how these works fit together. Much more than an annotated bibliography, the qualifying paper is a work of analysis and synthesis, not merely a listing and description of published works. It should be authoritative and accessible, so that a reader unfamiliar with the field of study could gain a good overview of recent trends and significant developments from reading this review alone. The qualifying paper will demonstrate a breadth of knowledge, unlike a research paper, which is typically focused narrowly on a specific research question.

With minor adjustments, such a paper is likely to provide a publication opportunity in that it provides an original, substantive analysis of the research and theory in a critical research arena. The student should work closely with their committee chair in identifying a research topic and conducting the necessary review. Developing the qualifying paper will be a process of negotiation between the student, the committee chair, and potentially other committee members. The paper will be evaluated by the student's committee, and will be discussed during the qualifying oral exam.

Qualifying Written Examination

Once the student's committee has formally accepted the qualifying paper, the student and the committee chair will coordinate with committee members to schedule the written portion of the qualifying exams, which consists of four questions, regardless of the

number of committee members at the time of testing. The chair will work with the rest of the committee to decide on the questions. The questions may, but do not necessarily need to, address issues raised in the qualifying paper. The questions should be chosen to ensure that the student has sufficient expertise in their field and closely related fields to successfully undertake dissertation research.

Unless there are special circumstances, the committee chair will send the student the four questions on a Monday morning by 9:00 AM and answers must be submitted to the committee by 5:00 PM that Friday. The student may work anywhere. Each response is ordinarily 1,000 – 3,000 words long. The bibliography is not included in the word count. As a take-home examination, students are required to follow all aspects of The University of Texas at Austin's [Student Honor Code](#), including its standard of [Academic Integrity](#).

All members of the committee read and evaluate all four responses. The committee must agree that all four responses are of sufficient quality for the student to proceed to the qualifying oral examination. Unless there are special circumstances, these determinations are to be provided to the student by their committee chair within two weeks of written exam submission.

Qualifying Oral Examination

The oral examination of the qualifying procedure is held within two weeks of written notification from the student's committee to the student's committee chair. The goal is to assess the students' ability to engage in structured intellectual dialogue, expand upon their written responses as requested by the committee members, and receive the guidance of their committee members. Students should discuss the organization of their oral examination with their committee chair. For example, a student's committee chair may request a formal presentation of the student's written exam responses.

Students may invite one iSchool doctoral student to serve as a recorder for the qualifying oral exam, but that person will serve only as an observer and note taker and cannot participate in the proceedings. Otherwise, the oral examination is private, including only the student and committee members.

The full committee must be satisfied that the student has passed the qualifying examination and is ready to proceed to the dissertation proposal. If a student does not pass any element of the qualifying procedure, the student may attempt the procedure one more time. A second failure will result in termination of the student's doctoral program.

Publications

Prior to entering candidacy, doctoral students must have at least two submissions of research to peer-reviewed journals or other scholarly publications, such as conference proceedings and books.

Entrance into Candidacy

Candidacy is a designation controlled by The University of Texas at Austin Graduate School. The student must formally apply to the Graduate School for admission to Candidacy and is responsible for ascertaining the procedures required by the Graduate School at the time of their application and ensuring that they are followed.

- ▶ <https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy>

One element of the procedure is recommendation for Candidacy by the iSchool GSC. Entrance into candidacy may occur prior to or immediately following the successful dissertation proposal defense; as noted above, both must be completed by the end of year 4 to remain in good standing. Students must enter candidacy no later than one year after the qualifying exam. An exception may be made by the GSC at the student's annual review, on the recommendation of faculty chairs, to account for disciplinary differences about when external committee members join doctoral committees. Given that we are interdisciplinary, the time to enter candidacy may be extended based on faculty chairs' discretion and discussion at the students' annual review.

Once a student is approved for candidacy by the Graduate School, the student's enrollment requirements are governed by Graduate School policies. Following Graduate School rules, candidates are required to enroll in Dissertation INF X99W (the X signifying that the course may be taken for three, six, or nine credit hours).

Two years after admission to candidacy, the graduate school will ask the GSC whether to extend the student's candidacy. The GSC may recommend that the student's candidacy be extended for one year or that the candidacy be terminated for lack of satisfactory academic progress. Recommendations are forwarded to the graduate dean for approval. Extensions are uncommon and extensions beyond one additional year very uncommon.

Proposal & Dissertation Defense

Students must publicly present and defend a proposal for a dissertation and, once the dissertation is complete, they must publicly present and defend the completed dissertation. The procedures for the two defenses are similar; they are described below together, with notes indicating anything specific to proposal or dissertation defenses.

While the rules for the dissertation proposal are determined within the School of Information, the Graduate School has specific deadlines each semester by which dissertation defenses and formal Doctoral Graduate Applications must be filed. It is the student's responsibility to ensure that a dissertation defense is scheduled early enough to meet these deadlines and to undertake any revisions prior to these deadlines.

- ▶ <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions#Doctoral>

The Doctoral Committee has prepared a separate guide to defenses and scheduling for committee chairs and committee. Faculty should contact the director of doctoral studies for that document to understand their role and what they and their student need to do at each step of the defense process. Students may wish to confirm with their chair that the chair has reviewed this document.

Multi-Authored Work

Effective Fall 2021, students who choose to include multi-authored content are required to obtain the permission of all co-authors:

- ▶ [Download the Coauthor Approval Form \(PDF\)](#)

The student's supervising committee will be responsible for identifying and ensuring that written permission from all co-authors has been obtained when certifying approval of the document to the Graduate School. Signatures from all co-authors should be collected.

- ▶ <https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requirement#formatting>

Based on these guidelines, while it is permissible to include previously published material, this requires each chapter that includes content from the prior work to include a footnote:

- a. With full citations to any previously published work (also listed in references).
- b. If the paper is co-authored, a statement explaining your contribution to the paper. Please follow the guidelines above to explain your contribution.

A statement must also explain which sections of the chapter include elements from the previously published work and the nature of those elements (e.g., exact wording used, only ideas used, data used, etc.).

Preparation and Scheduling

This procedure applies for both proposal and dissertation defenses. In addition, for dissertation defenses, the student must review and follow the Graduate School procedures:

- ▶ <https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy/oral-examinations>

At the start of semester in which the student plans to defend, the student must:

1. Discuss their plans with your committee chair.

- 2.** Poll their committee for possible two-hour times (“placeholder” dates), avoiding the last three weeks of the semester and preferring Fridays 12-3 p.m., a time slot that the iSchool GSC has reserved for student events. In other words, most iSchool GSC members should be free for a Friday meeting during the 12-3 slot if given a selection of three or more dates. However, this slot may not work for your external committee member(s). Also, check your committee members’ teaching schedule online to avoid including obvious conflicting times.
- 3.** Over the first month of the semester, narrow down the list of possible times to a single placeholder time and book a room. During the semester, students should keep in touch with their committee to ensure they can still make the placeholder time. Students should not announce or place their defense in the calendar until their committee chair and committee have all approved the document (see below).

At least full four (4) weeks prior to the proposed date the student must:

- 1.** Circulate a final draft to their committee for their approval.
- 2.** Ask their committee chair to poll committee members for their approval of the defense.
- 3.** Work with committee members to find a time and room to hold the defense (ideally one of the placeholder times).
- 4.** For dissertation defenses, students must obtain the graduate school’s “Request for Final Oral Examination” form (“the pink form”) and plan for their committee members to sign it.

At least a full two (2) weeks prior to the proposed date the student must:

- 1.** Have approval from committee chair and committee.
- 2.** Have the committee chair and committee agreed to a time and place.
- 3.** For dissertation defenses, have submitted the signed “Request for Final Oral Examination” form to the graduate school.
- 4.** Have placed a printed copy of the proposal or dissertation in the tray in the workroom.
- 5.** Have placed an electronic copy on UT Box and have a working link for people to download the PDF. There is no particular place the file must be, but it must be accessible for the email announcement below.
- 6.** Draft an announcement email with:
 - ▶ Title and Abstract
 - ▶ A link to the PDF file of the proposal or dissertation.
 - ▶ Date, time, and location of defense
 - ▶ Names of committee members
- 7.** Ensure that their committee chair sends that announcement email to these lists. If the committee chair cannot send to the list then the student must subscribe and forward their committee chair’s announcement email.

See <https://www.ischool.utexas.edu/people/email-lists>

- ▶ si-gsc (all faculty)

- ▶ si-phd (all doctoral students)
 - ▶ the-insider (the school at large)
 - ▶ ischool-colloq (those interested in School of Information research events)
- 8.** Ensure that the event is added to the School of Information research calendar by submitting the event details using this form:
- ▶ <https://ischool.utexas.edu/about/public-event-request>

Procedures for Defenses

The defense is chaired by the committee chair and follows this procedure:

- 1.** The committee chair welcomes the doctoral community, describes the procedure and introduces the student and committee members.
- 2.** The student presents their proposal or dissertation. Unless there are special circumstances, this presentation will be 20 minutes for proposals and 30 minutes for dissertations. Note that in both cases the defense will not exceed two hours total.
- 3.** The committee chair opens the floor to questions from any non-committee member of the audience (up to 20 minutes).
- 4.** The committee chair closes the floor to questions and invites the committee members (including the committee chair) to discuss the presentation with the student, typically asking questions in turn. Committee members may invite members of the audience to contribute during this period, otherwise the discussion remains between the committee and the student (as required, typically 45-60 minutes).
- 5.** The committee chair calls the committee into closed session; only committee members and members of the GSC remain in the room, all others are asked to leave. The student retires to a prearranged location and waits for the committee chair to call them back. The committee then proceeds to evaluate the defense. The closed session ends when the committee has reached consensus (as required, typically up to 30 minutes).
- 6.** The committee chair invites the student back to the room to communicate the result of the defense and discuss the committee evaluation (as required, typically 10 minutes). Students may invite one iSchool doctoral student to serve as a recorder for this portion of the defense, but that individual will only serve as an observer and note taker and cannot participate in the proceedings. Otherwise, this discussion is private, including only the student, committee members, and any GSC members who elect to stay.
- 7.** The committee will complete all paperwork required by the Graduate School (note: students need to obtain any required paperwork prior to the defense).

Following the Defense

Within a week of the defense, the committee chair writes a letter to the student, conveying the result of the defense and summarizing the consensus requirements and advice of the committee. These requirements typically include specific revisions that are

to be made to the document and a time-frame for those revisions. This letter is sent to the student, copying the graduate coordinator who will add the letter to the student's file.

If the committee has requested changes, the student must reply within two weeks of receiving the letter from their committee chair (or prior to the relevant deadlines for submission of the dissertation to the Graduate School, whichever comes sooner). The student's response letter should address each point from the committee's letter, describe the changes made (or remaining to be made), show how the changes meet (or will meet) the revision requirements. The response letter is sent from the student to the committee chair, copying the graduate coordinator, who will add the letter to the student's file.

Submission of Dissertations to the Graduate School

In the case of a completed, successful dissertation defense, the student then prepares the completed dissertation for review by the Graduate School, ensuring that they follow all formal Graduate School requirements, including formatting requirements.

- ▶ <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions#DissertationSubmission>

Student Expectations

Student Responsibility

A student is responsible for knowing the requirements for the degree or nondegree program that they are pursuing and for enrolling in courses that fit into that program. The *Graduate Catalog* is the official catalog for all graduate students. Students should consult both the *General Information* and *Graduate Catalog* to become familiar with UT and Graduate School-specific policies, rules, and regulations:

- ▶ <https://catalog.utexas.edu>

Academic Integrity

From the UT Dean of Students: A fundamental principle for any educational institution, academic integrity is highly valued and seriously regarded at The University of Texas at Austin. More specifically, you and other students are expected to maintain absolute integrity and a high standard of individual honor in scholastic work undertaken at the University. This is a very basic expectation that is further reinforced by the University's Honor Code. At a minimum, you should complete any assignments, exams, and other scholastic endeavors with the utmost honesty, which requires you to:

- ▶ acknowledge the contributions of other sources to your scholastic efforts;
- ▶ complete your assignments independently unless expressly authorized to seek or obtain assistance in preparing them;
- ▶ follow instructions for assignments and exams, and observe the standards of your academic discipline; and

- ▶ avoid engaging in any form of academic dishonesty on behalf of yourself or another student.
- ▶ See more: <https://deanofstudents.utexas.edu/conduct>

Student Honor Code

The UT Austin Honor Code: *As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity.*

- ▶ <https://deanofstudents.utexas.edu/conduct/standardsofconduct.php>

Student Employment

Academic Employment - Academic employment includes appointments such as teaching assistants, graduate research assistants, and assistant instructors. Academic appointments include various benefits, such as a stipend for the hours worked, and depending on the appointment, some tuition assistance.

- ▶ <https://gradschool.utexas.edu/academic-employment>

Non-Academic Employment - Some students obtain non-academic positions on campus and off campus. These positions do not carry the benefits that academic appointments do. For more information and links to job search resources, please see:

- ▶ <https://gradschool.utexas.edu/finances/student-employment/non-academic-employment>

Conditions for Employment - Students are encouraged to become familiar with the conditions for employment as graduate students. Some of these requirements include full-time enrollment (nine credit hours in the fall and spring; three credit hours in the summer), satisfactory degree progress, satisfactory academic status (3.0GPA), limit on incompletes and grades of D or F. For more information, including exceptions to the above and requirements for Assistant Instructors, please see:

- ▶ <https://gradschool.utexas.edu/finances/student-employment/conditions>

20/30 Hour Limit - Graduate students employed during their first two long semesters may not be appointed for more than 20 hours. Beyond the first two long semesters, students may not be appointed for more than 30 hours.

International Students - International students may not work more than 20 hours during long semesters.

UT Human Resources - Students should consult the UT Human Resources information for student employees:

- ▶ <https://hr.utexas.edu/student>

Transfer Credit

A doctoral student in the School of Information seeking to use coursework completed at another institution must provide the Graduate Studies Committee with an official transcript, the official explanation of the institution's course numbering system and grading system, and the course description from the catalog of the institution.

Along with these documents, the petition form, approved by the faculty advisor, should be submitted to the Graduate Program Coordinator. The Chair of GSC presents the petition to the GSC for approval.

- ▶ A maximum of six (6) semester hours of work from other institutions may be approved for use on the program of work.
 - ▶ The grade must be B+ or higher, or an equivalent. If the institution uses a grading system other than A/B/C/D/F, the student must provide an official description of the meanings of awarded grades and demonstrate that the awarded grade is equivalent to B or higher at UT Austin.
 - ▶ The course must be graduate level.
 - ▶ Courses may not have been used toward another degree.
 - ▶ Coursework earned on the quarter system is normally calculated at two-thirds of the credit for courses offered on a semesterly basis. Thus, a three credit-hour course taken on the quarter system may be transferred as no more than two credit hours.
 - ▶ Coursework taken abroad or on other credit-hour systems will be recalculated for semester-hour credit and the amount of credit approved will be determined by an evaluation of the content of the course as compared to an equivalent UT Austin course.
 - ▶ If approved for use on the program of work, the course must be used within the six-year time limit. Courses older than six years may not be transferred.
 - ▶ The course may not be taken at another institution during the semester of intended graduation at UT Austin, because the grades may not be received in time to certify the student's program of work.
 - ▶ The courses outside of the iSchool doctoral program cannot be counted toward Doctoral Core.
- ▶ [Download the School of Information Transfer Form \(PDF\)](#)

Student Support at the iSchool

CARE Counselor

CARE (Counselors in Academic Residence) is a program of the [Counseling and Mental Health Center \(CMHC\)](#) in collaboration with the Office of the Provost. CARE counselors are licensed mental health clinicians who are located on site in colleges across the university. CARE's primary mission is to provide access to mental health support for students who are struggling emotionally and/or academically while reducing barriers to services. CARE counselors get to know the concerns that are unique to their college's

students, integrate in the college, and provide support and consultation on mental health issues for advisors, faculty and dean's staff. CARE services are confidential and are not connected to academic records.

- ▶ **The School of Information CARE Counselor is Bryce Moffett, LCSW.** Request an Appointment: Bryce can be reached at (512) 232-2983 or you can call the Counseling and Mental Health Center at (512) 471-3515 and request a CARE appointment with Bryce.
- ▶ <https://ischool.utexas.edu/people/care-counselor>

Career Development Office (CDO)

Offers individualized face-to-face advising and access to HireUTexas (powered by Handshake), an online platform through which students can search for jobs, internships, capstones, and experiential opportunities. The office organizes a variety of career skills workshops focusing on topics such as resumes, cover letters, career fair preparation, networking, and interviewing skills.

Please feel free to Rachel Van Middlesworth, Graduate Career Placement Specialist.

- ▶ <https://www.ischool.utexas.edu/career/students>

Diversity and Inclusion Resources

UT has offered rich resources to maintain the diversity and inclusion on our campus.

- ▶ <https://www.utexas.edu/about/diversity-equity-and-inclusion>

Students from minority groups can always find peers here at UT. The Division of Diversity and Community Engagement is the main place to find related supports, activities and contacts:

- ▶ <https://diversity.utexas.edu>

Information Commons

The Information Commons is a team of undergraduates, graduate students, and staff who provide resources and services that support learning, research, and community-building activities at the School of Information. Commons facilities are located within all iSchool locations and feature collaboration stations, access to a variety of computing hardware/software, meeting spaces, printing services and equipment check-outs. Support staff are available in all iSchool learning spaces to provide technical assistance, training, and additional access to resources.

- ▶ <https://ischool.utexas.edu/people/information-commons>

UT Student Resources

MyUT (my.utexas.edu) - All of UT's resources, all in one place. Download the official MyUT app from the App Store or Google Play.

Student Resources (<https://www.utexas.edu/student-resources>) offers details and information about:

- ▶ Academic Tools & Support
- ▶ Course Registration and Grades
- ▶ Costs & Financial Aid
- ▶ Technology Tools
- ▶ Health and Safety
- ▶ Student Services
- ▶ Campus Resources
- ▶ Getting Involved
- ▶ Student Jobs

University of Texas Libraries (<https://www.lib.utexas.edu>) - For more than 125 years, the University of Texas Libraries have committed to building one of the greatest library collections in the world. Maintaining more than 10 million volumes and providing access to the latest digital journals, databases and web resources, the Libraries collect and preserves the finest achievements of human knowledge in support of not only research and instruction needs, but also the exploration of ideas and intellectual innovation.

Emergency Information (emergency.utexas.edu) - This site serves as a resource for communications about The University of Texas at Austin in the event that there is an emergency. It is part of the university's overall communications infrastructure for ensuring important information is available to the university community and the public in the event of a technical outage or emergency situation. The website provides information on [emergency preparedness](#) at the university as well as [additional resources](#) for communications and information during a technical outage or university emergency. When the university's main website is unavailable, updated information will be provided here.

UT Police Department (police.utexas.edu) - From crime prevention and safety programs to providing security for special events, UTPD stands ready to assist our faculty, staff, students, and visitors. If we can't help, we probably know who can. Contact UTPD at 512-471-4441.

UT Counseling and Mental Health Center (cmhc.utexas.edu) - Appointment-Scheduling hours are Monday through Friday, 8:00am-12:00pm & 1:00pm-4:00pm. Phone: (512) 471-3515 - [Student Services Building](#) 5th Floor

CMHC provides services and Programs including:

- ▶ [Groups and Classes](#) - For many issues that college students face, group counseling is the best treatment choice. Group counseling provides students with the unique opportunity of utilizing peer interaction to work toward their goals.
- ▶ [Short-Term Individual Counseling](#) - Short-term individual counseling is basically a collaborative effort between you and your counselor. Our goal is to provide an

open, supportive, and confidential environment for you to address the issues that are concerning you.

- ▶ [Thrive at UT](#) - Thrive is a free iPhone app designed to enhance UT Austin student well-being and help better manage the ups and downs of campus life. Students will find short videos of actual UT Austin students sharing their own stories as well as interactive activities designed to help them apply these concepts to their own unique experience.
- ▶ [24/7 CMHC Crisis Line](#) - CMHC Crisis Line is a confidential service of CMHC that offers an opportunity for UT-Austin students to talk with trained counselors about urgent concerns. A counselor is available every day of the year, including holidays.
- ▶ [Alcohol & Other Drug Initial Consultations](#) - Students can confidentially speak with a licensed professional counselor about their own or someone else's use of alcohol, tobacco, and other drugs.
- ▶ [Mindful Eating Program](#) - Our Mindful Eating Program is for students dealing with food, weight, or body image concerns.
- ▶ [MindBody Lab](#) - The MindBody Lab is a self-paced environment located in the Counseling and Mental Health Center on the 5th floor of the Student Services Building designed to help students explore interactive tools to help cope with stress.
- ▶ [Integrated Health Program](#) - The Integrated Health Program is a collaboration between University Health Services and the Counseling and Mental Health Center at The University of Texas at Austin. This program brings mental health providers to University Health Services, creating a holistic team approach in the treatment of UHS patients.
- ▶ [Prevention and Outreach](#) - Prevention and Outreach: CMHC's Prevention and Outreach services empower students to take care of themselves and each other in order to foster a thriving academic community at UT Austin. Our programs raise awareness, reduce stigma about mental health concerns, address barriers to academic excellence in order to promote wellness.

Services for Students with Disabilities (diversity.utexas.edu/disability) - SSD ensures students with disabilities have equal access to their academic experiences at the University of Texas at Austin by determining eligibility and approving reasonable accommodations. They also engage in outreach across campus in order to make campus a more inclusive, accessible and welcoming environment for people with disabilities.

SSD is part of the [Division of Diversity and Community Engagement](#) and their office is located on the fourth floor of the [Student Services Building](#). Take some time to browse through our website to find information on [how to register](#) with SSD, [guidelines for documentation](#), and information about their [accommodations and services](#). General resources for the UT community may be found on UT's [Disability Resource page](#).

Student Emergency Services (deanofstudents.utexas.edu/emergency) - The Student Emergency Services office helps students and their families during difficult or emergency situations. Assistance includes outreach, advocacy, intervention, support,

and referrals to relevant campus and community resources. Emergency situations include but are not limited to:

- ▶ Missing Student
- ▶ Family Emergency
- ▶ Fire or Natural Disaster
- ▶ Student Death (current or former)
- ▶ Medical or Mental Health Concern
- ▶ Academic difficulties due to crisis or emergency situations
- ▶ Interpersonal Violence (stalking, harassment, physical and/or sexual assault)

University Ombuds Office (ombuds.utexas.edu) - The University Ombuds Office is available to students, faculty and staff to listen to your concerns in a safe setting about life at the university and confidentially discuss interpersonal difficulties, university policies, university bureaucracy, and conflict resolution techniques. They help you identify options so you can seek resolution.

University Health Services (healthyhorns.utexas.edu) - University Health Services is committed to providing high-quality care to patients of all ages, races, ethnicities, physical abilities or attributes, religions, sexual orientations, or gender identities/expression.

Title IX (titleix.utexas.edu) - The Title IX Office is committed to supporting the University's mission to create and maintain an educational and work environment free from all forms of sexual harassment, sexual discrimination, exploitation and intimidation in which all students, faculty and staff can learn, work and thrive.

Behavior Concerns Advice Line (safety.utexas.edu/behavior-concerns-advice-line) - Contact the Behavior Concerns and COVID-19 Advice Line at 512-232-5050 or submit your [behavior concerns](#) or [COVID-19 questions](#) online. The Behavior Concerns and COVID-19 Advice Line has been expanded to support The University of Texas at Austin community during the COVID-19 pandemic. By calling 512-232-5050 - Option 2 for COVID-19, students, faculty and staff can be assisted in English and Spanish with COVID-19 support

Campus Safety (safety.utexas.edu/resources-and-services) - This site lists many resources and services available at your fingertips. These include but are not limited to building access and security, campus text alerts, bike registration, personal property registration, SURE Walk, and UT Night Rides.

International Student Scholar Services (global.utexas.edu/iss) - International Student and Scholar Services (ISSS) provides services to international students and scholars and supports departments and colleges in hiring international researchers and faculty. They provide information about visas and maintaining status for students and scholars with F-1, J-1, H-1B and other immigration statuses. Students can make an appointment for personalized advising, tax assistance, and insurance.

References

Walker, G. E., Golde, C. M., Jones, L., Bueschel, A. C., & Hutchings, P. (2008). *The Formation of Scholars*. San Francisco: Jossey-Bass.