

Overview of Graduate Advisor positions (version 5-11-14 by CP based on Biennial 2009 report and information shared by Dr. Brody)

Under Dean Betsy Hendrey, the concept of two graduate advisors was approved for the GSLIS in lieu of a single Graduate Advisor in place in earlier years. Beginning in August 2007 the GSLIS has had both a Graduate Advisor: Admissions and a Graduate Advisor: Continuing Students. Responsibilities for each of these positions include the following:

Summary of primary tasks for the Graduate Advisor: Admissions

A. Review and evaluate admissions documents for each candidate for matriculation and meet with each candidate in person unless they are currently living more than 300 miles away; then individual phone interviews are performed. Meetings have three components: a) small group meeting (up to 6 people) b) individual meetings with each student after the group meeting c) pre-registration Write summary of interview, essay, and recommendations for inclusion in confidential student folders

B. Other related tasks:

Informal interviews and application evaluation for nonmatriculated candidates. Informational meetings, emails and telephone interviews with all prospective candidates who are considering applying to the program. Follow nonmatriculated students' progress Assess previous graduate work and theses completed at other programs/institutions for possible credit towards their MLS once candidates are approved for matriculation. (Evaluation of theses completed may be handled by the Graduate Advisor for Continuing Students closer to the end of the program.)

Supervise in-person matriculated and nonmatriculated student registration three times a year (two of specified dates take place during the summer – the period designated as “annual leave”)

The above applies to about **ninety percent** of all students applying to the GSLIS as matriculated students – EXCEPT those applying to School Library Media programs at the GSLIS, which is handled by Dr. Linda Cooper. These activities take place **all year around**. The Summer School Chair takes on these duties for six weeks a year and the Chair during other weeks of the summer.

Summary of primary tasks for the Graduate Advisor: Continuing Students

Serves as the lead person for “general advisement” for current students; is the first ombudsman for students; recruits and schedules faculty members for the advisement/pre-registration period each semester; ensures adequate

information is distributed on faculty expertise and course information for classes scheduled during the following semester; evaluates theses completed by those holding master's degrees for possible credit in lieu of 709, for which an independent study is then scheduled; certifies students for graduation and for the School's two certificate programs (Archives and the Preservation of Cultural Materials, Children's and Young Adult Services).