



School of  
**INFORMATION STUDIES**  
SYRACUSE UNIVERSITY

Application for Graduate Study  
2004-2005

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# General Instructions

School of Information Studies | Syracuse University

## Who Should Use This Application?

This application form should be used by individuals interested in applying to a graduate degree program or a graduate-level Certificate of Advanced Studies in the School of Information Studies at Syracuse University. Applications to other graduate programs are available from the Graduate Enrollment Management Center (GEMC).

Graduate Enrollment  
Management Center  
Syracuse University  
303 Bowne Hall  
Syracuse NY 13244-1200  
315-443-4492  
E-mail: [grad@syr.edu](mailto:grad@syr.edu)  
Internet: [gradsch.syr.edu](http://gradsch.syr.edu)

Note: You need not complete this application if you are either currently enrolled in a graduate program in any college at Syracuse University or have been enrolled within the past 12 months. In such circumstances, contact your academic department or the GEMC and request an *Internal Application for Graduate Study*.

## Electronic Application

An online version of the *Application for Graduate Study* is available through the School of Information Studies web site at [www.ist.syr.edu](http://www.ist.syr.edu).

## Application Deadlines

Students may take up to six credits before matriculation into a degree program or admission into a certificate program, while awaiting application completion.

**For master's degree applications**  
**January 9** Deadline for consideration for graduate fellowships (full-time study only)

**February 15** Deadline for applications for all graduate programs (campus and distance)

- Applications for campus and distance programs may be accepted until June 1 on a space-available basis.

**Spring admission** Master's programs admit primarily in the fall semester. Applications will be reviewed on a space-available basis for spring. Applications for spring should be submitted no later than October 15.

**For Ph.D. applications**  
The Ph.D. program admits students for the fall semester only.  
**January 9** Deadline for consideration for graduate fellowships (full-time study only)

**For Certificate of Advanced Studies applications**  
Certificate applications are reviewed on a rolling admission basis.

## Notification of Decisions

**For master's degree applications**  
**March 15** Notification of admission to the master's programs (campus and distance)  
**April 1** Notification of financial aid decisions

**For Ph.D. applications**  
**December** An early round of admit decisions for fall admission to the Ph.D. program will be made.  
**March 15** Notification of admission to the Ph.D. program

## For Certificate of Advanced Studies applications

A decision will be made once the completed application is received by the School of Information Studies. Notification will be made within two weeks of that time.

## Need-Based Financial Aid

**For campus students**  
Need-based financial aid for full-time degree-seeking students who are United States citizens or permanent residents is administered by the Office of Financial Aid, Syracuse University, 200 Archbold, Syracuse NY 13244; [finmail@syr.edu](mailto:finmail@syr.edu); 315-443-1513. Those interested in helping to finance their graduate studies with loans or work-study should file a Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1. Applicants are advised not to wait for an admission decision before filing. For more information on need-based aid, contact the U.S. Department of Education at 1-800-433-3243 or at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**For Distance Learning and Extension Site Students**  
Need-based financial aid is administered by the Syracuse University Continuing Education Financial Aid Office, Syracuse University, 700 University Avenue, Syracuse NY 13244-2530; 315-443-3261.

## Further Information

For further information on the application process, you may contact the School of Information Studies at 315-443-2911 or at [ist@syr.edu](mailto:ist@syr.edu).

# Application Materials Required for the Master's Degree Program

**Please submit all application materials in one complete package. A checklist of required items follows.**

Include your name and social security number on all forms and correspondence. It is your responsibility to ensure that all application materials arrive at Syracuse University by any applicable deadlines. If you wish to apply to more than one program, submit a complete set of application materials for each in a separate envelope. The application package should be sent to:

**Graduate Enrollment Management Center  
Syracuse University  
303 Bowne Hall  
Syracuse NY 13244-1200 US**

**The application is to include:**

- 1. Application for Graduate Study**—Please fill out completely.
- 2. Photocopy of Application for Graduate Study**—The Graduate Enrollment Management Center will send a postcard to the applicant when the application is received.
- 3. Nonrefundable Application Fee**—Include a check or money order for \$65 payable to Syracuse University. Do not send cash. Application fee waivers are not generally available.
- 4. Academic Credentials**—Two copies of records of all previous postsecondary education are required. Use the forms provided with this application for requesting transcripts to be sent to you. Records must be in unopened, sealed envelopes, signed or stamped across the seal. You should then forward them in one package with the rest of your application. (If a transcript is received in an envelope with a broken seal, it may disqualify the application.)
- 5. Three Letters of Recommendation**—References should use the forms provided in this application packet. Include at least one recommendation that can attest to your academic ability. Confidential letters of recommendation should be sent to you in sealed envelopes on which the recommender has signed across the seal. You should then forward them with the rest of the application. (If a confidential letter of recommendation is received in an envelope with a broken seal, it may disqualify the application.)
- 6. Current Resume**—Two Copies
- 7. Personal Statement**—Describe your interests and motivations for pursuing a master's degree. Please see page 11 of the application for detailed requirements of the statement.
- 8. Exam Scores**—Only scores sent directly to Syracuse University by the testing agent will be accepted. Applicants whose first language is English, or applicants whose secondary education has been delivered in English, are required to submit scores for the GRE (Graduate Record Exam). We require a combined verbal, quantitative, and analytical score of 1000. If your first language is not English, you are required to submit scores for the TOEFL (Test of English as a Foreign Language). We require a minimum score of 580 on the paper and pencil test or 237 on the computer-based test. Students scoring 550-580 may be admitted conditionally and will be required to attend an English language instruction program. If you submit a TOEFL score, the GRE is not required. Please note that exam scores take four to six weeks to be processed, so plan ahead for your application deadline.
- 9. Interview**—An interview is not required to be considered for admission to the master's programs. We encourage you to visit campus and speak with current students, faculty, and staff to make sure our program matches your needs and interests. Please contact the School of Information Studies Student Services Office at 315-443-2911 or by e-mail at [ist@syr.edu](mailto:ist@syr.edu) to make an appointment for a visit. An interview is required for admission to the Ph.D. program.
- 10. Financial Clearance for Admission of International Students** \* (See page 5.)

# Application Materials Required for the Ph.D. Program

A four-year bachelor's degree is required and many students have also completed a master's degree. We do not require that prior degrees be in any specific field, though business administration and library and information science graduate degrees are common.

## Admission is based on four criteria:

- **Abstract Reasoning Ability**—Both verbal and quantitative
- **Interest in Our Field**—The study of formal and informal links between recorded information and people as individuals or in groups, organizations, and social systems
- **Commitment to Research**—As a major part of one's future activities
- **Appropriate Personality Characteristics**—Information studies is an interdisciplinary field that makes heavy demands on time and energy. Academic or intellectual ability alone is not enough. We seek individuals who can flourish in an interdisciplinary environment, who are self motivated, tolerant of ambiguity, and who can produce high-quality work on time.

## The application is to include:

- 1. Application for Graduate Study**—Please fill out completely.
- 2. Photocopy of Application for Graduate Study**—The Graduate Enrollment Management Center will send a postcard to the applicant when the application is received.
- 3. Nonrefundable application fee**—Include a check or money order for \$65 payable to Syracuse University. Do not send cash. Application fee waivers are not generally available.
- 4. Personal Statement**—Describe your interests and motivations for pursuing a Ph.D. Please see page 11 of the application for detailed requirements of the statement.
- 5. Three Letters of Recommendation**—Letter writers should be able to comment on the specifics of an applicant's academic preparation and address the four admission criteria mentioned in this section. General letters commenting on an applicant's personality or work experience are less useful.
- 6. Academic Credentials**—Two official copies of records of all previous postsecondary academic institutions attended. Use the forms provided with this application. Records must be in unopened sealed envelopes, signed or stamped across the seal. You should then forward them in one package with the rest of your application.
- 7. Exam Scores**—Scores of 600 or higher on each part of the **Graduate Record Exam (GRE)** or **Graduate Management Admissions Test (GMAT)**—The GRE or GMAT is required of all applicants; the GRE is preferred. We believe the standardized tests are an important indicator of an applicant's ability to do abstract reasoning, but it is not the only type of evidence we consider. Applicants whose test scores do not meet the standard should let us know the reasons for the lower scores and provide other evidence (grades in relevant courses, sample academic papers, or the judgment/recommendation of others) of their ability to engage in abstract reasoning at the graduate level. Applicants who have low scores in a test taken several years ago may want to retake it if they believe they can raise their scores sufficiently.
- 8. Sample of Scholarly or Professional Writing**—Students who have completed a thesis-related master's degree should submit a 3- to 10-page abstract of the thesis. Other students should submit a recent sample of their academic or work-related writing (e.g., a class paper). If no recent sample is available, we ask that the applicant provide a written summary and analysis of any recent English-language journal article in any area related to information transfer. (Please attach a copy of the entire article.)
- 9. Interview**—Applicants may be asked to participate in an interview with several members of the faculty and with current doctoral students. Usually a full day is required. Applicants from the United States and other nearby locations are expected to participate in the interview process. For applicants from more distant locations, a telephone interview can be substituted.
- 10. Financial Clearance for Admission of International Students \*** (See page 5.)

A **TOEFL** score above 600 (or 250 on the computerized test) is required for applicants for whom English is not a native language. This requirement can be waived for applicants who have completed an advanced degree taught in English. Upon admission to Syracuse University, all international students are required to complete the Michigan Test of English Language Abilities. Students who do not pass all sections of this test will be asked to take one or more English courses during their first semester or two. Proficiency in English (speaking, listening, writing, and reading) is essential to success in this Ph.D. program.

# Application Materials Required for the Certificate of Advanced Studies

- 1. One Letter of Recommendation—**  
Letter writers should be able to attest to your academic ability for graduate work.
- 2. Current Resume—**One copy
- 3. Nonrefundable application fee—**  
Include a check or money order for \$65 payable to Syracuse University. Do not send cash. Application fee waivers are not generally available.
- 4. Academic Credentials—**Two official copies of your undergraduate transcript in an unopened sealed envelope, signed or stamped across the seal. If applying for the School Media certificate, you must also provide two official copies of your master's degree in Library and Information Science transcript.

\* International applicants must show sufficient funding for at least the first year of graduate study in order to have a student visa authorized. Minimally, this figure is projected to be approximately \$31,226 for the 2004-05 academic year for programs that typically require students to register for 24 credits per year. Although accurate at the time of publication, please note that a precise and updated figure more specific to your circumstances will be reflected in the I-20 form that will be mailed to you. Admitted international applicants receiving full support (full tuition and full stipend) from Syracuse University meet this qualification. Privately sponsored applicants must provide two separate documents: an original, signed letter of support from a sponsor, including the U.S. dollar amount of support; and a certified bank statement indicating that the sponsor has sufficient funds to pay at least first-year expenses. Government-sponsored applicants must submit an original copy of the award letter indicating the U.S. dollar amount of the award per year, the length of time for which the award is valid, and any special billing instructions. Fax copies and photocopies of financial documents will not be accepted. Financial documents cannot be returned to the applicant.

# Academic Programs and Program Codes

When filling out the attached application form, you must consult the following table for the precise program name, degree name, and associated code numbers for the program to which you are applying. If you are interested in a program not listed here, please contact the Syracuse University Graduate School at 315-443-4492 or [grad@syr.edu](mailto:grad@syr.edu).

<b>Program Name</b>	<b>Degree</b>	<b>Program Plan Code</b>
Library and Information Science	M.S.	LI25MS
Library and Information Science—Distance	M.S.	LI25MS-I
Library and Information Science/School Media	M.S.	LI27MS
Library and Information Science/School Media—Distance	M.S.	LI27MS-I
Information Management	M.S.	IN31MS
Information Management—Distance	M.S.	IN31MS-I
Information Management—Washington DC	M.S.	IN31MS-WASH
Telecommunications and Network Management	M.S.	TE10MS
Telecommunications and Network Management—Distance	M.S.	TE10MS-I
Information Transfer	Ph.D.	IN40PHD
School Media Certificate	C.A.S.	SC35CAS
School Media Certificate—Distance	C.A.S.	SC35CAS-I
Information Security Management Certificate	C.A.S.	IN34CAS
Information Security Management Certificate—Distance	C.A.S.	IN34CAS-I
Information Systems and Telecommunications Management	C.A.S.	IN37CAS
Information Systems and Telecommunications—Distance	C.A.S.	IN37CAS-I



# School of INFORMATION STUDIES

## SYRACUSE UNIVERSITY

Application for Graduate Study  
2004-2005

Fill out this form completely. Do not refer the reader to another part of the application. This application is for use by all graduate applicants to the School of Information Studies. Submit this form with your transcripts and letters of recommendation in one package.

### PART A | Applicant Data

1. U.S. social security number (if you have one)    -   -

2. SU ID Number (if you have one)

3. Name \_\_\_\_\_  
last or family name first or given middle name maiden name suffix

4. Gender  Male  Female

5. Permanent home address—please write your home address in correct mailing form.

\_\_\_\_\_ Number and street

\_\_\_\_\_ City State Zip code Country (if other than United States)

Permanent telephone number (\_\_\_\_\_) \_\_\_\_\_  
Area or country code/number

Current mailing address, if different from above, write your present address in correct mailing form.

\_\_\_\_\_ Number and street

\_\_\_\_\_ City State Zip code Country (if other than United States)

Until what date can we reach you at your present address?

Current evening telephone number (\_\_\_\_\_) \_\_\_\_\_  
Area or country code/number

Current daytime telephone number (\_\_\_\_\_) \_\_\_\_\_  
Area or country code/number

6. E-mail address \_\_\_\_\_@\_\_\_\_\_

Valid until \_\_\_\_\_  
Month Day Year

7. Date of birth (use numbers) \_\_\_\_\_  
Month Day Year

8. Country of birth \_\_\_\_\_

9. Ethnicity (for U.S. citizens or permanent residents only; optional)

10. Country of citizenship \_\_\_\_\_

U.S. Citizen  Yes  No

Permanent Resident  Yes  No

- (1) African American, not of Latino origin
- (2) Native American/Alaskan Native
- (3) Asian/Pacific Islander
- (4) Puerto Rican
- (5) Mexican
- (6) Latino, not of Puerto Rican origin
- (7) White, not of Latino origin
- (8) Other

11. If you have ever been convicted of a felony, explain the situation on a separate piece of paper and submit it with this application as an addendum to your personal statement.

### PART B | Prospective Program of Study

12. Semester for which you are applying (please check one):  Fall  Spring  Summer

13. Program of Study \_\_\_\_\_

Program Plan Code (Please see table on page 6.)

Degree \_\_\_\_\_

You intend to study  Full-time  Part-time

**PART C | Finances**

14. Are you applying for a merit-based graduate award or appointment? (Full-time, campus students only)  Yes  No

15. If you are applying for an assistantship, briefly describe any experiences that would qualify you as a teaching or research assistant.

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16. Do you intend to apply for need-based financial assistance?  Yes  No

**PART D | Academic Background**

17. List all undergraduate and graduate studies (bachelor's degree first).

<i>Institution</i>	<i>City, Country</i>	<i>Credits Earned</i>	<i>Dates Attended</i>	<i>Degree Received or Expected and Date</i>	<i>Undergraduate Major</i>	<i>Overall Average of Grades</i>

18. Briefly describe your academic honors, scholastic recognition, publications, leadership roles, or other academic, professional, and community activities you consider significant to your proposed graduate study.

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19. If you are a U.S. Citizen, did you participate in a Ronald E. McNair Postbaccalaureate Achievement Program?  Yes  No

20. Please comment on your previous college grades as an index of your abilities.

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21. Do you wish to transfer graduate credits from another institution toward your degree at Syracuse University?  
 Yes  No If so, how many? \_\_\_\_\_

22. Have you previously applied to Syracuse University (including the College of Law) for graduate study?  Yes  No  
If so, indicate the school or college \_\_\_\_\_ Semester and year \_\_\_\_\_

23. If you are applying to more than one graduate program at Syracuse University, please list the programs here:

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24. If you are applying to other institutions, please list here.

25. When did you, or will you, take the required admissions tests? (See the "Application Instructions" section on page 3 of this publication for the examination required.)

GRE Date: \_\_\_\_\_ Score: Verbal \_\_\_\_\_ Quantitative \_\_\_\_\_ Analytical \_\_\_\_\_ Total \_\_\_\_\_

TOEFL Date: \_\_\_\_\_ Score: \_\_\_\_\_

26. Please list the name of the persons from whom you are requesting letters of recommendation. (Certificate applications require only one letter of recommendation.)

- (1) \_\_\_\_\_ (3) \_\_\_\_\_  
(2) \_\_\_\_\_

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**PART E | Work Experience**

27. If you have been employed full or part time during or after college, provide your employment history (most recent position first). Describe employment experiences relevant to graduate study, including teaching and research posts. Use additional pages if necessary.

- (1) \_\_\_\_\_  
*Employer/company*                      *Your title*                      *Employment dates*

Significant accomplishments and achievements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (2) \_\_\_\_\_  
*Employer/company*                      *Your title*                      *Employment dates*

Significant accomplishments and achievements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- (3) \_\_\_\_\_  
*Employer/company*                      *Your title*                      *Employment dates*

Significant accomplishments and achievements \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**PART F | Personal Statement**

28. Required of all applicants (except applicants to the Ph.D. in Information Transfer program): On a separate piece of paper, please provide a statement of your general academic plans. Describe in about 500 words your main academic interests, why you wish to study for the degree you've chosen, why you wish to study at Syracuse University, and your plans for the future after you complete your program.

**Applicants to the distance learning degree and certificate programs must also answer the following question:** What personal experiences and achievements have you had that are related to your interest in, and ability to succeed in, a distance learning program?

**Applicants to the Ph.D. in Information Transfer program:** In an essay, please respond to the following questions. Try to limit your total response to no more than 6 typed pages (double spaced).

- (1) Why do you want to earn a Ph.D. in Information Transfer?
- (2) Why have you selected this program at the School of Information Studies at Syracuse University to pursue your Ph.D. degree?
- (3) What experiences or accomplishments are relevant to your decision to seek this degree?
- (4) What interests do you have in the field of information transfer?

# International Students Only

This information will appear on the Student and Exchange Visitor Information System I-20 form for you and any dependents who will accompany you while you are engaged in your studies. Incomplete or inaccurate information, or information inconsistent with other documents (such as a passport) may make getting a visa more difficult or impossible.

**Your name as it appears on your passport:**

<i>first/given name</i>	<i>middle name</i>	<i>last/family name</i>
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**Your permanent address in your home country** (This must be a street address to which you may return upon completion of your studies; typically this would be a family home, not a post office box or dormitory room.):

<i>Street Address</i>		
<i>City</i>	<i>Postal Code</i>	<i>Country</i>

**Will you need a visa form issued by SU?**  Yes  No **If yes, check which one:**  F-1 student visa  J-1 exchange visitor visa

**If you are already in the United States, indicate the type of visa you now hold:**

Student (F)  Exchange visitor (J)  Government official  Other (specify) \_\_\_\_\_

**Will your spouse or children accompany you to Syracuse?**  Yes  No **If yes, provide the following information for each dependent you will bring with you. Please follow the specific directions below.**

- Name:** Dependent's name as it appears on passport. Provide first (given) name, middle name, and last (family) name.
- Birthday:** Dependent's birthday following the form: month/day/year of birthday; e.g. October 12, 1978 is written as 10/12/1978.
- Birth Country:** Dependent's country of birth
- Citizenship:** Dependent's country of citizenship
- Gender:** Gender of dependent: m = male, f = female
- Relationship:** Dependent's relationship to you; e.g. husband, wife, son, daughter

**Dependent 1:**

<i>first/given name</i>	<i>middle name</i>	<i>last/family name</i>	<input type="checkbox"/> M <input type="checkbox"/> F	<i>relationship to you</i>
<i>birthday (mm/dd/yy)</i>	<i>country of birth</i>	<i>citizenship</i>	<i>gender</i>	

**Dependent 2:**

<i>first/given name</i>	<i>middle name</i>	<i>last/family name</i>	<input type="checkbox"/> M <input type="checkbox"/> F	<i>relationship to you</i>
<i>birthday (mm/dd/yy)</i>	<i>country of birth</i>	<i>citizenship</i>	<i>gender</i>	

**Dependent 3:**

<i>first/given name</i>	<i>middle name</i>	<i>last/family name</i>	<input type="checkbox"/> M <input type="checkbox"/> F	<i>relationship to you</i>
<i>birthday (mm/dd/yy)</i>	<i>country of birth</i>	<i>citizenship</i>	<i>gender</i>	

**Funding for dependents:** You must demonstrate that you have additional funding to provide for your dependents. If you have not provided bank statements, fax them immediately to 315-443-3423. The required amounts are as follows:

- Only a spouse: additional \$5,448
- Only one child: additional \$3,348
- One spouse and one child: additional \$8,808
- One spouse and more than one child: \$8,808 + \$2,400 for each additional child

**First-year expenses will total approximately \$31,226.** This amount is based on registration of 24 credits for the first year. Although this projected minimum figure is accurate at the time of publication, please note that a precise and updated figure more specific to your circumstances will be reflected in the I-20 form that will be mailed to you. Admitted international applicants receiving full support (full tuition and full stipend) from Syracuse University meet this qualification. Please visit the Graduate School web site ([gradsch.syr.edu/admission/appgeninfo.htm](http://gradsch.syr.edu/admission/appgeninfo.htm)) for more specific figures in calculating your cost.

**Personal/Family Resources:** A certification of funds in the form of a letter from a bank is required.

**Sponsored Resources:** List below the names of any organizations to which you have applied for or been granted any financial award, employment, study leave with pay, or other aid that will assist you in paying your expenses either while traveling to or while studying at Syracuse University.

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An official letter from any sponsoring organization is required. Check one: Sponsor letter  is enclosed  will be sent

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**PART G | Acknowledgement**

**29.** Do you understand the technology requirements for graduate study in the School of Information Studies? (See pages 13 and 14.)

- Yes  No

I understand that withholding information on this application or giving false information may make me ineligible for admission to Syracuse University or subject to dismissal. With this in mind, I certify that these statements are correct and complete.

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Signature

Date

Please note: Once application materials have been submitted to Syracuse University, they cannot be returned to the applicant.

**30.** Please indicate which sources prompted your awareness of graduate study at Syracuse University's School of Information Studies. (Please check all that apply.)

- Direct mail piece  
 Attendance at an information session in your area

\_\_\_\_\_ City

- The school's listing in  
 *Peterson's Guide*  *U.S. News & World Report*  
 Another publication \_\_\_\_\_ Name

- A visit to Syracuse University  
 Internet \_\_\_\_\_ Name of site

- Printed ad \_\_\_\_\_ Name of publication

- Employer \_\_\_\_\_ Name

- Alumnus/a \_\_\_\_\_ Name Program Year (if known)

- A faculty member at your undergraduate college  
 A faculty member at the School of Information Studies

\_\_\_\_\_ Name

- The placement/career counseling office at your undergraduate college  
 A friend  
 The general reputation of the Syracuse University program  
 Professional conference \_\_\_\_\_ Name Location  
 Other \_\_\_\_\_

# Information Technology Literacy Requirements

The following are the **minimum** information technology literacy skills required of students in all School of Information studies master's programs and are reviewed annually.

## Required Skills

### Basic Knowledge of Computers and Standard Productivity Software

- Understand the concept and basic functions of the Windows 95/98 operating system \*
- Save to disks, find files, create directories, run/execute programs on a Windows 95/98 computer
- Copy and paste text, images, etc., from one software package to another
- Create, edit, and save (in various formats) a document using word processing software
- Install and uninstall application programs
- Upload and download software and files in both binary and ascii modes
- Extract zipped files

\* Other graphically oriented operating systems like MacOS and Linux share many common characteristics with Windows 95/98 and will generally provide students with the background they need to succeed. However, students may be required to use some Windows-specific OS capabilities in their coursework and they must assume responsibility for learning these skills.

### Information Retrieval Skills

- Students must understand and have a working knowledge of the World Wide Web and its functions, including basic site navigation, searching, and installing and upgrading a web browser.

### Electronic Communication Skills

- Use of electronic mail, including the ability to send and receive file attachments and the use of e-mail lists
- Familiarity with UseNet News
- Familiarity with interactive electronic discussion systems\*
- Experience using streaming media players like RealAudio/RealVideo
- Proper "netiquette"

\* Examples include Yahoo Chat and AOL Instant Messenger. Similar, though not identical systems are used in some IST classes.

## Recommended Skills

Basic competencies in the use of personal productivity software, information retrieval, and electronic communication, as described in the previous section, are assumed on the first day of class. The school also recommends that you have the following additional competencies:

**Basic HTML coding.** Knowledge of how to code a document in HTML for posting assignments and other documents to the web. The school will provide workshops in HTML tagging during the summer for distance learning students and at the beginning of each semester for on-campus students.

**Use of spreadsheet software.** Knowledge of how to design and implement a simple spreadsheet for the manipulation and analysis of data using software such as Microsoft Excel.

**Use of presentation software.** Knowledge of how to design and implement a simple computer-generated presentation of information using software such as Microsoft PowerPoint.

**Use of desktop publishing software.** Knowledge of how to design and implement a simple publication including formatted text and graphics using a desktop publishing program or the custom layout features of a high-end word processing application such as Word.

## Special Opportunities to Learn Minimal and Recommended Skills

### IST Tutorials

Tutorial sessions will be offered on campus at the beginning of the fall and spring semesters and to introductory courses for the distance learning programs on:

- Basic HTML coding
- Use of the WebCT course management software used by the school for all courses. The training on WebCT builds on the student's assumed knowledge of how to use the World Wide Web.

Students, particularly those physically distant from Syracuse, should seek local opportunities to gain required and recommended skills.

## Student Workshops at Syracuse University

Syracuse University's Computing and Media Services offers student training each semester. Short, non-credit workshops are offered during daytime and evening hours, several days a week, to accommodate students' schedules at no cost. To review a current schedule, visit [cms.syr.edu/training/workshops](http://cms.syr.edu/training/workshops).

Past Workshops Include:

- Getting On and Getting Started
- Navigating the Internet Series: World Wide Web Basics
- Introduction to the Unix Operating System
- Building Your Own SUnix Homepage
- Introduction to MS Word 7.0
- Introduction to MS Excel 7.0
- SU Library Training

# Student Computer Hardware, Software, and Internet Access Requirements

The following are the minimum hardware configuration required of students in all School of Information Studies master's degree programs and are reviewed and revised annually.

## Minimum Requirements

### Typically available for under \$1,000

- Pentium® (or equivalent) 400 MHz processor capable of running Windows 98/NT/2000/XP
- 256MB RAM
- 20GB hard drive
- 16x DVD-ROM drive
- Sound card with speakers and microphone
- Color monitor with 800x600, 16 bit color resolution
- A 10/100 Mbps Ethernet Network Interface Card (NIC) 802.3 with RJ-45 connector for a broadband connection is recommended, if available. i.e. cable modem, DSL, or campus Ethernet access (or a v.90 modem for 56K dial-up access).
- Inkjet printer

## Recommended Hardware (for new purchases)

### The following configuration is available for \$1,500 or less

- 2.0 GHz Pentium® (or equivalent) processor
- 256MB RAM
- 40GB hard drive
- 32x DVD-CDRW Combo drive
- Sound card with speakers and microphone
- 17-inch color monitor with 1024x768 resolution
- Microsoft® Windows® XP Pro or 2000
- A 10/100 Mbps Ethernet Network Interface Card (NIC) 802.3 with RJ-45 connector for a broadband connection
- v.92 56 kbps Data/Fax modem for dial-up Internet access
- High-quality laser or inkjet printer

### Or a laptop configuration for \$1,800

- Pentium® M Processor 1.30 GHz with 14.1 in XGA Display
- 256MB RAM
- 30GB hard drive
- 8x DVD-ROM drive
- Microsoft® Windows® XP Pro
- A 10/100 Mbps Ethernet Network Interface Card (NIC) 802.3 with RJ-45 connector for a broadband connection
- Wireless Option 1400 WLAN (802.11a/b/g, 54Mbps) miniPCI card
- Internal 56 kbps modem for dial-up Internet access
- Quality laser or inkjet printer

## Network Connectivity

School of Information Studies students should expect to make extensive use of Internet resources during their program of study. High-speed Internet access is available at no charge from campus computer labs and, at a fee, from most campus residence facilities. Students who own their own computers are strongly encouraged to contract for their own Internet access. SU's Computing and Media Services maintains a list of popular ISPs in the Central New York area (see [cms.syr.edu/connecting/](http://cms.syr.edu/connecting/)), including details related to discounted access to Time Warner's Road Runner cable-modem service. Students will need access to a modern web browser (such as Microsoft Internet Explorer version 5.5 or newer) as well as Telnet and FTP applications.

## Required Software

- E-mail application with the capability to send and receive attachments.  
**Note:** All SU students are provided with an e-mail account "username@syr.edu." This is your official academic account and the only one faculty may choose to use. You are responsible for monitoring mail sent to this account. This account may be accessed with the web interface "OrangeMail" provided by the University or most popular e-mail applications or may be redirected to an account of your choice. For information on OrangeMail and aliasing please refer to [cms.syr.edu/email/](http://cms.syr.edu/email/).
- Note: You are also responsible for subscribing to the appropriate listservs. Listserv information may be referenced at [istweb.syr.edu/courses/advising/listserv.asp](http://istweb.syr.edu/courses/advising/listserv.asp).
- Word processing software capable of saving documents in Microsoft Word format. We recommend Microsoft® Office 2000/XP Professional Suite (or a later version).
- Spreadsheet software such as Microsoft Excel (included in Office 2000/XP)
- Presentation software such as Microsoft PowerPoint (included in Office 2000/XP) or HyperStudio
- Internet access software (see Network Connectivity above)
- Anti-virus software
- Adobe Acrobat Reader (free)
- Media Player (free) (IST produces multimedia material optimized for use with Windows® Media Player.)

**Reminder:** Data protection is your responsibility. It is highly advisable to regularly back up your data and to own and use virus protection software.

# Recommendation Form

## School of Information Studies | Syracuse University

**To the Applicant:** This form should be given to an individual under whom you have studied or worked and who is able to comment on your qualifications for graduate study and for a graduate award or appointment. Please fill in the upper portion of this side. Have each recommender return this form to you in a sealed envelope, signed across the seal.

Your name (as listed on application) \_\_\_\_\_  
family given middle maiden

U.S. social security number:    -   -

Program and degree for which you are applying at Syracuse: \_\_\_\_\_

Are you applying for a graduate award or appointment from Syracuse University?  Yes  No

Under the provisions of the Family Education Rights and Privacy Act,

- I have retained my right to access this recommendation.
- I have waived my right to access this recommendation.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Name of recommender \_\_\_\_\_

Signature of Reference \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_ Organization \_\_\_\_\_

Daytime telephone (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_@\_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Please give your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison with others applying for graduate study whom you may have known in the applicant's proposed field of study.

	Top 3%	Next 10%	Next 20%	Middle Third	Lowest Third	Unable to Judge
Intellectual ability						
Analytical ability						
Imagination/creativity						
Organizational ability						
Written communication						
Oral communication						
Ability at solving complex problems						
Initiative						
Persistence/drive						
Maturity						
Ability to meet deadlines						
Sense of humor						

**To the Reference** Please provide a narrative description of the applicant's qualifications for graduate study. In this regard, please include an assessment of how this applicant compares to others whom you have taught or with whom you have worked. Return this form and letter of recommendation to the applicant in a **sealed envelope** on which you have **signed across the seal**. Note that the applicant may be under deadline to provide this recommendation. Thank you.

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# Transcript Request Form

## School of Information Studies | Syracuse University

To the Registrar of \_\_\_\_\_,  
college or university

Please attach this form to the transcripts requested and send it to the student at the address indicated below in a sealed envelope with your stamp across the seal. The student will forward your sealed envelope to Syracuse University with other application materials.

Transcript of: \_\_\_\_\_ Social security number: \_\_\_\_\_  
applicant's family name, given name

Years attended: \_\_\_\_\_ to \_\_\_\_\_ Degree received: \_\_\_\_\_ Date: \_\_\_\_\_  
month/year month/year month/year

Applicant's current name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am applying to \_\_\_\_\_ at Syracuse University.  
program name and degree

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Applicant's current name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Applicant's current name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am applying to \_\_\_\_\_ at Syracuse University.  
program name and degree

# Contacts

## School of Information Studies

Syracuse University  
4-206 Center for Science and  
Technology  
Syracuse NY 13244-4100  
Phone: 315-443-2911  
Fax: 315-443-5673  
E-mail: [ist@syr.edu](mailto:ist@syr.edu)  
Internet: [www.ist.syr.edu](http://www.ist.syr.edu)

### Director of Distance Learning

Kathryn Allen  
School of Information Studies  
Syracuse University  
4-206 Center for Science and  
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Syracuse NY 13244  
Phone: 315-443-4251  
E-mail: [kallen02@syr.edu](mailto:kallen02@syr.edu)

### For application questions

Bridget Crary, Recorder  
School of Information Studies  
Syracuse University  
4-206 Center for Science and  
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Syracuse NY 13244-4100  
Phone: 315-443-2911  
E-mail: [bmcrary@syr.edu](mailto:bmcrary@syr.edu)

## Syracuse University Contacts

Syracuse University  
General Information  
Phone: 315-443-1870  
Internet: [www.syr.edu](http://www.syr.edu)

Office of Financial Aid  
(for full-time students)  
200 Archbold North  
Syracuse University  
Syracuse NY 13244-1140  
Phone: 315-443-1513  
E-mail: [finmail@syr.edu](mailto:finmail@syr.edu)  
Internet: [financialaid.syr.edu](http://financialaid.syr.edu)

The Graduate Enrollment  
Management Center  
Syracuse University  
303 Bowne Hall  
Syracuse NY 13244-1200  
Phone: 315-443-4492  
E-mail: [grad@syr.edu](mailto:grad@syr.edu)  
Internet: [gradsch.syr.edu](http://gradsch.syr.edu)

Office of Financial Aid  
(for part-time and distance learning  
students)  
Syracuse University Continuing  
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700 University Avenue  
Syracuse NY 13244-2530  
Phone: 315-443-3261  
E-mail: [finaid@syr.edu](mailto:finaid@syr.edu)  
Internet: [www.suce.syr.edu/Students/  
FINAID/index.html](http://www.suce.syr.edu/Students/FINAID/index.html)

## For questions about academic program content

### Communication with Program Directors

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Phone: 315-443-2911  
Internet: [www.ist.syr.edu](http://www.ist.syr.edu)

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