



Student Handbook / Guide de l'étudiant

2020-2021

Master of Information Studies (MIS)
Graduate Diploma in Information Management (GDIM)

Maîtrise en sciences de l'information (MSI)
Diplôme d'études supérieures en gestion de l'information

www.arts.uOttawa.ca/sis | www.arts.uOttawa.ca/esi

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University of Ottawa

Université d'Ottawa

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Welcome to the School of Information Studies (ÉSIS)

Bonjour aux étudiants et bienvenue – ou bon retour – à l'ÉSIS pour l'année scolaire de 2020-2021! You are joining us at an exciting and extremely challenging time!

Organizations have never needed information experts more than now, during these extremely challenging times. Scientists, researchers, public health officials, technology enterprises, user services designers, data and information analysts, communicators, government policy makers, teachers, learners and all of the individuals and families caught in this global crisis – we are all dependent on access and consumption of quality information in a wide variety of formats.

More than ever, we need to understand the role of information at the individual, social, and organizational level, and we need professionals who can investigate and manage the related processes, systems and services to ensure adequate access to information and knowledge – dans les deux langues officielles du Canada. Likewise, we need scholars who can make observations and generate new knowledge about phenomena in the information domain.

Work in the field of information studies is increasingly complex and challenging, and the opportunities increasingly varied. Whether your interest is in data curation or in information policy development, in web design or in management of information services, in social media or in access to information, ÉSIS will provide you with a variety of courses to meet your needs, as well as opportunities to develop a research agenda and to put your knowledge into practice – and all this in a bilingual environment.

Le corps professoral et le personnel de soutien de l'ÉSIS vous souhaitent beaucoup de succès dans votre programme de maîtrise en sciences de l'information. Nous avons hâte de travailler avec vous et de vous appuyer pendant que vous suivez votre programme d'études et développez une compréhension approfondie de la profession.

We invite you to work with us, too, so that ÉSIS can continue to benefit from passionate and engaged students and alumni. Your participation through representation in the decision-making process helps us continue to evolve and improve. We hope that you will carry on this tradition by contributing, both formally and informally, to our ongoing development.

À l'ÉSIS, nous voudrions vous offrir une expérience positive, autant qu'une formation de haute qualité. Donc, nous vous encourageons de vous mettre en contact avec les professeurs ou le personnel de soutien si vous avez des suggestions pour nous aider à faire progresser ces objectifs.



Mary F. Cavanagh, PhD
Directrice | Director

Notre mission

Centre d'excellence en recherche et en enseignement, l'ÉGIS offre une formation professionnelle concurrentielle fondée sur la connaissance extensive, théorique et pratique, de la production, la collection, l'organisation, la récupération, la transformation et la gestion des données, de l'information et du savoir. L'ÉGIS favorise un milieu d'apprentissage qui prépare les professionnels de l'information au 21^e siècle à assumer un rôle de leader ou de chercheur au profit de la population canadienne et au sein d'une société de l'information et d'une économie axée sur le savoir qui sont bilingues et multiculturelles.

Notre vision

Visant l'excellence en recherche, en enseignement et en engagement communautaire, l'ÉGIS est l'école des sciences de l'information de choix pour les personnes bilingues (français-anglais) tant de la région de la capitale nationale que du Canada et d'ailleurs dans le monde.

Our Mission

ÉGIS is a centre of research and teaching excellence that offers a competitive professional education based on a comprehensive understanding of the theory and practice of the production, collection, organization, retrieval, transformation and management of data, information and knowledge. ÉGIS fosters a learning environment that prepares information professionals in the 21st century to assume leadership and research roles for the benefit of citizens in Canada's bilingual and multi-cultural knowledge-based economy and information society.

Our Vision

In support of the University of Ottawa's vision, ÉGIS shall be the information studies school of choice for bilingual (English-French) individuals in the National Capital Region, in Canada and internationally, through excellence in research, teaching and community engagement.

Un mot au sujet du bilinguisme à l'ÉGIS

Le bilinguisme est au cœur de l'ÉGIS. Tous les membres du corps professoral et du personnel de soutien seront ravis de communiquer avec vous dans les deux langues officielles de l'Université. Notre environnement bilingue offre la possibilité de parler soit en français, soit en anglais. Car tout le monde à l'ÉGIS est capable de comprendre les deux langues, nous avons pris la décision de les utiliser en alternance, au lieu d'effectuer un dédoublement de toutes nos communications.

This means that you will find some parts of this handbook presented in English, and others in French. A similar strategy is used for most communications coming from ÉGIS. However, you should always feel comfortable communicating with us in the language of your choice.

As a pre-requisite to entering our programs, students are expected to be functionally bilingual. The University of Ottawa supports its students through some excellent resources. The Official

Languages and Bilingualism Institute (OLBI) is a helpful place to access information, courses, and tutoring in a second language.

<http://www.olbi.uottawa.ca/>

<http://www.ilob.uottawa.ca>

In any given year, ÉSIS endeavours to ensure that a range of MIS and GDIM courses will be taught in English and in French. Students must keep abreast of each year's course offerings in order to ensure that they meet the language requirements for their degree. Please remember that in order to complete the degree requirements, students must complete 25% of their courses in their second language. Students are also reminded that the same course will never be offered in both English and French within the same academic year.

En ce qui concerne les travaux pratiques et les examens, l'ÉSIS respecte le politique linguistique de l'Université d'Ottawa, qui prévoit que tout étudiant a le droit de rédiger ses travaux et de répondre aux questions d'examen dans la langue officielle de son choix.

Règlement sur le bilinguisme à l'Université d'Ottawa/ Regulation on bilingualism at the University of Ottawa:

<http://www.uottawa.ca/administration-and-governance/academic-regulation-2-bilingualism>

<http://www.uottawa.ca/administration-et-gouvernance/reglement-scolaire-2-bilinguisme>

Meet the ÉSIS Team

Administrative Offices

The staff at ÉSIS will be pleased to assist you with any administrative questions that you may have.

- Mary Cavanagh, Director (DMS 11101-D), x2223, ESISdir@uottawa.ca
- Élisabeth Ferrarin-Burgess Administrative Assistant (DMS11102), x3832, ESISadm@uottawa.ca
- Catherine Bernard, Academic Assistant (DMS 8166) x1324, artsgrad@uottawa.ca
- Chantal Boucher, CO-OP Program Coordinator, (DMS 3194), x3377, cboucher@uOttawa.ca

Office hours: Monday to Friday 9am-4:30pm (closed 12-1pm for lunch hour).

Summer hours: Monday to Friday 9am-3:30pm (closed 12-1pm for lunch hour).

Faculty

Many professors work together to provide you with a quality education. Different types of professors play different roles. Here is the core team of professors with whom you will be working at ÉSIS over the coming academic year.

Regular full-time professors

These professors work *full-time* at ÉSIS and have their offices located in the Desmarais Building. In addition to teaching, they conduct research and are eligible to supervise student research projects. Each student at ÉSIS will be assigned one of the regular professors as a Faculty Advisor.

- Dr. Inge Alberts, Assistant Professor (DMS 11105), x7082, ialberts@uottawa.ca
- Dr. Mary Cavanagh, Associate Professor (DMS 111101-D), x7376, mcavanag@uottawa.ca
- Dr. Heather Morrison, Associate Professor (DMS 11102) x7364, heather.morrison@uottawa.ca
- Dr. André Vellino, Associate Professor (DMS 11107), x4841, avellino@uottawa.ca
- Dr. Stefanie Haustein, Assistant Professor (DMS 11102), x1986, stefanie.haustein@uottawa.ca

Adjunct, Cross-appointed, and part-time professors

Cross-appointed professors are members of other departments at the University of Ottawa, but who also contribute to ÉSIS through teaching, supervision and knowledge sharing. Adjunct and part-time professors are specialists in the field who also work outside the University, but who offer their expertise through part-time teaching as well as other activities. Many professors contribute to ÉSIS in these capacities, but here are the core contributors whom you are likely to meet over the coming year.

- Professor Lynne Bowker
- Professor Mish Boutet
- Professor Pierre Desrochers
- Professor Alexandre Fortier
- Professor Amy Tector
- Professor Jada Watson

Conseillers pédagogiques

Bien que vous deviez sentir à l'aise pour consulter n'importe quel membre de l'ÉSIS, l'un de nos professeurs réguliers a été désigné comme votre « Conseiller pédagogique » et cette personne peut agir comme point de contact pour répondre à vos besoins au sujet de votre formation scolaire. Vous pourriez vous mettre en contact avec eux pour poser des questions. Nous sommes très contents d'avoir l'occasion de travailler avec vous pendant vos études et de répondre à vos questions au sujet de l'École ou du programme.

Programs Overview

We are living in a knowledge society, where finding information – especially the right information – is becoming increasingly vital across the social, political, economic, cultural, educational and administrative arenas. Encompassing the collection, organization, storage and retrieval of information in all its varied forms, information studies is undergoing unprecedented growth and rapid change as our society embraces and adapts to the digital information age.

Information touches all disciplines, and our students arrive with an extensive range of experience from a wide variety of backgrounds, including biology, communications, computer science, education, engineering, geography, history, law, literature, music, political science, psychology and sociology. Upon graduation, they are prepared to take on a diverse range of stimulating careers as information management analysts, librarians, digital projects managers, information architects, knowledge management specialists, metadata analysts, records managers to name just a few.

ÉSIS has developed distinctive graduate programs to address the rapidly changing needs of future information professionals in Canada's linguistically and culturally diverse National Capital Region and beyond:

- a bilingual (English-French) program offers a unique opportunity within North America to prepare for a career in a multilingual and multicultural organization;
- small class sizes mean personal attention from highly qualified faculty members;
- experienced and interdisciplinary faculty drawn from a variety of academic units within the University of Ottawa (such as law, translation, management and communication);
- flexible study options, including course-based, CO-OP or thesis options, allow students to tailor their program of study to meet their professional and research-based interests;
- close proximity to major Canadian information institutions, such as Library and Archives Canada, the Library of Parliament, Canada National Science Library (NRC), the archives of the national museums and galleries, two major public library systems (Ottawa and Gatineau), four university libraries (uOttawa, Carleton, Saint-Paul and Université du Québec en Outaouais), and a wide range of information-based centres in government departments, NGOs and private consulting firms, among others, offer a variety of experiences and opportunities for students;
- full- and part-time programs consistently attract mature students wishing to expand their career options; moreover, full-time students can complete their graduate studies in two years, while part-time students can pace themselves and keep their current jobs while laying the groundwork for a new career.

Master of Information Studies (MIS)

ÉSIS, located within the Faculty of Arts, offers a graduate program leading to the degree of Master of Information Studies (MIS). ÉSIS students complete seven compulsory courses in their first year of study plus a capstone experience course in their final semester. Remaining credits are fulfilled by take elective courses, which may be combined with a thesis or CO-OP work

placement. Students have three options to complete the 45 credits required for the MIS degree. Remember that in all cases, a minimum of 25% of courses must be completed in one's second language.

Options

- **Master's with courses**
15 three-credit courses
- **Master's with thesis**
11 three-credit courses plus directed thesis research and defence
- **Master's with cooperative education (CO-OP) option**
13 three-credit courses plus an eight-month paid work placement

Course-based Option

Students complete a total of 15 three-credit courses. Most full-time students complete four courses per semester over two academic years, while part-time students typically follow one or two courses per semester over a longer period. Please note that there is a reduced course offering in the summer semester.

Thesis Option

Students complete 11 three-credit courses, followed by a thesis. One semester prior to beginning the thesis, students must register their topic and supervisor and submit a proposal. Students will seek out their own supervisor, and they are encouraged to consult with any faculty member for guidance. Depending on the topic, students may have one supervisor or co-supervisors. We strongly encourage students who have an interest in research to pursue this option, and we would be delighted to discuss research possibilities and strategies with you. Students who intend to pursue the thesis option must successfully complete ISI 6361 *Advanced research methods in information studies* / ISI 6761 *Méthodes avancées de recherche en sciences de l'information*.

CO-OP Option

The CO-OP option and eight-month paid work placement are available to full-time students only. In addition, this program is competitive: there are a limited number of CO-OP work placements spots available to ÉSIS students each year.

The CO-OP program is administered by the University of Ottawa CO-OP Office. The application process requires students to apply in late September of their first year of study. Because of this early timeline, admission is based on a student's uOttawa admission average to the MIS program. In addition, students must maintain a B average throughout their first semester of studies.

Interested students should visit the uOttawa Cooperative Education Programs department (<https://coop.uottawa.ca/en/coop-students>) for more details about important deadlines and how to apply. As a general guide, applications for CO-OP are accepted online through the

Cooperative Education Programs department by September 30th of a student's first semester of study. The coop department also holds information sessions in October, and students receive news of their acceptance into the program by December of their first year of studies. Interviews are held January and February of their first year, and CO-OP work placements always take place between May to December following a student's first full year of study. Work placements may be either one eight-month placement, or two consecutive four-month placements. There are additional fees associated with enrolment in the CO-OP program. The CO-OP coordinator for the MIS program is Brent Moore (bmoore@uOttawa.ca)

Graduate Diploma in Information Management (GDIM)

This six courses (18 units) program is intended for professionals who wish to assume greater administrative responsibilities or fill any gaps in their knowledge that may have arisen as a result of developments in the field. Students in the program complete one compulsory course before taking an additional five elective courses to fulfill the 18 course units for the graduate diploma.

Departmental Activities

Quoi de neuf / ÉSIS Digest – Our bi-weekly information email digest of important developments in the MIS field including notice of student and professional jobs, upcoming conferences, and networking opportunities for participation with colleagues in various professional communities. We also use this digest to communicate School news and events. It's only a few pages - make sure to scan it regularly!

Do you have something you'd like to announce? Send contributions to: esissec@uottawa.ca

Twitter – Follow us @UO_ESIS

Association des étudiants (AÉSISSA)

L'Association des étudiants en sciences de l'information / Information Studies Student Association ([AÉSISSA](#)) est une association très dynamique au sein de l'ÉSIS. AÉSISSA est membre de la Graduate Student Association/Association des étudiants diplômés (GSAÉD) de l'Université d'Ottawa. La direction, le personnel de soutien et le corps professoral de l'ÉSIS travaillent ensemble avec l'AÉSISSA pour améliorer la qualité de l'expérience étudiante. On vous encourage fortement à participer aux activités et aux événements et à devenir membre actif dans la communauté de l'ÉSIS!

Facilities and Student Services

Courriel – Vous avez tous un compte de courriel abcde123@uottawa.ca. Il est très important de vérifier ce compte régulièrement parce qu'il est la façon principale dont l'ÉSIS va communiquer avec vous. Si vous préférez utiliser un autre compte (p. ex. gmail, hotmail, yahoo), il vaut mieux établir une adresse de réexpédition en utilisant le système de gestion de courrier électronique : <https://web.uottawa.ca/cgi-bin/mailadmin/main.pl?lang=fr>

Study and Collaborative Work Spaces – ESIS students have exclusive access to the *Ingrid-Parent Room* for group and collaborative work. Located in the 6th floor of the Morisset Library (room MRT 627), the access code can be obtained at the Morisset Library Service Desk.

The Morisset Library also provides dedicated spaces for graduate students on the 6th floor, including study carrels, group study rooms, conference rooms and a reading room. You can request a study carrel at: <https://biblio.uottawa.ca/en/services/students/study-carrel-request>

Répertoire des services pour les étudiants

<http://www.uottawa.ca/fr/students/student-services>

Directory of services for students <http://www.uottawa.ca/en/students/student-services>

Computer labs, printing and photocopying options - Students are directed to the computing and communication services website for a list of computer labs. Similarly, access the Printing on Campus website for information on printing and photocopying.

<https://it.uottawa.ca/students/labs/>

<http://www.uottawa.ca/print/>

Parking and transportation – Access the Parking and Sustainable Transportation website for information on shuttle services and timetables, carpool services, campus parking map, main campus long term parking rates, parking permit applications and more.

<http://www.protection.uottawa.ca/en/parking.html>

Transport en commun (OC Transpo)

Pour avoir de plus amples renseignements au sujet des circuits, des tarifs et des horaires, SVP consultez : <http://www.octranspo1.com/splash>

U-Pass: uOttawa students participate in the U-Pass program, which allows them to ride OC Transpo buses and the O-Train. For details on how to get your U-Pass: <https://www.uottawa.ca/uottawacard/upass>

Foot patrol – Foot Patrol is a volunteer-run safewalk service offered to all students and members of the University of Ottawa community.

<http://www.protection.uottawa.ca/en/foot-patrol.html>

Health Services – Walk-in Clinic

<https://www.uottawa.ca/health/services/walk-in-clinic>

<https://www.uottawa.ca/sante/services/clinique-sans-rendez-vous>

Services scolaires

uoZone – Students’ portal for uOttawa’s main online tools including course registration, finances, personal course schedule. <http://www.uottawa.ca/en/students>

Virtual Campus - Le Campus virtuel est le point d'entrée qui permet à la communauté universitaire d'accéder aux sites Web de cours ainsi qu'à des ressources pour l'enseignement et l'apprentissage en ligne. <http://tlss.uottawa.ca/site/vc-home>

Student Academic Success Service / Service d'appui au succès scolaire (SASS)

<http://www.sass.uottawa.ca>

Academic Writing Help Centre (AWHC) / Centre d'aide à la rédaction de travaux universitaires (Cartu)

<http://www.sass.uottawa.ca/writing/>

<http://www.sass.uottawa.ca/redaction/>

Access Service / Service d'accès - Access Service contributes to the creation of an inclusive environment by developing strategies and implementing measures that aim to reduce the barriers to learning for students who have learning disabilities, health, psychiatric or physical conditions.

<http://www.sass.uottawa.ca/access/>

<http://sass.uottawa.ca/fr/acces>

Library / Bibliothèque

<http://www.biblio.uottawa.ca>

Bookstore / Librairie

<https://www.bkstr.com/ottawastore/home>

Guide for Master's Thesis / Guide pour les thèses de maîtrises

<http://www.uottawa.ca/graduate-studies/students/theses>

<http://www.uottawa.ca/etudes-superieures/etudiants/theses>

Financial Support

ESIS offers dedicated scholarships to students. Financial Aid and Awards available to ÉSIS students: <https://arts.uottawa.ca/sis/student-experience/financial-aid-and-awards>

Financial Aid office at the University: 85 University St., Room 102, tel. 613-562-5734. For details see: <http://www.uottawa.ca/financial-aid-awards/>

For government programs, by province, as well as work-study programs, see: <http://www.uottawa.ca/graduate-studies/students/awards/masters/provincial-financial-aid>

University of Ottawa Work-Study program:

<http://www.uottawa.ca/financial-aid-awards/work-study-program>

Teaching and Research Assistantships

Assistantship positions are posted here: <https://erp-forms.uottawa.ca/uohmsweb/cupe.aspx>

Students who are employed as teaching assistants, research assistants, markers, proctors, lab monitors, and demonstrators are represented by CUPE (Canadian Union of Public Employees,

Local 2626) and are governed by the regulations set out in their Collective Agreement. Full details: <https://hrdocrh.uottawa.ca/info/en-ca/cupe/policies.html>

Important University of Ottawa Regulations

Graduate Studies General Regulations / Règlements généraux des études supérieures

<http://www.uottawa.ca/graduate-studies/students/general-regulations>

<http://www.uottawa.ca/etudes-superieures/etudiants/reglements-generaux>

Regulation on Bilingualism at University of Ottawa / Règlement sur le bilinguisme à l'Université d'Ottawa

<http://www.uottawa.ca/administration-and-governance/academic-regulation-2-bilingualism>

<http://www.uottawa.ca/administration-et-gouvernance/reglement-scolaire-2-bilinguisme>

Academic fraud / Fraude scolaire

<http://www.uottawa.ca/academic-regulations/academic-fraud.html>

<http://www.uottawa.ca/reglements-scolaires/fraude-et-plagiat.html>

Examinations and grading / Examens et évaluations

<http://www.uottawa.ca/graduate-studies/students/general-regulations>

<http://www.uottawa.ca/etudes-superieures/etudiants/reglements-generaux>

Sexual Violence / Violence sexuelle

<http://www.uottawa.ca/sexual-violence-support-and-prevention>

<http://www.uottawa.ca/violence-sexuelle-soutien-et-prevention>