Practical Requirements of the Fellowship

Schedule, Courses and Practicum, Graduate Assistantship and Conferences

Timeline of the Academic Library Fellowship

The fellowship program will begin in the Fall semester and will continue for a total of five consecutive semesters: 1\textsuperscript{st} year: Fall/Spring/Summer  
2\textsuperscript{nd} year: Fall/Spring

- Students entering in Fall 2008 have an expected graduation date of May 2010
- Students entering in Fall 2009 have an expected graduation date of May 2011
- Students entering in Fall 2010 have an expected graduation date of May 2012

Courses

1. Fellowship students are expected to finish the required 42 credits for the Master’s of Library Science program within the five semester duration of the fellowship.

2. The Fellowship will cover academic costs up to 42 credit hours.

\textbf{Note}: due to one-credit hour courses, if student takes 43 credit hours, it will be covered.

3. The student should enrol in their courses through MyZou, select the option that will pay their balance, and their account will be credited by the fellowship.

4. The fellowship student must maintain full-time enrolment status for the duration of the fellowship. A full-time enrolment schedule involves 9 credit hours per semester (3 courses) in each of the Fall/Spring semesters and 6 credit hours (2 courses) during the Summer semester.

\textbf{Note}: The graduate school considers 6 credit hours to be full-time. It is not required that the Fellowship students take 9 credit hours in the Fall and Spring and 6 credit hours in Summer. Any formation is acceptable as long as the student takes 42 credit hours within the five consecutive semester allotment and is at full-time status.

- If choosing to have a Fall or Spring semester of only 6 credit hours it is recommended that this be your final semester.

5. If a student is taking only online courses during the Fall or Spring semester, they may have to enrol in a 1 credit course, which will be completed by attending the regular Fellowship workshop, to avoid a lapse in their health insurance. Please contact Dr. Budd in this case.

\textbf{Schedule Suggestions}:

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester 1</th>
<th>Spring Semester 1</th>
<th>Summer Semester</th>
<th>Fall Semester 2</th>
<th>Spring Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9 credits</td>
<td>10 credits</td>
<td>12 credits</td>
<td>9 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>1</td>
<td>9 credits</td>
<td>10 credits</td>
<td>12 credits</td>
<td>9 credits</td>
<td>6 credits</td>
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<tr>
<td>2</td>
<td>6 credits</td>
<td>6 credits</td>
<td>(practicum option)</td>
<td>9 credits</td>
<td>9 credits</td>
</tr>
</tbody>
</table>

Total credits: 42
Questions about course credits/schedules should be directed to Dr. Budd at: BuddJ@missouri.edu

Fellowship students are required to take two courses, in addition to the required courses for the Master's of Library Science:

- Financing of Higher Education: Spring 2011
- Academic Libraries: Fall 2011

Note: Fellowship does not cover technology fees or textbook fees (10% discount at bookstore available).

Questions about the special course requirements should be addressed to Dr. Budd

Practicum options for Fellowship students

- Fellowship students are exempt from the practicum requirement, as their fellowship duties constitute a practicum experience. However, they must get their advisor, who should be Dr. Budd, to waive the practicum for them.
- Fellowship students do not receive credit for their fellowship duties.
- Fellowship students may take a practicum for credit in addition to their fellowship duties.

Questions about the practicum should be addressed to Dr. Budd

Graduate Assistantship: Work and Pay Schedule

Library Leaders

The Fellowship student will be awarded a graduate assistant position as part of the program, and will work in their sponsoring campus library. The details of this position will be supervised by a library leader at each of the four campuses, and are as follows:

- University of Missouri-Columbia: Ann Riley (rileya@missouri.edu), Deborah Ward (warddh@health.missouri.edu) for Health Sciences
- University of Missouri-Kansas City: Bonnie Poslethwaite (postlethwaiteb@umkc.edu)
- Missouri State University: Neosha Mackey (neoshamackey@missouristate.edu)
- University of Missouri-St Louis: Karen Robinson (robinsonkar@umsl.edu) and David Owens (dowens@umsl.edu)

Work Schedule

- 1st year: Fall and Spring semesters – 10 hours per week (total 160 hrs/semester), Summer – total 80 hrs (2 – 40 hrs/wk; or 4 – 20hrs/wk; or 8 – 10 hrs/wk)
- 2nd year: Fall and Spring semesters – 20 hours per week (total 320 hrs/semester)
Each year, pay will begin the first week of the Fall semester. The Fellowship student will receive their stipend on the last working day of each month.

- 1st year: the pay schedule is from August-August
- 2nd year: the pay schedule is from August-May

**Note:** If deciding to graduate in August instead of May, contact Dr. Budd and Toni Milstead (milsteadt@missouri.edu) as early as possible to determine if funds can be extended.

*Questions dealing with stipend and money should be directed to Toni Milstead.*

**Conferences: Fellowship Workshop and National Professional Conferences**

- The Fellowship will include a Fellowship Workshop held at the beginning of each semester on a partner campus over a two-day period.
  - At the Fellowship meeting, fellowship students and the leaders from all the four campuses will meet to discuss issues in academic libraries
  - *Workshops will run from 8am-5pm each day, and are in place of fellowship duties for that week*

- In addition to the Fellowship Workshops, all students and leaders will attend two national professional conferences, the ACRL and the ALA Mid-winter. The dates and locations for the conferences are:

All expenses for attending the Fellowship Workshops and the National Conferences will be covered by the fellowship.

- To book travel for the national conferences, contact Jeannette at Great Southern Tiger Travel: (573) 443-1625 or (800) 688-4909
- During the conference, keep all receipts to receive a per diem for food and lodging. Submit all receipts, along with the Travel Voucher form (contact Diane Vacca: vaccad@missouri.edu) and mail to:

  **Diana Vacca, Adm Assistant**
  **School of Information Science & Learning Technologies**
  **303 Townsend Hall**
  **University of Missouri**
  **Columbia, MO 65211**

Details of conference procedures will be fully explained in another document and distributed by Dr. Budd before each National Conference.

*Questions about conferences should be directed to Dr. Budd, unless otherwise stated.*

**Note:** All conferences fellowship workshops count for that week’s work hours.