Welcome to the Master of Information Management Program at the University of Maryland College of Information Studies!

Congratulations on your acceptance to the MIM program, at the University of Maryland’s iSchool! Welcoming new students to campus is one of the most exciting parts of the year! We believe you will find Maryland’s iSchool to be a place where you are both respected and motivated, in and out of the classroom.

Those of us in admission have enjoyed getting to know you through the application process, and are excited to introduce you to the rest of the iSchool community. You are beginning a great academic and personal journey, and we look forward to seeing new and exciting opportunities unfold for you. We are looking forward to see you around campus and at iSchool events. Feel free to stop by and keep us updated on your progress.

This brochure provides information about the MIM program. Be sure to read it in detail, as it contains information that can help you get started. Feel free to contact us with any questions you have about the program, the iSchool or UMD.

Once again, congratulations and welcome to the Maryland’s iSchool community!
MIM Program Overview

GOALS OF THE MIM PROGRAM:

⇒ Prepare professionals for leadership positions that bridge the gap between technology-oriented staff, functional personnel, and management

⇒ Address the growing need for skilled information professionals who can strategically manage information and technology assets to fulfill critical information needs in organizations

⇒ Provide leadership in the information management field through the study of ethical, political, social, and technical issues related to information management in modern society

⇒ Assist organizations in the formation of information policies, development and application of information systems and services, and the use of information management technologies and methods

MIM PROGRAM STRUCTURE:

⇒ MIM 36 credits—12 graduate level courses

⇒ 4 core courses to provide a foundational knowledge and skill set related to assessing user information and system needs by identifying and addressing key information management issues in organizations, specifying and evaluating technology solutions, and managing information projects (INFM600, INFM603, INFM 605, INFM 612)

⇒ 2 capstone courses provide the opportunity to demonstrate skills and knowledge learned during the course of study (INFM736, INFM737)

⇒ To accommodate all student schedules, MIM courses are held in the afternoon (2:00PM—4:45PM) and in the evening (6:00PM—8:45PM) at College Park and the Shady Grove Campuses, and online

MIM Specializations

Information Analysis Specializations:
⇒ Data Analytics
⇒ Strategic Management

Technology Design Specializations:
⇒ User Experience
⇒ Technology Development

Individualized Options:
⇒ Information Management Research (Thesis)
⇒ Individualized Program Plan

MIM and MLS Joint Specializations
⇒ Community Analytics and Policy
⇒ Archives and Digital Curation
MIM Specialization Requirements

Data Analytics
1 Course in Data Management Technology Fundamentals (3 credits)
- INST 733 - Database Design

1 Course in Data Analytics Fundamentals (3 credits)
- INST 627 - Data Analytics for Information Professionals

1 Course in Advanced Data Analytics (3 Credits)
- INST 73 - Digging into Data

2 Data Analytics Electives (6 credits)
- INFM 714 - Principles of Competitive Intelligence
- INFM 734 - Information Audits and Environmental Scans
- INFM 747 - Web-Enabled Databases
- INFM 750 - From Data to Insights
- INST 714 - Information for Decision Making
- INST 767 - Big Data Infrastructure

Strategic Management
1 Course on Strategic Information Management Foundations (3 credits)
- INFM 620 - Introduction to Strategic Information Management

1 Course on Information Privacy and Policy (3 credits)
- INST 611 - Privacy and Security in a Networked World
- INST 612 - Information Policy

1 course of Information Management Technologies (3 credits)
- INFM 700 - Information Architecture

2 Strategic Management Electives (6 credits)
- INFM 711 - Financial Management of Information Projects
- INFM 714 - Principles of Competitive Intelligence
- INFM 732 - Information Audits and Environmental Scans
- INFM 757 - Organizational and Business Process Modeling
- INST 610 - Information Ethics
- INST 621 - Managing Digital Innovations in Organizations
- INST 660 - 21st Century Leadership
- INST 706 - Project Management
- INST 715 - Knowledge Management
- LBSC 680 - Principles of Records and Information Management
- LBSC 682 - Management of Electronic Records and Information

User Experience
2 Courses on User Interaction/User Experience Foundations (6 credits)
- INST 631 - Introduction to Human Computer Interaction
- INST 632 - Human-Computer Interaction Design Methods

1 Course on Advanced User Interaction/User Experience Design (3 credits)
- INST 702 - Advanced Usability Testing

1 Course on Implementation of User Interface/User Experience (3 credits) (Select one)
- INST 743 - Development of Internet-Enabled Applications
- INST 747 - Web-Enabled Databases

1 User Experience Elective Course (3 credits)

Technology Development
1 Course on Technology Foundations (3 credits)
- INFM 700 - Information Architecture

1 course on System Design and Analysis (3 credits)
- INST 603 - Systems Design and Analysis
- INST 733 - Database Design
- INFM 757 - Organizational and Business Process Modeling

3 Technology Development Electives (9 credits)
- INFM 743 - Development of Internet Applications
- INFM 747 - Web-Enabled Databases
- INFM 750 - From Data to Insights
- INST 611 - Privacy and Security in a Networked World
- INST 631 - Fundamentals of HCI
- INST 702 - Advanced Usability Testing
- INST 716 - Information, Technology, and Society
- INST 734 - Information Retrieval Systems
- INST 735 - Computational Linguistics I
- INST 736 - Computational Linguistics II
- INST 737 - Digging into Data
- INST 741 - Social Computing Technologies and Applications
- INST 767 - Big Data Infrastructure
MIM Specialization Requirements

Information Management Research (Thesis)
- 1 course on Introductory Research Methods (3 credits): INST 701 Introduction to Research Methods
- 2 courses on Thesis Research (6 credits): INST 799 Thesis Research (2x)
- 2 courses on Topic Related to Thesis Domain/Perspective (6 credits)
- 2 Statistics and Research Methods Courses (6 credits): 1 of the following courses on Introductory Statistics:
  - INST 714 - Information for Decision Making
  - INST 737 - Digging Into Data
- 3 other courses on Quantitative or Qualitative Research Methods (3 credits)
- 2 courses on Thesis Research (6 credits): INST 799 Thesis Research (2x)
- 1 course on Introductory Research Methods (3 credits): INST 701 Introduction to Research Methods
- 2 courses on Topic Related to Thesis Domain/Perspective (6 credits)
- 2 Statistics and Research Methods Courses (6 credits): 1 of the following courses on Introductory Statistics:
  - INST 714 - Information for Decision Making
  - INST 737 - Digging Into Data

Individualized Program Plan (please specify your focus area. For example, Individualized Program Plan specialization focusing in Data Management).
- 5 Individual Program Plan Electives (15 credits)
  - INFM 613 - Systems Analysis and Planning
  - INFM 620 - Introduction to Strategic Information Management
  - INFM 706 - Project Management
  - INFM 714 - Principles of Competitive Intelligence
  - INFM 757 - Organizational and Business Process Modeling
  - INFM 722 - Copyright, Privacy and Security Issues in Digital Information
  - INFM 732 - Information Audits and Environmental Scans
  - INST 607 - E-Government: Information, Communication, and Policy
  - INST 610 - Information Ethics
  - INST 612 - Information Policy
  - INST 630 - Programming for the Information Professional
  - INST 631 - Fundamentals of HCI
  - INST 660 - 21st Century Leadership
  - INST 701 - Special Topics: Research Methods
  - INST 702 - Advanced Usability Testing
  - INST 714 - Information for Decision-Making
  - INST 715 - Knowledge Management
  - INST 716 - Information, Technology, and Society
  - Other LBSC, INFM and INST courses

Other LBSC, INFM and INST courses
- INST 714 - Information for Decision-Making
- INST 716 - Information for Decision-Making
- INST 712 - Business Information Systems
- INST 701 - Introduction to Research Methods
- INST 702 - Advanced Usability Testing
- INST 714 - Information for Decision-Making
- INST 715 - Knowledge Management
- INST 716 - Information, Technology, and Society
- Other LBSC, INFM and INST courses

MIM and MLS Joint Specializations

Community Analytics and Policy (CAP)
Community Analytics and Policy specialization requires you to successfully complete the following courses:
- INST 612 - Information Policy
- INST 607 - E-Government
- LBSC 620 - Diverse Populations, Inclusion, and Information OR LBSC 622 Universal Usability
- LBSC 627 - Data Analytics for Information Professionals
- INST 733 - Database Design
- INST 714 - Information for Decision-Making

Archives and Digital Curation (ADC)
- INST 604 - Introduction to Archives & Digital Curation
  - 1 Policy Course (3 credits)
    - INST 611 - Privacy and Security in a Networked World
    - INST 612 - Information Policy
    - INST 641 - Policy Issues in Digital Curation
  - 1 Technical Course (3 credits)
    - INST 630 - Programming for Information Professionals
    - INST 733 - Database Design
    - INST 742 - Implementing the Curation and Management of Digital Assets
  - 3 Archives and Digital Curation Electives (9 credits)
    - INFM 700 - Information Architecture
    - INFM 747 - Web-Enabled Databases
    - INST 611 - Privacy and Security in a Networked World
    - INST 612 - Information Policy
    - INST 627 - Data Analysis for Information Professionals
    - INST 630 - Programming for Information Professionals
    - INST 641 - Policy Issues in Digital Curation
    - INST 643 - Curation in Cultural Institutions
    - INST 644 - Introduction to Digital Humanities
    - INST 715 - Knowledge Management
    - INST 733 - Database Design
    - INST 734 - Information Retrieval Systems
    - INST 737 - Digging Into Data
    - INST 742 - Implementing the Curation and Management of Digital Assets
    - INST 745 - Introduction to Digital Arts Curation
    - INST 767 - Big Data Infrastructure
    - LBSC 680 - Principles of Records and Information Management
    - LBSC 682 - Management of Electronic Records & Information
    - LBSC 731 - Special Collections
    - LBSC 784 - Digital Preservation
    - LBSC 785 - Documentation, Collection, and Appraisal of Records
    - LBSC 786 - Library and Archives Preservation
    - LBSC 788 - Seminar in Archives, Records, and Information Management

Community Analytics and Policy (CAP)
Community Analytics and Policy specialization requires you to successfully complete the following courses:
- INST 612 - Information Policy
- INST 607 - E-Government
- LBSC 620 - Diverse Populations, Inclusion, and Information OR LBSC 622 Universal Usability
- LBSC 627 - Data Analytics for Information Professionals
- INST 733 - Database Design
- INST 714 - Information for Decision-Making
### MIM Curriculum Planning

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<thead>
<tr>
<th>MIM Core Courses (12 credits)</th>
<th>Waived</th>
<th>Expected Semester</th>
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<tbody>
<tr>
<td>INFM 600 Information Environments</td>
<td>Can Not be Waived</td>
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<td>INFM 603 Information Technology and Organizational Context</td>
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<td>INFM 605 Users and Use Context</td>
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<td>INFM 612 Management of Information Programs and Services</td>
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<tr>
<th>MIM Project Courses (6 credits)</th>
<th>Waived</th>
<th>Expected Semester</th>
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<tbody>
<tr>
<td>INFM 736 Information Management Experience</td>
<td>Can Not be Waived</td>
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<td>INFM 737 MIM Capstone Experience</td>
<td>Can Not be Waived</td>
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<th>MIM Advanced Technology 7xx Level Course (3 credits)</th>
<th>Expected Semester</th>
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<tr>
<th>MIM Specializations Electives (15 credits)</th>
<th>Expected Semester</th>
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<td>Information Analysis Data Analytics</td>
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<td>Information Analysis Strategic Management</td>
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<td>Technology Design User Experience</td>
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<td>Technology Design Technology Development</td>
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<td>Individualized Program Plan with a focus in</td>
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<th>MIM and MLS join Specializations Electives (15 credits)</th>
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### Career Resources/Academic Calendar/ISSS

**CAREER RESOURCES**
- UMD Career Center
  [http://www.careercenter.umd.edu/section.cfm?section_id=1](http://www.careercenter.umd.edu/section.cfm?section_id=1)
  3100 Hornbake Library, South Wing 3rd Floor
- UMD Graduate Assistantships
  [https://ejobs.umd.edu/](https://ejobs.umd.edu/)
  University Human Recourses - 1100 Chesapeake Bldg
- UMD Libraries (Graduate Assistantships)
  [http://www.lib.umd.edu/hr/employment-opportunities/home](http://www.lib.umd.edu/hr/employment-opportunities/home)
- The Universities at Shady Grove (Graduate Assistantships)
  [http://www.shadygrove.umd.edu/jobs](http://www.shadygrove.umd.edu/jobs)
- MIM CENTRAL (Graduate Assistantships and Employment Opportunities)
  [MIM@umd.edu](mailto:MIM@umd.edu)

**ACADEMIC CALENDARS**
- Academic Calendar 2015-2016 [http://www.provost.umd.edu/calendar/15.cfm](http://www.provost.umd.edu/calendar/15.cfm)

**INTERNATIONAL STUDENTS SERVICES**
- CPT
  [http://globalmaryland.umd.edu/offices/international-students-scholar-services/curricular-practical-training-cpt](http://globalmaryland.umd.edu/offices/international-students-scholar-services/curricular-practical-training-cpt)
- OPT
  [http://globalmaryland.umd.edu/offices/international-students-scholar-services/optional-practical-training-opt](http://globalmaryland.umd.edu/offices/international-students-scholar-services/optional-practical-training-opt)
- New Students TO DO List
  [http://globalmaryland.umd.edu/offices/international-students-scholar-services/new-student-orientation](http://globalmaryland.umd.edu/offices/international-students-scholar-services/new-student-orientation)
Academic Integrity and Plagiarism

Academic dishonesty is not accepted at UMD, and may lead to student suspension and possibly exclusion from the program of enrollment and University. Cheating during any academic exercise, fabrication of information, plagiarism, or facilitating any of these is considered Academic Dishonesty and will lead to punishment by The College of Information Studies and The University of Maryland. Students that participate in any form of academic dishonesty will receive an XF grade recorded in their transcripts, which represents the failure due to academic dishonesty. The claim made about students’ academic dishonesty will be investigated by a Honor Council made up of 40 students. The Honor Council will review each claim and applying appropriate charges.


For more information, contact the Student Services Office or the Student Honor Council.

Ann Carlson Weeks (acweeks@umd.edu) is the College of Information Studies’ academic integrity liaison and will be contacted when an allegation of academic dishonesty is made.

ACADEMIC DISHONESTY ELEMENTS

CHEATING - intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; fraud, deceit, or dishonesty in any academic course or exercise in an attempt to gain an unfair advantage and/or intentionally using or attempting to use unauthorized materials, information, or study aids in any academic course or exercise.

FABRICATION - intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

FACILITATING ACADEMIC DISHONESTY - intentionally or knowingly helping or attempting to help another to violate any provision of this Code.

PLAGIARISM - intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise.

Plagiarism Exercise

Over the past year we have noticed a significant, persistent problem with inappropriate copying, insufficient attribution, and plagiarism among the MIM students. Based on anecdotal evidence, it looks like the problem may be greater than the occasional, idiosyncratic student. While this may seem like an unnecessary “academic” detail, understanding how to appropriately use and reference materials that you didn’t create is an important skill for your professional career. Copying materials from other sources without properly recognizing them is a form of intellectual property theft, fraud, and lying -- whether you intend it to be or not.

Any time you are using preexisting text or graphics (i.e. any time you use “Copy” and/or “Paste” to move materials from a document you didn’t create) you should:

⇒ Explicitly reference the source of the material and
  ● Source references can be in many formats, but whatever format you use it should contain enough information that a reader can find that source.

⇒ Mark the copied materials as a quote.
  ● To mark copied text, surround it with quotation marks (“ “).
  ● To mark copied graphics or tables put an explicit reference to the source below it (For example: Source: http://…).

⇒ In addition, whenever you use an external source of any kind (including, but not limited, to books, websites, articles, videos, slideshows, and code repositories) you should explicitly reference that source as contributing to your work.

⇒ To avoid plagiarism, you must give credit whenever you use:
  ● another person’s idea, opinion, or theory;
  ● any facts, statistics, graphs, drawings–any pieces of information–that are not common knowledge;
  ● quotations of another person’s spoken or written words;
  ● or paraphrase of another person’s spoken or written words.

These are general guidelines that apply to all documents, slides, posters, or code that you might prepare for a class assignment or project. In addition, your instructors may have course specific requirements which they describe in the syllabus and assignments.
WHAT WE ARE DOING WITH THE MIM PROGRAM:
It is critical for your professional success and development that you (and your colleagues) develop good habits with respect to appropriate use and referencing of external materials. To address this issue at the program level we will:

⇒ We keep a list of incidents within the MIM program. This list is maintained by the MIM program for the purpose of documenting the extent of the problem within the MIM and provide information for high-impact interventions.
⇒ Resources about proper use of external sources and appropriate attribution will be added to MIM Central (e.g. https://owl.english.purdue.edu/owl/resource/563/01/)
⇒ All instructors have been encouraged to remind you about the general and course-specific practices that you should you follow.

WHAT YOU CAN DO:
While there are things that we can do to help, ultimately developing appropriate practices for using materials is up to YOU.
To do this you should:

⇒ Review the general and course-specific requirements found in the course syllabi and assignments. If you have any questions or concerns, contact your instructor and ask for clarification BEFORE submitting an assignment or project deliverable.
⇒ Familiarize yourself with generally accepted practices for quoting, paraphrasing and summarizing (https://owl.english.purdue.edu/owl/resource/563/01/).
⇒ One reason students resort to inappropriate copying is that they feel that they are overwhelmed and copying seems like possible solution. If you find yourself in a situation where your are “desperate” (i.e. behind, stressed, confused) and you are considering copying materials - DON'T! All MIM instructors and staff are willing help you learn the material and practice good professional behavior. If you are stuck -- ask someone for help.

If you have any questions, concerns, or problems with this, please feel free to contact:
Kathy Weaver kweweaver@umd.edu
Tetyana Bezbabna tbezbabn@umd.edu

PLAGIARISM EXERCISE
Source: Purdue University

Here’s the ORIGINAL text, from page 1 of Lizzie Borden: A Case Book of Family and Crime in the 1890s by Joyce Williams et al.:
The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centers of production as well as of commerce and trade.

Paraphrase I – Acceptable/Unacceptable?
The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants.
With industry came the growth of large cities like Fall River where the Bordens lived which turned into centers of commerce and trade as well as production.

Paraphrase II – Acceptable/Unacceptable?
Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (Williams 1).

Paraphrase III – Acceptable/Unacceptable?
Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers “transformed farm hands into factory workers,” and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also “centers of commerce and trade” (Williams 1)
**Core Course Waiver Criteria**

**INFM 600 Information Environments cannot be waived.**

**INFM 603 Information Technology and Organizational Context**

Petitions for waiver of INFM 603 will normally be approved if all of the following conditions are met:

- The student has completed academic coursework that includes at least two semester-long courses of three credits each (a total of six credits) in computer programming using a procedural programming language (e.g., Java or PHP), or the student has acquired equivalent work experience.
- The student has experience with the use of a relational database management system.
- This experience may have been acquired through coursework (including coverage during only part of a semester) or work experience.
- The academic and/or work experience is documented. Academic experience must be documented by a transcript. Work experience must be indicated by a resume and additional material describing the nature of the student’s role in creation of computer programs using procedural programming languages and/or in the design and implementation of relational databases in sufficient detail to permit assessment of equivalence.

In the judgment of the MIM director, the nature of the student’s academic and work experience is sufficient to provide the student with a background that is at least equivalent to that of current students completing INFM 603.

Students who receive a waiver for INFM 603 will be required to take an additional advanced technology course in its place.

**INFM 605 Users and Use Context**

Petitions for waiver of INFM 605 will normally be approved if all of the following conditions are met:

- You have completed academic coursework that includes at least two semester-long courses of three credits each (a total of six credits) or have acquired equivalent work experience in the following user experience subjects: User needs assessment and methods for determining information behavior and user needs; Principles of information behavior and mental models; Characteristics of problems, task analysis, problem solving, and decision making.
- You have experience implementing user interfaces or online information structures. This experience may have been acquired through coursework (including coverage during only part of a semester) or work experience.
- You have acquired equivalent work experience in the following user experience subjects: User needs assessment and methods for determining information behavior and user needs; Principles of information behavior and mental models; Characteristics of problems, task analysis, problem solving, and decision making.

In the judgment of the MIM director, the nature of your academic and work experience is sufficient to provide you with a background that is at least equivalent to that of current students completing INFM 605.

If you receive a waiver for INFM 605, you will still be required to take an additional advanced technology design course (e.g. INST 631, INST 632, INST 702, INST 741) in its place.

**INFM 612 Management of Information Programs and Services**

Petitions for waiver of INFM 612 will normally be approved if all of the following conditions are met:

- The student has completed academic coursework that includes at least two semester-long graduate courses of three credits each (a total of six credits) from an accredited management degree program on topics such as managerial accounting, human resources management, project management, organization behavior, information systems management, and/or operations management.
- OR
- The student has worked for at least 3 years as a manager (i.e. lead) of information systems/management projects or operations in which they had responsibility for selecting staff, budgeting, planning, evaluation, and/or reporting outcomes.
- The academic and/or work experience is documented. Academic experience must be documented by a transcript. Work experience must be indicated by a resume and additional material describing the nature of the student’s role in management of information systems/management projects and/or operations in sufficient detail to permit assessment of equivalence.

In the judgment of the MIM director, the nature of the student’s academic and work experience is sufficient to provide the student with a background that is at least equivalent to that of current students completing INFM 612.

Students who receive a waiver for INFM 612 will be required to take an additional advanced management course (e.g. INFM 620, INST 706, INST 603) in its place.