University of Toronto
Major Modification Proposal: Significant Modifications to Existing Graduate and Undergraduate Programs

This template should be used to bring forward all proposals for major modifications to existing graduate and undergraduate programs for governance approval under the University of Toronto’s Quality Assurance Process.

<table>
<thead>
<tr>
<th>Program being modified:</th>
<th>Master of Information, Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Major Modification:</td>
<td>New admission requirements, program requirements and Delivery Model for Information Systems and Design Concentration Executive Delivery</td>
</tr>
<tr>
<td>Department / Unit (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Faculty / Academic Division:</td>
<td>Faculty of Information</td>
</tr>
<tr>
<td>Dean’s Office contact:</td>
<td>Wendy Duff</td>
</tr>
<tr>
<td>Proponent:</td>
<td>Kelly Lyons</td>
</tr>
<tr>
<td>Version Date: (please change as you edit proposal)</td>
<td>March 22, 2016</td>
</tr>
</tbody>
</table>

1 Summary

- **Please provide a brief summary of the change(s) being proposed as it relates to the current structure of the program**

Since 2009, the 8 FCE complement of courses offered in the full time MI program’s Information Systems and Design (ISD) concentration have been delivered in regular weekly two or three hour sessions across 4 semesters (F, W, F, W) with the option to take courses in the summer term. This current delivery mode is designed for full time students who seek to enter the Information professions. Part time students can only complete 1.5 FCE each year, taking 5.5 years to complete the degree. We propose the addition of a second delivery mode option for the full time program that will be offered in a modular format. The “Executive Delivery Option” is intended for full time working professionals who seek a relevant graduate credential in information systems and design. With the support of their employer (in the form of a modified work schedule and ability to conduct a supervised workplace project), a student admitted to the ISD Executive Option (ISD-E) would complete the MI degree.
requirements in a modular evening/weekend delivery format across 6 sessions (F, W, S, F, W, S) and complete a 1.0 FCE course (INF XXXX Work Placement Project) that would result in a project designed with the support of their work supervisor that would be delivered in their current place of employment. This would create two distinct program delivery options for the full time MI program’s ISD concentration, which will meet the program delivery needs of two very different full time student cohorts. The course content remains unchanged; all program requirements (8.0 FCE) and learning outcomes remain the same (with the exception of the additional requirement of a 1.0 FCE INF XXXX Work Placement Project).

2 Effective Date

September 2016

3 Academic Rationale

- What are the academic reasons for the change proposed and how do they fit with the unit’s and Division’s academic plans

The current delivery format of the full time MI program’s ISD concentration appeals to individuals who are currently not employed and wish to develop a career as an information professional. These individuals are typically able to leave or defer employment and may a) have recently completed an undergraduate or graduate degree; or b) be changing fields or professions. Enrolment in our part-time option has dramatically decreased, since the number of courses students could complete is limited to one 1.5 FCEs per year.

By adding the modular “Executive” delivery option, the MI program’s ISD concentration seeks to provide individuals who are currently employed full time with the ability to complete the MI degree within two years while continuing employment. These individuals wish to continue employment and career movement, and require the MI degree with an Information Systems and Design concentration to move forward in leadership roles within their organizations. We will provide access to the alternative delivery option to individuals who are employed, are highly motivated to complete their degree in two years, and have the support of their employers. One of the five pillars of our strategic academic plan is to nurture leaders who contribute to enabling society to realize the positive social benefits that information makes possible. This new delivery model will enable us to reach mid-career professionals who aspire to leadership roles in their current workplace in the business sector.
We anticipate that this new program will attract 10-15 students in the first year, with a maximum of 30 students annually going forward. By reaching this new market of future students, we will be better able to meet our approved targets.

1. Executive Application Fee & Tuition

Students applying to the Executive Delivery option of the concentration must adhere to the procedures and regulations of the MI program. During the fifth (Winter) and sixth (Summer) sessions, students will be enrolled in the work placement course, further explained below in section “Executive Delivery Option Concentration Requirements ” and in Appendix D.

1. Executive Delivery Option Concentration Requirements

All Master of Information students complete 8.0 FCEs to obtain the degree. The MI program is designed to be completed over two years (4 sessions full-time FW/FW) while the concentration pathway with co-op option is completed over two year (6 sessions FWS/FWS).

In the existing delivery model of the ISD concentration, the course requirements can be taken as a concentration only, concentration with co-op or concentration with thesis option.

Concentration: Information Systems and Design (ISD)

- 0.5 core FCE (INF 1005H and 1006H)
- 2.5 required FCEs (INF 1340H, INF 1341H, INF 1342H, INF 1343H, and INF 2177H)
- 5.0 elective FCEs or
- co-op (1.0 FCE) plus 4.0 elective FCEs or
- thesis (2.0 FCEs), research methods course (0.5 FCE), and reading course (0.5 FCE) plus 2.0 elective FCEs.

This proposal is for a concentration-only executive delivery model option that will be completed over two years (6 sessions full-time FWS/FWS) with the same course requirements as the concentration-only Information Systems and Design (ISD) concentration except it reduces the elective space from 5.0 FCE to 4.0 FCE and adds an additional required course: a 1.0 FCE Work Placement Project:

- **Concentration-executive-delivery option (ISD Only):** The executive delivery option is specifically for students who are full-time working professionals and who have the support of their employer to participate in an executive program delivery model. This option is currently only available for the Information Systems and Design (ISD) concentration. The program requirements will be as follows:

  - Two quarter-weight core courses (INF 1005H and 1006H) (0.5 FCE total).
  - Five required half courses (INF 1340H, INF 1341H, INF 1342H, INF 1343H, and INF 2177H) (2.5 FCEs total).
  - 1.0 FCE INF XXXX MI Work Placement project
• Plus eight additional elective half courses (4.0 FCEs).

INF XXXX MI Work Placement will be graded “credit/non-credit” and will appear on a student’s transcript. The CR/NCR will be assessed course instructor through an onsite visit or phone call, a mid-term report (500 words), a final report (1,000 words) and presentation, and an employer evaluation. See Appendix D for a more detailed description of this course.

(see Table 1 below)

4 Description of the Proposed Major Modification(s)

• Please describe in detail what changes are being proposed. Major modifications include changes to the program requirements that will significantly change what students will know and be able to do when they complete the program.
• Please be explicit about how the learning outcomes have changed and include either the both previous and proposed learning outcomes or one version of the current LOs with the new LO in track changes. You may wish to use Appendices A and B.
• Please provide Calendar copy either in track changes or as two separate documents in appendices C and D as applicable.¹

The change involves adding an option for the ISD concentration called the executive delivery option (ISD-E). The learning outcome changes are highlighted in Appendix A and B. The detailed changes are shown in the Calendar Entry in Appendix C (with track changes).

Applicants who choose the Executive Delivery Option for the ISD Concentration will be required to:

1) meet the following enhanced admission criteria (in addition to the requirements for those admitted to the regular program); applicants must:
   a) Be employed (minimum 2 years) full time (35 hours) within an area that requires interacting with the creation and design of information systems (ISD)
   b) Demonstrate the support of an executive sponsor from their place of employment who will commit to the place of employment (in a reference letter) to provide supervision, support, and assurance of resources for the student to attend courses and complete a workplace project. This workplace project will take the form of a course with an instructor who will communicate and work with the workplace supervisor to support and assess the student’s project (see above and in Appendix D).

2) Attend classes during one evening per week as well as on rotational Fridays and Saturdays (approximately one rotation per month) during the day in the Fall and Winter

¹ Other major modifications that may be included are significant changes to admissions requirements, significant changes to faculty engaged in program and; a change to mode of delivery, change to the language of the program and offering the program at another location or institution.
in each of two years. In the summer, students will take at most two 0.5 FCE courses. While we envision most students will take elective courses on the Thursday evening, students may select elective courses Monday through Wednesday evening as well. As a result, students may have slightly less choice with regard to electives.

<table>
<thead>
<tr>
<th>IS&amp;D Concentration – Executive Delivery 8.0 FCE</th>
<th>Fall, Year 1</th>
<th>Winter, Year 1</th>
<th>Summer, Year 1</th>
<th>Fall, Year 2</th>
<th>Winter, Year 2</th>
<th>Summer, Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>INF 1340</td>
<td>INF 2183</td>
<td>INF 1343</td>
<td>1.5 Electives</td>
<td>INF 1343</td>
<td>1.0 Elective Courses</td>
<td>0.5 Elective course</td>
</tr>
<tr>
<td>INF 1341 (Modular Fri/Sat)</td>
<td>INF 1342 (Modular Fri/Sat)</td>
<td>INF 2177 (Modular Fri/Sat)</td>
<td>(Modular Fri/Sat plus a Thursday night- weekly offered course)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.5 Electives (Thursday night)</td>
<td>INF 1005</td>
<td>INF 1006 (Thursday night Workshops)</td>
<td>1.0 Elective (0.5) of 1.0 MI Work Placement Project</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 1: Path through the Concentration Option: Executive Delivery (in Information Systems and Design)

5 Impact of the Change on Students

- Outline the expected impact on continuing students, if any, and how they will be accommodated
- Please detail any consultation with students
We expect no negative impact or change for continuing students. Continuing students may have the option to take courses within the ISD-E option as long as the total cohort remains under 30 students (i.e. the maximum size we envision for the ISD-E, as mentioned above).

6 Consultation

- Describe the impact of the major modification on other programs and any consultation undertaken with the Dean and Chair/Director of relevant academic units

In developing this proposal, the Executive Delivery Concentration Committee consulted widely with stakeholders. The Committee discussed the concentration with the MI student representatives, faculty members, employers, and the alumni association. Clarification was provided to students regarding the relationship between this delivery option and current delivery models and that clarification is reflected in this proposal. Through informal and formal discussions with organizations such as RBC, IBM, UTL, and City of Toronto, we determined there was strong support for this ISD delivery option.

The proposal was discussed at a Faculty meeting and was reviewed by the Programs committee (with student representation) as well as a Working Group on the Curriculum. The option was approved at the Faculty Council.

Consultation was also held in February with HPME in relation to their Executive MHI Program. HPME felt this option was a worthwhile complement to their Executive MHI program. Additional input from their administration helped us shape this proposal.

7 Resources

- Describe any resource implications of the change(s) including but not limited to faculty complement, space, libraries, and enrolment/admissions.
- Please be specific where this may impact significant enrolment agreements with the Faculty/Provost’s Office.
- Indicate if the major modification will affect any existing agreements with other institutions, or will require the creation of a new agreement to facilitate the major modification (e.g. Memorandum of Understanding, Memorandum of Agreement, etc). Please consult with the Provost’s Office (vp.academicprograms@utoronto.ca) regarding any implications to existing or new agreements.

Faculty Resources:

The Provost has approved hiring a tenure-track iSchool faculty member who will teach some of the courses in the Executive Delivery Option. Full time faculty will also teach in the Executive Delivery Option as part of their regular teaching load.
Resources to teach:

a) new sections and/or delivery models for five current INF required half courses (INF 1340, INF 1341, INF 1342, INF1343 and INF 2177);

b) new sections and/or deliver models for 3 current INF courses to be offered as electives;

c) faculty resources to develop and manage communication for the new work placement project course.

We are currently committed to delivering modular courses of INF 1341 and INF 2183 for the MHI program.

Space:

Class space for the ISD concentration Executive option will be booked on Fridays and Saturdays, and is available in the Bissell Building. Regular MI students do not have classes on Friday or Saturday. Additionally, the 4 courses offered on Thursday evenings will be shared with students in the regular MI program, and will therefore result in larger class sizes or additional sections. Increased TA or instructor resources may be acquired to accommodate the incoming students.

Budget:

Students admitted to the Executive Delivery Concentration must adhere to the procedures and regulations of the concentration, and are required to pay a $125 executive option application fee.

Enrollment/Admissions:

With an additional set of criteria required for admission to the ISD-E option (i.e., employment and executive sponsor for the project), some adaptation of the MI Admission Protocol will be implemented. This will include confirmation of full time employment, a statement of support by the work sponsor, etc.

8 UTQAP Process

<table>
<thead>
<tr>
<th>Steps</th>
<th>Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development/consultation within Unit</td>
<td></td>
</tr>
<tr>
<td>Consultation with Dean’s Office (&amp; VP, AP)</td>
<td>Unit level approval as appropriate</td>
</tr>
<tr>
<td>Faculty/ Divisional Council</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Submission to Provost's Office</td>
<td></td>
</tr>
<tr>
<td>AP&amp;P – reported annually</td>
<td></td>
</tr>
<tr>
<td>Ontario Quality Council – reported annually</td>
<td></td>
</tr>
</tbody>
</table>
Appendix A: Current Learning Outcomes, and Degree Level Expectations

- Address how the design, structure, requirements and delivery of the program support the program learning outcomes and degree level expectations
- Appendix A is a table outlining the overall learning outcomes for the MI and indicating how the MI supports students in achieving the learning outcomes.

<table>
<thead>
<tr>
<th>Degree Level Expectations</th>
<th>Program Learning Outcomes</th>
<th>How the program design / structure supports the degree level expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPECTATIONS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This Master of Information is awarded to students who have demonstrated:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Depth and Breadth of Knowledge</td>
<td>Depth and breadth of knowledge is defined in Master of Information as understanding and being conversant with fundamental concepts, theories, practices, and the diverse horizons of information disciplines.</td>
<td>The program design and requirement elements that ensure these student outcomes for depth and breadth of knowledge are: Required 2.5 FCE course work in each of the 7 concentrations and two 0.25 (total 0.5) core courses (INF 1005 and INF 1006) and the 2.0 FCE (INF, 1001, 1002, 1003, 1005, 1006) core courses in the general program pathway</td>
</tr>
<tr>
<td>A systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of the academic discipline, field of study, or area of professional practice.</td>
<td>This is reflected in students who are able to: • understand the literature in their field and analyze and respond to changing information practices and needs of society.</td>
<td></td>
</tr>
<tr>
<td>2. Research and Scholarship</td>
<td>Research and scholarship is defined in Master of Information as the ability to contribute through research and publication, to the continuous expansion and critical assessment of the body of knowledge underlying the information and archives sciences.</td>
<td>The program design and requirement elements that ensure these student outcomes for research and scholarship are: Embedded in all courses as well as in requirements for the thesis option.</td>
</tr>
<tr>
<td>A conceptual understanding and methodological competence that i) Enables a working comprehension of how established techniques of research and inquiry are used to create and interpret knowledge in the discipline; ii) Enables a critical evaluation of current research and advanced research and scholarship in the discipline or area of professional competence; and iii) Enables a treatment of complex issues and</td>
<td>This is reflected in students who are able to: • demonstrate a working comprehension of how established techniques of research and inquiry are used to create and interpret</td>
<td></td>
</tr>
</tbody>
</table>
judgments based on established principles and techniques; and, on the basis of that competence, has shown at least one of the following: i) The development and support of a sustained argument in written form; or ii) Originality in the application of knowledge.

<table>
<thead>
<tr>
<th>Knowledge of Information</th>
<th>Application of Knowledge</th>
<th>Professional Capacity/Autonomy</th>
</tr>
</thead>
</table>
| - knowledge in the study of information;  
  - critically evaluate current research and scholarship in the study of information and in related areas of professional competence.  
  - build on established principles and techniques from the study of information to treat complex issues |
| Application of Knowledge is defined in the Master of Information as the development of understanding the theory concerning information, where it is found, and how it is used.  
This is reflected in students who are able to:  
- develop an understanding of complex systems, and the application of new technological developments to the curation, preservation and communication of information, along with the identification of the impact of such developments on society |
| Professional Capacity/Autonomy is defined in the Master of Information as knowledge and values appropriate to the future exercise of economic, cultural, and/or social leadership. Students continue in life-long intellectual growth beyond graduate.  
This is reflected in students who are able to:  
- provide leadership in defining the social responsibility of information professionals to provide information services for all, regardless of age, educational |

3. Level of Application of Knowledge

Competence in the research process by applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue in a new setting.

4. Professional Capacity/Autonomy

a. The qualities and transferable skills necessary for employment requiring i) The exercise of initiative and of personal responsibility and accountability; and ii) Decision-making in complex situations; b. The intellectual independence required for continuing professional development; c. The ethical behavior consistent with academic integrity and the use of appropriate guidelines and procedures for
| responsible conduct of research; and d. The ability to appreciate the broader implications of applying knowledge to particular contexts. | level, or social, cultural, or ethnic background. |  
|---|---|---|

5. **Level of Communications Skills**

The ability to communicate ideas, issues and conclusions clearly.

Communications Skills is defined in this Master of Information as the ability to communicate effectively orally and in writing to formal and informal audiences. This is reflected in students who are able to:

- Develop and support a sustained argument in written form,
- Show originality in the application of knowledge
- Adhere to professional standards and practices.

The program design and requirement elements that ensure these student outcomes for level of communication skills are:

Assignments for the course work and class discussions and presentations.
Appendix B: Proposed Learning Outcomes, and Degree Level Expectations

Table 2: Additional Master of Information Learning Outcomes for Executive Delivery Concentration

<table>
<thead>
<tr>
<th>Degree Level Expectations</th>
<th>Program Learning Outcomes</th>
<th>How the program design / structure supports the degree level expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPECTATIONS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The subset of students in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the MI who complete the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Master of Information,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Systems and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design Concentration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>option will achieve a</td>
<td></td>
<td></td>
</tr>
<tr>
<td>small number of</td>
<td></td>
<td></td>
</tr>
<tr>
<td>additional learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>outcomes due to the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Placement Project.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The learning outcomes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>below are in addition to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>those in Appendix A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Master of Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>is awarded to students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>in the Master of Information, Information Systems and Design concentration, Executive Delivery option who have demonstrated:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Level of application of practical knowledge</td>
<td>Application of Knowledge is defined in Master of Information</td>
<td>The program design and requirement elements that ensure these student outcomes for research and scholarship are:</td>
</tr>
<tr>
<td>Competence in the research process by applying an existing body of knowledge in the critical analysis of a new question or of a specific problem or issue in a new setting</td>
<td>Concentration-executive-delivery option: Executive Delivery as understanding how information practices are changing in dynamic professional work environments and the impact of these changes on individuals, institutions and society.</td>
<td>Reflected in the Work Placement report</td>
</tr>
<tr>
<td>This is reflected in students who are able to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• apply theoretical knowledge, gained through core and required courses to the critical analysis of a specific issue in the Work Placement Project as reflected in the student’s work placement report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Professional capacity/autonomy</td>
<td>Professional Capacity/Autonomy is defined in Master of Information</td>
<td>The program design and requirement elements that ensure these student outcomes for research and scholarship are:</td>
</tr>
<tr>
<td>a. The qualities and transferable skills necessary for employment requiring i) The exercise of initiative and of personal responsibility and accountability; and ii) Decision-making in</td>
<td>Concentration-executive-delivery option as ability to contribute to their profession through active and critical integration of information concepts,</td>
<td>Reflected in the Work Placement report</td>
</tr>
</tbody>
</table>
complex situations; b. The intellectual independence required for continuing professional development; c. The ethical behavior consistent with academic integrity and the use of appropriate guidelines and procedures for responsible conduct of research; and d. The ability to appreciate the broader implications of applying knowledge to particular contexts.

| theories and practices with institutional practices and goals. |
| This is reflected in students who are able to: |
| • transfer skills necessary for employment in the work setting through initiative and initiative |
| • appreciate the broader implications of applying knowledge within the context of the work placement project |

| theories and practices with institutional practices and goals. |
| This is reflected in students who are able to: |
| • transfer skills necessary for employment in the work setting through initiative and initiative |
| • appreciate the broader implications of applying knowledge within the context of the work placement project |
Appendix C: Calendar Copy with Changes Tracked

2015-16 SGS Calendar

Information

Faculty Affiliation

Information

Degree Programs

Information

<table>
<thead>
<tr>
<th>MI</th>
<th>Concentrations:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Archives and Records Management</td>
</tr>
<tr>
<td></td>
<td>Critical Information Policy Studies</td>
</tr>
<tr>
<td></td>
<td>Culture and Technology</td>
</tr>
<tr>
<td></td>
<td>Information Systems and Design</td>
</tr>
<tr>
<td></td>
<td>Knowledge Management and Information Management</td>
</tr>
<tr>
<td></td>
<td>Knowledge Media Design</td>
</tr>
<tr>
<td></td>
<td>Library and Information Science</td>
</tr>
</tbody>
</table>

Concurrent Registration Option (MI / MMSt)

Information Studies

PhD

<table>
<thead>
<tr>
<th>Concentrations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archives and Records Management</td>
</tr>
<tr>
<td>Critical Information Policy Studies</td>
</tr>
<tr>
<td>Cultural Heritage</td>
</tr>
<tr>
<td>Information Systems and Design</td>
</tr>
<tr>
<td>Knowledge Management and Information Management</td>
</tr>
<tr>
<td>Library and Information Science</td>
</tr>
<tr>
<td>Philosophy of Information</td>
</tr>
</tbody>
</table>

Museum Studies

| MMSt |
|      |
| Concurrent Registration Option (MMSt / MI) |

Combined Degree Programs

| Communication, Information and Technology (Major), Honours BA / MI |
| Digital Enterprise Management (Specialist), Honours BA / MI |
| Interactive Digital Media (Specialist), Honours BA / MI |
| Law, JD / MI |

Diploma Program

Information Studies

| Graduate Diploma of Advanced Study in Information Studies (a post-master's diploma) |

Collaborative Programs

The following collaborative programs are available to students in participating degree programs as listed below:

1. **Addiction Studies**
   - Information, MI
   - Information Studies, PhD

2. **Aging, Palliative and Supportive Care Across the Life Course**
Information, MI
Information Studies, PhD

3. **Book History and Print Culture**
   Information, MI
   Information Studies, PhD
   Museum Studies, MMSt

4. **Environmental Studies**
   Information, MI
   Information Studies, PhD

5. **Jewish Studies**
   Information Studies, PhD
   Museum Studies, MMSt

6. **Knowledge Media Design**
   Information, MI
   Information Studies, PhD
   Museum Studies, MMSt

7. **Sexual Diversity Studies**
   Information, MI
   Information Studies, PhD
   Museum Studies, MMSt

8. **Women and Gender Studies**
   Information, MI
   Information Studies, PhD

9. **Women’s Health**
   Information, MI
   Information Studies, PhD

For more information, please visit [www.ischool.utoronto.ca](http://www.ischool.utoronto.ca).

**Overview**

The Faculty of Information combines strengths in the stewardship and curation of cultural heritage (libraries, archives, and museums) with leadership in the future of information practice as society is transformed by the rise of digital technologies.

The **Master of Information** program allows students to explore the breadth of information and to focus on one or more areas of study. Students may choose one of two pathways to completion: the general program including coursework-only or thesis options; or the concentration pathway in which students choose one or two of seven concentrations. Within the concentration pathway, students may complete the concentration(s) only, or concentration(s) plus a thesis, or concentration(s) plus a co-op placement.

The **Combined Degree Program in Communication, Culture, Information and Technology (Major), Honours Bachelor of Arts / Master of Information** allows students to complete two degree programs in less time than it would take to acquire them separately. For full details, see the Combined Degree Programs section of this calendar.

The **Combined Degree Program in Digital Enterprise Management (Specialist), Honours Bachelor of Arts / Master of Information** allows students to complete two degree programs in less time than it would take to acquire them separately. For full details, see the Combined Degree Programs section of this calendar.

The **Combined Degree Program in Interactive Digital Media (Specialist), Honours Bachelor of Arts / Master of Information** allows students to complete two degree programs in less time than it would take to acquire them separately. For full details, see the Combined Degree Programs section of this calendar.

The **Combined Degree Program in Law, Juris Doctor / Master of Information** program allows students to complete two degree programs in less time than it would take to acquire them separately. For full details, see the Combined Degree Programs section of this calendar.

The **Doctor of Philosophy** program in Information Studies provides opportunities for advanced scholarly inquiry into theoretical aspects of information and in the empirical investigations of information in various contexts.

The **Master of Museum Studies** program prepares students for future involvement in museums and related cultural agencies. The program examines the theoretical body of knowledge of museology as a necessary context for professional practice. The Faculty of Information also provides a Concurrent Registration Option whereby students may register concurrently in the Master of Information and Master of Museum Studies programs.

A post-master’s **Graduate Diploma of Advanced Study in Information Studies** is also offered.
Degree Programs

Master of Information

- The Faculty of Information offers two pathways to complete the Master of Information (MI) program:
  - **concentration pathway**: students choose one or two of seven concentrations and may complete:
    - concentration(s) only,
    - concentration(s) plus a thesis, or
    - concentration(s) plus a co-op (CCO)
  - **general program pathway** (no concentrations), including coursework-only or thesis options.

Minimum Admission Requirements

- Applicants are admitted under the General Regulations of the School of Graduate Studies. Application deadlines are available on the Faculty of Information website. Applicants must also satisfy the Faculty’s additional admission requirements stated below.
- An appropriate bachelor’s degree with at least a B average (3.0 GPA) from a university recognized by the University of Toronto. Generally, successful applicants hold an academic level of B+ (3.3 GPA) or higher in the final year.
- The bachelor’s degree must normally contain at least 75% academic credits—that is, courses that are not professional, practical, technical, or vocational. Courses such as studio art, drama or music performance, theology, education, or undergraduate courses in library science are not normally considered to be sufficiently academic in content for admission purposes.
- Applicants who meet current admission requirements and who hold a BLS degree from the University of Toronto, or its equivalent from an approved university, may be admitted to the MI program with advanced standing. Such students may be required to take additional courses if certain requisite instruction is lacking.
- Applicants who have satisfactory standing in an undergraduate program and who have successfully completed information studies graduate courses in programs equivalent to the University of Toronto MI program may also apply for admission with advanced standing. Each application will be evaluated individually. At least 4.0 full-course equivalents (FCEs) towards the MI degree must be taken at the University of Toronto.
- All incoming graduate students must have a good command of English. All applicants educated outside Canada whose primary language is not English must demonstrate proficiency in the English language. This requirement is a condition of admission and must be met before an offer of admission is made. The English language requirement may be satisfied using one of the following tests:
  1. Test of English as a Foreign Language (TOEFL) with the following minimum scores:
     - paper-based TOEFL exam: 600 with 5.5 on the Test of Written English (TWE)
     - Internet-based TOEFL exam: 100/120 with 24/30 on the speaking section and 27/30 on the writing section
  2. Michigan English Language Assessment Battery (MELAB) with a minimum required score of 95.
  3. International English Language Testing System (IELTS) with a minimum required score of 8.0.
  4. English Language Diagnosis and Assessment (ELDA)/Certificate of Proficiency in English (COPE) with a minimum required score of 6 and at least 3 in the writing portion.

Concentration-Plus-Co-operative Option (CCO)

- To be considered for the CCO, Year 1 full-time MI program students must apply during the first (Fall) session of Year 1. For more information, visit [www.ischool.utoronto.ca](http://www.ischool.utoronto.ca). Acceptance is limited and not guaranteed. Inquiries about the CCO may be emailed to [iSchoolCoop@utoronto.ca](mailto:iSchoolCoop@utoronto.ca).

Concurrent Registration Option (CRO)

- Master of Information/Master of Museum Studies degree programs. Applicants interested in completing the Master of Information and the Master of Museum Studies degree programs concurrently must apply to and be
accepted into each program separately and receive approval from the Graduate Coordinator in each program. Applicants should indicate interest in the concurrent registration option at the time of application to the second of the two programs.

Concentration Plus Executive Delivery Option (ISD)
- Reference letter from current place of employment stating: a) commitment to workplace project; b) supervisory support;
- Proof of employment (minimum 2 years) full time (35 hours) within an area that requires interacting with the creation and design of information systems (ISD)

Program Requirements
- The minimum requirement is completion of 8.0 FCEs, regardless of pathway or option therein.
- All students must successfully complete all degree requirements as outlined for either the concentration pathway or for the general program pathway.
- The Faculty of Information expects students to be competent in their use of information and communication technologies as appropriate to their programs of study.

Concentration Pathway
- The Faculty of Information offers seven concentrations leading to the MI degree:
  1. Archives and Records Management
  2. Critical Information Policy Studies
  3. Culture and Technology
  4. Information Systems and Design
  5. Knowledge Management and Information Management
  6. Knowledge Media Design
  7. Library and Information Science
- Each concentration requires a total of 8.0 full-course equivalents (FCEs).

- **Concentration-only option:**
  - Two quarter-weight core courses (0.5 FCE total).
  - Five required half courses (2.5 FCEs total specific to each concentration); note: the Knowledge Media Design concentration requires three half courses and one full course.
  - Plus 10 additional elective half courses (5.0 FCEs total).

- **Concentration-plus-thesis option:** The thesis option allows students to gain experience in developing and executing a research project from beginning to end. Students gain familiarity with the research process and hone their research skills. The thesis option is designed for students who have a clearly defined topic, can find a supervisor, and can meet tight deadlines in order to graduate within the usual time frame envisioned for the degree.
  - Two quarter-weight core courses (0.5 FCE total).
  - Five required half courses (2.5 FCEs total, specific to each concentration); note: the Knowledge Media Design concentration requires three half courses and one full course.
  - One research methods course (0.5 FCE total).
  - One reading course (0.5 FCE total).
  - A thesis (2.0 FCEs total).
  - Plus four additional elective half courses (2.0 FCEs total).
  - Faculty approval is required to enter the thesis option.
  - For information about completing a thesis in the General Pathway, please see the General Pathway program requirements below.

- **Concentration-plus-co-op option:**
  - Two quarter-weight core courses (0.5 FCE total).
  - Five required half courses (2.5 FCEs total, specific to each concentration); note: the Knowledge Media Design concentration requires three half courses and one full course.
  - Two 12-week co-op courses (1.0 FCE total).
  - Plus eight additional elective half courses (4.0 FCEs total).

- **Concentration-executive-delivery option (ISD Only):** The executive delivery option is specifically for students who are full-time working professionals and who have the support of their employer to participate in an executive program delivery model. This option is currently only available for the Information Systems and Design (ISD) concentration.
º Two quarter-weight core courses (INF 1005H and 1006H) (0.5 FCE total).
º Five required half courses (INF 1340H, INF 1341H, INF 1342H, INF 1343H, and INF 2177H) (2.5 FCEs total).
º 1.0 FCE INF XXXX MI Work Placement project (1.0 total).
• Plus eight additional elective half courses (4.0 FCEs).

Concentration: Archives and Records Management (ARM)
• 0.5 core FCE (INF 1005H and 1006H).
• 2.5 required FCEs (INF 1003H, INF 1330H, INF 1331H or INF 2186H, INF 2175H, and INF 2184H).
• 5.0 elective FCEs or co-op (1.0 FCE) plus 4.0 elective FCEs or thesis (2.0 FCEs), research methods course (0.5 FCE), and reading course (0.5 FCE) plus 2.0 elective FCEs.

Concentration: Critical Information Policy Studies (CIPS)
• 0.5 core FCE (INF 1005H and 1006H).
• 2.5 required FCEs (INF 1001H, INF 2181H, INF 2198H, INF 2240H, and INF 2242H).
• 5.0 elective FCEs or co-op (1.0 FCE) plus 4.0 elective FCEs or thesis (2.0 FCEs), research methods course (0.5 FCE), and reading course (0.5 FCE) plus 2.0 elective FCEs.

Concentration: Culture and Technology (C&T)
• 0.5 core FCE (INF 1005H and 1006H).
• 2.5 required FCEs (INF 1240H, INF 1501H, INF 1502H, INF 2010H, and INF 2241H).
• 5.0 elective FCEs or co-op (1.0 FCE) plus 4.0 elective FCEs or thesis (2.0 FCEs), research methods course (0.5 FCE), and reading course (0.5 FCE) plus 2.0 elective FCEs.

Concentration: Information Systems and Design (IS&D)
• 0.5 core FCE (INF 1005H and 1006H).
• 2.5 required FCEs (INF 1340H, INF 1341H, INF 1342H, INF 1343H, and INF 2177H).
• 5.0 elective FCEs or co-op (1.0 FCE) plus 4.0 elective FCEs; or thesis (2.0 FCEs), research methods course (0.5 FCE), and reading course (0.5 FCE) plus 2.0 elective FCEs; or executive delivery option (1.0 FCE) plus 4.0 elective FCEs.

Concentration: Knowledge Management and Information Management (KMIM)
• 0.5 core FCE (INF 1005H and 1006H).
• 2.5 required FCEs (INF 1003H, INF 1230H, INF 2175H, INF 2176H, and INF 2186H).
• 5.0 elective FCEs or co-op (1.0 FCE) plus 4.0 elective FCEs or thesis (2.0 FCEs), research methods course (0.5 FCE), and reading course (0.5 FCE) plus 2.0 elective FCEs.

Concentration: Knowledge Media Design (KMD)
• 0.5 core FCE (INF 1005H and 1006H).
• 2.5 required FCEs (KMD 1001H, KMD 1002H, KMD 2001H, and INF 1601Y).
• 5.0 elective FCEs or co-op (1.0 FCE) plus 4.0 elective FCEs or thesis (2.0 FCEs), research methods course (0.5 FCE), and reading course (0.5 FCE) plus 2.0 elective FCEs.

Concentration: Library and Information Science (LIS)
• 0.5 core FCE (INF 1005H and 1006H).
• 2.5 required FCEs (INF 1230H, INF 1240H, INF 1300H, INF 1310H, and INF 1320H).
• 5.0 elective FCEs or co-op (1.0 FCE) plus 4.0 elective FCEs or thesis (2.0 FCEs), research methods course (0.5 FCE), and reading course (0.5 FCE) plus 2.0 elective FCEs.

General Program Pathway (No Concentrations)
Coursework Option
• 2.0 core FCEs (INF 1001H, INF 1002H, INF 1003H, INF 1005H, and 1006H).
• 6.0 elective FCEs.
• Students choosing the coursework option must have their program of study approved by the Graduate Coordinator.
Thesis Option
- 2.0 core FCEs (INF 1001H, INF 1002H, INF 1003H, INF1005H, and 1006H)
- 0.5 required FCE consisting of one research methods half course appropriate to the student's program of study with a final grade of at least A-
- 0.5 required FCE reading course with a student's intended supervisor, with a final grade of at least A-
- 2.0 thesis FCEs
- 3.0 elective FCEs (six additional half courses which may include up to four graduate half courses [2.0 FCEs] taken outside the MI program)
- Faculty approval is required to enter the thesis option.
- For information about completing a thesis in the concentration option, please see the program requirements above for the concentration pathway.

Program Length
4 sessions (2 years) full-time (typical registration sequence: F/W/F/W);
CCO only: 6 sessions (2 years) full-time (typical registration sequence: F/W/S/F/W/S);
11 sessions (5.5 years) part-time;
6 sessions (2 years) executive delivery option (ISD-E only; typical registration sequence: F/W/S/F/W/S)

Time Limit
3 years full-time;
6 years part-time
Executive Delivery Option  
Information Systems and Design  
Workplace Project  
UNIVERSITY OF TORONTO  
Faculty of Information

Course Description

INF 3XXX- Y, Workplace Project is worth 1 FTE and spans terms 5 and 6 in the executive delivery option of the Information Systems and Design (ISD) Concentration. It comprises a student’s 8 month work placement project in their current place of employment in the area of information systems and design and the completion of a number of deliverables throughout that workplace project. Students will complete a medium-scale independent information systems design project under the supervision of their workplace and Faculty of Information culminating in a written report, demonstration, and/or oral presentation.

Workplace-integrated-learning is the umbrella term used to describe educational experiences that combine periods of in-class study with actual workplace experiences. Examples of workplace-integrated learning include internships, practicums, and co-operative education.

Pre-requisites

- Student must have completed all core and required courses in the ISD concentration

Course Objectives

1. In the workplace
Students will be able to do the following.
- Develop individual learning goals that are challenging, achievable and measurable.
- Reflect critically on their own learning through regular journaling.
- Reflect critically on the connections between their classroom learning (theoretical concepts, professional values, technical knowledge, ethics) and their onsite work project experiences through regular journaling and in conversation with workplace supervisors and/or course instructor
- Practice creative problem-solving for issues that arise during their work placement. These may be issues that the student experiences directly or indirectly through observation.
2. After the workplace
Following the successful completion of their workplace project, students will know how to put information systems and design techniques into practice.

Course Learning Outcomes

Upon completing this course students will have:

- expanded the depth and breadth of their professional and scholarly knowledge specifically with respect to their understanding of the wider social, cultural, political, economic and technological forces influencing professional practice.

Relationship Between Course Learning Outcomes and Program Learning Outcomes (as per iSchool website)

MI SLO#2  Students develop knowledge and values appropriate to their future exercise of economic, cultural, and/or social leadership, and thereby provide leadership in defining the social responsibility of information professionals to provide information services for all, regardless of age, educational level, or social, cultural, or ethnic background.

MI SLO#6 Students continue in life-long intellectual growth beyond graduation. The Executive Delivery Option of the ISD concentration is designed to maximize the student's ability to master the skills associated with long-term professional learning.

Structure of Course

8 month work experience at 35 hours per week.

Deliverables
- onsite visit or phone call with Director
- mid-term report (summary of journal entries --500 words, status of learning contract goals)
- final report (1,000 words), demonstration, and/or oral presentation
- employer evaluation