New Student Guide 2019-20
Welcome to the Information School

On behalf of the Information School staff, I would like to welcome you to the School. You are now part of the UK’s top library and information management school and I hope that you enjoy your time with us.

Your course will be challenging, but also exciting and rewarding, and staff in the School are here to help you throughout your studies.

You can find out more about key staff who can help you in this handbook and in your online handbook.

http://www.sheffield.ac.uk/is/current

Any member of staff will be happy to assist you with any queries that you may have. I look forward to meeting you all over the coming weeks.

Professor Val Gillet
Head of School

The University of Sheffield
Key Information.

Semester dates

<table>
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<tr>
<th>Intro Week</th>
<th>23 September to 27 September 2019</th>
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<td>Autumn Semester</td>
<td>30 September to 21 December 2019</td>
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<td>Christmas vacation – 4 weeks</td>
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<td>20 January to 8 February 2020</td>
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<td>Spring Semester</td>
<td>10 February to 4 April 2020</td>
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<td>Easter vacation – 3 weeks</td>
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<td>27 April to 13 June 2020</td>
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There is a range of activities and events taking place throughout Intro Week which are run by the University and the Students’ Union. There is something for everyone so make sure that you get involved and try out some of the events and activities. There is more information on the University website: www.sheffield.ac.uk/ssid/newstudents

Become a student rep

During Intro Week, you will be invited to nominate yourself to be a student rep. Our student reps are the voice of the students on your course and have a direct influence on the School and student experience through the Student-Staff Committee. Being a student rep will also develop your communication skills and will enhance your CV for your future career. You can find more information about student reps at: https://sites.google.com/a/sheffield.ac.uk/information-school-student-handbook/who-we-are/student-reps

Your University email account

You will be issued with a University of Sheffield email account when you register as a new student. The Information School and the University will use this to contact you about important matters during the year so it is essential that you check this email account regularly. You can manage your email preferences here: https://www.sheffield.ac.uk/optin/

Facilities

Wi-Fi

Free Wi-Fi access is available throughout the Information School and the rest of the Regent Court building, and in most other University buildings. All registered students have access to this service by entering their University username and password through the Eduroam wireless network.

Printing

All students have access to a pre-pay printing system through their student computer account. You can print to student printers from University computers or from your own laptop or desktop computer at home, and collect your items from a University printer of your choice using your Ucard.

iSpace

Located on the 2nd floor of Regent Court in the Information School, the iSpace is yours to use during office hours to work, to meet with other students or simply relax. You’ll find comfortable seating, work tables, Wi-Fi, open access PCs for short term use, a printing station and two bookable meeting rooms.

iLab

The iLab is a unique resource for studying how people interact with information resources such as Facebook, Twitter and the internet, and with devices such as mobiles,
Tablets and desktop computers. Students can use the iLab to carry out research projects from usability testing and evaluation of websites, to experimenting with how interruptions or multitasking affect how people work.

More information about our facilities can be found at [https://sites.google.com/a/sheffield.ac.uk/information-school-student-handbook/your-department/common-room](https://sites.google.com/a/sheffield.ac.uk/information-school-student-handbook/your-department/common-room)

**Key people**

The team at the Information School will be happy to help you with any queries that you have during your studies.

A number of staff have specific support and guidance roles assigned to them. Any student who requires advice or guidance in areas that are assigned to these staff members are encouraged to approach that member of staff. A list of staff with these responsibilities can be found at: [https://sites.google.com/a/sheffield.ac.uk/information-school-student-handbook/who-we-are/staff-academic-and-pastoral-responsibilities](https://sites.google.com/a/sheffield.ac.uk/information-school-student-handbook/who-we-are/staff-academic-and-pastoral-responsibilities)

You are likely to have contact with the following members of staff during your studies:

**John Bennett**  
Teaching and Learning Manager  
0114 222 6330  
j.bennett@sheffield.ac.uk  
John can help with any timetable, progression, module choice and regulations queries.

**Julie Priestley**  
Taught Programmes Administrator  
0114 222 2839  
j.priestley@sheffield.ac.uk  
Julie is first point of contact for all attending students, for any administration queries that you have about your course or assessments.

**Corrie Houton**  
Taught Programmes Administrator  
0114 222 2640  
c.houton@sheffield.ac.uk  
Corrie is first point of contact for all distance learning students, and processes extenuating circumstances requests.

**Paul Fenn**  
ICT Manager  
0114 222 2695  
p.fenn@sheffield.ac.uk  
Paul can help with any IT queries that you have.

**Andy Stones**  
ICT Technician  
0114 222 2639  
a.d.stones@sheffield.ac.uk  
Andy can help with any computer or equipment problems you have.

**Skye Xin Zhao**  
International Teaching Associate  
0114 222 2677  
xin.zhao@sheffield.ac.uk

**Further information**

Additional information to help you during your time with us can be found in your online student handbook: [http://www.sheffield.ac.uk/is/current](http://www.sheffield.ac.uk/is/current)
Details About Your Course.

**Programme learning outcomes**

The University publishes the learning aims and outcomes of every degree programme in the calendar in the form of programme specifications. There is a section on the calendar website where you can download the programme specifications for each Information School degree at: http://tiny.cc/regfinder

**Degree programmes**

The following postgraduate degree programmes are taught by the Information School:

- MSc Data Science
- MSc Digital Library Management
- MSc Information Management
- MSc Information Systems (delivered with the Department of Computer Science)
- MSc Information Systems Management (delivered with the Management School)
- MA Librarianship
- MA Library and Information Services Management (Distance Learning)
- MA Multilingual Information Management (delivered with the School of Languages and Cultures)

More information about our programmes can be found at: http://tiny.cc/proginfo

Your course will have a programme coordinator who can help you with queries about your study and your degree programme.

Information about changing your course can be found at: http://tiny.cc/makechanges
Contact Us.

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General Enquiries
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Web http://www.sheffield.ac.uk/is
Twitter: @InfoSchoolSheff