

School of Library and Information Studies
UNIVERSITY OF WISCONSIN-MADISON

Policy on Computer Competency

Policy.—It is the policy of the faculty of the School of Library and Information Studies that all entering students certify their computer competency. Competency is defined as rudimentary knowledge and experience in at least **three** of the following:

- word processing;
- spreadsheets (design and use);
- microcomputer-based data base, or file, management system [DBMS/FMS] (design and use);
- e-mail (send and read).

Students who cannot certify computer competency at the time of admission may be admitted with a "deficiency" which must be satisfied before completion of twelve credits or one calendar year – whichever comes first.

Procedures.—All applicants will be required to provide evidence to satisfy the computer competency requirements as part of the application process. The evidence may consist of one or more of the following:

- I. Documentation of successful completion of a college-level course taken for credit; normally shown on the student's transcript.
- II. Documentation of successful completion of informal or workshop-level instruction covering three of the four topics. Such instruction should represent a minimum duration of four hours of training/participation per topic. Documentation may vary; normally consists of certificate of completion; other supporting evidence may be requested at the time of admission if instruction was highly informal.
- III. Description of knowledge as acquired by self-study and/or work experience. The applicant should identify the type of knowledge, level of familiarity and experience (e.g., system design versus data entry).

Students admitted with a "deficiency" must present evidence of competency to their adviser before completion of twelve credits or one calendar year – whichever comes first. Upon removal of all deficiencies, the student must complete the Computer Competency Completion Form – including adviser's signature – and file it with the Student Records Manager. Deficiencies may be removed by satisfying one of the options listed above. For example, students may take and complete a computer course on campus, normally in another department or at another institution (such as Madison Area Technical College [MATC]). Students may also develop competency through continuing education courses/workshops that carry CEUs. (Students are responsible for any costs associated with these options.) Finally, the School's Laboratory Library had developed, and offers, a series of workshops each semester which may be used to document satisfaction of Option II. The workshops will be offered – by students, staff, and faculty – on a regular basis. Workshops will be formally scheduled only during those years in which at least 10% of the incoming class is admitted with "a deficiency."