Plan of Work
ARCHIVAL ADMINISTRATION CERTIFICATE
School of Library and Information Science

[THIS DOCUMENT IS AN INTEGRAL COMPONENT OF YOUR CAREER PLAN]

Name: _____ WSU ID: _____
Last First Maiden or Middle

Home Address: _____ City: _____

State: _____ Zip: _____ Country (if not U.S.): _____

Telephone: _____ E-mail: _____

Term/Year of First archival class taken: _____

Concentration: Archival Administration

COURSES COMPLETED AND PROPOSED

Core Courses

School	Term/Yr.	Dept.	Course	Course Title	Credits	Grade
WSU		INF	7710	Archival Administration	3	
WSU		INF	7780	Description and Access for Archives***	3	
WSU		INF	7970	Practicum: Archives	3	

Electives/Cognates (6 credit hours minimum)

School	Term/Yr.	Dept.	Course	Course Title	Credits	Grade
WSU		INF	6780	Records Management	3	
WSU		INF	7730	Administration of Visual Collections	3	
WSU		INF	7740	Archives & Libraries in the Digital World	3	
WSU		INF	7750	Introduction to Archival & Library Conservation	3	
WSU		INF	7770	Oral History	3	
WSU		INF	7885	Administration of Historical Agencies	3	
				Total number of credit hours required:	15	

**Program completion date: _____

Has Petition for Transfer of Graduate Credits been completed? Yes ☐ No ☐

Students must have faculty approval for all transfer credits.

Petition for Admission to Candidacy: _____
Student's signature Date

Plan of Work approved and Candidacy recommended by: _____
Advisor's signature Date

Candidacy authorized by SIS: _____
Reviewed by Date

* Under no circumstances may undergraduate credits be used toward this graduate degree

**All certificate requirements and course work must be completed within 3 years of first recorded semester grade to be used for certificate

*** Required course for all students taking 7710 during and after Fall 2016

STUDENTS MUST HAVE FACULTY APPROVAL FOR ANY CHANGES IN PLAN OF WORK PRIOR TO REGISTRATION

8/15/18