

**Plan of Work**  
**ARCHIVAL ADMINISTRATION CONCENTRATION**  
**Master 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.): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Term/Year of first SIS class taken: \_\_\_\_\_ Term/Year of orientation completed: \_\_\_\_\_

\*Career Pathway(s): \_\_\_\_\_ Archival Administration

\*Does not appear on official transcripts

**COURSES COMPLETED AND PROPOSED**  
**Core Courses (18 credit hours minimum)**

School	Term/Yr.	Dept.	Course	Course Title	Credits	Grade
WSU		INF	6010	Foundations for the Information Professions	3	
WSU		INF	6080	Fundamentals of Information Technology	3	
WSU		INF	6120	Access to Information	3	
WSU		INF	6210	Organization of Information	3	
WSU		INF	7040	Management and Leadership	3	
WSU		INF	7996	Research for the Information Professions	3	

**Required Courses (9 credit hours minimum)**

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)**

To fulfill the requirements of the Archival Administration Graduate Certificate, students must choose two (minimum) of the elective courses listed below. Students have the flexibility to combine one- and two-credit courses to fulfill the equivalent of a three-credit elective. However, this option is available only once as a substitution for a standard three-credit course.

School	Term/Yr.	Dept.	Course	Course Title	Credits	Grade
WSU		INF	6780	Introduction to Records and Information Management	3	
WSU		INF	6850	Grant Writing for Information Professionals and Archivists	2	
WSU		INF	7712	Intellectual Property for Information Professionals and Archivists	1	
WSU		INF	7715	Archival Reference	1	
WSU		INF	7730	Administration of Audio Visual Collections	3	
WSU		INF	7740	Archives and Libraries in the Digital World	3	
WSU		INF	7750	Introduction to Archival and Library Conservation	3	
WSU		INF	7770	Oral History: A Methodology for Research	3	
WSU		INF	7775	Primary Historic Records for Information Professionals and Archivists	1	
WSU		INF	7830	Community Engagement	3	
WSU		INF	7835	Community Archives	3	
WSU		INF	7885	Cultural Heritage Institutions: Management and Leadership	3	
WSU		INF	8850	Web Archiving	2	

**Electives/Cognates (9 credit hours minimum)**

School	Term/Yr.	Dept.	Course	Course Title	Credits	Grade
WSU						
WSU						
WSU						
WSU						
WSU						
WSU						
WSU						

**Total number of credit hours required:** 42

\*\*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 degree requirements and course work must be completed within 6 years of first recorded semester grade to be used for MLIS degree

\*\*\* Required course for all students taking 7710

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