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: _____

PROPOSED Core Courses (18 credit hours minimum)

*Career Pathway(s):
 Archival Administration
*Does not appear on official transcripts

COURSES COMPLETED AND

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	Advanced Issues in Information Sciences	2	

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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: Plan of Work

_____

_____ Student's signature Date

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

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