Plan of Work
ARCHIVAL ADMINISTRATION CERTIFICATE
School of Information Sciences
[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 archival class taken: _____

*Career Pathway(s):
 Archival Administration

*Does not appear on official transcripts

COURSES COMPLETED AND

PROPOSED Core Courses

To obtain the Graduate Certificate in Archival Administration, students must complete the following required 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)

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		
				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: Plan of Work

_____
_____ Student's signature Date

approved and

_____
_____

Candidacy recommended by: Advisor's signature Date

_____
_____Reviewed by Date

Candidacy authorized by SIS:

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

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