

# Plan of Work

## ARCHIVAL ADMINISTRATION CERTIFICATE

### 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: \_\_\_\_\_ Email: \_\_\_\_\_

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

Career Pathway: Archival Administration

**Note: All course numbers and course titles are [hyperlinked](#) to the course descriptions on the SIS website.**

### COURSES COMPLETED AND PROPOSED

#### **Core Courses (18 credit hours minimum)**

School	Term/Yr.	Dept.	Course	Course Title	Credits	Grade
WSU		INF	6010	Information in Society	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 - APPLICATION REQUIRED	3	

#### **SIS 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		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	7785	Website Preservation	2	
WSU		INF	7830	Community Engagement	3	
WSU		INF	7835	Community Archives	3	
WSU		INF	7885	Cultural Heritage Institutions: Management and Leadership	3	

### SIS Electives/Cognates (9 credit hours minimum)

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

**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

The [Master Schedule](#) lists all the courses in the school's catalog and indicates which term(s) the courses are offered.

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. Please note – this is not your graduation date.

When your POW form is filled, sign and save it as a PDF file. Open the document to confirm it is complete before sending. Email it to your faculty advisor as an attachment from your Wayne State email account.

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