

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: _____ Email: _____

Term/Year of first SIS class taken: _____ Term/Year of orientation completed: _____

Career Pathway: Archival Administration

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

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 - 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	
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

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