

**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	
<b>Total number of credit hours required:</b>					15	

