

# Archives and Records Management (ARM) Advising Sheet

## REQUIRED CORE COURSES (6 hours)

- INLS 777 Perspectives on Information, Technology, and People<sup>1</sup>
- INLS 776 Ethics, Values, and Society<sup>2</sup>

## MS CAPSTONE OPTIONS (6 hours)

Students can choose to either complete a research-based paper or a practicum project to fulfill the capstone requirement. Depending on your chosen option, you will complete either 778 or 779 in your 3<sup>rd</sup> semester. In your 4<sup>th</sup> semester you will complete either the paper or the practicum.

### OPTION 1: RESEARCH-BASED PAPER

- INLS 778 Research Methods and Proposal Development<sup>7</sup>
- INLS 992 Master's Paper<sup>8</sup>

### OPTION 2: PRACTICUM PROJECT

- INLS 779 Practicum Project Development<sup>7</sup>
- INLS 992 Master's Practicum<sup>8</sup>

### Footnotes:

<sup>1</sup> INLS 777 is taken in the fall of the first-year.

<sup>2</sup> INLS 776 is taken in the spring of the first-year.

<sup>3</sup> Must take both 755 and 757 to complete the *Information bin* requirement for ARM.

## ARCHIVES AND RECORDS MANAGEMENT BIN COURSES (18 hours)

- INLS 755 Archival Appraisal<sup>3</sup>
- INLS 757 Principles and Practices of Archival Description<sup>3</sup>
- INLS 525 Electronic Records Management<sup>4</sup>
- INLS 556 Introduction to Archives and Records Management<sup>4</sup>
- INLS 752 Digital Preservation and Access<sup>5</sup>
- INLS 753 Preservation of Library Materials<sup>5</sup>
- INLS 754 Access, Outreach, and Public Services in Cultural Heritage Repositories<sup>6</sup>
- INLS 759 Community Archiving<sup>6</sup>

### Footnotes continued:

<sup>4</sup> Must take both 525 and 556 to complete the *Services and Organization bin* requirement for ARM.

<sup>5</sup> **MSIS students:** take either 752 or 753, plus an additional technology bin course of your choice to complete the *Technology bin* requirement.

<sup>5</sup> **MSLS students:** take either 752 or 753 to complete the *Technology bin* requirement.

<sup>6</sup> Take either 754 or 759 to complete the *People and Communities bin* requirement for ARM

<sup>7</sup> INLS 778 or INLS 779 is taken in the fall of the second year.

<sup>8</sup> INLS 992 is taken in the spring of the second year.

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**SUGGESTED ELECTIVE STREAMS (18 hours)**

The elective class groupings below are just suggestions as these are the two directions that SILS sees many archives students focus on. Please feel free to build your own set of electives based off your own interests, desired skills, or potential career outcomes. *You only need to take 6 elective courses for a total of 18 credit hours.*

**OPTIONAL: SPECIAL COLLECTIONS/ RARE BOOKS FOCUS**

- INLS 509 Information Retrieval
- INLS 520 Organization of Information
- INLS 550 History of the Book
- INLS 558 Principles and Techniques of Storytelling
- INLS 585 Management for Information Professionals
- INLS 685 Project Management: Strategies and Applications
- INLS 721 Cataloging Theory and Practice
- INLS 737 Inclusive Information Services for Specific Populations
- INLS 740 Digital Libraries: Principles and Applications
- INLS 749 Art and Visual Information Management
- INLS 782 Library Assessment
- INLS 783 Library Instruction and Pedagogy
- INLS 841 Seminar in Academic Libraries
- INLS 857 Seminar in Rare Books

**OPTIONAL: DIGITAL CURATION FOCUS**

- INLS 465 Understanding Information Technology for Managing Digital Collections
- INLS 509 Information Retrieval
- INLS 520 Organization of Information
- INLS 523 Introduction to Database Concepts and Applications
- INLS 561 Digital Forensics
- INLS 582 Systems Analysis and Design
- INLS 685 Project Management: Strategies and Applications
- INLS 720 Metadata Architecture and Applications
- INLS 740 Digital Libraries: Principles and Application
- INLS 751 Data Governance
- INLS 765 IT Foundations for Digital Collections
- INLS 890-141 Digital Curation Workflows

**TAKE NOTE:**

- A total of 48 credit hours are required to earn either the MSIS or the MSLS degree.

**OPTIONAL: BUILD YOUR OWN FOCUS**

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