ARCHIVAL ADMINISTRATION (GRADUATE CERTIFICATE)

The Graduate Certificate in Archival Administration was established both for individuals entering the archival profession and for those with experience in the field. The certificate program provides a professional education to individuals wishing to identify, preserve, and make archival records accessible for use.

The Archival Administration certificate includes courses which teach students basic archival theory, methods and practice of appraisal, arrangement, description, preservation, reference, and the legal and ethical concerns regarding traditional, visual, and electronic records. In addition, other courses include records management, historical institutions and an archival practicum.

This program is open to students with baccalaureate degrees from accredited universities, students with advanced degrees, and students enrolled in other Wayne State University graduate programs.

Admission Requirements

Admission to the School is contingent upon admission to the Graduate School (https://bulletins.wayne.edu/graduate/general-information/admission/). In addition, Graduate Certificate in Archival Administration applicants must satisfy the following criteria:

1. Possess an undergraduate degree from an accredited college or university.
2. Have an undergraduate grade point average of 2.75 or better or possess another degree beyond the bachelor's degree. Applicants with an undergraduate grade point average between 2.50 and 2.74 can satisfy this requirement by one of the Alternative Admissions methods (http://sis.wayne.edu/admissions/alternative-admissions.php).
3. Meet the technology requirements (http://sis.wayne.edu/admissions/technology.php).
4. Submit a Statement of Purpose (https://sis.wayne.edu/forms/personal-statement.pdf) reflecting relevant personal and academic background and experience. The statement should be a minimum of 250 words and a maximum of 500 words (1-2 pages).
5. Submit a current resume or curriculum vitae.

Application:

1. Complete and submit the online Graduate Admission Application form (http://gradadmissions.wayne.edu/apply.php).
2. Compose a Statement of Purpose (pdf) (https://sis.wayne.edu/forms/personal-statement.pdf) and upload it to your application.
3. Upload a current resume or curriculum vitae with your application.
4. Request official transcripts from each university you have attended and have them sent directly to Graduate Admissions (https://gradschool.wayne.edu/contact), Wayne State University, Detroit, MI, 48202.

Student Learning Outcomes - GCAA

Students who successfully complete the Graduate Certificate in Archival Administration at the Wayne State University School of Information Sciences will be able to:

1. Describe the history, intent, challenges, and issues of archival management as a profession.
2. Develop the ability to preserve, organize and create access for the historic record.
3. Recognize professional processes to identify, conserve, store, and re-format various informational forms from historic to current.
4. Analyze the intellectual content of archival material to create optimal access (i.e., archival description) and designate long-term historic importance (i.e., archival appraisal).
5. Translate archival theory into professional engagement to better their communities.
6. Determine the best uses of technology for archives and their communities.
7. Support and respect a diverse user base through research, communication skills, and collections.
8. Recognize the importance of advocacy, outreach, education, ethics, and professional values for an archive.
9. Apply leadership and best practices to manage, budget, and implement projects.

Program Requirements

Students in graduate certificate programs at Wayne State must maintain a minimum grade point average of 3.0. The fifteen-credit Archival Administration Certificate includes nine credits of required coursework and six credits of elective coursework. Students working concurrently on the M.L.I.S. degree and the Certificate in Archival Administration are required to complete an additional six credits beyond the thirty-six required for the M.L.I.S. degree.

Students must complete fifteen credits selected from the following:

Code	Title	Credits
Required Courses		**9**
INF 7710	Archival Administration	3
INF 7780	Description and Access for Archives	3
INF 7970	Practicum: Archives	3
Electives		
Select two of the following:		6
INF 6780	Introduction to Records and Information Management	3
INF 7730	Administration of Audio Visual Collections	3
INF 7740	Archives and Libraries in the Digital World	3
INF 7750	Introduction to Archival and Library Conservation	3
INF 7770	Oral History: A Methodology for Research	3
INF 7885	Cultural Heritage Institutions: Management and Leadership	3