



Archives, Records, and Information Management Specialization Checklist

The following checklist includes all required courses for completion of the Archives, Records, and Information Management Specialization, effective as of Fall 2013. See page two for example programs of study.

Core Courses - 12 credits

Within the first 18 credits of the program:

- LBSC 602: Serving Information Needs
- LBSC 631: Achieving Organizational Excellence
- LBSC 671: Creating Information Infrastructures

After completion of 24 credit hours:

- LBSC 791: Designing Principled Inquiry

Field Study Requirement – 3 credits

- LBSC 703: Field Study in Archives, Records, and Information Management

Specialization Requirements - 12 credits

- LBSC 605: Archival Principles, Practices, and Programs
- LBSC 684: Archival Arrangement and Description
- LBSC 781: Access Techniques and Systems for Archives
- LBSC 785: Documentation, Collection, and Appraisal

Elective Courses – 9 credits

- Elective 1: _____
- Elective 2: _____
- Elective 3: _____

Below are sample programs of study. These programs are aligned with the two-year course plan and reflect when courses will be offered. However, it is not required that you move through the program in this order. For information about when courses will be offered, please refer to the public two-year course plans located at <http://ischool.umd.edu/content/course-schedules>.

If you are taking 3 courses per semester:

Fall 1	<ul style="list-style-type: none"> • LBSC 602: Serving Information Needs • LBSC 605: Archival Principles, Practices, and Programs • LBSC 631: Achieving Organizational Excellence
Spring 1	<ul style="list-style-type: none"> • LBSC 671: Creating Information Infrastructures • LBSC 781: Access Techniques and Systems for Archives • Elective 1: _____
Fall 2	<ul style="list-style-type: none"> • LBSC 684: Archival Arrangement and Description • Elective 2: _____ • Elective 3: _____
Spring 2	<ul style="list-style-type: none"> • LBSC 791: Designing Principled Inquiry • LBSC 703: Field Study in Archives, Records, and Information Management • LBSC 785: Documentation, Collection, and Appraisal

If you are taking 2 courses per semester:

Fall 1	<ul style="list-style-type: none"> • LBSC 602: Serving Information Needs • LBSC 631: Achieving Organizational Excellence
Spring 1	<ul style="list-style-type: none"> • LBSC 671: Creating Information Infrastructures • LBSC781: Access Techniques and Systems for Archive
Fall 2	<ul style="list-style-type: none"> • LBSC 605: Archival Principles, Practices, and Programs • LBSC 684: Archival Arrangement and Description
Spring 2	<ul style="list-style-type: none"> • Elective 1: _____ • LBSC 785: Documentation, Collection, and Appraisal
Fall 3	<ul style="list-style-type: none"> • Elective 2: _____ • Elective 3: _____
Spring 3	<ul style="list-style-type: none"> • LBSC 791: Designing Principled Inquiry • LBSC 703: Field Study in Archives, Records, and Information Management