

**Master of Science in Information
Archives and Records Management Specialization
Tracking and Planning Sheet (TAPS) - for students entering Fall 2008**

Name: _____

Email: _____

All students must also complete the MSI Core Requirements and reach a total of 48 credits for the MSI degree. Carry Specialization credit totals and related PEP credits from this sheet over to the MSI Core Requirements and Degree Credit Summary TAP sheet, attached to this document and available at si.umich.edu/msi/taps. **Courses denoted with □ will be offered every other year.**

Requirements for Archives and Records Management Specialization

Students must complete 15 credits from the following list, including SI 580 which is required.

Course #	Title	Term	Credits	Includes PEP Credits	Credits Completed
ARM					
SI-580	Understanding Records and Archives: Principles and Practices (Required)	F / W	3		
SI-528	Records Management: Principles and Practices	F	3		
SI-581	Preserving Information	F	1.5		
SI-602	Special Topics: Practical Engagement Workshop in Digital Preservation	W09	1.5		
SI-625 □	Digital Preservation	W09	1.5		
SI-629	Access Systems for Archival Materials	F	3		
SI-632	Appraisal of Archives	W	3		
SI-637	Research Seminar on Archives and Institutions of Social Memory	F	3		
SI-640	Digital Libraries and Archives	W09	3		
SI-644 □	Advanced Preservation Administration	W09	1.5		
SI-651 □	Physical Treatment Processes for Preservation Administrators	W09	1.5		
SI-655	Management of Electronic Records	W09	3		
SI-690	Internship/Field Experience {max 3 credits in a relevant setting }	F/W	1-6	1-6	
SI-692 □	Practical Engagement Workshop in Archives and Records	W	3	3	
Total					
Associate Dean (signature)			Date		
Auditor (signature)			Date		

Master of Science in Information MSI Core Requirements and Degree Summary Tracking and Planning Sheet (TAPS) - Fall 2008		Name: _____ Email: _____			
Course Number & Title		Term	Credits	Includes PEP Credits	Credits Completed
Foundation Courses:					
SI-500	Information in Social Systems: Collections, Flows, and Processing	F	3		
SI-501	Contextual Inquiry and Project Management	F	3	3	
SI-502	Networked Computing: Storage, Communication, and Processing	F / W	3		
Distribution Courses (Management, Methods): Distribution courses also on your specialization list can double count for both. Write "DC" in the Credits Completed column if a course is already on your specialization TAPS. Visit http://www.si.umich.edu/msi/msi-reqs.htm to learn more about how to have a distribution requirement waived.					
Management: 3 Credits from following list (or obtain waiver)					
SI-530	Principles in Management	W	3		
SI-626	Management of Libraries and Information Services	W	3		
SI-627	Managing the Information Technology Organization	W	3		
SI-638 [□]	School Library Media Management	W09	3		
SI-663	Entrepreneurship in the Information Industry	F	3		
SI-680	Incentive-Centered Design: Contracting and Signaling	W	1.5		
Research Methods: 3 Credits from following list (or obtain waiver)					
SI-544	Introduction to Statistics and Data Analysis	W	3		
SI-562	Microeconomics for Information Professionals	F	1.5		
SI-563	Game Theory	F	1.5		
SI-601	Data Manipulation	F	1.5		
SI-618	Exploratory Data Analysis	F	1.5		
SI-622	Evaluation of Systems and Services	W	3		
SI-623	Outcome-based Evaluation of Programs and Services	W	3	1	
SI-724	Qualitative Methods		3		
SI-840	Research Methods	F	3		
SI-860	Research Methods Course in Experimental Methods	W	3		
External Cognate Courses: 3 Credits (see si.umich.edu/msi/msi-reqs.htm for details on cognate requirement).					
	Course Number & Title	Term	Credits	PEP Credits	Credits Completed
Additional Courses: (credit based internships and/or electives)					
	Course Number & Title	Term	Credits	PEP Credits	Credits Completed
Attach Specialization or Tailored TAP sheet(s) with course/credit details					
Total Specialization or Tailored Credits (copy from Specialization TAP sheet) = _____					
Total PEP Credits = _____ Min. 8/Max. 15; Do not add PEP Credits to Credits Completed or Total Degree Credits			Total Degree Credits = _____ (48 credits required)		

Associate Dean:(signature) _____ Date: _____

Auditor: (signature) _____ Date: _____