

**Master of Science in Information
Archives and Records Management Specialization
Tracking and Planning Sheet (TAPS) - for students entering Fall 2009**

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.

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-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	W	3		
SI-655	Management of Electronic Records	W	3		
SI-690	Internship/Field Experience (max 3 credits in a relevant setting)	F/W	1-6	1-6	
<p>Note: SI 581 plus any other 1.5-credit Preservation of Information class may be combined to satisfy 3 credits toward the ARM specialization. Please list the additional 1.5 credit course below SI 581. See the PI TAPS for course options.</p>					
SI- 581	Preserving Information	F	1.5		
			1.5		
			Total		
_____		Date	_____		
Associate Dean (signature)					
_____		Date	_____		
Auditor (signature)					

**Master of Science in Information
MSI Core Requirements and Degree Summary
Tracking and Planning Sheet (TAPS) - Fall 2009**

Name: _____

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Course #	Title	Term	Credits	Includes PEP Credits	Credits Completed
Foundation Courses:					
SI-500	Information in Social Systems: Collections, Flows, and Processing	F			
SI-501	Contextual Inquiry and Project Management	F		3	
SI-502	Networked Computing: Storage, Communication, and Processing <small>(place out policy http://www.si.umich.edu/courses/502/policy/)</small>	F/W			
<p>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.</p> <p>Management: 3 Credits from following list (or obtain waiver)</p>					
SI-523	Special Topics: Information and Control	F	3		
SI-530	Principles in Management	W	3		
SI-617	Choice Architecture	W	3		
SI-626	Management of Nonprofit Libraries and Information Services	W	3		
SI-627	Managing the Information Technology Organization	F	3		
SI-638	School Library Media Management	W	3		
SI-663	Entrepreneurship in the Information Industry	F	3		
SI-680	Incentive-Centered Design: Contracting and Signaling	W	1.5		
<p>Research Methods: 3 Credits from following list (or obtain waiver)</p>					
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	W	1.5		
SI-618	Exploratory Data Analysis	W	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	W	3		
SI-840	Research Methods	F	3		
SI-860	Research Methods Course in Experimental Methods	W	3		
<p>External Cognate Courses: 3 Credits (see si.umich.edu/msi/msi-reqs.htm for details on cognate requirement).</p>					
	Course Number & Title	Term	Credits	PEP Credits	Credits Completed
<p>Additional Courses: (credit based internships and/or electives)</p>					
	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) = _____