

ARM Specialization Coursework Tracking and Planning Sheet (TAPS) For Students Entering Fall 2004

Name _____
Email _____

Foundations (12 Credits Required)

Course Title	Course Number	Term Offered	Possible Credits	Term Taken	Credit Rec'd.	PEP Point
The Use of Information	501	F	3			1
Choice & Learning	502	W	3			
Search & Retrieval	503	W	3			
Social Systems & Collections	504	F	3			

TOTAL FOUNDATION CREDITS (Must equal at least 12)

ARM Specialization Courses

Course Title	Course Number	Term Offered	Possible Credits	Term Taken	Credit Rec'd.	PEP Point
Understanding Records & Archives (<i>Required</i>)	580	F	3			
Access Systems for Archival Materials	629	F	3			
Res Sem on Archives & Institutions of Soc Mem	637	F	3			
Management of Electronic Records	655	W	3			1
Practical Engagement Workshop in Archives&Records	692	W	3			3
Preserving Information	581	W	3			
Appraisal of Archives	632	W	3			

Required

Choose at least four additional courses

TOTAL ARM SPECIALIZATION CREDITS (Must equal at least 15)

Cognates (see requirements on back pages)

Course Title	Course Number	Term Offered	Possible Credits	Term Taken	Credit Rec'd.	PEP Point	Faculty Advisor Approval (signature or attachment)

Course Electives

Course Title	Course Number	Term Offered	Possible Credits	Term Taken	Credit Rec'd.	PEP Point	Cognate or Transfer? If Yes, attach approval form***
							Yes / No
							Yes / No
							Yes / No
							Yes / No
							Yes / No
							Yes / No
							Yes / No

TOTAL COURSE CREDITS
 TOTAL PEP POINTS
 (Must Equal At Least 48) (Must Equal At Least 6)

Associate Dean

Date

Auditor

Date

**School of Information
Cognate Requirement
ARM**

Requirements for cognate courses:

1. All students must satisfactorily complete one graduate-level course (minimum of 3 credits) outside SI; the course must be approved by the student's advisor.

Any student may meet this requirement by taking a graduate-level course in a UM School or Department other than SI.

Students who enter SI with an advanced degree or who were enrolled previously in a graduate degree program may meet this requirement with graduate-level courses taken at another university or in another School or Department at U of M. To be eligible, this course must not have been previously counted towards a degree.

And

2. Students in the Archives & Records Management must take either:
 - a. one graduate-level course in SI that counts toward the requirements for a specialization outside the student's area of study; or
 - b. one additional graduate-level cognate course in a School or Department other than SI. To be eligible, this course must not have been previously counted towards a degree. Graduate-level courses that could count toward a student's specialization cannot count as a cognate course.
3. All cognate courses must be approved by the student's advisor.

Students may take up to two graduate-level courses (6 credits) in a School or Department other than SI. One additional course (for a total maximum of three courses) outside SI is possible with approval by the advisor and the Associate Dean for Professional Programs.

Cognate Requirement
(All MSI students must complete Part A and an option from Part B)

	Part A	Part B Options
Students specializing in ARM, HCI, IEMP or LIS (including School Library Media without teaching certification)	One graduate-level cognate course (minimum of 3 credits) in a School or Department other than SI	a) One 1 graduate-level course in a School or Department other than SI. <p style="text-align: center;">or</p> b) One cognate course in SI that counts towards the requirements for a specialization other than the student's area of study
Students in the tailored MSI degree	One graduate-level cognate course (minimum of 3 credits) in a School or Department other than SI	a) One graduate-level course in a School or Department other than SI. <p style="text-align: center;">or</p> b) Two cognate courses in SI that count towards the requirements for two different specializations.

NB: Students previously enrolled in graduate programs or with advanced degrees may count prior graduate-level course work at another university or in UM departments and schools other than SI.

All Cognate courses must be approved by the student's advisor