

**Master of Science in Information  
Archives and Records Management (ARM) Specialization  
Tracking and Planning Sheet (TAPS) - for students entering Fall 2007**

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](http://si.umich.edu/msi/taps).

**Requirements for Archives and Records Management (ARM) 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
<b>ARM</b>					
SI-580	<b>Understanding Records and Archives: Principles and Practices (Required)</b>	F / W	3		
SI-581	Preserving Information	F	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-644	Advanced Preservation Administration	F	1.5		
SI-655	Management of Electronic Records	F	3		
SI-692	Practical Engagement Workshop in Archives and Records	W	3	3	
				<b>Total</b>	
Associate Dean (signature)			Date		
Auditor (signature)			Date		

<b>Master of Science in Information MSI Core Requirements and Degree Summary Tracking and Planning Sheet (TAPS) - Fall 2007</b>		Name: _____			
		Email: _____			
Course Number & Title		Term	Credits	Includes PEP Credits	Credits Completed
<b>Foundation Courses:</b>					
<b>SI-500</b>	Information in Social Systems: Collections, Flows, and Processing	F	3		
<b>SI-501</b>	Contextual Inquiry and Project Management	F	3	1	
<b>SI-502</b>	Networked Computing: Storage, Communication, and Processing	F	3		
<b>Distribution Courses (Management, Methods):</b> 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.					
<b>Management:</b> 3 Credits from following list (or signature to waive)					
<b>SI-530</b>	Principles in Management	W	3		
<b>SI-626</b>	Management of Specialized Information Services	W	3		
<b>SI-627</b>	Managing the Information Technology Organization		3		
<b>SI-638</b>	School Library Media Management	W	3		
<b>SI-663</b>	Entrepreneurship in the Information Industry	F	3		
<b>SI-676</b>	Law and Management of the Information Corporation	F	3		
<b>Research Methods:</b> 3 Credits from following list (or signature to waive)					
<b>SI-544</b>	Introduction to Statistics and Data Analysis	W	3		
<b>SI-562</b>	Microeconomics for Information Professionals	F	1.5		
<b>SI-563</b>	Game Theory	F	1.5		
<b>SI-601</b>	Data Manipulation	F	1.5		
<b>SI-618</b>	Exploratory Data Analysis	F	1.5		
<b>SI-622</b>	Evaluation of Systems and Services	W	3	1	
<b>SI-623</b>	Outcome-based Evaluation of Programs and Services	W	3	1	
<b>SI-724</b>	Qualitative Methods	W	3		
<b>SI-840</b>	Research Methods	F	3		
<b>SI-860</b>	Research Methods Course in Experimental Methods	W	3		
<b>Cognate Courses:</b> 6 Credits (see <a href="http://si.umich.edu/msi/msi-reqs.htm">si.umich.edu/msi/msi-reqs.htm</a> for details on cognate requirement).					
	Course Number & Title	Term	Credits	PEP Credits	Credits Completed
<b>Additional Courses:</b> (credit based internships and/or electives)					
	Course Number & Title	Term	Credits	PEP Credits	Credits Completed
<b>Attach Specialization or Tailored TAP sheet(s) with course/credit details</b>					
Total Specialization or Tailored Credits (copy from Specialization TAP sheet) = _____					
<b>Total PEP Credits =</b> _____ Min. 6/Max. 15; do not add to Credits Completed or Total Degree Credits			<b>Total Degree Credits =</b> _____ (48 credits required)		

Associate Dean: (signature) \_\_\_\_\_ Date: \_\_\_\_\_ | \_\_\_\_\_ (initial) Methods Waiver \_\_\_\_\_ (initial) Management Waiver

Auditor: (signature) \_\_\_\_\_ Date: \_\_\_\_\_