

Master of Archival Studies

Graduate Handbook

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**I. Vision, Mission and Values**

Clayton State University's Master of Archival Studies (MAS) is an exceptional program that prepares professionals for careers in government, businesses, and collecting archives. The program emphasizes digital archives and electronic records. Because the program concentrates on archives and records, it offers more in-depth study than students would receive in a library, information science, or public history program. Its innovative blend of traditional archival knowledge with information technology responds to the need for professionals who understand contemporary records and recordkeeping systems.

**Vision**

Graduates of the Archival Studies Program will be successful digital archivists who are committed to curating comprehensive, trustworthy collections of records that merit long-term preservation. They will be well-grounded in theoretical knowledge and practical skills of archives. They will understand the impact of technology on the profession and will have the knowledge and skills to work with information technologists and to manage digital information. They will know how to work in a rapidly changing environment, finding innovative solutions to the challenges of digital archives.

**Mission**

The Master of Archival Studies Program at Clayton State University provides students with a broad education in archival theory and practice. Graduates will master the core archival functions, of appraisal and description, arrangement and description, reference and access, outreach, preservation, and management of records in all formats, especially digital formats, in accordance with best practices, law, and professional ethics.

**Values**

The Master of Archival Studies is founded on three principles:

* Thinking systematically, holistically about the archival enterprise
* Strategic planning and actively implementing tactics to achieve goals
* Use of professional judgment in the practical application of theory and principles.

**II. Master of Archival Studies Learning Outcomes**

The MAS program has seven learning outcomes based on the Guidelines for a Graduate Program in Archival Education[[1]](#footnote-1) and the “knowledge necessary for archival work” as defined in the Academy of Certified Archivists’ Handbook[[2]](#footnote-2)

Students will be able:

1. To explain the value and role of archives in government, business, and society, and to analyze the nature and use of records as evidence and cultural memory
2. To appraise and acquire records in all formats by identifying and synthesizing a variety of approaches in order to build trustworthy collections that provide a comprehensive, accurate, and authentic understanding of the past.
3. To arrange, describe, and support discovery of archival materials by identifying and applying best practices and standards.
4. To encourage the use of archives and to provide reference service to diverse patrons by evaluating their information needs and recommending relevant records.
5. To preserve traditional and digital archival materials.
6. To apply professional, legal, and ethical principles in order to protect privacy, intellectual property, and other interests associated with the collections.
7. To explain and demonstrate how technology has transformed the nature of records and archival practice.

Learning outcomes are assessed annually and the assessment report is posted on the Clayton State Academic Planning and Assessment website.

**III. Master of Archival Studies Program Faculty**

The faculty in the Master of Archival Studies Program are well-qualified educators and practitioners who have extensive experience in archives.

Current faculty members are:

**Mr. Joshua Kitchens**: Mr. Kitchens holds the BA in history from Georgia College, an MA in Applied History from George Mason University, and a Masters of Archival Studies from Clayton State University. Mr. Kitchens is currently working on a Ph.D. in Public History at Georgia State University. Mr. Kitchens was formerly Associate Professor and Archivist at Georgia College & State University in Milledgeville, GA. In addition, Mr. Kitchens is a certified archivist and serves on the Examination Development Committee for the Academy of Certified Archivists. Mr. Kitchens serves as the Director for the Master of Archival Studies Program and teaches in the program.

**Dr. Aisha M. Johnson-Jones**: Dr. Johnson-Jones holds the B. S. in Political Science, Master of Library and Information Science and Ph.D in Information Science/Studies from Florida State University. In addition to her position as Lecturer in Archival Studies at Clayton State University, Dr. Johnson-Jones served as Head of Special Collections/Archivist at Fisk University, Head of Special Collections and Archives at University of North Georgia, and is currently the Supervisory /archivist at the Jimmy Carter Presidential Library and Museum.

Part time faculty include qualified practitioners at various archives, including the Georgia Archives in Morrow, GA.

**IV. Admission to the Master of Archival Studies Program**

The program currently admits students for fall enrollment only. Completed applications received by 15 June will be given priority review. Applications received after that date may be accepted on a space-available basis. International students should submit applications by 1 May.

Individuals interested in the program are encouraged to contact Joshua Kitchens, Director of the Archival Studies Program.

To apply, a prospective student should submit the following:

* Completed application (<https://www.clayton.edu/graduate>) for admission to the School of Graduate Studies, application for admission to the Master of Archival Studies, and a $50 application fee. The application fee is non-refundable and may not be applied to any other university fees should you be accepted. These forms are submitted electronically using the online application, which is available on the School of Graduate Studies website.
* An official copy of transcripts of all previous undergraduate and graduate work. Admission to the Master of Archival Studies program requires a baccalaureate degree from an accredited college or university with a minimum 3.0 grade point average on a 4.0 scale. Please note: The School of Graduate Studies cannot be held responsible for delays that occur during the mailing process.
* Official Scores on the Graduate Record Exam (GRE) mailed directly from the Educational Testing Service (ETS). The GRE institution code for Clayton State University is 5145. Students may petition to have the GRE waived based on advanced degrees or professional experience.
* Test of English as a Foreign Language (TOEFL) scores for international applicants are required for individuals who did not earn a baccalaureate degree from a United States institution and whose native language is not English. The minimum score on the written TOEFL is 550, 78 on the internet-based test, and 213 on the computer-based test. The TOEFL may be waived for an applicant who has earned a baccalaureate degree from a regionally accredited institution in the United States.
* Three letters of recommendation that comment on the applicant's potential for success in a graduate academic program. Letters may be sent by email directly graduate@clayton.edu.  Physical letters should be placed in sealed envelopes and contain the signature of the person writing the recommendation across the seal. Please note: When completing the online application for graduate admission, applicants will have the opportunity to send your recommenders an email so that they can submit your letter of recommendation electronically. Once submitted, an online application cannot be updated to enter your recommenders contact details.
* An application essay that responds to three questions:” What is an archives?“; “What does an archivist do?”; and “What are your professional goals?”  See the instructions below formore details.
* Completion and submission of an immunization form indicating exemption as all courses are fully online.  MAS students do not have to provide immunization records.  For more information, please contact University Health Services at 678-466-4940.

Note: At this time, the program can accept students from most, but not all, states.  Please contact the program director to see if you are eligible.

**V. Application Essay Instructions**

Prospective students should submit a brief application essay that describes their impressions, observations, and opinions in response to the three questions below. The essay may be entirely your perspective.  If it includes references to external sources, note those sources.

Essays are not expected to respond to every point listed under each question; instead emphasize the aspects of the profession that most interest you.

**What is an archives?**
Consider the differences that distinguish archives from libraries, museums, and other cultural memory organizations.  Discuss the kinds of materials archives collect and how they differ from the what libraries and museums collect.  Explain the role archives serve within an organization, community, or society.  Describe how archives are changing in the digital era.

**What does an archivist do?**
Consider the differences among archivists and other information professions, such as librarians, records managers, museum curators, and information technologists.  Distinguish an archivist’s work from that of a historian.  Describe tasks archivists perform when working with records, and the knowledge and skills do archivists need to perform those tasks.

**What are your professional goals?**
Consider the kind of work do you want to do as an archivist and the types of archives you might work in.  Describe the kinds of activities do you see yourself doing five or ten years after graduating.

The essay should be 750 to 1,000 words (approximately two to three pages, double spaced).  It should be a well-organized narrative, not a sequence of questions and answers.  The ideas should be organized logically, building on each other, demonstrate your ability to write at the graduate level.

**VI. Degree Requirements and Curriculum**

Students must complete 36 semester hours of course work with a minimum B (3.0) grade point average. During the course of the graduate program, eighteen (21) semester credit hours will be in areas defined as core archival knowledge that provides the theoretical and practical basis necessary to work as a professional archivist. Nine hours of archival electives are required that allow students some flexibility and specialization in the program. In addition to these courses, students must choose either a Thesis or Capstone option. Student choosing the thesis option will take six (6) hours in directed research and thesis. Students choosing the Capstone option will take six hours that include a required capstone course taken their final semester and the option of conducting directed research, having an archival internship, or participating in an Archival experience over the summer.

### **Core Archival Knowledge (21 Hours Required)**

* ARST 5000 - Principles and Practices in Archives (3)
* ARST 5100 - Archives and Technology (3)
* ARST 5150 - Preservation of Archival Records (3)
* ARST 5170 - Reference, Access, and Outreach (3)
* ARST 5200 - Arrangement and Description of Archival Materials (3)
* ARST 5300 - Digital Preservation (3)
* ARST 5500 - Archival Appraisal and Selection (3)

### **Archival Electives (9 Hours Required)**

* ARST 5110 - Archives and the Web (3)
* ARST 5250 – Digital Curation and Preservation Tools (3)
* ARST 5400 - Records Management (3)
* ARST 6610 - Law, Ethics and Archives (3)
* ARST 6620 - Managing Archives (3)
* ARST 6800 - Research Methods (3)
* ARST 6890 – Special Topics (3)
* ITFN 5000 - Intermediate Database Design for Archives (3)

### **Research and Capstone (6 Hours Required)**

**Capstone Option**

* ARST 6900 – Directed Research (3)
* ARST 6901 – Archives Internship (3)
* ARST 6902 – Applied Archival Experience (3)
* ARST 6950 – Capstone (3) (required)

**Thesis Options**

* ARST 6900 – Directed Research (3) (required)
* ARST 6999 – Thesis (3) (required)

**Course Descriptions**

#### **ARST 5000 - PRINCIPLES AND PRACTICES IN ARCHIVES (3-0-3)**

Introduction to the fundamentals of archival theory and functions, including core domains of selection, appraisal, and acquisition; arrangement and description; reference services and access; preservation and protection; outreach, advocacy, and promotion; managing archival programs; and professional, ethical, and legal responsibilities. Emphasis on the importance of key archival principles, including respect for provenance, original order, authenticity, evidence, and value. Examination of the different types of archives and the formal, physical, and technical characteristics of records in a wide range of formats. Discussion of the importance of historical records, the role of archives in society, and the nature of records and recordkeeping systems. Introduction to research techniques and tools using archival materials. Investigation of the influence of technology on archival theory, method, and practice. Prerequisites: None

#### **ARST 5100 - ARCHIVES AND TECHNOLOGY (3-0-3)**

Overview of information technology concepts, including hardware, operating systems, programming languages, data storage and backup, networking, and security. Introduction to practical technology skills, including design and implementation of simple relational databases and procedural programming languages. Investigation of technology's impact on and role in archival practice. Analysis of the wide range of digital record formats and their distinguishing characteristics, including databases and web content. Introduction to the challenges of acquiring, preserving, and providing access to digital records. Identification of common archival standards for metadata, including MARC format, Encoded Archival Description, and Dublin Core. Prerequisite: ARST 5000

#### **ARST 5110 - ARCHIVES AND THE WEB (3-0-3)**

Examination of the Web and other resources on the Internet as a source of archival records and as a means to disseminate and promote the use of archival collections. Investigation of the complexities of capturing content from the web and strategies for harvesting web content. Using principles of information organization to review and analyze websites as archival collections. Introduction to practical web markup skills to create webpages with dynamic content derived from a database, to develop a web architecture, and to maintain a website. Prerequisite: ARST 5100

#### **ARST 5150 - PRESERVATION OF ARCHIVAL RECORDS (3-0-3)**

Overview of the considerations, priorities, and methods that archival professionals and repositories use when preserving records in all formats, including the principles and ethics of preservation within the context of an archival repository. Examination of the physical characteristics of analog and digital formats. Discussion of risks that cause degradation, such as poor environment, theft, and damage from disasters. Strategies to protect collections including environmental control, security, disaster preparedness, reformatting and digitization, storage and handling, conservation treatment, and preservation planning. Emphasis on integrating preservation principles into all archival functions.

#### **ARST 5170 - REFERENCE AND OUTREACH PROGRAMS FOR ARCHIVES (3-0-3)**

Examination of methods to provide effective customer service for users of archives; to ensure the security of archival material during use; to document research use; and researcher education. Discussion of the importance of promoting an archival program within its parent organization and to outside constituencies and the ways in which archival records are used for research. Other topics include practical methods for the administration of access, copyright, privacy, confidentiality, donor-imposed restrictions, and open records laws. Use of reference and access tools in both electronic and print format as well as skills important to making archival records available via the Internet. Prerequisite: ARST 5000

#### **ARST 5200 - ARRANGEMENT AND DESCRIPTION OF ARCHIVAL MATERIALS (3-0-3)**

In-depth and applied study of the intellectual and physical organization of archival material in all media and formats. Examination of the core principles and standards underlying the processes of arrangement and description, their evolution over time, and their application to different types of archival collections in multiple settings. Applying methods to and exploring future practices within the digital environment. Learn to arrange and describe archival collections to preserve their original context of creation and promote use by researchers. Prerequisite: ARST 5000

#### **ARST 5300 - DIGITAL PRESERVATION (3-0-3)**

Builds on the introduction to electronic records presented in preceding courses and addresses the particular challenges of digital materials associated with all aspects of archival management. Introduction to archival aspects of media longevity, technological obsolescence and compatibility; authenticity and integrity; backup, preservation and security; system documentation; and metadata. Application of the Open Archival Information System Reference Model and the Trusted Repository Audit Criteria. Knowledge to develop policies and procedures to address administrative responsibilities, organizational viability, financial sustainability, technological suitability, system security, and accountability. Comparison and evaluation of different implementations of digital archives systems. Application of current best practices to demonstrate the authenticity of digital records and to manage collections of digital records. Prerequisites: ARST 5100, ARST 5150

#### **ARST 5400 - RECORDS MANAGEMENT (3-0-3)**

Overview of the principles and practices of records management in public and private organizations. Includes records in all media and formats created or received in the conduct of business activities. Explores the relationship of records management to archival functions and institutions. Challenges and opportunities related to the convergence of information management domains and disciplines in the life cycle control of content and records. Prerequisite: ARST 5000, ARST 5500

#### **ARST 5500 - ARCHIVAL APPRAISAL/RESOURCE SELECTION AND EVALUATION (3-0-3)**

Framework of appraisal theory and its importance in archival work. Introduction to practical methods and procedures to identify, evaluate, acquire, authenticate, and dispose of records in all formats. Review of methodologies to guide appraisal work and to make informed professional decisions concerning the selection and acquisition of archival material. Addresses issues of collection development policies, ownership and intellectual rights. Prerequisite: ARST 5000

#### **ARST 6610 - LAW, ETHICS AND ARCHIVES (3-0-3)**

Investigation of legal and ethical issues based on laws, regulations, rules, and cultural practices. Examination of the legal basis of access to records, rights of privacy and publicity, and use of records in legal proceedings. Emphasis on intellectual property rights, including copyrights and cultural property rights. In-depth discussion of professional expectations for ethical conduct and the core values of the archival profession. Prerequisite: ARST 5000

#### **ARST 6620 - MANAGING ARCHIVES (3-0-3)**

Introduction to general management principles and practices intended for archivists working in all types of organizations. Investigation of archivists' responsibility to document and preserve cultural memory. Topics include planning, budgeting, organizational theory, staffing, leadership, facilities, grant writing, budget and finances, and communication. Discussion of collaborative partnerships and relationships with information technologists, stakeholders, boards of directors, resource allocators, and others. Prerequisite: ARST 5000, ARST 5200, ARST 5300, ARST 5500

#### **ARST 6800 - RESEARCH METHODS (3-0-3)**

Investigation of how research is integral to the archival profession. Explore the fundamental principles and practices of humanities and social science research, including historical interpretations, qualitative and quantitative methods, analysis and evaluation of data from a variety of sources, and making appropriate conclusions. Evaluate archival operations from the perspective of researchers. Pre-requisites: ARST 5000

#### **ARST 6890 - SPECIAL TOPICS IN ARCHIVAL STUDIES (3-0-3)**

Examination of current topics related to archives, including new practices in the core archival functions, the use of technology to facilitate curation, and the impact of new technologies. Prerequisite: Permission of Instructor

#### **ARST 6900 - INTERNSHIP/DIRECTED RESEARCH (3-V-6)**

Internships provide practical experience and the observation of the professional work of others in a recognized archival repository under the supervision of an experienced professional archivist. Implement the knowledge acquired by the student in course work as well as provide insight into the basic functions and activities performed by archivists or records personnel. Directed research provides students with an opportunity to investigate some aspect of archives in depth, resulting in a defined project or research paper. Prerequisites: ARST 5000, ARST 6800

#### **ARST 6999 - THESIS (1-V-6)**

In-depth examination of some aspect of archives based on original ideas and research, supported by existing scholarship. Prerequisite: Completion of all course work leading to the Master of Archival Studies. Prerequisite: ARST 5000, ARST 6800

#### **ITFN 5000 - INTERMEDIATE DATABASE DESIGN FOR ARCHIVES (3-0-3)**

Building on previous courses, investigate the practical knowledge and skills necessary to produce a well-designed database that enables the timely delivery of accurate information in a useful form. Includes identifying information needs within an organization, specifying user and organizational requirements, constructing a conceptual model for databases, and transforming the conceptualization into a relational data model. Normalize and instantiate the model into a database application using SQL Server. Pre-requisite: ARST 5100, ARST 5110

**VII. Graduation Requirements**

A candidate for graduation is subject to the catalog requirements that are in effect at the time the student entered his/her graduate degree program and the degree plan of study developed by the end of the first semester of study.

**Total Hours and Grade Point Average Requirement:** MAS students must have earned a minimum of thirty-six (36) semester credit hours with an institutional GPA of at least 3.0 calculated using all graduate courses taken. A student must be in good academic standing and enrolled in at least one (1) credit hour at the time of graduation.

**Comprehensive Exam Requirement:** In order to successfully graduate from the MAS program, students taking the capstone track must successfully pass the comprehensive exam. Students will complete the exam at the end of ARST 6900 Capstone. Students who do not pass the exam during that course will have no more than three attempts to successfully pass the exam provided the re-take does not exhaust the maximum number of unsatisfactory grades allowed by the School of Graduate Studies. Students who do not pass the exam will be dismissed from the program.

**Application for Graduation:** All students pursuing a degree from Clayton State University must submit an **Application for Graduation to the School of Graduate Studies** two semesters in advance of the intended graduation. The deadlines for submitting an application are at http://www.clayton.edu/registrar/graduation#GraduationApplicationDeadlines. Students may be graduated at the end of any semester in which they fulfill the degree requirements of the University. Currently, formal commencement ceremonies are held in May and December each year. Diplomas are available for pick up six to eight weeks after the end of the semester. Diplomas not picked up will be mailed to the current address on file.

**VIII. Academic Policies**

#### **CLAYTON STATE UNIVERSITY NOTEBOOK COMPUTER POLICY**

It is the policy of Clayton State University that every student own or have ready, on demand access to a notebook computer to use for academic assignments and communications. This will often, but not always, require taking the computer to class. For hardware and software specifications and additional details, go to the University's ITP-Choice website.

#### **ACADEMIC PROGRESS**

Students shall complete course work within six (6) years to earn the MAS degree. Any student who exceeds the six-year time limit for completing a degree must apply for admission to the degree program as a new student and begin a new planned program of study. Course credit over six years old will not be accepted in the new program. Other previous course work will be evaluated on the basis of its applicability to the new program of study. To remain a student in good standing, degree candidates must maintain a B (3.0) average and must take at least one class per academic year in which the candidate is enrolled. Full-time enrollment for graduate students is nine (9) semester hours. Graduate students in good standing may enroll for twelve (12) semester hours in any semester with the approval of the MAS Director.

Students admitted on a provisional basis are limited to six (6) semester credit hours during their provisional semester. Failure to maintain at least a B (3.0) grade point average during the provisional semester will result in dismissal.

#### **ADVISING**

In order to keep students on track for completing the degree, the MAS program director will serve as advisor to all students. The student will be required to meeting, either in person or virtually, with his or her advisor each semester before registering for courses each semester.

#### **RESIDENCY REQUIREMENT**

To receive a graduate degree from Clayton State University, a student must complete at least 27 semester hours of program requirements at Clayton State University. All of these 27 hours must be completed after the student has been admitted to the degree program.

#### **TRANSFER CREDIT**

Graduate work taken at other Commission of Colleges (COC) regionally accredited institutions must be evaluated and approved by the MAS program director in order to satisfy degree requirements at Clayton State University. Such transfer credit:

* cannot be for courses over five (5) years old and must satisfy the six-year time limit rule to count toward degree credit
* cannot exceed nine (9) semester hours
* cannot reduce residency requirements

No grade below B (3.0) will be accepted. Transfer grades are not used in calculating semester, summer term or cumulative grade-point averages. A student with transfer credit is required to complete the capstone thesis option.

#### **DEFERRAL**

Students admitted to the program may defer their admission for one semester.

#### **WITHDRAWAL**

Students may withdraw from one or more courses any time before the last three (3) weeks of the semester. To withdraw they should complete an official withdrawal form in the Office of the Registrar. Students who officially withdraw from courses before mid-semester will receive a "W" in those courses and receive no credit. They will not, however, suffer any academic penalty. Students who officially withdraw after mid-semester (and before the last three (3) weeks of the semester) will receive a "WF," which will be counted as an "F" in the calculation of their grade point average regardless of their current grade. Exact withdrawal dates will be published in the official academic calendar and are subject to approval by the Board of Regents. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades. The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances that are fully documented. Students will receive refunds only when they withdraw from all their classes and only by the schedule outlined in the university System refund policy.

#### **HARDSHIP WITHDRAWAL**

A student desiring to be considered for a hardship withdrawal must complete the official withdrawal process and submit a Hardship Withdrawal Request Form to the dean of the school of the student's major. The Hardship Request form may be obtained from the Registrar online ([**http://www.clayton.edu**](http://www.clayton.edu)) or in person.

To be eligible for hardship withdrawal, a student must have experienced an emergency or other unanticipated hardship that makes continuation in the course or courses ill-advised.

**IX. Grade Appeals and Processes to Address Student Concerns**

**X. Academic Honesty**

In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. Students are encouraged to discuss freely with faculty, academic advisers, and other members of the university community any questions pertaining to the provisions of this policy. In addition, students are encouraged to avail themselves of programs in establishing personal standards and ethics offered through the university’s Counseling Center. The examples and definitions given below are intended to clarify the standards by which academic honesty and academically honorable conduct are to be judged. The list is merely illustrative of the kinds of infractions that may occur, and it is not intended to be exhaustive. Moreover, the definitions and examples suggest conditions under which unacceptable behavior of the indicated types normally occurs; however, there may be unusual cases that fall outside these conditions that also will be judged unacceptable by the academic community.

**Plagiarism**

Plagiarism is presenting another person’s work as one’s own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student’s work as one’s own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the faculty member. Failure to indicate the extent and nature of one’s reliance on other sources is also a form of plagiarism. Any work, in whole or in part, taken from the Internet or other computer-based resource without properly referencing the source (for example, the URL) is considered plagiarism. A complete reference is required in order that all parties may locate and view the original source. Finally, there may be forms of plagiarism that are unique to an individual discipline or course, examples of which should be provided in advance by the faculty member. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness, and the consequences of violating this responsibility.

**Cheating on Examinations**

Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, computer-based resources, texts, or “crib sheets” during an examination (unless specifically approved by the faculty member), or sharing information with another student during an examination (unless specifically approved by the faculty member). Other examples include intentionally allowing another student to view one’s own examination and collaboration before or after an examination if such collaboration is specifically forbidden by the faculty member.

**Unauthorized Collaboration**

Submission for academic credit of a work product, or a part thereof, represented as its being one’s own effort, which has been developed in substantial collaboration with another person or source or with a computer-based resource is a violation of academic honesty. It is also a violation of academic honesty knowingly to provide such assistance. Collaborative work specifically authorized by a faculty member is allowed.

 **Falsification**

It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment, or proceeding (e.g., false or misleading citation of sources, the falsification of the results of experiments or of computer data, false or misleading information in an academic context in order to gain an unfair advantage).

**Multiple Submissions**

It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however, the student is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

**Evidence and Burden of Proof**

In determining whether or not academic dishonesty has occurred, the standard that should be used is that guilt must be proven by a preponderance of the evidence. This means that if the evidence indicating that academic dishonesty occurred produces a stronger impression and is more convincing as to its truth when weighed against opposing evidence, then academic dishonesty has been proved. In other words, the evidence does not have to be enough to free the mind from a reasonable doubt but must be sufficient to incline a reasonable and impartial mind to one side of the issue rather than to the other. Evidence as used in this statement can be any observation, admission, statement, or document that would either directly or circumstantially indicate that academic dishonesty has occurred. Procedures for Resolving Matters of Academic Dishonesty Please refer to “Procedures for Adjudicating Alleged Academic Conduct Infractions” located at

**XI. Appendices**

1. Plan of Study Worksheet

2. Course Rotation

**Master of Archival Studies**

**Plan of Study Work Sheet**

**Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester Enter:\_\_\_\_\_\_\_\_\_\_\_\_ Projected Completion:\_\_\_\_\_\_\_\_\_\_\_**

**Course Load:\_\_\_\_\_\_\_\_\_\_\_**

**Core Archival Knowledge (21 Hours Required)**

|  |  |  |
| --- | --- | --- |
| **Course Title** | **Semester Taken** | **Hours** |
| ARST 5000 - Principles and Practices in Archives (3)  |  |  |
| ARST 5100 - Archives and Technology (3)  |  |  |
| ARST 5150 - Preservation of Archival Records (3)  |  |  |
| ARST 5170 - Reference, Access, and Outreach (3) |  |  |
| ARST 5200 - Arrangement and Description of Archival Materials (3)  |  |  |
| ARST 5300 - Digital Preservation (3) |  |  |
| ARST 5500 - Archival Appraisal and Selection (3) |  |  |
| Total Hours |  |  |

**Archival Electives (9 Hours Required)**

|  |  |  |
| --- | --- | --- |
| **Course Title** | **Semester Taken** | **Hours** |
| ARST 5110 - Archives and the Web (3)  |  |  |
| ARST 5250 – Digital Curation andPreservation Tools (3)  |  |  |
| ARST 5400 - Records Management (3)  |  |  |
| ARST 6610 - Law, Ethics and Archives (3)  |  |  |
| ARST 6620 - Managing Archives (3)  |  |  |
| ARST 6800 - Research Methods (3)  |  |  |
| ARST 6890 – Special Topics (3)  |  |  |
| ITFN 5000 - Intermediate Database Design for Archives (3) |  |  |

**Research and Capstone (6 Hours) Chose One option**

|  |  |
| --- | --- |
| **Capstone Option: \_\_\_\_\_\_** | **Thesis Option:\_\_\_\_\_\_** |
| **Course Title** | **Semester Taken** |  **Hours** | **Course Title** | **Semester Taken** |  **Hours** |
| ARST 6900 – Directed Research (3)  |  |  | ARST 6900 – Directed Research (3) (required) |  |  |
| ARST 6901 – Archives Internship (3)  |  |  | ARST 6999 – Thesis (3) (required) |  |  |
| ARST 6902 – Applied Archival Experience (3) |  |  |  |  |  |
| ARST 6950 – Capstone (3) (required) |  |  |  |  |  |

MAS Course Rotation

Core Courses

|  |  |
| --- | --- |
|  Course Title | Term Offered |
| ARST 5000 - Principles and Practices in Archives (3)  | **Every Fall** |
| ARST 5100 - Archives and Technology (3)  | **Every Fall** |
| ARST 5150 - Preservation of Archival Records (3)  | **Every Fall** |
| ARST 5170 - Reference, Access, and Outreach (3)  | **Every Spring** |
| ARST 5200 - Arrangement and Description of Archival Materials (3)  | **Every Spring** |
| ARST 5300 - Digital Preservation (3)  | **Every Fall** |
| ARST 5500 - Archival Appraisal and Selection (3) | **Every Spring** |

Elective Courses

|  |  |
| --- | --- |
| Course Title | Term Offered (*Every other Year*) |
| ARST 5110 - Archives and the Web (3)  | **Spring** |
| ARST 5250 – Digital Curation and Preservation Tools (3)  | **Spring** |
| ARST 5400 - Records Management (3)  | **Spring** |
| ARST 6610 - Law, Ethics and Archives (3)  | **Summer** |
| ARST 6620 - Managing Archives (3)  | **Fall** |
| ARST 6800 - Research Methods (3)  | **Fall** |
| ARST 6890 – Special Topics (3)  | **Summer** |
| ITFN 5000 - Intermediate Database Design for Archives (3) | **Not Currently in Rotation** |

Capstone/Theses Courses

|  |  |
| --- | --- |
| Course Title | Term Offered |
| ARST 6900 – Directed Research (3)  | **Fall, Spring, Summer (At Student Request)** |
| ARST 6901 – Archives Internship (3)  | **Fall, Spring, Summer (At Student Request)** |
| ARST 6902 – Applied Archival Experience (3)  | **Not Currently in Rotation** |
| ARST 6950 – Capstone (3)  | **Every Spring** |
| ARST 6999 – Thesis (3) | **Fall, Spring, Summer (At Student Request)** |

1. Society of American Archivists, 2005, 2011. http://www2.archivists.org/gpas [↑](#footnote-ref-1)
2. ***Handbook for Archival Certification*** (Academy of Certified Archivists, 2017), <https://www.certifiedarchivists.org/get-certified/role-delineation-statement/>

 General knowledge maps to Outcomes 2. Domain 2 to Outcome 3. Domain 3 to Outcome 4. Domain 4 to Outcome 5. Domain 5 (Outreach and advocacy) to Outcome 1. Domain 6(Management) covered in depth as an elective course and touched on in all outcomes. Domain 7 corresponds to Outcome 6. ACA does not separate Outcome 7 as a separate domain but includes technical knowledge and skills statements under the different domains. [↑](#footnote-ref-2)