

ARCHIVAL STUDIES, MAS

Penelope Cliff, Director
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Interested Applicants

Visit the Department of Archival Studies webpage (<https://www.clayton.edu/cstem/archival-studies/>).

You may also contact the department by email (penelopecliff@clayton.edu) or by phone at: (678) 466-4447.

To apply, visit the Clayton State (<https://www.clayton.edu/graduate/>) **University School of Graduate Studies webpage**. (<https://www.clayton.edu/graduate/>)

Mission and Goals

Graduates of the Master Archival Studies Program will be successful 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. Graduates will also understand the impact of the technology on the profession and will have the knowledge and skills to work with information technologists and to manage digital information; and they will know how to work in a rapidly changing environment, finding innovative solutions to the challenges of both analog and digital archives.

The Master of Archival Studies Program at Clayton State University provides students with an education grounded archival theory and practice and also examine the changing technical nature of records. At its core discussion of records is a discussion of the many different people, cultures, and ideas that lead to the creation of those records. This means that we will be striving to present course content and assignments that allow each of us to explore, engage, question, and ultimately hear each unique, diverse and inclusive understandings of archives. Through this effort we hope that our students will understand key functions of record keeping practices and archival work in a diverse climate and changing world.

The curriculum is founded on the guidelines for archival education published by the Society of American Archivists and the Academy of Certified Archivists Role Delineation Statements.

Through courses incorporating archival principle, technology, and practical experience, students will be able to:

- Understand the principles of archival science and how archives are distinguished from libraries, museums, and other information professions;
- Understand records and record keeping systems and how they are changing in a digital environment;
- Acquire the knowledge and skills basic to all archival functions, including appraisal and selection, arrangement and description, reference and access, preservation and protection, outreach, and management of archival programs;
- Understand the role records play in a diverse and changing society.
- Understand the archival profession's legal and ethical obligations; and

- Understand the technical skills necessary to work with digital materials.

Application Information

Students may begin the program at any time. Information about the application and admission process is available in the School of Graduate Studies section of this catalog and on the web at <http://www.clayton.edu/graduate> (<http://www.clayton.edu/graduate/>).

Advising

In order to keep students on track for completing the degree, the MAS director and faculty will serve as advisors to all students. The student will be required to meet with his or her advisor before registering for courses each semester.

Academic Policies

Information regarding academic progress, residency requirements, transfer credit, application deferral, acceptance deferral, withdrawal from a course(s), and hardship withdrawal policies is in the School of Graduate Studies section of this catalog and on the web at <http://www.clayton.edu/graduate> (<http://www.clayton.edu/graduate/>).

Requirements

Students must complete thirty-six (36) semester hours of course work with a minimum grade point average of 3.0. During the course of the graduate program, twenty-one (21) semester credit hours should be in areas defined as core archival knowledge that provides the theoretical and practical basis necessary to work as a professional archivist. Nine hours (9) will be in Archival elective courses.

Students are to choose between a Thesis or Capstone option. Students will take six hours (6) in this area.

Students taking the research option will complete a thesis, and students taking the capstone option will take a comprehensive exam.

Program Learning Outcomes

Graduates of this program will be able to:

- Explain the value and role of record keeping in a complex, dynamic, and diverse world.
- Make decisions on the value of records in order to document subjects in a trustworthy and authentic way.
- Explain the core functions of record keepers, including archivist and records managers, and how these professions facilitate and aid the capture, discovery and use of materials.
- Explain best methods for preserving recorded information regardless of format.
- Understand how record creation, capture, and preservation is impacted by legal, ethical, social, cultural, and technical forces that need to be understood, managed and actively challenged.

Program Requirements

Code	Title	Credit Hours
Required Core Archival Knowledge Courses		21
ARST 5000	Princ. & Practices in Records	3
ARST 5100	Archives, Records and Tech	3

ARST 5150	Preservation, Archival Records	3
ARST 5170	Reference, Access and Outreach	3
ARST 5200	Arrang & Desc of Archival Mat	3
ARST 5300	Digital Preservation	3
ARST 5500	Archiv Appraisal/Select/Eval	3
Archival Electives		9
Choose three from the following:		
ARST 5110	Archives and the Web	
ARST 5250	Digital Curation, Preservation	
ARST 5400	Records Management	
ARST 6610	Law, Ethics and Records	
ARST 6620	Managing Archives	
ARST 6800	Research Methods	
ARST 6890	Special Topics in Archives	
Research and Capstone Tracks		6
Choose one track from the following:		
Research Track (p. 2)		
Capstone Track (p. 2)		
Total Credit Hours		36

Research Track

Code	Title	Credit Hours
ARST 6900	Directed Research	3
ARST 6999	Thesis	3

Capstone Track

Code	Title	Credit Hours
Choose one from the following:		3
ARST 6900	Directed Research	
ARST 6901	Archives Internship	
ARST 6902	Applied Archives Experience	
Capstone Track required course(s)		
ARST 6950	Archives Capstone (required)	

Faculty

Penelope "Penny" Cliff

Jordon Steele