**THE UNIVERSITY OF THE WEST INDIES**

**DEPARTMENT OF LIBRARY AND INFORMATION STUDIES**

**Master of Arts in Archives & Records Management (MA-ARCM)**

**Course List – 2021/2022**

| **Year** | **Sem.** | **Course Code** | **Title** | **Credits** | **Lecturer** |
| --- | --- | --- | --- | --- | --- |
| **1** | **1** | **ARCM6001**  (core course) | Fundamentals of Archives & Records | 3 | Dr. Stanley Griffin |
| **1** | **1** | **ARCM6006**  (core course) | Memory and Recordkeeping in the Caribbean | 3 | Dr. Stanley Griffin |
|  | **1** | **ARCM6010** | Methods of Inquiry for Archives & Records | 3 | Mr. Norman Malcolm |
| **1** | **1** | **LIBS6106**  (core course) | Management of Library & Information Units | 3 | Dr. Rosemarie Heath |
| **1** | **2** | **ARCM6002**  (core course) | Acquisition, Organization & Access of Archival Materials | 3 | Dr. Stanley Griffin |
| **1** | **2** | **ARCM6003**  (core course) | Preservation of Archival Materials in Tropical Environments | 3 | TBA |
| **1** | **2** | **ARCM6004**  (core course) | Records Management in the Digital Age | 3 | Dr. Stanley Griffin |
| **1** | **Summer** | **ARCM6005** | Practicum in an approved archives/records management facility | 3 | Mr. Mark-Jeffery Deans (Fieldwork Coordinator) |
| **2** | **2** | **LIBS6401**  (core course) | Research Methods in Library & Information Work | 3 | Dr. Yan Wu |
| **2** | **1&2** | **ARCM6009** | Research Paper (10,000 – 15,000 words) | 6 | Supervisor to be assigned |
| **Electives** | | | | | |
|  | **1** | **LIBS6501** | Information Technology I | 3 | Dr. Yan Wu |
|  | **2** | **LIBS6002** | Information, Communication and Society | 3 | Dr. Ruth Baker-Gardner |

**Students are required to obtain a minimum of thirty-six (36) credits consisting of:**

Core Courses: 21 credits

Electives: 6 credits

Practicum: 3 credits

Research Project: 6credits

Total: 36 credits

Revised August 2021