The purpose of this program planning guide is to suggest courses available in the School of Library and Information Studies or in other departments at the University of Oklahoma that would support an emphasis on preparation for a career in Archives. It is not intended as a checklist or a list of requirements for a focus in this area, nor is it intended to be a comprehensive listing of every course that might be appropriate for an individual student who wishes to emphasize this area. This guide should be used in consultation with your adviser to determine which courses would best serve your career goals, taking into account your previous education and experience. This guide is intended for students who do not elect the thesis option.

Required and elective courses are listed below. The courses in the required level must be included on your Program Plan. Elective courses are selected in consultation with your faculty adviser to design a program that will meet your career goals.

**Required Courses, 18 hours; six courses:**

LIS 5033 Information and Knowledge Society  
LIS 5023 Management of Information and Knowledge Organizations (pre/corequisite 5033)  
LIS 5043 Organization of Information and Knowledge Resources (pre/corequisite 5033)  
LIS 5053 Information Users in the Knowledge Society (pre/corequisite 5033)  
LIS 5063 Information and Communication Technology (pre/corequisite 5033)  
LIS 5713 Research Methods OR LIS 5733 Evaluation Methods (pre/corequisite 5033)

**Electives, 18 hours; six additional courses selected from the following courses, or from appropriate courses in other units under adviser’s guidance (thesis students may count a maximum of 6 hours of thesis credit toward the degree):**

**Management of Libraries and Information Centers**

LIS 5223 Information Technology Management (prerequisites: LIS 5033, LIS 5023, LIS 5063)  
LIS 5243 Academic Library Administration (prerequisites: LIS 5033, LIS 5023)  
LIS 5253 Community Relations and Advocacy (prerequisites: LIS 5033, LIS 5023)  
LIS 5263 Organizational Learning and Learning Organizations (prerequisites: LIS 5033, LIS 5023)  
LIS 5273 Public Library Administration (prerequisites: LIS 5033, LIS 5023)  
LIS 5283 School Library Center Administration (prerequisites: LIS 5033, LIS 5023)  
LIS 5293 Special Library and Information Center Administration (prerequisites: LIS 5033, LIS 5023)
Organization of Information

LIS 5403 Cataloging and Classification (prerequisites:  LIS 5033, LIS 5043)
LIS 5413 Indexing and Abstracting (prerequisites:  LIS 5033, LIS 5043)
LIS 5443 Collection Development and Management (prerequisites:  LIS 5033, LIS 5043)
LIS 5453 Digital Collections (prerequisites:  LIS 5033, LIS 5043, LIS 5063)
LIS 5473 Document and Records Management (prerequisites:  LIS 5033, LIS 5043)

Archival Studies

LIS 5343 Archival Concepts and Traditions (prerequisite:  LIS 5033)
LIS 5463 Archival Representation and Use (prerequisite:  LIS 5033, LIS 5043, LIS 5343)
LIS 5563 Archival Appraisal (prerequisites:  LIS 5033, LIS 5053, LIS 5343)
LIS 5653 Preservation of Information Materials (prerequisites:  LIS 5033)
LIS 5990 Archival Arrangement and Description (prerequisite:  LIS 5033, LIS 5043, LIS 5343)

User Services

LIS 5123 Literature and Methods for Readers’ Advisory Services (prerequisites:  LIS 5033, LIS 5053)
LIS 5133 Biomedical Bibliography and Reference Materials (prerequisite:  LIS 5033)
LIS 5143 Government Information (prerequisite:  LIS 5033)
LIS 5163 Biomedical Databases (prerequisite:  LIS 5133)
LIS 5173 Multicultural Librarianship (prerequisite:  LIS 5033)
LIS 5183 Books and Materials for Children (prerequisite:  LIS 5033)
LIS 5193 Books and Materials for Young Adults (prerequisite:  LIS 5033)
LIS 5503 Information Literacy and Instruction (prerequisites:  LIS 5033, LIS 5053)
LIS 5513 Information Sources and Services  (prerequisites:  LIS 5033, LIS 5053)
LIS 5523 Online Information Retrieval (prerequisites:  LIS 5033, LIS 5053)
LIS 5533 Introduction to Instructional Technology (cross-listed with EIPT 5533)
LIS 5553 Competitive Intelligence (prerequisites:  LIS 5033, LIS 5053)

Information Technology

LIS 5633 Design and Implementation of Web-based Information Services (prerequisite:  LIS 5033, LIS 5043)
LIS 5683 Database Design for Information Organizations (prerequisite:  LIS 5033)
LIS 5990 Networks and Information Management Systems (prerequisite:  LIS 5033)
Independent Projects in Library and Information Studies

LIS 5823 Internship in Library/Information Centers (prerequisite: 18 hours of LIS coursework, including one-half of the required courses, permission of the supervising instructor)
LIS 5920 Directed Research (1-3 hours) (prerequisite: LIS 5713)
LIS 5940 Directed Project (1-3 hours) (prerequisite: 24 hours of LIS coursework and permission of instructor and adviser)
LIS 5960 Directed Readings (1-3 hours) (prerequisite: 15 hours of LIS coursework and permission of instructor and adviser)
LIS 5970 Special Topics/Seminar (1-3 hours)
LIS 5980 Research for Master’s Thesis (2-6 hours)
LIS 5990 Special Problems (1-3 hours)

End of Program Assessment Options; in addition to course requirements, the Graduate College requires all candidates for an advanced degree to complete an end of program assessment. For the MLIS, the School offers three options:

1. Comprehensive examination
2. Thesis
3. Portfolio

OTHER UNIVERSITY OF OKLAHOMA DEPARTMENT ELECTIVES

ANTH 5803 Theories of Identity
ANTH 5223 Theories of Culture
ANTH 5213 Ethnographic Methods
NAS 5023 Native Cultural Aesthetics and the Heritage Industry
NAS 5313 Tribal Historic Preservation
NAS 5803 American Indian Federal Law & Policy
NAS 5973 Research Methods in Native American Studies
NAS 5413 Tribal Governance and Leadership
P SC 5183 Public Budgeting and Finance
P SC 5243 Managing Public Programs
P SC 5733 Contemporary Political Theory

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