

## Archives Concentration Advising Checklist

Review this form with your concentration adviser each semester. When your concentration has been completed and certified by your adviser, please ask your adviser, to upload the completed form to our Moodle advising site.

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

**Class Yr:** .

**Email:** \_\_\_\_\_

**Major(s):** .

**Major Adviser(s):** \_\_\_\_\_

**Concentration Adviser:** \_\_\_\_\_

**Requirements** - 21 credits and two practical experiences:

1. **One (1) Gateway course:** 1-2 credits  
**ARX 141**, What I Found/Do in the Archives (1 credit, spring semester)
2. **Four (4) electives:** 16 credits, see approved courses link on website
3. **One (1) ARX 340 Capstone seminar:** 4 credits, culminating in an integrative project
4. **Two (2) practical experiences:** see "resources," "approval form" and "documenting your practical experiences" links on website

Note: A student may count a maximum of three (3) courses toward the Concentration that are also counted toward her major.

| Course Dept/Number<br>(ex: ARX 140)  | Course Title<br>(ex: Exploring the Archives) | Semester/Year Completed<br>(ex: interterm 2011) |
|--|--|---|
| <b>A. Gateway Course (s)</b>   |  |   |
| 1. _____   | _____  | _____   |
| 2. _____   | _____  | _____   |
| <b>B. Electives</b>  |  |   |
| 1 _____  | _____  | _____   |
| 2. _____   | _____  | _____   |
| 3. _____   | _____  | _____   |
| 4. _____   | _____  | _____   |
| <b>C. Capstone Seminar (spring)</b><br>(include brief project description and faculty adviser)   |  |   |
| <b>D. Two Approved Practical Experiences</b><br>Location, supervisor, brief description, (see "documenting your practical experiences" link ) Beginning and End Dates: |  |   |
| 1. _____   | _____  | _____   |
| 2. _____   | _____  | _____   |

**Concentration Adviser Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

The notation of the concentration will be added to your transcript once all requirements are complete and certification is received by the registrar. Completed forms are due in the registrar's office no later than the end of the first week of the student's final semester.