

Post-Baccalaureate Certificate in Archival Administration

About This Program

The Certificate in Archival Administration equips students to apply historical knowledge and methodology in non-academic settings such as private businesses or public historical agencies (e.g., archives, museums, preservation societies). The certificate may be pursued concurrently with the Master of Art in History (Archival Administration).

Competencies

1. Upon completion, students will understand and be able to explain the environment, role, and work of archivists.
2. Upon completion, students will understand the technological, ethical, and legal issues that archivists face.
3. Upon completion, students will be able to identify the current trends impacting archives.
4. Upon completion, students will recognize and be able to define the basic concepts and theories fundamental to modern archival science.
5. Upon completion, students will be able to integrate basic archival concepts and theories while processing archival collections.
6. Upon completion, students will be able to appraise, accession, arrange, re-house, describe, and catalog archival collections using current best practices/archival standards.

Admissions Criteria

The following students may enroll in this program:

- Anyone with a Master's in Library Science (MLS) degree;
- Anyone with an MA in History
- Anyone interested in pursuing an MA in History while pursuing the Archival Administration Certificate
- Students already holding an MA or PhD degree in history or a related field, as well as students enrolled in graduate programs other than history, who desire only a certificate in archival administration should consult the Graduate Advisor.

Because this certificate is attached to a graduate degree, it cannot be earned by those with only a BA.

Curriculum

HIST 5342	PRINCIPLES OF ARCHIVES AND MUSEUMS I	3
HIST 5343	PRINCIPLES OF ARCHIVES AND MUSEUMS II	3
HIST 5644	ARCHIVAL/PUBLIC HISTORY INTERNSHIP	6
Total Hours		12

Advising Resources

Applicants should apply through ApplyUTA and have three letters of recommendation and writing samples sent separately to the grad advisor. First-time college students are also encouraged to reach out to the graduate advisor before applying.

Location:

MA Advisor

310 University Hall

PhD Advisor

322 University Hall

Email:

HistoryMAadvisor@uta.edu

HistoryPhD@uta.edu

Phone:

817-272-2861

Web:

MA Advising info (<https://www.uta.edu/academics/schools-colleges/liberal-arts/departments/history/study-with-us/graduate/masters/masters-advising/>)

PhD Advising info (<https://www.uta.edu/academics/schools-colleges/liberal-arts/departments/history/study-with-us/graduate/phd/phd-advising/>)