THE UNIVERSITY OF THE WEST INDIES
DEPARTMENT OF LIBRARY AND INFORMATION STUDIES

Master of Arts in Archives & Records Management (MA-ARCM)
Course List – 2022/2023

Sem.	Course Code	Title	Credits	Lecturer
1	**ARCM6001** (core course)	Fundamentals of Archives & Records	3	Dr. Stanley Griffin
1	**ARCM6006** (core course)	Memory and Recordkeeping in the Caribbean	3	Dr. Stanley Griffin
1	**ARCM6010** (core course)	Methods of Inquiry for Archives & Records	3	Mr. Norman Malcolm
1	**LIBS6106** (core course)	Management of Library & Information Units	3	Dr. Rosemarie Heath
2	**ARCM6002** (core course)	Acquisition, Organization & Access of Archival Materials	3	TBA
2	**ARCM6003** (core course)	Preservation of Archival Materials in Tropical Environments	3	TBA
2	**ARCM6004** (core course)	Records Management in the Digital Age	3	TBA
Summer	**ARCM6005**	Practicum in an approved archives/records management facility	3	Mr. Mark-Jeffery Deans (Fieldwork Coordinator)
1&2	**ARCM6009**	Research Paper (10,000 – 15,000 words)	6	Supervisor to be assigned
Electives				
1	**ARCM6007**	Preserving & Managing Sound & Visual Media	3	Mrs. Desaray Pivott-Nolan
1	**LIBS6501**	Information Technology I	3	Mr. Nicholas Graham
2	**LIBS6002**	Information, Communication and Society	3	TBA

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: 6 credits
Total: 36 credits

Revised August 2022