Prepare for the future of electronic records management in the cloud by earning a Master’s Degree in Archives and Records Administration. With our convenient and fully online program, you can live anywhere while you earn a graduate degree focused on leadership opportunities in the rapidly expanding fields of information governance and corporate archives.

“I believe the MARA program will give me a competitive edge in the records and information management field.”

Spring 2012 graduate
Explosive Data Growth

Our Master of Archives and Records Administration (MARA) program is specifically designed to prepare future information governance professionals to solve increasingly complex management challenges.

As the volume of digital data increases exponentially, expanding into the petabyte and extabyte range, many organizations’ existing platforms are no longer efficient, and they are taking steps to simplify their content management infrastructures.

With a MARA degree, you will have the knowledge and skills required to steer the information governance strategies of corporate, government, and nonprofit institutions. You’ll learn to build and execute plans for preserving, managing, and providing access to growing amounts and expanding varieties of digital content – from audio and video, to social media and email, to proprietary information.

Be prepared to work in a rapidly expanding field that plays an important role in today’s digital world. Imagine an exciting career as a Digital Asset Manager, Risk Management Consultant, Technical Information Specialist, or Knowledge Manager – just to name a few of the emerging career titles that could be on your business card.

Robert McLauchlin (MARA 2011) received a promotion after earning his MARA degree. He now works as a records and information governance lead for an oil and gas company based in Canada.
Master’s Degree in Archives and Records Administration (MARA)
at San José State University School of Library and Information Science

Specialized Learning

The MARA curriculum is designed to provide students with a sound background in the theory and practice of archives and records and information management while focusing on the challenges students will face in their future careers. The core competencies were developed referencing several professional organizations, including ARMA International, the Society of American Archivists, the Institute of Certified Records Managers, and the Academy of Certified Archivists.

MARA students can tailor the program to meet their interests and career goals, selecting three electives from our School’s fully online Master of Library and Information Science (MLIS) program. Students have a wide range of choices in their MLIS electives, including courses in Archives and Manuscripts, Preservation Management, Digitization, and Curation of New Digital Media.

MARA students gain real-world experience, explore career options, and expand their professional network by choosing to complete either an Organizational Consulting Project or a combination of a professional project and an internship as part of their coursework. Their culminating course focuses on developing an e-portfolio, where students reflect on all they have learned, highlight key accomplishments, and organize artifacts that demonstrate their competencies.

Internships

How do internships work in our fully online MARA program? Students have the option to complete an on-site internship located near their home. Or they can complete a virtual internship, where they interact with a host organization that may be located nearby or across the continent. Our expansive virtual internship program gives students the opportunity to engage in exciting learning opportunities that fit their career aspirations, regardless of where they live.

EMBER KRU MW IED

(MARA 2012) already worked in records management when she started the MARA program. But she wanted to expand her future career options with a degree that includes both records management and archival coursework, so she chose our MARA program.

Professional Networking

Networking opportunities abound at the SJSU School of Library and Information Science. All new MARA students receive a complimentary one-year membership in ARMA International. Our School also offers an online MARA Colloquium Series, featuring guest speakers who are leading experts in the field. Plus, students can attend virtual events in VCARA, the Virtual Center for Archives & Records Administration on SLIS Island in Second Life.

MARA students benefit from the opportunity to participate in our School’s active professional association student chapters, such as the Society of American Archivists and the American Society for Information Science and Technology (ASIS&T). Students interact with their peers and professional leaders through virtual networking events, workshops, and conferences, as well as blogs and online discussion forums. Our student chapters have won numerous awards recognizing their excellence and their innovative approach to serving online students, including the 2012 ASIS&T Student Chapter of the Year.

Get Involved

- Professional Association Student Chapters
- Student Research Journal
- Research Assistantships
- Professional Conferences
5 Benefits of our School’s Fully Online Delivery Model

1. Coursework and instruction are designed for online learning. Our instructors are experts in online teaching and only teach online courses.

2. Technology is at the forefront of everything we do, with dedicated resources to support adoption of new technologies that advance our online learning environment.

3. All of our students are online students, who may live across town or on the other side of the globe, providing a diversity of perspectives that enrich each student’s learning journey.

4. All of our School’s resources are focused on supporting online students, including our career counseling, academic advising, and technology support team.

5. Our faculty can focus all their time, energy, and creativity on meeting the needs of our online students. Our programs are only offered online.

Outstanding Faculty

MARA instructors are award-winning scholars and leaders in their academic and professional communities around the globe, bringing an international perspective on emerging trends in information governance and corporate archives. They are members of professional associations such as the Society of American Archivists and ARMA International, and they actively contribute their expertise through speaking engagements, publications, and webinars. Many are also practicing records managers, with CRM credentials, bringing a real-world perspective to their instruction.

Innovative Online Environment

Every MARA course at our School is taught fully online. Our instructors are experts in online teaching and receive ongoing training and mentoring to stay up-to-date with the latest developments in online education. They use emerging technology in their courses to enrich student learning in our engaging and interactive online environment.

Our instructors and students exchange ideas and perspectives via live web conferences, recorded audio lectures, screencasts, emails, online discussion forums, blogs, instant messaging, and social networks. The multimedia format enlivens the learning experience while introducing students to the same types of tools they’ll use in their future careers.

“The greatest strengths of the MARA program are the instructors.”

Spring 2012 graduate

As a MARA student at our School, you’ll interact with your instructors frequently and conveniently. Our instructors will facilitate your learning and engage with you throughout each course. They are also committed to responding to your questions quickly, using a variety of communication tools, including instant messaging, emails, phone calls, and online discussion forums. The small class sizes create a close-knit community where students’ success is top priority.

Our students get the preparation and technical assistance they need to be successful in our online program. Before new MARA students dive into their first courses, they are introduced to our School’s technology in a guided learning experience. This new technology workshop ensures students are ready to hit the ground running and be successful in our School’s online learning environment.

Our Online MARA Program Fits into Your Life

- Earn your MARA degree from San José State University without stepping foot on the Silicon Valley campus. There are no on campus orientations or other required in-person events.
- Begin the program when most convenient for you. You can apply for admission in the fall or spring semester.
- Complete the program at your own pace. You can attend as a full time or part time student, choosing the number of courses you want to take each semester.
- Fit coursework around your schedule. Most course content is delivered asynchronously.
- Intern at government, business, archives, and non profit organizations located across the country through our virtual internship program.
- Access the resources you need virtually, including academic advising, faculty office hours, library resources, career counseling, technical support, and more.
“MARA instructors provide a nurturing environment to learn about records management and curation.”

Spring 2012 graduate

Three Step Application Process:

1. Fill out the online application form
2. Pay the $55 application fee
3. Send your transcripts

Applying to the MARA Program

We’re excited that you are considering earning your MARA degree from the San José State University School of Library and Information Science. You can apply for admission in the fall or spring semester. Please check our website for current application deadlines: http://slisweb.sjsu.edu/applicationdeadlinesmara

Admission Requirements:

- A Bachelor’s degree from any regionally accredited institution in any discipline with an overall GPA of at least 3.0
- A general understanding of computers and technology
- Access to a computer with Internet connection
- International applicants must have a TOEFL score of 600 (paper version) or 250 (computer version) or 100 (Internet-based)

*We do not require a GMAT or GRE test, letters of recommendation, a statement of purpose, or a résumé.*

Tuition

Fees for MARA courses are $474 per unit, with a total cost of $19,908 for the degree (42 units).

Scholarships

Each spring, our School awards several scholarships to current students who have demonstrated academic excellence. In addition, San José State University has over 900 scholarships available to students, ranging from $100 to $2,500 per year.

Assistantships

MARA students can gain hands-on experience with research and professional projects through our student assistantship program. Student assistants work with SJSU SLIS faculty and staff, and student assistantship opportunities vary each semester. Student assistantships are paid part-time positions.
Welcome to the MARA program!
Scan this code with your smartphone to watch a brief video from Dr. Patricia C. Franks, MARA program coordinator.

About SJSU SLIS
The San José State University School of Library and Information Science is a recognized leader in online learning and is a member of the Sloan Consortium (Sloan-C) and Quality Matters. In 2012, the School’s online programs received a score in the exemplary range according to the Sloan-C Quality Scorecard for the Administration of Online Education Programs.

In addition to the fully online Master of Archives and Records Administration (MARA) program, SJSU SLIS offers the following programs:
• Master of Library and Information Science (MLIS)
• Teacher Librarian Program
• Post-Master’s Certificate in Library and Information Science
• San José Gateway PhD Program

Accreditation
San José State University is accredited by the Western Association of Schools and Colleges (WASC).

Contact Us
For more information about our MARA program, please contact:
Patricia C. Franks, PhD, CRM
Associate Professor
and MARA Program Coordinator
Email: Patricia.Franks@sjsu.edu

Let the learning begin:
slisweb.sjsu.edu