CASPER COLLEGE COURSE SYLLABUS
ART 2490.02 History Museum Internship

Semester/Year: Fall 2015
Lecture Hours: 0  Lab Hours: 9  Credit Hours: 3
Class Time: TBA  Days: TBA  Room: Fort Caspar

Instructor’s Name: Valerie Innella Maiers, Ph.D.
Museum Contact Information: Michelle Bahe, Collections
Fort Caspar Museum
4001 Fort Caspar Rd
Casper, WY 82604
(307)-235-8462
mbahe@cityofcasperwy.com

Innella Maiers Office Hours: Monday- Thursday 11 a.m.-12:00; 1:15 – 2:00 p.m.

Course Description: This course is designed for practical experience in a history museum.

Statement of Prerequisites: Approval of Instructor and Museum Director

Goal: This course will provide practical experience in collections development, exhibitions, and working with museum staff/ volunteers.

Outcomes:
• Demonstrate effective oral and written communication
• Demonstrate knowledge of diverse cultures and historical perspectives
• Use appropriate technology and information to conduct research
• Describe the value of personal, civic, and social responsibilities

Course Objectives:
• The student will engage in museum operations in collections through the installation of exhibitions, registration methods, and preservation practices. The participant will use effective oral and written skills to research artifacts and create accession records for the museum.
• The student will also learn about the museum collection through writing about a particular object in the museum collection or engaging in a special project. Museum object identification involves utilizing technology for research. When considering the history of artifacts, the participant will be made aware of diverse cultures and historical perspectives. This relates to the mission of history museums.
• The student will describe and reflect upon the experience in a journal. The goal of the course perpetuates an understanding of the personal, civic, and social responsibilities of museum staff and the institution.
Methodology:
Meetings with museum personnel and instructor will be arranged with consideration of museum needs
and student schedule. Hours per week will vary based on project timelines.
Specifically, some of the experience may include, but is not limited to the following activities:

Exhibits and Collections
Receiving and receipting artifacts
Proper handling of artifacts
Storage techniques
Registering works of art in a museum database
Gallery preparations as needed
Exhibition installation as needed
Preservation and conservation concerns

Research and Interpretation
Using appropriate technology to research artifacts for collections

Evaluation Criteria:
100 points Attendance, based on your planned schedule with the museum.
100 points Submission of writing journaling the museum experience. This can be a list of duties each
day or a narrative for each assignment at the museum, each week.
100 points A two page review of a specific artifact and how it was handled for cataloging,
preservation, and/or installation in the galleries. Provide as much background information you can
find. Also consider:
• How does the preservation of this work benefit the community?
• Why would the museum maintain this work as related to their mission?
• What is the value of this work to our Wyoming community?

The final grade will be the average of these 300 points.
A= 90-100
B= 80-89
C= 70-79
D= 60-69
F= 0-59
Casper College may collect samples of student work demonstrating achievement of the above
outcomes. Any personally identifying information will be removed from student work.

Recommended Reading: The attached readings will facilitate your experience at the museum. The
selections have been photocopied and attached here for this one-time use and are not to be duplicated
without written permission of the publishers. These readings include:
Miller, "Museum Storage: Out of Sight, Out of Mind?" (Museum Collections)

Class Policies:
Please notify your Instructor if you will be absent due to a Casper College related event.
No Class Meeting/School Holidays: September 7, October 19-20, October 26
Last Date to Change Audit Status: Friday before "Final Exam Week" with instructor permission.

**Last Date to Withdraw with a W Grade: November 12, 2015**

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty: (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Calendar:**
- **Week of August 24:** Internship begins, please contact the museum to set your schedule per week
- **Week of October 12:** Midterm grades will be due. This grade will be based on your attendance and task progress at the museum. A recommended grade is given by museum personnel.
- **Week of December 7:** Journal and artifact review due to Instructor. An informal conference with the Instructor to reflect on the experience will be conducted. A recommended final grade will be provided by museum personnel.