CASPER COLLEGE COURSE SYLLABUS
ART 2470.01 Museum Training Internship

Semester/Year: Spring 2015

Lecture Hours: 0   Lab Hours: 9   Credit Hours: 3

Class Time: Museum by appt. with Lisa Fujita, Registrar 235.5247

Days: To be arranged

Room: Nicolaysen Art Museum

400 East Collins, Casper

Instructor’s Name: Innella Maiers, Valerie, Ph.D.

Instructor's Contact Information: VA 128
Office Phone: 307.268.2060
Email: vinnella@caspercollege.edu

Office Hours: Monday, Tuesday, Wednesday, Thursday 11a.m.-12 p.m., 1:15-2 p.m.

Course Description: This course is designed for practical experience in an art museum in areas such as collections management, education, development, or exhibition design.

Statement of Prerequisites: Permission of instructor & staff member of the NIC

Goal: Students will become familiar with the care and handling of works of art and engage in the daily operations of a museum such as exhibitions.

Outcomes:
• Demonstrate effective oral and written communication
• Solve problems using critical thinking and creativity
• Appreciate aesthetic and creative activities
• 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 student will also learn about the museum collection through writing about a particular object in the museum collection or engaging in a special project.
• The student will describe and reflect upon the experience in a journal.

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 Artwork
Proper un-packing and handling
   of art work
Storage techniques
Assist in researching art & related topics
Registering works of art in a museum database
Gallery preparations as needed
Exhibition installation
Gallery lighting
Labeling and signage
Preservation and conservation
Public Interpretation
Packing and shipping

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 art work and how it was handled for cataloging, preservation, and/ or installation in the galleries. Provide as much background information you can find on the artist as well. 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 the art 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: Rowlinson, "Rules for Handling Works of Art" Miller, "Museum Storage: Out of Sight, Out of Mind?" (Museum Collections)

**Class Policies:**
No class/School holidays:
- President’s Day Holiday **February 16**
- Spring Break **March 16-20**
- Spring Holiday **April 3**

Last Date to Change Audit Status: Friday before "Final Exam Week" with instructor permission.

Last Date to Withdraw with a W Grade: **April 16, 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 Academic 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 or schedule indicating course content:**
January 20: Internship begins, please contact the NIC to set your schedule per week
March 19: 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.
May 7: Journals and research on artwork due to Instructor

In case of emergencies at the Visual Arts Building, please use the closest exit and meet the class/Instructor at the Thunderbird sculpture to the west of this building.