Semester/Year: Spring 2015

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

Class Time: TBA  Days: TBA  Room: Wyoming Veterans Memorial Museum

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

Museum Contact Information: Office Phone: 307.268.2060  Email: vinnella@caspercollege.edu
John Goss, Director
3740 Jourgensen Ave.
Casper, WY 82604
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Website: wvmm.wyo.gov

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
• Solve problems using critical thinking and creativity
• 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 participant will need to use critical thinking and creativity for exhibition installation.
• 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 un-packing and handling
of artifacts
Storage techniques
Registering works of art in a museum database
Gallery preparations as needed
Exhibition installation
Gallery lighting
Labeling and signage
Preservation and conservation concerns
Developing collections policy

**Research and Interpretation**
Using appropriate technology to research artifacts for display and collections
Building museum exhibit storylines with awareness of multiple historical perspectives and
understandings of those involves in the historical event
Working with donors or the public to glean historical perspective
Relaying information to museum staff, volunteers, and the public

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 the state and military 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: Last Date to Change to Audit Status or to Withdraw with a W Grade:
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 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:
Week of January 20: Internship begins, please contact the museum 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. An informal conference with the Instructor to reflect on the experience will be conducted. A recommended final grade will be provided by museum personnel.