CASPER COLLEGE COURSE SYLLABUS
ART 2023. 01 Collections Management

Semester/Year: Spring 2016
Lecture Hours: 3          Lab Hours: 0          Credit Hours: 3
Class Time: 10:00 -11:15am          Days: MW          Room: TM111

Instructor’s Name: Patti Wood Finkle
Instructor's Contact Information:
Office Phone: 307-268-3026      Email: pfinkle@caspercollege.edu
Cell: 307-247-5483

Office Hours: TM 104 By appointment (I am in my office M-F, 9 to 5)

Course Description: (3L)(3CR) This course is a practical study of the duties of a museum collections manager, including the documentation, loaning, digitization, preservation, storage and care of collections.

Statement of Prerequisites: Art 1300 Museum Studies

Goal: The goal of this class is for the students to have a working knowledge of museums and collection management that will prepare them for collections management jobs in the museum field.

Outcomes:
1. Demonstrate effective oral and written communication
2. Solve problems using critical thinking and creativity
3. Appreciate aesthetic and creative activities
4. Use appropriate technology and information to conduct research

Course Objectives:
1. Students should learn how to handle, analyze, document, preserve, and care for a variety of museum collections.
2. Students will learn the importance of having good oral and written communication skills by participating in class and by completing specific written assignments.
3. Students will learn about where to find and how to utilize useful resources for museum work.
4. Students will receive hands on learning experiences in a safe and controlled setting.
5. Students will complete research based writing assignments that promote good research practices using appropriate technology and information. (No Wikipedia!)

Methodology: Class will be conducted primarily in a lecture – discussion format accompanied by PowerPoint and hands-on teaching materials. The student is responsible for reading, research and writing.
Evaluation Criteria:
Grading Scale:
1. 90-100= A, 4 points
2. 80-89= B, 3 points
3. 70-79= C, 2 points
4. 60-69= D, 1 point
5. 0-59= F, 0 points
6. Incomplete= I (special circumstances apply)

Evaluation:
The final grade is an average 550 points comprised of the following considerations and assignments this semester:

Attendance: The attendance grade is based on your presence in the classroom, on time, each day.
- Attendance= 25 pts. possible
- Each absence will lower the grade 1 point. After 10 absences, a notice will be sent indicating low attendance. Please note that the overall attendance grade carries as much weight as an assignment grade.

Tests: You will always be notified of test dates and material to review.
- Each of the three tests are worth 100 points each and are listed in the syllabus

Assignments: Short writing assignments completed outside of class.
- Each of the seven assignment is worth 25 points each and are listed in the syllabus

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Required Text, Readings, and Materials:
1) National Park Service: Museum Handbook
   http://www.nps.gov/history/museum/publications/handbook.html
2) MIT Museum Collections Manual

Suggested Resources:

Class Policies:

No class/School holidays: February 15 (President’s Holiday), March 14-18 (Spring Break)

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

Last Date to Withdraw with a W Grade: April 14, 2016

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.

Class schedule:

Jan. 20: Introduction to class and collections management- Heritage Health Index.
Jan. 25: Collections Management (Mission, policies, plans and procedures, what’s the difference?)
Jan. 27: Acquisition, accessioning, handling, numbering and filling out reports (accession and condition reports). Everyone bring an object from home to work with.
Feb. 1: Reports continued (damage and deaccession report reports)- Deaccessioning
  Assignment #1: Read article on Deaccessioning and write a one page opinion piece arguing for or against museum deaccessioning. Use the article to back your argument up.
Feb. 3: Deaccessioning continued
  Test Review-worksheet
  Assignment #1 due.
Feb. 8: Werner Museum- Cleaning and collections paperwork- Bring a flashlight to class.
  Test Review- questions
Feb. 10: Test
Feb. 15: No class
Feb. 17: Werner Museum- Cleaning and collections paperwork- Bring a flashlight to class.
Feb. 22: Preventative Conservation and Museum Housekeeping

Feb. 24: 7 agents of deterioration

**Assignment #2:** Report on 3 of the 7 agents of Deterioration using the assigned reading and what you learned in class.

Feb. 29: IPM & pests.

**Assignment #2 due.**

Mar. 2: Exhibits and exhibit paperwork

Test Review Worksheet

**Assignment #3:** Exhibit Label (3 forms)

Mar. 7: Exhibits Continued

TEST Review Questions

**Assignment #3 due.**

Mar. 9: Mid-Term test

Mar. 14: No class- Spring Break

Mar. 16: No class- Spring Break

Mar. 21: Tate exhibit/ cataloguing project

Mar 23: Collections storage and collections environments

Apr. 4: Visit Fort Caspar and talk about collections storage methods

**Assignment #4:** What are the best storage options for the listed collections? Use the assigned reading and observations at Fort Caspar to back up your answers.

Apr. 6: Tate Accession project/ Database entry (take specimens from start to finish).

**Assignment #4 due.**

Apr. 11: Tate Accession project/ Database entry (take specimens from start to finish)

Read and respond in class activity.

Apr. 13: Data bases and creating a database activity- **Bring an object from home to work with.**

Apr. 18: Ethics, Legalities and NAGPRA

**Assignment #5:** Choose a law covered in class that effects museums. Why is it important? What kinds of museums does it affect? Is it current? Useful? Harmful? Support your arguments.

Apr. 14: Last day to withdraw

Apr. 20: Loans and incoming/ outgoing loan paperwork- (Paperwork from various museums).

**Assignment #5 due.**
Apr. 25: Outdoor collections care- Driving tour- NIC- (choose assignment topic on tour)

**Assignment #6:** Report on an outdoor bronze or other work of art in the community. Turn in a photo, condition report and care recommendation.

Apr. 27: Werner Bronzes: Cleaning and condition reporting.

**Assignment #6 due.**

April 28-30: CWAM

**Assignment #7:** What did you learn at CWAM? (If you do not attend CWAM, I will assign a different writing assignment.)

May 2: Essence of Rex (inspect, document and wax)

  Test Review Worksheet

  **Assignment #7 due.**

May 4: Essence of Rex (inspect, document and wax) and review for final

  Test Review- Questions

May 9: **Final Exam 1-3pm**