CASPER COLLEGE COURSE SYLLABUS
ART 2990.01 Museum Training Internship

Semester/Year: Spring 2016

Lecture Hours: 0  Lab Hours: 18  Credit Hours: 6
Class Time: by appt.  Days: by appt.  Room: Wyoming Veterans Memorial Museum

Museum Contact:
John Goss, Director
3740 Jourgensen Ave.
Casper, WY 82604
307-472-1857 Office
307-237-5071 Fax
307-251-1654 Cell
Email: john.goss@wyo.gov
Website: wvmm.wyo.gov

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

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

Office Hours: Monday- Thursday 11:15-12:00; 1:15-2, or by appointment

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

Statement of Prerequisites: ART 1300 Museum Studies or Instructor Permission

Goal: Students will become familiar and engage in the daily operations of a museum in their area of concentration.

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 learn an area museum operations such as exhibit design or curatorial activities.
- The student will also learn about the museum’s mission through engagement in museum
operations.

• The student will describe the experience in a journal and review a special project to be determined by the museum staff.

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.

Evaluation Criteria:

• 100 points Submission of writing journaling the museum experience.
  The museum intern will be required to maintain a journal outlining activities for each museum session. Some entries may simply list projects while other entries may be most detailed discussing methodology. This paper will be turned in to the overseeing faculty member by the week of May 2, 2016.

• 100 points Supervising museum personnel review based on attendance and activities.
  The museum supervisor will be contacted to report on the participant’s attendance, attention to projects, and progress in learning museum procedures.

• 100 points Essay on an area of the internship experience where the participant engaged in a special activity drawing upon their prior knowledge of museum work from museum visits and Museum Studies class.
  The essay can be attached to the journal and discuss any of the following areas in approximately 2 pages:
  • A review of preparations and execution of a special event
  • A review of a special project such as a specific exhibition installation
  • A review of a collections concern such as “the preservation and storage of NIC textiles” for example

The final grade will be the average of 300 points.

Grading Scale:
A= 90-100
B= 80-89
C= 70-79
D= 60-69
F= 0-59

Class Policies: Please notify your Instructor if you will be absent due to a Casper College related event.

No Class Meeting/ School Holidays:
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 Change to Audit Status or 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.

**Calendar:**
- Week of January 19: Internship begins, please contact the museum to set your schedule per week
- Week of March 7: 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 May 2: 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.