Semester/Year: Spring 2019

Lecture Hours: 3  Lab Hours: 0  Credit Hours: 3
Class Time: TBA  Days: TBA  Room: Tate Museum

Museum Staff: JP Cavigelli, Collections Manager; Patti Wood Finkle, Museums Director

Instructor's Contact Information:
Office VA 128
Innella Maiers
Office TM 104
Cavigelli

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Instructor: Valerie Innella Maiers, Ph.D.

Office Hours: Museum Staff by appointment; Innella Maiers Monday-Thursday 11-12; 1:15-2 p.m.

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.

Goal: To gain knowledge regarding the role of a collections manager through engagement in collections projects such as documenting, preserving, and storage of collection objects. The focus of course work will be collections at the Tate Geological Museum.

Outcomes:
- Use appropriate technology and information to conduct research

Course Objectives:
- The student will learn an area museum operations, collections management, through the preservation of collections.
- The student will also learn about the museum’s mission through engagement in museum operations.
- The student will learn where and how to find resources related to collections stewardship and make recommendations for safe and effective museum collections management.

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 Collections Management Task List.
The participant will be required to maintain a task list outlining activities for each museum session. Entries will list: date, exact work completed (Rehoused Case #, Drawer # with details discussing methodology such as added collection numbers to microfossils, added foam to drawer as liner to protect specimens). A summary of work complete should also be tallied (X # of objects housed etc.). This Task List will be turned in to the overseeing faculty member by the week of May 6, 2019.
• 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 problem solving strategies, responses to related readings as connected to the collections project and summary of work competed, and any personal reflections on learning through this interactive experience. The essay can be attached to the Task List and be approximately 2 pages in length. This should also be turned in to the overseeing faculty member by the week of May 6, 2019.

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%

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 (on Library Reserve):

Recommended Texts:
Readings related to museum work from Wood Finkle be given in sessions at the Museum; suggested readings from Innella Maiers will be posted on MOODLE.

Class Policies: As per 2019 academic calendar
No class/School holidays: February 18; March 18-23; April 12; April 19, 2019
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 18, 2019

Automatic Withdrawal Statement: Students who have not attended and/or participated in a class they are enrolled in during the first week of the semester will be automatically dropped from that class at the beginning of the second week. If you have questions about this matter please contact your instructor.

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 Code Violations:** (Cheating and Plagiarism) Casper College demands academic honesty. Academic code violations focus on academic dishonesty, which includes but is not limited to, cheating, plagiarism, buying, selling, or stealing exams; substituting for another person, collusion when collaboration is not approved; knowingly furnishing false information; and copyright violations. Violations of the college's academic code can result in a range of negative consequences from failing a graded assignment to expulsion from the college. See the 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.

**Harassment and discrimination:** Casper College seeks to provide an environment that is free of bias, discrimination and harassment. If you have been the victim of sexual harassment/gender or sex discrimination/sexual misconduct/assault, we encourage you to report this. If you report this to an employee, she or he must notify our college's Title IX Coordinator, Linda Toohey, Associate Vice President for Student Services, 125 College Drive, GW 412, Casper, WY 82601; (307) 268-2667; linda.toohey@caspercollege.edu about the basic facts of the incident. Employee concerns should be directed to the Human Resources Director. For more information about your options, please go to: caspercollege.edu/nondiscrimination

**Calendar:**
Week of January 19: Meeting with supervising Instructor and Museum Personnel to outline course objectives and specific project

Weeks of January 19-March 8: Duties may include: research, artifact / art handling, registration and cataloging
Week of March 11: Mid-term grade assigned
Weeks of March 25- May 3 Duties continue

Week of May 6: Task List and Essay Due