

UNIVERSITY OF CALGARY
DEPARTMENT OF ART

UNDERGRADUATE COURSE OUTLINE

**Museum and Heritage Studies (MHST) 433
Management and Planning in Museum and Heritage Institutions
Fall 2018**

Thursdays, 3:30 p.m. – 6:20 p.m. TFDL520

Instructors: *Alexandra Hatcher and Naomi Grattan*
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Course Description

Examines theoretical and practical issues relating to the management of museum and heritage resources. Topics may include: exhibition planning, human resources, ethics and social responsibility, fundraising, collections and audience development, etc.

Note: *Students will be required to attend off-campus events outside of class time.*

Prerequisite

Museum and Heritage Studies 201

Co-requisite

Museum and Heritage Studies 331

Objectives of the Course

Gain theoretical and practical understanding of museum management based on current standards and ethics of museum practice.

Textbooks and Readings

Required Textbook:

Standard Practices Handbook for Museums, 3rd Edition, Alberta Museums Association

Additional readings are listed in the Unit Outline below. PDFs or Links will be provided in D2L.

Assignments and Evaluation

Due Date	Assignment	Weight
October 11	Quiz	10%
November 1	Topic Study Paper	15%
November 22	Operational Grant Project	15%
December 6	Final Presentation	20%
December 13	Final Paper	30%
	Participation	10%
		100%

Quiz

Format: Short Answer and/or Multiple Choice

Due Date: (in class) October 11

Content: Required Readings, Lecture content and Class Discussion

Topic Study Paper

Format: Paper

Word Count: 1,000 words max.

Due Date: November 1

Content:

- Prepare a research paper which addresses what you feel to be the major issue facing museums today. You may wish to use the same topic as your assigned discussion topic, or you can choose another. This is a formal research paper, and you are encouraged to reference material beyond the course reading list.
- Topics include:
 1. Governance
 2. Leadership
 3. Financial management
 4. Human resources
 5. Project management
 6. Strategic planning
 7. Facility management
 8. Community engagement
 9. Social responsibility
 10. Visitor experience
 11. Holistic practice

Operational Grant Project

Format: Completed Grant Application

Due Date: November 22

Content:

- You will be provided with a grant application to complete for a specific museum project. You will need to complete the application successfully based on the need of the organization. You will then be required to "submit" the grant to the class for an active peer review session.

Final Presentation

Format: Oral Presentation in Class

Time Limit: 5 minutes

Due Date: December 6

Content: A summary of your Final Paper

Final Paper - Museum Assessment

Format: Paper

Word Count: 2,000 words max.

Due Date: December 13; to be submitted electronically

Content:

- Students will choose a local museum and will be required to visit the institution and conduct an assessment based on the *Museum Visitor Experience Program* and the work completed in class. Full criteria for the assignment will be provided in class.

Participation:

Participation means actively contributing to class discussion, specifically, selecting one of the topics for the Study Paper and coming to class that day prepared to lead the group discussion. You will lead the discussion based on the required readings, and you will be expected to come to the session with at least three prepared questions to provoke substantive conversation.

It is not necessary for students to achieve a passing grade on any particular component of the course in order to pass the course as a whole.

Registrar-Scheduled Final Exam – NO

Note: It is the student's responsibility to keep a copy of or any relevant documentation regarding each submitted assignment.

Please hand in your assignments directly to the instructors or email them to hatchera@ucalgary.ca and grattann@ucalgary.ca

Late Assignment Policy

Assignments submitted after the deadline will be penalized with the loss of a letter grade (e.g.: A- to B+) for each day that they are late.

Additional Information

Students will be required to visit a local museum to complete the final paper. Transportation to and from the museum, and the admission fee, will be the student's responsibility.

Course Activities

At least one Field Trip will be scheduled during the course; date and location to be confirmed. There is no cost for the Field Trip, other than transportation costs, which are the responsibility of the student.

Unit Outline:

UNIT	READINGS
Unit 1 – Introduction – Reinventing the Museum Assign Study Topics, select museum for Final Paper and Presentation. <i>September 13</i>	<p>Required: Standard Practices Handbook 3rd Edition, <i>Museums and Society</i>, pp. 41 – 47</p> <p>Anderson, Gail, (2012). "A Framework: reinventing the museum". In <i>Reinventing the Museum: the evolving conversation on the paradigm shift</i>, 2nd Edition, ed. Gail Anderson. pp. 1 – 9</p> <p>Optional: Weil, Stephen. "From Being About Something to Being For Somebody", <i>Daedalus</i>. Summer, 1999. Vol. 128, Issue 3, pp. 229 – 259. https://blogs.stockton.edu/amst5005/files/2013/01/Weil-From-Being-about-Something.pdf</p> <p>Alberta Museums Association, <i>Sustainability Working Group Final Report</i> (2013) http://www.museums.ab.ca/media/34750/museumsswg_report_final.pdf</p>
Unit 2 – Independent Topic Study <i>September 20</i>	Prepare for Topic Study to lead in-class discussion and to write Topic Study Paper.
Unit 3 – Governance and Leadership <i>September 27</i>	<p>Required: Standard Practices Handbook 3rd Edition, <i>Governance and Operations</i>, pp. 55 – 67; 71 – 75; 79 – 84</p>

	<p>Chait, Ryan and Taylor, "Governance as Leadership: Bringing New Governing Mindsets to Old Challenges," in <i>Reinventing the Museum</i>, 2nd Edition, Gail Anderson pp. 468 – 472 <i>PDF to be provided in D2L</i></p> <p>Feldman, Kaywin. <i>Museum leadership in a time of crisis</i>. Apollo magazine. 28 May 2018. <i>PDF to be provided in D2L</i>.</p> <p>Optional: Alberta Culture and Community Spirit. <i>Board Development: Roles and Responsibilities of Not-For-Profit Boards</i> https://open.alberta.ca/publications/board-development-roles-and-responsibilities-of-not-for-profit-boards</p> <p>Canadian Museums Association. <i>Roles and responsibilities of Museum Trustees</i>. www.museums.ca/uploaded/web/docs/trusteesguidelines.pdf</p> <p>Alberta Culture. <i>Drafting and Revising Bylaws for Not-for-Profit Organizations in Alberta</i>. http://culture.alberta.ca/community/programs-and-services/board-development/resources/workbooks/pdfs/Drafting_Revising09.pdf</p> <p>Canadian Museums Association, <i>Ethics Guidelines</i> www.museums.ca/uploaded/web/docs/ethicsguidelines.pdf</p>
<p>Unit 3 – Financial Management <i>October 4</i></p>	<p>Required: Standard Practices Handbook 3rd Edition, <i>Governance and Operations</i>, pp. 85 – 94</p> <p>Optional: Financial Responsibilities for Not-for-Profit Boards www.muttart.org/sites/default/files/.../financial_responsibilities.pdf</p>
<p>Unit 4 – Quiz Human Resources <i>October 11</i></p>	<p>Required: Standard Practices Handbook 3rd Edition, <i>Governance and Operations</i>, pp. 95 – 104.</p> <p>Optional: Chakhoyan, Andrew. Is the era of management over? World Economic Forum. Dec 7 2017. <i>PDF to be provided in D2L</i>.</p> <p>Wheatley, Margaret (2006). <i>Relationships: The basic building blocks of life</i>. http://margaretwheatley.com/wp-content/uploads/2014/12/Relationships-The-Basic-Building-Blocks-of-Life.pdf</p> <p>Canada Revenue Agency, <i>Employee or Self-Employed?</i> RC4110 www.cra-arc.gc.ca/E/pub/tg/rc4110/rc4110-13e.pdf</p>
<p>Unit 5 – Project Management and Strategic Planning <i>October 18</i></p>	<p>Required: Standard Practices Handbook 3rd Edition, <i>Governance and Operations</i>, pp. 79 – 84, 105 – 107</p> <p>British Council, <i>Project Management Toolkit: transforming future museums</i>, 2017. <i>PDF to be provided in D2L</i></p>

Unit 6 – Field Trip <i>October 25</i>	Location TBC
Unit 7 – Exhibitions Management, Facility and Risk Management <i>November 1</i>	<p>Required: Standard Practices Handbook 3rd Edition, <i>Governance and Operations</i>, pp. 108 – 112, 122 - 131</p> <p>Janes, Robert (2009). A Troubled World. In <i>Museums in a Troubled World: renewal, irrelevance or collapse?</i> Oxon, U.K.: Routledge. pp. 26 – 56. <i>PDF to be provided in D2L</i></p> <p>Madan, Rachel (2011). “Greener Museums Organizational Sustainability Self Assessment”. In <i>Sustainable Museums: strategies for the 21st century</i>. Edinburgh, Scotland: MuseumsEtc. pp. 32-33. <i>PDF to be provided in D2L</i></p>
Unit 8 – Community Engagement and Social Responsibility <i>November 8</i>	<p>Required: Standard Practices Handbook 3rd Edition, <i>Governance and Operations</i>, pp. 76 – 78, 112 – 114, <i>Museums and Society</i>, pp. 20 – 23,</p> <p>Matelic, Candace (2013). “New Roles for Small Museums”. In <i>The Small Museum Toolkit, Book 4, Reaching and Responding to the Audience</i>. ed. Cinnamon Catlin-Legutko and Stacy Klingler. Tennessee, U.S.: American Association for State and Local History. pp. 142-162. <i>PDF to be provided in D2L</i></p> <p>Standard Practices Handbook 3rd Edition, <i>Museums and Society</i>, pp. 16 - 19</p> <p>Museum 2.0 Blog, <i>A Different Story of Thanksgiving: The Repatriation Journey of Glenbow Museum and the Blackfoot Nations</i> http://museumtwo.blogspot.ca/2015/12/a-different-story-of-thanksgiving.html</p> <p>Andrea Diaz. <i>DC police officer training now includes trips to the African American history museum</i>. April 17, 2018. CNN. <i>PDF to be provided in D2L</i></p>
Mid Term Break	November 15
Unit 9 – Grant Project Jury <i>November 22</i>	Peer grant review
Unit 10 – Visitor Experience and Holistic Practice <i>November 29</i>	<p>Required: Korn, Randi (2007). The Case for Holistic Intentionality. <i>Curator: The Museum Journal</i>. Vol. 50, Issue 2. pp. 255 - 264</p> <p>Robert Janes. “The Mindful Museum”. <i>Curator</i>, Vol. 53 Issue 3, July 2010. pp. 325 – 338. http://www.tandf.co.uk/journals/pdf/The-Mindful-Museum.pdf</p> <p>Alberta Museums Association (2015). <i>Museum Visitor Experience Program Handbook</i>. <i>PDF to be provided in D2L</i></p>

Final Project Presentations <i>December 6</i>	Final project presentations
Final Paper Due <i>December 13</i>	Final Paper Due (submitted electronically)

Grading Method/Grading Scale:

Percentage	Grade	G.P.V.	Grade Definition
96-100	A+	4.0	Outstanding
90-95	A	4.0	Excellent-superior performance, showing comprehensive understanding of subject matter.
85-89	A-	3.7	
80-84	B+	3.3	
75-79	B	3.0	Good – clearly above average performance with knowledge of subject matter generally complete.
70-74	B-	2.7	
65-69	C+	2.3	
60-64	C	2.0	Satisfactory – basic understanding of the subject matter.
55-59	C-	1.7	
53-54	D+	1.3	
50-52	D	1.0	Minimal pass – marginal performance; generally insufficient preparation for subsequent courses in the same subject.
0-49	F	0	Fail – unsatisfactory performance or failure to meet course requirements.

Internet and Electronic Communication Device Information

Students may use laptops to take notes during classes, however, all receiving and transmitting functions on all devices should be turned off.

Academic Accommodations

The student accommodation policy can be found at ucalgary.ca/access/accommodations/policy.

Students needing an Accommodation because of a Disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities ucalgary.ca/policies/files/policies/student-accommodation-policy.

Students needing an Accommodation based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to the course instructor.

Academic Standing

For more information go to <http://www.ucalgary.ca/pubs/calendar/current/f.html>

Deferral of Exams/Term work

It is possible to request a deferral of term work or final examination(s) for reasons of illness, accident, family or domestic affliction, or religious obligations. Please check with Enrolment Services if any of these issues make it impossible for you to sit an exam or finish term work by stated deadlines.

For more information about deferring a final exam go to <https://www.ucalgary.ca/registrar/exams/deferred-exams>

For more information about deferral of term work go to <http://www.ucalgary.ca/pubs/calendar/current/g-7.html>
http://www.ucalgary.ca/registrar/files/registrar/deferred_termwork15.pdf

F.O.I.P.

For more information go to <https://www.ucalgary.ca/legalservices/foip>

Writing/Plagiarism

Writing skills are not exclusive to English courses and, in fact, should cross all disciplines. The University supports the belief that throughout their University careers, students should be taught how to write well so that when they graduate their writing abilities will be far above the minimal standards required at entrance. Consistent with this belief, students are expected to do a substantial amount of writing in their University courses and, where appropriate, members of faculty can and should use writing and the grading thereof as a factor in the evaluation of student work. The services provided by the Writing Support Services can be utilized by all undergraduate and graduate students who feel they require further assistance.

For more information go to <http://www.ucalgary.ca/ssc/writing-support>
or
<http://www.ucalgary.ca/pubs/calendar/current/e-2.html>

Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. Visual art projects submitted for course credit must be produced by the student specifically for this class. Students must not submit projects if credit has or will be provided for it in another class. This includes re-worked assignments from previous or concurrent courses, unless permission is provided in writing by the instructor. Additionally, the student is asked to be mindful of using visual sources from the internet, ensuring that that material is not derived from any on-line or other available source, and that appropriate copyright permission is granted, when required.

Lockers

The Art Building lockers are administered through the Student's Union's used bookstore, Bound and Copied. Lockers are rented on a first come, first served basis. Due to the shortage of lockers, and the high demand, students cannot hold more than one locker at a time. All of the details on renting a locker and your responsibilities can be found on the Locker Rental Agreement at https://www.su.ucalgary.ca/wp-content/uploads/2014/08/locker_rental_agreement_2010.pdf

Lockers for all sessions can be rented through my.ucalgary.ca. Once you're in the Student Centre, click on **Other Academic Services** and choose **Locker Reservation**.

Lockers must be vacated by the end of term.

For more information go to <http://www.su.ucalgary.ca/>

Models

In this class students may be expected to draw from nude models. **A student electing not to do so must notify the instructors IN WRITING of his/her concerns.**

Portfolios and Assignments

The Department of Art will not assume responsibility for lost or stolen portfolios or course work given to instructors for grading, or for work posted on bulletin boards in the art building.

Note - All unclaimed work will be disposed of.

Note - Studio spaces, bulletin boards and display areas need to be cleared 2 weeks after the last day of classes.

Ethics

Whenever you perform research with human participants (i.e., surveys, interviews or observation) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve of your research plans and supervise your research.

For more information go to <http://www.ucalgary.ca/pubs/calendar/current/e-5.html> or <https://www.ucalgary.ca/research/researchers/ethics-compliance/chreb>

Campus Mental Health Resources

[SU Wellness Centre](#) and the [Campus Mental Health Strategy](#)

Campus Security/Safewalk

Call 220-5333 anytime. Help phones are located throughout campus, parking lots and elevators; they connect directly to Campus Security - in case of emergency, press the red button.

For more information go to <http://www.ucalgary.ca/security/safewalk>

Emergency Evacuation

For more information go to <http://www.ucalgary.ca/emergencyplan/assemblypoints>

Student Misconduct

For more information go to <http://www.ucalgary.ca/pubs/calendar/current/k.html>

Student Ombudsman

For more information go to <http://www.ucalgary.ca/provost/students/ombuds>

Student Union

For more information go to <http://www.su.ucalgary.ca/>

Faculty of Arts Program Advising and Student Information Resources

Have a question but not sure where to start? The Arts Students' Centre is your information resource for everything in the Faculty of Arts. Stop by SS102, call us at 220-3580 or email us at ascarts@ucalgary.ca.

You can also visit the Faculty of Arts website at <http://arts.ucalgary.ca/undergraduate> which has detailed information on common academic concerns.

For program planning and advice, contact the Student Success Centre at 220-5881 or visit them on the 3rd floor of the Taylor Family Digital Library.

For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at 210-ROCK [7625] or visit them at the MacKimmie Library Block.