

**MHST 533 B01**  
**Practicum in Museum and Heritage Studies**  
**Fall 2014**

**Coordinator:** Michele Hardy, PhD

**Office Location:** TFDL 530e

**Office Phone:** 403-220-4137

**E-Mail:** [mhardy@ucalgary.ca](mailto:mhardy@ucalgary.ca)

**Web Page:** n/a

**Office Hours:** By appointment

### **Additional Information**

The practicum in Museum and Heritage Studies requires the student to commit 80 hours of work over the course of the term at the host institution, occasional meetings with the coordinator, keeping a journal, and a final assignment. Normally, students work about 6 hours per week. Students will arrange their own schedules in consultation with the host institution and the practicum coordinator.

**\*\*Students must contact the practicum coordinator at least three weeks prior to the start of term to ensure arrangements are made.**

### **Course Description**

The practicum is designed to give students valuable work experience in a museum or heritage institution. With guidance from the coordinator, each student will obtain a placement at a local institution and undertake a project in a specific area of museum work. Through the student's placement, assignments, and discussions with instructors, they will experience and reflect upon the working environment, challenges, and opportunities within the field of Museum and Heritage Studies.

Practicum areas include but are not limited to collections management, conservation, archives, technical support, and education.

### **Objectives of the Course**

- To learn how museums and heritage institutions are structured and function
- To connect the theory and practice of Museums and Heritage Studies
- To develop a grounded understanding of issues surrounding museum and heritage institutions
- To explore the sustainability of the Museum and Heritage environment in

Alberta.

- To develop skills in the areas of effective communications, time management, analysis and critical thinking.
- To learn about professional practice in the field of Museum and Heritage Studies.

### **Textbooks and Readings:**

There are no textbooks or readings for this course, however, the host supervisors may assign reading to further the students' interests and facilitate their projects.

### **Assignments and Evaluation**

**MHST 533** is a pass/fail course. To obtain credit, students must complete 80 hours of work experience, four journal submissions, a public presentation, and obtain a positive evaluation from their host supervisor. Although not individually graded, assignments must demonstrate an awareness of MHST theory and how this is applied to the practical work experiences students are engaged in.

Note: Journals are to be submitted by email on the appropriate dates. Should you need to submit a paper copy, please contact the practicum coordinator. It is the student's responsibility to keep a copy of each submitted assignment.

### **Assignment Due Dates**

|                         |              |
|-------------------------|--------------|
| September 26, 2014      | Journal 1    |
| October 17, 2014        | Journal 2    |
| November 7, 2014        | Journal 3    |
| November 28, 2014       | Journal 4    |
| December 4 (12-1:30 pm) | Presentation |

### **Registrar-scheduled Final Examination:**

There is no final exam.

### **Policy for Late Assignments**

Please note that all assignments must be completed in order to gain credit for this course. Journals submitted more than 48 hours after the posted due date will NOT be considered without prior arrangement.

### **Writing Skills Statement**

Faculty policy directs that all written assignments (including, although to a lesser extent, written exam responses) will be assessed at least partly on writing skills. Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc) but also general clarity and organization. Research papers must be properly documented.

If you need help with your writing, you may use the Writing Centre. Visit the website for more details: [www.efwr.ucalgary.ca](http://www.efwr.ucalgary.ca)

## **Grading System**

MHST 533 is a pass/fail course

## **Plagiarism**

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.

You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources.

Please consult your instructor or the Writing Centre if you have any questions regarding how to document sources.

## **Academic Accommodations**

The purpose of academic accommodation is to provide students with documented disabilities, equal opportunity to master the essentials of a post-secondary education. If you are a student with a disability who may require accommodation, please visit <http://www.ucalgary.ca/drc/node/46> .

## **Students' Union**

<http://www.su.ucalgary.ca/home/contact.html>

## **"SAFEWALK" Program -- 220-5333**

Campus Security will escort individuals day or night -- call 220-5333 for assistance. Use any campus phone, emergency phone or the yellow phone located at most parking lot booths.

## **Ethics**

Whenever you perform research with human participants (i.e. surveys, interviews, 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 about your research ethics responsibilities, see Conjoint Faculties Research Ethics Board (CFREB) <http://www.ucalgary.ca/research/cfreb>

## **Faculty of Arts Program Advising and Student Information Resources**

- Have a question, but not sure where to start? The new Arts Students' Centre (ASC) is your information resource for everything in Arts! Drop in at

SS102, call us at 403-220-3580 or email us at [picarts@ucalgary.ca](mailto:picarts@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 Arts Students' Centre at 403-220-3580 or visit them in SS102
- For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at (403) 210-ROCK [7625] or visit them at the MacKimmie Library Block.

### **Schedule of Lectures and Readings**

Students will arrange their work schedules in consultation with the host institution and the practicum coordinator.