

UNIVERSITY OF CALGARY  
DEPARTMENT OF ART

**UNDERGRADUATE COURSE OUTLINE**

**Museum and Heritage Studies (MHST) 533  
Practicum  
Fall 2017**

**Instructor:** Michele Hardy  
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**Office Hours:** By appointment

**Course Description**

Volunteer placement at a local museological or heritage institution under a professional supervisor.

*The Practicum in Museum and Heritage Studies 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 an institution and undertake a project in a specific area of museum/heritage 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, curation, exhibition design, programming, and education.*

*NB: 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 during the term and should plan on conducting the majority of their hours at the host institution. Students will arrange their schedules in consultation with the host and the coordinator.*

**Prerequisites &/or Co-requisites**

*[Museum and Heritage Studies 331](#), [433](#) and consent of the Museum and Heritage Studies Program Co-ordinator.*

**Students must contact the Practicum Coordinator at least three weeks prior to the start of term to ensure arrangements are made.**

**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 voluntary work experience
- Statement of Intent Form
- Attend one group meeting at mid term
- Four journal submissions (1,200 words each); submitted electronically
- A brief public presentation of practicum findings
- A positive evaluation from the host supervisor.

\*\*Please consult the 'Assignments Sheet' for further details and format instructions (available at the beginning of term).

## Assignment Due Dates

September 15, 2017	Statement of Intent Form
September 29, 2017	Journal 1
October 23, 2017	Journal 2
Early November-- tbd	Group Meeting
November 14, 2017	Journal 3
December 7, 2017	Journal 4
December 7, 2017 (12-1:00pm)	Nickle at Noon (Public Presentation)

## Writing

Practicum students are expected to be able to communicate clearly and professionally.

## 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 submit your journals electronically to the Practicum Coordinator (mhardy@ucalgary.ca).

## Late Assignment Policy

All assignments must be handed in no later than one week beyond the assigned due date to receive credit.

## Additional Information

N.A.

## Course Activities

N.A.

### **Grading Method/Grading Scale:**

**\*\*MHST 533 is a pass/fail course**

### **Studio Procedures**

N.A.

### **Internet and Electronic Communication Device Information**

N.A.

### **Academic Accommodations**

The student accommodation policy can be found at [ucalgary.ca/access/accommodations/policy](http://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](http://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 the deferral term work go to <http://www.ucalgary.ca/pubs/calendar/current/g-7.html>  
[http://www.ucalgary.ca/registrar/files/registrar/deferred\\_termwork15.pdf](http://www.ucalgary.ca/registrar/files/registrar/deferred_termwork15.pdf)

### **F.O.I.P.**

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

### **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.

For more information go to <http://www.ucalgary.ca/pubs/calendar/current/k-2-1.html>

### **Student Misconduct**

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

### **Student Union**

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

### **Student Ombudsman**

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

### **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](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](http://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**

N.A.

### **Portfolios and Assignments**

N.A.

### **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 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>

### **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](mailto:ascarts@ucalgary.ca) or [artsads@ucalgary.ca](mailto:artsads@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.