



UNIVERSITY OF CALGARY
FACULTY OF ARTS
DEPARTMENT OF ART AND ART HISTORY
 MUSEUM AND HERITAGE STUDIES MHST 433
 MANAGEMENT AND PLANNING IN MUSEUM AND HERITAGE INSTITUTIONS
 WINTER 2024

Course Delivery Format:	In person.
Instructor: Email: Office Hours:	Dr. Susanna Santala susanna.santala@ucalgary.ca By appointment after class.
Day(s), time(s):	Fridays 14:00-16:45
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. This course may not be repeated for credit.
Prerequisites and/or co-requisites:	Prerequisite Museum and Heritage Studies 201. Corequisite Museum and Heritage Studies 331.
Course Objectives:	By the completion of this course, successful students will be able to: 1. recognize and discuss practical and theoretical issues related to management of museums and heritage institutions; 2. examine and evaluate governance, financial management, fundraising, project management, facility and risk management, marketing, and audience development in museums and heritage institutions; 3. read critically and explain their own view in class discussions, write critically and support arguments using appropriate evidence in research papers; 4. apply the theory of Museum and Heritage Studies.
Required Textbooks of Readings:	There is no required textbook for this course. Readings will be posted on D2L.
Course Schedule:	Topic schedule will be posted on D2L.

Assignments & Evaluation

Assignment	Description	Due Date	Worth
Application for Funding Project	Students will complete a grant application for a specific museum project. Grants will be peer reviewed in class.	February 16	15%
Research Paper Proposal	Students will write a research paper proposal (300 words and annotated bibliography) that identifies and examines an issue in museum management. Further details for this assignment will be circulated in class.	March 1	10%

Test	The test will be comprised of short answer, multiple choice and/or short essay questions. It will assess students' understanding of the readings, lectures, and materials discussed in class. Further details for this assignment will be circulated in class.	March 15	25%
Presentation	Students will present their research paper in class and lead discussion on the topic. Further details for this assignment will be circulated in class.	March 22-April 5	10%
Research Paper	Students will write a paper (2500 words) that examines practical and theoretical issues related to management of museum and heritage institutions based on course readings and their own research. Further details for this assignment will be circulated in class.	April 5	25%
Participation	The participation grade will be based on students regularly attending class, coming prepared with questions and commentary on the readings, and participating in class activities and workshops.	Ongoing	15%
Registrar Scheduled Final Exam:	No.		
	Details for each assignment will be provided in class and on D2L.		

Assessment expectations:	<p><u>Guidelines for Submitting Assignments:</u> Assignments will be submitted electronically through D2L. It is the student's responsibility to keep a copy of or any relevant documentation regarding each submitted assignment.</p> <p><u>Missed or Late Assignments:</u> All assignments must be submitted on time. Late assignments will be penalized by 5% each day. No assignments will be accepted after April 5, 2024.</p> <p><u>Expectations for Writing:</u> Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.</p>
Additional Costs and Information:	Students will be required to visit heritage institutions and attend off-campus events and may be responsible for transportation and entrance fees.
Portfolios and Assignments:	The Dept of Art and Art History will not assume responsibility for lost or stolen portfolios or course work given to instructors for grading.
Studio Procedures:	All studio participants are required to follow the guidelines in the DAAH Studio Usage Regulations and the mandatory Safety Orientation. After reviewing the orientation, participants must complete and return a Safety Questionnaire to the department technicians

	<p>within one week of the start of classes. Participants who have already completed the orientation within the past year are exempt. The Usage Regulations, Safety Orientation and Safety Questionnaire can be found on the course D2L page and at the following link: https://arts.ucalgary.ca/art-art-history/current-students/undergraduate/standard-operating-procedures-studios-and-classrooms/safety-documents</p> <p>Please view current updates from RISK and the Covidsafe page links to information on rapid testing, masking rules, vaccination regulations and documentation as well as a FAQs page, which must all be followed while in Studios.</p> <p>https://www.ucalgary.ca/risk/emergency-management/covid-19-response/covidsafe-campus</p>
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Other Important Dates

For more information on term dates, add/drop/swap/withdraw dates from course deadlines and refund/payment deadlines, please see: <https://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html>

Grading Method and Grading Scale

Undergraduate: <https://www.ucalgary.ca/pubs/calendar/current/f-1-1.html>

- A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations.
- The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.

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

Graduate: <https://www.ucalgary.ca/pubs/calendar/current/f-1-2.html>

- All grades of "C+" or lower are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. Individual programs may require a higher passing grade.

Learning Technologies and Requirements:	<p>There is a D2L site for this course which contains required readings and other relevant class resources and materials (d2l.ucalgary.ca).</p> <p>To successfully engage in their learning experiences at the University of Calgary, students taking online, remote, and blended courses are required to have reliable access to the following technology:</p>
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	<ul style="list-style-type: none"> • A computer with a supported operating system, as well as the latest security, and malware updates • A current and updated web browser • Webcam (built-in or external) • Microphone and speaker (built-in or external) or headset with microphone • Current antivirus and/or firewall software enabled • Broadband internet connection
Academic Standing:	For more information go to http://www.ucalgary.ca/pubs/calendar/current/f.html
Academic Accommodation:	<p>It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations.</p> <p>Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf). Students who require an accommodation in relation to their coursework based on a protected ground other than Disability should communicate this need in writing to their Instructor.</p> <p>SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/</p>
Academic integrity, plagiarism:	<p>Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.</p> <p>For more information go to http://www.ucalgary.ca/pubs/calendar/current/k.html or http://www.ucalgary.ca/pubs/calendar/current/e-2.html</p> <p>Additional information is available on the Academic Integrity Website at https://ucalgary.ca/student-services/student-success/learning/academic-integrity</p>
Internet and electronic communication device:	<p>The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Please refrain from accessing websites and resources that may be distracting to you or for other learners during class time.</p> <p>Students are responsible for being aware of the University's Internet and email use policy, which can be found at https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Electronic-Resources-and-Information-Policy.pdf</p>
Deferral of Term work and exams	<p>For more information about deferring a final exam go to https://www.ucalgary.ca/registrar/exams/deferred-exams</p> <p>For more information about deferral of term work go to http://www.ucalgary.ca/pubs/calendar/current/g-7.html</p> <p>https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/14/deferred_termwork-feb-2020_revised.pdf</p>

Intellectual Property & Copyright:	<p>All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Material-Protected-by-Copyright-Policy.pdf) and requirements of the copyright act (https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) to ensure they are aware of the consequences of unauthorized sharing of course materials (including presentations, textbooks, posted notes, labs, case studies, assignments, and exams).</p> <p>Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy https://www.ucalgary.ca/pubs/calendar/current/k.html</p>
Freedom of Information and Protection of Privacy:	<p>Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.</p> <p>For more information go to https://www.ucalgary.ca/registrar/student-centre/privacy-policy</p>
Ethics	<p>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.</p> <p>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</p>
Student Support:	<p>Please visit this link for important information on:</p> <ul style="list-style-type: none"> • Wellness and Mental health resources • Emergency Evacuation/Assembly Points • Student Success and more.... <p>https://www.ucalgary.ca/registrar/registration/course-outlines</p>
Arts Students' Centre Program Advising:	<p>Have a question but not sure where to start? The Arts Students' Centre is your information resource for everything in the Faculty of Arts. Call us at 403-220-3580 or email us at ascarts@ucalgary.ca.</p> <p>You can also visit the Faculty of Arts website at http://arts.ucalgary.ca/undergraduate which has detailed information on common academic concerns.</p>
Faculty of Graduate Studies:	<p>For graduate studies email: graduate@ucalgary.ca or call 403 220 4938.</p> <p>Visit the Faculty of Graduate Studies for more details: https://grad.ucalgary.ca/</p>