

Course Delivery Format:	<i>Practicum</i>
Instructor: Email: Office Hours: TA Name and Email:	<i>Dr. Erin Sutherland erin.sutherland@ucalgary.ca By Appointment N/A</i>
Day(s), time(s):	<i>N/A</i>
Course description:	Placement at a museological or heritage institution.
Prerequisites and/or co-requisites:	Museum and Heritage Studies 433 and consent of the Museum and Heritage Studies Program Co-ordinator.
Course Objectives:	N/A
Required Textbooks of Readings:	<i>No Textbook</i>
Course Schedule:	<i>N/A</i>

Assignments & Evaluation

Assignment	Description	Due Date	Worth (%)
<i>80 hrs of voluntary work experience</i>	Students will complete 80hrs	Ongoing	P/F
<i>Four Journal Entries</i>	<p>The journal is intended as a reflective record of your practicum experience and your time card. You are encouraged to describe the work that you are engaged in, the context you are working in, and reflect upon the theories you encountered in other MHST courses. Consider, for example, whether the reality of museum/ heritage work 'fits' the theory you were taught in class?</p> <p>You are required to submit four journals on the assigned dates. Journals are due via email to the</p>	<p>January 23rd 2024 February 13th 2024 March 20th 2024 April 3 2024</p>	P/F

	<p>practicum coordinator and should be labeled with your initials and journal number (i.e. MH-1, MH-2).</p> <p>Each entry should be about 1200 words not including the time log, illustrations, samples or other supplements. Although the journal is intended as a reflective, candid space, it should also be clearly written with attention to grammar and punctuation. You are welcome to include photos, drawings, sound bites, and other illustrations including links to web resources. Please clear photography with your host.</p> <p><u>Make sure your name and the journal number is at the top of the first page!</u></p> <p>Your first Journal entry should include a concise description of your practicum assignment and a note about the role your practicum supervisor plays in their institution. At some point you might also want to consider what excites you about museum work? What surprises you? What does 'professionalism' mean in this context? For each journal, tell me what you are working on, where, how, with whom, and any issues it suggests to you. What could be done better? How are decisions made? Don't shy away from critical commentary or noting any questions you may have. Journal contents will be kept confidential.</p> <p>I will read over your submissions and make comments intended to facilitate a deeper understanding of museums and heritage institutions as well as offer helpful advice on the project you are working on. Please date each entry and include a brief outline of how you have spent your time, number of hours worked, and a total to date. Please keep in mind the 80-hour requirement to be completed over the course of the term.</p>		
<i>Brief Public Presentation at Nickle at Noon</i>	<p>The final assignment is a 10-12-minute, public presentation at the Nickle Galleries' weekly series: Nickle At Noon. For Winter 2024, presentations will be given on a date TBA (approx. 12-1:00 pm) in person. Your presentation should include a brief description of where you were placed and what your role was, what the aims of your practicum were, and</p>	TBA	P/F

	what you learned about museums. Please discuss any technical concerns with the instructor ahead of time.		
<i>Positive Evaluation from practicum supervisor</i>	The Practicum Coordinator will reach out to supervisors with a survey asking them to detail their working experience with the student	TBA	P/F
Assessment expectations:	<p><u>Guidelines for Submitting Assignments:</u> <i>Please email journal entries. Final presentations will be presented at Nickle at Noon at the end of the semester.</i></p> <p><u>Missed or Late Assignments:</u> <i>Failure to complete assignments will result in failure of the class.</i></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:	N/A		
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:	<p>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 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. https://www.ucalgary.ca/risk/emergency-management/covid-19-response/covidsafe-campus</p>		

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
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> <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 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</p>

	<p>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>