



**UNIVERSITY OF CALGARY  
FACULTY OF ARTS  
DEPARTMENT OF ART**

**MHST 433**

**Management and Planning in Museum and Heritage Institutions  
Winter 2021**

**Fridays, 14:00-16:45**

**Online – Combination (hybrid) of asynchronous and synchronous delivery**

**Instructor:** *Dr. Shabnam Inanloo Dailoo*  
**Email:** *shabnam.inanloodailoo@ucalgary.ca*  
**Office Hours:** *By appointment*

**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.

**Prerequisites**

Museum and Heritage Studies 201

**Co-requisites**

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**

There is no required textbook for this course. Links to select readings will be shared in class or posted on D2L.

**Assignments and Evaluation**

<b>Due Date</b>	<b>Assignment</b>	<b>Weight</b>
February 12	Essay Submission	15%
March 12	Application for Funding Project	20%
April 9	Final Project Presentation	20%
April 15	Final Project Submission	30%
Ongoing	Participation	15%

Details for each assignment will be provided in class.

Please submit all assignments electronically through D2L or directly to the instructor.

Students must successfully complete all the course assignments to pass the course. Regarding the final project, students should present their work to their peers and based on the feedback received, they should revise the final project and submit the deliverable. The final deliverable will not be marked if students have not presented their project.

Missed assignments may be handed in late but will be penalized according to the late assignment policy. Please contact the instructor if an assignment is missed due to uncontrollable circumstances.

It is critical that students complete the required readings in advance, come to class prepared, and be ready to discuss readings in class. The participation grade will be based on students regularly attending class, coming prepared with questions and commentary on the readings, and actively listening and engaging with classmates/instructor/guest lecturers.

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

### **Writing**

Please note that written assignments will be evaluated and graded based on the following criteria: content and relevance; organization and clarity; references; and grammar, spelling, and punctuation.

### **Registrar Scheduled Final Exam – NO**

#### **Late Assignment Policy**

All assignments must be submitted on time. Extensions may be granted only in extenuating circumstances, at the discretion of the instructor. Late assignments without an extension incur penalties of one full grade per day (e.g., A- to B+), for a maximum of three working days. After three working days, assignments will not be accepted and a failing grade may be assigned for the course.

#### **Course Activities**

All activities will take place online. The final project will also be completed virtually. Please see D2L for details of the course activities.

#### **Course Schedule**

Please see D2L for full course schedule and readings.

#### **Grading Method and 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**

In order to successfully engage in the learning experiences, students in this online, remote and blended course are required to have reliable access to the following technology:

- A computer with a supported operating system;
- A current and updated web browser;
- Webcam/Camera (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Stable internet connection

More information is available here: <https://elearn.ucalgary.ca/technology-requirements-for-students/>

### **Models**

N/A

### **Portfolios and Assignments**

The Department of Art will not assume responsibility for lost or stolen portfolios or course work given to instructors for grading.

### **Studio Procedures**

N/A

### **Academic Accommodations**

The student accommodation policy can be found at <https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations>.

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 <https://ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf>

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 and 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>  
[https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/14/deferred\\_termwork-feb-2020\\_revised.pdf](https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/14/deferred_termwork-feb-2020_revised.pdf)

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

For more information go to <https://www.ucalgary.ca/registrar/student-centre/privacy-policy>

### **Writing and 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.

### **Campus Mental Health Resources**

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

### **Campus Security and 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 <https://live-risk.ucalgary.ca/risk/campus-security/your-safety/safewalk>

### **Emergency Evacuation**

For more information go to <https://www.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points>

### **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>

### **Instructor Intellectual Property and Copyright Legislation**

Course materials created by the instructor (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the same course section and term may be allowed under fair dealing. Check with the instructor if you have any questions about sharing materials with classmates.

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 instructor notes, electronic versions of textbooks, etc.).

Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

### **Lockers**

N.A.

### **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/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. Call us at 220-3580 or email us at [ascarts@ucalgary.ca](mailto: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 403-220-5881

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