

MHST 533

PRACTICUM IN MUSEUM AND HERITAGE STUDIES

WINTER 2015

Practicum Coordinator: Michele Hardy, PhD
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Office Hours: by appointment

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.

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. 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 OBJECTIVES

- 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 ASSIGNED 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.

January 30, 2015	Journal 1
February 23, 2015	Journal 2
March 20, 2015	Journal 3
April 16, 2015	Journal 4
April 16, 2015 (12-1pm)	Presentation

It is the student's responsibility to keep a copy of each submitted assignment.

Note: Please hand in your essays directly to your instructor. If it is not possible to do so, a daytime drop box is available in SS 102. A night drop box is also available for after-hours submission. Assignments will be removed from this drop box at 8:30 each morning and stamped with the date that the assignment is removed from the drop box, and then placed in the instructor's mailbox.

REGISTRAR-SCHEDULED FINAL EXAM

There **will not** be a Registrar-Scheduled final exam in this course. This exam will be (open/closed) book.

GRADING SCALE

MHST 533 is a pass/fail course

LATE ASSIGNMENTS

For example: Assignments submitted after the deadline will be penalized with the loss of a letter grade (e.g.: A- to B+) for each day that they are late.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). As one consequence, **students should identify themselves on all written work by using their ID number. You will also be required to provide a piece of picture identification in order to pick up an assignment or look at a final exam.**

For more information see also <http://www.ucalgary.ca/secretariat/privacy>.

PLAGIARISM AND ACADEMIC MISCONDUCT

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 if you have any questions regarding how to document sources.

For more information on academic misconduct and the consequences thereof, please see the current University of Calgary Calendar online at <http://www.ucalgary.ca/pubs/calendar/current/k.html>.

ACADEMIC ACCOMMODATION POLICY

If you are a student with a disability who may require academic accommodation, it is your responsibility to register with Student Accessibility Services (403-220-8237). You must discuss your needs with your instructor **no later than** fourteen (14) calendar days after the start of the course.

For more information, please see <http://www.ucalgary.ca/access/>.

EMERGENCY EVACUATION AND ASSEMBLY POINTS

Please note the evacuation points for this particular classroom. All classrooms on campus exit to specific places in case of emergency. The emergency assembly points differ depending upon where your classroom is located.

For information on the emergency evacuation procedures and the assembly points see <http://www.ucalgary.ca/emergencyplan/assemblypoints>.

"SAFEWALK" PROGRAM

Campus Security will escort individuals day or night - call 403-220-5333 for assistance. Use any campus phone, emergency phone or the yellow phone located at most parking lot booths.

STUDENT REPRESENTATION

There are four Arts Representatives in the Student's Union. Their addresses are as follows:

arts1@su.ucalgary.ca

arts2@su.ucalgary.ca

arts3@su.ucalgary.ca

arts4@su.ucalgary.ca

Please contact them if you have any questions related to Student Union matters, events, or concerns. The Student's Union can be found online at <https://www.su.ucalgary.ca/>.

For your student Ombudsperson, please see contact ombuds@ucalgary.ca or call 403-220-6420.

FACULTY OF ARTS ADVISING AND RESOURCES

- Have a question, but not sure where to start? The Arts Students' Centre (ASC) is your information resource for everything in Arts! Drop in at SS 102, call them at (403) 220-3580 or email them at ascarts@ucalgary.ca.
- For program planning and advice, contact the Arts Students' Centre at (403) 220-3580, email them at artsads@ucalgary.ca, 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 (MLB 117).