



UNIVERSITY OF
CALGARY

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FACULTY OF ARTS
DEPARTMENT OF ART

Museum and Heritage Studies (MHST) 533
PRACTICUM
Winter 2021
Online / Asynchronous

*** This course involves an 80-hour work experience at a museum or heritage institution. Students will negotiate their schedule with host supervisors and practice social distancing. Contact with the instructor will be through email or zoom.**

Instructor: Michele Hardy, PhD
Email: mhardy@ucalgary.ca
Office Hours: By appointment

Course Description

Placement at a museological or heritage institution.

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 or 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 (if possibly during COVID). Students will arrange their schedules in consultation with the host and the coordinator.

Prerequisites and/or Co-requisites

[Museum and Heritage Studies 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
- Four journal submissions (1,200 words each). Submitted electronically
- A brief public presentation of practicum findings (via Zoom)
- A positive evaluation from the host supervisor

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

Enter assignments, due dates AND weights/percentages here.

January 29, 2021	Journal 1
February 26, 2021	Journal 2
March 19, 2021	Journal 3
April 15, 2021	Journal 4
April 15, 2021	Public Presentation (via Zoom)

***Each journal should be about 1200 words and should be submitted electronically to the instructor, mhardy@ucalgary.ca. The final presentation will be public and offered remotely through Zoom.*

Writing

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

To obtain credit all assignments must be completed

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.*

Late Assignment Policy

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

Studio Procedures

n/a

Students will have to respect Covid-19 specific procedures pertaining to their practicum location. These include circulation patterns, user policy, distancing and keeping workspaces clean and tidy.

In addition, students and instructors are expected to follow physical distancing regulations in order to comply with the University's Covid-19 Re-Entry Protocols. For more information, please refer to the following website.

<https://ucalgary.ca/risk/sites/default/files/2020-05/UCalgary.COVID19.ReEntryProtocols.pdf>

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

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. 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].