

**Lincoln University**  
**Department of Visual and Performing Arts**  
**Museum Studies Major**

<b>COURSE TITLE:</b>	Museums and Collections II	<b>COURSE NUMBER:</b>	MSM211
<b>CREDIT HOURS</b>	3	<b>PREREQUISITE (S):</b>	MSM210
<b>TERM:</b>		<b>CO-REQUISITE (S)</b>	
<b>COURSE METHOD</b>	Standard	<b>MEETING DAY AND TIME:</b>	
<b>INSTRUCTOR:</b>		<b>CLASSROOM/LAB/STUDIO LOCATION:</b>	
<b>OFFICE LOCATION:</b>		<b>E-MAIL:</b>	
<b>OFFICE HOURS:</b>		<b>PHONE EXTENSION:</b>	

**COURSE DESCRIPTION:**

This course will delve into best practices and discuss issues for museum administration, governance, exhibition development and evaluation, and staffing, including volunteers and docents. Students will identify best practices and procedures used by professional museum organizations to prepare for and attain accreditation. Students will learn about collection policies, accessioning, de-accessioning, and the process of documenting and cataloging natural history, art and material culture objects. Students will learn introductory best practices for general preservation and conservation processes. The course will culminate with a student-developed exhibition proposal.

**Prerequisite: MSM210-Museums & Collections I**

**REQUIRED TEXT:**

Alexander, Edward P. and Mary Alexander. *Museums in Motion: An Introduction to the History and Functions of Museums*, Second Edition, Altamira Press, 2007

AASLH 978-0-7591-0509-6 • Paperback

AASLH 978-0-7591-1355-8 • eBook

Smith, Jeffrey K. *The Museum Effect: How Museums, Libraries, and Cultural Institutions Educate and Civilize Society*, Rowman & Littlefield Publishers, 2014

ISBN 978-0-7591-2295-6 • Paperback

ISBN 978-0-7591-2296-3 • eBook

**REQUIRED MATERIALS:** N/A

## **ASSESSMENT CRITERIA & ALIGNMENT**

Course SLO	PSLOs	ILOs	Direct and Indirect Assessment Methods
CSLO 1	PSLO_1	IOL_1	Pre and post examination
CSLO 2	PSLO_2 PSLO_3	IOL_1 IOL_3	Rubric evaluation of web-based research, in-class exercises & presentations and writing assignments
CSLO 3	PSLO_2 PSLO_3		Selected questions from Mid-Term
CSLO 4	PSLO_2 PSLO_3 PSLO_7	IOL_1 IOL_3	Rubric evaluation of completed portfolio including written assignments and final project

### **COURSE STUDENT LEARNING OUTCOMES (CSLO):**

Upon successful completion of this course the student will:

1. Identify, recognize and accurately recall vocabulary inherent in museum studies.
2. **Describe** and **compare** best practices for museum administration, governance, exhibitions, evaluation and staffing, including volunteers and docents, and the process of accreditation.
3. **Identify** collection policies and the process of accessioning and de-accessioning objects from an institution and the process of documenting and cataloging natural history, art and material culture objects.
4. **Summarize** and **critique** collection policies, accessioning, de-accessioning, and the process of documenting and cataloging natural history, art and material culture objects.

### **PROGRAM STUDENT LEARNING OUTCOMES (PSLO):**

PSLO 1: **Identify, recognize** and accurately **recall** vocabulary inherent in museum studies.

PSLO 2: Apply and present ideas, in written and oral format, accurately using the vocabulary inherent to museum studies.

PSLO 3: **Identify** concepts, techniques and skills employed within a museum setting that are integral to effectively running all operations within a museum setting.

PSLO 7: **Summarize** and **critique** the history and organizational structure of different museum types, including their respective mission, goals, collection theories and processes and educational philosophies.

### **INSTITUTIONAL LEARNING OUTCOMES (ILO):**

1. Effective Communication

Effectively and clearly communicate through oral, written and visual means to increase knowledge and understanding or to promote change in a listener, reader or observer respectively

Outcome: Students will effectively communicate in oral, written and visual form.

3. Diversity/Cultural Awareness

Diversity & Cultural awareness represents a set of cognitive, affective and behavioral skills and characteristics that support effective and appropriate interaction in a variety of diverse contexts

Outcome: students will integrate cross-cultural understanding in the disciplines and develop an appreciation for music, art and other forms of cultural expression

**CALCULATION OF FINAL GRADES:**

Class attendance and participation	25%
Midterm exam	25%
Research and writing assignments	25%
Final Project	25%

**GRADING SCALE:** (Should follow Department and/or College Template)

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	F
GPA	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.3	1.0	0.0
Points											
%	100-93	92.9-90	89.9-88	87.9-82	81.9-80	79.9-78	77.9-72	71.9-70	69.9-67	66.9-60.1	60 and under

**SCHEDULE OF LEARNING TOPICS COVERED**

<b>CLASS MEETS:</b>	
<b>•ASSIGNMENT SELECTION &amp; SCHEDULE MAY BE SUBJECT TO CHANGE•</b>	
<b>Week 01:</b>	Working in the museum – organizational structures and career opportunities
<b>Week 02:</b>	Working with volunteers and docents
<b>Week 03:</b>	Docent Training programs
<b>Week 04:</b>	Exhibition Design and Development
<b>Week 05:</b>	Patronage and philanthropy
<b>Week 06:</b>	Audience assessment
<b>Week 07:</b>	Collaborations and partnerships
<b>Week 08:</b>	<b>MIDTERM</b>
<b>Week 09:</b>	Service organizations
<b>Week 10:</b>	Public programs and education
<b>Week 11:</b>	Accreditation and Ethics
<b>Week 12:</b>	Policy development
<b>Week 13:</b>	Museum Governance
<b>Week 14:</b>	Hands-on, behind the scenes field trips to area institutions
<b>Week 15:</b>	<b>FINALS</b>

**Learner Opportunities:**

1. Textbook purchase and reading of handouts and web pages.
2. In-class discussion and take-home reading assignments
3. Completion of Mid-term exams.
4. Completion of vocabulary tests.
5. Completion of written research papers

**UNIVERSITY ATTENDANCE POLICY:**

Lincoln University uses the class method of teaching, which assumes that each student has something to contribute and something to gain by attending class. It further assumes that there is much more instruction absorbed in the classroom than can be tested on examinations. Therefore, students are expected to attend all regularly scheduled class meetings and should exhibit good faith in this regard.

<http://www.lincoln.edu/registrar/2014Catalog.pdf>

**STUDENTS WITH DISABILITIES STATEMENT:**

Lincoln University is committed to non-discrimination of students with disabilities and therefore ensures that they have equal access to higher education, programs, activities, and services in order to achieve full participation and integration into the University. In keeping with the philosophies of the mission and vision of the University, the Office of Student Support Services, through the Services for Students with Disabilities (SSD) Program, provides an array of support services and reasonable accommodations for students with special needs and/or disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Services for Students with Disabilities Program seeks to promote awareness and a campus environment in which accommodating students with special needs and/or disabilities is natural extension of the University's goal.

Any student with a documented disability should contact the Office of Student Support Services. <http://www.lincoln.edu/studentsservices/index.html>

**UNIVERSITY ACADEMIC INTEGRITY STATEMENT:**

Students are responsible for proper conduct and integrity in all of their scholastic work. They must follow a professor's instructions when completing tests, homework, and laboratory reports, and must ask for clarification if the instructions are not clear. In general, students should not give or receive aid when taking exams, or exceed the time limitations specified by the professor. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. Honesty in the classroom and in the preparation of papers is therefore expected of all students. Each student has the responsibility to submit work that is uniquely his or her own. All of this work must be done in accordance with established principles of academic integrity. <http://www.lincoln.edu/registrar/2014Catalog.pdf>

**POLICY ON ELECTRONIC DEVICES IN CLASSROOM:**

**(Faculty must include a statement on their policy.)**