



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR MUSEUM PRACTICUM**

**MUSEUM PRACTICUM  
ANT6913 3 Credit Hours**

**Student Level:**

This course is open to students at the freshman or sophomore college level.

**Catalog Description:**

**ANT6913 - MUSEUM PRACTICUM (3 hrs.)**

Students will assist in the day-to-day operations of the Cherokee Strip Land Rush Museum, or other local or regional museums under the guidance of the museum director.

**Prerequisites:**

Major in Anthropology with instructor approval.

**Controlling Purpose:**

This course gives students practical experience and first-hand observation of the professional practice, methods and duties of small museum management.

**Learner Outcomes:**

Upon completion of the course, the student will be able to effectively and efficiently carry out the day-to-day duties involved in the management of a small museum, including curation, exhibit design & construction, event planning and facility management.

**Units Outcomes and Criterion Based Evaluation Key for Core Content:**

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

**Evaluation Key:**

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who

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has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.

- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

### UNIT 1: ARTIFACT MANAGEMENT

Outcomes: Upon Completion of this unit, students will be able to successfully...

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Properly clean, catalog and store artifacts.
						Use a variety of techniques, including computer systems and photography, to manage artifact collections.
						Use appropriate references to type, date and describe artifacts.
						Evaluate the historicity and significance of artifacts of various types & eras.

### UNIT 2: EXHIBIT PREPARATION

Outcomes: Upon Completion of this unit, students will be able to successfully...

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Effectively plan & design layouts of single displays and multiple display Exhibits.
						Prepare basic display cases, photos, models and other types of exhibits.
						Use themes and narrative in ordering exhibits.
						Use appropriate labeling and lighting techniques for exhibits.

### UNIT 3: MUSEUM OPERATIONS

Outcomes: Upon Completion of this unit, students will be able to successfully...

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Assist in typical day-to-day office and maintenance work as directed.
						Assist with individual and group tours of the museum as needed.
						Assist the museum director & staff with other tasks typical of the daily operations of a museum.

### UNIT 4: EVENT PLANNING

Outcomes: Upon Completion of this unit, students will be able to successfully...

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Assist the museum director and staff with event creation and scheduling.
						Assist in the preparation and development of event-specific publicity materials.
						Assist in the preparing the museum or other facilities as needed for events.
						Assist in managing the logistics of events.
						Assess the success of events in terms of the museum's mission and goals.

#### **Projects Required:**

Students must work a minimum of 9 hours per week, under the supervision of the museum director, who will assign various tasks as needed. Students will maintain a journal of daily work, and prepare a portfolio of any exhibit or event preparation and execution they undertake.

#### **Textbook:**

NA

#### **Materials/Equipment Required:**

#### **Attendance Policy:**

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Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

**Grading Policy:**

The grading policy will be outlined by the instructor in the course syllabus.

**Maximum class size:**

Based on classroom occupancy

**Course Timeframe:**

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

**Refer to the following policies:**

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

**Disability Services Program:**

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability, which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.