

UNIVERSITY OF CALGARY  
DEPARTMENT OF ART

**UNDERGRADUATE COURSE OUTLINE**

**Museum and Heritage Studies (MHST) 433  
Management and Planning in Museum and Heritage Institutions  
Winter 2020**

*Fridays, 14:00 – 16:30, AB 672*

**Instructor:** *Jon Weller*  
**Office Location:** *PF 3165*  
**Office Phone:** *403 899 2918*  
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**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 &/or Co-requisites**

Museum and Heritage Studies 201

**Corequisite**

Museum and Heritage Studies 331

**Notes**

Students will be required to attend off-campus events, potentially outside of class time. Preference is given to students registered in the Museum and Heritage Studies Minor program.

**Objectives of the Course**

Gain theoretical and practical understanding of the management in museums and heritage organizations based on the current standards and ethics of practice.

**Textbooks and Readings**

N/A: Readings and Texts will be provided through D2L, consult weekly schedule for full list of required readings.

**Assignments and Evaluation**

<b>Due Date</b>	<b>Assignment</b>	<b>Weight</b>
February 7	Topic Study Paper	15%
March 12	Operational Grant Project	20%
April 10	CSL Project Presentation	20%
April 15	CSL Project Deliverable & Reflective Essay	30%

	* Participation	15%
		<b>100%</b>

\*As much as possible, MHST 433 will be taught as a seminar. It is critical, therefore, that students have readings completed in advance and be ready to discuss them 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.

Details for each assignment, including grading criteria, will be provided in class.

It is not necessary for students to achieve a passing grade on any particular component of the course in order to pass the course as a whole.

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.

### **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.**

Please submit all assignments electronically through D2L or directly to the instructor. If this is not possible, you can use the drop box outside of AB 608. Assignments that are put into the drop box will be date-stamped and placed in the instructor's mailbox.

### **Late Assignment Policy**

Assignments submitted after the deadline will be penalized 5% for each day that they are late.

### **Additional Information**

The central assignment for this course will be to work with a community heritage partner on a management-related project. Service learning is an opportunity to build real-life connections between education and practical issues. The benefits are multiple, including the opportunity to:

- Author your own education through your experiences;
- Make a difference in the lives of people;
- Connect with your local communities;
- Apply what you are learning in class and understand it differently;
- Improve your ability to handle ambiguity (and be open to change); and
- Gain hands-on experience in the field.

While the opportunity to engage in service learning is valuable, it may not be the right fit for everyone. If, for any reason, you are unable to undertake this work please speak with the instructor and an equivalent project can be designed.

### **Course Activities**

At least one Field Trip will be scheduled during the course, date and time to be confirmed. There will be no cost for the Field Trip, but students will be responsible for their own transportation to the location.

## Course Schedule

See D2L for full course schedule and readings.

## Grading Method/Grading Scale:

Percenta	Gra	G.P.	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
70-74	B-	2.7	
65-69	C+	2.3	
60-64	C	2.0	Satisfactory – basic understanding of the subject
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

*Laptops and the internet are allowed in this course for note taking and reference uses.*

## Academic Accommodations

The student accommodation policy can be found at [ucalgary.ca/access/accommodations/policy](http://ucalgary.ca/access/accommodations/policy).

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 [ucalgary.ca/policies/files/policies/student-accommodation-policy](http://ucalgary.ca/policies/files/policies/student-accommodation-policy).

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/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>  
[http://www.ucalgary.ca/registrar/files/registrar/deferred\\_termwork15.pdf](http://www.ucalgary.ca/registrar/files/registrar/deferred_termwork15.pdf)

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

For more information go to <https://www.ucalgary.ca/legalservices/foip>

## **Writing/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/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 <http://www.ucalgary.ca/security/safewalk>

## **Emergency Evacuation**

For more information go to <https://live-risk.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 ([www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf](http://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.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**

The Art Building lockers are administered through the Student's Union's used bookstore, Bound and Copied. Lockers are rented on a first come, first served basis. Due to the shortage of lockers, and the high demand, students cannot hold more than one locker at a time. All of the details on renting a locker and your responsibilities can be found on the Locker Rental Agreement at [https://www.su.ucalgary.ca/wp-content/uploads/2014/08/locker\\_rental\\_agreement\\_2010.pdf](https://www.su.ucalgary.ca/wp-content/uploads/2014/08/locker_rental_agreement_2010.pdf)

**Lockers for all sessions** can be rented through [my.ucalgary.ca](http://my.ucalgary.ca). Once you're in the Student Centre, click on **Other Academic Services** and choose **Locker Reservation**.

**Lockers must be vacated by the end of term.**

For more information go to <http://www.su.ucalgary.ca/>

### **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/provost/students/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. Stop by SS102, 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 220-5881 or visit them on the 3rd floor of the Taylor Family Digital Library.

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