

**John Tyler Community College
Art 195: Museum Collections Care
Spring Semester 2012
Virtual Session**

Instructor: Jennifer Thomas

Office Hours:

Online chat during class sessions, 2:00 PM to 2:30 PM (Thursdays April 12th and 19th and, for the final week of class, Tuesday April 24th)

Available by email anytime, by phone 9-5 Monday through Friday

Course Description:

This online course will provide an introduction to the many elements of professional museum collections care. Whether you plan on working with a collection or already have a collection to care for, this online class will give you the basic practical information you need. Class topics will include collections storage essentials, collections policies, and preventive conservation techniques to help with long term preservation of objects.

Course Objectives:

Students will be able to:

Discuss the different elements that contribute to proper care of museum collections.

Understand the importance of a collections policy for museums.

Recognize the difference between good and bad storage techniques for museum collections.

Identify the different threats posed to collections in museum environments.

Discuss the role that technology will play in the future of museum collections.

Course Text (Required):

No course text required. Reading assignments will be provided online.

Required Materials:

Students must have regular access to a computer and the internet. JTCC recommends that students have their own computers, with current software and a high-speed connection, such as DSL, Cable, or Fios.

Lack of computer access, computer malfunctions, and technical difficulties are not acceptable reasons for incomplete or late work. If you have unreliable internet or computer capabilities, you should routinely use the computers available on campus at both locations.

Learning Requirements:

Many people assume that an online course is easier than a traditional face-to-face class, but educational research demonstrates that most students find that online learning requires more planning and independent follow through.

Follow these guidelines for online learning success:

Know thyself! Some students thrive in online classes and experience significant difficulty. Ask yourself the following questions. If most of your answers are "Yes" you are a good candidate for online courses. If most of your answers are "No," you should reconsider whether this online class is a good fit for you.

- Do you have a **minimum** of 10 hours a week to spend on class work?
- Can you meet firm deadlines?
- Can you read and follow directions accurately?
- Have you completed all JTCC developmental reading and writing requirements or been placed directly into ENG 111?
- Are you able to self-assess your learning to identify where you are having trouble and need assistance?
- Do you take the initiative to ask questions of your instructors rather than wait for them to ask if you are having trouble?
- Do you have **reliable** access to an Internet-connected computer and basic computer skills? Do you have backup options (ie: friends or family computers / internet connections, local library, or JTCC campus computers,) should your primary connection fail?

Know the technology! You must have on the FIRST DAY of the semester the technology and the skills to operate a computer, navigate across the Internet, type up a document in a word processor, and send and receive email with attachments.

If you need technical assistance with Blackboard, use the Help & Support link within the course menu. If you need additional assistance, complete the online help request form: <http://www.jtcc.edu/customapps/helpform2/>. The Instructional Technology office will respond within 24 business hours.

Stay connected! You are responsible for checking Blackboard announcements and your JTCC email account. If you do not check in as required, you will miss important information about current and upcoming assignments. As this is a three week short class, you must stay connected to the course as frequently as possible, but you will be expected to check at least three times per week for any updates.

If the JTCC website or MyTyler portal goes down, you can connect directly to Blackboard and login through this link: <http://learn.vccs.edu>.

Communicate! Active engagement with your classmates and myself will aid your success in the course. As per JTCC policy I can only receive email from and send email to your JTCC email account. If you have questions about this course or the assignments, you must post those questions to the **general discussion list**. I will not respond to course questions through email. However, if your concern is of a purely personal nature, I welcome your email communication with me. I will usually respond to emails usually within **24 hours**. It is your responsibility to verify that I have received and responded to your email queries in a timely manner. Students should set up their email to save all sent messages.

**Note:* ALL emails to your professor should contain an appropriate subject line that begins with the course name & section. You should always include your full name. For more information, please, see the "Email Etiquette" presentation located within the Help and Support button in every Blackboard course.

Course Requirements:

Assignments:

There will be assignments given each week of the course (see the calendar below for details). They include both individual projects and a paired project in week two.

Project/Group Project:

The final project is a group project. You will be assigned to your group and given a scenario during week two of the class.

Discussion Boards:

There will be one new discussion topic posted at the beginning of each week of the class, as well as several supplemental boards. Your participation is expected in the primary discussion topic, as well as the supplementary boards that specifically relate to assignments (see the calendar below for details).

Evaluation Categories:

1. Assignments: All assignments together will count as 40% of your grade.
2. Discussion Boards & Participation: Interaction in an online class is crucial; therefore, your participation in our discussion boards will count as 40% of your grade.
3. Group Project: The group project from week three will serve as your final assignment for the class, and will represent 20% of your grade.

Grading Scale:

Grades will be assigned A-F, based on the points collected above.

Attendance Policy:

As this is an online class, attendance will be counted through your interaction on discussion boards and your completion of the online assignments and presentations. You are

expected to complete all elements of the class in a timely manner in order to meet the attendance requirement for this class.

Make-up Policy:

If for some reason you cannot complete the work assigned for a given week by the end of that week, you must notify the instructor as soon as you are aware of this. If there is a valid reason, you may be given additional time to complete the work.

Course Calendar:

There are no on-campus requirements for this class.

Introduction to Class

What is a Collection?

Introductory Discussion Board Assignment:

Choose your favorite museum, or a museum with an interesting collection, and post the link to their website along with your name and why you chose that museum.

Just for Fun: “Stuff Museum People Say”: www.youtube.com

Week One of Class: Keeping Collections

Should be completed by April 13th

Presentations:	Collections Storage What a Collection Wants Collections Handling Collections Policies
Assignments:	View video and webinar on storage Complete an Internet scavenger hunt Write a one page journal entry on why collections matter
Discussions:	Why does it matter how we store or care for collections?
Just for Fun:	View Art Handling Olympics – Are these people important? What do you think are the qualifications for a position as an art handler? Would you want their jobs? View Best Dressed Registrar -How would you rate their collections handling practices? What’s wrong with these pictures?

Week Two of Class: Threats to Collections

Should be completed by April 20th

Presentations:	Public access issues: Museums as Venues and Collections Access for Researchers Agents of Deterioration Hazardous collections Exhibits—how an object on display is an object at risk
Assignments:	Pair with another student and complete a worksheet about objects important to you View two videos on collections on display, and complete journal entry

	Post a question for our guest instructors in their discussion forum, and review the answers they give to other students—respond to at least one of the answers.
Discussion:	Public Access is a sticky wicket for museums; having tours, or cocktail parties in exhibit spaces can be dangerous for the artifacts; allowing scholars access to items can damage them. How do you balance the need to provide access to the collection with the need to preserve the collection?
Just for Fun:	View “Your Mission” web archive: UK Case Files on Agents of Deterioration and solve as many as you can

Week Three of Class: The Future of Collections Should be completed by April 26th
(Final group project due April 30th)

Presentations:	Conservation Treatment in the 21 st Century New and Ongoing Issues in Collections Care Online collections Challenges in caring for modern materials Are Collections Still Important?
Assignments:	Students will be divided into groups, and will need to respond as a group to a scenario that they will be provided. The response will include a discussion board topic posted for the rest of the class, and a one page paper discussing the group’s chosen response to the scenario.
Discussions:	Journal entry on “should museums be collecting” In addition to the discussion posts related to the group projects, there will be a discussion topic in which each student finds a museum that has some part of its collection online—post the link, along with three questions you would like to ask the curator at that museum about their online collection
Just for Fun:	Prescott Statue Conservation on Bunker Hill: http://ncptt.nps.gov/nms-producing-a-video-on-statue-conservation/ and www.marinersmuseum.org Monitor webcam.

Student Conduct Policy:

In an online class, student conduct is very important, and will be monitored carefully. You are expected to follow proper netiquette:

1. Watch how you express your emotions and humor within the mail. Due to the lack of vocal and nonverbal clues to our speech here, we often need something extra to read into a message what was intended. Cultural and ability differences impact the online group.
2. Don't get involved in flame wars. Neither post nor respond to incendiary material.
3. College level communication skills are expected in all messages. Use correct punctuation and spelling. Use the spell check for all messages.

4. Keep comments relevant to the topic at hand, and keep postings concise and to the point. Do not use acronyms that others may not know.
5. Validate and respond respectfully to others' posts and thoughts. Comments that denigrate or disrespect any other member of the class will not be tolerated.

For the college policy on Student Conduct see the current *Student Handbook* at <http://www.jtcc.edu/downloads/current/StudentHandbook2010-2011.pdf>.

Academic Dishonesty:

At JTCC we expect the highest standards of academic honesty. Violations of academic honesty include the following:

- Cheating: This includes seeking or giving unauthorized help on examinations, papers, and other academic assignments.
- Plagiarism: This is defined as using another's words or ideas and representing them as one's own either knowingly or unknowingly. In other words, by not documenting ideas or putting quotations around exact phrasing and documenting the source, one is committing plagiarism.

Misconduct in the area of academic honesty is subject to disciplinary action which can include failure for the assignment, failure of the course, or even academic dismissal from JTCC.

For the complete college policy on Academic Dishonesty and for questions regarding Student Disciplinary Policies and Procedures see the current *Student Handbook* at <http://www.jtcc.edu/downloads/current/StudentHandbook2010-2011.pdf>.

Turnitin and SafeAssign Policy:

Your instructor has access to Turnitin and SafeAssign plagiarism software which aids in detecting improperly cited materials. All of your written work may be submitted to Turnitin and/or SafeAssign for analysis. Your instructor may ask you to upload your documents yourself.

Students with Disabilities:

In keeping with the philosophy of providing educational opportunity for all individuals, JTCC has a professional counselor who will assist disabled persons by acting as the liaison between the students and the faculty/staff who will provide the support services needed. Go to the Disabilities Support Services website at http://www.jtcc.edu/index.php?option=com_content&task=view&id=273&Itemid=369 for more information or get further information from the JTCC Counseling offices.

Tyler Alert:

Tyler Alert is one of the many notification tools that the College will use to alert students, faculty and staff of an emergency situation and of closings and delays due to inclement weather. Tyler Alert allows the College to send urgent text messages and e-mails to those

who are registered in the system. This is a voluntary system, so if you would like to receive these messages, you must register. It is simple and easy to sign up, and you may register multiple devices – such as cell phones, Blackberrys, PDAs – as well as email addresses. There is no fee to register for Tyler Alert, but your carrier may charge fees for receiving messages on your wireless device. To learn more or to sign up, go to www.jtcc.edu/tyleralert.

Inclement Weather:

For college policy, go to

http://www.jtcc.edu/index.php?option=com_content&task=view&id=557&Itemid=691.

Closing and Emergency Procedures:

Information about the College's Inclement Weather/Closing Policy, Threat Assessment Team and emergency procedures may be found online at www.jtcc.edu/safety. On this page, you will find several informational links as well as the In Case of Emergency Quick Reference Guide, a downloadable and printable PDF that lists phone numbers and locations for Security Services, emergency notification methods, evacuation assembly areas, severe weather shelters and more.