Introduction to Museum Studies, Art 505

Tuesdays and Thursdays, 6:00-7:15
Meets at the Cole Art Center
329 E Main St., Nacogdoches
Instructor, John Handley, PhD
(936) 468-1131
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Office Hours: By appointment.

Course Description

ART 505 provides an in-depth introduction to the history, theory and practice of museums. The course explores the function of museums in terms of organization, operation and administration. Topics will include the history of museums, museum ethics, museum mission statements, collections management, exhibition design and public programing. Based in practical exercises, students will research, write and present on a variety of subjects central to the successful administration of museums in general.

Student Learning Outcomes

Students who successfully complete Art 505 will demonstrate competency in understanding the foundations of museum history, theory and practice. This will provide a foundation for future advanced work in museum studies. Students will demonstrate: 1) a knowledge of museum history; 2) modern principles of museum structure and organization; 3) management; 4) collections management; 5) exhibitions development; 6) funding; 7) public programs; and 8) terminology.

Program Learning outcomes

Graduate students will demonstrate mastery of current issues facing museums today.

Graduate students will demonstrate mastery of professional procedures in museum collections care and preservation.

Graduate students will exhibit mastery in the use of materials, techniques and media as they relate to museums.

Graduate students will define and state knowledge of and analyze museum historical precedents.

Student Evaluation

This class is dependent upon your attendance and participation. Your perspective is important to the ongoing class discussions, fieldtrips, etc. Excused absences can be negotiated with the instructor, but bear in mind that more than two absences will result in a reduction of your final grade. Assignments are due as scheduled. Assignments turned in late will receive a lower grade.

Grading: Assignments are due as assigned.
Class participation = 10 points
Bibliography due at end of course = 15 points
Assignment: 10 different museums due 8/28 = 10 points
Assignment: 3 page reflection due 9/2 = 10 points
Assignment: 2 mission statements due 9/4 = 10 points
Assignment: 3 page reflection due 9/9 = 10 points
Assignment: job qualifications due 9/11 = 10 points
Assignment: 3 page reflection due 9/23 = 10 points
Assignment: 3 page reflection due 10/21 = 10 points
Assignment: 3 page reflection (6 criteria) due 10/28 = 10 points
Assignment: Exhibition research paper due 11/4 = 10 points
Assignment: Curatorial project paper due 11/6 = 10 points
Assignment: Exhibition maquette due 11/11 = 15 points
Assignment: Funding sources assignment due 11/13 = 10 points
Assignment: Guest Cala Coats PhD, TBA assignment due 11/20 = 10 points
Assignment: AAM sessions assignment due 11/25 = 10 points
Final Project Finals Week = 30 points

180 and above = A
160 and above = B
140 and above = C
120 and above = D
119 and below = F

Academic Honesty
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Witheld Grades Semester Grades Policy (A-54)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a
WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Students with Disabilities**
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**Required Texts**
- Handouts throughout the course.

**Three-ring Binder**
Students will also work throughout the semester preparing a professional reference binder, which will contain an annotated bibliography, sample mission statements, sample job descriptions, sample educational programs and guidelines, and news articles on current issues in museums, as well as assigned readings/handouts.

**On-going Assignments: Creating Annotated Bibliography**
Throughout the semester, students will create their own annotated bibliography on books and articles about museums (excluding the required texts for this course). By the end of the semester, students should each possess a bibliography of 20 sources, including books and articles on a variety of topics, including museum management, fundraising, collections management and museum education, to name a few. Each entry must have a complete bibliographical citation and a brief paragraph (four to five sentences minimum) about the book/article. Due at end of course.

**Current Issues in Museums Today**: Throughout the semester, students should keep their eye out for interesting articles in the press that address current issues in museums. Bring copies to class so share with others and discuss.

**Class One, Tuesday August 26**

**Introduction to the Course.**
Review of the syllabus and course requirements.

**Group Discussion:** What are museums? Why do they exist? Why do they collect? What role do they play?

**Assignment For Next Class:** Search the Internet and bring to class information on ten different museums in America. Prepare a report that includes the following information on each institution: Where it is located; the mission statement; the scope of their collections; the size of their staff; the size of their facility; and if possible, their funding sources. Some of this information may be difficult to find on the web—finding the site map for the web page may be helpful. Be creative in your search and be prepared to present your findings in class and also turn in a hard copy.

**Reading Assignments for Next Class:**

- **Anderson, Reinventing the Museum**
  - Introduction, p. 7
  - Pivotal Movements in the 20th-Century Dialogue, p. 11.
  - Cameron, *The Museum, a Temple or the Forum*, p. 48.

- **Article**

**Class Two, Thursday August 28**

**Variety of Museums Today**

**Due today:** Assignment on ten different museums. Student presentations and class discussion.

**Assignment for next class:** Three-page reflection paper on the reading assignments thus far (including those listed for the next class). First two pages should review the readings and the third page must include your thoughts on the subjects covered. Paper should be written on standard 8 ½” x 11” paper, 12 point font, double spaced, one inch margins.

**Reading Assignments for Next Class:**

- **Lord, The Manual of Museum Management.**
  - Chapter 1, WHY: The Objectives of Museum Management, p. 1.

- **Anderson, Reinventing the Museum**
  - Low, *What is a Museum*, p. 34.

**Class Three, Tuesday September 2**
The Mission Statement, Mandate, Goals and Objectives

Due today: Three-page reflection paper on reading assignments.

Class Discussion: Why is a mission statement important? What is mission drift?

In Class Assignment: Working as a class, we will write a mission statement.

Assignment for next class: Prepare two mission statements, one for an art museum and one for a museum type of your own choice. Your mission statement should contain the organizations mandate, goals and objectives. Be prepared to present your work in class and turn in a hard copy.

Reading Assignments for Next Class:

Anderson, Reinventing the Museum
Silverman, Change and Complexity in the 21st-Century Museum: Museums May Be the Ways We Think and Work, p. 193.
Worts, Culture and Museums in the Winds of Change: The Need for Cultural Indicators, p. 250.

Class Four, Thursday September 4

The Mission Statement, Mandate, Goals and Objectives, continued

Due Today: Paper: Two Mission Statements.
Presentation of Mission Statements and Class Discussion.

Reading Assignment for Next Class:

Chapter 3, The Executive Role, p. 53 – 212.

Assignment for Next Class: Three-page reflection paper on the reading assignment. First two pages should review the readings and the third page must include your thoughts on the subjects covered. Paper should be written on standard 8 ½” x 11” paper, 12 point font, double spaced, one inch margins.

Class Five, Tuesday September 9

Museum Management: Roles and Responsibilities of Employees

Due today: Three-page reflection paper on reading assignments.
Assignment for Next Class: Search the web for job positions in museums across the nation. Start with The American Alliance of Museums web site, but look for other sources, too, such as the Texas Association of Museums, etc. Answer these questions:

- What are the minimum qualifications for a museum director for a mid- to large-size institution? List five typical responsibilities of a museum director.
- What are the minimum qualifications for a museum curator for a mid- to large-size institution? List five typical responsibilities of a museum curator.
- What are the minimum qualifications for a museum collections manager or registrar for a mid- to large-size institution? List five typical responsibilities of a museum collections manager / registrar.

Based on your research, write a job description for a museum director of a mid-sized art museum with a budget of approximately 1 million dollars and 15 employees.

Reading Assignments for Next Class:


Class Six, Thursday September 11

*Faculty Exhibition Opens at the Cole Art Center*
*Class will meet from 6 to 7 p.m. and then we will join the reception downstairs.*

Museum Management: Roles and Responsibilities of Employees, continued.

Due today: Paper: Museum Job Requirements and Director Job Description.

Guest speaker: *Ruthann Rugg,* Director, Texas Association of Museums

Reading Assignment for Next Class:

Anderson, *Reinventing the Museum*
Chait, *Governance as Leadership: Bringing New Governing Mindsets to Old Challenges,* p. 468.

Class Seven, Tuesday September 16

Museum Management: The Board and Fiduciary Responsibility
Due today: No assignments due today—use homework time to work on your annotated bibliography.

Class Discussion

Reading Assignment for Next Class:

Anderson, *Reinventing the Museum.*

Class Eight, Thursday September 18

Museum Management: The Board and Fiduciary Responsibility, continued.

Due today: No assignments due today—use homework time to work on your annotated bibliography.

Class Discussion

Assignment for Next Class: Three-page reflection paper on the reading assignment that covers museum boards and fiduciary responsibility. First two pages should review the readings and the third page must include your thoughts on the subjects covered. Paper should be written on standard 8 ½” x 11” paper, 12 point font, double spaced, one inch margins.

Reading Assignment for Next Class:


Article

Class Nine, Tuesday September 23

Collections Management: Policies and Procedures

Due today: Three-page reflection paper.
Reading Assignment for Next Class:

**Anderson, Reinventing the Museum**  
Phelan, *Legal and Ethical Considerations in Museum Acquisitions*, p. 412.

**Articles**  

**Class Ten, Thursday September 25**

**Collections Management: Policies and Procedures, continued.**

**Due today:** No assignments due today—use homework time to work on your annotated bibliography.

**Class discussion:**  
How museums collect  
Collection Policies  
Forms review  
Deed of Gift  
Accessioning  
Nomenclature & Cataloging

**Reading Assignment for Next Class:**

Look up on line the AAM Code of Ethics for Curators on the web.

Chapters 1 & 2

**Marie Malaro, A Legal Primer on Managing Museum Collections**  
Chapter III, *Collection Management Policies*
Articles
Anon., Collection Surveys and Condition Reporting.
Museums & Galleries NSW, Condition Reports.

Class Eleven, Tuesday September 30

Collections Management: Policies and Procedures, continued.
Cataloging, Accession Numbers and Condition Reports.

Due today: No assignments due today—use homework time to work on your annotated bibliography.

In Class Assignment: Working in class, students will physically number, catalog and prepare condition reports on a number of artifacts.

Class Twelve, Thursday October 2

Collections Management: Policies and Procedures, continued.
Cataloging, Accession Numbers and Condition Reports.

Due today: No assignments due today—use homework time to work on your annotated bibliography.

In Class Assignment: Working in class, students will physically number, catalog and prepare condition reports on a number of artifacts.

Class Thirteen, Tuesday October 7

Collections Management: Policies and Procedures, continued.
Cataloging, Accession Numbers and Condition Reports.

In Class Assignment: Working in class, students will physically number, catalog and prepare condition reports on a number of artifacts.

Reading Assignment for Next Class:
Article:

Class Fourteen, Thursday October 9
Collections Management: Policies and Procedures, continued.

Filed Trip: The Stone Fort Museum, SFASU.
Director, Carolyn Spears

Class will meet at the Stone Fort, 6:00pm.

Reading Assignment for Next Class:

Articles:

Edson, Gary and David Dean. The Handbook for Museums.
Chapter 6 & 7: Museum Conservation & Exhibition Conservation.

Class Fifteen, Tuesday October 14

Environmental Concerns
Preservation of Museum Collections

Reading Assignment for Next Class:

Articles:
American Alliance of Museums: Developing A Disaster Preparedness/Emergency Plan.
International Council of Museums: Guidelines for Disaster Preparedness in Museums

Class Sixteen, Thursday October 16

Disaster Preparedness

Reading Assignment for Next Class:
TBA

Assignment for Next Class: Three-page reflection paper on the reading assignment that covers both environmental concerns and disaster preparedness. First two pages should review the readings and the third page must include your thoughts on the subjects covered. Paper should be written on standard 8 ½” x 11” paper, 12 point font, double spaced, one inch margins.

Class Seventeen, Tuesday October 21

Griffith Gallery workshop
Hanging the University of Chihuahua Faculty Show
Guest Speaker Gary Parker

Due today: Three-page reflection paper.
Class will meet at the Griffith Gallery at 6:00pm
Griffith Fine Arts Building, across from the Turner Auditorium

**Reading Assignment for Next Class:**

- **Falk and Dierking, *The Museum Experience*.**


**Class Eighteen, Thursday October 23**

*No class today in lieu of bus trip to Ft. Worth tomorrow*

*Field Trip, Friday Oct 24, 2014*

- **KIMBELL ART MUSEUM**
  - Faces of Impressionism: Portraits from the Musee d'Orsay
  - Permanent collection of ancient, European and world art

- **MODERN ART MUSEUM**
  - Modern Urban Theater: New York Art in the 1980s
  - Permanent collection of modern and contemporary art

- **AMON CARTER MUSEUM**
  - George Caleb Bingham and The River 17 paintings, 50 drawings
  - Lone Star Portraits (photographs)
  - Benito Huerta and the Collection
  - Meet Me on the Trinity: Photographs by Terry Evans
  - Permanent collection of American art

Sign up in advance in the School of Art office or tel. 936-468-4804.

Two buses depart 8:00 AM in front of the Art Studio and Horticulture Bldgs. Return 10:15 PM

**Assignment for Next Class:** Three-page reflection paper. This paper should evaluate one of the museums you visited on the field trip using the six major criteria by which people judge leisure activities in Falk and Dierking’s *The Museum Experience* (p. 16), as follows: Being with people, or social interaction; doing something worthwhile; Feeling
comfortable and at ease in one’s surroundings; Having a challenge of new experiences; Having an opportunity to learn; and Participating actively. Paper should be written on standard 8 ½” x 11” paper, 12 point font, double spaced, one inch margins.

*Note: If you are not able to attend this field trip, you must make prior arrangements to visit an art museum outside of Nacogdoches to complete this assignment.*

**Class Nineteen, Tuesday October 28**

*Installation of the exhibition: To Spin a Yarn in the Reavley Gallery*

*Due today: Three-page paper on fieldtrip to Houston Museums.*

**Class Twenty, Tuesday October 30**

*Exhibitions*

**Assignment for Next Class:** Spend time on the Internet researching major exhibitions around the world. Identify five exhibitions and prepare a report on each that answers these questions: What is the title of the exhibition? Who is the curator? What is the major theme and scope of the exhibition? How many artworks/artifacts are displayed in the exhibition and what are they? Why is this exhibition important? Is an exhibition catalog available? Will the exhibition travel to other venues? How was the exhibition funded? Be prepared to report your findings in class and turn in a hard copy.

**Reading Assignment for Next Class:**

*Falk and Dierking, The Museum Experience.*
*The Interplay of Contexts: The Museum as Gestalt,* p. 83

*Barry Lord and Gail Dexter Lord, The Manual of Museum Exhibitions*
“Chapter 2: The Purpose of Museum Exhibitions,” (pp. 11-23).
“Chapter 5: Planning and Designing Exhibition Facilities,” (pp. 67-134).

**Class Twenty One, Tuesday November 4**

*Exhibitions*

*DUE today: Report on exhibitions research.*

**Reading Assignment for Next Class:**

*Klobe, Tom. Exhibitions: Concept, Planning and Design.*
*Chapter 1: Elements of Design*
Assignment for Next Class: Exhibition proposal: Curate an exhibition for one of the three gallery spaces—The Ledbetter Gallery, The Reavley Gallery or The Griffith Gallery. This paper should include an introduction to the exhibition, the purpose of the exhibition, the target audience, who/what will be featured in the exhibition (list format), lending institutions (if applicable), and potential funding sources. Be creative and have fun with this project!

Class Twenty Two, Thursday November 6

Due today: Paper outlining your proposed exhibition.

Assignment for Next Class: Using your planned exhibition from the previous assignment, prepare a maquette to scale (¼” = 1’) of The Ledbetter Gallery, The Reavley Gallery or The Griffith Gallery. Your maquette must include temporary walls, and images of artworks, models of artifacts, pedestals, text panels, etc., all to scale. Remember to include the height of the walls, the height/width of doors, and other considerations such as the placement of thermostats mounted on walls, etc. You may opt to work in pairs on this project (choosing one exhibition) for your example. Your maquette will be formally presented in class.

Class Twenty Three, Tuesday November 11

Exhibitions
Funding Sources

Due today: Exhibition maquette. Class critique and discussion.

Assignment for Next Class: Spend time on the Foundation Center Web Site (www.foundationcenter.org). Identify three key potential funders that might fund your exhibition and prepare a report on what types of programs they fund and what type of information they require in a grant application. Search the Internet for other potential foundations and corporations that fund museums and art exhibitions. Be prepared to present your findings in class and turn in a hard copy.

Class Twenty Four, Thursday November 13

Museum Education

Due today: Paper on three potential funding sources.

Guest Speaker: Cala Coats, PhD
Reading Assignment for Next Class:
Falk and Dierking, *The Museum Experience.*
   *Museum Learning Defined*, p. 97
   *Understanding the Museum Experience*, p. 115
   *Creating the Museum Experience*, p. 129.

Article:
Jay P. Greene, Brian Kisida, and Daniel H. Bowen, “Why Field Trips Matter,”

Class Twenty Five, Tuesday November 18

Museum Education

Interpretative texts and gallery lesson plans. Students will develop a lesson plan to be used at the Cole Art Center or the Stone Fort Museum.

*Guest Speaker: Cala Coats, PhD*

Assignment for next class: TBA

Reading Assignment for Next Class:

   Anna Johnson and Kimberly Huber, *The Museum Educator’s Manual*
   *Intergenerational Learning*, p. 75
   *Education Online*, 109.

Class Twenty Six, Thursday November 20

Current Issues Facing Museums Today

Due today: Educational program assignment.

Assignment for Next Week: Review the program pages (provided in hand-outs) from the 2014 American Alliance of Museums Conference held in Seattle last May. Select three session topics and write one page each on why these topics are important issues facing museums today.

Reading Assignment for Next Class:

Article
Class Twenty Seven, Tuesday November 25

Class Discussion: Course Review: What have we learned this semester?

Due today: Three-page paper on 2014 American Alliance of Museums Conference session topics.

November 27 Happy Thanksgiving

Final Project

Based on this semester’s study, you are now prepared to implement your own concept museum. Prepare a document that outlines the following:

Name of Institution
Mission Statement
Board Structure
Funding / Fundraising Strategies
Job Descriptions
   Director
   Curator(s)
   Registrar
   Preparator
   Support staff
Opening Exhibition Description
Description of one other planned exhibition

Also due: annotated bibliography.
Selected Course Bibliography


