History 583.001
Practicum in History

Professor: Dr. Paul J. P. Sandul
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Office: Liberal Arts North (Vera Dugas) # 329
Office Hours: Mondays, Tuesdays, and Fridays 12-2:40pm
Department: History
Class meeting place and time: By Appt.

Course Description:
An opportunity to enhance professional growth through integration of theory with planned, supervised, and practical work experience. History 583 is a for-credit apprenticeship program for history graduate students seeking experience and instruction in museums, archives, historic preservation, research, or other areas of professional practice.

Course Objectives:
History 583 provides an opportunity for a graduate student to complete a practicum in public history for course credit. Specifically, “practicum” means doing practical work. This history practicum is therefore designed to further familiarize students to the basic practices and fundamental skills needed to succeed in a public history career such as museums, archives, historic preservation, and other related areas. It is about doing history in a professional setting as much as learning history in an academic one.

Program Learning Outcomes:
The SFA History Department has identified the following Program Learning Outcomes (PLOs) for all SFA students earning an M.A. degree in History:
1. The student will be able to explain the key issues and developments in at least two historical periods (one per course).
2. The student will be able to identify the main historical works and interpretive debates associated with an event or period.
3. The student will be able to locate, identify, and critically analyze primary sources.
4. The student will be able to research and analyze effectively an issue or topic in writing.
5. The student will be able to present written work in an appropriate academic style, including the proper citation of sources using Chicago Manual of Style (most recent edition).

This section of this course will focus on PLOs 3, 4, and 5.

Student Learning Outcomes
• The student will learn how public historians present the past to the public.
• The student will learn the duties and responsibilities of a public historian.
• The student will demonstrate the ability to conduct critical analysis of historic resources in a public history setting.
Required Texts:
1. Edward and Mary Alexander, *Museums in Motion: An Introduction to the History and Functions of Museums* (Lanham: AltaMira Press, 2008);
2. G. Ellis Burcaw, *Introduction to Museum Work* (Walnut Creek, CA: Alta Mira, 1997);

Additional Reading Material:
The student is also expected to consult related/applicable books/materials assigned in previous/current public history (or applicable) courses. The student must also consult with the mentor at the host institution for their practicum to consult any other applicable materials deemed necessary.

Course Requirements:
1. Assist the mentor in work for 10 hours a week/Final Evaluation: 200 points
2. 5-Page Report: 100 points
3. 10-Page Essay: 200 points

Grading Scale (in %):
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<tr>
<th>Grade</th>
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<tr>
<td>A</td>
<td>90-100%</td>
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<tr>
<td>B</td>
<td>80-89%</td>
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<td>C</td>
<td>70-79%</td>
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<td>D</td>
<td>60-69%</td>
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<td>F</td>
<td>59% and below</td>
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Attendance Policy:
As mentioned bellowed, the student is required to work a minimum of 10 hours weekly at the practicum’s host institution. On the Friday of each week (or last day of each week if a holiday occurs), the student must also check in with the course professor to provide an update on the practicum experience (this can be done via email or during the professor’s office hours).

Assist the mentor in work for 10 hours a week/Final Evaluation (200 points):
Such assistance may include, but is not limited to: cleaning and repairing items; assigning accession numbers if not already assigned; researching items to expand their entries in the database; rehousing and shelving items and recording new locations; assistance with exhibition research, design, and/or interpretation; and perform other tasks as mentor directs.

Note that the mentor shall be responsible for the assignment of projects to the student, weekly meetings, provision of any necessary and available equipment and facilities, and determination of a final evaluation. Such final evaluation shall be based upon the student’s work performance
and time spent in the host institution (10 hours weekly). Staff will provide the SFASU course instructor a one-page letter of reference/evaluation of the student. **Final Evaluation due May 6.**

**5-Page Report (100 points):**
Write a five-page report summarizing the practicum and its work within current museum theory and how the experience will contribute to the student’s future work in museums specifically and public history broadly. The student will attach/provide copies of all materials produced for the mentor during the practicum. As part of the student’s graduate-level work the student shall incorporate the following titles into the final paper: Edward and Mary Alexander, *Museums in Motion*; G. E. Burkaw, *Introduction to Museum Work*; Bruce Dearstyne, *Managing Historical Records Programs*; John Falk, *Identity and the Museum Experience*; Polly McKenna-Cress and Janet Kamien, *Creating Exhibitions*; Daniel Reibel, *Registration Methods for the Small Museum*; Beverley Serrell, *Exhibit Labels*; Thomas Wolf, *Managing a Nonprofit Organization*; and any applicable books related to the content of the museum the student is working with. **This will be due May 6.**

**10-Page Essay (200 points):**
Write a 10-page essay in *Chicago Manual Style* with footnotes/endnotes (title and bibliography separate) about three items/projects worked on during the semester with a description of each, an explanation of their functions, and a placement of each in its historic context per museum theory and practice. The student must consult and directly reference the same literature above. **This will be due May 6.**

**ACADEMIC INTEGRITY (A-9.1):**
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. Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp).

**WITHHELD 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/).