

Collection Care and Management
024:120 (MUSM:3200) , 012:120 (GEOS:3200) (3 sh)
Fall 2012 Syllabus

Instructor: Tiffany Adrain, Collections Manager, Paleontology Repository, Department of Geoscience, Trowbridge Hall, Room 236, phone: 319-335-1822, e-mail: tiffany-adrain@uiowa.edu
Office hours: 1 – 2 pm Tues. and 10 am – 12pm Weds., and by appointment.
Email correspondence: you may email me anytime and can expect a reply within 24 hours.

Department: The course is offered through Museum Studies, Department of Anthropology
Museum Studies Program Director: Dr. Russell Ciochon **Office** 26 Macbride Hall (MH),
Phone: 319 335-2751 **Email:** russell-ciochon@uiowa.edu

The course is cross-listed with the Geoscience Department

Department Office: 121 Trowbridge Hall Telephone: 319-335-1818
Department Chair (DEO): Prof. M.K. Reagan DEO Office: 121C TH
DEO Telephone: 319-335-1820 DEO Email: geology-deo@uiowa.edu

Schedule: Classes are held in Room 134 Trowbridge Hall on Wednesdays from 5 – 7.50 pm. The course outline, reading assignments, and exercises are posted on ICON <http://icon.uiowa.edu/> Please let me know if you have any problems accessing them. You are expected to attend all classes unless you have a valid reason for your absence and appropriate documentation if necessary.

Goals and Objectives: This course will introduce the principles of care and management of museum and research collections. Readings and discussions will include topics on: 1) philosophy, responsibility and ethics of managing collections; 2) documents and policies necessary to insure the long-term preservation of collections; 3) the concept of preventive conservation; and 4) how to balance collection use versus preservation. Grading is based on two written assignments, class exercises and participation, and a final exam. Readings are selected from books and current museum journals. You are expected to attend all lectures. Please provide notice by email if you are unable to attend.

Textbook: The National Park Service Museum Handbook:
<http://www.nps.gov/museum/publications/handbook.html>

Assignments: 1) Reading assignments: Students are expected to read the assigned material and to participate in class discussions. 2) Written assignments: Students will receive assignment instructions during the semester.

Exams: There will be two exams:

Mid-term Exam: Wednesday, October 10, 2011 at 5pm in TH 134.

Final Exam: schedule will be available mid-September.

Grading: The final grade will be based on 800 points, as described below:

- 1) Five class-time exercises (200 points)
- 2) Three written assignments (300 points)
- 3) Mid-term Exam (100 points)
- 3) Final Exam (200 points)

Grade distribution is as follows. The A+ grade is awarded for exceptional work only.

A+	A	A-	B+	B	B-	C+	C	D	F
96+%	91-95%	86-90%	81-85%	76-80%	71-75%	66-70%	56-65%	45-55%	<45%

Administrative Home

The College of Liberal Arts and Sciences is the administrative home of this course and governs matters such as the add/drop deadlines, the second-grade-only option, and other related issues. Different colleges may have different policies. Questions may be addressed to 120 Schaeffer Hall, or see the CLAS Academic Policies Handbook at <http://clas.uiowa.edu/students/handbook>.

Electronic Communication

University policy specifies that students are responsible for all official correspondences sent to their University of Iowa e-mail address (@uiowa.edu). Faculty and students should use this account for correspondences. (*Operations Manual*, III.15.2. k.11.)

Accommodations for Disabilities

A student seeking academic accommodations should first register with Student Disability Services and then meet privately with the course instructor to make particular arrangements. See www.uiowa.edu/~sds/ for more information.

Academic Honesty

All CLAS students have, in essence, agreed to the College's Code of Academic Honesty: "I pledge to do my own academic work and to excel to the best of my abilities, upholding the IOWA Challenge. I promise not to lie about my academic work, to cheat, or to steal the words or ideas of others; nor will I help fellow students to violate the Code of Academic Honesty." Any student committing academic misconduct is reported to the College and placed on disciplinary probation or may be suspended or expelled ([CLAS Academic Policies Handbook](#)).

CLAS Final Examination Policies

The final examination schedule for each class is announced around the fifth week of the semester by the Registrar. Final exams are offered only during the official final examination period. No exams of any kind are allowed during the last week of classes. All students should plan on being at the UI through the final examination period. Once the Registrar has announced the dates and times of each final exam, the complete schedule will be published on the Registrar's web site.

Making a Suggestion or a Complaint

Students with a suggestion or complaint should first visit the instructor, then the course supervisor, and then the departmental DEO. Complaints must be made within six months of the incident ([CLAS Student Academic Handbook](#)).

Understanding Sexual Harassment

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community have a responsibility to uphold this mission and to contribute to a safe environment that enhances learning. Incidents of sexual harassment should be reported immediately. See the [UI Comprehensive Guide on Sexual Harassment](#) for assistance, definitions, and the full University policy.

Reacting Safely to Severe Weather

In severe weather, class members should seek appropriate shelter immediately, leaving the classroom if necessary. The class will continue if possible when the event is over. For more information on Hawk Alert and the siren warning system, visit the Public Safety [web site](#).

Rights and responsibilities in the classroom

The College's statement on student rights and responsibilities can be found at: <http://www.clas.uiowa.edu/students/handbook/x/>.