



## FACULTY OF HUMANITIES AND SOCIAL SCIENCES

### SCHOOL OF ART HISTORY, CLASSICS & RELIGIOUS STUDIES MUSEUM AND HERITAGE STUDIES MHST512 PRACTICUM 1 30 POINTS

FULL YEAR 2014

#### Important dates

**Trimester dates:** 3 March to 16 November 2014

**Teaching dates:** 3 March to 17 October 2014

**Easter/Mid-trimester break:** 18 April to 4 May 2014

**Mid-year break:** 3 to 13 July 2014

**Mid-trimester break:** 2/3: 25 August to 7 September 2014

**Aegrotat period begins:** 29 September

**Last assessment item due:** 8 October 2014

**Withdrawal dates:** Refer to [www.victoria.ac.nz/students/study/withdrawals-refunds](http://www.victoria.ac.nz/students/study/withdrawals-refunds). If you cannot complete an assignment or sit a test or examination, refer to [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)

#### Class times and locations

Tuesday 9- 11am OK301

(plus various half-day and full-day workshops, a periodic Thursday to fit with external speakers)

#### Names and contact details

**Course coordinator** Dr Bronwyn Dalley  
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**Placement supervisor** Annie Mercer  
School Manager and MHST Programme Administrator  
OK305  
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#### Communication of additional information

Additional communications will be via Blackboard and email and notices will be posted in OK302.

## Prescription

This course introduces students to the professional policies, trends, skills and practices in the museum and heritage sector in New Zealand today. In addition to class based seminars, it requires one 200 hour work placement, several hands-on workshops, and a number of field trips and visiting speakers.

## Course learning objectives (CLOs)

Students who pass this course will be able to:

1. test and evaluate professional principles, concepts and theories in a practical context;
2. develop and assess their personal, professional and management skills;
3. understand the day-to-day skills, practices and operations involved in relevant museum, heritage, leisure and cultural organisations;
4. gain an awareness of some social and physical environments in which leisure, heritage and cultural activities take place;
5. clarify their career interests;
6. be prepared for their professional responsibilities in the Museum and Heritage sector.

## Teaching format

The course includes a range of activities: class seminars, field trips, visiting speakers, workshops and other hands-on activities, as well as a workplace-based placement.

## Mandatory course requirements

In addition to achieving an overall pass mark students must:

1. complete all assignments, the placement reports and seminar; and
2. attend at least 90% of sessions (i.e. 21 out of 24 classes).

## Workload

As a general rule, each taught course requires a time commitment equivalent to a full working day (inclusive of teaching or seminar time) for every week of the academic year. This 30-point course requires approximately 300 hours' work over the whole year which includes 60 hours of class time and a 200 hour placement. Time allocated to individual assessments are outlined below.

## Assessment

This course provides skill-based learning in real-life, industry situations so the assessment is unlike other university papers; it is pass/fail rather than graded. Five pieces of work contribute to the assessment of this course.

1. <b>Review (10 hrs)</b>	15%	due 5 <sup>th</sup> June 2014	CLOs 1,4,6
2. <b>Label Writing (8 hrs)</b>	20%	due 25 <sup>th</sup> July 2014	CLOs 1,3
3. <b>200 hour Placement</b>	25%	undertaken June / July	CLOs 2,3,4,5,6
4. <b>Project Presentation (15 hrs)</b>	25%	9 <sup>th</sup> September 2014 (may be done in small groups)	CLOs 3,5,6
5. <b>Career Portfolio (7 hrs)</b>	15%	due 8 <sup>th</sup> October 2014	CLOs 2,5,6

## **Submission and return of work**

### **Review**

The review should be in written form, and should also include the documentation involved in setting up the formal visit (including the follow-up acknowledgement to the relevant agency). In total, the review should be no more than 4000 words.

### **Label Writing**

A practical assignment of preparing a 100-word label for an object. The details of this assignment will be discussed and negotiated with the class at the start of module 3 'Getting it across'.

### **200 hour Placement**

The placement will include a formal project brief, a full report and a group presentation to the class (scheduled for 29 July).

### **Project Presentation**

The aim is to make a compelling presentation – informative, persuasive, interesting, perhaps courageous but certainly creative – on how the topic could be represented in a museum, in a heritage site or as a work of public history. The presentation should be made with a view to convincing a general audience (ie the class and invited guests) of the merits and significance of such a topic. This presentation can be in any form – written, pictorial, web-based, verbal, as objects, living history – and it can include a range of media (objects, sound, moving image). Ideally, you should give some written information to the audience that indicates, for example, the relation of the topic to a relevant historic site or museum collection. The presentation should have some grounding in contemporary debates and practice in the relevant area, but that material must not be delivered in industry jargon or scholarly speak. Your groups (if any) and choice of topic should be finalised by 5 August. You will be advised in August how long you have to make your presentation, which takes place on 9 September.

### **Career Portfolio**

There is no standard format for the portfolio. Aim for accuracy, clarity, relevance, ease of use and impact; think too about the audience and how you can keep them interested enough to turn the pages.

## **Extensions and penalties**

### **Penalties**

There are penalties to be incurred for late submission of work or for exceeding word limits without prior arrangement. 1% of the assessment will be deducted per day for every day it is overdue and every 100 words over the limit.

## **Placement arrangements**

1. Early in the planning process a meeting will be set up for you and both supervisors;
2. A placement supervisor will be appointed;
3. The placement supervisor is responsible for monitoring the progress of the placement and providing the logistical and learning support required during the placement. As part of the induction process of the placement, you will be introduced to the organisation and its staff, and told of any relevant codes of conduct. This may include confidentiality issues, dress and behaviour codes, or processes for accessing resources. At the completion of the placement, the placement supervisor is involved in the evaluation of your placement.
4. The placement is graded as a pass/fail (P/F).

## Set texts

For an overview of training in museum practice check the glossary and other resources from the museum standards scheme on the National Services Te Paerangi website;

[http://www.tepapa.govt.nz/SiteCollectionDocuments/NationalServices/HowWeHelp/Introduction\\_standards%20scheme%20Dec2007.pdf](http://www.tepapa.govt.nz/SiteCollectionDocuments/NationalServices/HowWeHelp/Introduction_standards%20scheme%20Dec2007.pdf)

See also the 'museum in a box' resources:

<http://www.tepapa.govt.nz/NationalServices/Resources/MuseumInABox/Pages/overview.aspx>

## Recommended reading

Ambrose, Timothy and Crispen Paine (2005). *Museum basics*. 2<sup>nd</sup> ed. London & New York: Routledge.

Aplin, Graeme. 2002. *Heritage: Identification, conservation, and management*. Melbourne: Oxford University Press.

## Class representative

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture of the course. Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:

## Student feedback

Enhancements made to this course, based on the feedback of previous students, will be covered during the course.

Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php).

## Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: [www.victoria.ac.nz/students/study/exams/integrity-plagiarism](http://www.victoria.ac.nz/students/study/exams/integrity-plagiarism)
- Aegrotats: [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)
- Academic Progress: [www.victoria.ac.nz/students/study/progress/academic-progress](http://www.victoria.ac.nz/students/study/progress/academic-progress) (including restrictions and non-engagement)
- Dates and deadlines: [www.victoria.ac.nz/students/study/dates](http://www.victoria.ac.nz/students/study/dates)
- FHSS Student and Academic Services Office: [www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)
- Grades: [www.victoria.ac.nz/students/study/progress/grades](http://www.victoria.ac.nz/students/study/progress/grades)
- Resolving academic issues: [www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- Special passes: [www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- Statutes and policies including the Student Conduct Statute: [www.victoria.ac.nz/about/governance/strategy](http://www.victoria.ac.nz/about/governance/strategy)
- Student support: [www.victoria.ac.nz/students/support](http://www.victoria.ac.nz/students/support)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter: [www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter)
- Student Contract: [www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract)
- Subject Librarians: <http://library.victoria.ac.nz/library/resources/subjectcontacts.html>
- Turnitin: [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/about/governance/structure](http://www.victoria.ac.nz/about/governance/structure)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)