



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF ART HISTORY, CLASSICS AND RELIGIOUS STUDIES

Te Kura Toirangi

MUSEUM AND HERITAGE STUDIES

MHST 512 PRACTICUM 1

30 POINTS

Full Year 2015

Important dates

Trimester dates: 2 March to 15 November 2015

Teaching dates: 2 March to 16 October 2015

Easter/Mid-trimester break: 3–19 April 2015

Mid-year break: 2-12 July 2015

Mid-trimester break 2/3: 24 August to 6 September 2015

Last assessment item due: 28 September 2015

Withdrawal dates: Refer to 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.

Class times and locations

Monday 9-11:00am, VZ 506

(plus 4 half-day and 6 full-day workshops)

Names and contact details

Course coordinator Dr Bronwyn Dalley
021 255 0273
bronwyn.dalley@vuw.ac.nz

Placement supervisor Annie Mercer
School Manager and MHST Programme Administrator
OK305
Tel: 463 5807, 021 254 8494
annie.mercer@vuw.ac.nz

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 presentation 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 of 50%, students must:

1. complete all assignments, the placement reports and seminar; and
2. attend at least 90% of sessions (i.e. 19 out of 22 classes including 5 of the 6 full-day workshops).

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 70 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.

Assessment items and workload per item	%	CLO(s)	Due date
1 200 hour placement	25%	2, 3,4,5, 6	June/July 2015
2 Label Writing (100 words) (8 hrs)	15%	1,3	7 August 2015
3 Project Presentation (15 hrs)	20%	2, 3,5,6	7 September 2015
4 6 Workshops (36 hrs)	20%	1, 2,3,4 5,6	Final 21 September 2015
5 Career Portfolio (7 hrs)	20%	2,3,5,6	28 September 2015

Submission and return of work

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 during the Interpretation Workshop. Written comments received about 2 weeks after submission.

200 hour Placement

The placement will include a formal project brief, a full report and a group presentation to the class (scheduled for 20July).

Project Presentation

Individually, or in small groups, this is a presentation on an assigned topic. The aim is to make a compelling presentation – informative, persuasive, interesting – 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). 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. Groups and choice of topic should be finalised by 10 August; the presentation takes place on 7 September; feedback from the panel is provided on the day.

Career Portfolio

This includes a general CV, and a formal application for a job, to be advised during August. The portfolio is submitted on 23 September, and a presentation is made on it to a panel on 28 September. Feedback is on the day. There is no standard format for the portfolio. Aim for accuracy, clarity, relevance, ease of use and impact.

Penalties

Penalties

There are penalties to be incurred for late submission of work .1% of the assessment will be deducted per day for every day it is overdue and every 10 words over the limit (assignment 2).

Practicum/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;

www.tepapa.govt.nz/SiteCollectionDocuments/NationalServices/HowWeHelp/Introduction_standards%20scheme%20Dec2007.pdf

See also the 'museum in a box' resources:

www.tepapa.govt.nz/NationalServices/Resources/MuseumInABox/Pages/overview.aspx

Recommended reading

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

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. This year, the course has been streamlined to provide a tighter focus on the nature of professional work in the sector. The module 'I want to be a ...' is a series of seminars from professionals discussing the practicalities of their work, designed to assist the students in their choice of career.

The course has also been structured to put more emphasis on the completion of hands-on workshops – now included as a formal part of the assessment process – with some new sessions added in response to student suggestions. Most specifically, this includes a day-long workshop on interviewing and job preparation skills.

Student feedback on University courses may be found at

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
- Aegrotats: www.victoria.ac.nz/students/study/exams/aegrotats
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Resolving academic issues: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Special passes: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Student Contract: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz