



**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**

**Trimester 1 & 2 2016**

**Key dates**

Trimester dates: 29 February to 13 November 2016

Teaching dates: 29 February to 16 October 2016

Easter break: 24–30 March 2016

Mid-trimester break: 25 April to 1 May 2016

Mid-year break: 30 June to 8 July 2016

Mid-trimester break 2/3: 22 August to 4 September 2016

Study period: 17–20 October 2016

Examination/Assessment Period: 21 October to 12 November 2016

Last item of assessment: 4 October 2016

**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 in the last three weeks of teaching, or an examination, it may instead be possible to apply for an aegrotat (refer to [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)).

**Class times and locations**

Tuesday 9-10:50am, 14KP, 101 and AM103

(note half-day and full-day workshops on and off campus)

**Names and contact details**

**Course coordinator**            Robyn Cockburn  
   04 463 7470  
   0274 534 872  
   [robyn.cockburn@vuw.ac.nz](mailto:robyn.cockburn@vuw.ac.nz)

**Placement supervisor**        Annie Mercer  
   School Manager and MHST Programme Administrator  
   OK305  
   Tel: 463 5807, 0212548494

## 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.

## 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 100 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 2016
2 Label Writing (8 hrs)	15%	1,3	8 August 2016
3 Project Presentation (15 hrs)	20%	2, 3,5,6	6 September 2016
4 8 Workshops (50 hrs)	20%	1, 2,3,4 5,6	Final 4 October 2016
5 Career Portfolio (7 hrs)	20%	2,3,5,6	4 October 2016

## Submission and return of work

Assignments are to be emailed to the course coordinator, and the presentations is to be delivered in person. Comments and grades will be returned about two weeks after submission.

## 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 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

Ambrose, Timothy, and Crispin Paine. 2012. *Museum basics*. 3rd ed. London and New York: Routledge.

**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://tepapa.govt.nz/NationalServices/Resources/Pages/overview.aspx>

## Recommended reading

See full course outline for bibliography.

## 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:
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## Student feedback

Various enhancements have been made to this course based on the informal feedback of previous students and professionals involved in workshops etc. In 2015-6 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 re-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 cvs, interviewing and job preparation skills. In

2016 more content on policy, strategy and related issues has been added in response to the Advisory Group, and extra sessions on management, and particularly collection management in response to the academic programme review. There were some comments in 2015 that the assessment dates clashed with other courses at busy times of the year, so this will be addressed across all courses in 2016.

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)
- 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)
- Special passes: refer to the *Assessment Handbook*, at [www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf](http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf)
- 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)
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Terms and conditions: [www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract)
- 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)
- Victoria graduate profile: [www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)