

APR 11 2013

Missouri State University
Curricular Proposal - New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

New graduate programs, new undergraduate majors, and certificate programs involving more than 18 credit hours require approval by the CBHE as well as approval through the Missouri State curricular process. CBHE applications for such programs are processed through the Office of the Graduate College, regardless of whether the program is graduate or undergraduate. Contact the Graduate College, CARR 306, for a copy of the CBHE policies and information concerning proposal development. All proposals for new programs requiring CBHE approval should progress through the Missouri State curricular process accompanied by a draft of the required CBHE documentation.

Department BIO, GGP, ART, ANT

Date November 1, 2012

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM Museum Studies Minor Program

Major Comprehensive Major Option Minor Certificate Certification Academic Rules Other

Degree Applicability Bachelor of Arts; Bachelor of Fine Arts; Bachelor of Science

General Education Courses Required ART 273 Total Hours 3

General Education Courses Recommended N/A Total Hours 0

Requirements (including Admission) and Limitations for Specific Degree 18 hours to include the three required 3-credit courses plus three additional 3-credit courses in any one of the Tracks, for a total of 18 credits.

Courses Required in Department MST 488: Basic Conservation of Art and Artifacts; MST 388: The Museum: History and Perspectives; MST 495: Museum Studies Internship Total Hours 9

Courses Required in Other Departments None Total Hours 0

Prerequisites for Required Courses ART 273 for MST 488

Recommended Electives in Department N/A Total Hours N/A

Recommended Electives in Other Departments:

Art History Track: Appropriate prerequisite (ART 272 or ART 273) and two of the following: ART 378, ART 382, ART 385, ART 386, ART 475, ART 478, ART 479, ART 480 OR ART 484; ART 485;

Biology Track: BIO 215 or two taxonomy courses and two of the following: BIO 485, BIO 501, BIO 509, BIO 527, BIO 561, BIO 562, BIO 564;

Geoscience Track: Select one GRY course, one GLG course, and one additional GRY, GLG, or PLN course from the following list: GRY 301, GRY 318, GRY 320, GRY 328, GRY 348, GRY 363, GLG 314, GLG 332, GLG 333, GLG 350, GLG 412, GLG 415, PLN 573;

Anthropology-Archaeology Track: ANT 240 and two of the following: ANT 345, ANT 351, ANT 355, ANT 360, ANT 375, ANT 397 (when applicable), ANT 490 (when applicable), ANT 545, ANT 550, ANT 551, ANT 552, ANT 555, ANT 598 (when applicable).

Anthropology-World Cultures Track: ANT 100 or ANT 226 and two of the following: ANT 330, ANT 331, ANT 332, ANT 334, ANT 335, ANT 490 (when applicable).

Anthropology-Native Americans Track: Three of the following: ANT 325, ANT 330, ANT 351, ANT 360, ANT 490, ANT 505, ANT 525, ANT 598 (when applicable).

Total Hours 18

Limitations on Electives Only two electives used for the Museum Studies Minor may overlap with courses used for any other major or minor. Students must choose EITHER the ART code OR the MST code for ART 488/MST 488 and for ART 388/MST 388; in other words, these two courses may be used to count EITHER as Art & Design courses OR as Museum Studies courses, but NOT as both. Students completing (a) museum- or archives-related internship(s) in any one of the related disciplines may substitute this/these for the MST 495 Internship, PROVIDED the internship(s) consist(s) of three credits total and fulfill(s) all of the requirements of the MST 495: Museum Studies Internship, and the student has the approval of his/her Museum Studies Advisor.

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.
DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s)
Signature Date
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.
Comment(s)
Signature Date
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.
DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s)
Signature Date
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

X APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.
DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s)
Signature Date 4/10/13
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.
DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s)
Signature Date
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED
DISAPPROVED

Comment(s)
Signature Date
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT
NOT RECOMMENDED TO PRESIDENT

Comment(s)
Signature Date
Provost

8. PRESIDENT

APPROVED
DISAPPROVED

Comment(s)
Signature Date
President

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature [Signature] Date 3-21-13
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) _____

Signature [Signature] Date 3/22/13
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

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Chairperson

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Comment(s) _____

Signature _____ Date _____
Chairperson

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APPROVED
 DISAPPROVED

Comment(s) _____

Signature _____ Date _____
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT
 NOT RECOMMENDED TO PRESIDENT

Comment(s) _____

Signature _____ Date _____
Provost

8. PRESIDENT

APPROVED
 DISAPPROVED

Comment(s) _____

Signature _____ Date _____
President

Missouri State University
Curricular Proposal - New Program
(MAJOR, OPTION, MINOR, CERTIFICATE, OR CERTIFICATION)

This form is to be used for internal Missouri State approval of any proposal for a new program involving two or more courses, including any new graduate program, new undergraduate major (whether comprehensive or non-comprehensive), new option within an existing program (whether graduate or undergraduate), new minor, new certificate, or new certification program.

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Department BIO, GGP, ART, ANT

Date November 1, 2012

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval). [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

PROPOSED PROGRAM Museum Studies Minor Program

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Courses Required in Department MST 488: Basic Conservation of Art and Artifacts; MST 388: The Museum: History and Perspectives; MST 495: Museum Studies Internship Total Hours 9

Courses Required in Other Departments None Total Hours 0

Prerequisites for Required Courses ART 273 for MST 488

Recommended Electives in Department N/A Total Hours N/A

Recommended Electives in Other Departments:

Art History Track: Appropriate prerequisite (ART 272 or ART 273) and two of the following: ART 378, ART 382, ART 385, ART 386, ART 475, ART 478, ART 479, ART 480 OR ART 484; ART 485;

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Anthropology-Archaeology Track: ANT 240 and two of the following: ANT 345, ANT 351, ANT 355, ANT 360, ANT 375, ANT 397 (when applicable), ANT 490 (when applicable), ANT 545, ANT 550, ANT 551, ANT 552, ANT 555, ANT 598 (when applicable).

Anthropology-World Cultures Track: ANT 100 or ANT 226 and two of the following: ANT 330, ANT 331, ANT 332, ANT 334, ANT 335, ANT 490 (when applicable).

Anthropology-Native Americans Track: Three of the following: ANT 325, ANT 330, ANT 351, ANT 360, ANT 490, ANT 505, ANT 525, ANT 598 (when applicable).

Total Hours 18

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ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED

After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment (s) _____

Signature Chalmer Date 2/13/13
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED

Return to College Council Chair within ten days of receipt for disposition.

Comment (s) _____

Signature [Signature] Date 2/14/13
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment (s) _____

Signature _____ Date _____
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment (s) _____

Signature _____ Date _____
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment (s) _____

Signature _____ Date _____
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED

DISAPPROVED

Comment (s) _____

Signature _____ Date _____
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT

NOT RECOMMENDED TO PRESIDENT

Comment (s) _____

Signature _____ Date _____
Provost

8. PRESIDENT

APPROVED

DISAPPROVED

Comment (s) _____

Signature _____ Date _____
President

DEPARTMENT Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty Senate. Attach New Program Resource Information form (FS-302a/06) and forward three typed, originally signed forms to one of the following (please mark all that apply). If the program needs to go through more than one committee/council, forward one additional form for each additional council/committee marked.

College Council

(Send all new undergraduate programs through College Council as first step before forwarding either to PEC, CGEIP, or directly to Faculty Senate)

Professional Education Committee

(All proposals affecting BS and MS in Education and Educational Specialist degrees)

Committee on General Education and Intercollegiate Programs

(All general education and multi-college programs)

Graduate Council

(All graduate programs)

Signature Cynthia A. Cordero
Department Head

Date 2/5/13

Signature Thomas G. Dyer
Department Head

Date 2/5/2013

Signature A. Mathis
Department Head

Date 2-5-13

Signature W. Dyer
Department Head

Date 2-6-13

1. COLLEGE COUNCIL (ART VI, SEC 3B)

- APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.
- DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Head.
Comment(s) _____

Signature [Signature]
Date 2/12/13 Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

- REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) _____

Signature [Signature]
Date 2/13/13 Dean of the College

NEW PROGRAM RESOURCE INFORMATION

Program Title and Degree: Museum Studies Program, Minor

Department: Art & Design, Geography & Geology, Biology, Anthropology

Attach on separate sheets (1) statement of rationale and objectives, (2) estimated costs for first five years, and (3) complete catalog description (including new courses and course changes pending approval).
 [Note: For new programs requiring CBHE approval, CBHE forms NP, PS, and PG will satisfy #1 and CBHE form FP will satisfy #2.]

1. Is another program being deleted or altered? Yes No
2. If this program affects other departments or colleges, has a memo showing how it will affect them been attached to the proposal? Yes No
3. What justification is being provided to support this proposal? (Current research, accreditation, certification or licensing requirements, other.)

See attached Student Interest Survey results.

4. If your response to #3 refers to existing or potential student demand, please indicate the activities undertaken to estimate or verify the potential or existing demand for this new program.
5. What are the present/future projected enrollments for this program?

1st year 5 3rd year 10

In five years, how many students must be:

- a) declared minors to justify this new minors continuation 10
- b) declared majors to justify this new majors continuation

6. Which of the following would be needed to implement the proposed program? (Check all that apply.) Individuals responsible for specific areas outside of your college must be consulted.

Additional library holdings?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional technology or other supplies?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional or remodeled facilities?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional travel funds?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional faculty?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Additional support staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other additional expenses?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

7. Have the individuals responsible for allocation of these resources been contacted to ensure the availability of these resources by the time the program is implemented?

Yes No Yes, but cannot ensure availability

8. Referring to question 6, if additional faculty are not required, please provide a statement as to how faculty will be made available to teach proposed new courses, if any, or to manage increased enrollments in existing courses which are to be included in the proposed new program.

This program would be an excellent addition to the programs offered at MSU because all but two of the required courses are established and are already being taught as requirements and electives in other degree programs. Of the remaining two courses, both are being proposed concurrently with this Minor Program.

ART 388/MST 388: *The Museum: History and Perspectives* will be cross-listed as an Art History course and as a Museum Studies course and will serve as a major and minor elective in Art and Design.

MST 495: *Museum Studies Internship*, like other internships in these departments, is designed to be of minimal burden to faculty, and it will be administered by faculty in the participating departments. As discussed on the *New Program* form, internships in the participating departments may also be substituted for this internship, provided that they fulfill all of the *Museum Studies Internship's* requirements.

Therefore, the Museum Studies Minor program is completely supported by other programs and courses that are already or will be already being offered at the University. The only expected substantial effect of this program will be to increase opportunities for and enrich the education of the students of Missouri State University.

9. If the responses to question 1 and any parts of question 6 other than additional faculty are "no," please provide a statement as to how the department/school (or center or college) will manage the enrollment figures provided in question 5.

The enrollment for this minor is not expected to substantially affect the different departments/schools for the vast majority of the courses that will fulfill this minor. Of the three required courses, only two are classroom courses, and these are both taught as cross-listed advanced Art History courses; currently there are seats available to accommodate extra students in the advanced Art History course offerings each semester.

The signature of the individuals listed below ensures that the items above have been addressed and the resources needed will be made available when the program is implemented.


Department Head

College Dean

Museums are an important means by which communities not only preserve aspects of their heritage but provide a source of pride in displaying that heritage to the public. Museums are depositories for works of art; archival materials; anthropological, biological, and geological specimens; and historical objects usually derived from local or regional sources and reflecting local and regional environments and history. Museums also serve as a way to make these artifacts and specimens available to the public and researchers, because museums are tourist attractions, scientific repositories, and educational outlets. They provide learning opportunities and pride of place that might not be available otherwise.

A Museum Studies Minor at Missouri State University would serve several different groups of students. First are the students who are hoping for a career working in an art, historical, or natural history museum, including exhibit preparators, registrars, curators, conservators, and museum educators. A Museum Studies Minor would introduce students to the variety of careers available in museum studies as well as provide basic background training in a variety of museum-related fields, allowing students to continue their studies at the graduate level or by working in museums themselves.

Another important audience for a Museum Studies Minor would be students interested in public affairs, community development, or other fields leading to a career working with governmental or private institutions. Providing students with a background education in the variety of types of museums, how museums operate, and the role of different types of museums, students will develop an appreciation for these and other public and private institutions. It is hoped that this appreciation will lead the student to support museums through attendance and financial support.

In a survey of 108 students in a general education class, 42 or 38% stated they were interested in museum studies. Seventy-eight (72%) students thought MSU should offer a museum studies minor, and 17 (16%) said they would enroll in this minor. If this is extrapolated to the entire MSU student body, many students could be interested in pursuing this minor.

Estimated Costs for First Five Years

There is no anticipated additional costs for the first five years because all required courses are part of existing programs.

Catalog Description

Bachelor of Arts
Bachelor of Fine Arts
Bachelor of Science

Program Advisors: Billie Follensbee, Professor, Art & Design; Mitzi Kirkland-Ives, Assistant Professor, Art & Design; Janice Greene, Professor, Biology; Judith Meyer, Associate Professor, Geography, Geology & Planning; Elizabeth Sobel, Associate Professor, Sociology & Anthropology; William Wedenoja, Acting Department Head, Sociology & Anthropology.

The Museum Studies Minor is an interdisciplinary minor which will introduce students to the variety of careers available in museum studies as well as provide basic background training in a variety of museum-related fields, allowing students to continue their studies at the graduate level or by working in museums themselves. This minor is also appropriate for students interested in public affairs, community development, or other fields leading to a career working with governmental or private institutions. By providing students with a background education in a variety of types of museums, how museums operate, and the role of different types of museums, students will develop an appreciation for these and other public and private institutions.

A. Required Courses (9 hours): MST 388, MST 488, MST 495.

Students must choose either the ART code or the MST code for ART 488/MST 488 and for ART 388/MST 388; the ART code will count as an Art History course, while the MST code will count as a Museum Studies course. Students completing a museum- or archives-related internship(s) in any one of the related disciplines may substitute this for the MST 495 internship, provided the internship consists of three credits total and fulfills all of the requirements of MST 495, and with the approval of a Museum Studies Advisor.

B. Complete 9 additional hours from one of the following tracks.

Only two electives may overlap with courses used for any other major or minor. Appropriate substitutions are allowed within a track if approved by a Museum Studies Advisor:

Art History Track: Appropriate prerequisite (ART 272 or ART 273) and two of the following: ART 378, ART 382, ART 385, ART 386, ART 475, ART 478, ART 479, ART 480 OR ART 484; ART 485;

Biology Track: BIO 215 or two taxonomy courses and two of the following: BIO 485, BIO 501, BIO 509, BIO 527, BIO 561, BIO 562, BIO 564;

Geoscience Track: Select one GRY course, one GLG course, and one additional GRY, GLG, or PLN course from the following list: GRY 301, GRY 318, GRY 320, GRY 328, GRY 348, GRY 363, GLG 314, GLG 332, GLG 333, GLG 350, GLG 412, GLG 415, PLN 573;

Anthropology-Archaeology Track: ANT 240 and two of the following: ANT 345, ANT 351, ANT 355, ANT 360, ANT 375, ANT 397 (when applicable), ANT 490 (when applicable), ANT 545, ANT 550, ANT 551, ANT 552, ANT 555, ANT 598 (when applicable).

Anthropology-World Cultures Track: ANT 100 or ANT 226 and two of the following: ANT 330, ANT 331, ANT 332, ANT 334, ANT 335, ANT 490 (when applicable).

Anthropology-Native Americans Track: Three of the following: ANT 325, ANT 330, ANT 351, ANT 360, ANT 490, ANT 505, ANT 525, ANT 598 (when applicable).

APR 11 2013

Missouri State University
CURRICULAR PROPOSAL

NEW COURSE (or new REGULAR SECTION of an existing variable content course)

Department ART

Date 10/4/2012

Check one: New COURSE New REGULAR (i.e. permanent) SECTION of an existing variable content course. If a new regular section of an existing variable topics course, to what existing course is it to be attached? _____

PROPOSED CATALOG DESCRIPTION

MST 388: The Museum: History and Perspectives □ Prerequisite: ENG 110 and permission of instructor. This course offers a broad introduction to the museum as a cultural site and museum studies as a discipline with focus on theoretical issues. Taught concurrently with ART 388. Cannot receive credit for both MST 388 and ART 388. 3(3-0) D

PURPOSE OF COURSE

This course offers a broad introduction to the museum as a cultural site and museum studies as a discipline with focus on theoretical issues. Introduction to the history and roles of museums as well as collecting and critical issues related to museums; the character and functions of various types of museums (art, natural history, ethnographical, et al); current theoretical debates about the societal roles of museums; the mandates of collecting, interpreting, exhibiting, and preserving objects; the role of the built environment and technology in museums and collections; the museum as a professional institution and career opportunities in museums.

RELATIONSHIP TO OTHER DEPARTMENTS

In addition to serving as MST 388, a core course for the new Museum Studies Program that is currently being proposed, this course will also serve as an upper division Art History course as ART 388.

DEPARTMENT: Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty. Attach New Course Resource Information form (FS 0a/05) and forward three typed, originally signed forms to one of the following (please check all that apply and send to first council/committee marked). If the course needs to go through more than one council/committee forward one additional form for each additional council/committee marked.

- College Council (All new course proposals numbered 100-599 must go through College Council first. After approval, College Council will forward appropriate number of copies to the next committee/ council or directly to the Faculty Senate if no further committee approval is needed.)
- Professional Education Committee (Considers all new courses affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (Considers all general education and multi-college new course proposals)
- Graduate Council (Considers all 600-, 700-, and 800-level new courses)

If the course needs to go through more than one council/committee, forward one additional form for each additional council/committee marked.

Signature 
Department Head

Date 2/5/13

ROUTING

COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED

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DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature [Signature] Date 3-21-13
Chairperson

DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED

Return to College Council Chair within ten days of receipt for disposition.

Comment(s) _____
Signature [Signature] Date 3/22/13
Dean of the College

PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED

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DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date _____
Chairperson

COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED

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DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature [Signature] Date 4/10/13
Chairperson

GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED

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DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____
Signature _____ Date _____
Chairperson

FACULTY SENATE (ART VI, SEC 9)

APPROVED

DISAPPROVED

Comment(s) _____
Signature _____ Date _____
Chairperson

PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT

NOT RECOMMENDED TO PRESIDENT

Comment(s) _____
Signature _____ Date _____
Provost

PRESIDENT

APPROVED

DISAPPROVED

Comment(s) _____
Signature _____ Date _____
President

NEW COURSE RESOURCE INFORMATION

Department _____

Date 10/2/2012Course Number and Title MST 388: The Museum: History and PerspectivesAnticipated Average Enrollment 30Maximum Enrollment Limit 30Faculty Load Assignment 3 Equated Hours

1 Is another course being deleted? If so, give course number and title.

No

2 What will this course require in the way of:

Additional library holdings? No

Additional computer resources? No

Additional or remodeled facilities?

Additional equipment or supplies? No

Additional travel funds? No

Additional faculty--general vs specialized? No

Other additional expenses? No

3 If additional faculty are not required, how will faculty be made available to teach this course?

N/A

List names of current faculty qualified to teach this course:

Dr. Mitzi Kirkland-Ives, Dr. Billie Follensbee

4 What is the anticipated source of students for this course? (If from within the department, will students be taking this course in addition to or in place of other courses? If from outside the department, which courses in other departments would most likely be affected?)

In addition to serving as a core class of the new Museum Studies minor serving students with a variety of majors over a range of Colleges, the course serves as an upper-division Art History course for majors and minors in the Department of Art and Design (Art History, Art Education, Studio Art, Design).

5 Other comments:

Taught concurrently with ART 388. Cannot receive credit for both MST 388 and ART 388.

NEW COURSE RESOURCE INFORMATION

Department _____

Date 10/2/2012Course Number and Title MST 388: The Museum: History and PerspectivesAnticipated Average Enrollment 30Maximum Enrollment Limit 30Faculty Load Assignment 3 Equated Hours

1 Is another course being deleted? If so, give course number and title.

No

2 What will this course require in the way of:

Additional library holdings? No

Additional computer resources? No

Additional or remodeled facilities?

Additional equipment or supplies? No

Additional travel funds? No

Additional faculty--general vs specialized? No

Other additional expenses? No

3 If additional faculty are not required, how will faculty be made available to teach this course?

N/A

List names of current faculty qualified to teach this course:

Dr. Mitzi Kirkland-Ives, Dr. Billie Follensbee

4 What is the anticipated source of students for this course? (If from within the department, will students be taking this course in addition to or in place of other courses? If from outside the department, which courses in other departments would most likely be affected?)

In addition to serving as a core class of the new Museum Studies minor serving students with a variety of majors over a range of Colleges, the course serves as an upper-division Art History course for majors and minors in the Department of Art and Design (Art History, Art Education, Studio Art, Design).

5 Other comments:

Taught concurrently with ART 388. Cannot receive credit for both MST 388 and ART 388.

ART 388/ MST 388 The Museum: History and Perspectives

Description: This course offers a broad introduction to the museum as a cultural site and museum studies as a discipline with focus on theoretical issues. Introduction to the history and roles of museums as well as collecting and critical issues related to museums; the character and functions of various types of museums (art, natural history, ethnographical, et al); current theoretical debates about the societal roles of museums; the mandates of collecting, interpreting, exhibiting, and preserving objects; the role of the built environment and technology in museums and collections; the museum as a professional institution and career opportunities in museums.

Readings: The texts for the course:

Edward Alexander and Mary Alexander. Museums in Motion: an introduction to the history and function of museums Second Edition. Altamira, 2008.

Also required: the various articles on this schedule, (mostly) available in a course packet

EVALUATION

"Think pieces" (12 in all)	20%
Project #1	5%
Project #2	15%
Project #3	20%
Exam #1	20%
Exam #2	20%

"Think pieces":

In order to prepare for class discussion of the readings, for each week's readings in the course pack each student will submit a one page response: this might include thoughts or reactions, musings upon how the reading is particularly relevant to objects studied in the course, or unanswered questions raised by the readings; in some week specific prompts/reading questions will be distributed.

These should not simply be a summary of the article, but should exhibit some thought and consideration of the issues at hand. These will be marked on a scale of outstanding/satisfactory/unsatisfactory.

The response to the week's readings must be submitted via the assignments section on Blackboard by 5 PM SUNDAY of that week: keep an eye on the reading schedule! Please bring a hard copy of your own to each session so that you can remember what your thoughts were.

Project #1: Helping objects speak, part 1

Choose a single object in your possession, any object that belongs to you, and analyze it from the perspective of a museum curator. Further guidelines and grading rubric will be distributed in class.

Your assignment should include the following elements:

1) An accession (form A) catalog card (B1 or B2) and condition report (C1 or C2):

2) A brief catalogue entry—about **two pages** (following the model in the Barnett handout. It does not have to be as rigorous as the model, of course)

3) In a short paper (**2-3 pages**) develop an interpretive strategy specifically for your object. This part of your paper should address some of the following issues (some of this material may necessarily be redundant with information in the catalog entry):

- How would you display this object? Any special issues you need to consider?
- How would you help the audience understand the object?
- What type of research might be interesting?

- d) What do you think is important for the visitor to know?
- e) What are some of the questions you think a visitor might ask?
- f) How would you communicate with the visitor (text, video, audio, interactive)?

Project #2: Exhibition and Interpretation

This project is based on a museum or collection (based on your area of interest) that you will visit at least once in the course of the semester. Either choose a small museum/collection, or focus on one section of a larger institution.

With the consultation of the instructor, choose one exhibit, either a permanent or short term exhibit (or the whole museum if it is a very small one), and write a paper analyzing and evaluating it from the perspective of the visitor.

- Name of the museum, title of the exhibition.
- What appears to be the theme? In other words, what is the "thesis" of the exhibition and how is that theme/thesis communicated and underlined?
- What objects/materials are incorporated into the exhibit, if any? What is the range of objects/ what is included/excluded? Are the criteria clearly discernable? Is the reason for inclusion of an object overtly stated?
- How are these objects displayed? Discuss presentation techniques, sequence and flow, labels, lighting, evaluation tools, catalog or other publications? Is any special technology used in the exhibit?
- Does the architecture and planning of the space serve the exhibit? What effect do these factors have on the exhibit? How is the audience's experience shaped by physical factors? Is there a physically imposed/suggested 'narrative' or route or itinerary?
- Based on your observations, who is the audience for this exhibit? How is the material geared towards that specific audience?
- Briefly interview two other visitors to find out their response to the interpretation of the exhibition. What did they come out of the exhibition with? Was what they walked out with what you think was intended/did they "get it"? If the visitor response and intended message are spectacularly divergent, what do you think can account for it? Further guidelines and grading rubric will be distributed in class.

Project #3: Making objects speak, part 2.

Perform the same exercise as Project #1 on an object in a local collection (chosen with instructor consultation, relevant to student's interest).

Your assignment should include the following elements:

- 1) An accession (form A) catalog card (B1 or B2) and condition report (C1 or C2):
- 2) A catalogue entry—**about five pages** (following the model in the Barnet handout).

This portion should be research-oriented and draw from at least five scholarly sources (more on this will be explained in class)

3) Over 2-3 pages develop an interpretive strategy specifically for your object. This part of your paper should address some of the following issues (some of this material may necessarily be redundant with information in the catalog entry); by now you should be able to reflect on what you learned in projects #1 and 2 in crafting this response:

- a) How would you display this object? Any special issues you need to consider?
- b) How would you help the audience understand the object?
- c) What type of research might be interesting?
- d) What do you think is important for the visitor to know?
- e) What are some of the questions you think a visitor might ask?
- f) How would you communicate with the visitor (text, video, audio, interactive)?

Course topics and reading schedule

Week 1: Introduction. What is a Museum and what is it for?

Week 2: History and Character: Ancient and early modern precedents. The Wunderkammer.

Museums in Motion: Chapter 1

Alpers, Svetlana. "The Museum as a Way of Seeing." In Exhibiting cultures : the poetics and politics of museum display. Ivan Karp, Steven Lavine, eds. (Washington: Smithsonian Institution Press, 1991).

Cameron, Duncan F. "The Museum, a Temple or the Forum." In Reinventing the Museum. Historical and Contemporary Perspectives on the Paradigm Shift. Gail Anderson, ed. (Altamira Press, 2004)

Week 3: History and Character: art museums.

Museums in Motion: Chapter 2

Abt, Jeffrey. "The Origins of the Public Museum." In A Companion to Museum Studies. Sharon Macdonald, ed. (Blackwell: 2006)

Preziosi, Donald. "Art History and Museology: Rendering the Visible Legible." A Companion to Museum Studies.

Berlo, J.C., et. al. "The Problematics of Collecting and Display," Part I, *Art Bulletin* 77 (March 1995), 6-23; Part II, *Art Bulletin* 77 (June 1995), 166-185.

Week 4: History and Character: Historical, ethnographical, anthropological museums.

Museums in Motion: Chapter 3, 5

Shelton, Anthony Alan. "Museums and Anthropologies. Practices and Narratives." In A Companion to Museum Studies.

Merrill, William L. and Richard E. Ahlborn. "Zuni Archangels and Ahayu:da: A Sculpted Chronicle of Power and Identity" in Exhibiting Dilemmas: Issues of Representation at the Smithsonian. Amy Henderson and Adrienne L. Kaepler, (Eds.) (Washington, London: Smithsonian Institution Press, 1999)

Week 5: History and Character: Natural history and scientific museums.

Museums in Motion: Chapter 4, 6, 7.

Kenseth, Joy. "A World of Wonders in One Closet Shut." In The Age of the Marvelous. Exh. Cat. Joy Kenseth, Ed. Hood Museum of Art, Dartmouth College, 1991. 81-101.

Findlen, Paula. "Cabinets, Collecting, and Natural Philosophy" in Rudolf II and Prague. The Court and the City. Eliska Fucikova, ed. (Prague), 199-208.

Week 6: Functions: to Collect and conserve.

Museums in Motion: Chapter 8, 9

Macdonald, Sharon. "Collecting Practices." In A Companion to Museum Studies.

Crew, Spencer R. and James E. Sims. "Locating Authenticity: Fragments of a Dialogue." In Exhibiting cultures

Week 7: Exam #1; Functions: to Exhibit and Interpret, part one.

Museums in Motion: Chapter 10

Baxandall, Michael. "Exhibiting Intention: Some Preconditions of the Visual Display of Culturally Purposeful Objects." In Exhibiting cultures

Vogel, Susan. "Always True to the Object, in Our Fashion." In Exhibiting cultures.

McLean, Kathleen. "Museum Exhibitions and the Dynamics of Dialogue." In Reinventing the Museum.

Week 8: Functions: to Exhibit and Interpret, part two.

Museums in Motion: Chapter 11

Gurian, Elain Heumann. "Noodling Around with Exhibition Opportunities." In Exhibiting cultures.

Giebelhausen, Michaela. "Museum Architecture: a Brief History." In A Companion to Museum Studies.

Week 9: Functions: to Exhibit and Interpret, part three. **Presentation of project #1.**

Truettner, William H. "For Museum Audiences: The Morning of a New Day?" in Exhibiting Dilemmas.

Gaither, Edmund Barry. "'Hey! That's Mine': Thoughts on Pluralism and American Museums." In Reinventing the Museum.

Roberts, Lisa C. "Changing Practices of Interpretation." In Reinventing the Museum.

Week 10: Functions: To Serve, part 1.

Museums in Motion: Chapter 13

Besterman, Tristram. "Museum Ethics." In A Companion to Museum Studies.

Week 11: Functions: To Serve, part 2.

Walsh, Jane MacLaren. "Crystal Skulls and Other Problems: Or, 'Don't Look It in the Eye.'" In Exhibiting Dilemmas, 116-139.

Week 12: The profession and pragmatics, part 1. Public relations, organization and leadership.

Weil, Stephen E. "In Pursuit of a Profession: The Status of Museum Work in America." In Museums and Universities: new Paths for Continuing Education, 171-184.

Week 13: The profession and pragmatics, part 2. Collections management and technology 1: Storage, cataloguing.

Glasser, Jane R. "Museum Studies in the United States: Toward Professionalism." In Museums and Universities: new Paths for Continuing Education, 185-198.

Week 14: The profession and pragmatics, part 3. Collections management and technology 2, Preservation and restoration.

Week 15: **Exam #2.** The profession and pragmatics, part 4. Exhibition design and installation.

Week 16: **Project #3 due. Presentations of Project #3; wrap-up.**

APR 11 2013

Missouri State University
CURRICULAR PROPOSAL

NEW COURSE (or new REGULAR SECTION of an existing variable content course)

Department ART

Date 10/3/12

Check one: New COURSE New REGULAR (i.e. permanent) SECTION of an existing variable content course. If a new regular section of an existing variable topics course, to what existing course is it to be attached? _____

PROPOSED CATALOG DESCRIPTION

MST 488 Basic Conservation of Art and Artifacts

Prerequisite: ART 273. This course combines advanced art historical study and research of art and artifacts with a hands-on introduction to basic conservation techniques. Taught concurrently with ART 488. Students cannot receive credit for both MST 488 and ART 488. 3(2-2) D

PURPOSE OF COURSE

This is an innovative, experiential, hands-on course that combines the study of art and artifacts with an introduction to basic conservation techniques. The professor and different specialists will present lectures and demonstrations to the class both in the classroom and off-site. Students will study and research the art and then participate in workshops where they will receive training in preservation, cleaning, stabilization, exhibition, and storage of the art and artifacts, as well as limited training in repair and restoration. Materials will include stone, wood, textiles, ceramics, and paper, and may also include glass, lithics, metals, and/or oil on canvas. Students will complete a course research project that will involve both in-depth research and conservation of specific art or artifact(s), and the best research and the conserved objects will be featured later in a public exhibit and developed into an exhibit catalog published online.

RELATIONSHIP TO OTHER DEPARTMENTS

This course not only serves as a Museum Studies course for the new Museum Studies Program initiative by the Provost, but it will also serve as an advanced Art History course. As this course offers a variety of art and artifact course projects from different parts of the world, the course has received preliminary approval to count as a major course for a number of different programs, including the Global Studies Program, the Native American Studies Program, and the Latin American Studies Program. This course has also been approved as a CASL Integrated Service-Learning Course.

DEPARTMENT: Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty. Attach New Course Resource Information form (FS 0a/05) and forward three typed, originally signed forms to one of the following (please check all that apply and send to first council/committee marked). If the course needs to go through more than one council/committee forward one additional form for each additional council/committee marked.

- College Council (All new course proposals numbered 100-599 must go through College Council first. After approval, College Council will forward appropriate number of copies to the next committee/ council or directly to the Faculty Senate if no further committee approval is needed.)
- Professional Education Committee (Considers all new courses affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (Considers all general education and multi-college new course proposals)
- Graduate Council (Considers all 600-, 700-, and 800-level new courses)

If the course needs to go through more than one council/committee, forward one additional form for each additional council/committee marked.

Signature *Cynthia L. Carden*
Department Head

Date 2/5/13

ROUTING

COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature Scott Can Date 3-21-13
Chairperson

DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) _____

Signature [Signature] Date 3/22/13
Dean of the College

PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature [Signature] Date 4/10/13
Chairperson

GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

FACULTY SENATE (ART VI, SEC 9)

APPROVED
 DISAPPROVED

Comment(s) _____

Signature _____ Date _____
Chairperson

PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT
 NOT RECOMMENDED TO PRESIDENT

Comment(s) _____

Signature _____ Date _____
Provost

PRESIDENT

APPROVED
 DISAPPROVED

Comment(s) _____

Signature _____ Date _____

NEW COURSE RESOURCE INFORMATIONDepartment Museum StudiesDate October 3, 2012Course Number and Title MST 488: Basic Conservation of Art and ArtifactsAnticipated Average Enrollment 20 students Maximum Enrollment Limit 20 studentsFaculty Load Assignment 3 Equated Hours

1 Is another course being deleted? If so, give course number and title.

No

2 What will this course require in the way of:

Additional library holdings? None outside the Art & Design Department's regular book budget.

Additional computer resources? None

Additional or remodeled facilities? None

Additional equipment or supplies? None

Additional travel funds? None

Additional faculty--general vs specialized? None

Other additional expenses? None

3 If additional faculty are not required, how will faculty be made available to teach this course?

N/A - No additional faculty required

List names of current faculty qualified to teach this course:

Dr. Billie Follensbee

4 What is the anticipated source of students for this course? (If from within the department, will students be taking this course in addition to or in place of other courses? If from outside the department, which courses in other departments would most likely be affected?)

In addition to serving as a core class of the new Museum Studies minor, which will serve students with a variety of majors over a range of colleges, this course is cross-listed and taught concurrently with ART 488, which serves as an upper-division Art History course for majors and minors in the Department of Art and Design (Art History, Art Education, Studio Art, Design). Students will be taking MST 488 in addition to other courses rather than in place of other courses. This course will not significantly affect any other courses within our own department or in other departments.

5 Other comments:

Taught concurrently with ART 488. Students cannot receive credit for both ART 388 and MST 388.

Missouri State University
CURRICULAR PROPOSAL

APR 11 2013

NEW COURSE (or new REGULAR SECTION of an existing variable content course)

Department ART (BIO, GGP, ANT)

Date October 3, 2012

Check one: New COURSE New REGULAR (i.e. permanent) SECTION of an existing variable content course. If a new regular section of an existing variable topics course, to what existing course is it to be attached? _____

PROPOSED CATALOG DESCRIPTION

AST 495: Museum Studies Internship

Prerequisite: permission of instructor. Students will complete various duties as assigned with one of a variety of museum studies-related organizations. These organizations may include, but are not limited to: museums, galleries, interpretive centers, archives, and visual resource-media collections. Graded Pass/Not Pass only. 1-3 D

PURPOSE OF COURSE

This course offers hands-on experience in museum studies, tailored to the student's interests. Internships are available in a variety of different fields and at different institutions, to include experiences in art, history, anthropology, history, parks studies, and the natural sciences.

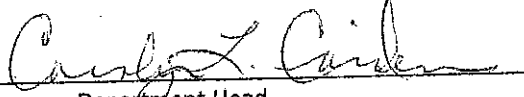
RELATIONSHIP TO OTHER DEPARTMENTS

This will serve as a core course for the new Museum Studies Program that is currently being proposed, which is an interdisciplinary program.

DEPARTMENT: Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty. Attach New Course Resource Information form (FS 10a/05) and forward three typed, originally signed forms to one of the following (please check all that apply and send to first council/committee marked). If the course needs to go through more than one council/committee forward one additional form for each additional council/committee marked.

- College Council (All new course proposals numbered 100-599 must go through College Council first. After approval, College Council will forward appropriate number of copies to the next committee/ council or directly to the Faculty Senate if no further committee approval is needed.)
- Professional Education Committee (Considers all new courses affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (Considers all general education and multi-college new course proposals)
- Graduate Council (Considers all 600-, 700-, and 800-level new courses)

If the course needs to go through more than one council/committee, forward one additional form for each additional council/committee marked.

Signature 
Department Head

Date 2/5/13

(Routing on Reverse Side)

FS New Course - 9/10/2010

ROUTING

1. COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature [Signature] Date 3-21-13
Chairperson

2. DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED Return to College Council Chair within ten days of receipt for disposition.

Comment(s) _____

Signature [Signature] Date 3/22/13
Dean of the College

3. PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

4. COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature [Signature] Date 4/10/13
Chairperson

5. GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

6. FACULTY SENATE (ART VI, SEC 9)

APPROVED
 DISAPPROVED

Comment(s) _____

Signature _____ Date _____
Chairperson

7. PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT
 NOT RECOMMENDED TO PRESIDENT

Comment(s) _____

Signature _____ Date _____
Provost

8. PRESIDENT

APPROVED
 DISAPPROVED

Comment(s) _____

Signature _____ Date _____

NEW COURSE RESOURCE INFORMATIONDepartment Museum StudiesDate October 3, 2012Course Number and Title MST 495: Museum Studies InternshipAnticipated Average Enrollment 1 student Maximum Enrollment Limit 3 studentsFaculty Load Assignment .25 Equated Hours

1 Is another course being deleted? If so, give course number and title.

No

2 What will this course require in the way of:

Additional library holdings? None

Additional computer resources? None

Additional or remodeled facilities? None

Additional equipment or supplies? None

Additional travel funds? None

Additional faculty--general vs specialized? None

Other additional expenses? None

3 If additional faculty are not required, how will faculty be made available to teach this course?

N/A – No additional faculty required

List names of current faculty qualified to teach this course:

Dr. Mitzi Kirkland-Ives, Dr. Billie Follensbee, Dr. Elizabeth Sobel, Dr. Judith Meyers, Dr. Janice Greene,
Dr. Brooks Blevins, Dr. Thomas Plymate

4 What is the anticipated source of students for this course? (If from within the department, will students be taking this course in addition to or in place of other courses? If from outside the department, which courses in other departments would most likely be affected?)

This course serves as a core course for the new Museum Studies minor and will serve students with a variety of majors over a range of colleges. Students will be taking this in addition to other courses rather than in place of other courses. This course will not significantly affect any other courses in any department.

5 Other comments:

MUSEUM STUDIES INTERNSHIP, MISSOURI STATE UNIVERSITY **GENERAL GUIDELINES FOR FACULTY ADVISORS**

A Museum Studies Internship is a flexible experience that will vary depending on the type of Institution and the specific department chosen within that venue; the objectives of the Student Intern; and the opportunities available. Nevertheless, the following basic guidelines must be followed to ensure the quality of the internship for the student and to ensure good relations with the internship Institution.

1. Each internship will involve a Student Intern, a primary Institution Supervisor, and a Missouri State University Faculty Advisor.

2. To ensure as uncomplicated an experience as possible, an internship should be arranged well in advance. Prior to the internship semester, the prospective Student Intern should meet with a Museum Studies faculty member to discuss possible venues and internship opportunities. The prospective Institution(s) should be contacted and inquiries made about opportunities available and prospective Institution Supervisor(s) for the Student Intern. The Student Intern should arrange to make direct contact (in the form of an interview) with the Institution and with the primary Institution Supervisor.

Once the Student Intern has chosen an Institution venue and has been accepted for an internship, the Intern will meet with the primary Institution Supervisor prior to the beginning of the internship semester to develop a schedule, to list the objectives of the internship, and to plan the types of projects and activities that best suit both the Intern's interests/skills and the Institution's needs. A variety of educational activities and projects may be recommended so the Intern will have a diversified and well-rounded experience, or the intern may work on one or more specific, focused educational projects. Examples of educational activities and projects may include but are not limited to: Exhibit research, design, planning, label and text writing, set-up and breakdown; museum education, including developing tours and children's activities; curatorial- and archives-related tasks such as paper and/or electronic cataloging and/or writing a collection guide; collections management, to include care and handling of objects, re-housing collections, and collections conservation; museum management tasks; marketing, public relations, and/or grant writing. While performing some menial tasks is a part of any job, non-educational labor should be kept to a minimum during the internship.

The internship plan will be reviewed by the Faculty Advisor prior to the Advisor signing the form. In addition, the Advisor should contact the Institution Supervisor to establish a spirit of mutual support (iterating that s/he is available for consultation if there are any problems or concerns) and to discuss the internship paperwork that must be signed for the University and for the Institution by the parties involved.

3. The internship will be 3 credit hours, graded P/NP by the MSU Faculty Advisor, and will include the following components:

a) The Student Intern must keep a journal during the internship. In the journal, the Intern will keep a time log of his/her work at the Institution, a description of the tasks performed, an explanation of the techniques and/or procedures used, and reflections

MUSEUM STUDIES INTERNSHIP, MISSOURI STATE UNIVERSITY GENERAL GUIDELINES FOR FACULTY ADVISORS

A Museum Studies Internship is a flexible experience that will vary depending on the type of Institution and the specific department chosen within that venue; the objectives of the Student Intern; and the opportunities available. Nevertheless, the following basic guidelines must be followed to ensure the quality of the internship for the student and to ensure good relations with the internship Institution.

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Once the Student Intern has chosen an Institution venue and has been accepted for an internship, the Intern will meet with the primary Institution Supervisor prior to the beginning of the internship semester to develop a schedule, to list the objectives of the internship, and to plan the types of projects and activities that best suit both the Intern's interests/skills and the Institution's needs. A variety of educational activities and projects may be recommended so the Intern will have a diversified and well-rounded experience, or the intern may work on one or more specific, focused educational projects. Examples of educational activities and projects may include but are not limited to: Exhibit research, design, planning, label and text writing, set-up and breakdown; museum education, including developing tours and children's activities; curatorial- and archives-related tasks such as paper and/or electronic cataloging and/or writing a collection guide; collections management, to include care and handling of objects, re-housing collections, and collections conservation; museum management tasks; marketing, public relations, and/or grant writing. While performing some menial tasks is a part of any job, non-educational labor should be kept to a minimum during the internship.

The internship plan will be reviewed by the Faculty Advisor prior to the Advisor signing the form. In addition, the Advisor should contact the Institution Supervisor to establish a spirit of mutual support (iterating that s/he is available for consultation if there are any problems or concerns) and to discuss the internship paperwork that must be signed for the University and for the Institution by the parties involved.

3. The internship will be 3 credit hours, graded P/NP by the MSU Faculty Advisor, and will include the following components:

a) The Student Intern must keep a journal during the internship. In the journal, the Intern will keep a time log of his/her work at the Institution, a description of the tasks performed, an explanation of the techniques and/or procedures used, and reflections

about each day's experiences. This journal will provide the Intern with a useful record for future reference.

b) For each credit of the internship, the Intern must work for the Institution a minimum of 40 hours over the course of the 15-week semester, either on-site or on direct assignments. This would be a total of 120 hours for the 3-credit internship, which is an average of 8 hours per week over a 15-week semester.

c) The Student Intern will complete a book summary or do a similar relevant, reflective project. For the book summary, the Institution Supervisor and the Faculty advisor would help the student select a text relevant to his/her interests in museum studies (e.g., exhibit design, care and handling of objects, museum education, museum management, collections management, curatorial vision and planning, marketing and public relations, or on the history and theory of museum studies) to read during or prior to the internship. The Intern will write a brief summary or outline of each chapter/unit in the text, along with a brief critical review/self-reflective commentary on each chapter/unit. (This summary is intended to serve as a resource in the future.)

d) The primary Institution Supervisor will provide at least two evaluations of the Student Intern. The mid-semester evaluation may be oral or written. The final internship evaluation must be written, with a form provided for this purpose, and copies will be provided to the Intern and to the Faculty Advisor.

e) At the close of the internship, the Student Intern will fill out an evaluation of the internship experience prior to or during the final meeting with the Faculty Advisor.

f) The Faculty Advisor will meet with the student at least twice during the internship semester: Once around mid-semester and once during the last week of the semester, to discuss the Intern's experiences at the Institution. These meetings will also give the Advisor the opportunity briefly to review the Intern's journal log, to discuss the Intern's evaluation by the Institution Supervisor, to discuss the Intern's evaluation of the internship, and to review the student's project.

4. After the internship, the Faculty Advisor should make follow-up contact with the primary Institution Supervisor, to discuss the internship, address any concerns, and to ensure continued good relations.

5. The student may substitute for the Museum Studies Internship requirement an internship in any one of the departments participating in the Museum Studies Minor, provided the components listed in #3 above are fulfilled. In the event that the student completes an internship in one of the departments participating in the Museum Studies Minor, but one or more of the above components are not fulfilled through that internship, the student may work with a Museum Studies Advisor in order to complete the missing component requirements; upon the completion of those requirements, the Museum Studies Advisor will approve and submit a course substitution for the Museum Studies Internship.

MISSOURI STATE UNIVERSITY
MUSEUM STUDIES INTERNSHIP AGREEMENT FORM

Name of Student Intern _____
(Print) (Signature)

Faculty Advisor _____
(Print) (Signature)

Institution (museum, gallery, etc.) _____

Institution Supervisor _____
(Print) (Signature)

Semester and Year _____

1. The Student Intern will work for the Institution, either on-site or on direct assignments, for 40 hours over the course of the 15-week semester for each credit hour, which is a total of 120 hours for a 3-credit internship. The Intern's schedule will be as follows:

2. The primary objectives of the internship will be:

3. The tentative projects and activities of the internship will be:

4. The Student Intern will keep a journal during the internship. The journal will include a) a time log of work for the Institution, b) a description of tasks performed and explanation of the techniques and procedures used, and c) reflections about the day's experiences.

5. The Student Intern will complete a relevant project for the internship by the end of the internship semester (please see the attached guidelines). The internship project will be:

6. The primary Institution Supervisor will provide at least two evaluations of the Student Intern. The mid-semester evaluation may be oral or written. The final internship evaluation must be written, with a form provided for this purpose.

**MISSOURI STATE UNIVERSITY
MUSEUM STUDIES INTERNSHIP
EVALUATION BY THE INTERNSHIP SUPERVISOR**

Name of Student Intern _____
(Print) (Signature)

Faculty Advisor _____
(Print) (Signature)

Institution (museum, gallery, etc.) _____

Institution Supervisor _____
(Print) (Signature)

Semester and Year _____

PLEASE ANSWER THE QUESTIONS (circle one):

1. The Student Intern arrived on time and fulfilled the full period of time scheduled.

Nearly always Usually Sometimes Occasionally Seldom

2. The Student Intern kept a positive attitude and approached all activities and projects as learning experiences.

Nearly always Usually Sometimes Occasionally Seldom

3. The Student Intern took the activities and projects seriously, worked hard, and completed them to the best of his/her ability.

Nearly always Usually Sometimes Occasionally Seldom

4. The Student Intern's work benefited the Institution.

Nearly always Usually Sometimes Occasionally Seldom

PLEASE PROVIDE A BRIEF WRITTEN EVALUATION OF THE INTERN BELOW, OR ATTACH A SEPARATE LETTER:

**MISSOURI STATE UNIVERSITY
MUSEUM STUDIES INTERNSHIP
EVALUATION BY THE STUDENT INTERN**

Name of Student Intern _____
(Print) (Signature)

Faculty Advisor _____
(Print) (Signature)

Institution (museum, gallery, etc.) _____

Institution Supervisor _____

Semester and Year _____

PLEASE ANSWER THE QUESTIONS (circle one):

1. The internship experience was well-organized and well-conducted by the internship Institution:

Nearly always Usually Sometimes Occasionally Seldom

2. I had a positive experience with the primary Institution Supervisor:

Nearly always Usually Sometimes Occasionally Seldom

3. The project supervisor(s) was/were available and helpful if I had problems or concerns:

Nearly always Usually Sometimes Occasionally Seldom

4. The supervisor(s) had realistic and reasonable expectations of me:

Nearly always Usually Sometimes Occasionally Seldom

5. I had a positive overall internship experience at this Institution:

Nearly always Usually Sometimes Occasionally Seldom

5. I would recommend this Institution for an internship to my friends and future students:

Nearly always Usually Sometimes Occasionally Seldom

PLEASE PROVIDE ANY OTHER COMMENTS ABOUT THE INTERNSHIP:

APR 11 2013

Missouri State University
CURRICULAR PROPOSAL

NEW COURSE (or new REGULAR SECTION of an existing variable content course)

Department BIO ART

Date 10/2/2012

Check one: New COURSE New REGULAR (i.e. permanent) SECTION of an existing variable content course. If a new regular section of an existing variable topics course, to what existing course is it to be attached? _____

PROPOSED CATALOG DESCRIPTION

MST 501 Natural History Museum Techniques.
Techniques in the development of natural history museum displays including making models, design of displays, writing educational text, and other techniques. Course will be taught off-site at the Bull Shoals Field Station and Chase Studio. Taught concurrently with BIO 501. Students cannot receive credit for both MST 501 and BIO 501. 2(1-2) D

PURPOSE OF COURSE

This course serves as an elective for the museum studies minor. It is an overview of natural history museums and mainly a techniques course for the design and preparation of natural history displays. Natural history museums fulfill educational and research goals. Displays provide educational material and entertainment. In many cases, they also serve as a repository for plant, animal and fossil specimens which are important to research. Students will learn a variety of preparation techniques for displays and educational signage.

RELATIONSHIP TO OTHER DEPARTMENTS

This is part of the museum studies minor and will be available to any student in this minor especially those interested in natural history museums. Students could be from a diverse group of departments, especially science. In addition, science majors may be interested in taking a course as an elective.

DEPARTMENT: Route according to ART VI, SEC 3B(1-4) of Bylaws of the Faculty. Attach New Course Resource Information form (FS 0a/05) and forward three typed, originally signed forms to one of the following (please check all that apply and send to first council/committee marked). If the course needs to go through more than one council/committee forward one additional form for each additional council/committee marked.

- College Council (All new course proposals numbered 100-599 must go through College Council first. After approval, College Council will forward appropriate number of copies to the next committee/ council or directly to the Faculty Senate if no further committee approval is needed.)
- Professional Education Committee (Considers all new courses affecting BS and MS in Education and Educational Specialist degrees)
- Committee on General Education and Intercollegiate Programs (Considers all general education and multi-college new course proposals)
- Graduate Council (Considers all 600-, 700-, and 800-level new courses)

If the course needs to go through more than one council/committee, forward one additional form for each additional council/committee marked.

Signature Carolyn L. Carden

Date 2/5/13

ROUTING

COLLEGE COUNCIL (ART VI, SEC 3B)

APPROVED

After dean review/comment, forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward appropriate number of copies to next committee level for approval.

DISAPPROVED

Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature [Signature] Date 3-21-13
Chairperson

DEAN OF THE COLLEGE (ART VI, SEC 5)

REVIEWED

Return to College Council Chair within ten days of receipt for disposition.

Comment(s) _____

Signature [Signature] Date 3/22/13
Dean of the College

PROFESSIONAL EDUCATION COMMITTEE (ART III, SEC 9)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED

Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

COMMITTEE ON GENERAL EDUCATION AND INTERCOLLEGIATE PROGRAMS (ART IV, SEC 2)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition, or forward three signed copies to next committee level for approval.

DISAPPROVED

Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature [Signature] Date 4/10/13
Chairperson

GRADUATE COUNCIL (ART V, SEC 3, OR ART VI, SEC 3B)

APPROVED

Forward two signed copies of final action to the Secretary of the Faculty for disposition.

DISAPPROVED

Return one signed copy of final action to the appropriate Department Head.

Comment(s) _____

Signature _____ Date _____
Chairperson

FACULTY SENATE (ART VI, SEC 9)

APPROVED

DISAPPROVED

Comment(s) _____

Signature _____ Date _____
Chairperson

PROVOST (ART I, SEC 6; ART VI, SEC 9)

RECOMMENDED TO PRESIDENT

NOT RECOMMENDED TO PRESIDENT

Comment(s) _____

Signature _____ Date _____
Provost

PRESIDENT

APPROVED

DISAPPROVED

Comment(s) _____

Signature _____ Date _____

NEW COURSE RESOURCE INFORMATIONDepartment Museum Studies/Biology Date 10/2/2012Course Number and Title MST 501. Natural History Museum TechniquesAnticipated Average Enrollment 10 Maximum Enrollment Limit 15Faculty Load Assignment 4 Equated Hours

1 Is another course being deleted? If so, give course number and title.

No

2 What will this course require in the way of:

Additional library holdings? None

Additional computer resources? None

Additional or remodeled facilities? None

Additional equipment or supplies? Supplies for class activities will be required

Additional travel funds? None

Additional faculty--general vs specialized? Terry Chase, Chase Studio, would teach the majority of this course as a per course instructor.

Other additional expenses?

3 If additional faculty are not required, how will faculty be made available to teach this course?

List names of current faculty qualified to teach this course: None

4 What is the anticipated source of students for this course? (If from within the department, will students be taking this course in addition to or in place of other courses? If from outside the department, which courses in other departments would most likely be affected?)

Museum Studies minor and, potentially, any science department especially Biology and Geography, Geology & Planning.

5 Other comments: This course will be taught at the Bull Shoals Field Station and Chase Studio.

BIO 501: Natural History Museum Techniques

Purpose: This course will allow students to experience an introduction variety of techniques to design and develop natural history museum displays at Chase Studio, an internationally known designer/creator of natural history displays.

Location: This course will be taught at Chase Studio. Students may stay at the Bull Shoals Field Station during this course.

<u>Grading:</u>	Three project models	30%
	Educational text writing	20%
	Design project	40%
	One exam	10%

Course Outline:

1. Introduction to Chase Studio and the production of museum displays
2. Tour and use of reference library for scientific accuracy
3. Collections – management and care
4. Models – different styles/techniques of model-making
 - a. Sculpting media
 - b. Molding techniques
 - c. Casting techniques
 - d. Each student will make a model using each technique
5. Using computers as exhibition elements
6. Educational signage
 - a. Storyline and text development
 - b. Techniques in making signs
7. Design of displays
 - a. Design characteristics
 - b. Human factors in exhibition design
 - c. Methodologies and design strategies
 - d. Controlling the exhibition environment
8. Final project

Book Resources

Association of Nature Center Administrators. Director's guide to best practices: Interpretive design of nature center exhibits.

Dean, D. 1994. Museum exhibition: Theory and practice.

Serrell, B. 1994. Making exhibit labels: A step by step guide.

Serrell, B. 1996. Exhibit labels: An interpretive approach.