

# Guidelines and Grade Assessment

## ARTC 658 and ARTC 659

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Objects Conservation Laboratory

2019-20

### Goals and Objectives:

The primary goals of ARTC 658 and 659 for WUDPAC students in the Objects Conservation Laboratories are to develop conservation treatment skills and scholarship and research abilities in the specialty area of objects conservation. In addition, the second year strives to hone effective communication, professionalism, good ethical practice, and the ability to efficiently manage multiple consecutive projects with set deadlines. These goals are achieved through the students' successful completion of **object treatment projects**, all of which require varying levels of **research and documentation**, and active attendance and participation in a series of **seminars**, as well as weekly **lab meetings**.

### Object Treatment Projects:

Each student will be given a series of object conservation treatment projects, which are to be completed over the course of the academic year. Six projects are selected by the students' supervisors. Each student will be assigned at least one project from each of the material types listed in the left column below. Based on individual student interest and career goals, the collection types listed in the right column below will be considered.

#### Material types:

- Ceramics
- Glass
- Metals
- Organics
- Composite Objects

#### Collection types:

- Modern and Contemporary
- Objects of Indigenous and World Cultures
- Natural History
- Decorative and Fine Arts
- Archaeological

This range of project categories will acquaint students with the main types of materials and specialties encountered within the broad field of objects conservation. There is room for flexibility within this outline, depending on students' needs and interests and object availability.

One or two supervisors are assigned to each project. The role of the supervisor(s) is to act as a guide and sounding board for the student as a treatment proposal is developed. The student is encouraged to solicit input from other conservators, both in the objects lab and the rest of the Conservation Department at Winterthur, and as needed, from outside professionals. The supervisor(s) sign(s) off on the final proposal and therefore shares responsibility for the treatment with the student. It is essential that students check in regularly with their supervisor and inform them immediately about changes in any proposed treatment plan.

### Research and Documentation:

A major aim of the second year is to give students the opportunity to delve deep into every aspect of their treatment projects in regards to documentation – historical research, treatment options, rationale, etc. This will allow students to deepen their understanding and further their skillset with each project. It is expected that the majority of the treatment

reports will be comprehensive, as outlined in the additional documents provided at the start of the academic year: "Laboratory Procedures" and "Annotated WUDPAC Report Template."

One of the treatment reports, however, will be designed to follow a more concise format, since a more extensive level of documentation will not be practical in most working lab settings. While the layout should be the same as is outlined in the above-mentioned additional start-of-year documents, the information detailed within should be concise, and with limited background research conducted, as if one had only one or two days maximum to complete the documentation assignment.

A General Bibliography is provided on the first day of class. This bibliography does not claim to be comprehensive, but rather list some of the core references within different sub-disciplines of objects conservation. Students are expected to use this bibliography as a starting point for research on their various projects, exploring more broadly as needed. Additional and more specific bibliographies will also be provided in various seminars held throughout the academic year.

### Seminars:

A series of seminars on specific topics in objects conservation will be held throughout the year. These seminars are designed to further explore a subset of objects conservation and include a strong practical component, allowing the student to apply different techniques and materials on practice pieces or study collection objects. The seminars, either one half or one full day in length, occur roughly once per week, three-to-four times per month. A seminar schedule will be distributed during the first week of class.

### Lab Meetings:

Students and WUDPAC faculty in the Objects Laboratory will meet as a group once a week to discuss calendar items, progress with treatments and research, and to share news and information of upcoming events or topics of interest. Active participation in these meetings is essential, and attendance is mandatory. The day and time of these meetings will be chosen on the first day of class.

## Grading

Supervisors will work with each student to outline a treatment schedule at the beginning of the academic year and meet with them throughout the year to assess progress. This schedule is meant to serve as a guide, and it can be reconfigured to reflect changes in the scope of the project, or other extenuating circumstances. However, students must be finished with their treatment work, and all final documentation must be submitted **prior to the second-year qualifying examination date**. If a student has not handed in all their materials prior to this date, they will receive an Incomplete for their second semester grade. **If materials are still not handed in by the start of June, they will be docked one half-letter grade and another half-letter grade for each week thereafter.**

Grading for ARTC 658 and 659 in the Objects Lab is based on the five areas outlined below:

### Examination and Treatment Work (40%):

- demonstration and continued development of appropriate hand skills during treatment and awareness throughout examination and treatment processes
- attention to detail and careful approach evident during all related activities
- awareness and use of conservation literature, and ability to apply information gained during examination and treatment work

- problem solving skills; discrimination between treatment options; innovation and creativity
- appropriate and careful work habits; tidiness toward both personal and common work spaces; following lab procedures, as outlined in Laboratory Procedures Manual (handed out and explained at the beginning of the year)
- ability to use tools, equipment and materials safely and economically
- adherence to all aspects of the AIC Code of Ethics during examination and treatment, for instance considering minimal intervention required and having all analysis/treatment properly considered and approved prior to starting

### Documentation and Research (25%):

- comprehensive technical and art historical research
- accuracy, clarity, logical organization, and attention to detail in written reports
- appropriate level of documentation in relation to scope of treatment
- proper organization of thoughts during discussions with supervisors and others involved in the decision process e.g. curators/owners
- professional discussion during presentation on projects during lab tours and any related talks

### Seminars and Assignments (15%)

- attendance and active participation during seminars
- timely and satisfactory completion of assignments (1. one short report, 2. additions to materials list, 3. auto-ethnographic statement for one treatment report)
- contribution of adequate feedback as required by seminar leader(s)

### Time Management (10%)

- adequate planning, productivity and timeliness in completing documentation and treatment work according to schedule
- ability to come adequately prepared and provide adequate input to supervisors during regular meetings

### Interactive Skills (10%)

- demonstration of effective communication and listening skills, forthright exchange of ideas and knowledge, particularly during discussions with supervisors, other faculty members, and curators/owners
- teamwork, cooperation, and fairness toward classmates; respecting limits of personal and common lab spaces, as outlined in Laboratory Procedures Manual (handed out and explained at the beginning of the year)
- flexibility in response to changing work schedules and/or environment

### The numerical ranges for grades are as follows:

97 - 100	A
93 - 96	A-
89 - 92	B+
85 - 88	B
81 - 84	B-
77 - 80	C+

73 - 76      C  
69 - 72      C-

## University Policies/Resources:

### Accommodations for disabilities

Students who think they may need an accommodation based on a disability should contact the Disability Support Service (DSS) office as soon as possible. The DSS office is located at 119 Alison Hall, 240 Academy Street, Phone: 302-831-4643, fax: 302-831-3261, website: [www.udel.edu/DSS](http://www.udel.edu/DSS)."

### Academic honesty:

Adhere to the University of Delaware's policies about academic honesty. Review these policies at <http://www.udel.edu/stuguide/08-09/code.html#honesty>. Please note especially the instructions about plagiarism and accurately attributing the words or ideas of others in your own work.

### Counseling services

Services are available through the UD Center for Counseling & Student Development. Emergency 24/7 hotline: 302-831-1001. To schedule an appointment: 302-831-2141. You can speak to a counselor about career, academic, or personal concerns. Counselors respect racial, cultural, and sexual diversity and everything discussed is strictly confidential. The service is free to WUDPAC students with UD health insurance. UD psychiatric care is also available with a referral.

### Title IX

Any student, faculty, or staff member with questions or concerns about the applicable University policies or who believe that they have been the victim of sex discrimination, sexual harassment, sexual assault, dating/domestic violence are encouraged to contact the University's Title IX Coordinator:

#### ***Danica Meyers***

Interim Director, Institutional Equity & Title IX Coordinator  
305 Hullihen Hall  
Newark, DE 19716  
(302) 831-8063