

# Guidelines and Grade Assessment

## ARTC 658 and ARTC 659

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*Objects Conservation Laboratory*

*2023-2024*

### Course Instructors

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### Acknowledgements

Our class meets on the ancestral homeland of the Lenni Lenape. We acknowledge and ask permission of their ancestors and descendants for our course work here.

For too long, the default position of the museum world has been to tell the stories of marginalized people without asking for permission or input, and the time has come to broadly confront internalized colonial ideologies. As cultural heritage conservators, we recognize the need to work collaboratively with those who are underrepresented to challenge thinking, raise consciousness, and contextualize issues of oppression and appropriation. Together, we can build affinity and strengthen the larger circle.

### Collective Agreement

In this course, let us:

1. Acknowledge that there is always more to learn;
2. Openly communicate when our needs are being met and when they are not;
3. Give ourselves permission to work hard and take breaks;
4. Accept responsibility for our own success.

### Course Description and Learning Goals

ARTC 658 (fall) and 659 (spring) comprise the majority of coursework for second-year majors in the Objects Conservation Laboratories. Other courses include: an independent study of your choosing in both semesters (ARTC

666, in most cases); your science courses (ARTC 672 and 673); and a one-credit course (ARTC 650), which includes your summer work project talk in the fall and the selection and hosting of a student choice speaker in the spring.

For objects majors, the primary goals of ARTC 658 and 659 are to develop conservation treatment skills and scholarship, fluency with multifaceted documentation, and a solid ethical foundation of practice in objects conservation. In addition, second-year work aims to promote effective communication, professionalism, values-based decision making, and the ability to efficiently manage multiple projects. These goals are achieved through **object treatment projects** requiring varying levels of **research and documentation**, and active participation in **seminars, Conservation Clinic, and weekly lab meetings**.

Conservation is a multifaceted field, and objects conservation is especially broad and varied. Because of this, **we cannot cover every aspect of objects conservation in one year**. Please continue to **communicate your goals** with us so we can best round out your training, both during your second year and looking toward your third-year internship.

## Course Requirements

### Object Treatment Projects

You will each be given a set number of projects for which you will complete agreed-upon stages of treatment over the course of the academic year. To acquaint you with the main types of materials encountered in objects conservation, you will be assigned projects from the material types listed in the left column below. Then, based on your particular interests, career goals, and possible minor specialization, the collection types listed in the right column will also be considered. There is room for flexibility within this outline, depending on your priorities and needs, and final selection may depend on other factors, such as object availability.

#### Material types:

- Ceramics
- Glass
- Stone
- Metals
- Organics
- Composite Objects

#### Collection types:

- Modern and Contemporary
- Indigenous and World Cultures
- Natural History
- Decorative and Fine Arts
- Archaeological
- Outdoor Sculpture and Architectural Elements
- Operational, Kinetic, or Time-Based Works

You will be completing most of these projects individually, though for some you may work in pairs. You can find your specific project lineup in the Student Treatment module on the Objects Major Canvas site.

One or two supervisors will be assigned to each project to provide guidance and serve as a sounding board as you develop a treatment proposal and conduct the treatment itself. In addition, we encourage you to seek input from other conservators, both in the Objects Lab and the rest of the Conservation Department at Winterthur, as well as from outside professionals as needed. In signing off on your treatment proposals, your supervisors share the responsibility for projects with you. Regular check-ins are therefore essential, and you must inform your supervisors immediately if there are any changes to the proposed treatment plan.

### Research and Documentation

Another major aim of the second year is to provide the opportunity to delve into different aspects of documentation – historical research, treatment options, rationale, examination techniques, etc. This will enable you to deepen your understanding and further your skillset with each project.

### Documentation Requirements:

We expect your written and photographic treatment documentation to be comprehensive, as outlined in the Annotated WUDPAC Report Template provided at the start of the academic year. You will choose at least one project for which to write self-reflective treatment report (or “auto-ethnographic”), as introduced to the field by Sanneke Stigter in her 2016 *Studies in Conservation* paper. You will also write one “short” report to practice completing a project with a quicker turnaround time.

For all documentation, we will be following the most up-to-date version (17th edition) of the Chicago Manual of Style, supplemented by the WUDPAC Citation Guide. Refer to the Objects Lab Materials List, accessible on Canvas, to cite any materials you used during treatment. We ask that you also make any necessary edits and additions to this list throughout the year.

Upload all your documentation (reports, photography, analysis, essential communications, etc.) into your assigned folder in the Digital File Repository (link provided on Canvas under the Student Treatment module) and print out hard copies **as your work progresses and the treatments are completed**. See the Object Treatment, Documentation, and Filing Procedures, also on Canvas, for more information on proper formatting and other pertinent instructions.

### Research Aids:

You will be provided with a General Bibliography that lists core references within different sub-disciplines of objects conservation. It is not comprehensive but rather is meant to serve as a starting point for further research. You will receive additional, subject-specific bibliographies throughout the year during seminars, described below.

Maren Cornett, Senior Assistant Librarian and Special Collections Manager at UD, offers consultations for students who would like individual help with their research. You can reach her at [mcornett@udel.edu](mailto:mcornett@udel.edu), and she also uses a scheduling system that makes it easier to find a meeting time. Go to <https://calendly.com/marencornett> to make an appointment.

### Use of Advanced Automated Tools:

Artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2 are quickly becoming a part of daily life, and it will be interesting to explore how they can be used in our field. In this course, you may freely use them for research purposes, though you should critically evaluate and independently verify any results they provide. You do not necessarily need to acknowledge that you used these tools in this fashion; however, you must properly cite any direct quotes, as with any other source. See the most current WUDPAC Citation Guide for further guidance.

### Seminars

A series of seminars on selected topics in objects conservation will be held throughout the year. Many include a practical treatment component allowing you to apply different materials and techniques on practice pieces or study collection objects; others focus more on conservation ethics. A few additional seminars are held in conjunction with other labs or will include your whole class.

Objects Lab-specific seminars will occur on **Fridays** where possible, roughly three to four times a month. Most are either a half or full day in length, though some may extend over multiple days. All-class seminars typically occur on **Thursday** afternoons. Refer to the Seminar Schedule on the Objects Major Canvas site and the WUDPAC 2nd-Year shared Outlook calendar for exact dates.

## Conservation Clinic

WUDPAC offers a free conservation clinic where conservation faculty and second-year students advise members of the public on the proper care of artworks and artifacts. Six of these are scheduled per year. They take place **once a month on Thursday afternoons from 1:00-4:00 pm** from September-December, and in March and April. The November clinic date will be held on a Saturday afternoon where we will travel into the community for the sessions. In all cases, participants sign up ahead of time for 30-minute appointments. In the objects lab, we are usually able to assign clinic duties on a rotating basis, depending on the number of majors in a given year. At least one of your supervisors will be present for every clinic. We will create a roster, accessible on Canvas, at the start of the academic year to determine the order. This is also where you can find date and location information.

## Lab Meetings

Students and WUDPAC faculty in the Objects Lab will meet as a group once a week on **Tuesdays at 10:00 am** to discuss calendar items, progress with treatments and research, and to share news and information about upcoming events or topics of interest. Regular attendance is mandatory and active participation is essential. We understand that you may need to occasionally miss a meeting due to scheduling conflicts. Just let us know in advance and arrange to get notes from a classmate.

## Assessment

### A note on deadlines:

Your supervisors will work with you to outline a treatment schedule at the beginning of the academic year, setting deadlines for handing in treatment proposals, starting treatment, finishing treatment, and completing final reports and photography. This schedule is meant to serve as a guide and can be reconfigured to reflect changes in the scope of the project or accommodate other extenuating circumstances. We will meet regularly throughout the year to assess your progress and make any necessary adjustments.

Regardless of any changes to the project scope or target dates, **final reports and photography should be completed within two weeks of a treatment being finished.**

Furthermore, you must **complete all treatment work and hand in your final documentation for review prior to the second-year qualifying examination date**, otherwise you will receive an Incomplete for your second-semester grade. You may submit revised drafts of edited treatment reports, along with your final folders with all required contents, after this date. However, be sure to allow sufficient time for us to check these and for you to make any necessary changes before you leave for the summer. **If your materials are still not handed in by the start of June, you will be docked one half-letter grade and another half-letter grade for each week thereafter.** If we need to change this policy due to external factors, we will discuss this as a lab and clearly communicate any new expectations.

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 workspaces; safety in response to best-practice health protocol; following lab procedures, as outlined in Laboratory Procedures Manual
- 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 (30%)

- 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
- successful completion of at least one self-reflective report
- successful completion of one “short” report
- necessary additions and edits made to Objects Lab Materials List

### Seminars and Lab Meetings (10%)

- attendance and active participation during seminars, exhibition prep, and weekly lab meetings
- 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 prepared and provide adequate input regarding progress with individual Treatment Schedule to supervisors during regular meetings

### Communication (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
- keeping supervisors informed about any significant work, scheduling needs, or other commitments that should be taken into account for general time management
- professional discussion while presenting on projects during lab tours and related talks
- teamwork, cooperation, and fairness toward classmates; respecting limits of personal and common lab spaces, as outlined in Laboratory Procedures Manual
- flexibility in response to changing work schedules and/or environment

The numerical ranges for grades at the University of Delaware 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-

## Student Mental Health and Wellbeing

Graduate students often experience things that may interfere with academic success such as academic stress, sleep problems, juggling responsibilities, life events, relationship concerns, or feelings of anxiety, hopelessness, or depression. If you are experiencing any of the above in a way that is negatively impacting your ability to participate fully in the learning activities for this class, we strongly encourage you to get in touch with us. Additionally, we have provided information from other campus-wide units below.

### UD's Center for Counseling & Student Development (CCSD), TimelyCare, and UD Helpline:

- UD's Center for Counseling & Student Development (CCSD) provides cost-free and confidential mental health services promoting psychological wellbeing so that students can be more successful in their academic, personal, and career pursuits. CCSD provides in-person services including walk-in urgent visits, scheduled individual and group counseling, and consultation for students, parents, and faculty.
- CCSD partners with [TimelyCare](#) to provide scheduled counseling and health coaching via telehealth.
- For 24/7 mental health support, students have the option of calling the UD Helpline at 302-831-1001 or accessing TimelyCare's Talk Now service through the TimelyCare app or online. Visit [CCSD's website](#) for additional information and resources.

### UD's Crisis Text Line:

- Text "UDTEXT" (or "STEVE" for students desiring to connect with a professional who specializes in supporting students of color) to 741741 for confidential text message support.

### Division of Student Life:

- Explore the [Student Life's Wellbeing webpage](#) for a comprehensive listing of well-being resources, activities, and services available to all students.

## University Policies

### Academic Honesty

Please familiarize yourself with UD policies regarding academic dishonesty. The [Academic Honesty Policy](#) states: "Students must be honest and forthright in their academic studies. Students are expected to do their own work and must give proper credit for any work not their own. Students may neither give nor receive unauthorized assistance. Engaging in academic dishonesty, or allowing other students to do the same, corrupts the educational process and diminishes the quality of a University of Delaware degree." View the [university's procedures](#) for resolving academic dishonesty concerns. Contact Community Standards & Conflict Resolution at [communitystandards@udel.edu](mailto:communitystandards@udel.edu) or (302) 831-2117.

### Harassment, Discrimination, and Sexual Misconduct

The University of Delaware works to promote an academic and work environment that is free from all forms of discrimination, including harassment and sexual misconduct. As a member of the community, your rights, resources and responsibilities are reflected in the Non-Discrimination, Sexual Misconduct, and Title IX policy. Please familiarize yourself with this policy at the [University's Office of Equity & Inclusion's website](#). You can report any concerns to the University's Office of Equity & Inclusion (302) 831-8063 or at [titleixcoordinator@udel.edu](mailto:titleixcoordinator@udel.edu). you can report anonymously through UD Police (302) 831-2222 or the [EthicsPoint Compliance Hotline](#).

- Read the [full policy](#)
- [File a report](#)

## Faculty Statement on Disclosures of Instances of Sexual Misconduct

If, at any time during this course, we happen to be made aware that a student may have been the victim of sexual misconduct (including sexual harassment, sexual violence, domestic/dating violence, or stalking), we are responsible employees, which means we are directed to report any incident of sexual harassment or misconduct to the University's Title IX Coordinator. The Title IX Coordinator will then meet with the student to discuss how the University will respond to the report and the student's rights and options, to offer resources, and to ensure that the student and the campus community are safe. If such a situation is disclosed to one of us in class, in a paper assignment, or in office hours, we promise to protect your privacy--we will not disclose the incident to anyone but the Title IX Coordinator in a confidential manner.

For more information on Sexual Misconduct policies, where to get help, and reporting information, please refer to [www.udel.edu/sexualmisconduct](http://www.udel.edu/sexualmisconduct). You can also send an email to the Title IX Coordinator at [titleixcoordinator@udel.edu](mailto:titleixcoordinator@udel.edu). At UD, we provide 24/7/365 crisis assistance and victim advocacy and counseling. Contact 302-831-1001 to get in touch with a sexual offense support advocate, as well as confidential and anonymous counseling services for other concerns.

## Accommodations for Students with Disabilities

Any student who may need disability-related accommodations should contact the Office of Disability Support Services (DSS) office as soon as possible. For more information, please visit [Getting Registered at DSS](#). Contact DSS by phone: 302-831-4643; fax: 302-831-3261; website: [www.udel.edu/dss](http://www.udel.edu/dss); email: [dssoffice@udel.edu](mailto:dssoffice@udel.edu); or visit 240 Academy Street, Alison Hall Suite 130 during business hours (8-5 M-F).

## Non-Discrimination

The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.

For inquiries or complaints related to non-discrimination policies, please contact: Office of Equity & Inclusion-[oei@udel.edu](mailto:oei@udel.edu), (302) 831-8063

For complaints related to Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act, please contact: Office of Disability Support Services, [dssoffice@udel.edu](mailto:dssoffice@udel.edu), Alison Hall, Suite 130, Newark, DE 19716 (302) 831-4643 OR contact the [U.S. Department of Education - Office for Civil Rights](#)