

Guidelines and Grade Assessment

ARTC 658 and ARTC 659

Objects Conservation Laboratory

2021-22

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 a conservators of material culture, 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

This course comprises the majority of the objects major work in the second year. ARTC 658 represents the fall semester and ARTC 659 the spring.

[A note on other second-year coursework: students will also complete an independent study of their choosing in both the fall and spring semesters (ARTC 666, in most cases), and they will complete a fall- and spring-semester science course (ARTC 672 and 673, respectively). Finally, a one-credit course in both the fall and spring semesters (ARTC 650) includes the student's summer work project talk in the fall and hosting a guest speaker of their choice in the spring.]

The primary goals of ARTC 658 and 659 for WUDPAC students in the Objects Conservation Laboratories are to develop conservation treatment skills and scholarship, fluency with multifaceted documentation, and a solid ethical foundation of practice in the specialty area of objects conservation. In addition, the second year strives to hone effective communication, professionalism, values-based decision awareness, and the ability to efficiently manage multiple consecutive projects toward shared goals of completion. These goals are achieved through substantive work on **object treatment projects**, all of which require varying levels of **research and documentation**, and active attendance and participation in a diverse series of topical **seminars**, and weekly **lab meetings**.

The specialty of objects conservation is broad, and regardless of specialty, there are many nuanced aspects to the conservation profession. Because of this, the instructors of this course acknowledge **we cannot possibly cover every important component** of objects conservation training into one year. We ask our students to continue to **communicate their goals** with us so we can best round out their training, both in this second year of study and looking toward their third-year internship.

Course Requirements

Object Treatment Projects

Each student will be given a series of object conservation treatment projects, for which agreed-upon stages of treatment are to be completed over the course of the academic year. Projects are selected by the students' supervisors. Each student will be assigned a set number of projects from the material types listed in the left column below. At least one treatment project will involve shared group work. Based on individual student interest, career goals, and possible minor specialization, the collection types listed in the right column below will be considered. Refer to Object Treatment Projects module for specific project lineups.

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
- Outdoor Sculpture and Architectural Elements
- Operational, Kinetic, or Time-Based Works

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 into every aspect of their treatment projects in regard to documentation – historical research, treatment options, rationale, examination techniques, 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 Laboratory Procedures Manual and Annotated WUDPAC Report Template provided at the start of the academic year.

All final documentation - reports, photography, analysis, essential communications, etc. - should be submitted **as treatments are completed** into a digital repository.

We will be following the most up-to-date version (17th edition) of the Chicago Manual of Style for all documentation in the objects lab. See the WUDPAC citation guide aimed at supplementing the CMOS guide and helping cite sources that are less straightforward.

While all treatment projects require sufficient written and photographic documentation, students will choose **one** of their individual projects for which they will also write a treatment report following the style of auto-ethnography, as first introduced to the field by Sanneke Stigter in 2016 (see her *Studies in Conservation* paper from that year).

For all treatment reports, students should use the Objects Lab Material List as a reference for citing materials used during treatment and make necessary edits and additions throughout the year.

A General Bibliography is provided on the first day of class. This bibliography is not meant to be comprehensive, but lists 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 selected topics in objects conservation will be held throughout the year. Most are Objects Lab-specific, but students from other specialties may periodically participate; a handful of seminars are meant for all second-year students. Seminars are designed to further explore a subset of topics in objects conservation and conservation ethics, and many include a strong practical component, allowing students 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. Objects Lab-specific seminars will occur on **Fridays**, as much as possible. Refer to the Seminar Schedule and the WUDPAC Second-Year Shared Calendar.

Lab Meetings

Students and WUDPAC faculty in the Objects Lab 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. We will determine a regular day for these meetings at the start of the fall semester.

Assessment

A note on deadlines:

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. The treatment schedule sets deadlines for each project, including: proposal due, treatment started, treatment complete, and final report and photography completed. 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.

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

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**. Any necessary changes to this policy due to extenuating circumstances, such as the COVID-19 pandemic, will be discussed as a lab and communicated to all students.

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 auto-ethnographic style report

- necessary additions and edits made to Objects Lab Material 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-

University Policies

Harassment and Discrimination

The University of Delaware works to promote an academic and work environment that is free from all forms of discrimination, including harassment. As a member of the community, your rights, resource and responsibilities are reflected in the non-discrimination and sexual misconduct policies. Please familiarize yourself with these policies at www.udel.edu/oei . You can report any concerns to the University's Office of Equity & Inclusion, at 305 Hulliher Hall, (302) 831-8063 or you can report anonymously through UD Police (302) 831-2222 or the

EthicsPoint Compliance Hotline at www1.udel.edu/compliance. You can also report any violation of UD policy on harassment, discrimination, or abuse of any person at this site: sites.udel.edu/sexualmisconduct/how-to-report/

Faculty Statement on Disclosures of Instances of Sexual Misconduct

If, at any time during this course, I 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), I am obligated by federal law to inform the university's Title IX Coordinator. The university needs to know information about such incidents to, not only offer resources, but to ensure a safe campus environment. The Title IX Coordinator will decide if the incident should be examined further. If such a situation is disclosed to me in class, in a paper assignment, or in office hours, I promise to protect your privacy--I will not disclose the incident to anyone but the Title IX Coordinator.

For more information on Sexual Misconduct policies, where to get help, and reporting information, please refer to www.udel.edu/sexualmisconduct. 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 thinks he/she may need accommodation based on a disability should contact the Office of Disability Support Services (DSS) office as soon as possible. Students who have documentation of their need for accommodation should register via the SAM platform: andes.accessiblelearning.com/UDEL/. Reach DSS in the following ways: Phone: 302-831-4643, fax: 302-831-3261, [DSS website](#). Email: dssoffice@udel.edu or visit at 240 Academy Street, Alison Hall Suite 130.

During COVID-19, Disability Support Services staff are available remotely. Please call 302-831-4643 during business hours (8-5 M-F) or email dssoffice@udel.edu for assistance.

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, 305 Hullihen Hall Newark, DE 19716 (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, Alison Hall, Suite 130, Newark, DE 19716 (302) 831-4643 OR contact the [U.S. Department of Education - Office for Civil Rights](#).

Academic Honesty

- It should be obvious that individual assignments should be completed individually.
- Unless explicitly noted by me in writing, all work submitted to fulfill course requirements must be original work prepared solely for this course and it must have been completed individually.
- Any quotations or ideas that are taken from material that you have not created or authored must be properly cited.

- Failure to cite the creator/author of a quotation/idea constitutes plagiarism and is punishable under the University of Delaware's Code of Conduct.
- *Important Note:* I will pursue and punish any and all violations of the University of Delaware's Code of Conduct to the fullest extent possible.
- I am required by the University to report any student that engages in activity contrary to those acceptable under the University guidelines.
- Please ensure that you read the "[Code of Conduct](#)" detailed in the student handbook.