MUSEUM AND HERITAGE STUDIES HANDBOOK INTRODUCTION

The Director, Anthropology Faculty, and Staff of the University of Denver Museum of Anthropology welcome you to the Museum and Heritage Studies Program in the Department of Anthropology. We all look forward to working with you and helping you achieve your academic and professional goals.

This handbook provides you with general information on the history of the program, courses, and the objectives and guidelines on specific program requirements. It also contains information on the museum’s policies, procedures, facilities and resources.

SHORT HISTORY OF THE ANTHROPOLOGY DEPARTMENT AND MUSEUM AND HERITAGE STUDIES PROGRAM

E. B. Renaud established the Anthropology Department at the University of Denver in 1924. Dr. Renaud began to acquire archaeological and ethnographic collections as part of his research activities. These collections later became the University of Denver Museum of Anthropology.

The department has a long history of close ties with the Denver Art Museum, the Denver Museum of Nature and Science (formerly Natural History), and History Colorado (formerly the Colorado Historical Society). Frederic H. Douglas, Curator of Native Arts at the Denver Art Museum, taught Native American crafts and design courses for the department beginning in the 1930s. Over the decades, a number of noted scholars and curators have been associated with the Department and Museum, including Kate Peck Kent, Clara Lee Tanner, Ruth Underhill, Arnold and Malcolm Withers, and Marie Wormington.

Arminta Neal introduced the first course in museum studies in 1949. Since then, the department has been involved in the education of anthropologically oriented museum professionals. The department underwent a period of revitalization in 1989 and restructured its museum studies concentration. The program is continually changing to keep abreast of developments in anthropology and the museum profession.

UNIVERSITY OF DENVER MUSEUM OF ANTHROPOLOGY

The Anthropology Department of the University of Denver was established in 1924 and immediately began to acquire archaeological and ethnographic collections. Today, there are approximately 165,000 objects in the collections and they are used for teaching, research, and exhibition.
The archaeological collections include the most important evidence of pre-contact occupation of eastern Colorado that exists anywhere. Related site maps, notes, photographs, and drawings also are curated. In addition to excavations and surface collections made by members of the department, past and present, the department curates collections from cultural resource management firms, institutions, and government agencies.

The ethnographic collections include ceramics, basketry, and textiles as well as other artifacts from around the world. There is an extensive collection of Native American material, mostly acquired from the American Southwest. The collections also include fine examples of African textiles.

The Museum of Anthropology gallery is presently located in Sturm Hall, other departments, and community organizations. It houses exhibits curated by students, members of the Anthropology Department, the gallery also serves as a focus for educational and outreach programs designed and implemented by the Museum Studies students.

Students in the Museum Studies program work in the museum and gallery where they gain experience in registration, collections management, preventive conservation, integrated pest management, exhibit development, grant writing, long range planning, event planning, and educational outreach.

Museum Staff
Dr. Christina Kreps, Director
Brooke Rohde, Curator of Collections
Anne Amati, NAGPRA Coordinator and Registrar
Dr. Richard O. Clemmer-Smith, Curator of Ethnography
Dr. Bonnie Clark, Curator of Archaeology
Dr. Sarah Nelson, Emeritus, Curator of Archaeology
Dr. Esteban Gómez, Curator of Digital Anthropology
MUSEUM AND HERITAGE STUDIES REQUIREMENTS

The Museum and Heritage Studies (MHS) concentration is designed to provide students with a solid background in the theoretical and academic, as well as the practical and professional aspects of museum anthropology and heritage studies. Candidates for an M.A. degree in Anthropology with a concentration in MHS are expected to achieve graduate competence in anthropology as a whole, along with their specialization in MHS.

REQUIREMENTS

Students design their course of study in close consultation with their advisor and other faculty members, and select courses, beyond those required, relevant to their particular line of interest.

Requirements for all anthropology graduate students
ANTH 3660 Anthropology Theory, Method and Context 4
ANTH 4000 Advanced Anthropology 4
ANTH 3870 Research Methods in Anthropology 4
Qualifying exam
Museum Internship, Archeological Field School/Field Methods, or Ethnographic Field Work
Thesis or Paper with 60 credits

One of the following
ANTH 4744 Museum Anthropology 4
ANTH 4650 Archaeological Method and Theory 4

24 credits (6 classes) from the following list
ANTH 4790 Critical Perspectives in Museum and Heritage Studies
ANTH 3890 Context of Material Culture
ANTH 3290 Art and Anthropology
ANTH 3661 Museums and their Visitors
ANTH 3702 Introduction to Conservation
ANTH 3741 Museum Exhibit Development
ANTH 3743 Managing Collections
ANTH 3701 Expressive Culture
ANTH 3000 Anthropology of Tourism
ANTH 3040 Anthropologies of Place
ANTH 3060 Cultural Narratives
ANTH 3170 Applied Heritage Management
ANTH 3750 Ethnographic Methods
ANTH 3880 Technology and Adaptation
ANTH 4070 Folklore and Cultural Heritage
ANTH 4040 Historical Archaeology
ANTH 3500 Culture and the City
ANTH 4745 Museum Practicum
ANTH 4991/4995 Independent Study/Research
ANTH 4750 Masters Exhibit/Paper
ANTH 4991 Independent Study
ANTH 4995 Independent research 24

(Class titles in bold are applied/practice oriented courses. Students are limited to taking no more than three of the bolded classes (12 credits) to count toward their requirements.)

Two electives (8 credits) to be taken inside the department, outside the department, or as internship credits.

Students may use their electives to take courses in areas of special geographical or topical interest such Native America, Latin America, human rights, international development, gender studies, etc. Students may also elect to substitute courses from other departments, such as art history, geography, digital media studies, etc., but only with prior approval from their advisor and the graduate advisor.

Total credits for degree 48 minimum

In addition to courses, there are other formal academic requirements that should be met. Students are expected to attend department colloquia, gallery openings and talks, and any other relevant events or presentations on and off campus. Check the department web site and media for upcoming events.

SAMPLING OF COURSE DESCRIPTIONS

ANTH 3290  Art and Anthropology
Examines anthropological approaches to the concept of art and cultural expression, and the meaning of art in diverse cultural, social and national contexts. Special attention is given to how forces such as tourism and the market impinge on the continuity and survival of “traditional” arts. The course also considers the role of art in political struggles, processes of identity formation, and community development. 4 qtr.hrs.

ANTH 3661  Museums and Their Visitors
This course is designed to be a comprehensive introduction to museum education and to provide opportunities to practice necessary skills. It examines informal education, learning theories, interactive education, exhibits and programs. 4 qtr. hrs.
ANTH 3702  Museum Management
This course is designed to introduce students to the fundamentals of managing a museum. Through the use of readings, case studies, hands-on experiences, and class discussions, students will learn about long range planning, fundraising, personnel management, leadership, grant writing, collaborations, non-profit organizational issues and more. 4 qtr. hrs.

ANTH 3741 or ARTH 3872  Introduction to Conservation
An introduction to the physical properties of materials found in museum artifacts and specimens is presented. Preventative conservation principles and methods will be discussed. 4 qtr. hrs.

ANTH 3742  Museum Exhibit Development
Students are introduced to the general principles of planning, development, production, and evaluation of museum exhibits. Design elements and methods of evaluation will be explored. Students will have the opportunity to do exhibit mock-ups and exhibit evaluation. 4 qtr. hrs.

ANTH 3743  Managing Collections
Principles and methods regarding acquisition, documentation, conservation and accessibility of collections are examined. Law, registration, methods, computerization, policy, development, ethics, and preventive conservation are some topics discussed. 4 qtr. hrs.

ANTH 3880  Technology and Adaptation
The course is organized around these concepts: “ecology,” “culture,” “adaptation,” “landscape,” “technology,” “artifact,” and “architecture.” The course focuses on defining and examining adaptation and the role of culture and technology in achieving adaptations, or in not achieving them. This focus will be especially pursued with respect to the concept of landscape – that is, culturally defined physical space – and the cultural artifacts that interpret and modify it in the course of human adaptation to its ecological components. 4 qtr. hrs.

ANTH 3890  Context of Material Culture
This course examines how material culture both reflects and actively structures political, economic, and cultural life. It looks at the relationship between people and their material culture (portable objects, non-portable objects, buildings, socially-created landscapes) in western, non-western, ancient, and contemporary cultures. Reading material draws from the fields of ethnology, archaeology, folklore, geography, history, art, and architecture. 4 qtr. hrs.

ANTH 3981/4981 Museum Internship
Each graduate student within the Museum Studies Concentration is required to intern in a museum. This provides an opportunity to develop competence in museum work within a professional activity situation. 2-4 qtr. hrs. (optional)
ANTH 3790  Critical Perspectives in Museum Studies
This course critically examines the basic assumptions and principles behind the museum and museological methods. The museum and museum practices are viewed as socio-cultural phenomena from historical and cross-cultural perspectives, considering the interests and purposes museums serve at different points in time and in diverse cultural and national settings. Special attention is given to current issues, debates and approaches in museum studies as well as the relevance of museums to contemporary social life. 4 qtr. hrs.

ANTH 4744  Museum Anthropology
This course introduces students to museum anthropology as one of the “five fields” of the discipline and the ethnography/anthropology of museums. It covers both the theoretical and practical sides of museum studies, introducing students to the basic principles and methods of museum work. The course explores the origin and history of museums, their role in society, and the core museum functions of collection, preservation, exhibition and education. Other topics covered include: professional ethics and associations; issues of diversity and community; the nature of cultural work and its value to society. 4 qtr. hours.

ANTH 4745  Museum Practicum
Individually designed practicum in student’s area of interest. 2 qtr. hrs.

ANTH 4750  Museum Exhibit
Designed in collaboration with faculty and museum staff. 4 qtr. hrs.

THE FINAL PROJECT

I. Thesis Option: A Master’s Thesis is the product of original scholarly research and must be prepared according to the established format of the Office of Graduate Studies. Because of the research emphasis of the Thesis option, fewer hours of course work are required. Students in any of the three concentrations may select the Thesis option. Specific requirements:

a. 48 hours of earned credit at the graduate level, 10 of which may be taken outside the department for students in the archaeology or ethnology tracks.

b. Presentation of an acceptable thesis research proposal to a committee consisting of no fewer than two faculty members of the Department of Anthropology and acceptance of that proposal by the Committee. This proposal is usually the same topic as that submitted as the student’s Qualifying Exam. Once the Committee accepts the proposal, the student is bound to make a good faith effort to carry out the proposed project.

c. Completion of an acceptable Thesis in a timely fashion. The University of Denver’s Office of Graduate Studies publishes the relevant deadlines for completing thesis each year. Please consult the Office of Graduate Studies for the applicable deadlines. Your failure to meet the applicable deadlines may result in your not graduating in the
quarter in which you want to graduate! (You must then wait until the following quarter to graduate.) It is the student’s responsibility to know the relevant deadlines and meet them!

d. A digital copy of the Thesis must be deposited with the University of Denver’s Office of Graduate Studies and another copy must be given to the student’s advisor or thesis supervisor for deposit in the Department library. The thesis must conform to the University of Denver Graduate Office guidelines for Thesis preparation.

II. Master’s Paper Option: The core of the Master’s Paper option is formal course work and the preparation of a detailed research paper. A Master’s Paper is generally similar in concept to the Master's Thesis, but usually involves research that is more restricted in scope, requires less fieldwork and analysis, and is commonly shorter in length. Students in any of the three concentrations may select the Master’s Paper option. Specific requirements:

a. 60 hours of earned credit at the graduate level, 15 of which may be taken outside the department for students in the archaeology or ethnology tracks. Museum Studies students may take up to 8 hours in a related field. Up to 10 hours of independent study is permitted.

b. Presentation of a Master’s Paper proposal to a committee consisting of no fewer than two faculty members of the Department of Anthropology and acceptance of that proposal by the Committee. Once the Committee accepts the proposal, the student is bound to make a good faith effort to carry out the project outlined in the proposal.

As a guide to Master’s Papers, students might opt to do one of the following:

a. a paper that reports original ethnographic or archaeological fieldwork, using data that is collected by the student in accordance with a specific problem orientation and research design;

b. an original paper that uses materials collected by someone else, e.g., the archaeological material in the Archaeology Lab or Museum of Anthropology;

c. a library paper that does not deal with a body of freshly or previously collected data but rather develops an original perspective on some issue of general intellectual import, or synthesizes a body of documentary material in a new and useful way.

Additional Requirements:

a. In consultation with the advisor or supervisor, students must establish a timetable for the proper development and distribution of preliminary drafts. The final revised copy of the Master’s Paper is due during the fourth week of the student's last quarter. The student’s advisor or research supervisor will evaluate the paper. In addition, copies of all drafts of the paper should be submitted to two additional faculty members who will assist the student’s advisor or research supervisor in the evaluation.
b. A copy of the Master’s Paper must be given to the student’s advisor or Master’s Paper supervisor for the department library. The guidelines for preparing this paper are essentially the same as those for preparing the thesis.

MUSEUM INTERNSHIP GUIDELINES AND REQUIREMENTS

The Museum and Heritage Studies concentration allows students to complete a supervised museum internship, usually consisting of a minimum of 120 hours of work. The internship is an integral part of the program and is intended to provide you with valuable work experience as well as prepare you professionally. The internship gives you the opportunity to make professional contacts that can serve as valuable references for future jobs. Internships are also one of the first steps to securing a job.

Begin thinking about your internship early on in your program. Some internships (especially paid internships and those at more prestigious institutions) require that applications be made several months in advance. You may prefer to find your own internship or you may want assistance from the Museum and Heritage Studies Director and other faculty and staff. In this case, it is important to discuss your interests and ideas with faculty and staff as early as possible so there is time to explore various possibilities.

- At least two quarters of museum studies courses must be completed before beginning an internship.
- After your internship site has been selected and agreed upon, provide the Director with the name and telephone number of your intended sponsor or supervisor. She will send a letter to your supervisor explaining procedures and a copy of the "Museum Intern Agreement" form. Your supervisor or sponsor will return this Agreement to the Museum Studies Director. Copies of the “Supervisor’s Mid-Term Report” and “Final Evaluation of Internship and Intern” will also be sent to your supervisor to be returned at the appropriate times.
- Your immediate supervisor should be an employee of the institution in which you will be working. You may have only one intern supervisor per internship.
- You must work a minimum of 120 hours to fulfill the program requirement. However, the actual amount of time devoted to your internship will depend on the agreement you make with your host institution. The internship may be completed for 2-4 credit hours. This option exists because some institutions only offer internships for academic credit.
- At the beginning of your internship prepare a contract between yourself and your supervisor stating the beginning and ending dates of the internship, the number of hours you are to work per week as well as a tentative schedule; job duties or tasks you are to perform, and your learning objectives. This contract should be
submitted to the Museum and Heritage Studies Director no later than the end of your first week in internship. (Some institutions may have their own internship contracts which you may be obligated to use. In this case, please submit a copy of this contract to the Director, making sure it includes the above items.)

• You are required to submit biweekly reports to the Museum and Heritage Studies Director describing your activities and progress. (Form provided in the internship packet.)

• Mid-way into the internship ask your supervisor to submit the "Supervisor's Mid-Term Report" to the Museum Studies director. (Form sent to supervisor along with "Museum Intern Agreement.")

• A final report must be submitted to the Museum Studies director upon completion of your internship. The report should be a general reflection on and evaluation of your internship experience. You should describe your activities and the work you accomplished as well as your success in meeting your learning objectives.

• Your supervisor or sponsor will also be asked to submit a "Final Evaluation" of the internship and your performance. (Form sent to supervisor along with "Museum Intern Agreement.")

• Assessment of your internship will be based on your reports as well as your supervisor's evaluation of your performance.

Museum of Anthropology Gallery and Student Curated Exhibits

There are many opportunities for students to gain experience in exhibition planning, development, and installation in the gallery. If you are interested in assisting with the production of exhibits or would like to curate an exhibit please discuss your ideas with museum staff and faculty.

Workroom
Sturm Hall 102A

The Museum Studies Workroom is available for graduate students to use for personal and museum-related activities. You may check out keys to 102A from Brooke Rohde. Please be aware that 102 (the gallery) and 102A are armed with alarms and if you are working in the room after museum hours (nights or weekends) you will need to talk to the Director or Curator to make arrangements for alarming the room. Because this is a common area that is used by many people for various activities, please consider the following guidelines when working in 102A.
GUIDELINES:
- Keep the work area clean. Please pick up after yourself, including removing any trash and/or extra supplies. If the trash can is full, please remove the bag and set it out in the hallway outside the workroom, next to the trash can.
- Keep the work tables clear when not working on them. Please remove any adhesive residue from the tables.
- Remove drink and food containers from room. Because the room is adjacent to the museum, and to minimize possible insect problems, please dispose of food and drink containers outside the workroom.
- Turn out the lights, turn off the computer, and close and lock the door when finished. If working in the room after museum hours, please let the Curator or Director know so arrangements can be made to alarm the rooms.
- Please do not remove any equipment, or use equipment without proper training (i.e. the mat cutter, adhesive, etc…).
- Unplug all equipment after using it (except computers).
- Report low supplies to Curator.

SUPPLIES:
Supplies in 102A are to be used for museum-related activities only. If supplies are low, or other equipment is needed, please let the Director or Curator know.

IMPROVEMENTS:
We are always trying to improve this room for student-use. If you have any suggestions, please let us know.

MUSEUM STUDIES LIBRARY
Sturm Hall, Room 122

The Museum Studies Library is housed in 122, which also functions as an office for graduate students. The library contains books on museums, museum methods, and material culture; student papers and Masters Exhibit reports; information on state, national, and international museum associations and their newsletters; journals and magazines. Information on the history of museum studies at DU, careers as well as material from museums in Denver, Colorado, the West, the nation and elsewhere are filed in the library.

Feel free to use any of these materials, but please do not remove them from Strum Hall. If materials are taken from the Museum Office, please be sure to note this on a “sign out” sheet.

A key to 122 can be obtained from the key box in the anthropology office.
MUSEUM POLICIES AND PROCEDURES

Collections:

1. Collections Management Handbook (kept in Collections Management Lab) contains the collections policy, procedures, sample forms, laws and regulations.

2. Disaster Response Plan (kept in Collections Management Lab and Anthropology Dept. office). Familiarize yourself with the table of contents and the appendix. Immediately alert a member of the department of anything unusual.

Rooms:

1. Please do not eat or drink in any of the museum rooms, with the exception of the work room. No food, drink, or gum is allowed in the collections lab, the storage vaults or the gallery.

2. Please do not leave food or drink wrappers/containers in any of the museum rooms, including the work room.

3. Lock the door, set alarm (if appropriate), close the blinds, and turn off all lights and equipment when leaving a room.

4. Do not store anything on the floors of the rooms.

5. Only University-approved chemical products (glues, paints, paint removers, cleaning products, etc.) are allowed in the museum rooms. (check with the Director)

6. No spray paint or spray glue should be used in the rooms, including the work room.

MUSEUMS, ASSOCIATIONS AND CONFERENCES

Students are encouraged to visit as many museums as possible in the region. The variety of museums in this area is remarkable and will provide you with an introduction to many different kinds and sizes of institutions. Some of the large museums have “Friends” groups which offer programs that you may find of interest.

Temporary exhibits abound in the Denver area with one or two openings every couple of months. Becoming a member of a Denver area museum will allow you to keep up with that museum’s offerings. Notices of new exhibitions and openings are posted in the anthropology lounge, and elsewhere around the department. (See attached listing for addresses and phone numbers of many Front Range Museums).
Professionals from many local museums participate in the Museum and Heritage Studies program by giving guest lectures or by serving as adjunct instructors. You will have many opportunities to learn about their institutions and work.

Also, students are encouraged to attend local, state, regional, and national museum conferences, workshops and lectures. These conferences are essential to networking in the museum world. Many museum organizations have student membership rates and offer conference scholarships to students. The University of Denver Museum of Anthropology is an institutional member of the following organizations:

American Alliance of Museum (AAM)
1575 Eye St. N.W. Suite 400
Washington, D.C.  20005
Telephone: (202) 289-9122
Fax: (202) 789-1355

Newsletter: Aviso (online)
Journal: Museum News (hard copy and online)

Association of Academic Museums and Galleries (AAMG)
2401 Chautauqua Avenue
Norman, Oklahoma   73072
Telephone: (785) 532-7718
Web: http:/www.omnh.ou.edu/acumg/

Council for Museum Anthropology
American Anthropological Association (AAA)
4350 North Fairfax Drive, Suite 640
Arlington, VA   22203
Telephone: (703) 528-1902
Fax: (703) 528-3546

Newsletter: Anthropology Newsletter
Journal: Museum Anthropology
Blog:

International Council of Museums (ICOM)
AAM/ICOM, American Association of Museums
Membership Department
Washington, D.C.  20042-4002
Telephone: (202) 289-9130
Fax: (202) 289-6578

Newsletter: ICOM News
Journal: Museum International
Look for notices of conferences and information on the following regional groups on the Museum Studies bulletin board in the Museum Administrative and Education Office, and from internet postings.

Association of Northern Front Range Museums (ANFRM)

Colorado-Wyoming Association of Museums (CWAM)

Mountain Plains Museum Association (MPMA)

Journals and newsletters from these and other organizations will be available in the Museum Studies Library. Be sure to look at internet postings from the department and from faculty and staff for job announcements and information on internships, scholarships and fellowships; other professional conferences, workshops, seminars; educational opportunities, and special news items. This is an invaluable source of information.

**SOME FRONT RANGE MUSEUMS**

- Arvada Center for the Arts and Humanities
  6901 Wadsworth Blvd., Arvada
  Mon.-Sat. 9-5, Sun. 1-5
  (303) 431-3939

- Aurora History Museum
  15001 E. Alameda Dr., Aurora

- Denver Museum of Nature and Science
  2001 Colorado Blvd., Denver
  Mon.-Th. 9-5, Fri. 9-9
  Sat.-Sun. 9-5

- Denver Zoo
  City Park, Denver

- Hiwan Homestead Museum
  4208S.Timbervale, Evergreen
  Tues.-Sun. 12-4

- Black American West Museum
  3091 California St. Denver

- Littleton Historical Museum
  6028 S. Gallup St., Littleton
  (303) 292-2566

- Boulder Museum of History
  1201 Euclid Ave., Boulder
  Tue.-Sat. 12-4
  (303) 449-3464
Longmont Museum
375 Kimbark St., Longmont
Mon.-Fri. 9-5, Sat. 10-4

Buffalo Bill Memorial Museum and Grave
Lookout Mountain, Golden
Daily 9-5

Loveland Museum
5th and Lincoln, Loveland
(970) 962-2410

Colorado History Museum
Broadway, Denver
Sat. 10-4:30, Sun. 12-4:30
(303) 666-6686

Miner’s Museum
108 Simpson St., Lafayette
(303) 866-3682

Colorado Springs Fine Arts Center
30 W. Dale St., Colorado Springs
(719) 634-5583

Mizel Museum of Judaica
560 S. Monaco Pkwy, Denver
Tue-Thu 10-4, Fri 10-3, Sun 12-4
(303) 333-4156

Denver Art Museum
100 W. 14th Ave. Pkwy., Denver
Tue.-Sat. 10-5, Sun. 12-5
Mon. closed
(303) 640-2793

Molly Brown House
1340 Pennsylvania St, Denver
Mon.-Sat. 10-4, Sun. 1-4
(303) 832-4092

Denver Botanic Gardens
1005 York St., Denver
Sat.-Tue. 9-8, Wed.-Fri. 9-5
(303) 331-4000

Pearce-McAllister Cottage
1880 Gaylord St., Denver
Tue.-Sat. 10-4, Sun. 1-4
(303) 322-3704

Denver Museum of Miniatures Dolls & Toys
1880 Gaylord St., Denver
Tue.-Sat. 10-4, Sun. 1-4
(303) 322-3704

Rocky Mountain Quilt Museum
1111 Washington Ave., Golden
Tue.-Sat. 10-4
(303) 277-0377

Western Museum of Mining and Industry
I-25, Exit 156A, Colorado Springs
Mon.-Sat. 9-4, Sun. 12-4
(719) 488-0880

Museum of Contemporary Art
1485 Delgany Street
Denver, CO 80202
303.298.7554
www.mcadenver.org