

**COURSE APPROVAL DOCUMENT**  
**Southeast Missouri State University**

**Department: Biology**  
**Title of Course: Experience in Museum Curation**

**Course No.: BI 563, 564, 565**  
**Date: Fall 2016**  
Please Check:  New  
 Revision

**I. Catalog Description and Credit Hours of Course:**

Working in a biological museum collection with emphasis on identification, preservation and curation of biological museum specimens. (1, 2, 3)

**II. Prerequisite(s):**

Consent of museum curator.

**III. Purposes or Objectives of the Course:**

To acquaint students with museum curation techniques and protocols. Provide students with experience identifying, preserving and curating specimens in a biological museum collection.

**IV. Course Learning Outcomes**

- A. Students will be able to demonstrate the ability to correctly identify specimens using a taxonomic key.
- B. Students will be able to demonstrate proficiency in the preparation of specimens.
- C. Students will be able to effectively curate specimens in a museum collection.

**V. Optional departmental/college requirements (optional)**

NA

**VI. Course Content**

There is no fixed schedule or course content. Students will work on part of a collection as determined by the supervising instructor. Students will be expected to work 40 hours per credit hour on their curation project.

Please attach copy of class syllabus and schedule as an example

Signature: \_\_\_\_\_  
Chair

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Dean

Date: \_\_\_\_\_

1. Catalog description including descriptive statement; prerequisites; credit hours and course number, section and title.
2. Semester
3. Contact hours of course (if different from credit hours)
4. Instructor name and contact information, including office phone, office location, and email address.
5. Statement of whom to contact with concerns (use required wording)
6. Office hours and location if different from office location.
7. Course Objectives (optional; include if listed in Course Approval Document)
8. Student Learning Outcomes
9. Accessibility statement (the official statement and/or a link/URL to the official statement)
10. Civility statement (the official statement and/or a link/URL to the official statement)
11. Academic honesty statement (the official statement and/or a link/URL to the official statement)
12. Grading scale and policies
13. Course specific required materials (textbook, supplies, subscriptions, safety items, etc.)
14. Class meeting times and places (if applicable the delivery medium such as lab, online, blended, ITV, webinar, etc.)
15. Final exam date/time/place
16. Class content outline or schedule

## **Course information**

### **BI563-565 - Experience in Museum Curation**

Instructor: Dr. Timothy Judd

Office: 225 Rhodes Hall

Phone: 651-2365

e-mail: [tjudd@semo.edu](mailto:tjudd@semo.edu)

webpage: <http://cstl-csm.semo.edu/tjudd/>

Office hours: M,W,F 9:00-10:00 or by appointment

## **Course Description**

Working in a biological museum collection with emphasis on identification, preservation and curation of biological museum specimens. Students are limited to a total of 6 credit hours of museum curation during their program. (1-3)

## **Course Learning Outcomes**

- A. Students will be able to demonstrate the ability to correctly identify specimens using a taxonomic key.
- B. Students will be able to demonstrate proficiency in the preparation of specimens.
- C. Students will be able to effectively curate specimens in a museum collection.

## **Project and Grading**

You are expected to work 40 hours per credit hour on the curation project. The nature of the project will be determined by you and the curator at the beginning of the semester. At that time the curator will outline the expectations for the project. You will be graded on the amount of time spent on the project (within the 40 hours per credit hour expectation), the proportion of the project that was accomplished and the quality and accuracy of the product.

You will meet at least once a week with the curator to work on learning the necessary techniques, review your progress, and discuss any issues with the project. Meeting times will be determined between you and the curator.

Graduate students will be expected to do a larger project than undergraduate students.

## **Grading Scale**

### **Undergraduate**

90% -100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

<60% = F

### **Graduate**

90% -100% = A

80% - 89% = B

70% - 79% = C

<70% = F

The grading scale may vary according to each instructor and will be communicated at the beginning of the course.

## **University Policies**

### **Academic Policy Statement**

Students will be expected to abide by the University Policy for Academic Honesty regarding plagiarism and academic honesty. Refer to: <http://www.semo.edu/facultysenate/handbook/5d.html>

### **Questions, comments and concerns about the course**

Questions, comments or requests regarding this course or program should be taken to your instructor. Unanswered questions or unresolved issues involving this class may be taken to Dr. James Champine (Chair of Biology).

### **Student with Disabilities Statement**

If a student has a special need addressed by the Americans with Disabilities Act (ADA) and requires materials in an alternative format, please notify the instructor at the beginning of the course. Reasonable efforts will be made to accommodate special needs. More information can be found here <http://www.semo.edu/ds/>

### **Civility Statement**

“Every student at Southeast is obligated at all times to assume responsibility for his/her actions, to respect constituted authority, to be truthful, and to respect the rights of others as well as to respect private and public property. In their academic activities, students are expected to maintain high standards of honesty and integrity and abide by the University’s Policy on Academic Honesty. Alleged violations of the Code of Student Conduct are adjudicated in accordance with the established procedures of the judicial system.” (From the preamble of the Statement of Student Rights and Code of Student Conduct, revised January 8, 2004, Southeast Missouri State University)