

Museum Association of Newfoundland and Labrador



**Certificate in
Museum Studies
Program**

Registration Book



Museum Association of Newfoundland and Labrador Certificate in Museum Studies Program 2009

As part of its mandate to promote professionalism and skills development within the museum community, the Museum Association of Newfoundland and Labrador provides a Certificate in Museum Studies. This program provides museum workers with a general introduction into current theories, standards, and best practices for museums. The content of the certificate program is based on topics covered in MANL's *Best Practices* publication.

Program Format and Schedule

The certificate program is composed of **four core courses** and **four elective courses**. Courses will normally be offered in a two day workshop format throughout the province. No less than two core courses will be offered each year and all four of the core courses will be offered within any two year period. In addition to the core courses, no less than two courses designated as applicable elective courses will be offered each year. Workshops that can be credited as an elective course will be indentified as such on the workshop registration form. Certificate program participants will have up to 4 years to complete their program.

Registration

All participants in the certificate program must first register with the MANL office. To register please complete the registration form and send to:

Professional Development Coordinator
Museum Association of Newfoundland and Labrador
P.O. Box 5785
St. John's, NL
A1C 5X3
Tel: (709) 722 9034
Fax: (709) 722 9035
Email: manl@nf.aibn.com

Participants will be required to meet the course requirements in effect at the time of their initial registration.

It is recommended that participants keep a copy of this document for their personal records.

Program Requirements

Core Courses

In order to receive a Certificate in Museum Studies participants must complete four of the following core courses:

1. Introduction to Museum Governance and Management
2. Introduction to Collections Management
3. Introduction to Preventive Conservation
4. Introduction to Exhibit Development

Elective Courses

In addition, participants are required to complete four elective courses. These courses will relate to various areas of museum operations and will expand on concepts covered in the core courses. Workshops from MANL's general workshop program that can be applied as an elective course will be indicated with the workshop announcement and registration. Participants must indicate in advance their desire to use this workshop as an elective course.

Assignments

Participants of the certificate program will be required to complete a take home assignment for each of the core courses. In order to receive the Museum Studies Certificate participants must receive a passing grade of 60% in each of the core courses. One assignment rewrite will be permitted per participant from any one of the core courses with the permission of the MANL Professional Development Committee. Late assignments will only be accepted with the permission of MANL Professional Development Committee. Those who choose not to complete the assignments for the core courses will not be granted credit. All participants of MANL workshops and courses will receive a Certificate of Participation.

Program Fees

Course fees will accompany the course announcement and registration form.

Transfer of Credit

This will be determined on an individual case basis. Please contact the Professional Development Coordinator for more information.

Course Instructors

All certificate course instructors are experienced individuals in the museum, heritage and nonprofit fields.

The Program

Core Courses

These core courses provide a general introduction into current theories, standards, and best practices for museums. It is expected that participants will enhance this basic training with selected elective courses.

Introduction to Museum Governance and Management

This course provides a general introduction to the governance and management of museums. Participants will explore the definition of museums, their function in society, the responsibilities of public trust and the development of governing and operational policies. This course will also provide an introduction to managing resources in museums including financial, human, physical plant, information and public communication.

Introduction to Collections Management

This course provides participants with an introduction to the stewardship roles and responsibilities of museums within the context of their collections. Participants will gain practical skills in the documentation, records management and physical management of museum collection. Topics covered will include: ethics and legal issues, collections policies, research, loans, acquisitions, labeling and numbering, records management, classification systems, standards, storage and security.

Introduction Preventive Conservation

This course provides participants with a basic introduction to preventive conservation for museum collections. Participants will explore the nature of preventive conservation and the role of conservation in relation to other museum functions. Participants will be instructed on practical steps to preserve and minimize the physical deterioration of the museum's collection. Topics covered will include: preventive conservation, conservation policy, handling and housekeeping, condition reporting, causes and prevention of deterioration, environmental controls, disaster planning and risk assessment, health and safety, security, storage, exhibitions and treatments

Introduction to Exhibit Development

This course provides a general introduction into the function and development of museum exhibits. Through this course participants will explore the purpose of exhibits, exhibit planning and concept development, exhibit design techniques, exhibit resource and budget development, the role of various media formats and interactive features in exhibition design, programming for exhibits, hiring and working with exhibit contractors and specialists and exhibit evaluation.

Elective Courses

It is intended that the elective courses will expand on topics covered in the core courses. Workshops designated as elective courses will be announced with the workshop. MANL recommends that the selection of elective courses be made in consultation with MANL's Professional Development Coordinator.

Elective course topics will address:

History/Philosophy/Community, Management, Collections Management, Conservation (such as CCI workshops), Exhibitions, Public Programming, Human Resources, Marketing, Facilities/Buildings.

Notification of Course Offerings

Individuals are responsible for maintaining contact with the MANL office regarding program course offerings. MANL will published course offerings through their regular communication methods such as the MANL website, listserv and newsletter.

Awarding Certificates

On the completion of your program, participants will be awarded a Certificate in Museum Studies. These certificates are normally awarded at the AGM and Conference. If your prefer, your certificate can also be issue to you via mail on completion of your program.

Please note: When you have completed the program requirements you must contact the MANL office to apply for graduation. Certificates will not be issued automatically through the MANL Office.

Personal Information

Information collected in the program registration document and grades accumulated by participants are intended for the administration of this program and consider personal and confidential.

Contact Information

It is the responsibility of the program participants to ensure that the MANL Office has your current contact information. If you change any of this information please contact the MANL office so that your files can be updated accordingly.

Your Records

It is recommended that those registering with this program keep a copy of this document for future reference.

Please use the space provided below to maintain a record of your program course work.

Name: _____

Program Registration Date: _____

Program Completion Date: _____

Course Name	Core	Elect.	Date	Grade



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