

**Museum Studies Program
University of Kansas**

Graduate Student Handbook

2012-2013

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This handbook is for informational purposes
and does not constitute a contract.

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Introduction

Since 1981 the graduate program in Museum Studies at the University of Kansas has offered training for professional careers in museums, historical agencies, and related institutions. The program's curriculum provides an understanding of the nature of museums, historical agencies and related institutions as well as specialized training administered by the American Studies Program and the departments of Anthropology, Ecology and Evolutionary Biology, Geology, and History.

The Museum Studies Program's core courses provide a solid foundation in the theories, history, techniques, and problems common to museums, historical agencies and related institutions as well as the specialized operations of such institutions. Students also receive classroom and field training in methods and subject matter within their chosen academic specialty tracks: American Studies, Anthropology, Geology, History, Interdisciplinary Studies, and Natural History. Museum Studies graduates are well-equipped to undertake professional responsibilities in museums, historical agencies, and related institutions.

The Director of Museum Studies in consultation with a Faculty Advisory Committee administers the program in conjunction with the participating departments. The faculty of those departments and area museum professionals constitute the program's faculty. For additional instructional, research, and field services, the University of Kansas provides a broad range of opportunities for study in Museum Studies — the program draws upon the outstanding staff and resources of the University's:

- Anthropological Research and Curation Center (formerly the Museum of Anthropology)
- Natural History Museum and Biodiversity Research Center
- Spencer Museum of Art
- Spencer Research Library
- Wilcox Classical Collection
- Dole Institute of Politics
- Booth Family Hall of Athletics
- Watson Library
- Anschutz Library
- Spahr Engineering Library
- Music & Dance Library
- Art & Architecture Library
- Wheat Law Library
- Preservation Department of the University Library.

In addition, nearby universities, historical agencies, specialized libraries, and museums participate in the Museum Studies Program. Although diversity is a hallmark of the various types of museums and historical agencies, they share many challenges, philosophies, and practices.

Admission Procedures and Requirements

Students must hold a baccalaureate degree and have accumulated at least a B (3.0) grade-point average in previous academic work to be considered for admission to regular graduate status in the program. Acceptance in the program is determined by the Faculty Advisory Committee in consultation with the program or department responsible for administering the academic track most pertinent to the applicant's career interests. Students interested in applying must provide the following:

1. A completed application. Applications should be submitted online at <https://www.applyweb.com/apply/kugrad/>.
2. A \$55 non-refundable application fee.
3. A copy of official transcripts from the undergraduate institution you received your degree from and any graduate institution that you have attended, to be attached to the online application (official transcripts required at time of admission).
4. A statement of your academic objectives. This component of your application is very important. It should be a thoughtful, well-written statement addressing such issues as (a) your reasons for wanting to enter this program, (b) your career goals, (c) relevant background information, (d) the match of the program to your interests, and (e) anything else you think is important to your application. If your performance records are below expectations, provide an explanation of any extenuating circumstances related to this issue.
5. Three letters of recommendation. (Please use online letter of recommendation system when you apply).
6. GRE scores. To submit scores to use, use university code 6871, department code 5101.
7. A resume or curriculum vitae listing history of employment, scholarships/fellowships and awards.
8. A sample of your written academic work.
9. For international students only, TOEFL scores or acceptable alternative to demonstrate English proficiency.
10. For international students only, proof of financial support. **Applications will not be considered without financial documentation.**

The **application and application fee** and **transcripts** should be submitted online. Final transcripts should be submitted to the Office of Research and Graduate Studies:

The University of Kansas
Graduate Application Processing Center
1450 Jayhawk Blvd., Room 313
Strong Hall
Lawrence, KS 66045-7518

All other materials should be submitted directly to the Museum Studies Program via the online application.

The Museum Studies Faculty Advisory Committee will begin considering applicants for fall admission on January 15 and for spring admission on August 15. The deadline for the fall semester is May 1 and for the spring semester, October 1. ***Applicants who submit their applications after those dates will receive less consideration.***

Financial Assistance

No scholarship or fellowship funds are directly available to the Museum Studies Program. Some funding opportunities are available to KU graduate students in general. Students are also encouraged to contact their Museum Studies program advisor for other possible resources.

For additional information contact the Financial Aid Office, 50 Strong Hall, University of Kansas, Lawrence, KS 66045, 785-864-4700, osfa@ku.edu.

Advising

The member of the Faculty Advisory Committee for each Museum Studies academic specialty track serves as the advisor or assigns an advisor for Museum Studies students within that track. Students should schedule appointments to meet with their track advisors before enrolling each semester.

Museum Studies Faculty Advisory Committee***Museum Studies Director***

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Requirements for the Master of Arts Degree in Museum Studies

Total hours

The course of study leading to the Master of Arts in Museum Studies comprises 42 semester credit hours at the graduate level. Courses include the core courses required for all Museum Studies students, other museum courses and those that pertain to the academic specialty tracks offered (American Studies, Anthropology, Geology, History, Natural History and Interdisciplinary Studies). Each academic track has specific requirements as delineated in this handbook. All students complete an internship or apprenticeship of 500 hours of professional level work.

Museum Studies Core Courses

MUSE 701 Museum Management (3) Lecture, discussion, and laboratory exercises on the nature of museums as organizations; accounting, budget cycles, personnel management, and related topics will be presented using, as appropriate, case studies and a simulated museum organization model.

MUSE 702 The Nature of Museums (3) The purpose of this course is to provide an overview of the kinds of museums, their various missions, and their characteristics and potentials as research, education, and public service institutions responsible for collections of natural and cultural objects.

MUSE 703 Introduction to Museum Exhibits (3) Presentation of principles and practices of exhibit management, design, and production. Topics will include developing a master plan for museum exhibits; concept development design, installation, and maintenance of exhibits; design theory; design process; label writing and editing; selection of materials architectural requirements and building codes; cost estimating; publicity; security; and exhibit evaluation. Consideration will be given to exhibition problems in public and private museums in the areas of anthropology, art, history, natural history, and technology.

MUSE 704 Principles and Practices of Museum Collection Management (3) Lecture, discussion, and laboratory exercises on the nature of museum collections, their associated data, and their use in exhibition, education, and scholarly research. Topics addressed include acquisition, accessioning, cataloging, collection storage, integrated pest management, data management, collection care, security, access, and collection planning for all types of museums.

MUSE 705 Introduction to Museum Public Education (3) Consideration of the goals of an institution's public education services, developing programs, identifying potential audiences, developing audiences, and funding. Workshops and demonstrations are designed for students to gain practical experience working with various programs and developing model programs.

MUSE 706 Conservation Principles and Practices (3)

This course will acquaint the future museum professional with the conservation of all types of collections. Philosophical and ethical approaches will be discussed as well as changing practices regarding conservation techniques. Emphasis will be placed on detection and identification of deterioration in objects made of organic and inorganic materials, and how these problems can be remedied. Storage and care of objects will also be considered.

Other Museum Studies Courses

MUSE 707 Practical Archival Principles (3)

Study of the principles and practices applicable to the preservation, care and administration of archives and manuscripts. Practical experience will be an integral part of this course.

MUSE 710 Current Topics in Curation and Collections Management (2). Seminar course to provide students with a working knowledge of the primary issues and current trends in building, administration, and care of scientific collections. Topics include permits, collecting, accessioning, cataloging, preservation, preventive conservation, and access issues. The course format consists of readings, lectures, guest speakers, discussions, and visits to scientific collections on campus.

MUSE 780 Special Topics (1-3). Advanced courses on special topics in museum studies, given as need arises. Lectures, discussions of readings, and guest speakers. Topic for semester to be announced. For Spring 2011, the course is Introduction to Material Culture.

MUSE 782 Seminar in Current Museum Topics (1-2). In-depth examination of specific topics currently of concern to museums and museum professionals. Topic for semester to be announced.

MUSE 790 Advanced Study (1-3). Individual research in a specific topic not ordinarily treated in a Museum Studies core course for which there is a member of the graduate faculty competent and willing to direct a research project.

MUSE 792 Directed Readings (1-3). Directed reading in an area of museum studies in which there is no particular course in the Museum Studies Program or in cooperating departments but in which there is a member of the graduate faculty competent and willing to direct a program of study.

Academic Specialty Tracks

AMERICAN STUDIES

The American Studies track is designed to enable students to achieve depth in their understanding of the American experience and to acquire the technical skills appropriate for museum work. Students choosing the American Studies track are trained in the traditional use of written records in understanding and reconstructing the socio-cultural patterns of the American past. However, a crucial emphasis of this track is developing the student's skills in using, analyzing, and interpreting artifacts, which traditionally have been ignored in favor of documentary research. This emphasis on material culture will have special utility for students seeking positions in historical and community museums, which exist for the purpose of collecting, preserving, and interpreting artifacts and which are likely to be concerned with American materials. In addition to the core curriculum, students are expected to develop an interdisciplinary program that focuses on American culture and simultaneously addresses the special concerns and interests that will confront individuals in museum work.

An apprenticeship requirement is intended to introduce students to a particular museum situation in order to understand applications of the perspectives and research techniques provided by the American Studies track.

Requirements

1. Museum Studies Core Courses (18 hours)
2. Required Courses (12 hours)

AMS 801 Introduction to American Studies (3). An introduction to the field of American Studies through an examination of some of the classic and innovative works, issues, debates, and controversies in the history and the literature of American studies.

AMS 802 Theorizing America (3). Drawing from a broad range of perspectives (e.g., cultural theory, social theory, literary theory, etc.), this course will introduce students to current theoretical debates in American studies and the concepts that inform them.

AMS 803 Research Methods in American Studies (3). An introduction to the range of interdisciplinary research methods in American studies. Emphasis will be placed on an examination of the assumptions, logics, and procedures involved in various approaches to understanding American society and culture.

AMS 804 Research Seminar (3). An intensive application of theoretical and methodological issues to the development of specific substantive research problems. Students will be expected to design and implement a study that will be critically assessed in the seminar.

3. Electives (6 hours)

Two graduate courses on American studies topics (e.g., race and ethnicity; gender; sexuality; class; religion; political economy; material culture; social and cultural theory; visual arts) that are relevant to the student's major interests.

4. Apprenticeship (6 hours)

AMS 799 American Studies Museum Apprenticeship. Provides directed, practical experience in research, collection care and management, public education, and exhibits with emphasis to suit the particular requirements of each student.

5. Master's Examination

The oral examination is conducted by a three-member committee normally comprised of a representative from American Studies, a member of the Museum Studies Faculty Advisory Committee, and the candidate's internship supervisor (or an appropriate substitute). The primary focus of the examination is upon the internship experiences, in the context of the candidate's wider graduate course work.

ANTHROPOLOGY

By means of a cooperative agreement between the Department of Anthropology and the *Anthropological Research and Cultural Collections (ARCC)*, a student pursuing a Masters in Museum Studies can opt for a study track emphasizing anthropology. This track provides the necessary background to qualify for positions in anthropology museums, as well as in the broader field of cultural resource management. Courses provide students with an introduction to the breadth and inter-disciplinary nature of anthropology, and a familiarization with anthropological approaches to material culture and associated documentation. Study of archaeology, socio-cultural anthropology, biological anthropology, and linguistic anthropology gives students the theoretical and practical training (through an apprenticeship) necessary for understanding the nature of anthropology museums and collections. Courses in the anthropology track are offered by the faculty of the Department of Anthropology. The faculty includes members of the four primary sub-disciplines (biological anthropology, archaeology, socio-cultural anthropology, and linguistics). Faculty members and ARCC staff have conducted research and developed specialties in cultures from varied parts of the world including: Polynesia, Latin America, North America, Africa, Europe, the Near East, and East Asia.

ARCC staff at Spooner Hall curates and facilitates access to the material culture collections which are vital to the anthropology track of the Museum Studies Program. Spooner Hall offers research laboratories; collection storage areas; a classroom dedicated to material culture instruction, emphasizing anthropology collections; and curatorial offices. The Spooner Hall collections include hundreds of thousands of archaeological specimens representative of peoples who once inhabited North America, Latin America, Europe, and Africa. Artifacts from more than 2500 prehistoric sites from the Great Plains and peripheries are included, representing premier collections of the Paleoindian, Archaic, and Kansas City Hopewell cultural periods. Approximately 10,000 ethnographic objects are from Africa, Asia, North America, Latin America, Oceania, and Australia. Many of these unique objects were acquired or donated by prominent figures in the history of the University of Kansas and surrounding area, including Lewis L. Dyche, Samuel W. Williston, Claude Brown, Ed Ruhe, Sallie Casey Thayer, William Griffith, Del Shankel, Franklin Murphy, and Karl Menninger.

Admission

Applications are accepted at any time but are reviewed annually in January for admission the beginning of the next academic year. Admittance to the Anthropology track of the Museum Studies Program is determined by anthropology faculty advisors. Applicants must indicate a specific sub-discipline interest area, and an advisor will be selected that best matches the applicant's interests and the resources in the

Department and KU. Principal advisors will oversee the graduate examinations of their respective MUSE students.

Requirements

In addition to the Museum Studies Core Curriculum, students pursuing the Anthropology track will be required to complete at least 18 credit hours of course work, and 6 hours of apprenticeship, distributed as follows:

1. Museum Studies Core Courses (18 hours)
2. Required Courses (9 hours)

Two courses selected from the following four courses:

ANTH 701 History of Anthropology (3). Development of the field of anthropology and its relations with intellectual history. Emphasis on method and theory in historical context.

ANTH 702 Current Archaeology (3). An introduction to fundamental theoretical orientations and methodological approaches in world archaeology. Case studies illustrate data acquisition, dating methods, culture history, paleoenvironmental models, and culture processes.

ANTH 703 Current Biological Anthropology (3). The fundamental issues, methods and theories in contemporary biological anthropology.

ANTH 704 Current Cultural Anthropology (3). The fundamental issues, methods, and theories in contemporary cultural anthropology and anthropological linguistics.

One “collection based” course. Representative courses are listed below:

ANTH 519 Lithic Technology (3). An introduction to the analysis and interpretation of prehistoric stone industries. Topics discussed include origins and development of lithic technology, principles of description and typology, use and function of stone tools; interpretation of flint knapping.

ANTH 520 Archaeological Ceramics (3). Practicum in the method and theory of pottery analysis in archaeology. Topics include manufacturing techniques, classification, and compositional analysis of pottery artifacts as well as strategies for interpreting the role of ceramic vessels in food production, storage, and consumption; social and ritual activities; trade and exchange; and the communication of ideas.

ANTH 521 Zooarchaeology (3). This course is intended to complement faunal identification with practical involvement in analyses and interpretation of archaeological faunal assemblages using a variety of modern methods. Students will participate in the study of specific archaeological faunal remains, development of comparative zooarchaeological collections, and in middle range research to document the variety of agents which affect faunal remains.

ANTH 522 Paleoethnobotany (3). This course discusses the relationship between past human groups and their plant environment including the use of plants for food, fuel, shelter, and household articles. Topics include a review of the development of paleoethnobotanical research, methods and techniques of data recovery, basics in plant identification, methods of data quantification and interpretation, and current research topics. In addition to selected readings,

students will participate with the development of comparative botanical collections and the interpretation of botanical remains recovered from archaeological contexts.

ANTH 582 Ethnobotany (3). Course will involve lectures and discussion of Ethnobotany – the mutual relationship between plants and traditional people. Research from both the field of anthropology and botany will be incorporated in this course to study the cultural significance of plant materials. The course has 7 main areas of focus: 1) Methods in Ethnobotanical Study; 2) Traditional Botanical Knowledge – knowledge systems, ethnolinguistics; 3) Edible and Medicinal Plants of North America (focus on North American Indians); 4) Traditional Phytochemistry – how traditional people made use of chemical substances; 5) Understanding Traditional Plant use and Management; 6) Applied Ethnobotany; commercialization and conservation (focus on traditional harvest of plant materials); 7) Ethnobotany in Sustainable Development (focus on medicinal plant exploration by pharmaceutical companies in Latin America).

ANTH 648 Human Osteology (3). Techniques in bone identification, sex, race, age determination, stature reconstruction, paleopathology, and bone biology are reviewed.

ANTH 740 Linguistic Data Processing (3). The tools and techniques necessary to analyze linguistic fieldwork data, including research design, recording and elicitation techniques, computational data processing and analysis, and field ethics. Techniques of research, field recording and data analysis technology. Methods of phonetic transcription, grammatical annotation, and analysis of language context. Practice of techniques via short studies of at least one language.

ANTH 699 The Anthropology Museum (3). The history, philosophy, and function of anthropological museums including a consideration of archaeological, ethnographic, and physical anthropological collections as records, research tools, and as resources for cross-cultural experiences. Special attention will be devoted to the Museum of Anthropology at KU.

ANTH 794 Material Culture (3). The historical and cross-cultural study of artifacts as embodiments of technological, social, organizational, and ideological aspects of culture. The course will make wide use of objects from the Museum of Anthropology.

3. Elective Courses (9 hours)

Three elective courses in anthropology at the 500-level or above selected in consultation with the student's anthropological advisor

4. Apprenticeship (6 hours)

ANTH 799 Anthropology Museum Apprenticeship. Provides directed, practical experience in research, conservation, management, public education and exhibition of anthropological collections. Apprenticeships are coordinated to suit the particular requirements and interests of each student.

5. Written or oral master's examination.

A three-member examining committee will be selected by the student in consultation with the student's anthropological advisor. The committee must include three members of the graduate faculty, at least two from the Department of Anthropology and at least one with training or substantial experience in museum studies.

GEOLOGY

The geology track is intended to provide students with in-depth understanding of broad aspects of paleontology and allied aspects of sedimentary geology. Faculty members in the Department of Geology work closely with personnel of the Natural History Museum and Biodiversity Research Center to provide this experience. Courses in the geology track are taught by faculty members in the Department of Geology or allied faculty members from the Kansas Geological Survey and the Natural History Museum and Biodiversity Research Center. The faculty members in the Department of Geology have experience with Precambrian, Paleozoic, Mesozoic, and Cenozoic rocks on all of the continents.

Students involved in the Museum Studies geology track will be expected to complete a one- or two-semester, six-credit-hour internship by enrolling in and completing Geology 723, Paleontology Museum Apprenticeship. The apprentices will work primarily in the Division of Invertebrate Paleontology of the Natural History Museum and Biodiversity Research Center. The apprenticeship will be designed to provide the student with hands-on experience in sorting, evaluating, identifying, and curating fossils and with use of the Specify curation software. The specific work to be done will depend on the student's interests and expertise and on the availability of suitable projects in the Division of Invertebrate Paleontology.

In addition to the Museum Studies core courses listed above, students pursuing the geology track will be required to complete 18 credit hours of course work distributed as described below. Students who have previously earned credit in some of the courses listed may substitute other courses as approved by the program director.

Requirements

1. Museum Studies Core Courses (18 hours)
2. Required Courses (10 credit hours)

GEOL 521 Paleontology (3). A study of the structure and evolution of ancient life; the nature and diversity of life through time; the interactions of ancient organisms with their environments and the information that the study of fossils provides about ancient environments; the use of fossils to determine the ages of rocks and the timing of past events in earth history; and the patterns of extinction through time.

GEOL 523 Paleontology Laboratory (1). Laboratory course in the study of fossils with emphasis on the practice of paleontology and the morphology of ancient organisms.

GEOL 725 Paleontology of Lower Vertebrates (3). General account of the osteology, geologic distribution, and evolution of the principal groups of fishes, amphibians, reptiles, and birds. Lectures and laboratory.

GEOL 726 Paleontology of Higher Vertebrates (3). Evolution of mammals and anatomical modification involved in the processes as ascertained from the fossil record. Lecture and laboratory.

3. Electives (8 credit hours selected from the courses listed below)

GEOL 528 The Biology and Evolution of Fossil Plants (3). A lecture course in which fossil plants, protists, and fungi are examined throughout geologic time. Emphasis will be directed at paleoecology, biogeography, and the stratigraphic distribution and composition of ancient floras.

GEOL 529 Laboratory in Paleobotany (1). An examination of selected fossil plants throughout geologic time and the techniques used to study them; laboratory will include identification and the use of plant fossils in biostratigraphy.

GEOL 721 Micropaleontology (3). Systematics, paleontology, evolution, and biostratigraphy of microfossils, particularly foraminifera, ostracodes, and conodonts. Preparation of material for study. Applications of micropaleontology to geologic problems.

GEOL 722 Paleocology (3). Principles of ecology as applied to the interpretation of past environments.

GEOL 731 Terrigenous Depositional Systems (3). Processes that operate in recent sedimentary environments, responses of sediment to those processes, and criteria for determining depositional environments of ancient sedimentary rocks. Lectures, practical exercises, and field trips.

GEOL 732 Carbonate Depositional Systems (3). Patterns and processes of contemporaneous carbonate deposition and diagenesis, depositional models; application to interpretation of carbonate rocks. Lecture, discussion, laboratory, and field trips.

GEOL 921 Advanced Invertebrate Paleontology (1-3). Detailed study of systematics, morphology, stratigraphic distribution, and paleocology of major groups of organisms in the fossil record. Specific group or groups covered will vary according to students' and faculty members' needs and interests. May be repeated.

Appropriate courses from other Museum Studies tracks.

4. Apprenticeship (6 hours)

GEOL 723 Paleontology Museum Apprenticeship. Provides directed, practical experience in care and management of paleontology collections, public education, exhibits, and museum administration with emphasis tailored to fit the needs and interests of each student. Students should expect to spend a minimum of five hours per week for each hour in which they are enrolled. May be repeated.

5. Master's Examination

The final examination will typically be of an oral format. It will be conducted by three faculty members in the Department of Geology or others coopted for the examination. The examination will focus primarily on the student's apprenticeship and other coursework. The student advisor in the geology track will chair the examination, which can be expected to last for about two hours.

HISTORY

Those who satisfy the requirements for the history track will be prepared to pursue or to enhance careers in the operation of historical institutions for which academic degrees in the field of history too seldom qualify them. The resources available to students at the University of Kansas, both in terms of faculty and facilities, strongly support the program in history.

The University's Kenneth Spencer Research Library offers strong resources for support of the program. The building itself was specifically designed for archival purposes, with environmental and security controls, stack rooms, and curatorial and research areas. It also has extensive exhibit areas and provision for exhibit preparation and conservation activities. The departments which make up the library (the University Archives, the Kansas Collection, and the Department of Special Collections) carry on active programs of acquisition, processing, exhibits, and readers' services, and are staffed by archivists,

manuscript curators, a conservator, and rare books librarians outstanding for the range and depth of their expertise. The library's large collections include a wide geographic, chronological, and subject range of archives, manuscripts, and rare books with additional significant holdings of photographs, maps, films, cartoons, and other research materials. Adding further depth and diversity to the resources available to the program are the holdings, facilities, and staff of cooperating historical agencies in the area, such as the Douglas County Historical Society, the Kansas State Historical Society, the Federal Archives and Records Center in Kansas City, and the Harry S. Truman Library.

Primarily full-time members of the University's Department of History will offer the courses in the history sequence. Many of the faculty have teaching and research interests that contribute to the Museum Studies program, including numismatics, cartography, genealogy and family history, diplomatics, decorative arts, and audiovisual applications.

Requirements

1. Museum Studies core courses (18 hours)
2. Required courses (18 hours)

Courses must include at least one seminar or colloquium in developing a field in history. This field, chosen with approval of the Department of History, must emphasize the geographical area or theme and the chronological period most closely related to the student's career interests in historical administration. It is strongly recommended that students take Oral History (HIST 601), a course in material culture, and courses in American history.

3. Apprenticeship (6 hours)

The provision of practical experience has long been standard in graduate degree programs dealing with the field of history. Therefore, candidates for the Museum Studies degree must complete an apprenticeship in an institution that can, under professional supervision, provide them with quality practical experience which will best match their abilities, backgrounds, and interests. A written report drawn from the apprenticeship is required for completion of the degree.

HIST 799 Museum Studies Apprenticeship. Provides directed, practical experience in the collection, care, use, and/or management of historical materials.

4. Master's Examination

Each student must pass a comprehensive oral examination over the whole degree program. This examination is conducted by a three-member committee, comprising the track advisor (serving as chairperson), a second person with responsibility for professional courses, and a faculty member responsible for the graduate history field.

INTERDISCIPLINARY STUDIES

The interdisciplinary track provides students with the opportunity to focus on a topic or theme involving courses in at least 3 departments selected with the advice and consent of the track advisor. Examples of themes include agriculture (anthropology, history, sociology, environmental history), art (architecture, art history, design, anthropology), classical antiquity (classics, history, architecture, anthropology), historic preservation (geography, architecture, urban planning, history), material culture (anthropology, archaeology, design), and technology (anthropology, architecture, engineering, history).

NATURAL HISTORY

This curricular emphasis provides broad familiarity with biota and training in the methods for study, preservation, maintenance, and display of biological specimens. The program prepares its graduates for service in museums that require generalized competence in natural history, coupled with basic understanding of the materials, methods, and problems common to museums of diverse kinds. Students seeking specialized skills in particular groups of organisms may wish to supplement this curriculum through intensive course work dealing with the organisms of interest, or may even consider alternate master's or doctoral programs offered in the Division of Biological Sciences and the Department of Geology.

Resources available to this program include extensive collections, exhibits, and public education services in the Natural History Museum and Biodiversity Research Center. Major collections include plants, fossil plants, invertebrate fossils, insects, fossil vertebrates, fishes, amphibians and reptiles, birds, and mammals. The composite holdings in these collections exceed five million specimens.

Exhibits occupy more than 50,000 square feet of space in Dyche Hall and hallway cases in Lindley Hall. These exhibits are visited by more than 50,000 persons annually and have been ranked as one of the top tourist attractions in Kansas.

Public Education programs of the museum include lectures, demonstrations, and workshops on various topics, delivered in Lawrence and elsewhere, which serve more than 30,000 persons annually.

Professional biologists who received much of their graduate training in the museum now occupy important curatorial and administrative positions in many university, public, and private museums throughout North America.

Students planning to enroll in the Natural History track should consult with the track advisor prior to enrollment to obtain approval for a plan of study appropriate to their needs and aspirations.

In addition to the required core courses and the courses listed below, students in the Natural History track may enroll in appropriate courses listed for other tracks. The track curriculum comprises courses in specific subject disciplines and in principles and practices.

Requirements

1. Museum Studies Core Courses (18 hours)
2. Required Courses

Subject Discipline Courses (18 hours): Each student is required to take 18 credit hours of course work in the subject area of interest and to become proficient in the classification, diversity, biogeography, ecology, and methods of collecting and preparing specimens in the group of organisms of special interest. Representative courses are listed below; students who already have taken introductory courses in these subjects may select more advanced courses. These are listed in the *Graduate School Catalog*.

BIOL 500, Biology of Insects (3). Lecture and demonstrations stressing the principles of entomology. Taxonomy, morphology, physiology, behavior, ecology, and importance of insects to man.

BIOL 502, Biology of Insects, Laboratory (2). Laboratory for BIOL 500.

BIOL 540, General Invertebrate Zoology (5). Phylogeny, physiology, and embryology of invertebrate animals; evolutionary processes; characteristics of major ecological groupings. Laboratory considers major taxonomic categories with emphasis on functional morphology and evolutionary modifications.

BIOL 550, Introduction to Systematics (3). Basic elements of systematic theory and practice; discussion of the needs and aims of taxonomy; species and speciation; principles of nomenclature and classification; phylogenetic reconstruction; evolutionary processes and patterns of species diversity; analysis of systematic evidence; construction of keys, synopses, monographs, and revisions.

BIOL 603, Systematic Botany (3). A lecture/laboratory course providing hands-on experience with plant identification, a history of plant classification, the principles of nomenclature and character analysis, the basics of systematics theory, and a phylogenetically oriented introduction to vascular plant diversity.

BIOL 610, Plant Kingdom (4). A study of the plant world including major divisions from algae through flowering plants, both living and fossil. Classification, morphology, anatomy, and life cycles. Lectures, laboratory, and field trips.

BIOL 706, Current Topics in Curation and Collections Management (2). Seminar course to provide students with a working knowledge of the primary issues and current trends in building, administration, and care of scientific collections. Topics include permits, collecting, accessioning, cataloging, preservation, preventive conservation, and access issues. The course format consists of readings, lectures, guest speakers, discussions, and visits to scientific collections on campus.

BIOL 711, Insect Systematics (4). A study of the diversity of insects, including the classification of all living and fossil orders and the more common families primarily on the basis of external morphology. The biology, ecology, phylogeny, and geological history of each order will be covered. Includes both lectures and laboratory exercises.

BIOL 720, Scientific Illustration (3). Lectures, demonstrations, and studio participation. Instruction in the preparation of illustrations for scientific publications, theses, and oral and poster presentations. Emphasis on basic drafting and layout skills, and pen and ink and tone renderings intended for publication. Attention given to preparation of photographs for publication and oral presentations. Instruction provided in use of specialized optical equipment for drawing.

BIOL 746, Principles of Systematics (4). Lectures: historical and philosophical foundations of modern systematics; theory and practice of classifications; character analysis; phylogeny reconstruction; formulation and testing of systematic hypotheses; species concepts and speciation; the interface between systematics and evolutionary theory, particularly the origins of asymmetric diversity patterns, macroevolution, adaptation, coevolution, and the evolution of higher taxa; roles of paleontological, ontogenetic, biochemical, and molecular data in systematics; and biogeography. Laboratory work: practical applications of nomenclature, development of keys, descriptions and systematic revisions, character analysis, phylogeny reconstruction, hypothesis testing, interpretation of biogeographic patterns.

BIOL 783, Herpetology (3). A study of amphibians and reptiles. This lecture course will explore the taxonomic diversity of amphibians and reptiles, and current areas of active research in herpetology. Topics will be considered within a phylogenetic framework, and include discussion on systematics, biogeography, tetrapod origins, skeletal systems, growth, circulatory system, locomotion, thermal and water regulation, hibernation, ecology, sexual behavior, parental care, and mimicry.

BIOL 790, Paleontology of Lower Vertebrates (3). General account of the osteology, geological distribution, and evolution of the principal groups of fishes, amphibians, reptiles, and birds. Lectures and laboratory.

BIOL 791, Paleontology of Higher Vertebrates (3). Evolution of mammals and anatomical modifications involved in the process as ascertained from the fossil record. Lectures and laboratory.

BIOL 792, Ichthyology (4). A study of fishes. Lecture topics include the structure and function of fishes; the adaptations of fishes to the aquatic environment; and a survey of major fish groups with emphasis on evolutionary relationships and biogeography. Laboratory topics include a survey of fishes using specimens, and the use of keys to identify fishes with emphasis on the Kansas fish fauna.

BIOL 793, Ornithology (3). A study of birds; recognition of species; field and laboratory observations; behavior, phylogeny, and speciation.

BIOL 794, Mammalogy (3). A study of mammals, with emphasis on systematics, biogeography, and natural history. Lectures, laboratory, and field study.

BIOL 801, Topics in _____ (1-3). Advanced courses on special topics in biology, given as need arises. Lectures, discussing readings, laboratory, or field work. Students may select sections according to their special interests.

3. Apprenticeship (6 hours)

Apprenticeship requirements may be satisfied in one or more of the three ways described below. Concurrent enrollment in BIOL 799, Natural History Museum Apprenticeship, is required for a total of 6 credit hours. All apprenticeship projects must be reviewed and approved by the track advisor prior to, and as a prerequisite to, enrollment.

BIOL 799 Natural History Museum Apprenticeship. Provides directed, practical experience in collection care and management, public education, exhibits and administration with emphases to suit the particular requirements of each student. Representative internships are listed below; students are encouraged to work with the track advisor to develop an internship that meets their career goals.

- Curatorial functions of one of the principal natural history collections of the University – herbarium, paleobotany, entomology, invertebrate paleontology, ichthyology, invertebrate zoology, herpetology, ornithology, mammalogy, or vertebrate paleontology.
- Development and presentation of public education programs through the Natural History and Biodiversity Research Center, or assistance in the design and construction of exhibits.
- Supervised project involving one or more of the following functions: exhibits, public education, collection management, specimen preparation, publications, museum administration, membership program, or biological informatics.

4. Master's Examination

Each student must demonstrate mastery of subject disciplines and museum principles and practices through satisfactory performance on a written or oral examination administered by the track advisor and an examination committee of at least three members of the graduate faculty.

Internship

Students in the Museum Studies master's degree program are required to complete an internship of 500 hours of professional-level work. The internship gives the student valuable training in the field and a chance to work closely with professional museum staff on meaningful projects in order to prepare students for careers as museum professionals. The internship should be "project-driven" and should focus on museum projects that are relevant to one or two areas of the student's interests. Internships should be mutually beneficial to both the student and the participating institution. The primary goal, however, is to offer high-quality educational and practical experience to the student.

Students should discuss possible internships with their track advisors and the Museum Studies director. Students may apply for internships at local, regional, national, or international museums. Information on internship opportunities is regularly circulated to students via the Museum Studies list serv. The internship experience is a critical component of the student's total program and should be incorporated into the student's definition of program concentration.

Requirements

1. Students must complete six credit hours of internship for a total of 500 working hours in an approved institution.
2. A student intern must be enrolled in MUSE 799, AMS 799, BIOL 799, GEOL 723, or HIST 799.
3. Students may intern full time for one semester, half time for two semesters, or in some longer arrangement, in an approved institution.
4. Internships may be paid or voluntary and usually take place during the student's third or fourth semester in the Museum Studies Program.
5. Documentation.
 - a. Information Form: An internship information form must be completed and submitted to the institution where the internship will take place before internship begins.
 - b. Daily Log: The student must negotiate with an on-site internship supervisor the actual work activities to be performed at the internship site. During the internship it is the student's responsibility to record working hours and activities in the daily log.
 - c. Journal: The intern must keep a journal that describes the intern's museum experience. There is no predefined format for the journal. It may be kept in a notebook, in a blank book, or electronically.
 - d. Evaluation Forms: At the end of the internship, the student must submit an evaluation of the internship institution to the Museum Studies director. In addition, the student's on-site supervisor will submit an evaluation of the student's performance to the Museum Studies director.
 - e. Paper: Students are required to write a paper describing and critically analyzing their internship experience. The paper will be evaluated by the student's Academic Specialty Track advisor and by the Museum Studies director.

Master's Examination

The comprehensive master's examination, taken during the student's final semester of coursework, is designed to test the candidate's mastery of subject disciplines and museum principles and practices, focusing on the student's internship and other coursework. The exam is typically oral, although some academic tracks offer a choice between an oral or written exam.

The examination committee shall ordinarily be comprised of three members chosen by the student in consultation with the student's academic specialty track advisor, who normally acts as chair of the committee. Check the guidelines for the specific academic track to determine the requirements for the make-up of the remaining two committee members.

Written notice of intent to take the exam must be filed with the Museum Studies office **at least three weeks** in advance of the examination, providing the names of the chair and committee members, the date and time of the exam, and the location of the exam. The examination will be evaluated (on the basis of Pass, Fail, or Honors) by each member of the committee. A favorable majority is required for passing the exam. **Note: Students must be enrolled during the semester in which they take the exam.**

Regulations

Time Limits for Master's Degree

Students enrolled in the program on a full-time basis (12 hours per semester) can normally expect to finish in two years. Part-time enrollment is possible. The Graduate School requires that all requirements toward the master's degree be completed within **seven years** of the time of the *initial* enrollment in the program.

Enrollment Requirements

The Graduate School requires that students enrolled in a master's program be continuously enrolled in at least one credit hour each semester after they have completed 30 hours of coursework. If a student is required to be continuously enrolled and does not enroll, he or she will be required to enroll in the missed hours in subsequent semesters.

Incomplete Grades

The Museum Studies Program will not permit a student who has six or more semester hours of incompletes to enroll in further coursework until the courses have been completed.

Acceptable Progress

Students who fall below a cumulative grade point average of B (3.0) are placed on probation by the Graduate School. Students who do not raise their grade point average by the following semester may not be permitted to re-enroll.

Student Grievance Procedures

Any student wishing to make a complaint involving a Museum Studies faculty member, staff member, or an instructor or who has complaints concerning program policies or decisions may first submit his or her grievances in writing to the Program Director. If a solution acceptable to both parties can not be arrived at the grievance will be considered by the Faculty Advisory Committee, and finally Grievance Procedures established by the Graduate School will be followed.

Graduation Procedures

Graduation Checklists

Students planning to graduate should meet with their academic specialty track advisors and the Museum Studies Program director **early in the semester** during which they plan to graduate to make sure they have satisfied all requirements for graduation. Checklists for all academic tracks are provided in the Appendix.

Scheduling the Master's Examination

Written notice of intent to take the master's examination must be filed with the Museum Studies office *at least three weeks in advance* of the examination, providing the names of the chair and committee members, the date and time of the exam, and the location of the exam. The exam should be taken during the last semester of course work. **Note: Students must be enrolled during the semester in which they take the exam.**

Application for Degree

Early in the semester in which they expect to complete degree requirements, graduate students should complete an Application For Degree online through Enroll and Pay.

Deadlines for each semester are posted on the Graduate School website at

http://www.ku.edu/~graduate/CLAS/CLAS_calendar.shtml.

Bylaws of the Museum Studies Program

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I. Purpose

A. Introduction

The graduate program in Museum Studies (MUSE) offers training for professional careers in museums, historical agencies, archives, and related institutions. The Museum Studies Program is concerned with the principles and practices of acquisition, management, conservation, and utilization of museum and archival collections; the development and implementation of educational, exhibition, and research programs and services for the public; the nature and history of organizations housing collections; and the philosophy and practices of administration pertaining to these organizations.

B. Program Statement

Since 1981, the Museum Studies Program has offered professional training for careers in museums, historical agencies and related institutions. The program's curriculum provides an understanding of the nature of museums, historical agencies and related institutions as well as specialized training administered by the American Studies Program and the departments of Anthropology, Ecology and Evolutionary Biology, Geology, and History.

Opportunities for study in Museum Studies at the University of Kansas cover a broad range, including museums of anthropology, art, classics, history, and natural history; archival, manuscript, and rare book collections; historical societies; and related administrative and research activities. Although diversity is a hallmark of museums and historical agencies, they share many challenges, philosophies, and practices.

The Museum Studies Program provides degree students with a core of courses concerning the theories, history, techniques, and problems common to museums and historical agencies, as well as the specialized operations of such institutions. Students also receive classroom and field training in methods and subject matter in another designated area of concentration. A graduate of the program can undertake professional responsibilities in the world of museum and historical agency work.

II. Program Structure and Administration

A. Structure.

The Museum Studies Program consists of the MUSE faculty, the Director, the Administrative Assistant, and the Instructors for core courses. The program is administered by the Director in consultation with the Faculty Advisory Committee.

B. Administration

1. Director

- a. The Director is the administrative and operating head of MUSE, the chairperson of the Faculty Advisory Committee, and an *ex officio* member of any other MUSE committees or subcommittees. The Director is the official representative of MUSE with other departments, divisions, programs, and administrators of the University, except in those cases when the Director or the faculty, acting jointly and with the Director's consent, specifically designate another MUSE faculty member, instructor, or administrative assistant to represent the Director.
- b. The Director is responsible for the smooth functioning of MUSE. The Director calls Faculty Advisory Committee meetings, directs and oversees MUSE programs, initiates and/or carries through curricular and other changes in the program, appoints and oversees MUSE staff and instructors, supervises the MUSE budget, applies MUSE and University

rules as appropriate, and performs other normal tasks as required by the College and other University administrative units.

- c. The Director reports to the Dean or designated Associate Dean of the College of Liberal Arts and Sciences.
 - d. The Director decides strictly administrative matters without consultation.
 - e. In those cases in which MUSE's position has been clearly reached in consultation with the Faculty Advisory Committee, the Director (when acting in the capacity of Director) acts and speaks for the unit. Consequently, in all matters on which the Director needs to act on behalf of MUSE, it is desirable that the Director should ascertain by consultation the will of MUSE, and act accordingly. Consultation may take many forms. This statement is in no way to be construed as inhibiting the right of the Director to speak as an individual faculty member when appropriate.
 - f. The term in office of the Director is determined by the Dean of the College of Liberal Arts, but is usually for a period of from three to five years, renewable. The Director is appointed by the Dean, after an appropriate search, usually with the consent of the faculty of MUSE. Searches are governed by the University and College regulations and procedures and by such additional procedures as may be adopted.
 - g. The Director is responsible for updating and correcting changes approved by the Faculty Advisory Committee in the MUSE operating guidelines and procedures during the preceding academic year.
2. Faculty Advisory Committee
- a. The Faculty Advisory Committee (FAC) is convened and chaired by the MUSE Director. Members are appointed by the Dean of the College of Liberal Arts and Sciences, in consultation with the MUSE Director and the Graduate School. The FAC advises the Director concerning program affairs including (but not necessarily limited to): development of program policies, oversight of the academic quality of the program, establishment of criteria and standards for the admission of students to the program, and budgetary and curricular concerns that affect the program as a whole. Under guidelines set by the FAC, the academic design of individual tracks of the program is the responsibility of the participating department and their track committees who report to the FAC through their representatives on the FAC.
 - b. In general, members of the Faculty Advisory Committee are appointed by the Dean in consultation with the MUSE Director.
 - c. FAC members representing MUSE academic specialty tracks are appointed by the Dean in consultation with the appropriate department or program and with the MUSE Director.
 - d. Members of the FAC serve a term of three (3) years, with one renewal.
 - e. Faculty Advisory Committee members should be selected on the basis of:
 1. Their availability to advise students.
 2. Their ability to advise students on careers in museums, historical agencies, archives, or related institutions.
 3. Their ability to tend to FAC business.
 4. Their experience or expertise in museums or museum-related institutions.
 - f. The FAC is composed of one representative of each of the MUSE academic specialty tracks, the Director of a campus museum, and the President of the Museum Studies Student Organization.
 - g. The President of the Museum Studies Student Organization (MSO) is elected by the graduate student members of the MSO.
 - h. In the case of necessary absences, each voting member of the Council is entitled to designate an alternate.

3. Other Committees

Other committees may be appointed as necessary by the Director.

C. Meetings of the Faculty Advisory Committee

1. The Faculty Advisory Committee meeting is attended by all members of the FAC.
2. The FAC will meet together at least once per semester, but may meet more frequently if necessary.
3. The Director will provide an agenda for the meeting in advance. Minutes of the meeting will be taken; copies of the minutes will be distributed to the FAC following the meeting.
4. Extraordinary FAC meetings may be called by the Director or the FAC as necessary.
5. FAC meetings are held with the purposes of keeping the committee members informed of the status of the Program; to solicit input and advice in order to assist the Director; and to discuss and vote on MUSE policy changes.
6. If necessary, the FAC may meet in closed executive session.
7. Voting Rights of Members of the FAC
 - a. In general, the FAC acts informally at its meetings and agrees on its business and makes its decisions by consensus, rather than by formal vote.
 - b. If, except for revisions of these Bylaws, any business before the FAC requires a formal vote, a majority of the voting membership must be present and a majority of those voting shall decide the issue.
 - c. Except in special circumstances generally recognized in parliamentary practice (Robert's Rule of Order being the standard reference), each member of the Council may vote on any motion before the FAC.
 - d. In the absence of a regular member of the FAC, the appropriate designated alternate may vote in behalf of the absent member.
8. Guidelines for Administering Exceptions to Requirements
 - a. All requests for exceptions to program requirements are to be initiated by a petition from the student to the FAC. The petition is to be in the form of a letter detailing all pertinent factors.
 - b. Following consideration of the petition by the FAC, and depending on the nature of any exception granted, the student may be requested to file a second petition with the College of Liberal Arts and Sciences.
 - c. If the FAC judges that prior experience is equivalent to training to be gained as a result of the apprenticeship or internship, the FAC may vote to waive or modify the requirements. In order to provide the FAC with sufficient information to make this judgment, the student will submit to the FAC a substantial report which demonstrates that prior professional involvements are equivalent to the learning experience of the apprenticeship or internship. In addition, the student will be responsible for seeing that a supervisor's evaluation of the student's prior experience is submitted to the FAC.
 - d. No requests for reductions in the number of Core or Track course hours will be approved. (Core – 18 hrs; Track – 18 hrs).
 - e. If, on the basis of the student's petition, the FAC is convinced that through previous course work and/or practical experience the student has gained a level of expertise

equivalent to that to be gained in a Core or Track course requirement, a substitute course may be designated.

1. For Core courses, designation of a substitute requires the approval of the Director and the student's track advisor.
2. For Track courses, designation of a substitute requires approval of the student's advisor and the department or program Track Committee.

D. Support Staff

1. The composition and number of support staff is necessarily dependent on college and university resources, regulations, and approval.
2. MUSE support staff are appointed and supervised by the Director.

E. Instructors

1. Instructors are recruited by the Director in accordance with University guidelines for conducting a job pool search.
2. Salaries for instructors are negotiated by the Director.
3. Instructors must be qualified for appointment to the University graduate faculty.

F. MUSE Assistance to Faculty and Instructors of MUSE Core Courses

1. Support for faculty and instructors of MUSE core courses depends upon availability of resources.
2. Clerical and Supplies
 - a. The staff is employed by MUSE primarily to handle MUSE clerical, budgetary, and administrative work, including office correspondence, memos, official forms and reports, materials pertaining to MUSE courses and seminars.
 - b. Official telephone calls and fax messages by MUSE staff and instructors relating directly to MUSE business may be approved by the Director, and such requests must be made to the Director.
 - c. Requests for photocopying, postage, and other support services for MUSE-related projects should be made to the Director.

G. Revision of the Bylaws and Program Statement

1. Revisions of these Bylaws may be accomplished by circulation of the proposed amendment, in writing, at any meeting of the FAC, followed by an affirmative vote of two-thirds of the voting members present at a subsequent meeting at which two-thirds of the voting membership of the FAC shall constitute a quorum.
2. Revisions of the Program Statement may be accomplished by circulation of the proposed amendment, in writing, at any meeting of the FAC, followed by an affirmative vote of two-thirds of the voting members present at a subsequent meeting at which two-thirds of the voting membership of the FAC shall constitute a quorum.
3. It is a responsibility of the Director to see that the program statement is kept current and is available to all members of the University community who may be interested in the program.

III. Graduate Programs

A Master of Arts degree in Museum Studies and a Post-Graduate Certificate in Collections Conservation are awarded in the MUSE Program.

A. Master of Arts degree in Museum Studies

1. Prerequisites—A general prerequisite for admission to this Program is the completion of a baccalaureate degree in an appropriate field. In addition, each applicant must take the Graduate Record Examination and have a copy of the results sent to the University.

2. Requirements for the degree are:

a. Completion of the six core museum studies courses:

1. MUSE 701, Museum Management
2. MUSE 702, Nature of Museums
3. MUSE 703, Introduction to Museum Exhibits
4. MUSE 704, Principles and Practices of Museum Collections Management
5. MUSE 705, Introduction to Museum Public Education
6. MUSE 706, Conservation Principles and Practices

b. Completion of 18 credit hours of coursework approved by the appropriate track advisor.

c. Completion of six credit hours of Professional Internship (MUSE 799, AMS 799, BIOL 799, GEOL 723, or HIST 799) or exemption from this requirement approved by the FAC.

3. Comprehensive Examinations

a. Every graduate degree candidate at the University of Kansas must pass a general examination, in addition to the regular course examinations. The MA examination is given once each semester, the date to be determined in accordance with the regulations for meeting degree requirements set by the Graduate School.

b. The Comprehensive Examination for MUSE may be a written or an oral examination, according to the rules established by the academic track department or program faculty.

A. Post-Graduate Certificate in Collections Conservation

1. Prerequisite—A Master of Arts degree in Museum Studies (or Historical Administration and Museum Studies) from the University of Kansas is required for admission to the Post-Graduate Certificate in Collections Conservation Program.

2. Requirements for the degree are:

a. Completion of the four courses in Collections Conservation and Preservation (12 Credits total).

1. MUSE 910, Materials Conservation.
2. MUSE 930, Preventive Conservation.
3. MUSE 940, Conservation Assessment.
4. MUSE 980, Advanced Conservation.

b. Completion of two semesters of professional practice in the Stannard Conservation Laboratory.

c. Completion of a publishable research project.

IV. Faculty

A. Membership Eligibility

The MUSE faculty is composed of the Director, the Faculty Advisor for each academic track in the MUSE program, KU faculty and staff who teach MUSE courses, and currently appointed MUSE instructors.

B. Rights and Privileges

1. All MUSE faculty have the right to attend MUSE faculty meetings.
2. MUSE faculty meetings are called by the Director as needed.
3. All MUSE faculty have the right to vote on appropriate issues.
4. A quorum at all MUSE committee meetings shall consist of not less than one-half plus one of the voting members of the body.
5. All decisions will be taken by majority vote (one-half plus one of those voting).

C. Policy Making

1. The MUSE Director, in consultation with the FAC, sets policy for the MUSE program and is responsible for establishing rules for the governance of MUSE, providing that such rules do not violate University Rules and Regulations.
2. The FAC sets the academic requirements for the museum studies portion of the program (18 credits of core courses plus six credits of internship), in conformity with University regulations.
3. The faculty of each academic track sets the academic requirements for that track, in conformity with University regulations.

V. Student Affairs

A. Status of Students in MUSE

Graduate students (degree-seeking, non-degree seeking, and non-degree C graduate students in the certificate program) are considered to be Students of the MUSE Program.

B. Election of Student Representatives

1. At the end of each academic year the Museum Studies Student Organization (MSO) will elect a President, who (in addition to other MSO duties) will serve on the Faculty Advisory Committee as the student representative.
2. If the MSO fails to elect a President in a timely fashion, or if the MSO President is unable to fulfill her or his duties, the Director will appoint a temporary Student Representative pending the next MSO election of a President.
3. The number of student representatives on MUSE policy-making committees (including the FAC) will be equivalent to twenty percent (20%) of the voting faculty membership.

C. Advising

1. Students in the MUSE program are advised on the Museum Studies portion of the program by the Director.
2. Students in the MUSE program are advised by their Track Advisor or another faculty member designated by their Track Advisor on the academic specialty track portion of the program.
3. Students in the Post-Graduate Certificate in Collections Conservation Program are advised by the Director and the Certificate Program faculty members.

D. Petitions and Grievances.

Students may bring petitions and grievances to the Director who will advise them of College and University grievance procedures.