

Museum Studies Program - University of Kansas

A Handbook for Graduate Students

Museum Studies Program
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This handbook is for informational purposes and does not constitute a contract. Degree requirements currently enforced appear in the KU [catalog](#) under the Museum Studies section.

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Introduction

Since 1981 the graduate program in Museum Studies at the University of Kansas (KU) has offered nationally acclaimed training for professional careers in museums, historical agencies, and related institutions. The program (1) prepares graduates for professional careers in museums and related institutions; (2) promotes innovative multidisciplinary research in museum studies; and (3) seeks opportunities for engagement by students and faculty to enhance the professionalism of museums in the state and the region.

The KU Master's Degree in Museum Studies is a 36 credit hour program built around 3 fundamental components – *Foundational* courses and experiences, *Conceptual* inquiry and application, and *Professional* specialization and expertise. Students who earn the M.A. in Museum Studies will have acquired mastery of the professional and conceptual dimensions of museums in the broadest sense, while also developing the specialized skills necessary for success in the field.

The KU Graduate Certificate in Museum Studies is a 15 credit hour program that provides students with a solid grounding in the discipline of museum studies. The Certificate Program is open to students in KU graduate programs and to non-degree seeking graduate students. It enables students to integrate knowledge of museum studies into their academic disciplines or professional training.

The graduate curriculum in Museum Studies provides a comprehensive overview of the discipline, opportunities for mastering core components of museum practice, avenues for exploring the interdisciplinary nature of museums, solid grounding in current issues facing museums, and possibilities for research to develop new and innovative approaches in the field. The Museum Studies Program's core courses provide a 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 professional specialty: Leadership and Management, Interpretation, Collections, and Community Connections. The Museum Studies Program also has well-established connections with academic disciplines such as American Studies, Anthropology, Geology, Art History, History, and Ecology & Evolutionary Biology, and students have many opportunities to take courses in those fields. Museum Studies graduates are well-equipped to undertake professional and leadership responsibilities in museums, historical agencies, and related institutions.

The Director of Museum Studies, in consultation with a Museum Studies Executive Committee, administers the program. University faculty and area museum professionals constitute the program's faculty. Museum Studies students are active in the Program's Museum Students Organization, as well as in local, regional, and national professional organizations. For additional instructional, research, and field services, the University of Kansas provides a broad range of opportunities for study – these include:

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

In addition, nearby universities, historical agencies, specialized libraries, and museums participate in the Museum Studies Program.

Unit Structure

Administration

Director of Museum Studies. The Director is the administrative head of Museum Studies, the chairperson of the Museum Studies Executive Committee, and an ex officio member of any other Museum Studies committees or subcommittees. The Director oversees Museum Studies programs, initiates and/or carries through curricular and other changes in the program, appoints and oversees Museum Studies staff and lecturers, supervises the Museum Studies budget, applies Museum Studies and University rules as appropriate, and performs other normal tasks as required by the College and other University administrative units.

Museum Studies Executive Committee. The Museum Studies Executive Committee (MSEC) 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. The academic design of the program is established by guidelines set by the MSEC.

Admissions Committee. An Admissions Committee will be established each year to review applications to the Masters and Certificate Programs. The Admissions Committee will be composed of the Director and at least three faculty members appointed by the Director, subject to the approval of the Executive Committee.

Curriculum and Graduate Student Progress Committee (Grad Committee). The Grad Committee is chaired by the Director of Graduate Studies (DGS). The Grad Committee reviews Museum Studies offerings to ensure that core courses will be offered and an adequate number of electives will be available to permit students to complete their degrees or certificates in a normal timeframe; The Grad Committee also reviews the academic performance of each Master's student annually and provides a report to each student's advisor and to the student.

Core Faculty

[Peter Welsh](#) Professor Welsh's research has addressed a range of issues including the historical and legal background by which museums have come to control culturally sensitive objects; the public representation and interpretation of culture; and concerns over the sustainability of local history museums. He has worked with native cultures in Wyoming and the Southwest, and has conducted archaeological research in Arizona and China. He earned his PhD at the University of Pennsylvania.

Director & Professor of Museum Studies

phwelsh@ku.edu

Whitney Baker received her MLS with an Advanced Certificate in Library and Archives Conservation from the University of Texas at Austin. She completed her undergraduate work at KU (BA Chemistry and Spanish), and has held the post of Conservator for KU Libraries since 2002. She previously worked in conservation at the Library of Congress and the University of Kentucky. Baker teaches MUSE 706, Conservation Principles and Practices, for the Museum Studies Program.

Head, Conservation Services, KU Libraries

wbaker@ku.edu

Nate Forsberg is a graduate of the Industrial Design Program at the University of Kansas. He is a senior designer at J-2 Creative and the proprietor of Nate Forsberg Design. Nate has 15 years of experience in design and fabrication of retail and exhibit design. Nate teaches MUSE 703 Exhibition Planning and Design.

Lecturer

n443f261@ku.edu

Robert Keckeisen was the director of the Kansas Museum of History in Topeka for more than 30 years. He holds an M.A. in history from Wichita State University. Keckeisen teaches MUSE 701 Museum Management for the Museum Studies Program.

Former Director, Kansas Museum of History

bkeckeisen@gmail.com

Brittany Keegan holds a B.A. in American History and an M.A. in Museum Studies both from the University of Kansas. She has been working with the Watkins Community Museum of History collections and exhibits in various capacities since 2007. In addition to managing the collections, Brittany coordinates volunteers and maintains the Museum's research resources. Brittany teaches MUSE 704, Museum Collection Management, for the Museum Studies Program.

Curator – Collections Manager, Watkins Community Museum of History

bkeegan@watkinsmuseum.org

Elizabeth Kowalchuk My teaching broadly focuses on preparing individuals to be productive members of their community. This community includes people who shape and interpret our visual world and who teach others about art, local history and community. My goal is for students to gain an understanding of how museums and the arts interact with other forces to influence and enrich our lives. Consequently, the thrust of my instructional endeavors involves guiding students toward professional competence, where the importance of art and community

is recognized and investigated. I hold a joint appointment in Museum Studies and in Visual Art. In Museum Studies, I teach courses for undergraduates on the purpose, practice and place of museums in society and graduate seminars focusing on education and local museums.

Associate Professor, Museum Studies & Visual Art Education

kowalchu@ku.edu

Mary Madden is the director of both the Museum and Education for the Kansas Historical Society in Topeka. She has more than 25 years of experience in the field of museum education and interpretation. Mary holds an M.A. in American Studies from the University of Kansas. She teaches MUSE 705 Introduction to Museum Public Education.

Director, Kansas Museum of History

mmadden@kshs.org

Steve Nowak joined the staff at the Watkins Museum in February 2011. He has had a 25-year career in museum work, with experience in collections management, exhibition development, public programming, and education. His background is in American art, history, and material culture. In addition to his management responsibilities, Steve looks forward to developing public programs, increasing museum involvement with schools and teachers, and working with members of the Douglas County Historical Society. Steve co-teaches MUSE 704 Museum Collection Management and teaches Museum Audience Development for the Museum Studies Program.

Executive Director, Watkins Community Museum of History

snowak@watkinsmuseum.org

Sandra Olsen is an Old World Prehistorian, specializing in zooarchaeology, the study of animal remains from ancient sites, and Arabian rock art. She was formerly the director of the Center for World Cultures at the Carnegie Museum of Natural History.

Professor of Museum Studies

Senior Curator of Archaeology, Biodiversity Institute

sandra.olsen@ku.edu

Program Staff

Brandy Ernzen assists with office administration, recruiting and marketing efforts, and some student support duties for the Museum Studies Program.

Program Coordinator

bernzen@ku.edu

Lauren Chaney advises students throughout their time at KU, including the admissions process, regular enrollment, petitions, the final exam process, and graduation.

Graduate Academic Advisor

lkchaney@ku.edu

University Offices

Your unit's Director of Graduate Studies or Graduate Advisor is your first stop for any questions related to graduate study or requirements. If you would like to research an issue in advance of speaking with your department or if you still have questions, the following offices can provide assistance:

[College Office of Graduate Affairs \(COGA\)](#)

COGA oversees graduate affairs and administers University policy for programs within the College of Liberal Arts and Sciences. The COGA website contains comprehensive information on requirements and processes pertaining to graduate education at KU. Most common questions can be answered with the information provided there, including questions regarding [enrollment changes or forms](#), University policies regarding [exams](#) and committee requirements, and University [graduation requirements](#). The College of Liberal Arts & Sciences' [Master's Hooding Ceremony](#) is coordinated by COGA.

COGA reviews all [student petitions](#) of University and College policy, issuing decisions on behalf of the College or referring as required to a faculty committee and/or the Office of Graduate Studies. The more common student petitions relate to [Enrollment](#), [Graduate Credit](#), [Leave of Absence](#), and [Time Limit Extensions](#).

COGA is a resource if you have questions about petitions or graduation requirements that your department is unable to answer. Refer to the COGA website for current staff contact information.

[Office of Graduate Studies](#)

Graduate Studies is the office of the Dean of Graduate Studies at KU. The Executive Council of Graduate Studies sets policies and regulations governing graduate study, and offers various programs for graduate students throughout the year. While COGA should be your first stop for any questions your department cannot answer, you may be referred to Graduate Studies for certain matters, especially for questions about [GTA/GRA/GA appointments and policies](#). The University's [Doctoral Hooding Ceremony](#) is coordinated by Graduate Studies.

[Graduate Admissions](#) (Within the Office of Graduate Studies)

Contact Graduate Admissions for questions regarding, KU Online Application for Graduate Study, ADMIT system / Prospect, English proficiency requirements, and official transcripts.

[Office of the Registrar \(OUR\)](#)

Contact OUR for questions related to enrollment (if the question cannot be resolved via the enrollment changes link provided above under COGA), tuition, campus fees, the Academic Calendar, and fee petitions.

[Financial Aid](#)

Contact Financial Aid for questions related to the disbursement of scholarships, fellowship award, loans, and FAFSA.

[International Student Services \(ISS\)](#)

Contact ISS for questions related to international students, including enrollment requirements, international student insurance, obtaining a social security card, I-20 questions, and any issue related to student visas. While other offices on campus such as the AEC, Human Resources, or the Registrar may also handle related matters, because the students' legal status in the country may be affected, it is recommended that students contact ISS first.

[Center for Teaching Excellence \(CTE\)](#)

The Center for Teaching Excellence (CTE) is a University office dedicated to assisting instructors, including GTAs, to develop effective instructional techniques. The expert staff of CTE can introduce instructors to the pedagogical technology available at the University and help instructors develop new approaches to teaching. CTE specialists work with instructors individually, and also offer a diverse array of workshops and discussions. They also can guide instructors to useful scholarly literature on the subject of college teaching and learning.

General Department Policies & Procedures

Admission

To be considered for admission to regular graduate status in the program, a student must hold a baccalaureate degree and have earned at least a B (3.0) grade-point average in previous academic work. Acceptance in the program is determined by the Museum Studies Admissions Committee. A student interested in applying for admission must submit the following:

1. A completed application, along with a non-refundable application fee, submitted online through the [Office of Graduate Studies](#).
2. Transcripts from all undergraduate or graduate institutions attended. You may upload a scanned version of your official transcript from your undergraduate institution to the online application. Please note: A printout from a student portal is NOT considered to be an official copy of your transcript. Official transcripts will be required upon admission to the program. *In addition, please calculate your Junior/Senior GPA and include it on your resume.*
3. A statement of academic objectives. This component of the application is very important. It should be a thoughtful, well-written, 2-3 page statement addressing such topics as (a) what is it about museums and museum studies that particularly interests you, (b) your career goals, and the area of museum work that most attracts you, (c) your relevant experience and background, (d) the match of KU's program to your interests, and (e) anything else you think is important to your application. If you feel that your academic record does not reflect your potential, or if your test scores are below expectations, be certain to provide an explanation of any extenuating circumstances related to this issue.
4. Three letters of recommendation. (Please use KU's online letter of recommendation system when you apply). Letters from work supervisors are welcome – particularly from those who are familiar with your museum-related work. However, Museum Studies is first and foremost an academic program, and the Admissions Committee requests that at least two of your letters come from individuals who can speak to your academic abilities.
5. GRE scores. To submit scores, use University code 6871, Department code 5101.
6. A resume or curriculum vitae listing your employment history, museum experience (paid or unpaid), scholarships/fellowships, and awards.
7. A sample of your written academic work (10 pages maximum, please).
8. *For international students only*, TOEFL scores or acceptable alternative to demonstrate English proficiency.

9. *For international students only*, proof of financial support. Applications will not be considered without financial documentation.

Students are admitted to the M.A. Program only in the fall semester. The deadline for submitting applications is **January 1**. The Museum Studies Admissions Committee will seek to notify applicants of admission decisions by early March. Only in exceptional circumstances will we consider applications past the deadline.

Financial Aid Assistance

The Museum Studies Program has a small pool of scholarship funds available, and some funding opportunities, such as teaching assistantships, are available to KU graduate students in general. Students are also encouraged to contact the Museum Studies Program 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.

Grading

A grade of B- or higher must be achieved for a course to count towards a degree in the Museum Studies Program. If a C+ or lower is obtained, the student must either retake the course or select an alternative course that fulfills the same degree requirement. The Director of Museum Studies must approve of the selection of the alternative course.

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.

*Students should carefully review the University's grading policy found under [Grading](#) in the University Policies and Degree Requirements section of this document.

Academic Integrity & Misconduct

The Museum Studies Program considers academic integrity essential to our work and we expect students to adhere to its principles in conducting research. This means that students acknowledge the sources they use in their academic work and cite them fully and correctly; not acknowledging a source constitutes plagiarism. Students should consult with faculty well before due dates if they are not sure how to handle a source.

Academic integrity also means that work on examinations and assignments must be carried out by authorized means. Students are subject to sanctions by the University for Academic Misconduct if they violate these principles. Definitions are provided in the University Senate Rules and Regulations.

Good Standing

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.

For additional information on good standing as well as [probation and dismissal](#) procedures for those students that do not meet the requirements for good standing, see the University Policies and Degree Requirements section of this document.

Advising & Mentorship

Advising for entering students is provided by the Director of the Museum Studies Program. By the end of the first year, and preferably sooner, students should choose an M.A. advisor whose expertise aligns with the student's area of emphasis/interest. The M.A. advisor will be directly involved with the development of the student's final product. [Note: the Director of Museum Studies frequently serves as students' M.A. advisor.] When a student has decided on an advisor, they must notify the Graduate Academic Advisor to ensure that their academic record is current.

In addition, the M.A. advisor usually serves as chair of the student's M.A. committee. Students should have formed their M.A. committee by the end of their third semester in the program. Students need to consult with their M.A. advisor as well as with the Graduate Academic Advisor about the composition of their M.A. committee. The M.A. committee must have a minimum of three members. The chair and at least one other member of this committee must be from the Graduate Faculty. [Note: any faculty member has the right to refuse to serve on any M.A. committee.] Committee members may, with department and university approval, be appointed from other universities or institutions to serve on specific graduate student committees. As soon as the committee has been formed, the student must submit, in writing, the names of members to the Museum Studies Director and the Graduate Academic Advisor for approval. After approval, this information is placed in the student's file.

Annual Review

After the first year of study in the program, students will be evaluated on their overall progress towards the M.A. Students will be asked to complete a questionnaire that outlines their recent professional development and activities as well as their plan for completing the final project.

The Grad Committee will evaluate each student's progress, ensuring satisfactory grades have been achieved and the courses fulfill program requirements. The student questionnaire will also be reviewed to confirm the student's plan to complete their final project is realistic and achievable. A meeting will be scheduled with each student to go over the results of their review. Students will also receive a letter from the DGS to summarize the results of the review.

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 cannot be arrived at the grievance will be considered by the Museum Studies Executive Committee, and, finally, Grievance Procedures established by the Graduate School will be followed. These procedures have been approved by the University and may be found by following this link: [Museum Studies Program Grievance Procedures](#).

Petitions

If a graduate student has a compelling reason to seek exemption from a program requirement or University policy, they may submit a petition to the graduate faculty.

The student should consult with the Graduate Academic Advisor to ensure the petition is necessary and that all appropriate documentation is collected to submit the petition. The Graduate Academic Advisor then forwards the information to the Director of Graduate Studies (DGS), who then refers the petition to the graduate faculty which will convene to consider the petition.

In cases where the petition relates to a department requirement rather than a University policy, the graduate faculty will issue a final decision.

In cases where the policy or requirement being petitioned is a University policy, the graduate faculty will decide whether to support the student's petition or not. If the faculty agrees to support the petition, they submit it to the College Office of Graduate Affairs (COGA) along with supporting materials as required. The petition form specifies the supporting materials needed for each type of petition. COGA's [petitions webpage](#) provides additional information related to submitting petitions. Additional information regarding common University petitions, such as leave of absence, enrollment requirements, and time limit extensions may be found in the [University Policies & Degree Requirements](#) section of this document.

Degree Requirements

M.A. Program Description

The course of study leading to the Master of Arts in Museum Studies comprises 36 semester credit hours at the graduate level. Each entering student enrolls in the Foundational Museum Studies Core, and then, with guidance of academic advisors and program staff, crafts an individualized, multidisciplinary, program of study in which they master both general and specific topics appropriate to their interests and relevant to current museum standards. In addition to courses in topics such as collections management, museum education, exhibits, and museum management, students can take advantage of the resources of a major university to gain skills in fields as diverse as scenography, learning theory, audience evaluation, non-profit leadership, psychology, and public administration, among others. Students are also able – and encouraged – to take courses in academic disciplines such as history, anthropology, art history, natural sciences, and visual arts. Museum Studies students have access to the staff and resources of several acclaimed museums located on the KU campus, as well as to museums in the region. Many of the courses are taught by museum professionals who work in institutions locally, as well as in Kansas City and Topeka.

The program has six elements:

- | | |
|-----------------------------------|-----------|
| 1. The Museum Studies Core | 9 credits |
| 2. Museum Professional Areas | 9 credits |
| 3. Museum Conceptual Domains | 6 credits |
| 4. Electives | 9 credits |
| 5. Museum Experience (Internship) | 3 credits |
| 6. Final Product (Research | |

Museum Studies Core Courses

The Museum Studies Core ensures that all Museum Studies students gain a comprehensive understanding of the theories, history, techniques, and problems common to museums, historical agencies and related institutions. The Capstone course, taken in a student's third semester of study, provides an avenue for students to conduct research or other creative activities that advance the discipline of museum studies.

MUSE 801, The Nature of Museums (3 cr. – Fall) This course provides 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 802, The Culture of Museums (3 cr. – Spring) This course highlights classic texts and current directions in museum studies.

MUSE 803, Seminar in Current Museum Topics (3 cr. – Fall) This course involves an in-depth examination of specific topics currently of concern to museums and museum professionals. It serves as a capstone course in which each student develops and refines their research/final projects.

Museum Professional Areas Courses

Students will develop expertise in one of the principal specialties of museum work by completing at least two courses in that area, at least one of which must be a Museum Studies (MUSE) course. At KU the museum professional specialties are designated as: *Leadership and Management, Interpretation, Collections, and Community Connections*. For each specialty, courses incorporate training in best practices, policy development, legal and regulatory concerns, as well as future trends. **NOTE:** examples of courses in other departments are offered only to indicate the range and types of courses that could fulfill requirements; it is the responsibility of students, and their advisors, to insure that individual courses meet program requirements based on the general relevance of the course and assurance that the student's work in the class will be applicable to museum studies by meeting with instructors and examining syllabi.

LEADERSHIP AND MANAGEMENT: Courses cover areas such as administration, policy, fund raising, and legal issues related to the management of non-profit organizations.

MUSE 701 Museum Management (3 cr.) 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.

Examples of Courses in Other Departments and Programs:

BIOL 670 Natural History Museum Techniques	PUAD 830 Administrative Ethics
HA 710 Museum Techniques and Functions	PUAD 832 Organizational Theory
LAW 867 Law and the Arts	PUAD 842 Law and Public Management
MENT 823 Introduction to Arts Administration	PUAD 845 Public Management and Organizational Analysis
MGMT 701 Organizational Behavior	
MGMT 715 Management of Organizations	PUAD 854 Innovation and Organizational Change
PUAD 828 Nonprofit Management and Policy	PUAD 855 Financial Management for Public and Not-for-Profit Organizations

INTERPRETATION: Interpretation includes developing skills in exhibition design and installation, graphics, and marketing, public programs, as well as innovative approaches to new and emerging technologies.

MUSE 703 Exhibition Planning and Design (3 cr.) 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 705 Museum Public Education (3 cr.) 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.

Examples of Courses in Other Departments and Programs:

ADS 710 Advanced Human Factors in Interaction
Design

ADS 712 Design Strategies and Methods

ADS 770 Design Cognition

ADS 745 Branding and Design

BIOL 720 Scientific Illustration

JOUR 552 Print and Online Design

THR 550 Applied and Interactive Theatre

THR 618 Scenography

COLLECTIONS: Courses provide opportunities to develop expertise in the practices and policies associated with the management and care of the range of materials in museum collections.

MUSE 704 Principles and Practices of Museum Collection Management (3 cr.) 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 706 Conservation Principles and Practices (3 cr.) 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.

MUSE 707 Practical Archival Principles (3 cr.) 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 cr.). 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.

Examples of Courses in Other Departments and Programs:

ANTH 519 Lithic Technology	BIOL 783 Herpetology
ANTH 520 Archaeological Ceramics	BIOL 792 Ichthyology
ANTH 521 Zooarchaeology	BIOL 793 Ornithology
ANTH 522 Paleoethnobotany	BIOL 794 Mammalogy
ANTH 582 Ethnobotany	GEOL 521 Paleontology
ANTH 648 Human Osteology	GEOL 725 Paleontology of Lower Vertebrates
ANTH 740 Linguistic Data Processing	GEOL 726 Paleontology of Higher Vertebrates
BIOL 540 General Invertebrate Zoology	GEOL 528 Bio. and Evolution of Fossil Plants
BIOL 603 Systematic Botany	TD 504 History of Textiles, Lecture
BIOL 711 Insect Systematics	UBPL 760 Historic Preservation Planning
BIOL 746 Principles of Systematics	

COMMUNITY CONNECTIONS: Courses enable students to develop skills in public programming, curriculum planning, visitor studies, audience development, and volunteer management.

MUSE 705 Museum Public Education (3 cr.) 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.

Examples of Courses in Other Departments and Programs:

ABSC 719 Experimental Field Work in Community Settings	COMS 855 Qualitative Research Methods in Communication Studies
C&T 808 Qualitative Research Curriculum Inquiry	HIST 601 Oral History
C&T 809 Creative Thinking and Learning	SPED 719 Learning and Technology
COMS 850 Introduction to Research Methods	VAE 750 Introduction to Art Museum Education

Conceptual Domain Courses

The conceptual domains of museum work, *Materiality*, *Engagement*, and *Representation*, address in depth the conceptual and theoretical foundations of museums. Courses that emphasize conceptual domains will place museological subjects in broader historical and intellectual frameworks. Students may take courses focused on one or more of these areas, and which may be offered in one or several disciplines. Courses will be selected with the approval of the student's committee chair/advisor, as well as the course instructor. Approval will be based on the general relevance of the course, and assurance that the student's work in the class will be applicable to museum studies.

Examples of Courses in Other Departments and Programs:

AAAS 560 Race, Gender, and Post-Colonial Discourses	COMS 855 Qualitative Research Methods in Communication Studies
AAAS 677 African Design	COMS 959 Theories of Rhetoric Contemporary
AAAS 679 African Expressive Culture	ELPS 774 Modern Educational Theorists
AMS 565 Gender, Culture, and Migration	ELPS 777 Problems in Contemporary Ed. Theory
AMS 690 Black Cultural Studies	ELPS 811 Constructivist Learning Technologies
AMS 801 Introduction to American Studies	ELPS 830 Foundations of Multicultural Education
AMS 802 Theorizing America	ELPS 834 History and Philosophy of Education
AMS 803 Research Methods in American Studies	FMS 531 Contemporary Concepts in Media Studies
AMS 835 Colloquium in the History of Gender	FMS 592 Documentary Film and Video
AMS 836 Colloq. in U.S.Women's History	FMS 863 Survey of Documentary and Experimental Film and Media
ANTH 672 Meat and Drink in America	FMS 865 Contemporary Film and Media Theory
ANTH 676 Culture Wars	FMS 887 Film and the Public
ANTH 699 Anthropology in Museums	HA 807 Problems in Connoisseurship
ABSC 716 Experimental Problems in Comm. Settings	HA 910 Curatorial Problems
ABSC 756 Philosophical Bases of Early Childhood Education	HIST 898 Colloq. in Material Culture & History
ABSC 765 Evaluating and Disseminating Scientific Material I	LAW 967 Native American Natural Resources
ABSC 798 Conceptual Founda'ns of Behavior Analysis	PRE 807 Theories and Research in Human Learning
ABSC 801 Design and Analysis of Community Development Methods	PSCY 819 Field and Evaluation Research Methods in Social Psychology
C&T 800 Foundations of Curriculum Development	PUAD 856 Management and Information Tech.
C&T 807 Multicultural Education	PUAD 931 Research Seminar in Public Management
CLSX 515 Gender and Sexuality in Greek Culture	PUAD 932 Seminar in the Intellectual History of Public Administration
CLSX 516 Gender and Sexuality in Roman Culture	PUAD 934 Research Methods in Public Admin.
COMS 547 Communication and Culture	UBPL 761 Historic Preservation Economics
COMS 548 Theories of the Interview	VAE 695 Tech. Colloq. Art Museums and Schools
COMS 590 Nonverbal Communication	VAE 842 Teaching Art Criticism
COMS 647 Issues in Intercultural Communication	VAE 850 Aesthetics, the Arts and Education
COMS 710 Survey of Theory and Research in Organizational Communication	VAE 875 Research in Art Education

Electives and Other Museum Studies Courses

Students are expected to deepen their knowledge of the field by taking courses in a subject area pertinent to their area of specialization. Courses will be selected with the approval of the student's committee chair/advisor, as well as the course instructor. Students may also enroll in the courses below as they develop or complete their final project.

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.

MUSE 790 Advanced Study (1-3). Individual research in a specialized 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 but in which there is a member of the graduate faculty competent and willing to direct a program of study.

Museum Experience

While in the Museum Studies M.A. Program, students are required to accumulate at least 500 hours of professional development and museum work experience, of which at least 250 hours must be in an approved, professionally supervised internship.

The internship and other museum experience forms a critical component of the student's total program and gives the student valuable training in the field as well as a chance to work closely with professional museum staff on meaningful projects in order to prepare for careers as museum professionals. The 500 hour requirement serves to strengthen students' resumes and ensure students have hands-on museum experience prior to applying for jobs post-graduation.

The internship must be mutually beneficial to both the student and the participating institution and be focused on activities relevant to the student's interests. The primary goal is to offer high-quality educational and practical experience in which the student acquires in-depth understanding of museum operations and activities while making a substantial professional contribution to the institution. Students should discuss possible internships with their advisors and the Museum Studies Director. Students may apply for internships at local, regional, national, or international museums. Internships may be paid or unpaid.

Beyond the internship, students can gain additional museum experience in a variety of ways: through a paid or unpaid position at a local or regional museum, by taking part in volunteer projects with the Museum Students Organization, by participating in professional organizations, or other similar activities. If the internship comprises less than 500 contact hours, the balance of museum experience may be satisfied by employment or volunteering in a museum or related institution. Students must submit documentation (such as a letter from their supervisor) that they have completed the required number of hours. Work done as part of a class assignment, or done prior to enrolling in the Museum Studies Program cannot be credited toward the museum experience requirement except in extraordinary circumstances.

Internship Requirements

1. Students must complete an internship with a minimum of 250 contact hours in an approved institution.

2. A student intern must enroll for 3 credit hours in MUSE 799, AMS 799, BIOL 799, GEOL 723, or HIST 799 (enrollment may be divided over more than one term).
3. Internships usually take place during the summer between the student's first and second year in the Museum Studies Program. They may also take place during the school year. Students should make every effort to work at their internship at least half-time.
4. Documentation
 - a) Internship Approval Form: Prior to the internship, the student must submit a description of the duties and activities that the internship will entail, including the name of the museum professional who will serve as the on-site supervisor. The Museum Studies Director must approve and sign the form before the internship begins. Documentation that the student has been accepted by the host institution must be provided.
 - b) Journal and Portfolio: The student must keep a personal daily journal that describes, and reflects on, the internship experience. There is no predefined format for the journal; it may be hand written or kept electronically – the critical element is that it is kept regularly during the internship. The portfolio will contain materials associated with the internship experience, such as products for which the student was responsible, photographs of activities, institutional policies and procedures, and examples of materials produced by the institution.
 - c) Evaluation: At the end of the internship, the student's on-site supervisor will submit to the Museum Studies Director a confidential evaluation of the student's performance. The student also completes and submits an evaluation of the internship experience.
 - d) Report. Students are required to write a 5-10 page paper describing, evaluating, and critically analyzing their internship experience. The student will use the paper to discuss how the internship supported their professional development as well as how they feel that they contributed to the institution's goals.
5. Internships receive a grade of "S" (Satisfactory) or "U" (Unsatisfactory). The Museum Studies Director will assign a final grade based on the student's paper, journal, and portfolio, along with the on-site supervisor's evaluation.

Final Product and Examination

Each student will be responsible for a final product, developed through research or other creative activity, that contributes to museum studies and demonstrates the student's ability to engage conceptually and professionally with the discipline of museum studies. The final product may be an extension of work undertaken during an internship or in a course. Examples of appropriate products include research papers, exhibitions, educational curricula, web sites, social media applications, and films. The final product will be developed with and approved by the student's M.A. committee.

Each student will successfully defend their final product as part of the final examination of their work. This comprehensive master's examination, taken during the student's final semester of

coursework, focuses on the student's final product, while also testing the candidate's mastery of museum principles and practices, and relevant subject disciplines indicated by the student's record. Except in extraordinary circumstances, the exam is oral, and the examination committee shall be comprised of the student's M.A. Committee. The oral defense is public; faculty and graduate students are invited and encouraged to attend as nonvoting participants.

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 (Pass, Pass with Revisions, or Unsatisfactory) 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.

Scheduling the Master's Examination

Students should be proactive about selecting their exam committee members. Ideally, a student should have their committee solidified by their third semester of enrollment in the program. Early in the final semester of enrollment, students should meet with the Graduate Academic Advisor to discuss options for scheduling the exam. Faculty schedules tend to fill up with exams near the end of each semester, so scheduling (at least tentatively) a date and time with your committee members early in the semester will provide the student with more flexibility.

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.**

Graduation Procedures

Students planning to graduate should meet with their M.A. advisor, the Museum Studies Program Director, and the Graduate Academic Advisor *early in the semester* during which they plan to graduate to make sure they have satisfied all [requirements for graduation](#).

Early in the semester in which they expect to complete degree requirements, graduate students should complete an [Application for Graduation](#) online through Enroll and Pay. The deadlines for each semester can be found on the [academic calendar](#).

Graduate Certificate Program Description

Admission Requirements

To be considered for admission to regular graduate status in the program, a student must hold a baccalaureate degree and have earned at least a B (3.0) grade-point average in previous academic work. Acceptance in the program is determined by the Museum Studies Admissions Committee.

Current KU Students

Current graduate students wishing to enroll in the Graduate Certificate Program will apply through the Graduate School. A student must be in good standing with their graduate degree program in order to participate in the Certificate Program. A graduate GPA of 3.0 or higher is required for admission. The application process entails completing the online application, paying a \$30.00 application fee, and submitting materials required for the Museum Studies Certificate:

- A letter stating your interest in Museum Studies and its relationship to your graduate course of study.
- An unofficial copy of your KU transcript;
- A letter of support from your faculty advisor or director of graduate studies in your graduate degree program.

Non-KU Students

Non-KU graduate students must complete a certificate-seeking application to the Graduate and submit an application fee along with the following materials:

- A letter stating your interest in the Museum Studies Graduate Certificate Program. In 2-3 pages, address such topics as (a) what about museums and museum studies particularly interests you, (b) how the Certificate will support or enhance your career goals, (c) the area of museum work most relevant to your career goals, (c) relevant experience and background information, (d) how KU's program matches your interests, and (e) anything else you think is important to your application.
- A copy of your college transcript;
- Two letters of recommendation from persons familiar with your academic work or potential for graduate study.

Program Description

The course of study leading to the Certificate in Museum Studies comprises 15 credit hours at the graduate level. The Certificate Program enables students to integrate knowledge of museum studies into their own academic disciplines or professional training. Completion of the certificate in museum studies represents an additional credential for graduate students from a variety of academic fields who are preparing for careers in research and teaching or professional practice. Enrollment in the program is open to students admitted to a regular KU graduate program or to non-degree seeking graduate students admitted to the Graduate School. The Museum Studies core curriculum will be the basis for the graduate certificate, which emphasizes the essential interdisciplinary and collaborative nature of museum work by drawing on a range of departments in the University. The program allows students to gain knowledge in preparation for doctoral study, as well as for employment in museums and related fields such as historic preservation, cultural resource preservation, archives, and government agencies.

Eligibility criteria for admission to the Certificate Program include a B.A. degree from an accredited institution with a 3.0 or higher GPA. Awarding of certificates will be handled consistent with guidelines and timing of degree awards of the Graduate School. Completion of the program will appear on the graduate transcript.

1. Required Courses (6 credits)

MUSE 801 and MUSE 802 in the Museum Studies Core are required courses.

2. Other Courses (6 credits)

Students must take a course that focuses on one of the Museum Professional Areas, and one course that focuses on one of the Museum Conceptual Domains. For non-MUSE courses to count toward the Certificate, they must be approved by the Director of the Museum Studies Program.

3. Museum Experience (3 credits)

Students earning the Certificate in Museum Studies must complete an approved 3-credit-hour internship of at least 250 hours. See the guidelines for internships described for the Master's Degree in Museum Studies.

University Policies & Degree Requirements

This section contains information on requirements and policies of the Office of Graduate Studies and the College of Liberal Arts & Sciences, both hereafter referred to as “the University”. It is not a complete list of all policies pertaining to graduate students. Only those policies that *most commonly* affect graduate students are included.

Policies are described in general terms and are intended to help students understand what is expected. They do not reflect the exact language of the official policy and should not be confused with official policy. Specific information and restrictions as well as links to relevant forms may be accessed by clicking on the policy headings. Links to the official policies in the KU policy library are found at the bottom of each policy description. Students are accountable to and should familiarize themselves with the University's official policies.

GENERAL POLICIES

[Admission](#)

Degree or non-degree seeking applicants must have a bachelor's degree (as evidence by an official transcript from the institution the degree was obtained) and a minimum GPA of 3.0 in the most recent degree that was obtained.

Students* not meeting these requirements *may* be admitted provisionally upon recommendation by the department; however, restrictions on certain type of funding, including GTA/GRA/GA funding, apply to students on provisional admission status. Students should consult the program admissions advisor or Director of Graduate Study (DGS) on their eligibility for funding with admission.

*By Federal regulation, International students seeking F-1 status must meet the standards of Regular Admission. Provisional admission is not sufficient to issue the Form I-20.

Related Policies and Forms:

- [Admission to Graduate Study](#)

[English Proficiency Requirements](#)

The University requires applicants, international or domestic, whose native language is not English to demonstrate English proficiency for admission to any graduate program at KU.

There are two ways to prove English proficiency:

- Graduation with a baccalaureate degree or higher from an accredited U.S. institution of higher education, or from such an institution in an English-speaking country where the medium of instruction is English. This first option is not sufficient, however, to be appointed as a Graduate Teaching Assistant.
- Submitting results of the TOEFL iBT examination taken no more than two years prior to the semester of admission. A score of at least 20 in each part is required for regular

admission. A score of 24 on the speak section is required to receive a Teaching Assistantship.

Applicants that do not meet the minimum scores should review the English Proficiency Chart, provided via the link above, for information about provisional admission.

Related Policies and Forms:

- [English Proficiency Requirements for Admission to Graduate Study](#)
- [Spoken English Language Competency of Faculty and Graduate Teaching Assistants, Kansas Board of Regents Policy](#)
- [Graduate Credit](#)

Enrollment

For graduate students in the College, advising on enrollment and course selection take place at the department level. While units within the College may define full-time enrollment more stringently, the University defines it as follows:

Fall and Spring semesters:

- Enrollment in 9 credit hours;
- Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 6 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;

Summer sessions:

- Enrollment in 6 credit hours;
- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session.

While these are KU's definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions.

Students not enrolled by the first day of classes will be assessed a late fee. Students not enrolled by the final Friday in October of Fall semester or final Friday of March in Spring semester will be automatically discontinued in Enroll & Pay.

Students who wish to leave their graduate program should inform the department of such

plans in writing so that a Voluntary Discontinue form may be submitted on his or her behalf.

Deadlines for adding, changing, dropping, or withdrawing from courses entirely, as well any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current [Academic Calendar](#).**

The College Office of Graduate Affairs' (COGA) website has a very useful [Enrollment Changes Guide](#), which provides comprehensive guidance on the forms and endorsements required for different enrollment situations, including late enrollment changes after the published deadlines.

You may also wish to consult the Registrar's page on [Effects of Dropping or Withdrawing on your Transcript](#).

Related Policies:

- [Discontinued Enrollment](#)
- [Enrollment](#)
- [Enrollment Regulations](#) (CLAS)
- [Full-time Enrollment for Graduate Students](#)
- [Graduate Coursework Expiration Dates](#)
- [Master's Enrollment Requirements](#)

[Graduate Credit \(Including Transfer Credit\)](#)

The Office of Graduate Studies [policy](#) on Graduate Credit defines KU's conditions for the following:

- Definition of graduate credit for the purposes of a course "counting" towards a graduate degree or graduate certificate at KU;
- Transfer of graduate credit to KU from an outside institution;
- Reduction in the required number of graduate hours for Master's students;
- Counting credit hours taken as non-degree seeking student towards a later graduate degree at KU;
- Counting credit hours taken as a certificate seeking student toward another graduate degree.

Transfer Credit

The transfer credit option allows master's students to count graduate-level coursework completed at another institution toward their KU degree. Restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department of program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses

in question.

Reduced Credit Hour Degree

Kansas Board of Regents policy defines 30 hours as the minimum for master's degrees at KU. Departments may petition for a reduced hour degree Master's degree for individual students. A reduction in hours is distinct from a transfer of credit and is reserved for those students especially well-prepared to complete a graduate-level degree and able to maintain a superior grade point average. Reduced credit hour degrees are also distinct from transfer credit in that they may be based on non-coursework (e.g. internships, work experience, study abroad, previously completed degrees) and there are no modifications on the transcript.

Restrictions apply to the number of credit hours that can be reduced for a master's degree, so students should carefully review the information provided in the link above and the related policies below.

In all cases, a reduction in hours must first be approved at the department or program level, so to begin the process for approval, students should consult with their DGS.

Count Toward Degree

The [Count Toward Degree form](#) is an Office of the Registrar Form that allows graduate credit hours taken at KU as a non-degree seeking student to count towards a later degree at KU.

As with transfer credit and reduced hour degrees, restrictions apply, so students should carefully review the information in the link above and the related policies below, and consult with their DGS.

Related Policies:

- [Graduate Credit](#)
- [Count Toward Degree Form](#)
- [Co-enrollment](#)
- [MA and MS Degrees](#) (on Reduced Hour Master's Degree)

Credit/No Credit

The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. The Credit/No Credit (CR/NC) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their overall graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA.

No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement.

If a student elects to take the CR/NC option, they must make this election during the CR/NC time frame, which can be found in the Registrar's current [Academic Calendar](#). This period is approximately within the two week period after the last day to add a class. This process must be initiated in the COGA office.

The student should consult with their own program advisor about the appropriateness of the course prior to enrolling. In cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information.

Additional restrictions apply. Students should carefully review the information in the link above.

Related Policies and Forms:

- [University Senate Rules and Regulations \(USRR\), Section 2.2.7](#)

[Probation & Dismissal](#)

Probation is an academic status that can be assigned to a graduate student if he or she is not making [satisfactory progress](#) toward completing his or her degree. The department initiates the probation process and will inform the student what he or she must do to return to good standing.

Students are most commonly placed on probation if their graduate cumulative [GPA](#) drops below a B average (3.0 on a 4.0 scale). In these cases, probation occurs automatically and is reflected on the student's record for the semester following the semester in which the student's GPA drops below 3.0. If the student's overall graduate average is raised to 3.0 by the end of the probationary semester, the student will be automatically returned to good academic standing.

Students may also be placed on probation by their departments for other reasons that constituting a failure to make satisfactory progress towards degree. These may include, but are not limited to; failure to make adequate progress on a thesis or dissertation, unacceptable academic performance on program components outside of coursework (e.g. exams), an unsatisfactory result in their department's annual evaluation, or as a result of going beyond their official time to degree. Students should carefully review the [Good Academic Standing policy](#) for graduate students at KU for more information on what constitutes making satisfactory academic progress.

Individual programs may also have additional measures of progress. Students should also consult the Annual Review section of their department graduate handbook and with their program advisor for more information.

If a student is unable to raise his or her GPA or otherwise meet departmental expectations for adequate academic progress by the end of the probationary period, he or she may be dismissed from the graduate program. Once dismissed, a student will no longer be able to be enrolled in coursework and cannot complete his or her degree. Students dismissed from any College graduate program may not be admitted to any other graduate programs in the College. **A**

student on probation or facing dismissal should discuss their status with their advisor.

Related Policies:

- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [Probation and Dismissal \(CLAS\)](#)
- [Good Academic Standing policy](#)

[Grading](#)

The Office of Graduate Studies' [Grading policy](#) governs requirements for the grading of graduate students above those described in [Article II](#) of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of Graduate Studies. Students should review the [College-specific grading information](#) and consult their adviser and the departmental section of this handbook for additional information that may affect them.

At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B.

Additional information pertaining to graduate grading can be found on COGA's pages for [Retroactive Withdrawal](#), [Incomplete Grades](#), and [Graduate GPA](#). The Registrar's Office's also offers information on the [Credit/No Credit](#) option.

Related Policies:

- [University Senate Rules & Regulations](#)
- [Grading](#)
- [Academic Probation](#)
- [Dismissed Enrollment](#)
- [Probation and Dismissal \(CLAS\)](#)

[Time limits](#)

The University expects that master's degree should typically be completed in two (2) years of full-time study.

Students who anticipate exceeding this target should review the information in the link above and in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, COGA offers DGSs and advisors a [Mentoring Agreement Template](#) to use and/or adapt to their own needs. The template may be used with students in danger of going beyond the program's expected time limits, or simply as an advising tool for all their students.

Related Policies and Forms:

- [Master's Degree Program Time Constraints](#)
- [Graduate Degree Completion Agreement](#) (PDF)
- [Mentoring Agreement Template](#) (Doc)

Leaves of Absence

In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while “stopping the clock” on their time to degree.

Requesting a Leave of Absence is done via a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department's internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student's need for a leave of absence; however, the only document that COGA requires for the petition is the Leave of Absence Petition form, linked below.

Related Policies and Forms:

- [Leaves of Absence](#)
- [CLAS Leave of Absence Petition Form](#) (PDF)

Exam Committee Composition

Master's committees

Master's committees are composed of at least three (3) voting members and must adhere to the following requirements:

1. Two committee members must be tenured/tenure-track faculty holding regular graduate faculty or dissertation status and be members of the candidate's department/program
2. One member may hold any graduate faculty status, including regular, dissertation, or special status. This third member can be, but need not be, a member of the candidate's department/program.
3. For approved professional master's degree programs (listed in exclusions and special circumstances), the committee may be composed as described above, or any number of the committee members may be professors of the practice in the department/program.

Substitutions of the committee chair (and/or co-chair) are prohibited after the committee has been approved by the graduate affairs division of the school/college. If a committee chair (and/or co-chair) needs to be replaced, the revised committee must be approved by the

school/college two weeks in advance of the exam.

Substitutions of the committee members are permitted as long as the new members hold regular or dissertation graduate faculty status. Special members can be added after the committee has been approved by the graduate affairs division of the school/college, but these additions must be approved by the school/college no later than two weeks in advance of the exam.

GRADUATION REQUIREMENTS

In addition to all program requirements, students [planning to graduate](#) must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current [Academic Calendar](#) for the published Graduation Deadline, which varies by semester.

COGA's graduation checklists contain a comprehensive list of all University requirements for graduation and should be used by every graduating master's student in the College:

[M.A. DEGREE GRADUATION CHECKLIST](#)

Submission of the final draft of the thesis or dissertation is done electronically. Students must comply with all University requirements for [formatting](#) and [electronic submission](#) of the thesis. There is no University requirement that students provide a bound or printed copy of the draft. Students who have concerns or questions about fulfillment of graduation requirements may arrange for a Graduation Appointment with the [College Office of Graduate Affairs](#) (COGA) following the defense or final exam and in advance of the applicable Application for Graduation deadline. While this appointment is not a requirement, it can be useful to review all degree requirements with a COGA staff member, verify that the Application for Graduation and Thesis submissions have been completed, and receive guidance on any pending items.

Name/ID: _____

Entry Term: _____

Advisor: _____

Master's Program Checklist

Required Coursework: [Graduate Studies' Enrollment Policy](#)

Core Curriculum (9 Hours)	Term	Grade	Instructor
MUSE 801: The Nature of Museums			
MUSE 802: The Culture of Museums			
MUSE 803: Seminar in Current Museum Topics			
Museum Professional Areas (9 Hours)			
Museum Conceptual Domains (6 Hours)			
Electives (9 Hours)			
Internship (3 Hours)			
MUSE 799: Museum Apprenticeship			

Internship & Museum Experience: [Internship Requirements](#)

Position/Location			
Forms Submitted (Date)			
Approval Form		Student Evaluation	
Supervisor Evaluation		Internship Paper/Project	
Completion Form		Museum Experience Form	

Master's Exam:

Chair			
Committee Member			
Committee Member			
Oral Exam Date		Time/Location	

At least 2 members of your [committee](#) must be tenured/tenure-track MUSE faculty or courtesy faculty. Please contact Lauren Chaney at lkchaney@ku.edu when you are ready to schedule your exam. The date and time must be approved by Graduate Studies 3 weeks prior to the event.

Your [final product](#) must be submitted to the Museum Studies department as soon as revisions requested by your committee during the exam are completed.

Name/ID: _____

Entry Term: _____

Advisor: _____

Graduate Certificate Checklist

Required Coursework:

Core Curriculum (6 Hours)	Term	Grade	Instructor
MUSE 801: The Nature of Museums			
MUSE 802: The Culture of Museums			
Museum Professional Areas (3 Hours)			
Museum Conceptual Domains (3 Hours)			
Internship / Museum Experience (3 Hours)			
MUSE 799: Museum Apprenticeship			

Internship & Museum Experience: [Internship Requirements](#)

Position/Location			
Forms Submitted (Date)			
Approval Form		Student Evaluation	
Supervisor Evaluation		Internship Paper/Project	
Completion Form		Museum Experience Form	

Internship Requirements

5. Museum Experience (3 credit hours)

Students in the Museum Studies master's degree program are required to gain at least 250 hours must be in an approved, professionally supervised internship. The internship forms a critical component of the student's total program and gives the student valuable training in the field as well as a chance to work closely with professional museum staff on meaningful projects in order to prepare for careers as museum professionals.

The internship must be mutually beneficial to both the student and the participating institution and be focused on activities relevant to the student's interests. The primary goal is to offer high-quality educational and practical experience in which the student acquires in-depth understanding of museum operations and activities while making a substantial professional contribution to the institution. Students should discuss possible internships with their advisors and the Museum Studies Director. Students may apply for internships at local, regional, national, or international museums. Internships may be paid or unpaid.

INTERNSHIP REQUIREMENTS

1. Students must complete an internship with a minimum of 250 contact hours in an approved institution.
2. A student intern must enroll for 3 credit hours in MUSE 799.
3. Internships usually take place during the summer between the student's first and second year in the Museum Studies Program. They may also take place during the school year. Students should make every effort to work at their internship at least half-time.
4. Documentation.
 - a. Internship Approval Form. Prior to the internship, the student must submit a description of the duties and activities that the internship will entail, including the name of the museum professional who will serve as the on-site supervisor. The Museum Studies Director must approve and sign the form before the internship begins. Documentation that the student has been accepted by the host institution must be provided.
 - b. Journal and Portfolio. The student must keep a personal daily journal that describes, and reflects on, the internship experience. There is no predefined format for the journal; it may be hand written or kept electronically – the critical element is that it is kept regularly during the internship. The portfolio will contain materials associated with the internship experience, such as products for which the student was responsible, photographs of activities, institutional policies and procedures, and examples of materials produced by the institution.
 - c. Evaluation. At the end of the internship, the student's on-site supervisor will submit to the Museum Studies Director a confidential evaluation of the student's performance. The student also completes and submits an evaluation of the internship experience.
 - d. Report. Students are required to write a 5-10 page paper describing, evaluating, and critically analyzing their internship experience. The student will use the paper to discuss how the internship supported their professional development as well as how they feel that they contributed to the institution's goals.
5. Internships receive a grade of "S" (Satisfactory) or "U" (Unsatisfactory). The Museum Studies Director will assign a final grade based on the student's paper, journal, and portfolio, along with the on-site supervisor's evaluation.

Internship Approval Form

Student		Dates of Internship	
Position/Title		Supervisor	
Location			
Work Schedule			

The internship must be at least 250 hours. In the schedule section, please indicate number of weeks, full-time or part-time, typical schedule, etc.

Students in the Museum Studies program at the University of Kansas are required to complete an [internship](#) of 250 hours, which is reflected on their transcript by enrolling in 3 credit hours of MUSE 799. As an outcome of the internship, the student produces a portfolio, a journal, and a summary paper. The site supervisor is asked to complete an evaluation confirming that the internship has been completed satisfactorily. An ideal internship, from the KU perspective, has four components:

1. The intern works closely with a member of the staff who serves as the student’s site supervisor and mentor
2. The intern is given the opportunity to contribute to activities and projects that have significance to the institution
3. The intern is able, as part of their duties, to concentrate on a project for which he or she has principal responsibility
4. The intern is able to gain an understanding of the larger institution (this is usually accomplished by enabling the intern to attend meetings or other activities which are related to planning or institutional coordination).

Please describe: (attach additional sheets if necessary)

1. Duties and activities in which the student will participate (attach additional sheets if necessary).

2. The project(s) for which the student will have principal responsibility.

3. Opportunities for learning about the institution as a whole.

 Student Date

 Site Supervisor Date

 Director of Museum Studies Date

Student Internship Evaluation

Student		Dates of Internship	
Position/Title		Supervisor	
Location			

Please evaluate your internship in the areas listed below. Your feedback is greatly appreciated and helps us improve the internship program for future students. This evaluation will have no effect on your performance rating or grade.

Please evaluate your internship in relation to:	Excellent	Satisfactory	Needs Improvement
Clearly defining your project(s)			
Matching your skills with your project(s)			
Duties were clearly established and communicated			
Opportunities for creativity			
Providing sufficient challenges			
Being involved in planning			
Appropriate work space provided			
Amount of routine office work			
Appropriate level of supervision			
Supervisor's availability			
Supervisor's knowledge of the job			

Comments:

Supervisor's Intern Evaluation

Student		Dates of Internship	
Position/Title		Total Hours Worked	
Location			

Please evaluate your intern's:	Excellent	Satisfactory	Needs Improvement
Understanding of museum operations			
Interaction with museum colleagues			
Communication skills			
Initiative			
Organizational skills and efficiency			
Timeliness with assignments			
Knowledge of subject matter/academic discipline			
Attendance			

Overall performance summary or other comments:

 Site Supervisor

 Date

Internship Completion Form

Student		Dates of Internship	
Position/Title		Supervisor	
Location		Total Hours Worked	

Please describe: (attach additional sheets if necessary)

1. Duties and activities in which you participated.

2. The project(s) for which you had principal responsibility.

3. Opportunities for learning about the institution as a whole.

Upon completion of your internship, please turn in this form along with your:

- Internship Student Evaluation
- Supervisor’s Intern Evaluation (supervisor can send directly to the Director of Museum Studies)
- Internship Journal
- Internship Portfolio
- Internship Report

If you fail to turn in the appropriate documents, you will have an I on your transcript for MUSE 799. If you have an I on your transcript for more than one academic year, it will automatically convert to an F. To avoid having to file a petition for a grade change, please be timely in turning in your internship documents. The Director’s signature below indicates that all of the requirements for the internship have been met.

Director of Museum Studies

Date

Name/ID: _____

Museum Experience Work Record

Students in the Museum Studies Program at the University of Kansas are required to complete at least 500 hours of work in museums while enrolled in the program. This requirement includes a supervised internship of at least 250 hours. The remaining hours can be logged on this form. Use additional sheets as necessary.

Work Site		From		To	
General Duties					
Comments					
Total Hours		This experience was	Excellent	Satisfactory	Poor

Work Site		From		To	
General Duties					
Comments					
Total Hours		This experience was	Excellent	Satisfactory	Poor

Work Site		From		To	
General Duties					
Comments					
Total Hours		This experience was	Excellent	Satisfactory	Poor

Work Site		From		To	
General Duties					
Comments					
Total Hours		This experience was	Excellent	Satisfactory	Poor

Museum Studies Final Product Rubric

	Outstanding	Very Good	Acceptable	Unacceptable
Topic selection	Identifies a creative, focused, and manageable topic that addresses potentially significant yet previously less- explored aspects of the topic.	Identifies a focused and manageable topic that addresses relevant aspects of the topic in appropriate and interesting ways.	Identifies a topic that is appropriate to the field, is focused and incorporates relevant source material.	Identifies a topic that is far too general and wide-ranging or is so narrow that it is trivial.
Use of Existing Knowledge, Research, and Sources	Demonstrates an exceptional mastery of relevant sources and synthesizes information representing various points of view. Engages with the literature critically and analytically.	Presents in-depth information from relevant sources representing various points of view/ approaches. Engages with and is contextualized within the literature, but does not add to it.	Presents information from relevant sources representing acceptable mastery of existing knowledge.	Presents information from irrelevant sources representing limited points of view/ approaches.
Methodology/ Theoretical Structure/ Approach	All elements of the methodology or theoretical framework are skillfully developed. Methodology or theoretical frameworks have been synthesized from across disciplines.	Critical elements of the methodology or theoretical framework are appropriately developed, however, more subtle elements are ignored or unaccounted for.	Core elements of the methodology or theoretical framework are adequately developed and applied.	Inquiry design demonstrates a misunderstanding of the methodology or theoretical framework. Critical elements are missing, incorrectly developed, or unfocused.
Collaboration	Demonstrates strong ability to work across and within different specialties and disciplines to contribute to the development of the field. In a collaborative project shows strong leadership to bring out the best from all collaborators while clearly showing own significant contributions.	Demonstrates ability to work actively within a professional specialty and seeks opportunities to contribute to its development in the context of the larger field. In a collaborative project, credits collaborators while clearly showing own significant contributions.	Demonstrates ability and commitment to contribute to a professional specialty, and recognizes the interdependence of different contexts and specialties. In a collaborative project, clearly shows own contributions.	Misunderstands the interdependence of disciplines and specialties. In a collaborative project, own contributions are unclear, and/or insufficiently credits collaborators.
Analysis	Organizes and synthesizes new evidence in a sophisticated and convincing way to reveal insightful patterns, differences, or similarities. Demonstrates superior control of material.	Organizes relevant evidence effectively to reveal important patterns, differences, or similarities related to topic. Demonstrates very good control of the material.	Organizes evidence to reveal patterns, differences, or similarities related to the topic and demonstrates adequate control of the material	Lists evidence, but it is not organized and/ or is unrelated to topic. Analysis is weak, confused, unclear, and/or inadequate. Does not demonstrate mastery of the material.
Conclusions	Conclusions are clearly stated and are exceptionally convincing, insightful, and original with clear implications for productive subsequent investigations.	States a conclusion based solidly on the analysis and responding specifically to the inquiry findings, with potential for further inquiry.	States a general conclusion supported by the analysis. Does not extend conclusions beyond the specific inquiry.	States an ambiguous, illogical, or unsupported conclusion from inquiry findings.
Limitations and Implications	Insightfully discusses in detail relevant and supported limitations and implications.	Discusses relevant and supported limitations and implications.	Presents relevant and supported limitations and implications.	Fails to recognize limitations and implications, or they are irrelevant and unsupported.
Presentation	Presents material in a way that skillfully conveys meaning with creativity, clarity, and fluency, and is virtually error-free.	Presents material in a way that clearly conveys meaning and exhibits few errors in writing or delivery. (Rev. May 2013)	Presents material in a way that generally conveys meaning, although writing or delivery includes some errors.	Presents material in a way that impedes understanding because of confusing writing or delivery, with errors in usage.