

**DISCLAIMER: This course outline is provided for informational use only. The specific content and assignments may change before the start of the course. Students registered to this course should retrieve the official course outline which can be downloaded from myCourses.**

## GLIS 639 - Introduction to Museology - 3 credits Syllabus

### Course Description (from catalogue)

This course provides a broad introduction to the museum and introduces students to current theories, principles, and basic functions of museology. This course examines the various jobs and responsibilities related to museum documentation, digitization, conservation, preservation, exhibition, education and research.

### Learning Outcomes

Upon successful completion of this course, the student will be able to:

- Explain the basic concepts and terminology of the museum
- Differentiate the functions, roles, duties and responsibilities of museums
- Describe the types of museums and their historical development
- Discuss the challenges and responsibilities that museums and their staff members encounter
- Employ the fundamental principles and practices of museum documentation
- Apply the fundamental principles and practices of collection management
- Prepare an interpretive strategy employed by museums
- Synthesize the fundamental principles and practices of museum exhibition planning and design

### Methods

- To achieve a satisfactory understanding of the course material, students are expected to attend the lectures, read and comment on the readings, participate in discussions and in-class exercises (graded).
- Two projects will be completed as team efforts. Students will be expected to make individual and/or group presentations.

### Attendance

- Attendance to the lectures is mandatory and will be monitored.
- As a matter of courtesy, you must ensure to arrive before class starts.
- Please turn off all electronic devices during the class period.

### Readings

There is no textbook for this course. Individual readings will be recommended for the weekly topics covered in the course. These readings will be found in books and printed journal articles online journals and web pages.

### General Information

- McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures (see [www.mcgill.ca/students/srr/honest/](http://www.mcgill.ca/students/srr/honest/) for more information).
- *L'université McGill attache une haute importance à l'honnêteté académique. Il incombe par conséquent à tous les étudiants de comprendre ce que l'on entend par tricherie, plagiat et autres infractions académiques, ainsi que les conséquences que peuvent avoir de telles actions, selon le Code de conduite de*

*l'étudiant et des procédures disciplinaires (pour de plus amples renseignements, veuillez consulter le site [www.mcgill.ca/students/srr/honest/](http://www.mcgill.ca/students/srr/honest/)).*

- In accord with McGill University's Charter of Students' Rights, students in this course have the right to submit in English or in French any written work that is to be graded.
- *Conformément à la Charte des droits de l'étudiant de l'Université McGill, chaque étudiant a le droit de soumettre en français ou en anglais tout travail écrit devant être noté (sauf dans le cas des cours dont l'un des objets est la maîtrise d'une langue).*
- If you have a disability or require a specific accommodation, you may contact me to arrange a time to discuss your situation. It would be helpful if you contact the Office for Students with Disabilities at 514-398-6009.
- *Si vous êtes en situation de handicap ou si vous nécessitez un accommodement particulier, vous pouvez communiquer avec moi pour en discuter. Je vous invite à prendre contact avec le Bureau pour les étudiants en situation de handicap au 514-398-6009.*
- Instructor generated course materials (e.g., handouts, notes, summaries, exam questions, etc.) are protected by law and may not be copied or distributed in any form or in any medium without explicit permission of the instructor. Note that infringements of copyright can be subject to follow up by the University under the Code of Student Conduct and Disciplinary Procedures.
- Guidelines for the use of mobile computing and communications (MC2) devices in classes at McGill have been approved by the APC. Please note that disruptive behaviour will not be tolerated in the classroom..
- End-of-course evaluations are one of the ways that McGill works towards maintaining and improving the quality of courses and the student's learning experience. You will be notified by e-mail when the evaluations are available on Mercury, the online course evaluation system. Please note that a minimum number of responses must be received for results to be available to students.
- McGill has policies on sustainability, paper use and other initiatives to promote a culture of sustainability at McGill.
- In the event of extraordinary circumstances beyond the University's control, the content and/or evaluation scheme in this course is subject to change.
- Additional policies governing academic issues which affect students can be found in the Handbook on Students Rights" Responsibilities page of the McGill website:  
<https://www.mcgill.ca/secretariat/policies/students/handbook-student-rights-and-responsibilities-le-recueil-des-droits-et-obligations-de-letudiant>.

#### Email Policy and Procedures

- Students should use their McGill University address at all time.
- Emails sent with other addresses will not be answered.
- All emails to the instructor must be sent at: [elaine.menard@mcgill.ca](mailto:elaine.menard@mcgill.ca).
- To avoid lost emails, please include GLIS 639 and your full name (FIRST NAME and SURNAME) in the object box of any message sent to this address.
- All emails will be answered as quickly as possible.
- Emails posted in the evening will not be answered the same evening.
- Emails posted on Friday night will be answered no earlier than the following Monday.
- Email posted on a holiday will be answered no earlier than the first working day following the holiday.
- Students will be responsible for checking their email account regularly.

### Suggested textbooks

Available at the GLIS 639 Course Reserve (Education Curriculum Resources Center) and at the McGill Bookstore

- Alexander, E. P. and Alexander, M. (2008). *Museums in Motion: An Introduction to the History and Functions of Museums*, 2<sup>nd</sup>. Lanham, MD: AltaMira Press.
- Burcaw, G. Ellis (1997). *Introduction to Museum Work*, 3<sup>rd</sup> ed. Walnut Creek, CA: Altamira Press.

### Evaluation

In-class exercises (4 x 5%)	20%
Museum observation	20%
Midterm exam	20%
Field trip	10%
Mini-exhibition	30%
<b>Total</b>	<b>100%</b>

### Validation of learning outcomes

Learning outcomes	In-class exercises (4)	Museum observation	Midterm exam	Field trip	Mini-exhibition
Explain the basic concepts and terminology of the museum	x	x	x	x	x
Differentiate the functions, roles, duties and responsibilities of museums	x	x	x	x	x
Describe the types of museums and their historical development		x	x	x	x
Discuss the challenges and responsibilities that museums and their staff members encounter	x	x	x	x	x
Employ the fundamental principles and practices of museum documentation	x		x		x
Apply the fundamental principles and practices of collection management	x		x		x
Prepare interpretive strategies employed by museums	x		x		x
Synthesize the fundamental principles and practices of museum exhibition planning and design			x		x

### Absence and late assignments

- Absence to the midterm exam needs to be supported by a medical certificate. The instructor must be notified as quickly as possible.
- Assignments are to be handed in class on the indicated date.
- No extension or delay to submit in-class exercises and assignments will be granted. The only acceptable circumstances for an extension or a delay: personal illness and illness in the immediate family (physician's certificate required).
- Late assignments, except when an extension has been granted (supported by a medical certificate), will be penalized at the rate of five per cent (5%) per day.
- No electronic submissions will be accepted.

— Course Schedule<sup>1</sup> —

Week	Topic	"Required" readings	Evaluation
1	Course Introduction <b>Introduction</b> to museums and museum studies	Alexander: chap. 1, 2, 3, 5, 7; Burcaw: chap. 1 to 5	
2	Museum collections <b>management</b> Museum <b>research</b>	CIDOC (Fact sheet #1 and #2); NSM Collection Management Policy; ICOM Code of Ethics	<b>Exercise 1</b> <b>5%</b>
3	Museum collections & <b>documentation</b>	Alexander: chap. 8; Burcaw: chap. 9; Marty: chap. 6 and 8	<b>Exercise 2</b> <b>5%</b>
4	Museum <b>observation</b> presentations		<b>Museum observation</b> <b>20%</b>
5	Museum <b>exhibition planning</b> and <b>design</b>	Alexander: chap. 10; Burcaw: chap. 12 to 14; Dean: chap. 2, 3, 5; Edson & Dean: chap. 8	
6	<b>Interpretive strategy</b> and <b>writing for</b> <b>exhibitions</b>	Alexander: chap. 11; Allen & Gutwill; Burcaw: chap. 15; Dean: chap. 7; MacLean; Wetterlund	<b>Exercise 3</b> <b>5%</b>
7	Midterm exam [1½ hour] Principles of <b>digitization, conservation,</b> <b>preservation</b> and <b>curation</b>	Alexander: Chap. 9 and 13; Ambrose: Units 53-55; Burcaw: chap. 10 and 18; Edson & Dean: Chap. 6-7	<b>Midterm exam</b> <b>20%</b>
8	Museum <b>mediation</b> and <b>education</b> programs	Ambrose: Units 15-16 Burcaw: chap. 16 Fisher et al.	<b>Exercise 4</b> <b>5%</b>
9	Museums and <b>new medias</b>	Henning (in McDonald): chap. 18; Paquin	
10	<b>Field trip: CCA</b>		<b>Field trip</b> <b>10%</b>
11	Museum <b>management</b> Museum <b>safety &amp; security</b>	Alexander: chap. 12-13; Burcaw: chap. 11, 19 to 22; Edson & Dean: chap. 13 to 17; Marty: chap. 18	
12	Mini-exhibitions presentation		<b>Mini-Exhibition</b> <b>30%</b>

<sup>1</sup> Please take note that a more detailed plan will be distributed at the beginning of each class.