THE CATHOLIC UNIVERSITY OF AMERICA
School of Library & Information Science
LSC 834: Art and Museum Libraries Institute, Summer 2011
Syllabus: Apr. 13, 2011
Schedule of Field Visits to Be Announced

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July 25 – July 29, 2011, 8:30 a.m. – 5:00 p.m., Monday through Friday
Marist Hall, and locations throughout the Washington metro area

COURSE DESCRIPTION

This course consists of a week of field visits and classroom sessions, supplemented by individual research and writing projects. Students will gain an overview of the rich variety of library and archival collections in the Washington, D.C. metropolitan area that support, and operate in tandem with, institutions that preserve and provide access to information and materials related to cultural heritage in many disciplines. These disciplines may include fine arts, performing arts, literature, history, science, ethnic studies, and local studies. Students will learn about the programs and missions of nationally-known museums, small private collections, university resources, and community-based historical organizations. Students will be encouraged to consider changes in technology and informatics during the first decade of the 21st century, and the impact of those changes on information and access, programming, collections management and care, space allocations, equipment, human resources, and clientele.

STUDENT LEARNING OUTCOMES
By the end of the week-long Institute, each student will:

1. Gain an understanding of day-to-day operations, missions, and short- and long-range challenges in the types of educational and cultural heritage institutions indicated above;
2. Grasp the relationships among libraries, museums, and archives, both within and across institutions;
3. Comprehend the differences in goals, purposes, and functions of libraries, archives, and museums as defined in the 21st century;
4. Understand trends of the past decade in the influence of technology on programs and services of cultural heritage institutions;
5. Consider individual career possibilities in cultural heritage institutions, especially in the area of information management and delivery;
6. Through analytical essays and class discussions, appraise/evaluate (a) selections from the literature of cultural heritage information management and (b) aspects of professional practices that have piqued the student’s interest during the Institute.
PREREQUISITE
There is no prerequisite for LSC 834, but it is highly recommended that students complete the SLIS core curriculum before taking this course.

STYLE MANUAL
*Chicago Manual of Style*, 15th Edition. Students need not purchase this volume, but must adhere to its guidelines for grammar and composition, as well as for bibliographic citation.

INSTITUTIONAL WEBSITES
Students are expected to become familiar with the website of each institution prior to the class field visit to that institution. Links will be posted in Blackboard in advance of the Institute.

PROTOCOLS

*Attendance:* Attendance is mandatory, in keeping with University policy. All participants are expected to attend all classroom sessions and field site visits each day, Monday through Friday.

*Punctuality:* If you are chronically late, your class participation grade may be reduced.

*Respectful behavior:* Students are expected to behave respectfully throughout the Institute week.

*Appropriate dress:* Students should dress in a manner consistent with standards of a summer business casual environment. Please consider that neat dress shows respect to our hosts, and that they may be evaluating you as a potential employee or practicum student.

*Daily bus travel:* Our bus will depart each day from the Marist parking lot. All students are required to travel together on the bus to each venue. Students are not required to return on the bus in the evening.

*Electronic communication:* Use of electronic devices during class, lunch, or while traveling on the bus will not be permitted. Please respect this rule. Failure to do so will result in your being asked to leave the group for the rest of the day, and being counted absent. There will be breaks throughout the day during which you may check for messages and make calls. The instructor will provide you with contact phone numbers for each venue; you may share this information with family members/caregivers at your discretion.

*Meals:* Students will receive information about menu choices, and accommodation of special dietary needs, in advance of the Institute. Lunch will be provided most days; information on menu choices will be circulated in advance.

*Written assignments:* It is important that students give careful thought to their readings and their field visit experiences in order to produce effective written work. There are three written assignments. Each student must submit one completed draft of each assignment per the schedule under ASSIGNMENTS, below. Final versions of the written assignments will be due Sunday, August 7, 2011. The instructor will not accept late work, except by prior arrangement.
READINGS:
There is no textbook for LSC 834. In advance of the class, the instructor will post links in Blackboard to full text of a comprehensive online library of essays and articles. Students will draw from some of these in preparing one or more of their assignments. The instructor may require certain readings and web pages to promote and enhance class discussion.

ASSIGMENTS:
Instructions for completing assignments will be posted in Blackboard and will be reviewed in class. NOTE: A required draft of Assignment #1 will be due during the Institute week. Required drafts of Assignments #2 and #3 will be due during the week following the Institute. All final papers will be due SUNDAY, AUGUST 7, 2011.

1. Literature review of approximately 1500 words, evaluating ten to twelve sources in an area of arts or cultural heritage that is of particular interest to the student. Please note that this is not an annotated bibliography. Students will begin preparing this assignment before the start of the course, and will consult with the instructor by email or by appointment concerning their proposed areas of focus.
   Draft of Assignment #1 due Thursday, July 28, 2011.

2. Essay of approximately 500 to 750 words drawing from at least one, but not more than two, selections from the reading list, and relating the reading(s) to one of the site visits.
   Draft of Assignment #2 due Tuesday, August 2, 2011.

3. Essay of approximately 500 to 750 words in which the student will either
   (a) select one of the venues from the week’s field schedule, and discuss the ways in which collection management and/or information services has/have been affected by changes in technology at that institution since ca. 2001; or
   (b) choose two venues from the week’s field schedule, and compare/contrast the influence of changes in technology at the two institutions since ca. 2001.
   Draft of Assignment #3 due Wednesday, August 3, 2011.

COURSE GRADES
Course grades will be based on the following percentages, using an A-F scale:
   Participation in site visits and guided class discussions: 30%
   Assignment #1, 40%; Assignment #2, 15%; Assignment #3, 15%

ADA ACCOMMODATION
Students requiring accommodation under Federal regulations, please first contact the Office of Disability Support Services, Suite 207, Pryzbyla Center (202-319-5211; cua-disabilityservices@cua.edu). After you receive your determination, please contact the instructor by May 31, 2011. Arrangements for accommodations will be made in accordance with University policy.

ACADEMIC HONESTY POLICY
The University’s policy is available at: http://policies.cua.edu/academicundergrad/integrity.cfm