

# 1

## ACADEMIC PROGRAM

Curriculum goals for all years of the Winterthur/University of Delaware Program in Art Conservation are detailed in [Appendix 2](#).

### 1.1 First Year

The first-year academic program is outlined in Table 1 below.

It is in the first year of the program that the broad foundations of conservation practice and the study and practice of the techniques used in the fabrication of cultural property are laid. These studies provide the range of knowledge and experience in all areas of conservation needed by the conservation professional whatever his/her specialty. The first year also provides an introduction to a scientific understanding of the structure and properties of materials employed by artists, craftspeople, and conservators and of the chemical and physical techniques utilized in analysis of materials.

With its demands on both the accumulation and understanding of large amounts of information and the development and demonstration of manual skills, the first year is an important indicator to both the student and the faculty of each student's potential and suitability for a career as a professional conservator.

Prior to the start of the academic year students will be required to attend orientation activities provided by the program.

*Table 1. First-Year Academic Program*

#### Fall Semester

ARTC 615	Properties and structure of Art Materials 1 (3 credit hours)
ARTC 656	Conservation Principles 1 (6 credit hours)
ARTC 670	Chemical and Physical Techniques Used in the Examination of Art Materials 1 (3 credit hours)

#### Spring Semester

ARTC 616	Conservation Research Methods (3 credit hours)
ARTC 657	Conservation Principles 2 (6 credit hours)
ARTC 671	Chemical and Physical Techniques Used in the Examination of Art Materials 2 (3 credit hours)

#### May

*Comprehensive Examination: 2 days covering all areas*

### 1.1.1 Choice of Major/Minor

At the end of his or her first year each student is asked to choose a major area of study for the second year. Major specializations may include: paintings, painted surfaces, textiles, paper, library and archival materials, photographs, preventive, objects (to include decorative, modern/contemporary, natural sciences, archaeological, and ethnographic materials), and wooden artifacts. The program director and the major specialty supervisor must approve selected major specializations. Criteria for approval will include academic performance, as well as familiarity with, general aptitude, and demonstrable skills for the specialty chosen.

One minor concentration may be elected and must be approved by the program director and the major and minor advisors. The minor concentration typically requires three hours of supervised work a week per semester, accounting for 15% of the grade for ARTC 658/659, Conservation Practice 1 & 2. Such work may include examination, documentation, conservation treatment, and/or preventive care activities in the area of minor concentration. Students in all areas of specialization may elect to pursue a minor concentration in preventive conservation. Major and minor advisors should meet together with the student at the start of the first- and second-semester of the second year to establish a timeline, workload expectations, and deliverables for the minor. Minor activities may also include targeted seminars, associated field trips, and related independent study work and/or summer internships. The minor area of study will be reflected in the third year of study, where possible.

### 1.1.2 Advisory Committee

This committee remains with the student until graduation to give advice and to assist with recommendations for internship selection and future career opportunities. Advisory committee members receive the internship monthly reports and become the nucleus for the Final Oral Examination Committee ([See Section 3.3](#)). The advisory committee shall be chaired by the major specialty supervisor. The Department Office will assist with all administrative responsibilities associated with the work of this committee.

Procedures for Selection and Functioning of Advisory Committees:

1. By May, each student will submit to the program director, a written statement indicating choice of major specialty, minor concentration (if any), and nominations for advisory committee membership from the art conservation program and faculty from departments/programs such as art history, anthropology, museum studies, or the Winterthur Program in American Material Culture.
2. Nominated members who are willing and able to serve will be appointed to the final advisory committee by the program director in consultation with the student and major specialty supervisor.

3. The committee should be made up of at least four members of the faculty, ideally five. The student's major specialty and minor concentration supervisors, the Program director and science technical study advisor (when selected) are automatically members. An attempt should be made to represent conservation, cultural context and science components.
4. The advisory committee for each student should:
  - a. Assist with major decisions and counseling as appropriate either individually or as an assembled committee. Both the program director and the major specialty supervisor must approve choice of major specialization and electives. The student's major supervisor will organize the committee and delegate advisement roles for each member. The major supervisor will also solicit committee feedback in December and May of the academic year to determine the students ARTC 870 grades.
  - b. Convene to help select three internship interview sites in October/November of the second year. This may be a quorum (at least program director and/or assistant/associate director, major specialty and minor concentration supervisor) rather than the whole committee.
  - c. Evaluate monthly/bimonthly reports during the internship year.
  - d. Serve as the nucleus for the Final Oral Examination Committee.

### 1.1.3 Summer Work Projects

Two, eight-week summer work projects, at the end of the first and second academic years, complement coursework with practical applications in treatment, collection survey or remedial conservation at another institution, conservation laboratory, historic or archaeological site. These experiences should present the student with challenges to solve problems outside the classroom, drawing upon their knowledge and abilities. Students formally report on their experiences in a seminar at Winterthur Museum and to an undergraduate audience at the University of Delaware.

After completion of the summer work project(s), a student should have and/or demonstrate the following:

- Ability to successfully utilize broad theoretical knowledge and general skills to address real-world preservation challenges and implement practical solutions to preservation problems.
- Ability to effectively collaborate and communicate with volunteers, trainees, and professionals.
- Understand and appreciate various professional staff perspectives and the reality of preservation needs and priorities for the type of institution they are privileged to work for (e.g. small or large, art or historical institutions).

Summer work project selection procedures are as follows:

1. Placements for SWPs begin in the fall semester. Proposals and inquiries are accepted from interested institutions until all students have been successfully placed. Students may suggest potential work project sites to the summer work project program director and WUDPAC major supervisor who will contact the potential host sites. (see [Section 4.6](#) for policies concerning outside correspondence).
2. The SWP program director or WUDPAC major supervisor corresponds with each institution giving information concerning the scope of the summer work projects and negotiates student housing, space and financial requirements that may be committed by the host institution before we will consider it for a project. Students are limited to at most two applications at a time and should be willing to accept the first offer if award notifications are not given within a reasonable time frame (i.e. within days of each other).
3. All students have the responsibility of maintaining proper standards of professional procedure and ethical conduct. Students should communicate with the SWP program director and WUDPAC major supervisor for information and other assistance. Please cc: this person on all SWP correspondence. The Chair of the Department will appoint a conservation faculty member as a liaison for each project.
4. During the project the faculty member will inspect the project by phone, email, or site visit to evaluate the student's accomplishments and performance. Students must submit a paragraph summary of the project, due to the Chair of the Department after the second week of the project. If it has changed from the initial description, a revised description is due at the end of the project. A satisfactory evaluation of the student's performance is required.
5. If there are examination and treatment reports, these should be included as part of portfolios and shared with WUDPAC major supervisors. First-year students will also prepare an oral presentation for fellows, faculty, and undergraduates to be presented in the semester immediately following the project. Successful completion (acceptable or outstanding performance) of a summer work project talk and a summary report are required. Successful performance will be reflected in satisfactory completion of ARTC 650.
6. A policy guide on summer work projects, including goals, responsibilities of the student and host institution are can be found in [Appendix 3](#) and [Appendix 4](#).

## 1.2 Second Year

The academic program for a student in the second year is shown in Table 2 below. The major emphasis of the second year is on development of conservation skills and scholarship in the major specialty and minor concentration areas. An additional, important aspect of the second-year program is the technical study that each student undertakes in ARTC 673. Most student technical studies are generated from questions raised and problems encountered in their major specialty.

*Table 2. Second-Year Academic Program*

### Summer

Summer Work Project – minimum of 8 weeks

### Fall Semester

ARTC 650 Seminar in Art Conservation (1 credit hour)

ARTC 658 Topics in Advanced Apprenticeship and Research in Conservation 1 (6 credit hours)

ARTC 672 Chemical and Physical Techniques Used in the Examination of Art Materials III (3 credit hours)

Choose a 3-credit elective and/or ARTC 666 – Independent Study(See [Section 1.2.2](#))

### Spring Semester

ARTC 650 Seminar in Art Conservation (1 credit hour)

ARTC 659 Topics: Advanced Apprenticeship and Research in Art Conservation II (6 credit hours)

ARTC 673 Chemical and Physical Techniques Used in the Examination of Art Materials IV (3 credit hours)

Choose a 3-credit elective and/or ARTC 666 – Independent Study(See [Section 1.2.2](#))

### May

*Qualifying Examination:* 1 day following completion of second-year coursework

#### 1.2.1 Practice Oral Examination

- In preparation for the practice oral examination, students will be asked to choose 3 projects from the second year (that can include major treatment work, technical study work, minor and/or elective work) and submit the reports/documentation for these projects to the advisory committee to review in advance of the practice examination

- Most of the practice questions will be drawn from the material submitted, as well as related topics
- Students will not be graded on their performance, but the advisory committee will provide feedback on the quality of the responses at the conclusion of the examination
- Thirty minutes will be allotted for each practice oral examination; twenty minutes for questions and ten without the student to evaluate their performance
- In the interest of time, each major supervisor will be responsible for meeting with their majors after the practice examinations to convey the committee's thoughts and feedback

The Practice Oral Examination will be held in April or May, to be scheduled by the program director or designee.

### 1.2.2 Elective Coursework

Students are permitted one 3-credit elective per semester for the second year of study (a total of 6 elective credits within the 68 credits required for graduation). Elective coursework should focus on the following topics: (1) history of the technology of cultural property; (2) connoisseurship and provenance studies; (3) reconstruction studies in studio arts and crafts and (4) museum studies. Elective courses may include course offerings in art conservation and other relevant departments/ programs including art history, anthropology, art, museum studies, and the Winterthur Program in American Material Culture. Elective courses may also be offered via cooperative agreements arranged by the Art Conservation Department or other University departments within other higher education institutions. Independent Study topics may be negotiated between faculty and students. Independent study topics may not duplicate the content of existing University of Delaware courses.

### 1.3 Internship/Third Year

The internship year is 11 months in length ending in August of the third year (Table 3, below). Students will return, at their own expense, to present their Final Oral Presentation and take their Final Oral Examination in late August after the internship is completed.

*Table 3. Third-Year Academic Program*

#### Summer

Summer Work Project – minimum of 8 weeks

#### Fall Semester

ARTC 870 Internship in Conservation (9 credit hours)

#### Spring Semester

ARTC 870 Internship in Conservation (9 credit hours)

## August

*Final Oral Presentation:* 1 day (Portfolio submitted three weeks in advance of the final oral presentation)

*Final Oral Examination:* Scheduled over a 2-day period, each examination is 1 hour in length

### 1.3.1 Internship Stipends

**Stipends for the internship year are paid in equal installments over a twelve-month period from July 1 to June 30.** Interns will be under contract to the program and will be reimbursed for approved one-way moving costs, and where needed, some travel expenses to the internship location (see [Section 8.4](#)).

### 1.3.2 Selection of Internship Supervisors

Each student's Advisory Committee has the responsibility for developing recommendations of potential supervisors for the third-year. This process is to be completed in the fall of the student's second year (see [Appendix 3](#) and [Appendix 4](#)). The program director or the major supervisor in consultation with the student will then negotiate the internship agreement and approve the final choice. These dual responsibilities are to be carried out using the following procedures:

1. A meeting of the student's advisory committee will be called by the program director to discuss suggestions for internship supervisors. Where it is not possible to assemble the entire committee, the major advisor and the program director will constitute a quorum. The objective of this discussion will be to work with the student to generate a list of possible internship supervisors who will best suit the student's needs. This list is usually reduced to three with ranked alternates.
2. Once the list is established, the program director or major advisor will contact each potential internship supervisor inquiring about his/her interest in supervising an intern and making sure that all the criteria for an internship can be met by that person and the host institution.
3. After the conservators who are definitely interested in placing an intern are identified, meetings/interviews will be arranged between the students and the conservators involved. The students will arrange the precise dates, times and travel arrangements. The program will reimburse part or all of the cost of the student's travel to the various institutions for an interview and a discussion about his/her internship year with the proposed supervising conservators (see [Section 8.3](#))
4. Upon completion of these interviews, the program director and/or major supervisor will have discussions with the student and the proposed supervising conservators to determine the arrangement which will take into account the student's and the supervisor's interest.

NOTE: In some cases of strong rankings and preference, the student (in consultation with his/her major supervisor) may decide to interview the top choice first, and then wait to hear an answer before other interviews are conducted.

5. If the case arises where the student is a good match for more than one location, then the student will be encouraged to discuss the situation with members of his/her advisory committee before indicating a preference. As a general rule, the student's choice will be honored unless in the view of the program director there are extenuating circumstances, which may adversely affect the student's career or the Art Conservation Program. It is expected that by careful selection, negotiation and consideration of personalities on both sides, an educationally valuable and harmonious arrangement can be worked out. The program director, in consultation with the student and major supervisor, has the responsibility of making the final decision.

NOTE: Students may not communicate with potential internship supervisors or host institutions except in compliance with the above procedure.

### 1.3.3 Internship Year: University Credits and Grading

1. The internship year is formally listed as ARTC 870, 2 nine-credit semesters, (total = 18 credits).
2. The department office coordinator will distribute an evaluation form to the internship supervisor at the end of each semester (December and May) (see [Appendix 4](#)). The major supervisor will speak by phone with the internship supervisor in early December and again in early May to discuss concerns regarding program goals and procedures and the progress of the internship.

The major supervisor will assign a grade, taking into account the rankings provided by the internship supervisor in addition to the monthly reports and the quality and extent of work conducted including documentation, analysis, treatment, and preventive care activities as well as ongoing research, scholarship, and time spend on other professional development and service activities.

If possible, the major supervisor or program director will also travel to the internship site to speak in person with the internship supervisor and student in the late winter or early spring of the internship year. The primary focus of this visit is to provide an interim progress check, evaluate the general success of the internship experience, and to address any potential problems or concerns on the part of the student or internship supervisor.

The major advisor and the internship supervisor should speak again, as necessary, following their discussion in May and before the student's final oral examination in August to verify progress in the final three months after the second semester grade has been awarded.