

Program Policy and Procedure Guide

Winterthur/University of Delaware Program in Art Conservation (WUDPAC)

Part II. Admission

A. Admission Requirements

B. Prior degree requirements.

Applicants must have a BA, BFA, or BS (or the international equivalent) to apply from a regionally accredited college with an overall academic index (on a 4.0-point scale) of at least 2.5 and an index of 3.0 in their field of concentration. The latter figure is computed from the junior and senior years.

C. Application deadlines.

January 15

If all coursework has not been completed by January 15, the application will still be considered if no more than two prerequisite courses, listed in section D, are still in progress. Proof of registration must be submitted with the application and satisfactory completion of the courses with a grade of C- or above is necessary for entry into the program.

D. Special competencies needed (i.e., specific courses or experience).

Students may apply with any major as long as the minimum coursework prerequisites are met. The special competencies required are:

1. **Conservation Experience:** Four hundred (400) hours of documented conservation experience under the supervision of a collections professional are required, which may include involvement in supervised collection care projects such as collection assessments, rehousing, and exhibition design, as well as examination and treatment of individual artifacts. Above all, applicants are expected to be thoroughly acquainted with conservation as a career option and to possess a fundamental knowledge of its philosophy, ethics, and basic working procedures.
2. **18 undergraduate semester credits** in material culture-related studies. Some examples include, but are not limited to **anthropology, archaeology, art history, history, textile history, book history, museum studies, or library or information studies**. Ideally three or more will be upper-level courses.
3. **4 science courses (16 semester credits).**
General Chemistry I and II (8 semester credits): 2 courses each with laboratory.
Organic Chemistry (4 semester credits): 1 course with a laboratory. Survey courses for nursing, medical technology students, and other health professionals are accepted, in addition to courses designed for chemistry or biology majors.

A fourth science course (4 semester credits). Some examples include, but are not limited to:

- Biochemistry
- Inorganic Chemistry
- Material science
- Microbiology
- Mineralogy
- Organic Chemistry II
- Quantitative Analysis
- Physical chemistry
- Physics
- Polymer science

4. **4 courses (12 semester credits)** in studio arts and crafts, and design is required.

Applicants may substitute formal studio courses taught at museums or other community centers for formal academic coursework. These experiences can be enriched with additional hours at home or independently in a studio, as necessary and feasible. The goal for each studio art course is 72 hours of supervised or concentrated studio/at-home work. A distribution of at least one course in two-dimensional and one course in three-dimensional design is preferred, we will consider favorably different combinations of studio coursework.

Some examples include, but are not limited to

- Architectural drawing
- Bookbinding/book arts
- Ceramics
- Drawing
- Graphic design/CAD
- Metalsmithing
- Painting
- Photography
- Printmaking
- Sculpture
- Textile/fashion arts
- Videography
- Woodworking

E. Admission categories

There are no special admissions categories for this program

F. Other documents required (i.e., letters of recommendation, essays, portfolios, interviews, writing assessments, etc.).

The following documents are submitted through the online admissions process, due January 15 each year.

1. **Short Answer Questions** (300 to 500 words each) - draw on your personal experiences.
 - How do you define material culture and why do *you* believe it should be preserved?
 - How do you deal with adversity or challenges? This could be academic, professional, or personal.
 - Describe a situation when knowledge you gained in one context proved valuable in a different setting.

2. **Letters of Recommendation:** Applicants must submit 3 letters of recommendation. At least one of these letters should be from a practicing collections professional who has supervised the applicant's conservation work.

Applicants should ask recommenders to speak to some specific points below, giving examples where possible, in addition to commenting on their conservation skills and knowledge.

 - Hand skills, spatial understanding
 - Intellectual curiosity, problem-solving, and research skills
 - Function in shared workspace (examples: work with shared equipment, clean space after using, comfort with teamwork)
 - Communication skills
 - Ability to give and receive constructive criticism and feedback
 - Organization, attention to a focused task, multitasking, and time management
 - Ability to work with others and independently

3. **Transcripts:** Transcripts from all post-high school academic institutions must be uploaded to the online application. Unofficial transcripts or scans of official transcripts may be used. Do not mail official transcripts to the University of Delaware during the applicant stage.

4. **Courses and Conservation Experience Form.**

5. **Applicant Information Form**

Requirements for selected applicants chose to be interviewed:

6. A conservation portfolio - please submit *three reports* in PDF format that will help demonstrate the depth and/or breadth of your experience and your professionalism. *For each file sent there is a size limit of 150MB.* There is not a specified page limit and images can be included, however longer reports may not be able to receive in-depth review.
 - One must be a **conservation treatment report** (including an object description, treatment proposal, and treatment report) or a **conservation project report** (see listing below) of a project *that you will include in your interview presentation.*
 - The other two can come from any of the categories below and may be from the same category. Select these reports to help illustrate parts of your experience you want to emphasize with the admission committee. Please note that all categories will be given equal weight whether done on-site or remotely. For all reports, where applicable please note collaborators and/or supervisors
 - *Conservation treatment report*

- *Conservation project report* (storage project, environmental analysis, pest monitoring and eradication, survey)
 - *Report on historical and/or social context research*
 - *Scientific analysis report*
 - *Report on remote internship project*
 - *Comprehensive annotated bibliography*
 - *Summary of outreach activities*
 - *Publication or poster* (a sole author or major contributor)
7. All applicants invited for an interview will submit a Studio Art Portfolio. The portfolio should include four artworks and/or reproductions that you feel best display your competence and skill in a variety of studio art and/or historical craft techniques, with at least one two-dimensional and one three-dimensional work. Some examples of acceptable skills and crafts include, but are not limited to:
- Architectural drawing
 - Bookbinding/book arts
 - Ceramics
 - Drawing
 - Graphic design/CAD
 - Metalsmithing
 - Painting
 - Photography
 - Printmaking
 - Sculpture
 - Textile/fashion arts
 - Video art
 - Woodworking

The portfolio is due three working days in advance of your interview. Four full-page pdfs of images of your studio artwork should be submitted. In addition, kinetic pieces (e.g., bookbindings, garments, mobile sculptures) in the portfolio should also include a 20 second video of the piece in motion

For each page, please list:

- As appropriate, title, medium, support, materials, techniques, year created, and size.
 - A brief description of the course associated with the object's creation or if it was independent work.
8. A 10-minute, uninterrupted presentation, followed by questions from the admissions committee.
9. All applicants invited for interviews will take in advance an online Applied Science Comprehension Assessment that allows applicants to demonstrate knowledge of the fundamentals of general and organic chemistry and their connection to the structure, deterioration, preservation, and analysis of cultural heritage. Applicants will receive a copy of their exam at the time of completion and can expect to be asked clarifying questions during the virtual interview.

G. University statement: Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.