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Museum & Archives Certificate Information

The Institute for Human Science and Culture (IHSC) at the Cummings Center for the History of Psychology at The University of Akron offers an undergraduate certificate in museums & archives.

The 18 credit-hour certificate offers an introduction to museums and archives to provide students with a basic set of skills that prepares them for work in museum and archives professions and for graduate study in these areas.

Students from any college or major are eligible. Two core courses are team taught by UA instructors and practitioners from the Cummings Center, and from fields of Anthropology, Education, History, and Psychology. A final capstone course provides a practicum experience working with professionals at a local museum or archives.

Core courses are each scheduled once annually and are held at the Cummings Center for the History of Psychology (RDWY 203B).

For information, please contact:

Dr. Jodi Kearns
 Cummings Center for the History of Psychology
 The University of Akron / RDWY 203B
 73 S. College Street
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 330-972-7952 | jkearns@uakron.edu

Certificate Description

The core curriculum of the certificate offers an introduction to museums and archives. The purpose of this certificate is to provide students with a basic set of skills that prepares them for work in the museum and archives professions. Topics covered include materials handling and preservation, museum exhibit design and assessment, organizing and describing materials, policies and procedures, donor relations, education and assessment, and cultural considerations. Students will be required to complete a practicum experience with a local collecting institution and to complete nine additional credit hours of specialization from a list of approved electives.

Registration

Students do not need permission to register for core courses, but courses must be taken sequentially.

Students should meet with a certificate coordinator during the first semester in the certificate program for consultation regarding electives and the capstone experience. Students keep their existing academic advisors within their own majors. Meeting with certificate instructors or coordinators is only for checking for completion of electives. This team does not do formal academic advising.

Formal notification to the registrar occurs during the semester the student completes the second core course, 1900:302.

Certificate Requirements

To complete the Museum & Archives Certificate, students are required to take two sequential 3-credit, 300-level core courses, followed by a Capstone Experience, with 9 credits of electives. Detailed descriptions of the core courses follow.

Foundations of Museums & Archives I (1900:301)	3 credits
Foundations of Museums & Archives II (1900:302)	3 credits
Capstone Experience	3 credits
Specialization Electives	9 credits

Core Courses

Two sequential courses offer an introduction to museums and archives. These courses will initially be offered in Fall (I) and Spring (II). The purpose is to provide students with a basic set of skills that prepares them for work in the museums and archives professions. Topics covered include materials handling and preservation, museum exhibit design and assessment, organizing and describing materials, policies and procedures, donor relations, reference and research, education and assessment, legal and ethical issues, and cultural considerations.

The core courses will be face to face classes. Instructors will be responsible for teaching those portions of the units representing their subject expertise with each unit represented with reasonable balance. Students will be required to visit local collecting institutions for service and experiential learning and assessment. Field experts will discuss topics in guest lectures.

Electives

Electives generally come from a student's area of study. Approved University of Akron courses may have been successfully passed by the student prior to taking the certificate core. Students may be able use courses from a University of Akron completed degree to complete the certificate. Before new electives can be applied to the certificate, the student requires approval from a certificate instructor or coordinator. Approved electives include, and may not be limited to, the following. Electives do not include any 100-level courses.

1900 (Institute for Human Science & Culture)

Curating Exhibits and Displays in Museums and Archives

Credit hours: 3

Course#: 1900:201

3230 (Anthropology)

Indians of North America

Credit hours: 3

Course#: 3230:358

Introduction to Anthropological Data

Credit hours: 3

Course#: 3230:398

3240 (Archaeology)

Archaeological Laboratory Methods

Credit hours: 3

Course#: 3240:440

Archeology of Ohio
Credit hours: 3
Course#: 3240:420

Historical Archaeology
Credit hours: 3
Course#: 3240:300

3300 (English)

Critical Reading & Writing
Credit hours: 3
Course#: 3300:300

Professional Writing
Credit hours: 3
Course#: 3300:390/391

Digital Humanities in the Archives
Credit hours: 3
Course#: 3300:489

3400 (History)

Ancient Near East
Credit Hours: 3
Course#: 3400:307

Historical Methods
Credit Hours: 3
Course#: 3400:310

Ohio History
Credit Hours: 3
Course#: 3400:470

History, Communities, and Memory
Credit Hours: 3
Course#: 3400:485

Museums and Archives
Credit Hours: 3
Course#: 3400:484

Science and Technology in World History
Credit Hours: 3
Course#: 3400:487

3750 (Psychology)

Cognitive Processes
Credit Hours: 3
Course#: 3750:345

History of Psychology
Credit Hours: 3
Course#: 3750:460

5100 (Educational Foundations)

Introduction to Education
Credit Hours: 3
Course#: 5100:200

5200 (Early Childhood Education)

Child, Family, and Community
Credit Hours: 3
Course#: 5200:215

5500 (Curriculum and Instruction)

Contemporary Issues in Education
Credit Hours: 3
Course# 5500.625

Global Education and Technology
Credit Hours 3
Course#: 5500:611

5610 (Special Education)

Introduction to Exceptionalities
Credit Hours: 3
Course#: 5610:225

7100 (Art)

Digital Imaging I
Credit Hours: 3
Course#: 7100:280

History of Photography
 Credit Hours: 3
 Course#: 7100:370

Introduction to Museology (seldom offered)
 Credit Hours: 3
 Course#: 7100:402

Special Topic (ST): History of Art
Past ST: Survey of Native American Visual Culture (no longer offered)
 Credit Hours: 3
 Course#: 7100:401

7600 (Communication)
 Intercultural Communication
 Credit Hours: 3
 Course#: 7600:325

Capstone Experience

Students will complete a capstone experience with a local museum or archives. The capstone will require students to apply the knowledge and skills learned in the certificate while assisting local collecting institutions with tasks and projects that are mutually beneficial. The capstone experience course will be selected from the student's area of focus. As a special topics course, the capstone consists of 45 contact hours on location, plus additional time spent on readings and a report.

Certificate instructors and coordinators will help partner students with local capstone sites, which could include University of Akron collections; community parks and education centers; local government collections; art museums; botanical and farm gardens; art, object, theme, and other museums; historical societies; archives; libraries; and local clubs, businesses, and organizations.

Under advisement of certificate instructors or coordinators, students will register for the Capstone Experience under one of the following. Certificate coordinators will help find a suitable course if one is not listed. Students may not register for these courses outside their majors, or without consultation with an advisor or professor within their majors.

Practical Experience in Museums and Archives
 Credit hours: 3
 Course#: 1900.425
 Contact: Dr. Jodi Kearns

Anthropological Research (Anthro)
Credit hours: 3
Course#: 3230:397
Contact: Dr. Michael Shott

Internship in English (English)
Credit hours: 3
Course#: 3300:392
Contact: Dr. Hillary Nunn

Internship in History (History)
Credit Hours: 3
Course#: 3400:392
Contact: Dr. Greg Wilson

Field Experience (Psychology)
Credit Hours: 3
Course#: 3750:495
Contact: Dr. David Baker

Independent Reading and Research (Psychology)
Credit Hours: 3
Course#: 3750:497
Contact: Dr. David Baker

Independent Study (Education)
Credit Hours: 3
Course#: 5500:497
Contact: Dr. Gary Holliday

Art Internship/Professional Experience (Art)
Credit hours: 3
Course#: 7100:496
Contact: Arnold Tunstall

Service Learning in Art (Art)
Credit hours: 3
Course#: 7100:452
Contact: Arnold Tunstall

Certificate Completion

During the last semester of your certificate progress (including completing electives), complete the Certificate Completion Application and submit it to Dr. Jodi Kearns (jkearns@uakron.edu) by the listed dates.

Completion semester	Submit by
Fall	October 31
Spring	March 31
Summer	July 31

Museum & Archives Certificate Completion Application

Name: _____

Student Number: _____

UANET ID: _____

Major/College: _____

Semester Completed Cr/Hrs Course

_____	3	Foundations in Museums & Archives I
_____	3	Foundations in Museums & Archives II
_____	3	Capstone Experience (list course) _____
_____	—	Elective (list course) _____
_____	—	Elective (list course) _____
_____	—	Elective (list course) _____

Total Credits: 18

Signature: _____

Date: _____