



COURSE SUBMISSION FORM

Office of the Registrar
1570 Baltimore Pike
Lincoln University, PA 19352
484-365-8087:Phone 484-365-8116:Fax

COURSE TITLE: Short (<= 20 Char.): Collections Care And Management

FULLTITLE (<= 35 Char.): Collections Care And Management

New Course
 Course Revision

COURSE DESCRIPTION must be type written (For Catalog, 2-4 sentences):
This course introduces students to the care and management of museum collections. Students learn the responsibilities of collections management staff in the documentation of objects, writing policies for collections management, and establishing secure and appropriate storage practices. Other topics covered include: preservation and conservation, museum security, loan procedures, and related issues. The Lincoln University Collection of African Art and Material Culture is utilized to put course concepts into practice.

Course Number: (xxx-000)
Proposed: MSM310
Existing: _____

Undergraduate
 Graduate

(This course is a revision and renumbering of MSM220_Collections Management and Care)

Credit Hours: 3
Class (Hr/Wk): 3
Lab (Hr/Wk): _____
Other (Hr/Wk): _____

Course is intended (Check all that apply):

Required for Majors: (list) Museum Studies

Required for Minors: (list) Museum Studies

Use in University Core Curriculum

Primarily as an Elective for Majors & Minors

Primarily as an Elective for Non-Majors

Can be taken by any Lincoln Student

Grading System

Standard
 Pass/Fail
 Other: _____

First term in which new revised course will be offered:
F/18

Pre-Requisites	<u>MSM211</u>
Co-Requisites	

Expected Frequency:

Every Semester
 Once per year
 Once every ___ Sem.

Probable Initial Instructor(s): _____

Approvals	Date	Signatures
Department	<u>11/13/17</u>	Chair: <i>Cheryl Pellegrini</i>
School	<u>11/16/17</u>	Dean: <i>Pat Johnson</i>
Curriculum Committee		Chair: _____
Faculty		Verified by Registrar: _____

Refer to the Course Approvals Manual for complete instructions for the submission of proposals.