

## Term Information

Effective Term Spring 2020

## General Information

Course Bulletin Listing/Subject Area Earth Sciences  
Fiscal Unit/Academic Org School of Earth Sciences - D0656  
College/Academic Group Arts and Sciences  
Level/Career Graduate, Undergraduate  
Course Number/Catalog 5191.01  
Course Title Internship in the Earth Sciences, Natural History Museum  
Transcript Abbreviation Intern NatHistMus  
Course Description Formal, independent study and practical training in a natural history museum. Students become acquainted with the research, teaching, and outreach activities of a museum, and enhance their knowledge of resources, research methodologies, curatorial procedures, exhibit development, institutional culture, and work environment.  
Semester Credit Hours/Units Fixed: 3

## Offering Information

Length Of Course 14 Week, 12 Week, 8 Week, 7 Week, 6 Week  
Flexibly Scheduled Course Never  
Does any section of this course have a distance education component? No  
Grading Basis Letter Grade  
Repeatable Yes  
Allow Multiple Enrollments in Term No  
Max Credit Hours/Units Allowed 12  
Max Completions Allowed 4  
Course Components Field Experience  
Grade Roster Component Field Experience  
Credit Available by Exam No  
Admission Condition Course No  
Off Campus Never  
Campus of Offering Columbus

## Prerequisites and Exclusions

Prerequisites/Corequisites Permission of instructor  
Exclusions  
Electronically Enforced Yes

## Cross-Listings

Cross-Listings

## Subject/CIP Code

Subject/CIP Code 40.0601  
Subsidy Level Doctoral Course

**Intended Rank**

Junior, Senior, Masters, Doctoral, Professional

## Requirement/Elective Designation

The course is an elective (for this or other units) or is a service course for other units

## Course Details

**Course goals or learning objectives/outcomes**

- Students learn through experience the research, teaching, and outreach activities of a museum. Students experience intellectual growth through critical thinking, problem-solving, application of knowledge, and working and communicating with others.

**Content Topic List**

- Mission of a natural history museum  
Curatorial philosophy and procedures  
Research in a museum environment: resources, tools, and methods  
Exhibit development and installation  
Engagement with public  
Finance, branding, marketing, & development

**Sought Concurrence**

No

## Attachments

- Proposed syllabus ES 5191.01- Museum Internship 2019 v2.docx: syllabus, revised  
*(Syllabus. Owner: Panero, Wendy R)*
- response to 5191.01 comments.docx: explanation of changes made  
*(Other Supporting Documentation. Owner: Panero, Wendy R)*

## Comments

- See 1-22-19 email to W. Panero *(by Oldroyd, Shelby Quinn on 01/22/2019 12:50 PM)*

## Workflow Information

Status	User(s)	Date/Time	Step
Submitted	Panero, Wendy R	12/05/2018 09:43 AM	Submitted for Approval
Approved	Panero, Wendy R	12/05/2018 09:43 AM	Unit Approval
Approved	Haddad, Deborah Moore	12/05/2018 09:55 AM	College Approval
Revision Requested	Oldroyd, Shelby Quinn	01/22/2019 12:50 PM	ASCCAO Approval
Submitted	Panero, Wendy R	08/28/2019 03:03 PM	Submitted for Approval
Approved	Panero, Wendy R	08/28/2019 03:03 PM	Unit Approval
Approved	Haddad, Deborah Moore	08/28/2019 04:26 PM	College Approval
Pending Approval	Vankeerbergen, Bernadette Chantal Oldroyd, Shelby Quinn Hanlin, Deborah Kay Jenkins, Mary Ellen Bigler	08/28/2019 04:26 PM	ASCCAO Approval

# ***INTERNSHIP IN THE EARTH SCIENCES, NATURAL HISTORY MUSEUM***

***Earth Sciences (ES) 5191.01 (proposed)***

*Proposed for introduction in Autumn Semester 2019  
To be offered each autumn, summer, and spring semester*

***Credit hours: 3 (may be repeated up to a maximum of 12 credit hours)***

***Prerequisite: Permission of instructor.***

***Faculty Mentor and Course Coordinator: Prof. Loren Babcock***

***Email: babcock.5@osu.edu***

***Office hours: Tu, Th 11:00-12:00, or by appointment***

## ***Meeting locations and time:***

*Discussion: 82 Orton Hall; time, approximately 1 hour per week*

*Practicum: Orton Geological Museum; time, approximately 9 hours per week (including report generation)*

*Total student commitment per week: approximately 10 hours of discussion, study, on-site training, and report generation.*

## ***Course materials***

A packet of readings on museum philosophy, techniques, procedures, and best practices, derived from varied sources such as the primary literature and museum reference materials or documentation, will be available on Carmen.

## ***Course description***

Formal independent study and practical training in a natural history museum. Students become acquainted with the research, teaching, and outreach activities of a museum, and enhance their knowledge of resources, research methodologies, curatorial procedures, exhibit development, institutional culture, and work environment. Offered every semester. Limited to 12 credits maximum. Graded credit. Prerequisite: permission of instructor.

## ***Course goals***

Students learn through experience the research, teaching, and outreach activities of a museum. Students experience intellectual growth through critical thinking, problem-solving, application of knowledge, and working and communicating with others.

***Learning objectives***

Students gain skills necessary for career choice and development, including effective communication, self-appraisal, independent thinking, leadership development, and collaboration. Students become better prepared for a STEM-related career.

Students will meet the learning objectives by engaging in discussions on the research, teaching, and outreach missions of a museum; by working hands-on in the curatorial, research, exhibit development, engagement, finance, branding, and marketing aspects of museum activity; and by producing an Internship Portfolio (with Internship Report, Reflection on the Internship Experience, Internship Journal, and Résumé components).

The course is repeatable up to a maximum of 12 credit hours. During each iteration, the emphasis in topics to be addressed will shift, so that students will gain a new perspective each time the course is taught. Shifting of emphasis will take place primarily in the practicum. For example, in each semester all of the topics listed may be discussed, but in one semester the emphasis in the practicum may be on exhibit development and installation; in another semester the emphasis in the practicum may shift to finance, branding, and marketing; and in another semester the emphasis in the practicum may shift to research in a museum environment. In this way, the information presentation will always remain fresh.

**Course content**

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<b>WEEKS</b>	<b>TOPICS</b>
1-2	Mission of a natural history museum: research, teaching, and outreach Development of the Internship Work Plan
3	Curatorial philosophy and procedures Includes: conservation of scientific resources for scholars and learners, specimen acquisition, special procedures for conservation of scientific voucher specimens including name-bearing types, procedures for loaning specimens for scientific study
4-7	Research in a museum environment: resources, tools, and methods Includes: Specimen preparation techniques, specimen conservation methods, use of instrumentation, use of online and library resources, data analysis
8-10	Exhibit development and installation Includes: Collaborative development of concepts, development of content, installation procedures
11-12	Engagement with the public Includes: Public speaking, leading tour groups, courses on STEM topics, interaction with the media
13-15	Finance, branding, marketing, and institutional development Includes: Managing the museum as a non-profit business, organizing and managing fundraising, advertising, online presence and activity, working with an Advisory Board
16	Preparation of Internship Poster, and finalization of Internship Journal

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## ***Responsibilities***

1. *Working with the faculty mentor.*—Internships require the participation of a Faculty Mentor. The faculty member helps in the preparation of a work plan, provides orientation reading, responds to student’s questions, reviews progress reports, assesses the final products, and evaluates the internship for credit. The student should be aware, however, that much of the learning activity will take place independently and in response to directives of the Site Supervisor. The Faculty Mentor is responsible for all grading in the course.
2. *Working with the Site Supervisor.*—Internships require a Site Supervisor. For all practical purposes, s/he is the boss in all matters related to the on-site work activities. The intern’s work plan should be developed with the consent and cooperation of the Site Supervisor. It should reflect the expectations of the organization, as well as the judgment of the student and the Faculty Mentor as to what can reasonably be accomplished during the allotted time.
3. *Internship activity.*—During the internship, the Site Supervisor will send periodic progress report(s) to the faculty mentor and, at the end of the semester, will be asked to evaluate the performance on the basis of achievements and behavior. The Faculty Mentor and the student intern will meet to monitor progress and review the student’s Internship Journal. At the end of the semester, the student will submit an *Internship Portfolio*, which includes but is not limited to:
  - a. A one- or two-page Internship Report describing her or his experience for future interns, submitted before the grade is assigned.
  - b. A one- or two- page Reflection on the Internship Experience, that summarizes what was learned, and how the student’s educational goals were met as a result of the internship experience.
  - c. An Internship Journal kept during the internship.
  - d. An updated Résumé.Also, at the end of the internship period, the student will prepare an *Internship Poster* that is to be exhibited in the School or Earth Sciences or a research forum on campus.
4. *Conduct.*—Students are expected to be courteous, responsible, and reliable in their dealings with colleagues and others at the site, and with the Faculty Mentor. Students should show up on time, avoid unnecessary absences, and dress and behave appropriately. To clarify expectations, students should periodically discuss their progress and performance with the site supervisor.

## ***Museum Internship Work Plan***

The Work Plan will be completed before interning begins. The plan will be developed through discussions with the student, the Faculty Mentor, and the Site Supervisor. This “contract” consists of contact information and a description of the planned activities, including work products and educational goals. As a minimum academic requirement, the internship requires that the student maintain a journal that logs research, observations, activities, assignments, and all other relevant work relating to the internship. Other academic products may be required by the academic advisor as assigned. The student will

be allowed free time near the end of the internship to complete structured academic assignments such as the poster.

### ***Assessment***

1. Attendance and engagement (course participation) during agreed hours is expected.
2. The student will present an Internship Portfolio at the end of the internship. The portfolio will contain, at a minimum, an Internship Report, a Reflection on the Internship Experience, an Internship Journal, and a Résumé.
3. The student will present an Internship Poster that is to be displayed in the School of Earth Sciences or at a research forum on campus.

There are no formal examinations.

### ***Grading procedure***

Attendance and course participation = 25%

Internship Portfolio (including the Internship Report, 15%; Reflection on the Internship Experience, 10%; Internship Journal, 15%; and Résumé, 10%) = 50%

Internship Poster = 25%

Grading scale: A, B, C, D, E

### ***Statement on conduct in the course***

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>.

### ***Statement on disability services***

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that

they may be implemented in a timely fashion. SLDS contact information: [slds@osu.edu](mailto:slds@osu.edu); 614-292-3307; [slds.osu.edu](http://slds.osu.edu); 098 Baker Hall, 113 W. 12<sup>th</sup> Avenue.

### ***Statement on mental health services***

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting [ccs.osu.edu](http://ccs.osu.edu) or calling [614-292-5766](tel:614-292-5766). CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at [614-292-5766](tel:614-292-5766) and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org).

### ***Statement on sexual misconduct***

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories (e.g., race). If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleix.osu.edu> or by contacting the Ohio State Title IX Coordinator, Kellie Brennan, at [titleix@osu.edu](mailto:titleix@osu.edu).

### ***Statement on diversity***

The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.



# ***INTERNSHIP IN THE EARTH SCIENCES, NATURAL HISTORY MUSEUM***

## ***Earth Sciences (ES) 5191.01 (proposed)***

### ***Response to panel concerns***

- Did the department intend to allow multiple enrollments in the term on the [curriculum.osu.edu](http://curriculum.osu.edu) form?

*We intend for the course to be repeatable, but in subsequent semesters. This has been fixed. (Also the maximum completions has been fixed)*

- The panel is uncertain how scheduling will work for this course. Is the course flexibly scheduled? How many hours are spent with the faculty member? The syllabus says that there will be 10 contact hours for the course, which seems like a lot for a 3 credit hour course. Does this include work hours in the museum?

*The total weekly time commitment (~10 hours, including time in the museum) and in-person meeting time (~1 hour) have been clarified in the syllabus*

- The Panel was uncertain about certain aspects of the course assignments:
  - Will the site supervisor or faculty evaluate assignments?

*The faculty mentor will evaluate all assignments and is responsible for the student's grade. This is clarified in the syllabus under the faculty mentor responsibilities in the syllabus.*

- The internship journal accounts for 50% of the grade, but it is part of the larger internship portfolio. Will the rest of the internship portfolio (e.g. the internship report, reflection, and resume) be graded as well?

*The breakdown of the grading of the portfolio (which includes the journal) has been corrected and clarified.*

- Will the internship assignments and course assignments be differentiated for students who repeat the course?

*A clarification of how subsequent enrollments in the course will be handled is included in the learning objectives section of the syllabus.*

- The Panel would like more information regarding the intended activities for students at the museum and the connection between site work and the learning outcomes.

*The link between the internship activities and the learning objectives has been explained in the learning objectives section of the syllabus.*