ARCLG122: CONSERVATION STUDIES
2015-16
MSc IN CONSERVATION FOR ARCHAEOLOGY AND MUSEUMS CORE COURSE
60 Credits
Moodle site: https://moodle.ucl.ac.uk/course/view.php?id=3647

Course Coordinator: Dean Sully
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**Top**  
Student conservation treatment of Concretion 86, Gresham Ship Project

**Middle**  
Student conservation work in the conservation lab, Institute of Archaeology

**Bottom**  
Student Fieldwork Project at National Trust Properties; Nostell Priory & Chedworth Roman Villa
INTRODUCTION
This handbook contains basic information about the content and administration of course ARCLG122 Conservation Studies. Additional subject-specific reading and individual subject handouts will be given out at appropriate points in the course, and will be available on the Moodle site for this course. If you have any queries about the objectives, structure, content, assessment, or organisation of the course, please consult the Course Coordinator; Dean Sully.

Please see page 17 of this handbook for important information about submission and marking procedures, or links to the relevant webpages.

OVERVIEW
This course provides students with the skills and knowledge required in making conservation objects for archaeology and museums. It includes a substantial element of practical laboratory training, tutorials and demonstrations through which students develop the intellectual and technical skills required in the conservation of cultural heritage objects. By the end of ARCLG122, you should have the appropriate level of preventive and interventive conservation skills necessary to undertake your internship (ARCLG125).

ARCLG122 WEEK-BY-WEEK SUMMARY
During term time, practical sessions (conservation practical work, tutorials, Lab skills, demonstrations, and seminars) will take place in the Conservation Laboratories (Room 615/616). You will carry out guided interventive conservation treatments in all three terms.

In Terms 1 & 2:
Wednesday 9.00 am – 1.00 pm, 2.00 pm - 5.00 pm
Thursday 9.00 am – 1.00 pm, 2.00 pm - 5.00 pm
Friday 9.00 am – 1.00 pm, 2.00 pm - 5.00 pm

In Term 3:
Monday 9.00 am – 1.00 pm, 2.00 pm - 5.00 pm
Tuesday 9.00 am – 1.00 pm, 2.00 pm - 5.00 pm
Wednesday 9.00 am – 1.00 pm, 2.00 pm - 5.00 pm
Thursday 9.00 am – 1.00 pm, 2.00 pm - 5.00 pm
Friday 9.00 am – 1.00 pm, 2.00 pm - 5.00 pm

One-to-one guidance through Lab Tutorial is provided to ensure an appropriate standard of work on the objects entrusted to us for treatment. The purpose of these tutorials is to assist you to develop appropriate conservation treatments, as well as to stimulate debate about conservation issues relevant to your objects. A series of Lab skill sessions will take place during Lab time in terms 1&2.

Key dates for Conservation Studies (ARCLG122) coursework
Term 1

Week 1: 5-9 October
7 OCTOBER Introduction to G122 Conservation Studies
8 OCTOBER Allocation of first artefact for treatment: Ceramic 1

Week 2: 12-16 October
14 OCTOBER
Allocation of second artefact for treatment: Ceramic 2

Week 3: 19-23 October
22 OCTOBER
Complete draft treatment Proposal for Ceramic 1

Week 4: 26-30 October

Week 5: 2-6 November
6 NOVEMBER
Complete Ceramic 1 & Submit Daybooks for Practical Assessment

Week 6: 16-20 November
18 NOVEMBER
Return of Daybook, and practical work assessment
19 NOVEMBER
Allocation of third artefact for treatment Stone/Plaster

Week 7: 23-27 November
26 NOVEMBER
Allocation of optional extra object: Glass/Stone/Plaster

Week 8: 30 November-4 December

Week 9: 7-11 December
9 DECEMBER
Allocation of fourth artefact for treatment: Metals 1
2.00 - 4.00 pm
Unseen objects Assessment: Term 1 Ceramics

Week 10: 14-18 December
16 DECEMBER
Allocation of fifth artefact for treatment: Metals 2
17 DECEMBER
2.00 - 4.00 pm
Unseen objects Assessment: Term 1 Ceramics
18 DECEMBER 5.00 pm
Complete object treatment/packaging and documentation for Ceramic object 1. Submit Daybook for Assessment

Term 2
Week 11: 11-15 January
13 JANUARY
Return of Daybook and Term 1 practical assessments
Return of Marked Unseen object assessment: Ceramics
11.00 am
Allocation of sixth metal artefact for treatment: Metals 3

Week 12: 18-22 January

Week 13: 25-29 January
28 JANUARY
Allocation of seventh artefact for treatment: Organics 1

Week 14: 1-5 February

Week 15: 8-12 February
11 FEBRUARY
Allocation of eighth artefact for treatment: Organics 2

15-19 FEBRUARY: READING WEEK (NO TEACHING)
Week 16: 22-26 February
25 FEBRUARY Allocation of ninth artefact for treatment: Organic 3

Week 17: 29 February-4 March

Week 18: 7-11 March

Week 19: 14-18 March
17 MARCH 2.00 pm – 4.00 pm Unseen objects Assessment: Term 2 Metals

Week 20: 21-24 March
24 MARCH Course evaluation
Submit Daybook for Assessment.
Complete object treatment/packaging and documentation for 3 objects (Ceramics 2 glass, & metals 1)

Term 3
Week 21: 25-29 April
25 APRIL Return of Daybook and Term 2 practical assessments
Return of Marked Unseen Object Assessment: Metals.

Week 22: 2-6 May

Week 23: 9-13 May
12 MAY Attend G125 Oral Presentations. You will be hosting visits by staff from your proposed internship placements

Week 24: 16-20 May
18 MAY 2.00-4.00 pm Unseen objects Assessment: Term 3 Organics

Week 25: 23–27 May

Week 26: 30 May – 3 June

Week 27: 6-10 June
10 JUNE All Completed objects to be submitted for assessment.

20 JUNE - 1 JULY YOU SHOULD ENSURE THAT YOU ARE AVAILABLE TO CARRY OUT THE WORK REQUIRED TO COMPLETE YOUR OBJECTS DURING THIS TIME

24 JUNE Do not plan to leave London for summer projects before this date

1 JULY COMPULSORY CLEAN UP OF LAB AND REMOVAL OF ALL PERSONAL POSSESSIONS FROM THE LAB (if you are unable to take part on this day you must ensure that you complete these tasks beforehand).

**BASIC TEXTS**
The Following introductory texts and background reading are relevant to this course:

METHODS OF ASSESSMENT
This course is continuously assessed through an evaluation of practical work (60%). This includes feedback in the form of written formative assessment at the end of each term, and summative assessment at the end of the year (examples of these feedback forms are attached to this handbook). In addition, there are three unseen object assessments (40%). Instructions for the Unseen Object Assessment and its method of assessment are attached at the end of this handbook.

TEACHING METHODS
During this course, you will develop your understanding of conservation by applying the processes learned in the other two taught courses of the MSc in Conservation for Archaeology and Museums (Conservation Materials Science ARCLG123, and Conservation Processes ARCLG121) to the treatment of archaeological and museum objects. You are expected to approach this work within the theoretical frameworks established during the MA in Principles of Conservation programme.

The course is taught through regular individual tutorial, supervised practical sessions, Lab skill demonstrations, and seminars. You will carry out guided interventive conservation treatments in the conservation laboratories (Rooms 615/616) three days per week throughout the three terms. Tutors typically examine and discuss your
objects with you, evaluate your practice and advise on variation or improvement, suggest alternative treatments or conservation materials, discuss health and safety issues, comment on documentation, recommend specific reading, introduce you to other specialists, and so on.

**WORKLOAD**
You will undertake 400 hours of independent practical work on archaeological and museum objects during the academic year. Within this time, you receive specialist laboratory seminars, demonstrations and tutorials, which provide the guidance necessary to work independently. You are expected to undertake this work over three full days per week.

Each student is expected to treat three objects from each of the following material categories; inorganic (ceramics/glass/stone/plaster), inorganic (metals), and organics, resulting in a minimum total of nine objects treated by the end of the year. Each allocated object provides different problems and each student will tend to proceed at a different pace. Although the first object given is normally comparatively simple, from then on, you will work on objects, which any professional conservator might expect to treat, and by the end of the first term, you will be given challenging and complex objects. These objects are selected from UCL Collections, Institute of Archaeology excavations, private individuals, and through arrangements with other institutions such as the National Trust, Economic Botany Collection, Norfolk Museums Service, etc. The selection of specific types of artefacts or artefact materials for treatment should be discussed with the course coordinator.

**Fieldwork and Pod projects**
In addition to your work in the IoA Conservation Lab, a small number of group fieldwork projects will take place in association with the National Trust, e.g. Hinemihi (June 2016) and Chedworth Roman Villa (April 2016). Participation in these projects is voluntary.
You will also be expected to participate in small group projects with UCL Collections and other partner institutions (such as Museum of London). These may include collections management projects; collection surveys, IPM surveys, on-site conservation (Billingsgate Bath House), museum exhibition liaison (MA Museum Studies), Public engagement projects, group object conservation projects (painted surfaces, Gresham Ship Project Archive, etc.). The individuals in each group will be responsible for organising, managing, and completing the project. You should expect to be involved in at least one pod project during the year. Further details will be discussed with the class and the final arrangements will be agreed prior to the projects commencing.

**AIMS, OBJECTIVES AND ASSESSMENT**

**AIMS**
This course aims to develop your skills in assessing, understanding, and responding to conservation problems presented by a range of archaeological and museum artefacts and projects. This involves understanding aspects of cultural significance, diagnosing problems of condition, designing, testing, applying, and documenting suitable conservation procedures. The practical skills introduced in ARCLG122 will be developed further in your Internship (ARCLG125) and will provide a platform for practicing as a professional conservator.
By the end of ARCLG122, you should have the appropriate level of preventive and interventive conservation skills necessary to undertake your internship.

**OBJECTIVES**
On successful completion of this course, a student should:
- Have a clear understanding of health and safety regulations relating to conservation processes
- Be able to assess and document aspects of technology, condition, and significance of a range of object types
• Be able to diagnose conservation problems, review suitable preventive and interventive treatment options, and develop a treatment proposal working within professional guidelines
• Be able to communicate conservation priorities and negotiate outcomes with interested groups
• Have completed interventive conservation treatments on a range of artefacts made of ceramic, metal, glass, and organic materials
• Be able to evaluate critically the results of the conservation process
• Understand the use of material culture and the role of the conservator in a range of different contexts
• Be ready to work effectively during an internship in a museum or similar institution

LEARNING OUTCOMES
• Application of acquired knowledge and skills
• Critical reflection
• Team working
• Working to deadlines
• Working independently
• Research skills
• Documentation and report writing skills
• Safe laboratory practice

COURSEWORK
Practical work (60%)
Your practical work assessment will be composed of the following:

• Assessment of Practical work (see formative/summative assessment of practical work sheets)
• Assessment of your treated objects (see object formative/summative assessment sheets)

Practical work in the lab and on fieldwork is assessed continuously during the term and a formative mark is given at the end of each term. This contributes to the summative assessment at the end of the course. During supervised practical work and specialist tuition, you will be given oral feedback on your work. For more detailed instructions about practical work please refer to the MSc Conservation for Archaeology and Museums Handbook; criteria for assessment of conservation practice and appropriate ARCLG122 course handouts.

The following factors are taken into consideration in the continuous assessment of your Practical work:
• The overall quality of conservation thought and practice
• Your ability to assess objects and diagnose conservation problems
• Your ability to provide appropriate conservation responses
• Your understanding of health and safety issues
• Your productivity
• The quality of treated objects.
• Your ability to work as part of a conservation team

An essential element of your practical work is the production of a Daybook. You keep a daily record of all stages of your practical work in this notebook, as digital notes and/or ring binder file. This year you will be encouraged to experiment with direct digital note taking in addition to more traditional written/printed notes. You are encouraged to use images, tables, and diagrams where appropriate. This will form the basis of regular feedback during laboratory tutorials. You will be required to submit your Daybook for evaluation half way through the Term 1 and at the end of Term 1 in order to monitor progress and assess your practical work. Your
Daybook will form part of the summative assessment of practical work, and your finalised Daybook must be submitted with your completed object treatment records on 10 June 2016. For more detailed instructions about the Daybook, please refer to the relevant course handouts.

You will be able to discuss the progress of your object treatments during lab tutorials. When your object treatment is complete, you should submit it for assessment. Objects completed before 25 March 2016 will be evaluated and discussed with you during lab tutorials. **When you consider your completed object to be suitable for return to its owner** (this includes the completion of all necessary interventive treatment, packaging and completion of lab documentation), you should submit it to either Carmen Vida, James Hales, or Dean Sully, who will formatively assess the object and return it to you with written comments. You will able to carry out further conservation work in order to improve your mark for practical work, prior to final (summative) assessments that will be carried out after the completion of all practical work on 10 June 2016.

**Unseen Object Assessment (40%)**

You will be expected to carry out three Unseen Object Assessments, one at the end of each term, each of which is completed within in a two-hour session. This will include a visual examination, technological evaluation, condition assessment, and production of an appropriate treatment proposal for a previously unseen object. This will be based on the requirements of the object and the context in which the work is expected to take place (see ‘Assessment of “Unseen” Object’ instructions).

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Ceramics</th>
<th>17 December 2016</th>
<th>2.00 pm – 4.00 pm</th>
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<tbody>
<tr>
<td>Term 2</td>
<td>Metals</td>
<td>17 March 2016</td>
<td>2.00 pm - 4.00 pm</td>
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<tr>
<td>Term 3</td>
<td>Organics</td>
<td>18 May 2016</td>
<td>2.00 pm - 4.00 pm</td>
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**SUBMISSION PROCEDURES**

Completed treatment documentation (The Conservation Laboratory Records and Daybooks) for all treated objects should be submitted to the lab supervisor by 5.00 pm, 10 June 2016. Conservation records must be in an appropriate form to provide an archival record of conservation treatment. Your conservation treatment records and images should be filed on the lab computer, as indicated in the document posted in the ‘lab office’ and on the Moodle site.

**SCHEDULE AND SYLLABUS**

**TEACHING SCHEDULE**

In Term 1&2, Individual laboratory tutorials are conducted during the following times:

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<th>Times</th>
<th>Supervising Staff</th>
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<td>Wednesday</td>
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<tr>
<td>10.00 am - 12.00 pm</td>
<td>James Hales</td>
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<td>2.00 pm - 4.00 pm</td>
<td>James Hales</td>
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<td>Thursday</td>
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<tr>
<td>10.00 am - 12.00 pm</td>
<td>Dean Sully</td>
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<td>2.00 pm - 4.00 pm</td>
<td>Dean Sully</td>
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<td>Friday</td>
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<tr>
<td>10.00 am - 1.00 pm</td>
<td>Carmen Vida</td>
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<td>2.00 pm - 4.00 pm</td>
<td>Carmen Vida</td>
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During this time, the supervising member of staff will be available to discuss the progress of your practical work with you. Other activities, such as the Allocation of Objects, Lab Skills sessions, and Seminars will also take
place at various times during lab time (please see syllabus below). The details and timings of these activities will be discussed with you by the relevant member of staff.

Each member of staff will provide a specific focus on your lab work; James Hales will concentrate on the technical quality of your treatments; Carmen Vida will provide logistical support for your treatment and help you understand your development towards your internship; Dean Sully will consider your reflective practice and overall progress. Further input will be provided by Caitlin O’Grady on material science and analysis, and John Merkel who will provide information on the conservation and analysis of metal objects.

Unsupervised lab time (Term 1&2)
It may be possible to arrange access to the conservation laboratory for unsupervised practical work on Monday and Tuesday afternoons during term 1&2. Access to the lab must be arranged with a member of staff in advance, so that the lab can be unlocked for use and locked at the end of the day. Staff will not be available to provide specific practical work guidance during this time; therefore, you are required to work independently.

For safety reasons you are unable to work in the conservation laboratories alone, therefore a minimum of two people must be present for practical work to take place.

Term 3 Supervision
Lab tutorials will take place on Monday, Wednesday, and Friday. A member of staff will be on call on Tuesday and Thursday to provide assistance if required. The member of staff on call will normally arrange to be in the lab at 11.00 am to respond to any requests, but will not be expected to be in the lab during the whole day. Please contact the member of staff on call in advance if you need their assistance.

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<tr>
<th>Times</th>
<th>Supervising Staff</th>
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<tr>
<td>Monday</td>
<td>10.00 am – 12.00 pm</td>
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<td>Tuesday</td>
<td><em>On Call</em></td>
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<td>Wednesday</td>
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<td>2.00 pm - 4.00 pm</td>
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<td>Thursday</td>
<td><em>On Call</em></td>
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<td>Friday</td>
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Seminars
Regular weekly seminars (Thursdays 16.00-17.00) will take place in Term 1 as a forum to discuss your developing understanding of conservation. Your contributions to these seminars will be voluntary and will be agreed with you in advance. In Term 1, the seminars will focus on presentations of your expected career progress (as well as ongoing discussions of your Pod Projects). In Term 2 seminars will be arranged when required, we will also continue to discuss your Pod projects in Term 2.
DETAILED WEEK BY WEEK SYLLABUS

Course Contributors: James Hales (JFH), John Merkel (JFM), Caitlin O’Grady (COG), Dean Sully (DMS), Stuart Laidlaw/Mike Halliwell (MH/SL), Carmen Vida (CV). Conservation MPhil/PhD students may also be involved in lab supervision.

Term 1

Week 1: 5-9 October
5 OCTOBER
2.00-5.00pm Introduction to Photography (Photography room 405) Mike Halliwell (MH)
(Photography sessions will continue on Monday afternoon 2.00-5.00pm in Photography room 405 until November 2 2016)

6 OCTOBER
9.30 am-1.00 pm Introduction to Photography (Photography room 405) (MH)

7 OCTOBER
9.00 am-5.00 pm Introduction to G122 (Conservation lab) Dean Sully (DMS)
Introduction to the Lab James Hales (JFH)

8 OCTOBER
9.00 am-1.00 pm Approach to objects: Documentation (Conservation lab) (DMS)
Introduction to conservation practical work, conservation laboratory records, and conservation treatment proposals.
2.00 pm Allocation of first artefact for treatment: Ceramic 1
Your first allocate object will present a straightforward conservation challenge as an introduction to the stages involved in the treatment process.

A draft Treatment Proposal for this object should be completed for discussion by 22 October.
You should aim to complete your first treatment by Reading Week in Term 1; you should certainly ensure that the treatment, documentation, and packaging of this object are completed before the end of Term 1. (DMS)

9 OCTOBER
9.00 am-5.00 pm Carmen Vida (CV)
11.00-1.00pm Approach to objects: illustration for conservation (Conservation lab) John Merkel
2.00-5.00pm Approach to Ceramic 1 (CV)

Week 2: 12-16 October
12 OCTOBER
2.00-5.00 pm Introduction to Photography (Photography room 405) (MH)

14 OCTOBER 9.00 am-5.00 pm Lab Skills: Ceramic objects (JFH)
This will provide an introduction to the basic skills that you need to treat your ceramic objects. You should continue to develop these skills as part of the experimentation associated with the treatment of your allocated objects.
2.00 pm Allocation of second artefact for treatment: Ceramic 2 (JFH)
The treatment, documentation, and packaging of this object should be completed before the end of Term 1
You should consider whether you require an additional allocation of a Glass/Stone/Plaster object please discuss with DMS. Lab tutorials will focus on the completion of the treatment of your first Ceramic object.

Week 3: 19-23 October
19 October
2.00-5.00 pm Introduction to Photography (Photography room 405) (MH)
21 October 11.00 am Lab Skills: Ceramics (JFH)
22 October 11.00 am Approach to Objects: Complete draft treatment Proposal for Ceramic 1 (During lab time, DMS will discuss your draft treatment proposal for Ceramic 1) (DMS)
22 October 4.00-5.00 pm G122 Seminar (pod projects) Introduction to the range of Pod projects available (DMS)

Week 4: 26-30 October
26 October
2.00-5.00 pm Introduction to Photography (Photography room 405) (MH)
28 October 11.00 am Lab Skills: Ceramics (JFH)
4.00 pm G125 Key Skills and Continuing Professional Development (JFH)
29 October 4.00-5.00 pm G122 Seminar (career context) (DMS)

Week 5: 2-6 November
2 November
2.00-5.00 pm Introduction to Photography (Photography room 405) (MH)
4 November 11.00 am Lab Skills: Ceramics/Stone (JFH)
5 November 4.00-5.00 pm G122 Seminar (pod projects). Discussion of and allocation of Pod projects (DMS)
6 November 5.00 pm Complete Ceramic 1 & Submit Daybooks for Practical Assessment

Present Ceramic 1 and Daybooks for assessment over reading week

READING WEEK 9-13 NOVEMBER (NO TEACHING)
This time is available for you to participate in volunteer projects. You should carry out background research on allocated artefacts (there will be no access to the Conservation Lab during Reading Week).

Week 6: 16-20 November
18 November 9.00 am Return of practical work assessment (DMS)
11.00 am Lab Skills: Ceramics/Stone/Plaster (JFH)
4.00 pm ARCLG125 Introduction to the Internship (JFH)
19 NOVEMBER 11.00 am Allocation of third artefact for treatment: Stone/Plaster
The treatment and documentation of this object should be completed by end of Term 2 (DMS)
Discussion of Assessments and progress with Ceramic 1 (DMS)
19 NOVEMBER 4.00-5.00 pm G122 Seminar (career context) (DMS)

Week 7: 23-27 November
25 NOVEMBER 11.00 am Lab Skills: Ceramics/Stone/Plaster/Glass (JFH)
26 NOVEMBER 11.00 am Allocation of optional extra object: Glass/Stone/Plaster
The treatment and documentation of this object should be completed by end of Term 2 (DMS)
26 NOVEMBER 2.00 pm Approach to Objects: Completing Conservation Documentation (DMS)
26 NOVEMBER 4.00-5.00 pm G122 Seminar (Pod projects) (DMS)

Week 8: 30 November-4 December
2 DECEMBER 11.00 am Lab Skills: Glass (JFH)
ARCLG125 4.00 pm Internship: cvs and letters of introduction (JFH)
3 DECEMBER 4.00-5.00 pm G122 Seminar (Pod Projects) (DMS)
Agree Term 2 G122 seminar content:
This could include conservation seminars on a specific material topics. You will be asked to volunteer to present a seminar which reflects your specialist area of interest and should focus on your future career expectations.
Each seminar could be the responsibility of two named people to arrange and deliver. This can consist of presentation of innovation, recent research, literature review of important articles, published case studies, controversy, news/ media reports & personal experience and future directions related to the topic. It should involve information delivery & discussion, and can include participation, demonstration, etc.

Week 9: 7-11 December
9 DECEMBER 11.00 am Lab Skills: Metals (JFH)
  2.00 pm Allocation of fourth artefact for treatment: Metals 1 (JFH)
IoA Open Day; Lab will be open until 7.00 pm
10 DECEMBER 4.00-5.00 pm G122 Seminar (pod projects) (DMS)
Discussion of Term 1 pod project progress

Week 10: 14-18 December
16 DECEMBER 11.00 am Lab Skills: Metals (JFH)
  2.00 pm Allocation of fifth artefact for treatment: Metals 2 (JFH)
17 DECEMBER 2.00 - 4.00 pm Unseen objects Assessment: Term 1 Ceramics (DMS)
You will be presented with a previously unseen ceramic object, to complete a physical examination (technological and condition assessment) leading to a treatment proposal.
Instructions for the unseen object assessment are attached at the end of this handbook.

No G122 Seminar

18 DECEMBER 5.00 pm Submit Daybook for Assessment
Complete object treatment for Ceramic 2 & packaging and documentation for Ceramic object 1.

There will be no access to the Conservation Lab for additional (unsupervised) practical work during the winter break.

Term 2
In addition to the two ceramic objects completed in Term 1, a further three objects will need to be completed and submitted by the end of Term 2

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<th>Week 11: 11-15 January</th>
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<tr>
<td>13 JANUARY</td>
<td>Return of Daybook and Term 1 practical assessments (DMS)</td>
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<td>Return of Marked Unseen object assessment: Ceramics (DMS)</td>
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<td></td>
<td>Discussion of completed objects (DMS)</td>
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<td>11.00 am</td>
<td>Allocation of sixth metal artefact for treatment: Metals 3 (DMS)</td>
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<td>Aim to complete the treatment and documentation of Metals 3 by end of Term 2 (DMS)</td>
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<td>14 JANUARY 4.00-5.00 pm</td>
<td>G122 Seminar (DMS)</td>
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<th>Week 12: 18-22 January</th>
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<tr>
<td>21 JANUARY 4.00-5.00 pm</td>
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<th>Week 13: 25-29 January</th>
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<th>Week 14: 1-5 February</th>
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<td>4 FEBRUARY 11.00 am</td>
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<th>Week 15: 8-12 February</th>
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<td>11 FEBRUARY 11.00 am</td>
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<td>3.00 pm</td>
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15-19 FEBRUARY: READING WEEK (NO TEACHING)
This time is available for you to participate in volunteer projects.
It may be possible to arrange access to the conservation laboratory for additional (unsupervised) practical work during reading week. During this time, staff will be available by appointment, to provide practical work guidance. For safety reasons you are unable to work in the conservation laboratories alone; a minimum of two people must be present for practical work to take place.
Week 16: 22-26 February

25 FEBRUARY 11.00 am Lab Skills: Use of flexible fillers (DMS)
2.00 pm Where available, allocation of ninth artefact for treatment: Organic 3 (DMS)
4.00-5.00 pm G122 Seminar (DMS)

Week 17: 29 February-4 March

3 MARCH 4.00-5.00 pm No G122 Seminar

Week 18: 7-11 March

10 MARCH 11.00 am Lab Skills Organics: Use of flexible backings (DMS)
ARCLG036 2.00 pm Selection of Dissertation topics; identifying a general topic for research & allocating supervisors (DMS)
4.00-5.00 pm G122 Seminar (DMS)

Week 19: 14-18 March

17 MARCH 11.00 am Lab Skills Organics: Treatment of waterlogged leather (DMS)
17 MARCH 2.00 pm – 4.00 pm Unseen objects Assessment: Term 2 Metals (DMS)

You will be presented with a previously unseen metal object, to complete a physical examination (technological and condition assessment) leading to a treatment proposal. Instructions for the unseen object assessment are attached at the end of this handbook.

No G122 Seminar

Week 20: 21-24 March

24 MARCH Course evaluation (DMS)

5.00 pm Submit Daybook for Assessment.

Complete object treatment/packaging and documentation for 3 objects (Ceramics 2, Stone, & Metals 1)

Easter Break

This time is available for participating in volunteer projects. It may be possible to arrange access to the conservation laboratory for additional (unsupervised) practical work during the Spring Break. During this time, staff will only be available by appointment, to provide practical work guidance. For safety reasons you are unable to work in the conservation laboratories alone; a minimum of two people must be present for practical work to take place.

April 2016 (tbc)

Fieldwork Chedworth Roman Villa, National Trust, Gloucestershire.

This fieldwork is open to the whole group; we will be conserving Roman mosaics and built fabric.

Term 3

In addition to the four/five objects completed in Term 1 and 2, a further four/five objects will need to be completed and submitted by the end of Term 3

During Term 3, supervised practical sessions will take place on three days per week, (Monday, Wednesday & Friday). The conservation laboratory is available for unsupervised practical work on Tuesday & Thursday.
During this time allocated staff will be on call and available by appointment to provide specific practical work guidance. For safety reasons students are unable to work in the conservation laboratories alone. A minimum of two people must be present for practical work to take place.

Interruptions to lab time are kept to a minimum during Term 3 in order for students to concentrate on practical conservation treatments; however, UK Bank Holidays will result in shortened weeks during this term.

**Week 21: 25 April-29 April**

25 APRIL 9.00 am 
Return of Daybook and Term 2 practical assessments (DMS)

25 APRIL Return of Marked Unseen Object Assessment: Metals. (JFM)

The assessment of your completed object provides a formative mark; you may wish or be required to carry out additional work to ensure the object is treated to an appropriate standard. Any additional work will be assessed at the end of the year when a summative mark will be awarded to each completed object.

**Week 22: 2-6 May**

2 MAY May Day Bank holiday Lab Closed

**Week 23: 9-13 May**

12 MAY 9.00-5.00 pm
Attend G125 Oral Presentations. You will be hosting visits by staff from your proposed internship placements

**Week 24: 16-20 May**

18 MAY 2.00-4.00 pm 
Unseen objects Assessment: Term 3 Organics (DMS)

You will be presented with a previously Unseen Organic object, to complete a physical examination (technological and condition assessment) leading to a treatment proposal.

Instructions for the unseen object assessment are attached at the end of this handbook.

**Week 25: 23-27 May**

26 MAY 2.00 pm-4.00 pm (tbc) 
ARCLG036 Presentation of Research Design for Dissertation topics

**Week 26: 30 May – 3 June**

30 MAY Spring Bank holiday Lab Closed

1 JUNE 5.00-7.00pm IoA Open Day, lab will remain open until 7.00pm

**Week 27: 6-10 June**

10 JUNE 5.00 pm

All Completed objects to be submitted for assessment.

Submit a minimum of 9 completed objects, along with completed lab documentation. You should ensure that your objects are in a suitable condition to be returned to their owners without further work. Daybooks and the completed treatment documentation for all completed objects must be submitted (Daybook will be returned to you by 20 June)

Your completed objects will be assessed by members of staff, 13-17 June 2016. This will identify any additional conservation work that may be needed from you before your objects can to be returned to their owners.
11 JUNE 2016 (tbc)
*International Archaeology Festival: Conservation lab public presentations of conservation.*

12 JUNE 2016 (tbc)
*Fieldwork Hinemihi Clandon Park*
*Kaitiakitanga: Maintenance of Hinemihi in preparation for the 2015 Kohanga Reo Hangi (the hangi takes place on 26 June).*

20 JUNE - 1 JULY
YOU SHOULD ENSURE THAT YOU ARE AVAILABLE TO CARRY OUT THE WORK REQUIRED TO COMPLETE YOUR OBJECTS DURING THIS TIME

20 JUNE 2.00 pm (tbc)  
G125 Internship Induction Meeting  
Preparation for your internship that is due to start in early September 2016

**DO NOT PLAN TO LEAVE LONDON FOR SUMMER PROJECTS BEFORE 24 JUNE 2016.**

ALL COURSE WORK, AMENDMENTS TO TREATED OBJECTS, & FINAL LAB DOCUMENTATION WILL NEED TO BE COMPLETED BEFORE YOU LEAVE FOR THE SUMMER.

FAILURE TO DO THIS WILL MEAN YOUR MSC COURSE WORK WILL NOT BE SUBMITTED FOR EXAMINATION IN 2016.

1 JULY
COMPULSORY CLEAN UP OF LAB AND REMOVAL OF ALL PERSONAL POSSESSIONS FROM THE LAB (if you are unable to take part on this day you must ensure that you complete these tasks beforehand).

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**ONLINE RESOURCES**

The full UCL Institute of Archaeology coursework guidelines are given here:

The full text of this handbook is available here (includes clickable links to Moodle and online reading lists)
http://www.ucl.ac.uk/archaeology/administration/staff/handbook

**MOODLE**

There is a Moodle site associated this course, please sign up so that you can access the resources available.
The site is listed as ‘ARCLG122 Conservation Studies’.
You can log onto Moodle at: http://moodle.ucl.ac.uk/login/
For help with Moodle, please contact Nicola Cockerton, Room 411a (nicola.cockerton@ucl.ac.uk).

**FEEDBACK**

In trying to make this course as effective as possible, we welcome feedback from students during the course of the year. All students are asked to give their views on the course in an anonymous questionnaire, which will be circulated at one of the last sessions of the course. These questionnaires are taken very seriously and help the Course Coordinator to develop the course. The summarised responses are considered by the Institute’s Staff-Student Consultative Committee, Teaching Committee, and by the Faculty Teaching Committee.

If you are concerned about any aspect of a specific course, we hope you will feel able to talk to the relevant Course Coordinator, but if you feel this is not appropriate or you have more general concerns, you should consult another member of the conservation teaching staff the Graduate Tutor (Andrew Bevan), consult the
Academic Administrator (Judy Medrington), the Chair of Teaching Committee (Karen Wright), or the Director (Sue Hamilton).

HEALTH AND SAFETY
The Institute has a Health and Safety policy and code of practice, which provides guidance on laboratory work, etc. This is revised annually and the new edition will be issued in due course. All work undertaken in the Institute is governed by these guidelines and students have a duty to be aware of them and to adhere to them at all times. This is particularly important in the context of the laboratory/field/placement work, which will be undertaken as part of this course.

APPENDIX A: POLICIES AND PROCEDURES 2015-16 (PLEASE READ CAREFULLY)
This appendix provides a short précis of policies and procedures relating to courses. It is not a substitute for the full documentation, with which all students should become familiar. For full information on Institute policies and procedures, see the following website: http://wiki.ucl.ac.uk/display/archadmin
For UCL policies and procedures, see the Academic Regulations and the UCL Academic Manual: http://www.ucl.ac.uk/srs/academic-regulations ; http://www.ucl.ac.uk/academic-manual/
consideration. Please be aware that the grounds that are now acceptable are limited. Those with long-term difficulties should contact UCL Student Disability Services to make special arrangements.

**RETURN OF COURSEWORK AND RESUBMISSION**: You should receive your marked coursework within four calendar weeks of the submission deadline. If you do not receive your work within this period, or a written explanation, notify the Academic Administrator. When your marked essay is returned to you, return it to the Course Co-ordinator within two weeks. You must retain a copy of all coursework submitted.

**CITING OF SOURCES and AVOIDING PLAGIARISM**: Coursework must be expressed in your own words, citing the exact source (author, date and page number; website address if applicable) of any ideas, information, diagrams, etc., that are taken from the work of others. This applies to all media (books, articles, websites, images, figures, etc.). *Any direct quotations from the work of others must be indicated as such by being placed between quotation marks.* Plagiarism is a very serious irregularity, which can carry heavy penalties. It is your responsibility to abide by requirements for presentation, referencing and avoidance of plagiarism. Make sure you understand definitions of plagiarism and the procedures and penalties as detailed in UCL regulations: [http://www.ucl.ac.uk/current-students/guidelines/plagiarism](http://www.ucl.ac.uk/current-students/guidelines/plagiarism)