INSTITUTE OF ARCHAEOLOGY

ARCLG122: CONSERVATION STUDIES
2017-2018
MSc Conservation for Archaeology and Museums, Core Course
60 Credits
Deadline for assessed coursework: 8 June 2018
Moodle site: https://moodle.ucl.ac.uk/course/view.php?id=3647

Course Coordinator: Dean Sully
d.sully@ucl.ac.uk
Room 201, office hours Wednesdays 11.00 am-2.00 pm
internal telephone x 27497(outside +44(0)2076797497)
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 18 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: 4-6 October
4 OCTOBER Introduction to G122 Conservation Studies
5 OCTOBER Allocation of first artefact for treatment: Ceramic 1
6 OCTOBER Introduction to UCL Pathology Collection survey and object treatment

Week 2: 11-13 October
Week 3: 18-20 October
18 OCTOBER Allocation of second artefact for treatment: Ceramic 2
19 OCTOBER Complete draft treatment Proposal for Ceramic 1

Week 4: 26-28 October

Week 5: 1-3 November
3 NOVEMBER Complete Ceramic 1

READING WEEK 6-10 NOVEMBER National Trust Fieldwork, Hinemihi, Clandon Park. Kaitiakitanga Maori carving conservation project that will take place at Coach House at Hatchlands (6-17 November 2017)

Week 6: 15-17 November
16 NOVEMBER (TBC) Completion of Hinemihi Carving Workshop, Hatchlands

Week 7: 22-24 November
22 NOVEMBER Discuss allocation of third artefact for treatment Plaster (Actual date of allocation will depend on completion of Pathology survey) Discuss Allocation of optional extra object: Glass/Stone

Week 8: 29 November-1 December

Week 9: 6-8 December
7 DECEMBER where possible Allocation of optional extra object: Glass/Stone
2.00 - 5.00 pm Unseen objects Assessment: Term 1 Ceramics

Week 10: 13-15 December
13 DECEMBER Allocation of fourth artefact for treatment: Metals 1
15 DECEMBER 5.00 pm Complete object treatment/packaging and documentation for Ceramic object 1. Submit Daybook for Assessment

Term 2
Week 11: 10-12 January
10 JANUARY Return of Daybook and Term 1 practical assessments Return of Marked Unseen object assessment: Ceramics
11 JANUARY Allocation of fifth artefact for treatment: Metals 2 (DMS)

Week 12: 17-19 January
18 JANUARY Discussion about the allocation of an optional extra metal artefact for treatment:

Week 13: 24-26 January
25 January Where possible, allocation of optional extra object: Metals 3

Week 14: 29 January -2 February
1 FEBRUARY Allocation of sixth artefact for treatment: Organics 1
Week 15:  7-9 February

13-17 FEBRUARY: READING WEEK (NO TEACHING)

Week 16: 21-23 February
22 FEBRUARY  Allocation of seventh artefact for treatment: Organics 2

Week 17: 28 February--2 March

Week 18: 7-9 March
8 MARCH  Allocation of optional extra artefact for treatment: Organic 3

Week 19: 14-16 March
15 MARCH 2.00 pm – 5.00 pm  Unseen objects Assessment: Term 2  Metals

Week 20: 21-23 March
22 MARCH  Course evaluation
23 MARCH  Complete object treatment/packaging and documentation for 3 objects (Ceramics 2, Plaster, & Metals 1). Submit Daybook for Assessment.

Term 3
Week 21: 23-27 April
23 APRIL  Return of Daybook and Term 2 practical assessments
Return of Marked Unseen Object Assessment: Metals.

Week 22: 30 April-4 May

Week 23: 7-11 May
10 MAY (tbc)  Attend G125 Oral Presentations. You will be hosting visits by staff from your proposed internship placements

Week 24: 14-18 May

Week 25: 21–25 May
24 MAY 2.00-5.00 pm  Unseen objects Assessment: Term 3 Organics

Week 26: 28 May – 1 June

Week 27: 4-8 June

8 JUNE  All Completed objects to be submitted for assessment.

18 JUNE – 29 JUNE  YOU SHOULD ENSURE THAT YOU ARE AVAILABLE TO CARRY OUT THE WORK REQUIRED TO COMPLETE YOUR OBJECTS DURING THIS TIME

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

29 JUNE  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:


Use as a reference for additional information on specific archaeological material types.

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 at least two objects from each of the following material categories; inorganic (ceramics/glass/stone/plaster), inorganic (metals), and organics, resulting in a minimum total of seven 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 (November 2017) and Chedworth Roman Villa (April 2018). 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 National Trust). These may include collections management projects; collection surveys (UCL Pathology Collections), on-site conservation (House Mill), museum exhibition liaison (MA Museum Studies), Public engagement projects (Knole House, UCL Repair Café), 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 making conservation objects within the Authorised Heritage Discourse. This is conducted by 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.

Please note that in order to be deemed to have completed and passed in any course, it is necessary to submit all assessments.

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 your 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. You are encouraged to use multi-media recordings, 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 during 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 9 June 2017. 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 24 March 2017 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 Jan Cutajar, 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 9 June 2017.

**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).

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<thead>
<tr>
<th>Term</th>
<th>Object</th>
<th>Date</th>
<th>Year</th>
<th>Time</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Ceramics</td>
<td>7 December</td>
<td>2017</td>
<td>2.00 pm - 5.00 pm</td>
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<tr>
<td>Term 2</td>
<td>Metals</td>
<td>15 March</td>
<td>2018</td>
<td>2.00 pm - 5.00 pm</td>
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<tr>
<td>Term 3</td>
<td>Organics</td>
<td>24 May</td>
<td>2018</td>
<td>2.00 pm - 5.00 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, 8 June 2018**. 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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<tr>
<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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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; Jan Cutajar 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. From time to time specialists will visit you in the lab to provide additional support.

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 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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<th>Times</th>
<th>Supervising Staff</th>
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<tr>
<td>Monday</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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<tr>
<td>Tuesday</td>
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<tr>
<td>On Call</td>
<td>James Hales</td>
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<tr>
<td>Wednesday</td>
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<tr>
<td>10.00 am – 12.00 pm</td>
<td>Dean Sully</td>
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<tr>
<td>2.00 pm – 4.00 pm</td>
<td>Dean Sully</td>
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<tr>
<td>Thursday</td>
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<tr>
<td>On Call</td>
<td>Dean Sully</td>
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<tr>
<td>Friday</td>
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<tr>
<td>9.00 am – 12.00 pm</td>
<td>Jan Cutajar</td>
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<td>2.00 pm – 4.00 pm</td>
<td>Jan Cutajar</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, and we will continue to discuss your Pod projects.
DETAILED WEEK BY WEEK SYLLABUS

Course Contributors: James Hales (JFH), Caitlin O’Grady (COG), Dean Sully (DMS), Stuart Laidlaw (SL), Jan Cutajar (JC). Conservation MPhil/PhD students may also be involved in lab supervision.

Term 1
28 September
2.00-4.00 pm G122 Introduction to Photography (Photography room 405) Stuart Laidlaw

29 September
11.00 am- 4.00 pm G122 Introduction to Photography (Photography room 405) Stuart Laidlaw

Week 1: 4-6 October
4 OCTOBER
9.00 am-11.00 am Introduction to G122 Conservation Studies Dean Sully (DMS)
11.00 am- 5.00 pm Introduction to Lab & Terracotta Warrior James Hales (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.

5 OCTOBER
9.00 am-12.00 pm Approach to objects: Documentation (Conservation lab) (DMS)
Introduction to conservation practical work, conservation laboratory records, and conservation treatment proposals.

12.00 pm Allocation of first artefact for treatment: Ceramic 1
Your first allocated 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 19 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)

4.00 pm G122 Seminar (pod projects): Introduction to the range of Pod projects (DMS)

6 OCTOBER
Introduction to UCL Pathology Collection survey and object treatment (meet at IoA at 9.00 am to travel together to UCL Pathology Collection, 2nd Floor, Royal Free Hospital, Pond St, Hampstead, London NW3 2QG). (DMS/Jan Cutajar & Susi Pancaldo).

Week 2: 11-13 October

11 OCTOBER
11.00 am-4.00 pm G122 Introduction to Photography (Photography room 405) Stuart Laidlaw (lab time will be supervised by Caitlin O’Grady (COG)).

12 OCTOBER Ceramic objects & G123 projects (COG)
13 OCTOBER  UCL Pathology Collection survey and object treatment (Royal Free Hospital) JC

**Week 3: 18-20 October**

18 OCTOBER
11.00 am  Lab Skills: Ceramics  (JFH)

18 OCTOBER  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 object please discuss with DMS. Lab tutorials will focus on the completion of the treatment of your first Ceramic object.

19 OCTOBER  Approach to Objects: Complete draft treatment Proposal for Ceramic 1  (DMS)
(During lab time, DMS will discuss your draft treatment proposal for Ceramic 1)

19 OCTOBER 4.00-5.00 pm  G122 Seminar
Rebeca Suarez Department of Archaeology Durham University PhD Research Project  (DMS)

20 OCTOBER  UCL Pathology Collection survey and object treatment (Royal Free Hospital) JC

**Week 4: 26-28 October**

26 OCTOBER 11.00 am  Lab Skills: Ceramics  (JFH)

4.00 pm  G125 Key Skills and Continuing Professional Development  (JFH)

27 OCTOBER  UCL Pathology Collection survey and object treatment (Royal Free Hospital) JC

**Week 5: 1-3 November**

(31 October: Theatre of Conservation & Institute of Mending @ UCL Repair Café (Front Quad/Wilkins terrace).

1 NOVEMBER 11.00 am  Lab Skills: Ceramics/Stone  (JFH)

2 NOVEMBER 4.00 pm  G122 Seminar (career context) student presentations of future career context  (DMS)

3 NOVEMBER 5.00 pm  UCL Pathology Collection survey and object treatment (Royal Free Hospital) (JC)

***3 November 4 pm MA degree results announced!!!!***

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**READING WEEK 6-10 NOVEMBER (NO TEACHING)**

There will be no access to the Conservation Lab during Reading Week. This time is available for you to participate in volunteer projects.

**National Trust Fieldwork, Hinemihi, Clandon Park. Kaitiakitanga**

Maori carving conservation project that will take place at Coach House at Hatchlands, 6-17 November 2017. This pilot workshop will be developed into further participatory conservation projects that will take place throughout 2018/2019. The work will take place under the supervision of Maori and National Trust Conservation experts, alongside volunteers and conservation students. This work offers the potential to create a community for Hinemihi that will help sustain her care and conservation in the future.

**Week 6: 15-17 November**
15 NOVEMBER  11.00 am  Lab Skills: Ceramics/Stone/Plaster (JFH)
4.00 pm  ARCLG125 Introduction to the Internship (JFH)

16 NOVEMBER  11.00 am  Completion of Maori carving conservation project (Coach House at Hatchlands) (DMS)

17 NOVEMBER  UCL Pathology Collection survey and object treatment (Royal Free Hospital) (JC)

Week 7: 22-24 November
22 NOVEMBER  11.00 am  Lab Skills: Ceramics/Stone/Plaster/Glass (JFH)
5.00 pm  Discuss Allocation third artefact for treatment Plaster (Actual date of allocation will depend on completion of Pathology survey)
Discuss Allocation of optional extra object: Glass/Stone (DMS)
IoA Open Day; Lab will be open until 7.00 pm

23 NOVEMBER  Discussion of Ceramic 1&2 treatments (JC)
24 NOVEMBER  UCL Pathology Collection survey and object treatment (Royal Free Hospital) (JC)

Week 8: 29 November-1 December
29 NOVEMBER  11.00 am  Lab Skills: Glass (JFH)
ARCLG125  4.00 pm  Internship: CVS and letters of introduction (JFH)
30 NOVEMBER  2.00 pm  Approach to Objects: Completing Conservation Documentation (DMS)
4.00-5.00 pm  G122 Seminar (career context) (DMS)

1 DECEMBER  Discussion of Ceramic 1&2 treatments (JC)

Week 9: 6-8 December
6 DECEMBER  11.00 am  Lab Skills: Metals (JFH)
7 DECEMBER  11.00 am  Where possible, allocation of optional extra object: Glass/Stone (DMS)
The treatment and documentation of this object should be completed by end of Term 2
2.00 - 5.00 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.

Week 10: 13-15 December
13 DECEMBER  11.00 am  Lab Skills: Metals (JFH)
14 DECEMBER  2.00 pm  Allocation of fourth artefact for treatment: Metals 1 (JFH)
3.00-4.00 pm  G122 Seminar (Progress reports for Projects) (DMS)

Agree Term 2 G122 seminar content:
This could include conservation seminars on 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.

**15 DECEMBER**  
Complete object treatment/packaging and documentation for Ceramic object 1.  
Submit Daybook for Assessment (JC)

**15 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 two objects will need to be completed and submitted by the end of Term 2

#### Week 11: 10-12 January

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<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>10 JANUARY</td>
<td>Return of Daybook and Term 1 practical assessments (DMS)</td>
</tr>
<tr>
<td>10 JANUARY</td>
<td>Return of Marked Unseen object assessment: Ceramics (DMS)</td>
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<tr>
<td>10 JANUARY</td>
<td>Lab Skills: Metals (JFH)</td>
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<tr>
<td>11 JANUARY</td>
<td>Discussion of completed objects</td>
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<tr>
<td>11.00 am</td>
<td>Allocation of fifth metal artefact for treatment: Metals 2 (DMS)</td>
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<td>Aim to complete the treatment and documentation of Metals 3 by end of Term 2</td>
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<tr>
<td>4.00-5.00 pm</td>
<td>G122 Seminar (DMS)</td>
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<td>12 JANUARY</td>
<td>Discussion of Plaster treatments (location of practical work on Fridays will be discussed at end of Term 1 and will depend on the progress of the UCL Pathology Collection project) (JC)</td>
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#### Week 12: 17-19 January

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<th>Date</th>
<th>Activity</th>
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<tr>
<td>17 JANUARY</td>
<td>Lab Skills: Metals (Electrolytic Reduction) (JFH)</td>
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<tr>
<td>18 JANUARY</td>
<td>Discussion of allocation of optional extra metal artefact for treatment: (Metals 3)</td>
</tr>
<tr>
<td></td>
<td>Aim to complete the treatment and documentation of Metals 3 by end of Term 2 (DMS)</td>
</tr>
<tr>
<td>4.00-5.00 pm</td>
<td>G122 Seminar (DMS)</td>
</tr>
<tr>
<td>19 JANUARY</td>
<td>Discussion of Ceramic, Plaster &amp; Metals treatments (JC)</td>
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#### Week 13: 24-26 January

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<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>25 JANUARY</td>
<td>11.00 am Lab skills Organics: Consolidation of dry wood and other organics (DMS)</td>
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<td>Where possible, allocation of optional extra object: Metals 3 (DMS)</td>
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<tr>
<td>4.00-5.00 pm</td>
<td>G122 Seminar (DMS)</td>
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#### Week 14: 31 January-2 February

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<th>Date</th>
<th>Activity</th>
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<tr>
<td>2 FEBRUARY 11.00 am</td>
<td>Lab skills Organics: Relaying painted surfaces (DMS)</td>
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<tr>
<td>2.00 pm</td>
<td>Allocation of sixth artefact for treatment: Organics 1 (DMS)</td>
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<tr>
<td>4.00-5.00 pm</td>
<td>G122 Seminar (DMS)</td>
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Week 15: 7-9 February
8 FEBRUARY 11.00 am  Lab skills Organics: Condition assessment of waterlogged wood (DMS)
3.00 pm ARCLG036  Introduction to the MSc Dissertation (DMS)
4.00-5.00 pm  G122 Seminar (DMS)

13-17 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.
Fieldwork/Practical Projects may be arranged during this week

Week 16: 21-23 February
21 FEBRUARY 5.00-7.00 pm IoA open evening, Lab will be kept open (DMS)
22 FEBRUARY 11.00 am Lab Skills: Use of flexible fillers (DMS)
2.00 pm Allocation of seventh artefact for treatment: Organics 2
Discussion of optional extra artefact allocation: Organics 3 (DMS)
4.00-5.00 pm  G122 Seminar (DMS)

Week 17: 28 February-2 March
1 MARCH 4.00-5.00 pm  G122 Seminar (DMS)

Week 18: 7-9 March
8 MARCH 11.00 am  Lab Skills Organics: Use of flexible backings (DMS)
9 MARCH 2.00 pm Where possible allocation of final optional artefact for treatment: Organic 3
ARCLG036 3.00 pm  Selection of Dissertation topics; identifying a general topic for research & allocating supervisors
4.00-5.00 pm  G122 Seminar (DMS)

Week 19: 14-16 March
15 MARCH 11.00 am Lab Skills Organics: Treatment of waterlogged leather (DMS)
15 MARCH 2.00 pm-5.00 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: 21-23 March
22 MARCH  Course evaluation (DMS)
23 MARCH 5.00 pm  Submit Daybook for Assessment.
Complete object treatment/packaging and documentation for 3 objects (Ceramics 2, Plaster, & 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 2017 (tbc possibly 18 or 19 April)
Fieldwork Chedworth Roman Villa, National Trust, Gloucestershire.
This fieldwork is open to the whole group; we will be conserving Roman mosaics and built fabric.

Conserving Hinemihi’s Historic Carvings
The conservation work in 2018 will be planned as a series of public engagement projects in which participants will be invited to learn skills associated with Maori carving and conservation of carved surfaces. The trained volunteers will then be able to contribute to the work of the conservation project. The National Trust can provide travel expenses to volunteers who participate in the conservation work.
Most of the conservation treatment will take place on site at Clandon Park in front of the public. Other locations in Central London (e.g. UCL) and other National Trust properties (e.g. Hatchlands) will also be included.

Term 3
In addition to the four objects completed in Term 1 and 2, a further three 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: 23-27 April
23 APRIL 9.00 am Return of Daybook and Term 2 practical assessments (DMS)
23 APRIL Return of Marked Unseen Object Assessment: Metals. (DMS)
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: 30 April-4 May

Week 23: 7-11 May
7 MAY May Day Bank Holiday Lab Closed

9 MAY 5.00-7.00 pm IoA Open Day, lab will remain open until 7.00 pm
10 MAY 9.00-5.00 pm (tbc)
Attend G125 Oral Presentations. You will be hosting visits by staff from your proposed internship placements

Week 24: 14-18 May
17 MAY 4.00 pm G122 Seminar: Interviewing for your first jobs, Vanessa Applebaum (Science Museum)

Week 25: 21-25 May
23 MAY 11.00 2. (tbc) ARCLG036 Presentation of Research Design for Dissertation topics (DMS)
24 MAY 2.00-5.00 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 26: 26 May – 1 June
28 MAY Spring Bank Holiday Lab Closed

Week 27: 4-8 June
8 JUNE 5.00 pm
All Completed objects to be submitted for assessment.
Submit a minimum of seven 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.

Your completed objects will be assessed by members of staff, 11-15 June 2018. This will identify any additional conservation work that may be needed from you before your objects can to be returned to their owners.

9 JUNE 2018 (tbc)
International Archaeology Festival: Conservation lab public presentations of conservation.

18-29 JUNE 2018
YOU SHOULD ENSURE THAT YOU ARE AVAILABLE TO CARRY OUT THE WORK REQUIRED TO COMPLETE YOUR OBJECTS DURING THIS TIME

29 JUNE 2.00 pm (tbc) 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).
Preparation for your internship that is due to start in early September 2018

DO NOT PLAN TO LEAVE LONDON FOR SUMMER PROJECTS BEFORE 22 JUNE 2018.

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 2018.
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

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.

IoA COURSE HANDBOOK TEMPLATE 2017-18

APPENDIX A: POLICIES AND PROCEDURES 2017-18 (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 IoA Student Administration section of Moodle:
https://moodle.ucl.ac.uk/course/view.php?id=40867
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/

GENERAL MATTERS
ATTENDANCE: A minimum attendance of 70% is required. A register will be taken at each class. If you are unable
to attend a class, please notify the lecturer by email.
DYSLEXIA: If you have dyslexia or any other disability, please discuss with your lecturers whether there is any
way in which they can help you. Students with dyslexia should indicate it on each coursework cover sheet.

COURSEWORK
LATE SUBMISSION: Late submission will be penalized in accordance with current UCL regulations, unless formal
permission for late submission has been granted.
The UCL penalties are as follows:
• The marks for coursework received up to two working days after the published date and time will incur
a 10 percentage point deduction in marks (but no lower than the pass mark).
• The marks for coursework received more than two working days and up to five working days after the
published date and time will receive no more than the pass mark (40% for UG modules, 50% for PGT
modules).
• Work submitted more than five working days after the published date and time, but before the second week of the third term will receive a mark of zero but will be considered complete.

GRANTING OF EXTENSIONS: Please note that there are strict UCL-wide regulations with regard to the granting of extensions for coursework. You are reminded that Course Coordinators are not permitted to grant extensions. All requests for extensions must be submitted on an appropriate UCL form, together with supporting documentation, via Judy Medrington’s office and will then be referred on for consideration. Please be aware that the grounds that are acceptable are limited. Those with long-term difficulties should contact UCL Student Disability Services to make special arrangements. Please see the IoA website for further information. Additional information is given here http://www.ucl.ac.uk/srs/academic-manual/c4/extenuating-circumstances/

RETURN OF COURSEWORK AND RESUBMISSION: You should receive your marked coursework within one month 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

RESOURCES
MOODLE: Please ensure you are signed up to the course on Moodle. For help with Moodle, please contact Charlotte Frearson (c.freonson@ucl.ac.uk)