

ARCL0105: CONSERVATION STUDIES (2019-2020)

MSc Conservation for Archaeology and Museums, Core Module

60 Credits

Deadline for assessed coursework: 12 June 2020

Moodle site: <https://moodle.ucl.ac.uk/course/view.php?id=3647>



Module Coordinator: Dean Sully

d.sully@ucl.ac.uk

Room 403.A, office hours Thursdays 12.00 am-2.00 pm
internal telephone x 27497(outside +44(0)2076797497)

Cover images

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; Hinemihi at Clandon Park, Nostell Priory & Chedworth Roman Villa

INTRODUCTION

This handbook contains background information about the content and administration of module ARCL0105 Conservation Studies. Additional subject-specific reading and individual subject handouts will be given out at appropriate points in the module and will be available on the Moodle site for this module. If you have any queries about the objectives, structure, content, assessment, or organisation of the module, please consult the Module Coordinator; Dean Sully.

OVERVIEW

This module 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 ARCL0105, you should have the appropriate level of preventive and interventive conservation skills necessary to undertake your internship (ARCL0107).

ARCL0105 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 effective 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 (ARCL0105) coursework

Term 1

Week 1: 2-4 October

2 OCTOBER

Introduction to ARCL0105 Conservation Studies

Allocation of first artefact for treatment: Ceramic 1

Week 2: 9-11 October

Week 3: 16-18 October

16 OCTOBER

Allocation of second artefact for treatment: Ceramic 2

17 OCTOBER Complete draft treatment Proposal for Ceramic 1 for discussion

Week 4: 23-25 October

Week 5: 30 October-1 November

1 NOVEMBER Complete Ceramic 1

READING WEEK 4-8 NOVEMBER (no teaching)

Week 6: 13-15 November

NOVEMBER 13 11.00-1.00

Dr Gai Jorayez; Introduction to digital heritage (photogrammetry)

NOVEMBER 15 10.00-4.00

Dr Gai Jorayez; Individual Photogrammetry sessions (one to one object photography)

Week 7: 20-22 November

20 NOVEMBER

Allocation of third artefact for treatment: Plaster

Discuss Allocation of optional extra object: Glass/Stone

Week 8: 27-29 November

Week 9: 4-6 December

4 DECEMBER 2.00 - 5.00 PM

UNSEEN OBJECTS ASSESSMENT: TERM 1 CERAMICS

6 DECEMBER 9.30-1.00

Larry Carr; Dangerous objects session as part of ARCL0104 Conservation Processes

Week 10: 11-13 December

11 DECEMBER 11.00 am

Allocation of fourth artefact for treatment: Metals 1(Copper Alloy) where possible; allocation of optional extra object: Glass/Stone

13 DECEMBER 5.00 pm

Complete object treatment/packaging and documentation for Ceramic object 1. Submit Daybook/link for Assessment

Term 2

Week 11: 15-17 January

15 JANUARY

Return of Daybook and Term 1 practical assessments

Return of Marked Unseen object assessment: Ceramics

11.00 am

Allocation of fifth artefact for treatment: Metals 2 (ferrous metal) (DMS)

Week 12: 22-24 January

22 JANUARY

Discussion about the allocation of an optional extra metal artefact for treatment

Week 13: 29-31 January

29 January

Where possible, allocation of optional extra object: Metals 3

Week 14: 5-7 February

5 FEBRUARY 11.00 am

Allocation of sixth artefact for treatment: Organics 1 (MAA Thomas Collection/EBC)

Week 15: 12-14 February

12 FEBRUARY

Allocation of seventh artefact for treatment: Organics 2
Discussion of allocation of optional extra organic artefact for treatment

17-21 FEBRUARY: READING WEEK

Week 16: 26-28 February

Week 17: 4-7 March

Week 18: 11-13 March

11 MARCH

Where possible: allocation of optional extra artefact for treatment: Organic 3

Week 19: 18-20 March

18 MARCH 2.00 pm – 5.00 pm UNSEEN OBJECTS ASSESSMENT: TERM 2 METALS

Week 20: 25-27 March

25 MARCH

Module evaluation

27 MARCH

Complete object treatment/packaging and documentation for 3 objects (Ceramics 2, Plaster, & Metals 1). Submit Daybook/link for Assessment.

April 2020 (tbc possibly 21-23 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.

Term 3

Week 21: 27 April- 1 May

27 APRIL

Return of Term 2 practical assessments

Return of Marked Unseen Object Assessment: Metals.

Week 22: 4-8 May

7 MAY

Attend ARCL0107 Oral Presentations. You will be hosting visits by staff from your proposed internship placements

Week 23: 11-15 May

Week 24: 18- 22 May

Week 25: 25–29 May

27 MAY 2.00-5.00 pm

UNSEEN OBJECTS ASSESSMENT: TERM 3 ORGANICS

Week 26: 1-5 June

Week 27: 8-12 June

12 JUNE

All Completed objects to be submitted for assessment.

22 JUNE – 10 JULY

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

3 JULY

Do not plan to leave for summer projects before this date

10 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 module:

Appelbaum, Barbara. 2007. *Conservation treatment methodology*. Oxford: Butterworth-Heinemann. INST ARCH LA APP

Butler, C. and Davis, M. (eds.).2006. *Things Fall Apart: Museum Conservation in Practice*. Cardiff: National Museum Wales Books. INST ARCH LA 1 BUT

Caple, Chris. 2001. *Conservation skills: judgement, method, and decision-making*. London: Rutledge. INST ARCH CAP

Clavir, Miriam. 2002. *Preserving What is Valued: Museums, Conservation, and First Nations*. Vancouver: UBC Press.

Cronyn, J.M. 1990. *The Elements of archaeological Conservation*. London: Routledge. INST ARCH LCRO Sections 1-3 for general introduction Use as a reference for additional information on specific archaeological material types.

de La Torre, M. ed. 2002. *Assessing the Values of Cultural Heritage: Research Report*. Los Angeles: The Getty Conservation Institute.

Horie, C.V. 1987. *Materials for conservation*, London: Butterworths INST ARCH JDE HOR

Munoz-Vinas, S. 2005. *Contemporary Theory of Conservation*. Oxford: Elsevier Butterworth-Heinemann.

Pye, E. 2001. *Caring for the Past: Issues in Conservation for Archaeology and Museums*. London: James and James. INST ARCH L PYE Chapters 6, 7, 8.

Sully, D. (ed.). 2007. *Decolonising Conservation: Caring for Maori Meeting Houses outside New Zealand*. Walnut Cree: Left Coast Press.

Watkinson, D., Neal, V. 1998. *First aid for finds 3rd ed*. London: RESCUE - The British Archaeological Trust; Archaeology Section of the UKIC; The Museum of London. INST ARCH LA Qto WAT
Use as a reference for additional information on specific archaeological material types.

METHODS OF ASSESSMENT

This module 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 module, you will develop your understanding of conservation by applying the processes learned in the other two taught modules of the MSc in Conservation for Archaeology and Museums (Conservation Processes

ARCL0104 and Conservation Materials Science ARCL0106) 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 module 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, Museum of Archaeology and Anthropology Cambridge (MAAC), Norfolk Museums Service, etc. The selection of specific types of artefacts or artefact materials for treatment should be discussed with the module 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. Chedworth Roman Villa (April 2020), and Hinemihi (dates tbc). 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 Museum Collections), site conservation (House Mill), museum exhibition liaison (MA Museum Studies UCL & SOAS), Public engagement projects (UCL Repair Café), group object conservation projects (MAAC, painted surfaces, archaeological finds processing, 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 module aims to develop your skills in making conservation objects within the Authorised Heritage Discourse. This is conducted by creating, 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 ARCL0105 will be developed further in your Internship (ARCL0107) and

will provide a platform for practicing as a professional conservator. By the end of ARCL0105, you should have the appropriate level of preventive and interventive conservation skills necessary to undertake your internship.

OBJECTIVES

On successful completion of this module, a student should:

- Have a clear understanding of health and safety regulations relating to conservation processes
- Be able to assess and document aspects of significance, technology, and condition of a range of object types
- Be able to create/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 heritage 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 module. During supervised practical work and specialist tuition, you will be given oral feedback on your work.

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 create/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 available with your completed object treatment records on **12 June 2020**. For more detailed instructions about the Daybook, please refer to the relevant module 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 27 March 2020 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 Dean Sully, who will formatively assess the object and return it to you with written comments. You will be 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 **12 June 2020**.

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 ARCL0105 module handouts.

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 a three-hour session. This is an assessment of information required to complete an appropriate treatment proposal for a previously unseen object. This is based on visual examination, an initial significance assessment, technological evaluation, condition report, treatment options and proposed treatment, etc. This will be focused on the requirements of the object and the context in which the work is expected to take place (see 'Assessment of "Unseen" Object' instructions).

Term 1	Ceramics	11 December	2019	2.00 pm - 5.00 pm
Term 2	Metals	18 March	2020	2.00 pm - 5.00 pm
Term 3	Organics	27 May	2020	2.00 pm - 5.00 pm

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, 12 June 2020**. 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:

Times	Supervising Staff
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Wednesday	10.00 am - 12.00 pm	Dean Sully
	2.00 pm - 4.00 pm	Dean Sully
Thursday	10.00 am - 12.00 pm	Dean Sully
	2.00 pm - 4.00 pm	Dean Sully
Friday	10.00 am - 1.00 pm	Emilie Trehu/Liz Pye
	2.00 pm - 4.00 pm	Emilie Trehu/Liz Pye

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; Dean Sully will concentrate on the technical quality of your treatments and consider your reflective practice and overall progress. Emilie Trehu & Liz Pye will provide logistical support for your treatment and help you understand your development towards your internship. will consider your; 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 (tbc).

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.

Times		Supervising Staff (tbc)
Monday	10.00 am – 12.00 pm	Dean Sully/new staff
	2.00 pm - 4.00 pm	Dean Sully/new staff
Tuesday	<i>On Call</i>	<i>Dean Sully/new staff</i>
Wednesday	10.00 am – 12.00 pm	Dean Sully/new staff
	2.00 pm - 4.00 pm	Dean Sully/new staff
Thursday	<i>On Call</i>	Dean Sully/new staff
Friday	10.00 am – 12.00 pm	Emilie Trehu/new staff
	2.00 pm - 4.00 pm	Emilie Trehu/new staff

Seminars

Regular weekly seminars (Wednesdays 16.00-17.00) will take place 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

Module Contributors: Caitlin O’Grady (COG), Dean Sully (DMS), Stuart Laidlaw (SL), Emilie Trehu (ET). Conservation MPhil/PhD students may also be involved in lab support and supervision.

Term 1

Week 1: 2-4 October

2 OCTOBER

9.00 am-11.00 am Introduction to ARCL0105 Conservation Studies (DMS)

11.00 am- 4.00 pm Introduction to Lab and Lab Skills (DMS/ET)

This will introduce the basic processes that you need to treat your first object. 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 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 17 October.

You should aim to complete your first treatment by Reading Week in Term 1; if this is not possible, you should definitely ensure that the treatment, documentation, and packaging of this object are completed before the end of Term 1. (DMS)

4.00 pm ARCL0105 Seminar (pod projects): Introduction to the range of Pod projects (DMS)

3 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.

Week 2: 9-11 October

9 OCTOBER 10.00-5.00 pm Introduction to Photography (Conservation lab) Mike Halliwell/Stuart Laidlaw

10 OCTOBER 10.00-5.00 pm Introduction to Photography (Conservation lab) Mike Halliwell/Stuart Laidlaw

11 OCTOBER 10.00 am *Dr Bill Sillar, Ceramics session as part of ARCL0106 Conservation Material Science sessions*

Week 3: 16-18 October

16 OCTOBER

11.00 am Lab Skills: Ceramics (DMS/ET)

2.00 pm Allocation of second artefact for treatment: Ceramic 2

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

4.00 pm ARCL0105 Seminar (career context) student presentations of future career context (DMS)

17 OCTOBER 10.00-5.00 pm Introduction to Photography (Conservation lab) Mike Halliwell/Stuart Laidlaw
Approach to Objects: Complete draft treatment Proposal for Ceramic 1 (DMS)
(During lab time, DMS will discuss your draft treatment proposal for Ceramic 1)

18 OCTOBER 9.30-1.00 pm (tbc)

Conservation of Copper Alloy Objects (Dr Stavroula Golfomitsou, University of Gothenburg), as part of ARCL0104
Conservation Processes

Week 4: 23-25 October

23 OCTOBER 11.00 am Lab Skills: Ceramics (DMS/ET)
4.00 pm ARCL0105 Seminar (career context) student presentations of future career context (DMS)

24 OCTOBER 2.00 pm Dr Rachael Sparks, Curatorial consultation for Ceramic 2 allocations

Week 5: 30 October-1 November

30 OCTOBER 11.00 am Lab Skills: Ceramics/Stone (DMS)
4.00 pm ARCL0105 Seminar (career context) student presentations of future career context (DMS)

1 NOVEMBER 5.00 pm Submit Completed Ceramic 1

1 November 4 pm MA degree results announced!!!!

READING WEEK 6-10 NOVEMBER (NO TEACHING)

There will be no access to the Conservation Lab during Reading Week

Week 6: 13-15 November

13 NOVEMBER 13 11.00-1.00 Dr Gai Jorayez: Introduction to digital heritage (photogrammetry)
photography)

4.00-5.00 pm ARCL0105 Seminar (career context)

NOVEMBER 15 10.00-4.00 Dr Gai Jorayez: individual Photogrammetry sessions (one to one object photography)

Week 7: 20-22 November

20 NOVEMBER 11.00 am Lab Skills: Ceramics/Stone/Plaster/Glass (DMS/ET)
2.00 pm Allocation third artefact for treatment Plaster

Discuss Allocation of optional extra object: Glass/Stone (DMS)

4.00 pm ARCL0107 Introduction to the Internship (DMS)

21 NOVEMBER Discussion of Ceramic 1&2 treatments (DMS)

Week 8: 27-29 November

27 NOVEMBER 11.00 am Lab Skills: Ceramics/Stone/Plaster/Glass (DMS/ET)

ARCL0107 4.00 pm Internship: CVS and letters of introduction (DMS)

28 NOVEMBER 3.00 pm Approach to Objects: Completing Conservation Documentation (DMS)

Week 9: 4-6 December

4 DECEMBER 11.00 am Lab Skills: Metals (DMS/ET)

Where possible, allocation of optional extra object: Glass/Stone

The treatment and documentation of this object should be completed by end of Term 2 (DMS)

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.

6 DECEMBER 9.30-1.00 *Larry Carr; Dangerous objects session as part of ARCL0104 Conservation Processes*

Week 10: 11-13 December

11 DECEMBER 11.00 am Lab Skills: Metals (DMS/ET)

2.00 pm Allocation of fourth artefact for treatment: Metals 1 (DMS)

4.00 pm ARCL0105 Seminar (Progress reports for pod Projects) (DMS)

Agree Term 2 ARCL0105 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.

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

This is a check list for what is required for your end of term 1 submissions:

1. One completed (near completed) object for formative assessment.
A completed object should be ready to return to the owner, so treatments, packaging and documentation should all be completed. If you are not able to fully complete the object, then state clearly what you intended to do in order to complete the treatment. Leave to object safely packaged on your desk.
2. A first draft conservation treatment record for the completed object (if it is not complete then describe what you have done to this point and what further work needs to be done). Leave one copy of this with the treatment proposal and estimate of time and resources form on your desk. The more complete the documentation the better I am able to give you comments, but at this stage you do not need to include a treatment envelope, duplicate copies, etc.

17-21 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: 26-28 February

26 FEBRUARY 11.00 am Lab Skills Organics: Use of flexible backings (DMS)
2.00 pm Allocation of seventh artefact for treatment: Organics 2

4.00-5.00 pm Discussion of optional extra artefact allocation: Organics 3
ARCL0105 Seminar (DMS)

Week 17: 4-7 March

4 MARCH 11.00 am Lab Skills: Use of flexible fillers (DMS)

4.00-5.00 pm ARCL0105 Seminar (DMS)

Week 18: 11-13 March

11 MARCH 11.00 am Where possible allocation of final optional artefact for treatment: Organic 3
Lab Skills Organics: Identification of leather type and condition (DMS)

4.00-5.00 pm *ARCL0089 Discussion of Dissertation topics; identifying a general topic for research & allocating supervisors*

13 or 20 MARCH tbc 11.00 am Conservation of Natural history collections (& spirit collection care) Emmy Ralston, UCL Culture) as part of ARCL0104 Conservation Processes

Week 19: 18-20 March

18 MARCH 2.00-5.00 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.

Week 20: 25-27 March

25 MARCH Module evaluation (DMS)

27 MARCH 5.00 pm Complete object treatment/packaging and documentation for 3 objects (Ceramics 2, Plaster, & Metals 1). Submit Daybook for Assessment.

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 2020 (tbc possibly 21-23 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.

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 tbc). The conservation laboratory is available for unsupervised practical work on Tuesday & Thursday (tbc). 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: 27 April- 1 May

27 APRIL	9.00 am	Return of Daybook and Term 2 practical assessments	(DMS)
		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: 4-8 May

4 MAY May Day Bank Holiday, Lab Closed

7 MAY Attend ARCL0107 Oral Presentations. You will be hosting visits by staff from your proposed internship placements

Week 23: 11-15 May

13 MAY 4.00 pm.	ARCL0089 Discussion of Research Design for Dissertation topics	(DMS)
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Week 24: 18- 22 May

Week 25: 25-29 May

25 MAY Spring Bank Holiday Lab Closed

27 MAY 2.00-5.00 pm UNSEEN OBJECTS ASSESSMENT: TERM 3 ORGANICS

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: 1-5 June

Week 27: 8-12 June

12 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, 15-19 June 2020. This will identify any additional conservation work that may be needed from you before your objects can be returned to their owners.

22 JUNE – 10 JULY

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

3 JULY

Do not plan to leave for summer projects before this date

10 JULY 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).

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 ARCL0105 COURSEWORK WILL NOT BE SUBMITTED FOR EXAMINATION IN 2020.

DO NOT PLAN TO LEAVE LONDON FOR SUMMER PROJECTS BEFORE 3 JULY 2020.

Then.... Prepare for your internship, which will start in early September 2020

ONLINE RESOURCES

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

<http://www.ucl.ac.uk/archaeology/handbook/common/markings.htm>.

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 module 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 module in an anonymous questionnaire, which will be circulated at one of the last sessions of the module. These questionnaires are taken very seriously and help the Module Coordinator to develop the module. 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 module, we hope you will feel able to talk to the relevant Module 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 (Bill Sillar), 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 module.

APPENDIX A: POLICIES AND PROCEDURES 2018-19 (PLEASE READ CAREFULLY)

This appendix provides a short précis of policies and procedures relating to modules. 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 Module Co-ordinators are not permitted to grant extensions. All requests for extensions must be submitted on a the 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 Module 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 module on Moodle. For help with Moodle, please contact Charlotte Frearson (c.frearson@ucl.ac.uk)

INSTITUTE OF ARCHAEOLOGY COURSEWORK PROCEDURES

General policies and procedures concerning modules and coursework, including submission procedures, assessment criteria, and general resources, are available on the IoA Student Administration section of Moodle: <https://moodle.ucl.ac.uk/module/view.php?id=40867>. It is essential that you read and comply with these. Note that some of the policies and procedures will be different depending on your status (e.g. undergraduate, postgraduate taught, affiliate, graduate diploma, intercollegiate, interdepartmental). If in doubt, please consult your module coordinator.