

ARCL0105: CONSERVATION STUDIES (2023-2024) MSc Conservation for Archaeology and Museums Core Module (60 Credits)



Module Coordinator: Dr Dean Sully Room 403 A

Online office hours (MS Teams) Mondays 12.00-1.00 pm, 2.00-3.00 pm (3.00-4.00 pm reserved for MSc conservation student online office hours) (Tuesday-Thursday in the IoA 6th floor conservation labs).

Top Middle Bottom Student conservation treatment of Concretion 86, Gresham Ship Project Student conservation work in the conservation lab, Institute of Archaeology Student Fieldwork Project at National Trust Properties; Hinemihi at Clandon Park, Nostell Priory & Chedworth Roman Villa

ARCL0105: CONSERVATION STUDIES (2023-2024)

Coordinator: Dr Dean Sully Room 403 A Tel: ++44 (0) 20 7679 7497 Email contact: <u>d.sully@ucl.ac.uk</u> I will respond to your email enquiry as soon as possible; this will normally be within 24 hours (Monday 10 am to Friday 5.00 pm) during term-time.

Moodle is the main hub for this course.

Important information will be posted by staff in the Announcements section of the Moodle page, and you will automatically receive an email notification for these.

Please post any general queries relating to module content, assessments and administration in the Questions and queries Moodle forum. The forum will be checked regularly.

For personal queries, please contact the co-ordinator by email (<u>d.sully@ucl.ac.uk</u>).

Please make sure to inform Dean/Max if you are not receiving emails from Moodle/group email addresses

IMPORTANT INFORMATION REGARDING ASSESSMENTS:

The coursework coversheet is available on the course Moodle pages and here: <u>https://www.ucl.ac.uk/archaeology/current-students</u> under "Policies, Forms and Guidelines".

Please enter your five-digit candidate code on the coversheet and *in the subject line* when you upload your work in Moodle. Please use your five-digit candidate code as the name of the file you submit.

The use of software to generate content is not allowed for coursework on Modules for this Programme and will be penalised; the use of software for language and writing review and improvement is permitted, and the software and the way it has been used must be indicated in the relevant boxes on the coursework coversheet. UCL defines language and writing review as checking "areas of academic writing such as structure, fluency, presentation, grammar, spelling, punctuation, and language translation".

Please note that late submission, exceeding the maximum word count and academic misconduct (unacknowledged use of text generation software and plagiarism) will be penalized and can significantly reduce the mark awarded for the assignment and/or overall module result.

Please refer to <u>https://www.ucl.ac.uk/archaeology/current-students/ioa-student-handbook/13-information-assessment</u>

https://www.ucl.ac.uk/archaeology/current-students/ioa-study-skills-guide/referencing-effectively-and-ioa-guidelines

https://www.ucl.ac.uk/students/exams-and-assessments/academic-integrity https://library-guides.ucl.ac.uk/referencing-plagiarism/acknowledging-Al

for instructions on coursework submission, IoA referencing guidelines and marking criteria, as well as UCL policies on penalties for late submission, over-length work, the use of text generation software (AI) and academic misconduct.

INTRODUCTION

This handbook contains background information about the content and administration of module ARCL0105 Conservation Studies. Additional subject-specific reading and individual subject resources/handouts/guidance will be provided at appropriate points in the year 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.

KEY INFORMATION

Deadlines for Coursework:

Summative Unseen Object Assessment: 14 March 2024 Summative Assessment of Practical Work: 7 June 2024 Target dates for return of marked coursework to students: 18 April 2024 & 17 June 2024

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 work placement (ARCL0107).

ARCL0105 SCHEDULE

During term time, practical sessions (conservation practical work, tutorials, skills development, demonstrations, and seminars) will take place in the Conservation Laboratories (Room 615/616). You will conduct guided interventive conservation treatments in all three terms.

In Terms 1, 2 &	3:
Monday	10.00 am – 1.00 pm, 2.00 pm - 5.00 pm
Tuesday	10.00 am – 1.00 pm, 2.00 pm - 5.00 pm
Wednesday	10.00 am – 1.00 pm, 2.00 pm - 5.00 pm
Thursday	10.00 am – 1.00 pm, 2.00 pm - 5.00 pm
Friday	10 .00 am - 1.00 pm, 2.00 pm - 5.00 pm

One-to-one guidance through Lab Tutorial is provided to ensure there is an appropriate standard of work for 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 conservation object. A series of skill development sessions will take place during Lab time in terms 1&2.

BASIC TEXTS

The Following introductory texts and background reading are relevant to this module:

Appelbaum, Barbara., 2007. Conservation treatment methodology. Oxford: Butterworth-Heinemann.

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.

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.

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. 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.

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 available on the Moodle site). In addition, there is an unseen Object Assessment (40%). Instructions for the Unseen Object Assessment and its method of assessment are available on the Moodle sits.

TEACHING METHODS

During this module, you will develop your understanding of conservation by applying the processes discussed 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 in order to develop your Critical Conservation Practice.

The module is taught through individual tutorial, supervised practical sessions, lab skill development, technical demonstrations, and seminars. You will conduct guided interventive conservation treatments in the conservation laboratories (Rooms 615/616) 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 600 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 3 days per week in Term 1, 3-5 days per week in Term 2, and 5 days per week in Term 3.

Each student is expected to be involved in the treatment of objects from each of the following material categories:

- inorganic (ceramics/glass/stone/plaster)
- inorganic (metals)
- organics

(see Objects for allocation 2023-2024 for details)

Some objects will be treated as individual allocations that will be completed by you alone. Other objects will be allocated as group allocations, with one individual performing the role of lead conservator/project manager for each group of objects. You will be able to volunteer for one or more of these group projects, as lead conservator/project manager, and you will be expected to contribute to each of the other group projects as an active participant. The lead conservator/project manager is responsible for the successful completion of the project, and is accountable for the quality of the work produced. Your individual contribution to the group projects will be assessed as part of your ongoing practical work assessment.

You are required to complete a minimum of five individual objects to be submitted for individual summative object assessment by the end of the year, submission deadline: 5pm, 7 June 2024.

This can include any of your individually allocated objects (e.g. Ceramics 1 & 2). You may also select objects from within the group allocations, and/or from optional object allocations. You will normally be expected to complete more than five individual treatments during the year, and regardless of whether you are submitting these for summative assessment, you are required to complete the all of your treatments to the high standards required for your objects to be returned to their owners.

Each object treatment provides a particular conservation challenge, 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 during term 1 &2, you will be given a range of challenging and complex objects and projects. The allocated objects and projects are selected from UCL Collections, Institute of Archaeology excavations, private individuals, and through arrangements with partner institutions, such as National Trust, Egyptian Exploration Society, Norfolk Museums Service, Kew Gardens Economic Botany Collection, etc. If you require specific types of objects or object materials for treatment, this should be discussed with the module coordinator.

Fieldwork and Pod projects

In addition to your work in the IoA Conservation Lab, we would normally expect to participate in a number of small group in situ/fieldwork projects, such as those in association with the National Trust, e.g. Smallhythe, Hinemihi, Chedworth Roman Villa, etc. Any fieldwork projects are likely to be scheduled during Reading Weeks and Term Breaks (especially Spring Break). Participation in these projects is voluntary. Plans for the fieldwork projects will be discussed with you during the year.

You should also expect to participate in small group projects (Pod projects) with UCL Collections and other partner institutions. These have included collections management projects; collection surveys (UCL Museum Collections), site conservation (House Mill, Chiswick House), museum exhibition liaison (MA Museum Studies UCL & SOAS, Objects of the Misanthropocene), Public engagement projects (UCL Repair Café), group object conservation projects (painted surfaces, archaeological finds processing, etc.).

Aims, Objectives and Assessment

Aims

This module aims to provide a foundational academic training in critical conservation practice, which develops 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. This provides hands-on

embodied learning through lab and place-based conservation activities, and develops innovative practice based on scientific, technical, participatory, and experimental methods.

The practical skills introduced in ARCL0105 will be developed further in your work placement (ARCL0107) and will provide a platform for your development as an emerging professional conservator. On successful completion of ARCL0105, you should have the appropriate level of preventive and interventive conservation skills, competence and confidence necessary to undertake your work placement.

Objectives

On successful completion of this module, a student should:

- Have a clear understanding of health & safety regulations and be able to assess and manage the risks associated with 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 effective treatment proposals that reflect a critical response to 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 inorganic and organic materials
- Be able to evaluate critically the results of conservation processes
- 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 a work placement 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 three terms 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 direct 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. Your Daybook will be discussed with you as part of your lab tutorials, it will form the basis for discussions about your object treatments, it will be used 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 7 June 2024. 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 formative assessment. Objects completed before the end of Term 2 (22 March 2024) 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 Jill Saunders/Dean Sully, who will formatively assess the object and return it to you with written comments. You will be able to conduct further conservation work in order to improve your mark for practical work, prior to final (summative) assessments that will be conducted after the completion of all practical work on 7 June 2024.

For more detailed instructions about practical work assessment, 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 conduct a summative Unseen Object Assessment, which will take place during Term 2 (14 March 2024), which is completed within in 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 There will be a formative Unseen Object assessment in Term 1 (7 December 2023) that will be assessed as a trial run, but will not contribute to you grade for this module (see 'Assessment of "Unseen" Object' instructions).

Term 1	Formative Unseen Object Assessment (Ceramics)	7 December 2023	2.00 pm - 5.00 pm
Term 2	Summative Unseen Object Assessment	14 March 2024	2.00 pm - 5.00 pm

Submission Procedures

Completed treatment documentation (The Conservation Laboratory Records and Daybooks) for five completed objects should be submitted to the lab supervisor by 5.00 pm, 7 June 2024. 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 (details are available on the ARCL10105 Moodle site and indicated in the document posted in the 'lab office').

Schedule and Syllabus

Teaching Schedule

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

Times		Supervising Staff
Tuesday (Term 2)	10.00 am - 1.00 pm	Dean Sully/ Max Chesnokov
	2.00 pm - 4.00 pm	Dean Sully/Max Chesnokov
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/Max Chesnokov
Friday	10.00 am - 1.00 pm (Term2)	Jill Saunders
	2.00 pm - 4.00 pm	Jill Saunders

Supervision times for Term 3 will be confirmed closer to the time, and will involve Caitlin O'Grady, Dean Sully, Jill Saunders, & Max Chesnokov.

The supervising members of staff will be available to discuss the progress of your practical work with you. Other activities, such as the Allocation of Objects, Lab Skill development sessions, and Seminars will also take place at various times during lab time. The details and timings of these day-to-day activities will be discussed with you by the relevant member of supervising staff responsible on those days.

Each member of staff will provide a specific focus on your lab work; Dean Sully has a specialism in organic objects, will concentrate on the technical quality of your treatments, consider your reflective practice, and overall progress. Jill Saunders has a specialism in inorganic objects (metals) and will help you understand your development towards your student work placement. Further input will be provided by Caitlin O'Grady on material science and analysis. Timea Grego (Laboratory, Facilities and Fieldwork Technician) will be responsible for the day-to-day running of the conservation labs. Timea will provide direct guidance for appropriate lab conduct. She will ensure lab users work in a safe manner and will be the primary source of support for the daily organisation of safe lab working. She will update risk assessment and COSHH documentation, conduct routine maintenance of laboratory equipment, manage loans of conservation objects and maintain the conservation database. Maxim Chesnokov (PT Conservation Lab technician) will provide Teaching support for this module and will be present in the conservation lab to support your conservation treatments. Max is a recent MSc programme graduate.

From time-to-time specialists will visit you in the lab to provide additional support.

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.

Seminars

In Term 1, the ARCL0105 seminars to take place on Thursdays 4.00-5.00 pm, will focus on developing your approach to object treatment and presentations of your expected career progress. Seminars will be arranged when required during term 2, as a forum to reflect on and discuss your developing understanding of conservation.

Module Contributors

Dean Sully	Room 403 A d.sully@ucl.ac.uk		
Programme Coordinator: MSc Conservation for Archaeology and Museums			
Module Coordinator:	ARCL0104 Conservation Processes, ARCL0105 Conservation Studies, ARCL0089 Dissertation		
Jill Saunders	Room 201 j.m.saunders@ucl.ac.uk		
Module Coordinator:	ARCL0107 Conservation Work Placement		
Caitlin O'Grady	Room 203 <u>caitlin.r.ogrady@ucl.ac.uk</u>		
Module Coordinator:	ARCL0106 Conservation Materials Science		
Timea Grego	Room 617 A <u>t.grego@ucl.ac.uk</u>		
Laboratory, Facilities and Fieldwork Technician			
Maxim Chesnokov	Conservation lab maxim.chesnokov.20@ucl.ac.uk		
Conservation Lab Technician (ARCL0104/ARCL0105/ARCL0107).			

Other members of the Institute's staff also contribute to the conservation programme, their contact details can be found via the Staff Directory (<u>http://www.ucl.ac.uk/directory/</u>).

Detailed Week By Week Syllabus

Term 1

Week 1: 4-6 October Wednesday 4 OCTOBER (Conservation lab) 10 am-1.00 pm (DS) Introduction to ARCL0105 Conservation Studies 11.00 am -1.00 pm Introduction to Lab & Conservation lab duties (DS/TG) You will be introduced to the logistics for safe lab working. 2.00-4.00 pm Allocation of first objects for treatment: Ceramic 1& 2 Lecture: Approach to objects: Documentation (Conservation lab) (DS) Introduction to conservation practical work, conservation laboratory records, and conservation treatment proposals. 4.00 pm Practical: making Paraloid solutions (DS)

Your first allocated object will present a straightforward conservation challenge as an introduction to the stages involved in the treatment process. We will consider the basic processes that you need to treat your first object. You will develop these skills as part of the experimentation associated with the treatment of your allocated objects during the rest of the year.

A draft Treatment Proposal for your first object should be ready for discussion in the lab by 25 October (finalised by 6 November)

A draft Treatment Proposal for your second object should be ready for discussion in the lab by 15 November. A draft Treatment Record for your first object should be ready for discussion by 22 November.

You should aim to complete your first treatment by the end of Term 1; if this is not possible, you should ensure that the treatment, documentation, and packaging of this object are completed before Reading Week in Term 2. Your second object will be a more complex treatment of a ceramic object from IoA Collections (DS).

Thursday 5 OCTOBER (Photography lab/Conservation lab)		
10.00-4.00 pm	Introduction to Photography: Antonio Reis (Photography Lab 4 th floor)	
4.00-5.00 pm	ARCL0105 Seminar Introduction to ARCL0105 Pod projects Conservation lab (DS)	
Friday 6 OCTOBER (Conservation Jab)		

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 2: 11-13 October

Wednesday 11 OCTOBER (Conservation lab)		
10.00 am-1.00pm	Lecture: Approach to Objects: Day book documentation (DS) & Practical work on Ceramic1&2	
11.00 am	Dr Rachael Sparks, Curatorial consultation for Ceramic 2 allocation (DS)	
2.00-4.00 pm	Lecture: Approaches to conservation advocated on the MSc Programme; Values based,	
Peoples based & More-than-Human Conservation		
Thursday 13 OCTOBER (Photography lab/Conservation lab)		
10.00-4.00 pmAdvanced Photography: Antonio Reis (Photography Lab 4th floor)		
4.00-5.00 pm ARCL0105 Seminar (career context) student presentations of future careers (Conservation lab) (DS)		
Friday 14 OCTOBER (Conservation lab)		

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 3: 18-20 October

Wednesday 18 OCTOBER (Conservation lab)		
10.00 am -1.00 pm Approach to objects: work on your Treatment Proposal for		
Ceramic 1 (aim to complete object treatment for Ceramic 1 by end of Term 1 (DS)		
2.00-4.00pm	ARCLO104 Lecture: Plaster and Mudbrick Conservation	(COG)
Thursday 19 OCTOBER (Photography lab/Conservation lab)		
10.00-4.00 pmAdvanced Photography: Antonio Reis (Photography Lab 4 th floor)		
4.00-5.00 pm ARCL0105 Seminar (career context) student presentations of future careers (Conservation lab) (DS)		
Eriday 20 OCTOPER (Concernation Job)		

Friday 20 OCTOBER (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 4: 25-27 October

Wednesday 25 OCTOBER (Conservation lab)			
10.00 am -4.00 pm	Applied Conservation Practice: Practical work on Ceramic 1&2, you should		
	have a draft of Ceramic 1 Treatment Proposal ready for discussion (DS)		
Thursday 26 OCTOBER (Conservation lab)			
10.00-4.00 pm	Applied Conservation Practice : Practical work on Ceramic 1&2		
4.00-5.00 pm ARCL0105 Seminar (career context) student presentations of future career context (DS)			
Friday 27 OCTOBER (Conservation lab)			

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 5: 1-3 November

Wednesday 1 NOVEMBER (Conservation lab)		
10.00 am-5.00 pm	Applied Conservation Practice: Practical work on Ceramic 1&2 , discuss Treatment	
	Proposal for Ceramic 1	(DS)
11.00-1.00pm	ARCL0104 Lab Skills colour matching	(Kim Selvaggi)
3.00-4.00 pm	Allocation of metal objects 1&2 (copper alloy, Iron) and inorg	anic 3 (plaster) (DS)
Thursday 2 NOVEMBER (Photography lab/Conservation lab)		
10.00-4.00 pm	Advanced Photography: Antonio Reis (Photography Lab 4 th fle	oor)
4.00-5.00 pm	ARCL0105 Seminar: confirmation of selected ARCL0105 Pod p	projects (DS)
Friday 3 NOVEMBER (Conservation lab)		
10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)		

Submit Completed Treatment Proposal for Ceramic 1 by 5.00 pm on Monday 6 November

Week 6: READING WEEK 6-10 NOVEMBER (NO TEACHING)

There will be no access to the Conservation Lab during Reading Week, please use this time for reading, research, report writing, and assignments preparation and attending the *UCL Repair Café: 10 November at UCL MechSpace*, Your Treatment Proposal for Ceramic 2 is due 15 November.

Week 7: 15-17 November

Wednesday 15 NOVEMBER (Conservation lab)10.00 am -1.00 pmLecture: Approach to Objects: Completing Conservation Documentation: Treatment Records(DS)

Applied Conservation Practice: Practical work on allocated objects during lab time. **You should have a draft of Ceramic 2 Treatment Proposal ready for discussion.** DS will discuss your draft Treatment Proposal for Ceramic 2)

Thursday 16 NOVEMBER (Conservation lab)		
10.00 am -1.00 pm	Applied Conservation Practice: Practical work on allocated objects during lab	
	time. DS will discuss your draft Treatment Proposal for Ceramic 2	2
3.00-5.00pm	ARCLO104 Lecture (Online) Conservation of Glass	SK
Friday 17 NOVEMBER (Conservation lab)		

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 8: 22-24 November

Wednesday 22 NOVEMBER (Conservation lab)			
10.00 am -11.00 am	Applied Conservation Practice: Discussion of Treatment Record for		
	Ceramics 1 (you should have a draft Ceramic 1 Treatment Record ready for		
	discussion) (DS)		
11.00-1.00pm	ARCL0105 Seminar: Introduction to Unseen Object Assessment, in		
	preparation for (formative) Unseen Ceramic Assessment on 7 December		
2.00-5.00 pm	Applied Conservation Practice: Practical work on allocated objects		
Thursday 23 NOVEMBER (Conservation lab)			
10.00 am -1.00 pm	Applied Conservation Practice: Practical work on allocated objects		
2.00-5.00 pm	Discussion of Treatment Record for Ceramics 1 (you should have a draft		
	Ceramic 1 Treatment Record ready for discussion) (DS)		

Friday 24 NOVEMBER (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 9: 29 November-1 December

Wednesday 29 NOVEMBER (Conservation lab)			
10.00 am -1.00 pm Allocation of objects: (Organics) & Optional objects: Stone/glass (DS)			
	Applied Conservation Practice: Practical work on allocated objects	(DS)	
2.00-4.00 pm	2.00-4.00 pm Dr Stephanie Boonstra, Collections Manager, the Egypt Exploration Society: Curatorial consultation		
	for the Cartonnage conservation project		
Thursday 30 NOVEMBER (Conservation lab)			
10.00 am -1.00 pmApplied Conservation Practice: Practical work on allocated objects(DS)		(DS)	
2.00-5.00 pm Introduction to the cartonnage project (Max Chesnokov)			
Friday 1 DECEMBER (Conservation lab)			

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 10: 6-8 December

Wednesday 6 DECEMBER (Conservation lab)		
10.00 am-3.00 pm	Applied Conservation Practice: Practical work on allocated objects	
11.00-12.00pm	Finalised selection of individual object and group treatment projects for Allocation in Ter	rm 2
	(composite/Critical Conservation Object?)	(DS)
2.00-3.00 pm	Applied Conservation Practice: Practical work on allocated objects	
3.00-5.00 pm	ARCL0105 Seminar: Reviewing Ceramic treatments for the Unseen Object Assessment	

Thursday 7 DECEMBER (Conservation lab)

10.00 am -1.00 pm

FORMATIVE UNSEEN OBJECTS ASSESSMENT: TERM 1 CERAMICS

You will be presented with a previously Unseen Ceramic Object, to complete a physical examination (technological and condition assessment) leading to a conservation treatment recommendation.

Instructions for the Unseen Object Assessment are available on the Moodle site.

2.00 - 4.00 pm Applied Conservation Practice: Practical work on allocated objects

4.00-5.00 pm ARCL0104 Lecture: IMLS Project at Denver Museum of Nature & Science KK

Friday 8 DECEMBER (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 11: 13-15 December

Wednesday 13 DECEMBER (Conservation lab)		
10.00 am -5.00 pm	Applied Conservation Practice: Practical work on allocated objects (DS)	
11.00-1.00 pm	ARCL0104 Prac	tical Relaying Flaking Paint DS
4 pm	Module Review	, & Discuss Term 2 ARCL0105 seminar content that will take place
	throughout Ter	m 2 on Thursday afternoons
Thursday 14 DECEMBER (Conservation lab)		
10.00 am -1.00 pm/2.0	0-5.00 pm	Applied Conservation Practice: Practical work on allocated objects (DS)
		Completion of Practical work on Ceramic 1

Friday 15 DECEMBER

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

5.00 pm Submit Completed Ceramic 1 object for formative assessment. Submit Daybook & Completed Conservation Documentation for Ceramic 1 (for formative assessment)

Check list 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 intend to do in order to complete the treatment. This should reflect the level of detail required in the completed Treatment Record. Leave your object clearly labelled and 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). Upload this with the treatment proposal and estimate of time and resources form. The more complete the documentation, the better I am able to give your comments.

3. By 22 December, send me a link/share to your Daybook. I will use this to see how your overall progress is being documented. Also leave your other allocated object either in your desk cupboard, or in the object cupboard. I may need to check this in relation to what I see in your daybook.

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

(DS)

Term 2: Some alterations to the timetable will be provided at the beginning of term 2, based on discussions in term 1. Term 2 Activities for this module are scheduled to take place at the IoA Conservation Labs.

In addition to the Ceramic object completed in Term 1, a further two objects (including Ceramic 2) will need to be completed and submitted by the end of Term 2

Week 12: 10-12 January		
Wednesday 10 JANUARY (Conservation lab)		
Return of Term 1 pract	ical assessments	
Return of Marked Unseen object assessment: Ceramics		
10.00 am -5.00 pm	Applied Conservation Practice: Practical work on allocated objects (DS)	
	Discussion of Completed object & documentation: Ceramic 1	
All Treatment Proposals must be completed by the end of term 2.		
Ceramic 1 should be completed and ready to return by Reading week		
Ceramic 2 (& two additional objects) should be completed by end of Term 2		
Thursday 11 JANUARY	(Conservation lab)	
10.00 am -5.00 pm	Applied Conservation Practice: Practical work on allocated objects (DS)	
Friday 12 JANUARY (Conservation lab)		

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 13: 17-19 January

Wednesday 17 JANUARY (Conservation lab)			
10.00 am -1.00 pm	Applied Conser	vation Practice: Practical work on allocated objects (DS)	
2.00-4.00 pm	ARCL0104 Prac	tical Flexible Backing Repairs (DS)	
Thursday 18 JANUARY (Conservation lab)			
10.00 am -1.00 pm/2.00-4.00 pm		Applied Conservation Practice: Practical work on allocated objects (DS)	
4.00 pm		ARCL0090 Introduction to the MSc Dissertation	(DS)
Friday 19 JANUARY (Conservation lab)			

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 14: 24-26 January

Wednesday 24 JANUARY (Conservation lab)10.00 am -1.00 pmApplied Conservation Practice: Practical work on allocated objects (DS)2.00-4.00 pmARCL0104 Practical Conservation of Archaeological Organics (DS)

Thursday 25 JANUARY (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice: Practical work on allocated objects (DS)

Friday 26 JANUARY (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 15: 31 January-2 February

Wednesday 31 JANUARY (Conservation lab)		
10.00 am -1.00 pm/2.00-5.00 pm	Applied Conservation Practice: Practical work on allocated objects (DS)	
Thursday 1 FEBRUARY (Conservation lab)		

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice: Practical work on allocated objects (DS)

Friday 2 FEBRUARY (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 16: 7-9 February

Wednesday 7 FEBRUARY (Conservation lab)

10.00 am -5.00 pm Applied Conservation Practice: Practical work on allocated objects (DS)

Thursday 8 FEBRUARY (Conservation lab)

10.00 am -5.00 pm Applied Conservation Practice: Practical work on allocated objects (DS)

ARCL0105 Online lecture either 11.00 or 14.00 (TBC) Conserving at the Royal Place Museum Beijing; Daran Qin

Friday 9 FEBRUARY (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 17 (12-16 February) READING WEEK (NO TEACHING) UCL Repair Café: 16 February at UCL MechSpace

Please use this time for reading, research, report writing, and assignments preparation, your Treatment Proposals for all objects are due at the end of Term 2 (March 22). Depending on other commitments, time may be available for you to participate in volunteer projects.

Unsupervised lab time

It may be possible to arrange access to the conservation laboratory for additional (unsupervised) practical work during Reading Week. Access to the lab must be arranged with a member of staff in advance, so that your safe working can be ensured, and 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.

Week 18: 21-23 February

Wednesday 21 FEBRUARY (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice: Practical work on allocated objects (DS)

Thursday 22 FEBRUARY (Conservation lab)

10.00 am -5.00 pm Applied Conservation Practice: Practical work on allocated objects (DS)

Friday 23 FEBRUARY (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 19: 28 February -1 March

Wednesday 28 FEBRUARY (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice: Practical work on allocated objects (DS)

Thursday 29 FEBRUARY (Conservation lab)

10.00 am -1.00 pm Applied Conservation Practice: Practical work on allocated objects (DS)

2.00-4.00 pm ARCL0105 Seminar (Review of Unseen Object Assessment)

Friday 1 MARCH (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 20: 6-8 March

Wednesday 6 MARCH (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice: Practical work on allocated objects (DS)

Thursday 7 MARCH (Conservation lab)

10.00 am -1.00 pm Applied Conservation Practice: Practical work on allocated objects (DS)

7 MARCH 2.00-5.00 pm UNSEEN OBJECTS ASSESSMENT: SUMMATIVE ASSESSMENT

(DS)

You will be presented with a previously unseen composite 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.

Friday 8 MARCH (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 21: 13-15 March

Wednesday 13 MARCH (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice: Practical work on allocated objects (DS)

Thursday 14 MARCH (Conservation lab)		
10.00 am -1.00 pm	Applied Conservation Practice:	Practical work on allocated ob	jects (DS
2.00-4.00 pm	ARCL0105 Module evaluation	(DS)	

Friday 15 MARCH (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

Week 22: 20-22 March

Wednesday 20 MARCH (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice: Practical work on allocated objects (DS)

Thursday 21 MARCH (Conservation lab)

10.00 am -5.00 pm Applied Conservation Practice: Practical work on allocated objects (DS)

Friday 22 MARCH (Conservation lab)

10.00 am -1.00 pm/2.00-5.00 pm Applied Conservation Practice, combined ARCL0104 & ARCL0105 projects (JS)

22 MARCH 5.00 pm Complete object treatment/packaging and documentation for 3 objects (including Ceramics 2). Submit Daybook for Assessment. Submit Treatment Proposal for all remaining allocated objects

Easter Break

Depending on other commitments, time may be 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 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.

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 23: 22-26 April		
22 APRIL	Return of Term 2 practical assessments	(DS)
	Return of Marked Unseen Object Assessment	(DS)

The assessment of your completed objects provides a formative mark; you may wish or be required to conduct 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 24: 29 April-3 May

Monday-Friday Complete work on allocated individual objects and group treatment projects

Week 25: 7-10 May

May Day Bank Holiday, Lab Closed

Tuesday-Friday Complete work on allocated individual objects and group treatment projects

Week 26: 13- 17 May

Monday-Friday Complete work on allocated individual objects and group treatment projects Thursday 18 MAY 2.00-4.00 pm. ARCL0089 Discussion of Research Design for Dissertation topics (DS)

Week 27: 20-24 May

Monday-Friday Complete work on allocated individual objects and group treatment projects

Week 28: 28-31 May

27 MAY Spring Bank Holiday, Lab Closed Tuesday-Friday Complete work on allocated individual objects and group treatment projects

Week 29: 3-7 June

Monday-Friday Complete work on allocated individual objects and group treatment projects

7 JUNE 5.00 pm All Completed objects to be submitted for assessment.

Submit a minimum of five completed objects, along with completed Conservation Treatment 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, 10-14 June 2024. This will identify any additional conservation work that may be needed from you before your objects can to be returned to their owners.

17-28 JUNE	YOU SHOULD ENSURE THAT YOU ARE AVAILABLE TO CONDUCT THE WORK REQUIRED TO COMPLETE YOUR OBJECTS DURING THIS TIME
27 June	
UCL IOA Conservation C	Open Day. You may be hosting visits by staff from your proposed internship placements
28 JUNE 2.00 pm	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, ame before you leave for submitted for examin	ndments to treated objects, & final lab documentation will need to be completed the summer. Failure to do this will mean your ARCL0105 coursework will not be nation in 2024.

Then.... Prepare for your internship, which will start in mid-September 2024

Feedback

In trying to make this degree as effective as possible, we welcome feedback during the course of the year. You will be asked to fill in Progress Forms during each term, which the Degree Coordinator will discuss with you, which include space for comment on each of your modules. At the end of each term, you are asked to give your 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 seriously and help the Module Coordinator to develop the module. The summarised responses are considered by the Degree Coordinator, the Institute's Staff-Student Consultative Committee and 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 the Graduate Tutor. Or you may consult the Academic Administrator (Judy Medrington), the Chair of Teaching Committee (Dr Rachel King), or the Director (Prof. Kevin McDonald).

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.