

MARIST
ITALY



LdM
Lorenzo de' Medici

The Italian
International
Institute



**Master of Arts in Museum Studies
Florence, Italy**

Graduate Catalog

2018-2019

QUESTIONS regarding admission to the Marist-LdM

MA in Museum Studies Program

may be directed to the Office of Graduate Admission, Marist College

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QUESTIONS regarding general information about the Marist-LdM

MA in Museum Studies Program

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This Graduate Catalog and Student Handbook comprises information on curricula, policies and procedures in relation to the MA in Museum Studies Program, jointly offered by Marist College and Istituto Lorenzo de' Medici. This is a living document, and will be updated from time to time as necessary to maintain full and updated information. Suggestions for additions, changes, and clarifications are welcome and should be sent to the Director of Marist Italy.

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Master of Arts in Museum Studies Academic Calendar 2018-2019

FALL 2018	
AUGUST 17	MA STUDENTS ARRIVE/HOUSING CHECK-IN
AUGUST 18	MA ORIENTATION BEGINS
AUGUST 31	DEGREE CONFERRAL
AUGUST 31	THESIS DEFENSE
SEPTEMBER 3	SEMESTER STARTS
SEPTEMBER 13	LANGUAGE COMPETENCY
OCTOBER 4	THESIS DEFENSE
OCTOBER 12	READING DAY (RESERVED FOR MAKE-UP IN CASE OF EXCEPTIONAL CIRCUMSTANCES)
OCTOBER 22-26	FALL BREAK
OCTOBER 29	CLASSES RESUME
NOVEMBER 1	HOLIDAY: ALL SAINTS DAY (MAKE UP DAY: FRIDAY, NOVEMBER 9)
NOVEMBER 2	THESIS DEFENSE
NOVEMBER 5	LAST DAY TO WITHDRAW FROM A COURSE WITH A W/F GRADE
NOVEMBER 9	MAKE UP DAY FOR NOVEMBER 1 CLASSES
NOVEMBER 23	DUE: THESIS/PRACTICUM PROGRESS REPORTS FORM (CONTINUING COHORTS)
NOVEMBER 29	LANGUAGE PROFICIENCY EXAM - ORAL
NOVEMBER 30	LANGUAGE PROFICIENCY EXAM - WRITTEN
NOVEMBER 30	THESIS DEFENSE
DECEMBER 7	READING DAY (RESERVED FOR MAKE-UP IN CASE OF EXCEPTIONAL CIRCUMSTANCES)
DECEMBER 8	HOLIDAY: IMMACULATE CONCEPTION (MAKE UP PLANNED WITH INSTRUCTORS)
DECEMBER 14	SEMESTER ENDS
FEBRUARY 1	DEADLINE FOR GRADE CHANGES AND RESOLVING INCOMPLETES FOR FALL 2018
JANUARY INTERSESSION 2019 – LANGUAGE CLASSES	
JANUARY 3	CLASSES START/ORIENTATION/FINAL REGISTRATION
JANUARY 4	ADD-DROP DEADLINE/FINAL REGISTRATION
JANUARY 6	HOLIDAY: EPIPHANY
JANUARY 21	CLASSES END
FEBRUARY 4	DEADLINE FOR GRADE CHANGES AND RESOLVING INCOMPLETES FOR JANUARY 2019
SPRING 2019	
FEBRUARY 1	THESIS DEFENSE
FEBRUARY 4	SEMESTER STARTS
FEBRUARY 4-8	ADD DROP WEEK
FEBRUARY 8	FINAL REGISTRATION-LAST DATE FOR COURSE CHANGES
FEBRUARY 14	LANGUAGE COMPETENCY EXAM
MARCH 1	THESIS DEFENSE
MARCH 15	READING DAY (RESERVED FOR MAKE-UP IN CASE OF EXCEPTIONAL CIRCUMSTANCES)
MARCH 25-29	SPRING BREAK
APRIL 4	THESIS DEFENSE
APRIL 5	MAKE UP DAY FOR APRIL 22
APRIL 5	DUE: THESIS/PRACTICUM PROGRESS REPORTS FORM (CONTINUING COHORTS)
APRIL 10	DUE: ACADEMIC PLAN (CURRENT COHORT)
APRIL 11-12	ACADEMIC CONFERENCE
APRIL 19	LANGUAGE COMPETENCY EXAM
APRIL 19	LAST DAY TO WITHDRAW FROM A COURSE WITH A W/F GRADE
APRIL 21	HOLIDAY: EASTER MONDAY
APRIL 22	HOLIDAY EASTER MONDAY (MAKE UP DAY FOR APRIL 5)
APRIL 23	CLASSES RESUME
APRIL 25	HOLIDAY: LIBERATION DAY (MAKE UP DAY: FRIDAY APRIL 12)
MAY 1	HOLIDAY: LABOR DAY (MAKE UP DAY: FRIDAY MAY 3)
MAY 3	MAKE UP DAY FOR MAY 1 CLASSES
MAY 10	READING DAY (RESERVED FOR MAKE-UP IN CASE OF EXCEPTIONAL CIRCUMSTANCES)
MAY 14	FINAL PROJECT WORKSHOP

MAY 17	SEMESTER ENDS/COMMENCEMENT
MAY 18	DEADLINE HOUSING CHECK OUT: 12 NOON
	SUMMER 2019
MAY 31	DEGREE CONFERRAL
MAY 31	THESIS DEFENSE
JUNE 21	LANGUAGE COMPETENCY EXAM
JUNE 26	DUE: THESIS/PRACTICUM PROGRESS REPORTS FORM (CONTINUING COHORTS)
JUNE 28	THESIS DEFENSE
JULY 5	DEADLINE FOR GRADE CHANGES AND RESOLVING INCOMPLETES FOR SPRING 2019
JULY 5	DEADLINE FALL 2019 REGISTRATION
AUGUST 31	DEGREE CONFERRAL
	TENTATIVE DATES FALL 2019
AUGUST 30	THESIS DEFENSE
OCTOBER 3	THESIS DEFENSE
OCTOBER 31	THESIS DEFENSE
NOVEMBER 29	THESIS DEFENSE
JAN 31	DEGREE CONFERRAL

*All dates listed are subject to change and students will be notified in advance if modifications to the schedule should occur throughout the year

Marist College and the Istituto Lorenzo de' Medici

Marist College is a fully accredited, undergraduate and master's level comprehensive institution located in Poughkeepsie New York, USA which has partnered with The Istituto Lorenzo de' Medici to offer both undergraduate and graduate degrees in Italy. Marist College maintains a branch campus at Florence, Italy, with additional sites in Tuscania, and Rome, and provides an alternative to studying for a fully accredited US degree in the United States. Marist-LdM offers undergraduate degrees in studio art, art history, conservation studies, digital media, fashion design, interior design, and Italian language as well as a graduate program in museum studies.

Marist College Mission

Marist is dedicated to helping students develop the intellect, character, and skills required for enlightened, ethical, and productive lives in the global community of the 21st century.

Values Statement

The College fulfills its mission by pursuing three ideals: excellence in education, a sense of community, and a commitment to service. These ideals were handed down to us by the Marist Brothers who founded the College. Now an independent institution governed by a lay board of trustees, Marist continues to embrace the three ideals as an integral part of the College mission.

Excellence in Education

Marist achieves its ideal of excellence in undergraduate, graduate, and professional education by actively engaging each student through exemplary teaching and distinctive learning opportunities. At the undergraduate level, this begins with a firm foundation in the liberal arts and sciences. Through the core curriculum and major fields of study, students learn to think logically and creatively, to synthesize and integrate methods and insights from a variety of disciplines, and to express themselves effectively orally, in writing, and through media. Students consider the ethical dimensions of the subjects they study and become more aware of their own values, the values of others, and the implications of the choices they make in their public and private lives. They

explore diverse cultures through coursework, extracurricular programs, international study, internships, and service opportunities. Students in all programs learn critical thinking and problem-solving skills requisite for effective leadership in a complex and diverse society. The Marist ideal of excellence in education finds distinctive expression in programs tailored for the graduate and adult learners the College has long served. Study at the graduate level emphasizes breadth and depth of knowledge for career development. In a climate of collegiality, students refine the intellectual and personal qualities they need to contribute to their fields. Graduate, undergraduate degree completion, and professional programs are designed to accommodate the needs of adult students to balance education with work and family responsibilities. Maintaining the high standards that characterize all educational offerings, Marist presents programs for adult students in alternate locations, formats, and methods of delivery. A distinguishing feature of the Marist education is the manner in which information technology is used to support teaching, learning, and scholarship. The College, a leader in educational applications of information technology, offers students access to advanced technologies to help them develop as lifelong learners and productive members of their communities. Technology resources are combined with flexible and innovative program formats to expand access to higher education for all students.

A Sense of Community

The Marist ideal of community is based on the belief that we become a better institution through the active involvement of faculty, staff, students, and alumni in the life of the College. Seeking to create relationships that will last a lifetime, we nurture the well-being and development of all our community members and cultivate their bonds with the College and each other. Marist encourages students to collaborate with faculty and staff on research, creative, and service projects, and to share the results of their work with a wider community of scholars. We take particular care to ensure that student activities build a sense of community while supporting educational goals. We are a diverse community united by a shared commitment to the free exchange of ideas, consideration of the opinions of others, and civility in all our interactions. As members of the global community, we are committed to the collective stewardship of our environment.

A Commitment to Service

The Marist ideal of service is predicated on our belief in the dignity and value of every human being. The College sponsors and supports programs to meet a wide variety of community needs and to offer broadened access to education. We encourage students, faculty, staff, and alumni to make service an important part of their lives. Both individual students and student organizations engage in service activities, including programs that assist those in need, projects throughout the Hudson River Valley, and other humanitarian initiatives around the world. By sharing their time and talents, students help make Marist a better place to live and learn while developing a sense of personal responsibility and civic engagement.

Introduction to Marist

What started as a school for training future Marist Brothers has developed into one of the leading comprehensive liberal arts colleges in the country. Marist College's 210-acre main campus overlooks the Hudson River in the heart of the historic Hudson Valley, midway between New York City and the state capital of Albany, NY. In addition, the Raymond A. Rich Institute for Leadership Development is located on a 60-acre estate in the Ulster County, NY, town of Esopus. The College also has a branch in Florence, Italy. Marist's campus is virtually global, with many degree programs and individual courses offered online. Recognized for academic excellence by U.S. News & World Report, Forbes, the Princeton Review, and Kiplinger's Personal Finance, Marist is noted

for its leadership in the use of technology to enhance the teaching and learning process. The College enrolls 5,037 traditional undergraduate men and women, 396 nontraditional adult students, and 958 full- and part-time graduate students. Its first graduating class, in 1947, consisted of four Marist Brothers. Today, more than 42,000 alumni and alumnae call Marist alma mater. Marist offers programs leading to bachelor's degrees, master's degrees, professional certificate programs, and a doctoral degree. The College has a longstanding commitment to providing adults with educational opportunities that accommodate their work schedules. A variety of online programs offer opportunities to balance study with career and family responsibilities. Marist has seen tremendous growth in its graduate programs due in large part to its successful online MBA and MPA programs, the first to be accredited by New York State. Marist also offers other online programs at the undergraduate and graduate level as well as the opportunity to pursue a Master of Arts in Museum Studies at the branch campus in Florence, Italy. Marist has received national attention and a number of awards for its advanced technology. The College is a member of Internet2, providing students and faculty direct access to digital education and research resources across all member institutions. All classrooms employ "smart technology," and wireless access is available throughout the campus, both indoors and out. A joint study agreement with the IBM Corporation has allowed both partners to develop innovative uses for technology in learning and teaching.

History

Marist can trace its roots to 1905, when the Marist Brothers first purchased property in Poughkeepsie, NY, as the site of a house of studies. In 1929, the state of New York certified the Marist Training School to offer college-level courses. In 1946, the state granted a charter to Marian College as a four-year institution of higher learning under the leadership of founding president Brother Paul Ambrose Fontaine, FMS. In 1956, the College broadened its scope to include the wider community and in 1957 admitted lay male students to pursue undergraduate studies. Dr. Linus Richard Foy was named president in 1958 and became, at age 28, the youngest college president in the United States. In 1959, the College introduced an evening division to serve the educational needs of the surrounding communities. Marian College was renamed Marist College in 1960, and by 1969 the Brothers transferred ownership to the Marist College Educational Corporation with an independent board of trustees. The College admitted women to its evening division in 1966. In 1968, women entered the day division, making the College fully coeducational.

Istituto Lorenzo de' Medici

Mission

Istituto Lorenzo de' Medici is committed to delivering a high-quality international learning experience through which students advance along their formal educational paths, develop their creativity, realize their own potential, and empower themselves to impact the world around them. Experiential learning is LdM's main tool to foster students' future professional development.

Core Values

Learning - Istituto Lorenzo de' Medici upholds both traditional and innovative educational approaches and is dedicated to the empowerment of students as active participants in the learning process.

Innovation - Istituto Lorenzo de' Medici prizes interdisciplinary projects and engagement with the professional sector as a way to ensure that its students achieve the work-related skills necessary to meet the challenges of their respective fields.

Diversity - Istituto Lorenzo de' Medici embraces diversity in its dynamic, international environment composed of faculty, staff and students from over 100 different countries.

Engagement - Istituto Lorenzo de' Medici believes in community engagement and builds opportunities for meaningful interaction between students and the Italian community in which they live and study.

Affirmation - Istituto Lorenzo de' Medici provides equal and open access to educational opportunities and promotes personal development and growth.

Introduction to Istituto Lorenzo de' Medici

LdM began in 1973 as one of the first centers in Florence to specialize in teaching Italian as a foreign language. Later, the Institute branched out into Studio Art courses, and is now known as one of Italy's largest and most comprehensive international institutions for higher education. After many years of success in Florence, LdM opened campuses in Rome, Tuscania and Venice, giving students the opportunity to experience different aspects of Italy. LdM currently offers over 3,000 students a year the opportunity to live in the midst of Italian culture and share their study experience with others of different nationalities. At the same time, students attending LdM courses can also gain credit towards their US degrees.

LdM has a faculty of more than 200 dedicated and qualified instructors from Italy and all over the world. The Institute offers almost 600 different courses in Arts and Humanities, Design, Social Sciences and Communications, Psychology, International Business and Political Science, Studio and Performing Arts, Agriculture, Sciences, and Italian Language. Classroom-based liberal arts courses supplement traditional teaching methods by using the unrivalled opportunities that Florence, Tuscania, Rome and Venice offer for investigating the history and cultural heritage of Italy and Europe through galleries, palaces, gardens, churches and museums. LdM programs stimulate and expand the potential individual creativity of students, providing them not only with the technical skills but also the conceptual insights necessary for the development of artistic talent. LdM prides itself on years of experience of offering professionally-oriented courses in Design, Archaeology, Restoration and Conservation Studio Arts, Performing Arts and allied subjects. LdM's fully equipped facilities and cutting-edge methods enable students to enjoy hands-on learning and to experience Italy as "a classroom without walls."

LdM has enjoyed a long and fruitful collaboration with the University of Florence, not only in social events such as the "Tandem" conversation exchange, but also in a variety of academic ventures. LdM has established agreements with the University of Florence Departments of Archaeology, Business and Economics, History, Art History, Music and Theatre (including Cinema and Filmmaking), as well as with the dedicated science campus or "Polo Scientifico". LdM Rome has recently inaugurated a collaboration with the University of Roma Tre for the STEM Program.

LdM Restoration students have restored paintings and sculptures, some by the greatest artistic masters of the Renaissance like Fra' Angelico, Ghirlandaio, Botticelli, Brunelleschi and Michelangelo. They also have the chance to take part in international expeditions, like the recent ones to Easter Island (Chile) to restore the ancient Moai sculptures. Studio Art students develop their visual skills through immersion in the exquisite beauties of the Italian countryside. Fashion students work on commercial projects, meet industry professionals and present their own fashion shows, while Art, Photography, Graphic and Interior Design students work on professional projects. A recent addition to the Florence Campus, Cucina Lorenzo de' Medici is the first school of culinary arts in the historic Mercato Centrale of Florence. A diverse group of professional chefs lead hands on cooking

courses, as well as seminars that explore in-depth themes such as the overall well-being related to a balanced diet, the evolution of cooking styles, the pairing of food and wine, and the importance of the agricultural food sector. Participants are in direct contact with the artisans who produce the freshest “Made in Italy” products and learn firsthand how to observe, smell, taste, and appreciate the value and history of the products.

To assure students a quality experience abroad, LdM provides its students with a wide range of housing possibilities, student services, opportunities for travel and recreation, volunteer projects, student clubs, extra-curricular seminars and public conferences. The Institute aims to integrate formal university-level learning with an emphasis on personal growth, individual engagement, and community responsibility

The Master of Arts in Museum Studies: Program Overview

The M.A. in Museum Studies program, offered by Marist College and Lorenzo de’ Medici, is an interdisciplinary advanced degree which aims to provide students with an understanding of how museums operate within their social and cultural contexts, offering unparalleled learning opportunities within the city of Florence and beyond.

The program draws on faculty from the US, UK and continental Europe, and courses are taught using a variety of innovative methods that share two core principles:

1. Museums’ engagement with the public is paramount, and
2. Museums vary greatly across the globe and therefore must be studied from an international comparative perspective.

Guest lectures are offered by a range of museum professionals, providing a wide variety of international perspectives and access to real-world museum research and practices. Visits to museums, monuments, archives, libraries, and other institutions are essential features of the program that encourage students to use the city of Florence as their 'classroom'. The internship component of the program provides the opportunity for students to learn how to manage collections, organize exhibitions and events, and to assist in public outreach programs and marketing campaigns. The combination of lectures, visits and the internship facilitate the important transition from student to museum professional at the termination of the degree. Additionally, the program works with the University of Florence to position itself as a much-needed forum for reflection and debate on museological issues in the city. The program sponsors an annual international conference for museum professionals, in which M.A. students also participate. All courses are taught in English, except for some Special Topics elective courses held at the University of Florence.

The MA in Museum Studies program offers students the option of choosing between two different tracks. The **Professional track** is aimed at students who intend to go directly into the professional museum field and do not wish to pursue a doctorate after completing the master’s degree. Students in the Professional track have the option of completing either a thesis or a practicum project. The **Pre-doctoral track** is aimed at students planning to go on to pursue a doctorate after completing the master's degree. Students taking the Pre-doctoral track are required to write a thesis and to pass a foreign language competency exam before engaging in the internship and thesis. Foreign language competency must be demonstrated in French, Italian, German, Spanish or Latin. Other languages may be approved in special circumstances by the Program Director(s).

Program Curriculum

The Master of Arts in Museum Studies degree requires the fulfillment of a minimum of 34 credit hours which include the completion of an internship and a thesis or practicum project. The curriculum provides a sequence of courses that offer the museums of Florence and the expertise of the museum professionals of the city as a backdrop to learning. Following completion of the coursework, students engage in an internship as well as complete a thesis or practicum project. Highly motivated students can choose to complete both the internship and thesis/practicum project in the following summer, and can thus complete the degree in one calendar year. Many students choose to take longer to complete the degree.

Course Requirements

The Master of Arts in Museum Studies requires a *minimum of 34 credit hours*

Fall Semester: Required Courses

ARTM 501L: Museums and the Public I: People and Ideas	3 cr	
ARTM 502L: Museums: Past Present and Future	3 cr	
ARTM 503L: Museum Development, Management and Leadership	3 cr	
ARTM 504L: Art and Objects in Museums and in Context	3 cr	
ARTM 507L: Research and Field Methods I: Methodology and Resources	1 cr	13 cr

Spring Semester: Required Courses

ARTM 601L: Museums and the Public II: Objects and Audience	3 cr	
ARTM 607L: Research and Field Methods II: The Thesis/Practicum Proposal	1 cr	4 cr

Spring Semester: Three Elective Courses (as available)

ARTM 602L: Transcultural Aesthetics, Ethnography, and Cultural Bias	3 cr	
ARTM 603L: Museum Spaces and Technologies	3 cr	
ARTM 604L: Museum Education	3 cr	
ARTM 605L: Conservation and Historic Preservation	3 cr	
ARTM 606L: Museum Ethics and the Law	3 cr	
ARTM 6XXL: Special Topics Courses	3 cr	9cr

Internship and Thesis Work:

ARTM 616: Fieldwork for Museum Studies Internship	0 cr	
ARTM 617: 1 Credit Internship	1 cr	
ARTM 620: 4 Credit Internship	4 cr	
ARTM 621: 2 Credit Internship (Part 1)	2 cr	
ARTM 622: 2 Credit Internship (Part 2)	2 cr	
ARTM 623: 3 Credit Internship	3 cr	
ARTM 624: 5 Credit Internship	5 cr	
ARTM 625L: Thesis	4 cr	
or		
ARTM 626L: Practicum Project	4 cr	8-9 cr
ARTM 600: Thesis/Practicum Project in Progress	1 cr	

TOTAL CREDITS

34-35cr

Course Descriptions

ARTM 501L

Museums and the Public I: People and Ideas

Location: Florence

This course addresses the various roles museums play in society, accentuating the position of the museum as a significant cultural institution whose form and very existence depends upon a rich interchange with its community, local and global. It is designed as a series of invited lectures by museum professionals such as museum directors, curators, donors, fundraisers, docent trainers and web designers, with both theoretical and practical knowledge of museums. These lectures, combined with weekly readings will serve as springboards for individual analysis and class discussion. The course is also writing intensive and introduces students to different types of museum writing and editing. Offered fall semester.

ARTM 502L

Museums: Past, Present and Future

Location: Florence

This course explores the origins and history of museums and their archetypes with an eye to how the institutions of the past have shaped museums today. Issues addressed include habits of collecting and display, modes of object classification, the impact of political, religious, cultural and financial systems on museums, the role of travel and conquest in the shaping of collections, and birth of the museum professions. Visits to historical collections form an integral and substantial part of this course. Offered fall semester.

ARTM 503L

Museum Development, Management, and Leadership

Location: Florence

This course provides a basic understanding of how modern museums are structured, administered and financed in various parts of the world, while exploring leadership and management skills at various levels of the museum hierarchy. Some issues to be addressed include what makes an effective non-profit institution, potential controversies and legal problems that can arise in museums and developing strategies for dealing with them, operational issues, growth potential, and strategic planning and capital expense budgeting in a European museum context. Offered fall semester.

ARTM 504L

Art and Objects in Museums and in Context

Location: Florence

This course on curatorial practice addresses the problems of the meaning, context, and display of art and objects through three case studies, each covered by a different instructor for one third of the semester. Case studies will be in 1) Florentine art 2) contemporary art and the special problems it poses to museums 3) a non-art museums (such as history or history of science museums) and the objects they house. Students will assess the effectiveness and sustainability of museum displays according to various parameters including viewer expectations, cultural biases and aesthetic, religious and conservation issues. Offered fall semester.

ARTM 507L

Research and Field Methods I: Methodology and Resources

Location: Florence

Students will be introduced to modes and places of research in Florence and will develop and hone critical analytical skills by critiquing published papers in a variety of museum studies fields and using a variety of methodologies. Offered fall semester.

ARTM 601**Museums and the Public II: Objects and Audience**

Location: Florence

Designed to follow “Museums and the Public I: People and Ideas,” this course offers the student a guided, hands-on experience in the creation, planning, researching, financing, structuring, installation, and marketing of a focus show for the general public at a Florentine institution. It involves a minimum of 15 learning hours and approximately 200 hours of guided student work on the various aspects of the exhibition outlined above. Offered spring semester.

ARTM 602**Transcultural Aesthetics, Ethnography and Cultural Bias**

Location: Florence

This course seeks to address the relationships between aesthetics, religion and the socio-cultural function of objects and the delicate role of museums in fostering aesthetic systems. The differences between art museums, archaeology museums and ethnography museums will be reviewed as will definitions of ‘art’ and ‘artifact’. The role of photography and other didactic measures will be evaluated historically and conceptually. Most of this analysis will take place through case studies. Offered spring semester.

ARTM 603**Museum Spaces and Technologies**

Location: Florence

This course investigates the design of museum spaces and the various architectural and technological means used to enhance the public experience of the content of those spaces. Virtual museums and web presence will also be addressed insofar as these are related to and often derived from the experience of physical displays in the museum. Special attention will be given to issues of sustainability and the importance of local context in creating museum experiences. Offered spring semester.

ARTM 604**Museum Education**

Location: Florence

Using case studies and theoretical analyses, this course explores how museums reach out to their communities, including the staging of events for public outreach, teaching from objects and teaching others (such as guides, volunteers and interns) to teach from objects, and the educational use of technologies. It will also examine the role of the museum educator and his or her engagement with the phenomena of formal, informal and lifelong learning. Offered spring semester.

ARTM 605**Conservation and Historic Preservation**

Location: Florence

This course investigates the ethical, historical and cultural issues in the conservation and preservation of museum objects using selected case studies. Topics include the assessment of the historical significance of objects, risk management approaches to the management of cultural property, and issues relating to the care, handling, and storage of art objects and museum buildings. Offered spring semester.

ARTM 606

Museums: Ethics and the Law

Location: Florence

This course introduces the student to the legal and ethical issues faced by museums as repositories of cultural property across the world. Issues explored on a comparative international basis include copyright, censorship, public interest, appropriate conservation, theft, dubious provenance and repatriation of art and artifacts.

Offered spring semester.

ARTM 607

Research and Field Methods II: The Thesis/Practicum Proposal

Location: Florence

Completed in the early months of the spring term, this course follows “Research Methods I: Methodologies and Resources” and essentially serves as a forum in which the students choose their area of concentration and develop the prospectus for the Master’s thesis or the practicum project. In the class sessions, students will propose thesis topics, present and critique, and revise thesis proposals. Students are required to meet with prospective faculty advisors and make a final selection of a thesis or practicum project advisor. At the conclusion of this course, students will have selected an advisor and have an accepted proposal. If no advisor is selected by the time the Academic Plan is submitted, an appropriate advisor will be appointed by the Program Director(s).

Offered spring semester.

ARTM 620

Internship

Location: Various

The 200 hour internship must provide the student contact with a working museum institution, giving the student the opportunity to test the theoretical knowledge and the practical skills acquired while taking “Museums and the Public II: Objects and Audience.” The internship may be completed in Florence or elsewhere and will be jointly supervised by program staff and the host institution. All approved internships that occur in Italy will comply with Italian health and safety codes. Ideally the 4 credit hours of internship should all be done in one semester and with one institution. With special permission from the Internship Coordinator and the Program Director(s), students may petition to complete the internship in a variety of configurations (ARTM 616, 617, 620, 621, 622, 623, 624.)

Important Note on Internships

Students are encouraged to begin researching and planning for their internships based on their career goals and interests, early in the fall Semester. Students must be aware that internships are not placements. Students are expected to take the lead in researching and applying for internships. Students are encouraged to apply to several internships, as they are often very competitive with very specific selection criteria. All students are required to meet with the program’s Internship Coordinator in October to discuss their plans and to present internship options that they have researched.

Some questions to help in planning for the internship include:

- What kind of organization/museum do I hope to work for?
- What region of the world would I like to work in?
- Will I be able to secure a visa to complete an internship in a particular country?
- Are my language skills sufficient to work in a museum in the region identified above?
- How might I link my internship to my research focus for my thesis?
- Will my internship site also serve as the venue for my practicum project?

ARTM 625

Master's Thesis

Location: Various

Upon the successful completion of "Research and Field Methods II: The Thesis/Practicum Proposal" in which the student's thesis proposal is approved and the Thesis Advisor chosen, and all requirements of the Marist College IRB have been fulfilled, the student may begin to research and write their thesis. [Note: All Pre-Doctoral students must complete a thesis.]

ARTM 626

Master's Practicum Project

Location: Various

Upon the successful completion of "Research and Field Methods II: The Thesis/Practicum Proposal" in which the student's practicum project proposal is approved and the Practicum Advisor chosen, and all requirements of the Marist College IRB have been fulfilled, the student may begin to work on their practicum. [Note: the option for a Practicum Project is only available for students on the Professional track. All Pre-Doctoral students must complete a thesis.]

ARTM 600

Thesis/Practicum-in-Progress

Location: Various

Students must file an extension form and register for this one-credit course for each semester after completing ARTM 625 or ARTM 626, if they do not complete their thesis/practicum project requirements by the end of the course. The granting of extensions and registering for this course is dependent on satisfactory progress on the thesis/practicum project, as determined through required written progress reports signed by the thesis/practicum project advisor and submitted to the Program Director(s). Offered every semester.

Language and the MA in Museum Studies Program

Strong Italian language skills are important for success in the MA in Museum Studies Program as the program is embedded in the Italian context. Language is important for securing an internship in Italy, but also for ensuring fuller access to the social, cultural and academic resources of Florence. In an effort to promote Italian language development for students in the MA in Museum Studies Program, a number of prospects have been developed to give students the opportunity to acquire Italian language skills.

Orientation Language Program

During Orientation all students will receive Italian language and culture training in the form of a "survival" course for beginners and a "refresher course" for those with prior Italian language training.

Language Courses

After orientation, students will have the opportunity to sign up for individual or small group tutoring, based on language level and schedule. Students may also choose to enroll in undergraduate language courses at an appropriate level. These tutoring and undergraduate course options are available during the fall and spring as well as during the winter intersession and summer sessions. Students who elect to join an undergraduate class should note that during the fall and spring semesters classes meet two or three times a week; while during the intersession and summer, the courses are more intensive and meet for several hours each day. Tutoring and undergraduate language courses are for additional cost and are not eligible to be covered by federal financial aid. Italian language training will not affect the student's graduate transcript and program GPA.

Italian Language Proficiency Exam

Students who are interested in pursuing an internship in Italy are required to demonstrate their level of Italian by taking the Italian Language Proficiency exam offered once during the year. The exam evaluates the students in five skill areas (oral comprehension, written comprehension, oral production, written production and grammar) according to the CEFRL (Common European Framework for Languages) scale from A1 to C2. In preparation, students are strongly encouraged to enroll in language tutoring and/or courses.

Foreign Language Competency Exam

Students on the Pre-doctoral track, who intend to continue their academic career beyond the MA degree, must pass a Foreign Language Competency Exam. Competency must be demonstrated in French, Italian, German, Spanish or Latin. Other languages may be approved in special circumstances by the Program Director(s). The Foreign Language Competency Exam consists of a timed translation of a passage of scholarly text from the target language into English with the aid of a dictionary. The exam is offered several times during the fall and spring semesters (please consult calendar). Students must file the Foreign Language Competency Form to finalize admission to the pre-doctoral track. The first exam which takes place in September at the beginning of the program, can be used by the student to assess their level and the work needed to be able to pass the exam at one of the future sittings.

Any and all costs associated with preparing for either or both language exams (including language course tuition, review sessions, books) is not included in fees and must be borne by the student.

Application and Admission

An individual is admitted to the Marist-LdM Graduate Studies Program in Museum Studies to pursue a Master of Arts degree beginning in the fall semester designated in the offer of admission letter.

Application Procedures

The MA in Museum Studies program enrolls students for the fall semester only. The Admissions Committee will review applications of all prospective students to assess the overall scholastic record and potential of the applicant. Admission decisions are made according to published deadlines:

Applications are reviewed on a rolling basis until the class is filled. Applications received after March 1 will be reviewed if space is available.

Applicants to the MA in Museum Studies program must submit:

1. Completed Marist Graduate Admissions Application
2. \$50.00 non-refundable application fee made payable to Marist
3. Official transcripts from all undergraduate and graduate institutions attended (with official English translation into the US system for transcripts in other languages)
4. Current résumé
5. Written statement of purpose
6. Three letters of recommendation
7. English Proficiency Exam results. For non-native English-speaking students one of the following exams is required:

TOEFL - Students must submit a minimum score of **550** on the paper based TOEFL exam **or** a **213** on the computer based TOEFL **or** an **80** on the Internet based TOEFL exam.

IELTS - Students must submit a minimum score of **6.5**

8. Writing sample (recommended). This may be an academic paper, commercial writing or any other formal piece of writing.

All test scores must come directly from the Testing Service to Marist College. Note: the Marist report code is 2400. Copies of test scores will delay the admission process.

* Please note: TOEFL or IELTS scores must be less than two years old from the first day of class at the proposed term of entry in order to be valid.

There is no transfer process between programs once admitted to a Marist-LdM Graduate Studies Program. A desire to pursue a different degree requires a new application to the new degree program. This includes online degrees offered through the Marist main campus in Poughkeepsie, NY.

All application documents must be sent to:
 Marist College
 Office of Graduate Admission
 3399 North Rd.
 Poughkeepsie, New York
 12601
 USA

Tuition and Fees 2018-2019

Tuition:

Session One - Fall (13 Credits)	\$12,740.00
Session Two - Spring (13 Credits)	\$12,740.00
Session Three - Summer (8 Credits)	\$7,840.00
Part Time Enrollment	\$980/credit
Over 13 Credit Enrollment	\$980/credit

Housing Fees:

Annual Housing Deposit	\$300.00
Double Occupancy Room (per semester)	\$3,950.00
Single Occupancy Room (per semester)	\$6,150.00

Additional Fees Per Semester:

Health Insurance	\$390.00
Orientation Fee*	\$500.00
Activity Fee	\$325.00
Lab Fee (fees related to MA coursework - per semester)	\$600.00
Lunch Meal Plan (optional - 66 meal vouchers/semester)	\$600.00
Partial Lunch Meal Plan (optional – 45 meal vouchers/semester)	\$450.00

* One-time fee

Estimated Out of Pocket Expenses:

Transportation per semester (plane travel, buses, taxis, etc.)	\$1,700.00
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Documents per semester (passport, visa, Permit to Stay card, etc.)	\$300.00
Course Supplies per semester (books, materials, etc.)	\$800.00
Meals per semester (self-prepared)	\$2,400.00
Misc. per semester (laundry, mail, etc.)	\$500.00

NOTE: All fees are subject to change for subsequent years and may do so without notice. In addition to the fees listed above, students participating in the Graduate Degree Program may incur additional fees, not payable to Marist College, for items such as airline tickets, course supplies, books, personal expenses and language courses/tutoring. Costs for undergraduate courses and tutoring options are available from the LdM Language Department.

Transfer Credit

Applicants with previous graduate level work earned in a similar program within 5 years of starting the MA in Museum Studies Program can request to transfer up to 6 credits toward their degree **at the time of admission to the program**. A grade of B or better is required. Courses taken on a pass/fail or satisfactory/unsatisfactory basis may not be included in transfer credit. Non-credit courses including lifetime learning seminars and programs or courses taken for Continuing Education Units may not be applied towards this degree. Courses presented for transfer must be substantially equivalent to the Marist course requirement, require the approval of the Program Director(s) and **must be presented at the time of admission**. Requests for transfer credit after admission will not be accepted.

Students seeking transfer credit must provide the following:

1. Official transcripts noting credit earned for the course (Note that transcripts received from other universities cannot be released to students or third parties.)
2. Published course description
3. Course reading list
4. Course requirements, including assignments and grading criteria
5. Information on the tools and methodologies used to engage students in learning

Visa and Permit of Stay Requirements

Students will be required to obtain a study visa for their time at the Florence branch campus. Students must be full-time matriculated students in order to qualify for the visa status as students. Students taking only the one credit thesis/practicum-in-progress course are not eligible to apply for a student visa. Please note that special requirements may be placed by the issuing consulate on hours of employment permitted, periods of residency permitted, and other details. US students may choose to participate in Marist's group appointment to the Italian consulate in New York City. Our group appointment is a service that the Consulate allows schools within its jurisdiction to offer to students who are US citizens regardless of their official residence. This appointment usually takes place in mid to late June, and the time of processing visas is usually 4 to 6 weeks. Students will need to surrender their passports for this time period. The Italian government requires that anyone seeking a student visa provide a number of documents including proof of financial stability for each month of planned residency in Italy – the general amount required for a 9 month period is approximately US\$13,500; proof of housing in Florence is also required and can be shown with a valid, signed lease or proof of Marist housing for the duration of the visa.

The Marist-LdM program office will provide assistance wherever possible in visa related matters, but the ultimate responsibility belongs to the student. The Italian Consular Service offices are not affiliated with Marist

College in any way, and we have no control over their processes and timelines. They are entities of the Italian national government, and they may create and/or change their requirements for obtaining a student visa at any time and without prior notification. Therefore, any information provided in this catalog/handbook and in other Marist communication is meant only as a general guide. It is each individual student's responsibility to follow the most up-to-date and accurate instructions as reflected on the Italian Consular Services official web site. Visas for spouses and accompanying family members and any paperwork to secure such visas are also solely the responsibility of the student.

Under current legislation, citizens of countries under the European Union do not need visas for any Schengen Country. The European Union area includes 27 countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

Working in Italy

Please note that students are not eligible, whether through assistantship or external employment, to work more than 20 hours per week while maintaining student status. Visa terms may also limit a student's employment possibilities and each student is advised to familiarize themselves with the restrictions on employment placed by the Italian government on student visa status.

Permesso di Soggiorno

Italian law requires that all non-European students register within eight days of their student visa start date by applying for the permit of stay for temporary residents or Permesso di Soggiorno. There are no exceptions to this requirement. Marist-LdM will provide assistance in applying for the Permesso di Soggiorno when possible, but as this is an Italian immigration matter each student must familiarize themselves with the requirements of Italian law that impacts their personal immigration status.

Please note that the initial Permesso di Soggiorno will be granted based on the student visa and will be valid for the duration of the 2 semesters of coursework, fall and spring. Marist-LdM will assist with renewal of the Permesso di Soggiorno for the summer directly following the two semesters of coursework, and one additional academic year thereafter, only where residency in Italy is required for purposes of completing the internship or thesis/practicum project, and the student is duly registered for these courses. These Permesso renewals must be consecutive and completed on a semester to semester basis at additional cost to the student. The thesis/practicum progress reports submitted must show very clearly that residency in Italy is REQUIRED for thesis/practicum project completion.

Housing

Upon admission into the MA in Museum Studies program, students have the opportunity to request Marist student housing. MA students within the Marist residence building in a section reserved for MA students. The MA student apartments each accommodate two to four MA students, in either single or double rooms. Apartments may vary in size and layout, but all are of the same standard and have similar facilities. The MA apartments are located within walking distance of all Marist-LdM facilities and are fully furnished with furniture, bed linens, towels, and dishes. All students residing in Marist Italy housing are bound by the Marist-LdM Student Code of Conduct, the Marist Resident Student Handbook and the housing cancellation/refund policy. Students are expected to familiarize themselves with the policy and procedure outlined in these documents. Violations will be sanctioned in accordance with the enforcement of these rules. At the end of each semester the housing office will inspect each apartment and any damages will be assessed to the student's account. Marist is not able offer housing for students who are accompanied by family members. Marist is not able to offer private

apartments to students, students not wishing to live in shared accommodation are advised to seek their own housing.

Medical Insurance

All students studying at the Marist-LdM campus, including those in the MA in Museum Studies program are required to obtain international health insurance as part of their participation in a program at the Branch Campus. Marist Italy has contracted GeoBlue to provide students with health insurance that covers the student during their stay in Italy and for travel to other countries. The GeoBlue Insurance is mandatory for all MA in Museum Studies program including those registered for the one credit thesis/practicum-in-progress course. The GeoBlue policy is a comprehensive international policy and includes coverage for everything from routine doctor's visits to emergency evacuation for medical reasons. This policy also satisfies the Italian Government's requirement for students to have a nationally recognized health care policy before obtaining their permit of stay. The HTH insurance coverage is effective from the day of departure for Italy and is valid through the end of the academic year. Students will receive their insurance cards upon arrival in Italy. Students should carry their GeoBlue cards on them at all times and use them to access services of in network doctors. There are a number of English speaking health care professionals within the GeoBlue Network in Florence. For doctors outside the GeoBlue network, students can pay out of pocket and submit a claim to GeoBlue for reimbursement consideration. Students who are citizens of the European Union may petition to have the College's mandatory insurance waived. Further information on the waiver is available from the Marist Italy Program Center.

Financial Assistance

Graduate Assistantships

There are a limited number of graduate assistantships available to graduate students in the M.A. in Museum Studies program. When students apply to the program, they will be automatically considered for an assistantship if they have so indicated on their applications. Graduate assistants provide services to Marist-LdM such as administrative and student support. These are hourly positions that require a commitment of between ten to fifteen hours of work each week during the fall and spring semesters. Selection for assistantships is highly competitive. Students may apply for more than one assistantship but can only receive one award. Assistantship reviews will begin during the first week of March, and positions will be awarded by the end of March. Only those students accepted to the program will be interviewed for assistantship positions. A student who is awarded an assistantship and who does not meet the full time status, maintain the GPA requirement of 3.0 GPA, or who fails to perform the duties required of them in an adequate manner may have their assistantship terminated.

Available Awards

Graduate Assistantship in Program Support, Student Activities and Marketing (x3)
Graduate Assistantship in Cultural Heritage
Graduate Assistantship in Museology Review
Graduate Library Assistantship

Students from the MA in Museum Studies program may also apply for a **Resident Assistant (RA)** position, which is open to both BA and MA students. An RA is responsible for a group of undergraduate apartments in Marist Housing. Some of their duties include assisting students in their adjustment to college, planning educational and social programs, creating dynamic living environments, upholding community standards and serving as resource to resident students. The RA position is remunerated with housing and a full meal plan.

For further information on each of these, student employment opportunities please refer to http://italy.marist.edu/graduate/grad_assistantships

Lorenzo de' Medici Recognition Awards

In addition to the Graduate Assistantships, the Istituto Lorenzo de' Medici offers Marist-LdM graduate students a number of Recognition Awards each academic year. No application is necessary - all students admitted to the program are automatically considered for these awards. Award selection is based on academic performance, potential for success in the program and financial need. You will be notified if you have been selected to receive a Lorenzo de' Medici Recognition Award.

Graduate Student Financial Aid for US Students

There are several options available to help students finance graduate study. In addition to traditional sources, including personal income, savings, and family/employer assistance, several US programs are available to assist both full-time and part-time students in meeting the cost of their graduate education. For eligibility students must be matriculated in a graduate program at Marist-LdM and maintain satisfactory academic progress each semester. Only electives listed for the individual graduate program requirements will be considered when determining financial aid eligibility. Please review the Satisfactory Academic Progress Policy at: <http://www.marist.edu/financialaid/pdfs/satacadprog.pdf>. Financial awards are made without reference to racial or ethnic origin, sex, age, religion, color, marital status, or disability. All questions concerning US financial aid should be directed to the Student Financial Services Office at +1 (845) 575-3230 or by visiting their website at: <http://www.marist.edu/financialaid/graduate/>. Non-US nationals are encouraged to contact their governments to learn about possible financing options.

Federal Direct Loans

Marist College participates in the William D. Ford Direct Lending Program. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. The FAFSA must be completed before a Direct Unsubsidized Loan can be awarded.

Federal Direct Unsubsidized Loan

For the Direct Unsubsidized Loans, the student **must be at least half time status** and is responsible for interest payments while in school. (You have the option to defer payments of interest and principal until after you graduate.) The interest rate for this loan is set at a fixed rate. Repayment begins six months after graduation, or after you cease to be enrolled at least half-time. Students are awarded a Direct Unsubsidized Loan if their FAFSA information determines they have no financial need.

Please refer to the Student Financial services website at:

<http://www.marist.edu/financialaid/graduate/directloan.html>, for Graduate direct loans for additional information.

PLUS Loans for Graduate or Professional Students

Marist College participates in the William D. Ford Direct Lending Program. The lender is the U.S. Department of Education (the Department) rather than a bank or other financial institution. Marist College policy states that the FAFSA must be completed before a Direct GradPLUS Loan can be awarded. Students will be required to complete their Application & Master Promissory Note with the Department of Education.

Graduate and professional students who qualify for federal financial aid and are credit worthy borrowers will be eligible to borrow through the Federal Direct Grad PLUS loan program. This loan has a fixed interest rate. The maximum amount you may borrow on a Direct Grad PLUS loan each academic year per student is the cost of attendance minus other financial aid received. In addition, students must have exhausted their annual Stafford Loan eligibility. Please refer to the Student Financial Services website at:

<http://www.marist.edu/financialaid/graduate/gradpluslender.html>, for additional information regarding the Graduate PLUS Loan.

The U.S. Department of Education's National Student Loan Data System (NSLDS) provides information on your federal loans including loan types, disbursed amounts, outstanding principal and interest, and the total amount of all your loans. To access NSLDS, go to www.nsls.ed.gov. All Title IV loans are reported to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system.

Private Loan Programs

To help students and their families evaluate their lender options, Marist utilizes ELM Select, a website that provides comparative information on lenders and their loan products. Marist College offers Citizens Bank, Discover Student Loans, Sallie Mae, and Wells Fargo for our private loan options. Marist chooses to participate in a preferred lender arrangement with each lender so we may better assist our students and families in a more personal fashion. Marist chooses these lenders based on their commitment to the industry, payment and origination or other fees on behalf of the borrower, highly competitive interest rates and terms and conditions, high quality servicing customer service and additional competitive borrower benefits for the student. The choice of a lender is not in any way limited to Marist's suggested list. If students and their parents choose another lender, they will not be penalized in any way for selecting the lender of their choice.

Private loans are available to assist students in paying for Marist College. The maximum amount you may borrow on a private loan each academic year per student is the cost of attendance minus other financial aid received. For most private loans the lender requires the student to be at least 18 years of age. A credit check is required and income verification may also be required for certain lenders.

Federal Regulation as of February 2010

Federal regulations now require the completion of the Private Education Loan Applicant Self-Certification form for all private education loans. The lender MUST receive the signed form from all students borrowing from the alternative loan program before they will approve/disburse the loan. Please complete this form accordingly and mail it to your lender of choice.

Marist College does not endorse or recommend the above mentioned lenders.

Graduate students seeking to defer the cost of financing their education have the option of pursuing a student loan. In addition to the Unsubsidized Federal Stafford Loan program, there are a number of alternative loan programs available for part-time or full-time graduate study. These programs are sponsored by private lending organizations and loan terms and interest rates may vary. Students should research the program that best suits their needs. Please refer to the Student Financial Services website at: <http://www.marist.edu/financialaid/freshman/altn.html>, for additional information regarding the Private Loans.

Tuition Monthly Payment Plan

The College also cooperates formally with an independent agency to arrange for financing of college costs on a monthly payment basis. Information is available by calling the Office of Student Financial Services, or visiting their website at www.marist.edu/sfs.

Refunds

As engagements with instructors and other provisions for education and housing in Italy are made well in advance by Marist-LdM, a refund policy has been established as follows:

Tuition & Fees Refund Policy

- Students may receive a full refund of all tuition and fees paid, minus the initial \$500.00 non-refundable program payment, 30 days or more before the program start date.
- Students will not be refunded any amount of the tuition or fees from 30 days before the program start date, as all fees will have been paid on the student's behalf. In addition, students who have an outstanding balance and withdraw during this time will still be responsible for any remaining balance.
- Marist-LdM students enrolled in online courses hosted by the Poughkeepsie campus will be responsible for following the Poughkeepsie refund policy for these courses. More information regarding withdrawal policies for online courses can be obtained from the registrar's office.

Housing Refund Policy

- Students who select housing through Marist-LdM and withdraw 60 days prior to the start of the semester will not be responsible for the cost of housing.
- Students who withdraw from housing less than 60 days prior to the start of the semester will be responsible for the full cost of housing.

Title IV Policy for Refunds

The law specifies how we determine the amount of Title IV program assistance you earn if you withdraw from Marist College. The Title IV programs for graduate students that are covered by this law are: TEACH Grants, Stafford Loans, Graduate PLUS Loans, and Federal Perkins Loans. When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received less assistance than the amount you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. The number of days in each payment period is determined based on the academic semester start, end and break dates as provided by the Office of the Registrar.

If you do not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, Marist must obtain your permission before these can be disbursed. You may choose to decline part or all of the loan funds so that you do not incur additional debt. We may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Marist will need your permission to use the post-withdrawal grant disbursement for all other charges. If you do not give your permission, you will be offered the funds. Federal student aid may not cover all unpaid institutional charges due to Marist College.

Excess Financial Aid

No refunds of excess financial aid will be processed until after one-half of the tuition-refund period is over.

The Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights end when a student reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." This applies to all students participating in any Marist-LdM programs at the Florence Branch Campus. Note that parents will not have access to their child's Marist-LdM program records without written consent from the student.

FERPA grants the following rights and privileges to students:

Students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FERPA does allow Marist-LdM staff to disclose certain student records to appropriate parties in a health or safety emergency, if necessary to protect the health or safety of the student or other individuals.

Academic Policies and Procedures

Definition of Full-Time and Part-Time Study

A matriculated student must register for a minimum of nine (9) credit hours in the fall and spring and three (3) credit hours in the summer to be considered full-time. Students registered for fewer than nine (9) credits are considered part-time. The exception to this are students who have completed all coursework and the internship requirements, and who register for one (1) credit continuing education status for extension of study relating to delayed thesis/practicum project submission. PLEASE NOTE: Marist College defines academic full-time study for graduate programs as a nine (9) or greater credit course load. However, this should not be confused with the federal and state financial aid definition of full-time study, which is a 12-credit course load.

Registration Procedures / Deadlines

Students are required to be registered whenever Marist-LdM resources (including faculty time) are being consumed. Students should be aware that those who do not enroll for any reason lose official student status and recognized College affiliation. Relinquishing formal student status can disadvantage students by removing access to advisors, as well as eliminating eligibility for financial aid, student services and benefits, and student visa status. Registration deadlines are as follows: November 30 for spring, April 15 for summer, July 1 for fall. If you wish to register for a semester after the deadline, and your request has been approved by the Program Director(s), in order to be cleared to register you must either pay your balance upfront or receive financial clearance from Student Financial Services in Poughkeepsie.

Special Services for Students with Disabilities

To promote integration of students with documented disabilities into the mainstream College environment at the Marist Italy Campus, Marist Italy and LdM staff work closely with the Marist Office of Special Services to evaluate support services and accommodation needs. With current, official documentation of a student's disability, Marist-LdM will offer reasonable assistance and accommodation, subject to local standards and conditions. Services, supports, and accommodations can differ in Italy, and some accommodations may not be possible. Accommodations requests must be submitted in writing to the Director of Marist Italy Programs no later than upon acceptance to the program. Early and open discussion of accommodation requests will enable both Marist Italy staff and the student to design a clear plan for success.

Maintenance of Matriculation

A student must maintain status as a matriculated student every semester until attaining a graduate degree. Matriculated status is maintained by registering for at least one course every semester or by applying for and receiving an official leave of absence. Any student who is compelled to leave school for even one semester must apply to the Program Director(s) for an official leave of absence. Interruption of study beyond one year will require the student to re-apply for admission to the program. Students who have completed all internship hours and course requirements but are not prepared to complete the final thesis/practicum project submission must request an extension of study four weeks before the end of the term in which they are currently enrolled. Matriculated status can be maintained by registering for at least one credit of continuing study for any student who has completed all but the thesis/practicum unless an official leave of absence is approved.

Readmission

A formal request for readmission to the MA in Museum Studies program is required whenever a student fails to register for a regular (fall/spring) semester or withdraws during a semester for any reason—whether the student had an approved leave of absence, withdrew during the semester or simply did not register. Due to the cohorted nature of the program a break in studies for any reason during the first 2 semesters of the program may mean that studies cannot be resumed for a calendar year or more, depending on availability of course

offerings. To resume their studies, such students must submit an *Application for Readmission* to the Program Director(s). **Readmission is not automatic.** The Application for Readmission must be accompanied by strong supporting documentation explaining the interruption of study without an approved Leave of Absence. The application and supporting documentation will be reviewed carefully by the Program Director(s) who will make a recommendation to the Marist-LdM Graduate Studies Program regarding readmission to the program.

Reapplication

An individual must formally apply for new admission (Admission Application, application fee, etc.) in the following circumstances:

- An individual remains unregistered for five years or longer and wishes to resume graduate study. The MA in Museum Studies Program Director(s) and the Marist Registrar will consult to determine if credits previously earned will meet current degree requirements.
- An individual fails to register or withdraws during the first semester of enrollment in an academic program and wishes to pursue the degree at some future date.
- A student exceeds the time limit for degree completion (four years) and wishes to continue his/her studies.

Credit/Course Load

Students should register for no more than 16 credit hours per semester. A student enrolled in the summer may not register for, and will not receive graduate credit for, more than nine credit hours. Overload requests are considered on an exceptional basis and require approval by the Program Director(s).

Adding/Dropping Courses

Students may add or drop elective classes during the official add/drop period, and with permission from the Program Director(s). Add/drop forms are available from the Marist Italy Program Center.

Course Cancellations

Marist-LdM reserves the right to cancel any course due to low enrollment.

Academic Standing

The maintenance of a minimum cumulative grade-point average (GPA) of 3.0 is required for students to maintain good academic standing. Students must have a cumulative 3.0 GPA after completion of one semester of full-time study or its equivalent. Students who receive a course grade of C+ or below for six (6) credit hours will be placed on academic probation and notified in writing by the Program Director(s). Students who receive C+ or below in more than 6 credits risk dismissal (See eligibility). Students who receive an F in any class must re-take the class the next time the class is offered. To graduate from the MA in Museum Studies program, the candidate must have a minimum cumulative GPA of 3.0. While summer enrollment is encouraged in order to ensure completion of the MA in Museum Studies in one calendar year, it is not required. (This is permissible without penalty (or a leave of absence) ONLY in the first summer after entry to the program.) Any student who is compelled to leave school for even one spring or fall semester, (even when completing the thesis/practicum project) must notify the Program Director(s) in writing to request a Leave of Absence (to be eligible for a leave of absence, a student must not have received an extension of the degree time limit and must not have temporary grades of X on courses taken and in progress, see section on Leaves of Absence). Interruption of study beyond two consecutive semesters requires re-application. The admissions policy and program curriculum effective at the time of readmission will apply. To qualify for the MA in Museum Studies degree, a student must complete 34 credits of graduate work. Candidates must complete the degree requirements within four years of acceptance into the program. Any candidate who seeks an extension beyond the four-year limit must submit their request in

writing to the Program Director(s). Extensions will only be granted in unusual situations and may require re-application to the program.

Grading

At the end of each semester, letter grades will be awarded to indicate performance as follows:

- A 4.0 quality points for each semester hour of credit.
- A- 3.7 quality points for each semester hour of credit.
- B+ 3.3 quality points for each semester hour of credit.
- B 3.0 quality points for each semester hour of credit.
- B- 2.7 quality points for each semester hour of credit.
- C+ 2.3 quality points for each semester hour of credit.
- C 2.0 quality points for each semester hour of credit.
- F Indicates failing work. For the grade of F, the student receives no quality points.
- W This grade is assigned to a student who officially withdraws in writing from a course during the first eight weeks of a semester.
- WF This grade is assigned to a student who withdraws in writing from a course after the first eight weeks of a semester. Exceptions may be made by the Program Director(s) should special circumstances warrant.
- I This temporary grade of I (incomplete) may be given at the end of the semester if a student has not completed the requirements of the course for very serious reasons beyond his/her control. The student is responsible for resolving this grade by completing the course requirements as determined by the professor, and ensuring the grade is submitted to the Marist Registrar by the date noted on the Academic Calendar for the semester in question. Failure to conform to this time limit results in a final grade of F. The grade of I is not assigned in a case where failure to complete course requirements on time is due to student delinquency.
- P This grade is awarded in Museum Studies for a successfully completed internship course, for the thesis preparation courses, Research and Field Methods I and II, and for the Thesis/Practicum-in-Progress course.
- X This grade is awarded in Museum Studies in lieu of a letter grade on the A-F scale in the thesis courses, when the thesis is still in progress at the end of the semester.
- NC This grade is given at the end of the semester if a student has not completed the requirements of the internship course, for the thesis preparation courses, Research and Field Methods I and II, and the Thesis/Practicum-in-Progress courses.

The student's cumulative grade-point average is achieved by dividing the number of total quality points received by the total number of semester credit hours attempted.

Auditing

Students in the MA in Museum Studies program are permitted to audit elective courses in the program provided that they have met all the course prerequisites, and obtained permission from the course instructor and the Program Director(s). Auditors are not permitted to take exams, submit papers, or participate in any team exercises. Current Marist College graduate students are not permitted to audit a required course in their graduate program. Students who have completed all coursework but are still enrolled in the College and working on their thesis may not audit any classes. It is NOT possible to audit Language courses. The fee for auditing a MA in Museum Studies course (only permissible for spring semester electives) is \$450.00 per course.

Pass/Fail Courses

All required and graded graduate courses, including those taken on this campus or elsewhere, may not be taken on a pass/no credit basis. Only the Internship, Research and Field Methods I and II, and the Thesis/Practicum-in-Progress courses receive pass/no-credit assessments.

Undergraduate Courses

Courses approved for undergraduate credit only (at Marist-LdM those numbered below 500), including required prerequisite courses: will not be counted toward academic program requirements; do not count toward full-time enrollment status; do not carry either course credit, and; will not be entered into the student's Graduate School academic eligibility calculation.

Eligibility

A student may become ineligible to continue studies at Marist College and the Marist-LdM MA in Museum Studies program for academic reasons and/or student code violations as follows:

1. A grade of F, WF, or six or more hours of C+, C or W.
Undergraduate courses taken as a graduate student will not be included in this computation. Please see the relevant section of this handbook for more details on Graduate Grades.
2. A failed thesis defense for the second time (for those who have chosen this option) or a failed review of the practicum project by the Evaluation Committee).
Once a student is notified of failing a thesis defense or a practicum project committee evaluation for the second time, he/she automatically becomes ineligible for further graduate work.
3. If, in the judgment of the Program Director(s) of the MA in Museum Studies program, a student fails to make satisfactory academic progress towards the completion of the degree or to demonstrate sufficient promise in the discipline, the student will not be allowed to continue in the MA in Museum Studies program.

Registration in subsequent semesters for academically ineligible students will be canceled automatically.

Reinstatement

When special circumstances warrant, a student made academically ineligible under the conditions stated above may be reinstated by petition initiated through the Program Director(s). Students and academic program representatives must fill out the *Request for Reinstatement to Graduate School* Form.

Time Limits

A student in the MA in Museum Studies program has four calendar years from the date of their first registration in the master's program to complete the master's degree (Example: if the date of first registration is August 2018, the four-year time limit expires at Commencement, August 2022). Reapplication is required to continue pursuit of the degree if the four-year limit expires.

Extension of the Time Limit

An extension of the four year degree time limit for the MA in Museum Studies degree is not ordinarily possible. However, when extenuating circumstances warrant, a student in good academic standing may request one extension of the degree time limit for a definite, stated period of time up to one year. The student must first complete the *Request for Extension Form* and receive approval from the program, after which time the Program Director(s) shall forward a petition for extension to the Marist Italy Program Center. Please note that in order to maintain matriculation, a student who has been granted an *Extension of Study* must enroll in at least one credit of continuing education credit in order to maintain status for each semester of the extension period.

Interruption of Study

If graduate study is interrupted by active military service, or service in the Peace Corps, VISTA, or an equivalent program, up to two years of that time will not count toward the time limit for the MA in Museum Studies degree. In such an event, an official letter from the appropriate agency should be sent to the Marist Italy Program Center to document the interruption.

Leave of Absence

Within the four year limit, a student in good academic standing may request one leave of absence from graduate study for a definite, stated period of time (up to one year) during which the student does not plan to make academic progress. To be eligible for a leave of absence, a student must not have received an extension of the degree time limit and must not have temporary grades of X on courses taken (and in progress). In advance of the leave period, the student must submit a completed *Request for Leave of Absence Form* to the Marist Italy Program Center. If the Marist Italy Program Center, in consultation with the Program Director(s,) approves the leave of absence, the time spent on leave will not count against the total time limit for the degree. Readmission to the MA in Museum Studies program after an approved leave of absence is generally a formality. A leave of absence may not be renewed. Students should be aware that while on leave, they cannot be considered enrolled students and therefore will not have access to campus services and benefits afforded to enrolled students, including but not limited to, visa/permessso assistance and documentation, meeting time and advice from advisors, eligibility for holding student employment positions (e.g., TA or RA) or student health insurance, among other services.

Withdrawal

Official withdrawal from the College is required if a student wishes to drop all courses after a semester begins. The student must obtain a Withdrawal Form from the Marist Italy Program Center and complete the withdrawal steps as indicated on the form. If at the time of withdrawal the student is failing any course, a grade of F is assigned to the student's permanent record and the student becomes ineligible to continue in the MA in Museum Studies program. A student who withdraws during the first semester of enrollment in an academic program must formally apply for new admission (Admission Application, application fee, etc.) to the program if they wish to pursue the degree at some future date. Withdrawal from the College is not equivalent to a formal leave of absence from the MA in Museum Studies program. The Marist-LdM refund policy will apply to all students who withdraw from the program.

Student Code Violations

Students are subject to the regulations of the Florence campus under the Student Code of Conduct. Students may become ineligible to continue studies in the MA in Museum Studies program for student code violations. Instances of suspected plagiarism, cheating on examinations, or other violations should be reported to the Marist Italy Program Center.

The Academic Plan

All students must have their academic plan forms approved by the Program Director(s) in early April (see academic calendar), prior to the registration for the summer session. The Academic Plan is essentially a timeline for completion of the internship, practicum project or thesis, including the names and signatures of advisors, consultants and readers, expected graduation date, and in the case of the thesis, the expected defense date (practicum projects will be presented to the public in May in lieu of a public defense session). Students motivated to complete the degree in one calendar year can register for both the internship and thesis or practicum project during the summer session. Students may also choose to complete either the thesis/practicum project course or internship requirement during the summer and the other course in the fall. Students who choose this option must be aware however that registering for less than 6 credits in any one

semester, including summer, will render them ineligible for any Federal Financial Aid in that particular semester. For this reason some students will choose to register for both the Internship and Thesis/Practicum project in fall, thus not registering in their first summer, and maintain their access to financial aid. This is permissible without penalty (or a leave of absence) ONLY in the first summer after entry to the program. Special sessions of the internship in anything from a 1 credit hour internship upwards may also be requested on the academic plan form, but understanding the impact on financial aid of this decision, in terms of total credit in any one semester, is the responsibility of each individual student. Eligibility should always be determined before committing to an external agency agreement for internship. Internships with external and/or foreign organizations may be liable to additional labor requirements, immigration needs, etc. which are also the responsibility of the student. It is required that students have alternate placements identified for internship work in the event that an external placement does not happen as originally planned.

Progress Reports

If the thesis or the practicum project is not completed by the end of the Thesis or the Practicum Project course, the student must register for the one credit Thesis/Practicum-in-Progress course each semester until the practicum project or thesis is completed, submitted to the College, and in the case of the thesis, successfully defended. Students who wish to enroll for the one credit Thesis/Practicum-in Progress course must have their progress reports approved by their advisors, the Program Director(s) and Marist Italy staff. This report is due for **each** semester in which the student enrolls in this thesis extension course, and is required before the registration for the course can be processed. The progress report is an update on the Academic Plan, and allows Program Director(s) and Marist Italy staff to ensure that all students are making systematic and consistent progress in their work and to the timelines first established in the Academic Plan.

Academic Honesty Policy

Adherence to ordinary principles of academic honesty is expected of every Marist-LdM student. Work presented to instructors in the fulfillment of course requirements, papers, assignments, examination answers etc. is to be the student's own work. Student work must be free of plagiarism*. Accessing another student's computer file, with or without consent also constitutes plagiarism.

*NOTE: Marist College and Marist-LdM adopts the position of Modern Language Association Handbook, New York, 1977, par. 6 "Plagiarism may take the form of repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's line of thinking in the development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have borrowed from another."

Further notes on Plagiarism:

1. An arrangement by which the same work is to be submitted for credit in two or more courses must have the prior approval of the instructors involved
2. Each student is to use the library, computer facilities and other college facilities in such a way that equal access of others to the resources for study and research is ensured
3. Violations could result in a penalty up to and including the grade of "F" and/or suspension or expulsion from the College
4. A student who cooperates with one or more other students in a dishonest act is subject to the same penalties
5. Those who witness an act of dishonesty are expected to report it to the proper authority with the full assurance that confidentiality will be maintained

Procedures and Appeals for Allegations of Academic Honesty

Where an alleged dishonest act is identified and the student(s) notified, one of the following will happen:

Option One

Faculty member imposes a penalty up to a grade of "F," and notifies the Lorenzo de' Medici Office of Dean of Students of his/her action. If the student wishes to appeal the sanction, the Office of the Dean of Students handles the appeal. The Office of Dean of Students may recommend additional penalty up to suspension or expulsion from the College. The Marist College Committee on Academic Honesty will hear a final appeal.

Option Two

Faculty member may impose a course penalty and recommend to the Lorenzo de' Medici Office of Dean of Students suspension or expulsion from the College. The Office of the Dean of Students will take a position on the faculty member's recommendation. The Marist College Vice President of Academic Affairs will hear the final appeal of this decision.

Procedure for Appealing Grades and Other Academic Problems

The individual instructor is responsible for establishing standards, consistent with the guidelines established in the college catalog and for assigning grades to student work. Furthermore, faculty are required to set forth, clearly and in writing, at the beginning of the course, a description of the course requirements and the basis upon which the student's grade will be determined. If a student feels that appropriate procedures have not been followed, or he/she has been graded unfairly, they should observe the following appeal procedure:

1. The student should first meet with the faculty member who assigned the disputed grade to discuss the complaint. If the student is unable to contact the faculty member in a timely manner, he/she should contact the Program Director(s).
2. If after discussion with the faculty member and program director(s) the student is still not satisfied, he/she should make an appointment to speak to the Lorenzo de' Medici's Office of Dean of Students.
3. If the student wishes the Dean's Office to make a formal inquiry, the student must request this in writing and explain the basis of the complaint. The Dean's Office will forward the complaint to the faculty member and request a written reply (This initial written appeal must be made no later than three weeks into the semester following the disputed grade).
4. Upon receipt of the faculty member's written reply, the Dean's Office may choose to conduct a hearing with the faculty member and the student to clarify the facts of the case.
5. The Dean's Office will then recommend a course of action, in writing, to the faculty member, and send a copy to the student. The faculty member will then inform the student in writing of his/her decision.
6. If the student is not satisfied with the course of action recommended by the Dean's Office or the faculty member he/she may appeal in writing to the Marist College Vice President of Academic Affairs. The Vice President will review the facts of the case and send his conclusions in writing to the LdM Dean's Office, the Marist Italy Director, the faculty member, and the student. If the Vice President feels that proper procedures have not been followed, he/she may appoint an ad hoc faculty panel to examine the case and render a final decision.

All appeal decisions must be rendered within two weeks of the written appeal at each level.

Commencement and Degree Conferrals

Due to the structure of the MA in Museum Studies program, students have two options to participate in a graduation ceremony:

Option One:

Students may participate in the Commencement Ceremony in Florence or Poughkeepsie the May prior to the completion of the thesis/practicum project. This allows students to celebrate with their cohort in Florence even if they are planning on returning to their home country to complete their thesis and internship.

Option Two:

Students may participate in the commencement ceremony in either Florence or Poughkeepsie the May after they complete all of their requirements.

For either option, students must notify the Marist Italy Program Center of their commencement ceremony plans by submitting the appropriate online module no later than March 1 of the year they wish to walk. In addition, at least two months before students wish to have their degree conferred they should submit an *Application for Graduation* to the Registrar's Office in Poughkeepsie. This mandatory application ensures that the Poughkeepsie Registrar's office is aware of the request to have a degree conferred, and the spelling on students' diploma is correct. Degrees are conferred annually on January 31, May 31, and August 31. A student will receive his or her degree on the conferral date following the successful completion of all program requirements including the language proficiency exam (if applicable), the internship, the practicum project or thesis, and all necessary revisions to these latter. The student must be in good standing with the program and with Marist-LdM and must have no outstanding fees owing on their student account. When these are complete, the Program Director(s) must submit the name of the student to the Marist Registrar to confirm that all program requirements have been met and that the degree may be conferred.