



## Contents

Museum & Archives Certificate Information.....	1
Certificate Description .....	2
Registration.....	2
Certificate Requirements.....	2
Core Courses.....	3
Electives .....	3
Capstone Experience .....	6

The Institute for Human Science and Culture (IHSC) at the Cummings Center for the History of Psychology at The University of Akron offers an undergraduate certificate in museums & archives.

The 18 credit-hour certificate offers an introduction to museums and archives to provide students with a basic set of skills that prepares them for work in museum and archives professions and for graduate study in these areas.

Students from any college or major are eligible. Two core courses are team taught by UA instructors and practitioners from the Cummings Center, and from fields of Anthropology, Education, History, and Psychology. A final capstone course provides a practicum experience working with professionals at a local museum or archives.

Core courses are each scheduled once annually and are held at the Cummings Center for the History of Psychology (RDWY 203B).

For information, please contact:

Dr. Jodi Kearns  
Cummings Center for the History of Psychology  
The University of Akron / RDWY 203B  
73 S. College Street  
Akron, OH 44325-4302  
330-972-7952 | [jkearns@uakron.edu](mailto:jkearns@uakron.edu)

The core curriculum of the certificate offers an introduction to museums and archives. The purpose of this certificate is to provide students with a basic set of skills that prepares them for work in the museum and archives professions. Topics covered include materials handling and preservation, museum exhibit design and assessment, organizing and describing materials, policies and procedures, donor relations, education and assessment, and cultural considerations.







Students will complete a capstone experience with a local museum or archives. The capstone will require students to apply the knowledge and skills learned in the certificate while assisting local collecting institutions with tasks and projects that are mutually beneficial. The capstone experience course will be selected from the student's area of focus. As a special topics course, the capstone consists of 45 contact hours on location, plus additional time spent on readings and a report.

Certificate instructors and coordinators will help partner students with local capstone sites, which could include University of Akron collections; community parks and education centers; local government collections; art museums; botanical and farm gardens; art, object, theme, and other museums; historical societies; archives; libraries; and local clubs, businesses, and organizations.

Under advisement of certificate instructors or coordinators, students will register for the Capstone Experience under one of the following. Certificate coordinators will help find a suitable course if one is not listed. Students may not register for these courses outside their majors, or without consultation with an advisor or professor within their majors.

Anthropological Research (Anthro)

Credit hours: 3

Course#: 3230:397

Contact: Dr. Michael Shott

Internship in English (English)

Credit hours: 3

Course#: 3300:392

Contact: Dr. Hillary Nunn

Internship in History (History)

Credit Hours: 3

Course#: 3400:392

Contact: Dr. Greg Wilson

Field Experience (Psychology)

Credit Hours: 3

Course#: 3750:495

Contact: Dr. David Baker

Independent Reading and Research (Psychology)

Credit Hours: 3

Course#: 3750:497

Contact: Dr. David Baker

Independent Study (Education)  
Credit Hours: 3  
Course#: 5500:497  
Contact: Dr. Gary Holliday

Art Internship/Professional Experience (Art)  
Credit hours: 3  
Course#: 7100:496  
Contact: Arnold Tunstall

Service Learning in Art (Art)  
Credit hours: 3  
Course#: 7100:452  
Contact: Arnold Tunstall

### **Certificate Completion**

During the last semester of your certificate progress (including completing electives), complete the Certificate Completion Application and submit it to Dr. Jodi Kearns ([jkearns@uakron.edu](mailto:jkearns@uakron.edu)) by the listed dates.

Completion semester	Submit by
Fall	October 31
Spring	March 31
Summer	July 31

# Museum & Archives Certificate Completion Application

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

UANET ID: \_\_\_\_\_

Major/College: \_\_\_\_\_

Semester Completed	Cr/Hrs	Course
_____	3	Foundations in Museums & Archives I
_____	3	Foundations in Museums & Archives II
_____	3	Capstone Experience (list course) _____
_____	—	Elective (list course) _____
_____	—	Elective (list course) _____
_____	—	Elective (list course) _____

Total Credits: 18

Signature: \_\_\_\_\_

Date: \_\_\_\_\_