

**MARIST**  
**ITALY**



**LdM**  
Lorenzo de' Medici

The Italian  
International  
Institute



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

**Graduate Catalog/  
Student Handbook**

**2016-2017**

QUESTIONS regarding admission to the Marist-LdM

MA in Museum Studies Program

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

3399 North Road, Poughkeepsie, New York 12601

US telephone number is +1.888.877.7900

E-mail: *graduate@marist.edu*

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 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 2016-2017

### Fall 2016

August 20-Sept 4	Orientation
August 31	Degree Conferral
September 2	Thesis Defense
September 5	Semester Begins
September 9	Last day to Add/Drop a Course
September 15	Language Competency Exam
September 23	Thesis Defense
October 12	P/NC Option Due
October 24-28	Fall Break
October 31	Deadline for Internship Meeting
October 31	Classes Resume
November 1	Holiday: All Saints (Make-up Day: Friday, November 4)
November 3	Last day with Withdraw from a class with a W
November 4	Make-up class for November 1
November 10	Language Competency Exam
November 11	Thesis Defense
November 23	Due: Thesis Progress Report Form (past cohorts)
November 30	Deadline: Spring Registration
December 1	Italian Proficiency Exam
December 2	Italian Proficiency Exam
December 2	Make Up Day for December 8 Classes
December 8	Holiday: Immaculate Conception (Make Up Day: Friday, Dec 2)
December 9	Last day to Withdraw from a class with a W/F grade
December 2	Thesis Defense
December 16	Semester Ends

### January Intersession 2017

January 3	January Intersession Begins
January 4	Last day to Add/Drop a Course
January 6	Holiday: Epiphany
January 20	January Intersession Ends
January 29	Deadline: Grade Changes and Resolving Incomp. from Fall 16
January 31	Degree Conferral

### Spring 2017

February 3	Thesis Defense
February 6	Semester Begins
February 8	Deadline: Grade Changes and Resolving Incomp. from Jan 17
February 9-10	LdM Academic Conference
February 10	Last day to Add/Drop a Course

February 17	Language Competency Exam
March 1	Due: Application for May Commencement
March 3	Thesis Defense
March 7	Due: P/NC Option Due
March 27-31	Spring Break
April 3	Classes Resume
April 7	Thesis Defense
April 7	Last Day to Withdraw from Course with a W Grade
April 8	Due: Thesis Progress Report Form (past cohorts)
April 8	Due: Academic Plan (current cohorts)
April 14	Language Competency Exam
April 15	Deadline: Summer Registration
April 16	Holiday: Easter Sunday
April 17	Holiday: Easter Monday (Make-up Day: Friday, April 21)
April 21	Make up Day for April 17 classes
April 25	Holiday: Liberation Day (Make-Up Day: Friday April 28)
April 28	Make Up Day for April 25 Classes
May 1	Holiday: Labor Day (Make-up Day: Friday, May 5)
May 5	Make up Day for May 1 classes
May 12	Deadline: Withdraw from a Class with a W/F Grade
May 19	Semester Ends / Commencement
May 20	Deadline: Marist Housing Move Out (12.00 Noon)

**Summer 2017**

May 31	Degree Conferral
June 2	Holiday: Founding of the Republic
June 2	Thesis Defense
June 9	Language Competency Exam
June 26	Due: Thesis Progress Report Form (past cohorts)
July 1	Deadline: Fall Registration
July 1	Deadline: Grade Changes and Resolving Incom. from Spring 16
July 7	Thesis Defense
August 15	Holiday: Assumption of Mary/Ferragosto
August 31	Degree Conferral

**Fall 2017 (tentative dates)**

September 8	Thesis Defense
October 6	Thesis Defense
November 3	Thesis Defense
December 1	Thesis Defense
January 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 and Vision Statement**

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

The College fulfills its mission by pursuing three ideals: excellence in education, the importance of community, and the principle of service. These ideals were handed down to us by the Marist Brothers who founded the College. Although Marist is now an independent institution governed by a lay board of trustees, the three ideals remain an integral part of the College mission.

The Marist ideal of excellence in education is achieved through an emphasis on quality teaching and distinctive learning opportunities. At the undergraduate level, this begins with a firm foundation in the liberal arts and sciences. Through core courses and their major field of study, students are educated to think logically and creatively, be able to synthesize and integrate methods and insights from a variety of disciplines, and effectively express their opinions both orally and in writing. Students are encouraged to consider the ethical dimensions of the subjects they study, and to become more aware of their own values and the value implications of the choices they make in their public and private lives. They are also exposed to cultures other than their own through on-campus programs and study abroad. In addition to offering undergraduate programs to traditional-age students, Marist has a long history of serving the needs of adult learners for graduate, undergraduate degree completion, and continuing-education programs. The College offers students an educational experience that meets the same high standards as our traditional undergraduate programs. Marist allows these students to balance their education with work and family responsibilities by offering flexible scheduling, alternative methods of program delivery, and satellite campuses. Marist seeks to distinguish itself by the manner in which it uses information technology to support teaching, learning, and scholarship at both the undergraduate and graduate levels. The College believes that by familiarizing our students with these advanced technologies, it better prepares them to be productive members of society and lifelong learners.

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. At a time when social bonds in our society are tenuous, we seek to develop a relationship between our community members and the College that will last a lifetime. We do this by nurturing the development and well-being of all our community members. Of particular importance is assuring that the life of students outside the classroom is supportive of the educational goals pursued inside the classroom. We strive to be a diverse community but also one united by a shared commitment to the free exchange of ideas, consideration of the opinions of others, and civility in all our interactions.



Finally, Marist believes in the dignity of every human being and is committed to the principle of service. The College conducts programs for the disadvantaged, a wide variety of programs that meet community needs, and programs that broaden access to education. We encourage students, faculty, staff, and alumni to make service an important part of their lives. Students are encouraged to become involved in campus activities, programs that assist the less fortunate in our society, and service projects throughout the Hudson River Valley and 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 and civic responsibility.

### **Introduction to Marist College**

Marist traces its roots to 1905, when the Marist Brothers first purchased property in Poughkeepsie, NY as the site of a house of studies. In 1930, 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. Today, Marist has developed into one of the leading comprehensive liberal arts colleges in the country. Marist College's 160-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 campus in Florence, Italy, and an extension center in Fishkill, NY. Marist's campus is virtually global, with many degree programs offered 100% online. Recognized for academic excellence by U.S. News & World Report, Forbes, The Princeton Review, Kiplinger's Personal Finance, and Barron's Best Buys in College Education, Marist is noted for its leadership in the use of technology to enhance the teaching and learning process.

The College enrolls approximately 4,500 traditional undergraduate men and women, 530 nontraditional adult students, and over 1,000 full- and part-time graduate students. Its first graduating class of 1947 consisted of four Marist Brothers. Today, more than 34,000 alumni and alumnae call Marist their alma mater. The campus now consists of 51 buildings and 37 student housing facilities, with a total estimated value of \$607 million. Over the past two decades, Marist has expanded its course offerings and tripled its applicant pool. The College now receives more than 10,000 applications each year for admission to the freshman class. Its acceptance rate during that same period has gone from 75 percent to 34 percent in 2011. Marist offers 43 programs leading to bachelor's degrees, 12 toward master's degrees, and several professional certificate programs. 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 levels as well as study-abroad opportunities in many countries.

## **Lorenzo de' Medici Institute**

### **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 Lorenzo de' Medici**

With over 40 years of experience in higher education, Istituto Lorenzo de' Medici has developed a strong identity and a tradition which are represented in its mission and also in the lives of LdM students of different generations.

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 institution for international education. After many years of success in Florence, we have expanded and opened campuses in Rome, Tuscany 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. Students attending LdM courses can 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, and the Institute offers 500 different courses in Arts and Humanities, Design, Social Sciences and Communications, Psychology, International Business and Political Science, Studio and Performing Arts, Science and Italian Language. Classroom-based liberal arts courses supplement traditional teaching methods by using the unrivalled opportunities that Florence, Tuscany, Rome and Venice offer for investigating the history and cultural heritage of Italy and Europe in 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, Studio Arts, and allied subjects. LdM's fully equipped facilities and cutting-edge methods enable students to enjoy direct 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" located at Sesto Fiorentino. Additionally, a number of University of Florence faculty members teach courses and serve on the advisory board for the Marist-LdM M.A. in Museum Studies and teach within the 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 hold their

own fashion shows, while Art, Photography, Graphic and Interior Design students work on professional projects. The most recent addition to the Florence Campus is Cucina Lorenzo de' Medici, 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 they learn first-hand how to observe, smell, taste, and appreciate their value and the history that surrounds them.

Additionally, LdM provides its students with a wide range of 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. 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. 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. The **Pre-doctoral track** is aimed at students planning to go on to pursue a doctorate after completing the master's degree. Students that chose the Pre-doctoral track will be required 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 fulfilment of a minimum of 34 credit hours as well as the completion of an Internship and a Thesis. 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. Highly motivated students can choose to complete both the Internship and Thesis in the following summer, and can thus complete the degree in one calendar year. Most 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, Galleries, and the History of Collecting	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 Methods I: Methodology and Resources	1 cr	<b>13 cr</b>

### **Spring Semester: Required Courses**

ARTM 601L: Museums and the Public II: Objects and Audience	3 cr	
ARTM 607L: Research Methods II: Thesis Proposal	1 cr	<b>4 cr</b>

### **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	<b>9cr</b>

### **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	<b>8-9 cr</b>
ARTM 600: Thesis in Progress	1 cr	

**TOTAL CREDITS** **34-35cr**

## **RECOMMENDED LANGUAGE COURSES**

### **Fall Semester: Elective Course**

ITAL 512: Italian for Museum Studies I (Elementary)	3 cr	
ITAL 513: Italian for Museum Studies I (Intermediate)	3 cr	<b>3 cr</b>

### **Spring Semester: Fourth Elective Option\***

ITAL 612: Italian for Museum Studies II	3 cr	<b>3cr</b>
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\*Students are encouraged to take ITC 612: Italian for Museum Studies II in the spring semester as a 4<sup>th</sup> spring elective.

## 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, Galleries, and the History of Collecting**

*Location: Florence*

This course provides the student with a survey of the history of collections, collecting, and private and public display of objects from a European perspective from antiquity to the present. Issues addressed include the concept of collecting and systems of classifying in Europe and America, the relationship between collecting, classifying and the birth of museums, the role of travel in the formation of collections and the shaping of taste and religious, cultural, political and financial impacts on the display of collections in museum contexts. Visits to historical collections are an integral part of the 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 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 Methods II: The Thesis 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. 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 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?



## **ARTM 625**

### **Master's Thesis**

*Location: Various*

Upon the successful completion of "Research Methods II: The Thesis 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.

## **ARTM 600**

### **Thesis-in-Progress**

*Location: Various*

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

## **ITAL 512/ITC 513**

### **Italian for Museum Studies I**

*Location: Florence*

The course is aimed at students at a beginner or lower intermediate level, and will focus on communicative skills. The course will stress basic usages and competencies (listening, speaking, reading, and writing) with a hands-on, lived-experience approach, using the resources the city has to offer in order to use the language in situ, in real-life situations. The course will prepare Museum Studies students new to the Italian language for the exploration of museums, galleries, historical sites, and functions related to museum studies and professions. This course has no prerequisites. Offered fall semester.

## **ITAL 612/ITC 613**

### **Italian for Museum Studies II**

*Location: Florence*

This is a more specialized course focusing on research-related skills for those students who will be pursuing thesis research in Italy using Italian language resources. Students will develop linguistic competencies required in translation, including reading comprehension, summary writing, text analysis, and use of mono- and bilingual dictionaries. Italian for Museum Studies I is a prerequisite for this course. Student may also take a placement test and place into the course at a level of intermediate or higher. Offered spring semester.

## **Language and the MA in Museum Studies Program**

Strong Italian language skills are essential 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:** 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 language training.

**Language Courses:** In the fall semester students can take the elective course "Italian for Museum Studies I", and in the spring, the elective course "Italian for Museum Studies II". These courses are for additional cost, and will appear on the student's graduate transcript. During the winter intersession, students may elect, also at

additional cost, to take an intensive language course offered by LdM. These winter courses are for undergraduate credit, and will appear on a separate undergraduate transcript. Please note that all language courses are currently not eligible to be covered by federal financial aid.

**Italian Language Proficiency Exam:** Students who are interested in pursuing an internship in Italy are required to possess basic conversational Italian skills and are required to take the Italian Language Proficiency exam offered once during the year to test and document written and oral language skills. In preparation, students are strongly encouraged to enroll in the program language courses which are offered as electives in the fall, and spring semesters.

**Foreign Language Competency Exam:** Students on the Pre-doctoral track, who intend to continue their academic career beyond the MA degree, may choose to take 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. The exam is offered several times during the fall and spring semesters (please consult calendar). The translation may be attempted with the assistance of a dictionary. 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, serves to assess the level of the student 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:

2016-2017

Early Action Application Deadline - December 1<sup>st</sup>

Regular Application Decision Deadline - March 1<sup>st</sup>

Applicants not successful in the Early Action pool may be reconsidered during the regular decision process.

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**

*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 since an I20 will not be issued without official documents.*

\* 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 2016-2017**

\$12,480.00	Fall - 13 credits
\$15,360.00	Fall – 16 credits (including language elective)
\$12,480.00	Spring - 13 credits
\$15,360.00	Spring – 16 credits (including language elective)
\$7,680.00	Summer - 8 credits
\$50.00	One time non-refundable fee due with application
\$960.00	Fee for 1 credit thesis-in-progress
\$960.00	Part time enrollment (per credit hour)

Housing Fees: per semester

\$3,675.00	Double Occupancy Room per semester
\$6,000.00	Single Occupancy Room per semester

Additional Fees: per semester

\$350.00	Health Insurance
\$275.00	Activity Fee
\$500.00	Orientation Fee, (one-time fee charged the semester of entry to program)
\$600.00	Lab Fee (museum passes, class visits, special seminars and other academic activities – fall and spring of the first year only)
\$570.00	Lunch Meal Plan (optional)
\$425.00	¼ Lunch Meal Plan (optional)

Misc. Fees:

\$5.00	Transcript Fee; Payable upon request of transcript
\$75.00	Readmission fee; Payable upon request for readmission

\$450.00	Audit Fee
\$65.00	Lost key fee; damaged keys or replacement keys (Marist housing)
\$15.00	Returned Check Fee; Charged for any check returned from bank
\$10.00	Estimated Wire Fee; Marist College incurs fees for receiving payments via wire. Students will be charged for any fees Marist incurs.

**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 and personal expenses.

### **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 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.

### **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. For the summer directly following the two semesters of coursework, Marist-LdM will assist with renewal of the Permesso di Soggiorno only where residency in Italy is required for purposes of completing the internship or thesis, and the student is duly registered for these courses. Should the student not complete the thesis during this period and need to register for the Thesis-in-progress course, Marist-LdM will assist with further renewal of the Permesso di Soggiorno for 2 additional semesters of thesis in progress work, where residency in Italy is necessary for completion of the thesis. These Permesso renewals must be completed on a semester by semester basis at additional cost to the student. The thesis progress reports submitted must show very clearly that residency in Italy is REQUIRED for thesis completion.

### **Housing**

Upon admission into the MA in Museum Studies program, students have the opportunity to request Marist student housing. MA students live within the Marist residence building in a section reserved for MA students. The MA student apartments each accommodate two to four MA students. 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.

### **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 HTH Worldwide to provide students with health insurance that covers the student during their stay in Italy and for travel to other countries. The HTH Insurance is mandatory for all MA in Museum Studies program including those registered for the one credit thesis-in-progress course. The HTH policy is a comprehensive international policy and includes coverage for everything from emergency evacuation for medical reasons to routine doctor's visits. 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 the HTH 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 HTH Network in Florence. For doctors outside the HTH network, students can pay out of pocket and submit a claim to HTH for reimbursement.

Students who are citizens of the European Union may petition to have the College's mandatory insurance waived. They may request further information from the Marist Italy Program Center.

## **Financial Assistance**

### **Graduate Assistantships**

A limited number of assistantships in research, office work and student activities are available to formally admitted, full-time graduate students in the MA in Museum Studies program. 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. 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 floor or group of 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 meal plan.

For further information on each of these, student employment opportunities please refer to [http://italy.marist.edu/graduate/grad\\_assistantships](http://italy.marist.edu/graduate/grad_assistantships)

### **Application**

To apply for any of the Graduate Assistantships students must submit the following by February 1<sup>st</sup>:

1. Resume and Cover Letter (Candidates may submit one general cover letter for all positions for which they are applying, or write individual cover letters for each Graduate Assistantship)
2. Essay: Write an essay (two pages, double spaced) that describes why you qualify for the particular graduate assistantship for which you are applying. Your essay may include any additional qualifications you may have for the appointment you are seeking. Include details about such things as employment experience, teaching experience, museum experience, research, writing, artistic creation, travel and other relevant skills. Also provide a brief description of your plans after completing your graduate education. (Candidates applying for more than one position may submit one general essay for all positions for which they are applying. Alternatively if candidates feel that individual tailored essays for each Graduate Assistantship would

strengthen their applications they may do so. In this case the essays must indicate very clearly the position with which they are associated)

3. Undergraduate College Transcript
4. Two letters of recommendation, one of which should be from a current or past instructor or someone familiar with your professional qualifications relevant to this role
5. Students applying for more than one assistantship must indicate their preference priority in their application
6. Students applying to the Museology Review position must also submit an academic writing sample.

### **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. Each award varies in amount from \$500 to \$2,000. All students admitted to the program are automatically considered for these awards. No application is necessary. 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**

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](http://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](http://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:

### **Refund Policy – Tuition and Fees**

1. The student must contact the Director of Marist Italy in writing (via their Marist e-mail account) to officially withdraw or take a leave of absence. The date of a student's withdrawal is based on the date of the e-mail correspondence. Upon receipt of the e-mail, the student will be required to complete a withdrawal form in order to complete the withdrawal process. Simply notifying the classroom instructor of your plans is insufficient.
2. 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.
3. Students withdrawing after the 30 day mark will be responsible for the \$500 deposit and any additional monies over \$500 paid out by the College related to tuition and fees that cannot be recouped. In addition, students who have an outstanding balance and withdraw during this time will still be responsible for any remaining balance.
4. Marist-LdM students enrolled in on-line courses hosted by the Poughkeepsie campus will be responsible for following the Poughkeepsie refund policy for these courses. More information regarding withdrawal policies for on-line courses can be obtained from the registrar's office.

### **Refund Policy – Housing**

1. The Marist Italy housing program consists of a series of apartments and buildings leased annually by the College on behalf of students seeking residence. Leases are based on housing enrollment, which is an annual commitment (fall and spring semesters) and therefore affects the housing refund policy.
2. Withdrawals are calculated based on the date of e-mail correspondence from the student's Marist account to Marist Italy housing staff. Upon receipt of such a message indicating a decision to withdraw from housing, the student will be required to complete a housing withdrawal form in order to complete the withdrawal process. Verbally notifying a Marist Italy staff member of plans to withdraw is insufficient.
3. Students who select housing through Marist Italy and withdraw 75 or more days prior to the start of the fall semester will not be responsible for the cost of housing.
4. Students who withdraw from housing fewer than 75 days prior to the start of the fall semester or at any time during the Academic Year (including between fall and spring semesters) will be responsible for the full cost of housing for the Academic Year.

### **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 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 or higher.

### **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 submission and oral defense 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 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). 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.

### **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) 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 within three weeks of publication of final grades by completing the course requirements as determined by the professor. 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 Methods I and II, and for the Thesis-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 Methods I and II, and the Thesis-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 non-language 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, the thesis preparation courses, Research Methods I and II, and the Thesis-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 nine 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.  
Once a student is notified of failing a thesis defense 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 2015, the four-year time limit expires at Commencement, August 2019). 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/permesso 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 Marist-LdM 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) and the Marist Italy Program Center no later than April 15, prior to the registration for the summer session. The Academic Plan is essentially a timeline for completion of the internship and thesis, giving the expected thesis defense date and graduation from the MA program. It also provides official documentation regarding the thesis advisor and reader. Any student who does not have a thesis advisor selected by this date will have one chosen for him by the Program Director(s). Highly motivated students can register for both the internship and thesis during the summer session. A number of students choose to complete either the thesis course or internship requirement during the summer. 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 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 is not completed by the end of the Thesis course, the student must register for the one credit Thesis-in-Progress course each semester until the thesis is completed, successfully defended and submitted to the College. Students who wish to enroll for the one credit Thesis-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 research 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 Academic Quality of his/her action. If the student wishes to appeal the sanction, the Office of Academic Quality handles the appeal. The Office of Academic Quality 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 Academic Quality suspension or expulsion from the College. The Office of Academic Quality 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 Academic Quality (AQ Office).
3. If the student wishes the AQ Office to make a formal inquiry, the student must request this in writing and explain the basis of the complaint. The AQ 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 AQ Office may choose to conduct a hearing with the faculty member and the student to clarify the facts of the case.
5. The AQ 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 AQ 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/her conclusions in writing to the LdM AQ Office, Marist LdM Director, faculty member, and 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.

## **The Thesis**

### **Thesis Requirements**

Students in the MA in Museum Studies program must undertake an original academic investigation into a subject in or related to the field of Museum Studies. The thesis is a vehicle for developing the student's research and scholarly capabilities. The thesis must be approved by the Program Director(s) and by an advisor and a reader. Any thesis research involving human subjects must also be approved by the Marist College Institutional Review Board (IRB.)

### **Thesis Advisor**

On April 15, students are required to submit their Academic Plan form which identifies the person who has agreed to be the Thesis Advisor (after the first year, this information is included in the Thesis Progress Report form). The Thesis Advisor provides assistance at every stage of the thesis process. Advisors are typically chosen from among the LdM, Marist and University of Florence communities however outside co-advisors are also possible and can be valuable to specific research projects. Any outside co-advisor must submit his CV for review by the Program Director(s) If the student is unable to select a Thesis Advisor by the time the Thesis Proposal approval form is due, the Program Director(s) will select one for them, based on the proposed area of research and the particular needs of the student.

### **Thesis Reader**

The Academic Plan (due April 15) also identifies the person who has agreed to be the Thesis Reader. In addition to the thesis advisor, the thesis will be evaluated by a reader chosen by the advisor in consultation with the student. The thesis reader may be from outside LdM, Marist or the UniFI faculty but his CV would be subject to prior approval by the Program Director(s). The thesis grade is an average of the evaluations of the advisor and reader. In the case of a wide discrepancy in the two grades, a second reader will be appointed by the Program Director(s) and the final grade will be an average of all three evaluations. Both the thesis advisor and thesis reader are expected to be present at the thesis defense which must be chaired by a Marist-LdM faculty member (see "Thesis Defense").

### **Institutional Review Board (IRB)**

Any research involving human subjects must be approved by the Marist College Institutional Review Board (IRB). In accordance with state and federal regulations and professional standards of ethical conduct, it is the responsibility of the College to reasonably ensure that all research conducted under its auspices, adequately protects the rights and welfare of human subjects. The IRB is guided by respect for persons, beneficence and justice. Voluntary consent of the subject is absolutely essential. If possible, the subject should benefit from the process and come to no harm. Vulnerable groups should not be "over studied" in comparison with more powerful segments of the population. All of the Institution's human subject's research activities, regardless of whether the research is subject to federal regulations, will be guided by the Code of Federal Regulations. The IRB is authorized to review and approve ALL research involving human subjects conducted under the auspices of the College, regardless of the source of funding. A full copy of the IRB policies of Marist College can be found at <http://www.marist.edu/academics/irb/>.

### **IRB Procedures**

Students who plan to conduct research involving human subjects are advised to consult with their advisor and the program director(s) on all aspects of their study in an effort to develop a research proposal that meets the standards for approval. If a student or advisor has questions, they may contact the Marist Italy Program Center or the Marist IRB directly for advice regarding appropriate design and methodology of the study.

Certain categories of research involving little or no risk to subjects may qualify for an expedited reviews, these include:

- Anonymous, mail or telephone surveys on innocuous topics
- Anonymous, non-interactive, non-participating observation of public behavior
- Secondary analysis of existing data
- Research involving the use of records if information taken from these sources is provided to the researcher in such a manner that subjects cannot be identified
- Research on individual or group behavior of normal adults where there are no interviews and interactive surveys on non-sensitive topics

This research generally does not require written documentation of informed consent, but oral consent is required for all research involving direct interaction with subjects. All research in schools requires written permission of the school district administrator who has authority to grant such permission.

Research that may be deemed to put the subject at risk in any way will be subject to a full review. For a list of research that requires a full review please consult: <http://www.marist.edu/academics/irb/pdfs/policies.pdf> Even if a student submits their research for an expedited review, the IRB may require full review of any research submitted under expedited review. All researchers must undergo assurance training prior to conducting any research under the auspices of Marist College. The College has arranged for such training to be provided by the CITI course in The Protection of Human Research Subjects. The Marist Office of Institutional Research & Planning tracks faculty, student, and staff completion of this training. Certification of training completion must be submitted with the IRB Human Subjects Research Form, which can be found at: <http://www.marist.edu/academics/irb/pdfs/irb.pdf>

### **IRB Instructions**

1. All research involving human subjects must be reviewed and approved prior to initiating the research
2. For questions regarding human subject research please refer to the guidebook entitled: Policy and Procedures for Research Involving Human Subjects
3. The Principal Investigator and, if appropriate, his/her Advisor must sign the Human Subjects Research Review Form
4. The appropriate number of copies as per the type of review should be submitted to the Marist Italy Program Center.

Approval of a project by the IRB applies only to the procedures submitted in the proposal. The investigator must secure prior approval from the IRB for any changes in the procedures that will affect the use of human subjects. Approval for projects is valid for one calendar year only. Investigators must request a continuation for the approval yearly if the activity lasts more than one year. Only two (2) continuations will be granted for a given project. After three years, the project must be resubmitted.

### **Thesis Preparation**

The thesis for the Marist-LdM MA in Museum Studies should be prepared in a form consistent the MHRA (Modern Humanities Research Association). The thesis must be written in English and conform to high standards of academic writing. The manuscript must be free of mechanical errors and meticulously proofread. Students for whom English is not their mother tongue, must have the thesis proofread by a professional or by a native speaker of English. In special cases, languages other than English may be allowed when the student has sufficient skill at composition and has a thesis topic that is, in the advisor's judgment, especially suited to treatment in the second language. Approval to use a language other than English must be obtained in advance

from the Program Director(s) and the Thesis Advisor. Where such special permission is given, a title page must be submitted in English.

### **Thesis Style Guide**

Please read the MHRA style guide carefully before preparing your thesis. It is available at <http://www.mhra.org.uk/Publications/Books/StyleGuide/StyleGuideV3.pdf>. The program expects that students will use footnotes and not (author, date) referencing. Bibliographies therefore will be alphabetically ordered and should be divided between primary and secondary sources.

### **Thesis Order and Components**

- A. Title Page
- B. Copyright Page (optional)
- C. Abstract
- D. Dedication, Acknowledgement(s) and/or Preface (all optional)
- E. Table of Contents, with page references
- F. List of Tables with titles and page references (if applicable)
- G. List of Figures or List of Illustrations, with titles and page references (if applicable)
- H. List of Abbreviations (if applicable)
- I. List of Symbols (if applicable)
- J. Chapters, including:
  - a. Introduction, if any
  - b. Main body (with the larger divisions and more important minor divisions indicated by suitable, consistent headings)
- K. Appendices (if applicable)
- L. Bibliography/References

Note: Many of the components following the title page and copyright page have required headings. Unless otherwise noted, capitalization of those headings is at the discretion of the author. For example, "LIST OF TABLES" and "List of Tables" are both acceptable. Choose one style to follow consistently.

#### **A. Title Page**

The title page of a thesis/dissertation should bear the following information:

1. The title of the thesis/dissertation, centered 2" below the top of the page.
2. Your name, centered 1" below the title.
3. The following statement, within the full margins, 1" below your name:

"A thesis submitted to the faculty of Marist College in partial fulfillment of the requirements for the degree of Master of Arts in Museum Studies."

When indicating degree, use full degree name (i.e., Master of Arts, not M.A.). List your subject area (Museum Studies) in the second blank. One inch below the statement, centered, the words "Florence, Italy" and one line below that, the year in which your committee approves the completed thesis.

4. On the right-hand side of the page, "Advisor/s:" and "Reader/s:" Defense session Chair: followed by each faculty member's name. No signatures are needed on the title page.

#### **B. Copyright Page**

If you wish to copyright your thesis, you must include a copyright page with the following information single-spaced and centered on the bottom half of the page:

© Year Full Name (exactly as it appears on the title page) ALL RIGHTS RESERVED

This page should immediately follow the title page, and should bear the lower case Roman numeral: ii.

### C. Abstract

The word "Abstract" should be centered 2" below the top of the page. Skip one line, then center your name followed by the title of the thesis. Use as many lines as necessary. Centered below the title include the phrase, in parentheses, "(Under the direction of \_\_\_\_\_)" and include the name(s) of the thesis advisor(s). This abstract should be revised from the one submitted on the form in April to reflect the finished thesis. Skip one line and begin the content of the abstract. It should be double-spaced and conform to margin guidelines. An abstract for a thesis should not exceed 150 words. Because your thesis abstract will be published, please prepare and proofread it carefully. Print all symbols and foreign words clearly and accurately to avoid errors or delays. Make sure that the title given at the top of the abstract has the same wording as the title shown on your title page. Avoid mathematical formulas, diagrams, and other illustrative materials, and only offer the briefest possible description of your thesis and a concise summary of its conclusions. Do not include lengthy explanations and opinions. The abstract should bear the lower case Roman number ii (if you did not include a copyright page) or iii (if you include a copyright page).

### D. Dedication, Acknowledgements, Preface (all optional)

Each of these should appear on a separate page and be numbered with lower case Roman numerals (starting with the page number after the abstract). A dedication is a statement from the author to a person or group to whom the author dedicates the dissertation. Most dedications are short statements of tribute beginning with "To...". No heading is required on the dedication page. The text of short dedications should be centered between the left and right margins and 2" from the top of the page. Acknowledgements are the author's statement of gratitude to and recognition of the people and institutions that helped the author's research and writing. A preface is a statement of the author's reasons for undertaking the work and other personal comments that are not directly germane to the materials presented in other sections of the thesis. These reasons tend to be of a personal nature. The acknowledgments and preface both have headings that begin 2" from the top margin of their respective pages. There is no length limit, and subsequent pages of text return to the 1" top margin.

### E. Table of Contents

Include the heading "Table of Contents" and center it 2" below the top of the page. The table of contents should not contain listings for the pages that precede it, but it must list all parts of the thesis that follow it. Be sure to include the bibliography and all appendices and the page numbers at which these divisions begin, though these should not be assigned chapter numbers. Major subheadings within chapters should be included in the table of contents. The subheading(s) should be indented to the right of the margin for chapter titles. The table of contents text should match the wording of titles for the parts, chapters, and subheadings used in the thesis itself. Page numbers in the table of contents should be located just inside the right-hand margin of the paper with leaders (lines of dots) filling out the space between the entry and the page number. If an entry takes up more than one line, break up the entry about three-fourths of the way across the page and place the rest of it on a second line, single spacing the two lines. Use double-space between entries.

### F. List of Tables

Assign each table in your thesis/dissertation an Arabic numeral. You may number tables consecutively throughout the entire work (Table 1, Table 2, etc.), or you may assign each table a two-part Arabic numeral, the first number designating the chapter in which it appears, followed by a period, followed by a second number to indicate its consecutive placement in the chapter (Table 3.2 is the second table in Chapter Three, etc.). Do not include in the text typesetting notations often used when submitting manuscripts to a publisher (i.e., insert table x here.) The heading "List of Tables" should be centered and appear 1" from the top of the page. Double-space between the heading and the first entry. The table number and title should be located on the left margin. Page numbers should be located just inside the right margin of the paper with leaders filling out the space between

the entry and the page number. Single-space a table and its title if it takes up more than one line and double-space between each entry. The table number and title in your list of tables should match the number and title appearing in the thesis itself.

#### G. List of Figures or Illustrations

The heading “List of Figures” or “List of Illustrations” should be centered and appear 1” below the top of the page. Otherwise, follow the instructions given above for the list of tables.

#### H. List of Abbreviations

If you use abbreviations extensively in your thesis, footnotes, or bibliography, you should provide a list of abbreviations and their corresponding definitions. The heading “List of Abbreviations” should be centered and appear 1” below the top of the page. Arrange your abbreviations alphabetically at the left margin single-space within each entry and double-space between entries.

#### I. List of Symbols

If you use symbols in your thesis, you may combine them with your abbreviations, titling the section “List of Abbreviations and Symbols”, or you may set up a separate list of symbols and their definitions by following the instructions above for abbreviations. The heading you choose should be centered and appear 1” below the top of the page.

### **Format of the Thesis**

#### A. Margins

All copies of a thesis must have the following uniform margins throughout the entire document:

Left: 1 1/4” (to ensure sufficient room for binding the work)

Right: 1” or 1 1/4” for front and back reproduction

Bottom: 1” (with allowances for page numbers, see section on Pagination)

Top: 1”

Exceptions: The title page, abstract, first page of the dedication, acknowledgements(s) and preface (if any), first page of the table of contents, and the first page of each chapter (including the introduction, if any) begin 2” from the top of the page.

#### B. Font Type and Size

To ensure clear and legible text for all copies, choose a medium width font that is 10, 11, or 12 points in size.

Superscripts and subscripts (e.g., formulas, footnote numbers) should be no more than 2 points smaller than the font size used for the body of the text.

For ease of conversion to a PDF document, Marist recommends using standard fonts such as Times New Roman or Arial. If you choose an unusual font, be sure to use embeddable Type 1 or TrueType fonts.

#### C. Spacing and Indentation

The text of a thesis must appear in a single column on each page and double-spaced throughout. Exceptions are block quotations, notes, captions, legends, and long headings, which should be single-spaced with a space between items. New paragraphs should be indicated by a consistent tab indentation. For blocked quotations, indent the entire body of quoted text consistently from the left margin.

#### D. Pagination

Use lower case Roman numerals (i, ii, iii, iv, etc.) on all pages preceding the first page of chapter one. The title page counts as page i, but the number does not appear. Therefore, the first page showing a number will be page ii (the copyright page or first page of the abstract if not including a copyright page).

Arabic numerals (beginning with 1, 2, 3, 4, etc.) start at chapter one or the introduction, if applicable, and include the text, illustrations, notes, and any other materials that follow. The first page of each chapter should be counted when you paginate the thesis, but should not be identified with any numeral. Thus, the second page of chapter one is the first to show an Arabic numeral: 2. Do not use page numbers accompanied by letters, hyphens, periods, or parentheses (e.g. 1., 1-2, -1-, (1), and 1a).

Center all page numbers at the bottom of the page 1/2" from the bottom edge.

If your document contains landscape pages (pages in which the top of the page is the long side of a sheet of paper), make sure that your page numbers nevertheless appear in the same place as they do on other sheets for consistency. Thesis pages should not contain headers.

#### E. Footnotes

Place the footnote at the bottom of the page, separated from the text by a solid line one to two inches long, beginning at the left-hand margin on the first line below the text.

Single-space footnotes that are more than one line long. Double-space between more than one footnote on a page. Divide a footnote if it cannot be accommodated in the space remaining at the bottom of one page. To maintain the required margins, break the note within a sentence and carry the remainder into the footnote area of the next page, where it will precede the footnotes for that page, if any. Do not indicate the continuation of a footnote. Number all footnotes consecutively with Arabic numerals. You may number notes continuously, without repeating any numbers, through the entire thesis. Alternatively, you may begin repeating note numbers with each new chapter, numbering the first note in each new chapter with the number 1. Note numbers should precede the note, be placed slightly above the line (superscripted), and leave no extra space between the number and the note. Alternatively, note numbers can appear on the same line as the note (not superscripted) followed by a period and two spaces. Choose one style to follow consistently.

#### F. Tables and Figures

Tables and figures must generally follow the MHRA Style guide. Headings may appear above or below tables and figures. Tables and figures may be placed within text or grouped together in a separate section. Most importantly, the format you choose for your tables and figures must be consistent throughout the document.

#### G. Appendices

If your thesis has appendices, they should appear at the end of the document, not at the end of chapter to which they pertain. When there is more than one appendix, assign each appendix a number or a letter heading (e.g., Appendix 1D, Appendix One, or Appendix A) and a descriptive title. The heading(s) should be centered and appear 1" below the top of the page. All headings and titles must appear in the table of contents. All appendix pages should be numbered with Arabic numerals, continued from and subject to the same guidelines as the rest of the document.

#### H. Bibliography/References

You are required to list all of the references consulted in alphabetical order and divided between primary and secondary sources. Consult the MHRA style guide for the proper form. Specifications from the Program Director(s) will prevail in all cases. Select an appropriate heading (such as Bibliography, Works Cited, References, or Sources Consulted). It should be centered and appear 1" below the top of the page. All bibliography pages should be numbered with Arabic numbers, continued from and subject to the same guidelines as the rest of the document. Citations are single-spaced within each entry and double-spaced between entries.

#### I. Permission for copyrighted materials

For images, text or other materials used in the thesis with permission, list the authority or authorities granting permission with official titles and the corresponding thesis figure or page.



## Copyrighting

A copyright is an intangible right granted to the author or originator of certain literary or artistic productions, under which he or she is invested for a limited period with the sole, exclusive privilege of making copies and publishing and selling them. Copyright protection automatically exists from the time the work is created in fixed form. There is no requirement that the work be published or registered to obtain protection under copyright law. The copyright in the work of authorship immediately becomes the property of the author who created the work unless it is a work-for-hire or unless ownership has been assigned by written agreement. As a condition of your enrollment in Marist College, you have granted the College a limited, non-exclusive, royalty-free license to reproduce your dissertation, in whole or in part, in electronic form to be posted on the Marist Library database and made available to the general public at no charge. While a legal formality, if you wish to copyright your thesis, Marist College requires that you include a copyright notice following the title page. See Section I or the sample copyright page for the format of this notice.

You may also wish to register your copyright with the U.S. Copyright Office at the Library of Congress. As mentioned above, copyright registration is not a condition to copyright protection. There are, however, advantages to registration, especially if you have a claim of infringement of your copyright. Registration may be made at any time within the life of the copyright, but there are advantages to filing for registration within three months of publication. For more information on registration, consult the website of the U.S. Copyright Office, [www.copyright.gov](http://www.copyright.gov).

### A. Using Copyrighted Materials

Any copyrighted materials used in your work, beyond brief excerpts, may be used only with the written permission of the copyright owner. Book and journal publishers normally hold the copyright for all materials they publish. Therefore, even if you are the sole or one of several authors of material in a published book or journal, you must obtain written permission from the copyright holder if you are including this material in your thesis. Remember that use of reproductions or excerpts of other media, such as music, graphic images or computer software may also require permissions. You are responsible for securing all necessary permissions and paying any permission fees.

Your letter to the copyright holder should make clear that you seek permission to microfilm and publish your dissertation through Marist and that Marist may sell, on demand, for scholarly purposes, single copies of your dissertation, which includes the copyright holder's material. Your letter should also seek permission to submit the copyrighted material electronically to be posted and made available to Marist Library database where it will be made accessible to the general public at no charge.

### B. Use of Your Own Previously Published Materials

The MA in Museum Studies program permits you to include in your thesis, articles, images and other materials that you have previously published, that have been accepted for publication, or that have been otherwise presented to the public.

In all such instances the following rules apply:

1. The material, if included in the body of your text, must be rendered in a typeface and citation form consistent with the body of the text.
2. If the material is co-authored, the Advisor and the Program Director(s) must approve its inclusion in your thesis.
3. If the material is copyrighted (if you are the sole author but the copyright is held by the publisher), you must fulfill the conditions specified above. The date on the title page should be the year in which your defense is successfully completed.

## Thesis Checklist

Fully approved documents are due by the deadline posted on the MA in Museum Studies program calendar. You are encouraged to submit your document as early as possible to provide ample time for necessary revisions. The time between initial submission and final approval may also vary due to factors such as proximity to deadlines, projected graduation date, etc.

### Title Page

- Does the page have a 2" margin at the top?
- Is your full name 1" below the title?
- Are the names of your committee members (without signatures) included?
- Have you left the page number off (even though you count this page in numbering)?

### Copyright Page (optional)

- Does your name appear exactly as it does on the title page?
- Is the copyright page numbered ii?

### Abstract

- Does the page show a 2" margin at the top?
- Does the second page (if any) return to a 1" margin at the top?
- Is the title worded exactly as it is on the title page?
- Is the text of your abstract no longer than 150 words?
- Is this page numbered in lower case Roman numerals?

### Dedication, Acknowledgement(s) and/or Preface (if any)

- Do the dedication, acknowledgements(s) and preface each begin on a new page?
- Does the first page of each have a 2" margin at the top?
- Do the second and subsequent pages of each return to the 1" top margin?
- Are these pages numbered in lower case Roman numerals?
- Have all permissions for copyrighted materials been secured?

### Table of Contents

- Does the first page have a 2" margin at the top?
- Do the second and subsequent pages of the table of contents return to the 1" top margin?
- Are these pages numbered in lower case Roman numerals?
- Is each entry single-spaced, with a double space between entries?
- Are the major subheadings within chapters and appendices listed?
- Are the corresponding page numbers accurate?

### Lists of Tables, Figures, Illustrations, Abbreviations, and Symbols

- Does each list have a heading 1" below the top of the page?
- Are all lists properly numbered, given a title, and listed consecutively?
- Is each entry in the list single-spaced, with a double space between entries?
- Are these pages numbered with lower case Roman numerals?

### Chapters

- Does the first page (only) of each chapter begin 2" from the top of the page?
- Do the second and subsequent pages of each chapter begin 1" from the top of the page?

- Is the text double-spaced (except for blocked quotations, notes, captions, legends, and long headings, which are single-spaced)?
- Are paragraphs indented consistently throughout?
- Are page numbers of the text centered and in Arabic numerals without any additional punctuation?
- Have you left the page number off the first page of each chapter (even though you count these pages in numbering)?

#### Footnotes or Endnotes

- Have you numbered notes consecutively either within each chapter or throughout the work?
- Are note numbers properly formatted as superscript Arabic numerals or as Arabic numerals placed on the line and followed by a period?
- Is each note single-spaced, with a double space between notes?
- Do endnotes begin on a separate page?
- Are references to human subjects in order and is IRB project approval still valid?

#### Appendices

- Does the page have a 1" margin at the top?
- Have you placed all appendices after the last chapter and before the bibliography? Have you assigned each appendix a number or letter and title?
- Are page numbers of the text centered and in Arabic numerals without any additional punctuation?

#### Bibliography/References

- Does the page have a 1" margin at the top?
- Are all entries single-spaced, with a double space between entries?
- If references are included at the end of each chapter, does each set begin on a separate page?
- Are page numbers of the text centered and in Arabic numerals without any additional punctuation?

## Thesis Defense

In the MA in Museum Studies program, both a thesis and an oral defense are required. All other degree requirements must be successfully completed prior to the defense. The Thesis Advisor is responsible for determining that the draft is in an appropriate form (all substantial revisions should be completed) to be presented to the Reader for evaluation. When he/she does so they will sign the "Advisor Approval Form A" which the student will submit to the Program Director(s). The form needs to be submitted according to the academic calendar, at least three weeks before the defense to allow the reader adequate time to review a draft of the thesis. After this document has been submitted it is the student's responsibility to make sure that copies of the thesis have been distributed to Reader.

The Advisor, Reader and student are all expected to be at the defense which takes place on certain days according to the academic calendar. A thesis defense consists of two parts: 1) the student presents his or her research in a public forum, and 2) the student responds to questions posed by the Reader, the Advisor, Program Director(s) and the audience. At the time of the final oral defense, but no later than the oral defense, the advisor and reader may require a final set of alterations and corrections

After the oral defense, the student will make the final corrections requested by the Chair on the basis of the Reader's and Advisor's commentary. The Thesis Advisor is responsible for verifying that the changes required by

the committee have been made. The student should submit the thesis in final form designed to meet the standards as defined in the MA in Museum Studies Program Thesis Guide.

### **Failure of Examinations**

A graduate student who fails a thesis defense may not schedule another until at least three months after the first attempt. The student should work with his or her Advisor to identify areas needing additional emphasis and to establish an action plan to prepare for the second defense. A student who fails an oral defense for a second time becomes academically ineligible to continue in the MA in Museum Studies program.

### **Rescheduled or Remote Thesis Defense**

MA in Museum Studies program permits examinations to be rescheduled or held via distance-based capabilities in cases of extreme hardship. Students desiring to defend using remote technologies must appeal to the Program Director(s) several months in advance of the defense stating the reasons for requesting the remote defense. If the Program Director(s) gives the approval, the thesis defense must be held on one of the normally scheduled thesis defense days.

### **Submission of the Thesis**

The thesis must be submitted according to the schedule in the Program Calendar in final form designed to meet the standards defined in this handbook. It is strongly suggested that every thesis be submitted well before the deadline to ensure ample time for format revisions. After the defense, theses in their final revised Advisor-approved form must be submitted to the advisors and readers and the Program Director(s) in pdf form and in hard bound copy to the LdM library. Advisors and Readers must submit their reports and grade sheets by the deadline indicated on the academic calendar. Students must maintain matriculation in the College up to final submission of the thesis.

### **Publication of the Thesis**

An approved thesis in the Marist-LdM Graduate Studies program results in the publication of the thesis by the College, with the thesis being made available to the public in electronic, paper and potentially other forms. No exceptions will be made to this policy. As a condition of enrollment, each student grants Marist College a limited, non-exclusive, royalty-free license to reproduce the student's thesis, in whole or in part, in paper and electronic form to be posted on the College's library database and made available to the general public at no charge.

Prior publication is not forbidden if the work is the student's and is judged to be an adequate contribution to knowledge. However, the student must secure from the publisher (or whoever holds the copyright to the published piece) written permission for the thesis to be submitted in paper and electronic format to the College where it will be placed in a database and may be made available through the Marist Library to the general public at no charge via the internet.

## 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. 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 their thesis.

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 thesis and defense of the thesis and acceptance of the final thesis with all edits as requested by the advisor and the reader. 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.