A comprehensive introduction to museum administration and management, including fiscal and budget oversight; an understanding of museum ethics; acquisition, conservation, and exhibition planning; personnel matters; and museum research. Museum practicum and research stressed.”

From Undergraduate Catalog, 2010-2011
POLS 446: Syllabus: Topic Schedule

Tuesday, January 19: You Had Better Care
Introductions, Museum Tour
Perspective: from Leading Without Power: Finding Hope in Serving Community by Max De Pree

Thursday, January 21: We are all administrators
Introduction to Museum Administration

Tuesday, January 26: Mission
Assignment: Writing a Mission Statement
University Museum’s Mission Statement:

The University Museum, an educational institution within a larger institution, is committed to serving the Southern Illinois University campus community, the people of Southern Illinois, and visitors to our region. As a steward of Southern Illinois history and with an international collection, the Museum is a portal to understanding the local and world heritage that has made us who we are. We collect, preserve, research, exhibit, and educate using a diverse and engaging range of artifacts and educational methods on behalf of those we serve. As a teaching museum, we offer hands-on opportunities in progressive museum practices and provide leadership to museums across the region. Using both our own collection and bringing in exhibitions and programs from outside, the Museum illuminates the connections between our selves and the arts, humanities and sciences.

Approved by the SIU Board of Trustees on September 12, 2013.

Thursday, January 28: Hierarchies
The Working Museum: Who does what?

Tuesday, February 2: Clean Up Your Act
Facilities Management

Thursday, February 4:
Development: Strengths and Weaknesses

FRIDAY, FEBRUARY 5, 4 - 7 P.M. Reception

Tuesday, February 9:
What a Development Officer Does: Jesse Goldsmith, Chief Development Officer for the College of Liberal Arts

Thursday, February 11:
Your Fund Raising idea for the University Museum

THURSDAY, FEBRUARY 11, 5:30 - 7 P.M. Reception
Tuesday, February 16:
Budget & Accounting

Thursday, February 18:
Strategic Planning

Tuesday, February 23:
Strategic Plan Discussion

Thursday, February 25:
Strategic Plan Discussion

Tuesday, March 1:
Grants Work

Thursday, March 3:
Grants Work

Tuesday, March 8:
Grant Proposals due/Discussion

Thursday, March 10:
Grant Proposals due/Discussion

Spring Break: no classes March 12-20

Tuesday, March 22:
Marketing & Public Relations

Thursday, March 24:
Marketing/Public Relations continued

Tuesday, March 29:
Personnel

Thursday, March 31:
Isms: Challenges for Modern Museums

FRIDAY, APRIL 1, 4-7 P.M. Reception
Tuesday, April 5:  
Jo Nast, Arts Education Festival Training

Thursday, April 7:  
Jo Nast, Arts Education Festival Training

Wednesday, April 13: Arts Education Festival

Thursday, April 14: Arts Education Festival
No Class

Tuesday, April 19:  
Resume discussion

Thursday, April 21:  
Networking, Professional organizations

Tuesday, April 26:  
Resume Discussions

Thursday, April 28:  
Resume Discussions

Tuesday, May 3:  
Legal Issues

Thursday, May 5:  
Ethics and Professional Conduct

Final: Thursday, May 12, 8 a.m. to 10 a.m.