



GRADUATE DIPLOMA IN CURATORIAL STUDIES

CURA 5011/ 5012: CURATORIAL STUDIES PRACTICUM 1 and 2, Summer 2025

PLACEMENT COORDINATOR: Dr. Peter Hodgins

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1. CALENDAR COURSE DESCRIPTION

Practical on-site work in the collecting and programming institutions of the National Capital Region (as available), including a written assignment.

2. COURSE FORMAT, OBJECTIVES AND EXPECTATIONS

Format

144 hours, during the academic term(s) identified on the *Practicum Description Agreement Form*, as per the term schedule agreed upon with the placement institution.

Objectives and expectations

The practicum course is an essential component of curatorial training, providing students with first-hand gallery and museum experience. During the practicum, students acquire and/or develop their skills by working on different projects.

The overall practicum project must identify a distinct body of research material and focused objectives. The practicum should be designed with the student's academic requirement for the production of written research at the end of the term as a prime consideration. The student may be required to accomplish a variety of tasks during the course of the term; these tasks should ideally give the student experience in the professional practices and activities of the placement as well as supporting the primary practicum project and its research objectives.

The precise terms of the practicum vary depending on activities, needs and resources of the placement institution. Detailed objectives and expectations will conform to the onsite supervisor's *Practicum Description Agreement Form* authorized by the course instructor.

As part of their practicum, students are expected to submit a project paper that arises out of their practicum work, uses the resources available to them, as well as additional research. This paper permits the student to link their practicum to broader issues in curatorial studies, gained from the CURA seminars or their own reading and research.

3. METHODS OF EVALUATION

ASSIGNMENT	DUE DATE	GRADE VALUE
Placement evaluation/daily work journal (or summary)	Last day of classes: 14 August 2025	50%
Project paper	23 August 2025	50%

At the end of their placement, students are required to submit a paper (10p. double-spaced) arising out of their practicum work. By using resources available to them on site and with some extra research, students need to write a paper that contextualizes a topic of focus in a broader way. Depending on the nature of the practicum, project papers may vary in form and scope:

- ✓ The term paper may clearly be a case of writing up the research in a discursive form, with the proper references and bibliography.
- ✓ Papers may address the institution and its practices in a wider context, for example a consideration of the role of archives in the creation of national identity and memory, the function and activities of artist-run centers, or the practices and challenges of exhibition, ideally taking as a case study the work the student has been involved in the practicum.
- ✓ The paper may take a project that has a large scope - e.g. writing bios of 100 artists or short descriptions of 100 artworks for an institutional website – and pick out one or more artists to research more fully for a paper.
- ✓ The paper may take a project that has a very focused scope – e.g. a particular artist, historical figure or community– and put that subject into a larger contextual setting of time, place, milieu, or theoretical considerations.
- ✓ A paper for a practicum that involves a wide range of activities – in a smaller institution, for example – may come out of the student’s engagement with certain periods, certain kinds of expression, and/or the very processes and practices of the institution seen as a whole.
- ✓ Occasionally written work produced for the practicum can be submitted as full or partial fulfillment of the term paper requirement. If substantive written work has been produced for the practicum, this option can be discussed with the Curatorial Studies practicum supervisor.

NOTE: Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.

4. OTHER RELEVANT INFORMATION

Practicum students are required to meet with the placement instructor as early as possible before the start of term to discuss an appropriate placement site and prepare the forms to be completed.

Students are required to check in with the instructor at the mid-point of the practicum to discuss progress, issues, or adjustments.

5. INFORMATION ON ACADEMIC ACCOMMODATIONS

Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances, are outlined on the Academic Accommodations website (students.carleton.ca/course-outline).

Informal accommodation due to short-term incapacitation: if you require short-term informal accommodations, please discuss with me and/or complete the Self-Declaration for Academic Considerations form (<https://carleton.ca/registrar/wp-content/uploads/self-declaration.pdf>).

Pregnancy and Family-Status Related Accommodation: Please write to me with any requests for academic accommodation during the first few weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details about the accommodation policy, visit the Equity and Inclusive Communities (EIC) website.

Religious obligation: write to the instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details [click here](#).

Academic Accommodations for Students with Disabilities: The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, please request your accommodations for this course through the [Ventus Student Portal](#) at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). Requests made within two weeks will be reviewed on a case-by-case basis. For final exams, the deadlines to request accommodations are published in the [University Academic Calendars](#). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable).

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/equity/sexual-assault-support-services>

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

6. STATEMENT ON PLAGIARISM

“The University Academic Integrity Policy defines plagiarism as *“presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.”* This includes reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else, including the unauthorized use of generative AI tools (e.g., ChatGPT)
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment
- using another’s data or research findings without appropriate acknowledgement
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one’s own
- failing to acknowledge sources with proper citations when using another’s work and/or failing to use quotations marks.”

Plagiarism is a serious offence that cannot be resolved directly by the course’s instructor.

The Associate Dean of the Faculty follows a rigorous [process for academic integrity allegations](#), including reviewing documents and interviewing the student, when an instructor suspects a violation has been committed. Penalties for violations may include a final grade of “F” for the course.

How to Avoid Plagiarism

Always use quotation marks and references when you wish to put the exact words of an author into your essay or project. Use a reference or note when you use the information or ideas from an author, even when the author's words are being paraphrased. Learn the proper way to paraphrase an author. Changing some of the author's words, while retaining some of them and keeping the author's sentence structure is not sufficient. For Example.

“Some might look to the benefits of these quiescent political times, where the opposition looks even less likely to threaten the Liberal hegemony than it did during the Mackenzie King-St. Laurent years. But others will point to the unhealthy state of democracy when the public turns away from the exercise of the franchise, feels that important policy matters are ignored at election time, and feels frustrated at their inability to identify a meaningful choice between reasonable alternatives.” (Jon H. Pammett, “The People’s Verdict”, in Jon H. Pammett and Christopher Dornan, eds, The Canadian General Election of 2000 (Toronto: Dundurn, 2001) p 315.

You could paraphrase him by interpreting what he said in your own words, such as:

One writer (Pammett, 2001, 315) thinks that the 2000 election could be interpreted as either one that brought on a period of stable, unchallenged, Liberal rule, which might have positive consequences, or as a reflection of a sickness in Canadian democracy, where people are becoming cynical and alienated from politics.

While the phrasing above is an acceptable paraphrase, the following would ***not be acceptable***.

One writer (Pammett, 2001, 315) thinks that people could either look to the benefits of quiescent political times or could identify the unhealthy state of democracy because the public feels frustrated at their ability to identify a meaningful choice between the parties.

The above attempt to paraphrase would not be acceptable because you have included several phrases of the author, like “look to the benefits of quiescent political times”, “the unhealthy state of democracy” and “feels frustrated at their inability to identify a meaningful choice”, in such a way that the reader is led to believe that they are your words, not Pammett’s. This would still be considered plagiarism, even though the author is cited, and you have changed some of the words.

One good tip in avoiding plagiarism relates to the way you take notes. Do not write the exact words of the author into your notes unless you plan to use them as quotes in your paper. If you write your notes in your own words, you will not run into trouble if you use them later on.

7. Statement on Student Mental Health

As a University student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. For more information, please consult <https://wellness.carleton.ca/>

Emergency Resources (on and off campus): <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

- Suicide Crisis Helpline: call or text 9-8-8, 24 hours a day, 7 days a week.
- For immediate danger or urgent medical support: call 9-1-1

Carleton Resources:

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

Off Campus Resources:

- Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>
- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Empower Me: 1-844-741-6389, <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>
- The Walk-In Counselling Clinic: <https://walkincounselling.com>