

Dear Faculty Member,

The Smith College Museum of Art invites proposals from Smith faculty in any discipline to develop courses or portions of courses that utilize the resources of the Smith College Museum of Art. Applicants who are selected will receive summer stipends to develop their course plans and are eligible for supplemental course funds. This program is offered bi-annually; faculty who have developed museum-based courses in the past may apply to repeat courses on alternate years. Deadline for applications: October 13, 2006, for courses to be taught in fall 2007 or spring 2008.

Please see the attached call for proposals for more details. Feel free to contact SCMA Curator of Education Ann Musser with your questions at: [amusser@smith.edu](mailto:amusser@smith.edu) or x3109.

Sincerely,

Ann Musser  
Curator of Education  
Smith College Museum of Art  
413 585 3109  
[amusser@smith.edu](mailto:amusser@smith.edu)



## Museum-Based Courses: Call for Proposals

**Overview:** The Smith College Museum of Art invites proposals from Smith faculty in any discipline to develop courses or portions of courses that utilize the resources of the Smith College Museum of Art. Applicants who are selected will receive summer stipends to develop their course plans and be eligible for supplemental course funds. This program is offered biennially; faculty who have developed museum-based courses in the past may apply to repeat courses on alternate years. **Deadline for applications: October 13, 2006, for courses to be taught in fall 2007 or spring 2008.**

### Eligibility, Stipend, and Course-funds Information

Smith faculty in any department may apply. Courses may be new or existing courses, in any discipline. Faculty who develop full courses, involving the museum all or most of the semester will receive a stipend of \$3500 plus \$750 for course enhancements to support outside speakers, visits to other museums, course supplies, etc. Partial stipends and course enhancement funds are also available for courses involving the museum in  $\frac{1}{4}$  to  $\frac{1}{2}$  of the class sessions. Joint proposals involving collaborative teaching by two faculty members or a faculty member and a member of the art museum staff are welcome. Applicants must be available in summer 2007 to work with museum staff to develop specific plans for the course.

### Course formats and museum services

In the past, courses have utilized a variety of formats and services. The specifics of what will work best for a proposed course may be discussed with museum staff in preliminary fashion prior to the proposal, and then in a more detailed way during the course planning period in the summer. Services the museum can provide for courses include:

- Arranging class visits to the main galleries and/or the museum's Cunningham Center for the Study of Prints, Drawings and Photographs
- Arranging temporary display of works of art from storage for class assignments
- Making museum curatorial records available for research assignments
- Arranging for images and information on selected museum works of art to be available through Blackboard and helping to facilitate the inclusion of museum images on the Insight database (managed by the Imaging Center)
- Collaborating on class-organized exhibitions of museum objects
- Giving talks about specific artworks, assisting with the teaching of general "looking" skills, or providing specialized talks
- Providing assistance in selecting works of art for particular teaching goals
- Borrowing works of art from other institutions (this option is available only on a very limited basis)

## Application process

The deadline for submission of applications is **October 13, 2006**, for courses to be taught in **fall 2007 or spring 2008**. Proposals may be submitted electronically, in print form, or by fax, and must be received by 5 p.m. at:

Smith College Museum of Art  
Elm Street at Bedford Terrace  
Northampton, MA 01063  
Attn: Ann Musser, Curator of Education  
[amusser@smith.edu](mailto:amusser@smith.edu)  
(413) 585-2782 fax

Prior to applying, faculty **must** consult with museum staff to be sure the museum's collection can support the proposed topic. This consultation is also an opportunity for discussion on shaping the proposal. Please contact Ann Musser at [amusser@smith.edu](mailto:amusser@smith.edu) (x. 3109) to set up an appointment with an appropriate staff member.

Your proposal should consist of the information requested in the attached cover sheet and a one- or two-page narrative describing the course or portion of a course you wish to develop. Since course proposals precede the award of a stipend to work with the collections and develop the course in detail, they will necessarily be preliminary.

## Review process and awards

Museum staff will initially review proposals to ascertain feasibility (space requirements, impact on museum workload, timing, and availability of museum objects). The Museum-Based Course Committee, consisting of four faculty members, the curator of education, and the museum's director, will then review proposals and make final selections. Applicants will be notified by early November 2006. Faculty whose proposals involve new or substantially revised Smith courses are responsible for securing necessary administrative course approvals.

## Expectations

Stipend recipients will be expected to attend an orientation in the spring semester to introduce them to the staff and resources at the museum, and to make a plan for their summer work. Recipients are expected to confer regularly with the program coordinator and relevant museum staff during the summer planning period to make certain their plans are feasible.

The museum portion of the course plan must be completed **by August 1**. This includes submission of a course budget (if supplemental funds are being requested) and details about the museum portion of the course, such as art objects needed, dates of museum sessions, space and date requirements for display of objects from storage, digital requests, proposed involvement of museum staff, and so on. **Failure to submit the course plan by this date may result in the inability of the museum to provide the requested services, especially for fall semester courses.** Stipend payments will be processed once the course plans are received. A brief narrative report must be submitted at the end of the course.

**For further information** please contact Ann Musser, Curator of Education, [amusser@smith.edu](mailto:amusser@smith.edu) or x. 3109.

**Museum-Based Course Program  
Application Cover Sheet  
Fall 2006 and Spring 2007**

1. Instructor(s):

Name

Department

Academic rank

Smith address, phone and e-mail

2. Title and # of course:

3. With whom on the museum staff have you discussed this proposal?

4. In which semester do you propose to offer the course?

Is the alternate semester a possibility if necessary?

5. Day and time of the course, if known:

Please note: in order to make use of the museum, it is preferable for courses to meet between the hours of 10 am and 4 pm, Tuesday through Friday.

6. Are you applying for a full course (all or most of the semester) or a partial course (1/4 to 1/2 of the class meetings)?

7. Is this course to be designated writing-intensive? (Please see [Writing Intensive Course Guidelines](#) in Curricular section of the Provost's website.)

8. Course Description for Catalogue (100 words or less):

9. Approximate class size:

10. Approximate dates when you anticipate working with museum staff and collections during the summer planning process:

11. Please append a one- or two-page outline of the course as you envision it. Please include the following as relevant to your proposal: specific objects or types of objects you plan to use, if you know them; proposed student involvement (exhibitions, assignments, etc.); objects you might wish to borrow from other museums; proposed use of museum spaces (classrooms, galleries, etc.); proposed use of supplemental funds (field trips, speakers, etc.) It is understood that this description is preliminary and may be modified later.

Deadline for applications: 5 p.m., October 13, 2006. Please submit applications to: Ann Musser, Curator of Education, Smith College Museum of Art, Northampton, MA 01063; or via e-mail at [amusser@smith.edu](mailto:amusser@smith.edu); or via fax at (413) 585-2782.