

Examination portfolio guidelines for students studying: KONS4036, KONS4037, KONS4038 and KONS4039

Introduction

These guidelines apply to the following first year Master courses: KONS4036 and KONS4037: *Conservation of organic materials I and II* and KONS4038 and KONS4039 *Conservation of inorganic materials I and II*. These courses focus on materials typically encountered by professional conservators including for example in: KONS4036, wood and textiles; KONS4037, bone, antler, ivory, horn, leather and hide; KONS4038, ceramics, glass and stone, and for KONS4039, iron, copper alloys, lead alloys, silver and gold.. Each of these 10 point courses is evaluated by portfolio at the end of its respective semester. A SEPARATE PORTFOLIO MUST BE SUBMITTED FOR EACH COURSE.

In order to obtain maximum benefit from these intensive courses, each material group, for example, ceramics, is taught in a single intensive block with reading and independent study days between each block – this means that the teaching is offered only once – it is therefore strongly recommended that students attend all lectures, demonstrations and practical laboratory sessions associated with each material group. There is a minimum attendance requirement of 80% and it will be up to the student to catch up on any work that is missed. On occasion where students have, due to sickness or other unavoidable problems, missed a substantial part of the teaching for a particular material topic it has been necessary in the past for the lecturers to set additional work in order for the student to prove that they have gained the appropriate competence in the subject. This additional work is done in the students own time and included in their portfolio. If for whatever reason a number of students have a problem with a particular lecture or practical session that is not given by a guest lecturer – please report this to the appropriate teacher in plenty of time and we will endeavor to find an alternative timetable slot.

The organic and inorganic courses are divided into two parts so that you have an opportunity to receive feedback from the examination of your first portfolio in order to improve your second.

Each of the courses are taught using a variety of methods including:

- Lectures covering material science, technology, analysis, mechanisms of deterioration and modern and past methods of remedial treatment
- Demonstrations of decay mechanisms, analysis and treatment processes
- Laboratory exercises and practical conservation treatment carried out under supervision.
- Site visits

Mappe evaluating (portfolio) has been specifically chosen for these courses because the subject matter covers a wide variety of materials and activities. During each course you will be expected to produce a variety of reports and essays demonstrating that you have understood the lectures, read the literature supporting the subject and carried out the

practical work to a satisfactory standard. It is important for you to keep this in mind when working on your portfolio and make sure that you have covered all of the requirements.

The layout of the portfolio is at the discretion of the student; however it must contain the following:

- **A title page** including course number, course title, candidate number, University, title of Master and year of submission.
- **A contents page**
- **The pages must be consecutively numbered**
- **Essays:**
You are required to write 4 essays in total for ALL four of these 10 point modules, two on inorganic materials and two on organic. You must include at least 1 essay in each the *mappe* in each semester.

A list of essay topics will be handed out at the start of each semester.

The first essay must be submitted for review approximately 3 weeks after the subject has been taught. It will be returned to you within three weeks this date.

The two remaining essays will be included with the first essay in the portfolio at the end of the semester. The length of each essay must be 3000 ± 100 words. The guidelines given in: *Anbefalt standard for oppgaveskriving*, should also be followed.

- **Reports:**
Clearly written reports for all: investigations into conservation processes, analysis, laboratory experiments and demonstrated techniques. Where applicable the reports should contain appropriate photographs, drawings, diagrams etc. All must be written up using the IMRaD reporting format.
- **Conservation treatment reports:**
Throughout the four courses each student will be given a range of museum objects, modern objects and conservation treatment test samples. All condition recording, pretreatment investigation, treatment processes and post treatment recommendations for these objects must be recorded using the standard conservation report format. See guidelines on conservation reports given out in KONS3000. A draft copy of your first conservation treatment report should be given to the tutor responsible for the course for comment. This will be returned to the student within three weeks and a revised copy of the report should be placed in the portfolio. If an object is to be returned to its respective museum it must be accompanied by an additional copy of the report.

- **CD/DVD**

A CD/DVD should be prepared at the end of each semester containing the full portfolio. Ensure that the photographs are saved with a 300dpi resolution.

Evaluation

Two copies of each portfolio must be submitted at the reception desk of Blindernveien 11. (the date of submission will be given by IAKH administration during that semester).

REMEMBER - that apart from academic excellence, presentation is also important and will be evaluated. Ensure that the work submitted is clearly laid out and has legible photographs, drawings and diagrams. When reviewing your portfolio before its submission put yourself in the position of the examiner. A clear layout is essential - Use section introductions and brief summaries where you think that it will assist the examiner to gain a better understanding of your work. References are often checked especially when an examiner is uncertain about the meaning of what you have written – therefore get into the habit of adding references wherever needed.

The final portfolio will be graded with a letter grade. See IAKH web site for the explanation of each grade.