BI 406 CURATORIAL ASSISTANT APPROVAL FORM
This form is for Biology or Zoology majors. Other majors should contact their departments.

Student:

Name __________________________ OSU ID # __________________________ Major __________________________

Local address __________________________ Phone __________________________

Student signature __________________________ Date __________________________ OSU email __________________________

Supervisor:

Name and title of supervisor/curator __________________________ Phone __________________________

Curator department affiliation and address __________________________

Name of collection begin curated __________________________

Supervisor’s signature __________________________ Date __________________________ Email __________________________

Brief description of the curatorial project:

Brief description of the expectations of the student and their role in the project:

Project period (start and end dates) __________________________ Which term(s) will you enroll in BI 406? __________________________

Work hours per week __________________________ Total hours or weeks of work __________________________

Type of report to be handed in (See back page for details) __________________________

Number of credits you wish to take (see back for details and requirements)* __________________________

Approval Required (send this completed form to ib@oregonstate.edu):

Approved Department of Integrative Biology representative __________________________ Date __________________________ Override __________________________
BI 406 CURATORIAL ASSISTANT INSTRUCTIONS

This form is for Biology and Zoology majors. Other majors should contact their departments.

Credit can be awarded to Biology or Zoology students involved in academically relevant curatorial projects with OSU life sciences collections. Project credit for curatorial assistance is not required and it is the student’s responsibility to find positions. Students who elect to seek credit incur regular tuition costs, and students are assigned credit based on the number of hours involved with a project. As with other coursework, one hour of credit represents 30 hours of academic work (three hours a week for 10 weeks). Credit is not awarded retroactively for work, but a full-time research experience lasting one term or one summer (forty hours each week for ten weeks), where all the work is academic in nature, could earn up to 12 credits. Curatorial credit is graded pass/no pass and is designed to achieve the following outcomes:

- Exploration of academic areas and careers in the life sciences and museum management.
- Development of new skills and methods and/or application of skills and methods learned in courses.
- Development of appropriate habits of specimen care, museum operation and specimen-based investigation.

To register and receive credit for curation, students must complete steps 1-5:

1. **Identify a curatorial project and mentor:** BI406 curatorial projects must be related to a life science research or teaching collection, and students must identify opportunities and mentors that are appropriate to their knowledge and skills and educational objectives. Mentors can also be identified using the contact information for the major campus collections below. Curatorial mentors (who sign this form) must be OSU faculty related to the operation/management of the collections. Students should talk with their advisor about participating in biological collections not listed below.
      Dr. Chris Marshall [christopher.marshall@oregonstate.edu](mailto:christopher.marshall@oregonstate.edu)
   b. Oregon State University Herbarium [http://oregonstate.edu/dept/botany/herbarium/](http://oregonstate.edu/dept/botany/herbarium/)
      Dr. Melanie Link-Perez: [melanie.link-perez@oregonstate.edu](mailto:melanie.link-perez@oregonstate.edu)
   c. Oregon Vertebrate and Ichthyology Collection [http://ichthyology.oregonstate.edu/](http://ichthyology.oregonstate.edu/)
      Dr. Peter Konstantinidis: [peter.konstantinidis@oregonstate.edu](mailto:peter.konstantinidis@oregonstate.edu)
   d. OSU Archaeology & Anthropology collection: Dr. Loren Davis [loren.davis@oregonstate.edu](mailto:loren.davis@oregonstate.edu)

2. **Obtain Approval:** Students must complete and submit this form to [ib@oregonstate.edu](mailto:ib@oregonstate.edu) for approval before registering. If approved, an authorization will be submitted and you will be contacted by E-mail to register.

3. **Register:** After receiving notification, register for the class and number of credits approved.

4. **Choose an assignment:** An assignment is required and must include:
   a. One paragraph explaining your curatorial project to an English major including stated objectives (e.g., how will your project improve and/or make the collection more accessible), implementation plan, and outcome.
   b. One paragraph explaining how the project drew on your abilities and skills learned in college or developed new abilities and skills.
   c. One paragraph explaining what you learned about either the biology of the specimens/taxa being curated or museum science implemented in your curatorial project and how either influenced your career goals.
   d. One of three options for the last section of the assignment:
      i. A summary of the curatorial effort including hours worked and a detailed log of tasks performed.
      ii. A report, paper or poster produced as a result of the project.
      iii. A digital exhibit (webpages, video or other format) that introduces a viewer to the curated collection, highlighting the challenges, interesting elements and value to biologists and/or society.

5. **Due:** Friday of dead week (10th week) the term you are registered for BI 406. **If you are graduating at the end of the term,** the report must be submitted to [ib@oregonstate.edu](mailto:ib@oregonstate.edu) by the Friday of the 6th week.

6. **Evaluation:** The curatorial supervisor must submit a final evaluation of the student’s work to [ib@science.oregonstate.edu](mailto:ib@science.oregonstate.edu). The evaluation should briefly summarize the tasks performed and the performance of the student. This report will determine the passing or not passing grade assuming the assignment above is completed. Requests for incomplete grades need to be worked out immediately in a written agreement with the mentor filed in the Integrative Biology Office. Students must resolve incomplete grades in a calendar year or less.

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Submit form to [ib@oregonstate.edu](mailto:ib@oregonstate.edu)