

# 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](mailto: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 collection. Students should talk with their advisor about participating in biological collections not listed below.
  - a. Oregon State Arthropod Collection <http://osac.oregonstate.edu/>  
Dr. Chris Marshall [christopher.marshall@oregonstate.edu](mailto:christopher.marshall@oregonstate.edu)
  - b. Oregon State University 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/>  
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 (10<sup>th</sup> 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 6<sup>th</sup> 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)