

# Program Policy and Procedure Guide

Winterthur/University of Delaware

Program in Art Conservation

(WUDPAC)

August 1, 2023 – July 31, 2024

(Academic Year)

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## INTRODUCTION

The Winterthur/University of Delaware Program in Art Conservation (WUDPAC) is a graduate program leading to a Master of Science in Art Conservation. Being interdisciplinary in character, it places heavy intellectual and physical demands upon students in the program. Its complex nature requires utilization of varied human and physical resources if, by graduation, the student is to achieve proficiency in the application of conservation, humanistic, and scientific principles.

The program, especially the first year, provides both the broad underpinning of scientific and conservation concepts and an introduction to the practice of conservation in its various specialties. It incorporates many instructors and lecturers and a wide variety of types of studio, laboratory, and field experiences. If the program is to achieve its objective--the training of highly qualified individuals in all the skills required of an assistant conservator in a three-year period--it is essential that the staff and students understand fully the policies of the Program and cooperate fully in their implementation.

The University of Delaware and Winterthur Museum jointly sponsor the program. Successful completion of the degree demands that students abide by the policies and rules of both institutions. Because professional conservators are usually awarded access to museum collections and valued cultural property of all materials, it is expected that students will demonstrate the highest standards of honor, ethics, and academic integrity as defined by the [University of Delaware Student Guide to University Policies](#), the University of Delaware Undergraduate & Graduate Catalog, the most recently approved [American Institute for Conservation \(AIC\) Code of Ethics and Guidelines for Practice](#) (see [Appendix 1](#)) and the Code of Ethics of The Henry Francis du Pont Winterthur Museum, Inc (see [Appendix 8](#)).

It is the purpose of this manual to describe the program policies and some of the procedures. All incoming students are required to read this manual and certify they are familiar with its contents. They are also urged to reread relevant portions as they move through the various stages of the program.

Though this manual is intended to be as complete as possible, inevitably unusual situations will arise not covered by policy or procedure herein. The program director, in consultation with the art conservation department chair, and the Winterthur director of conservation as appropriate, has the final responsibility of interpreting procedures for exceptional cases that are consistent with University policies. It is expected that the program director, Winterthur director of conservation, and art conservation department chair will consult on all major issues. Appeals and grievance procedures should follow policy as outlined in the University of Delaware Student Guide to University Policies.

# 1

## ACADEMIC PROGRAM

Curriculum goals for all years of the Winterthur/University of Delaware Program in Art Conservation are detailed in [Appendix 2](#).

### 16.1 First Year

The first-year academic program is outlined in Table 1 below.

It is in the first year of the program that the broad foundations of conservation practice and the study and practice of the techniques used in the fabrication of cultural property are laid. These studies provide the range of knowledge and experience in all areas of conservation needed by the conservation professional whatever their specialty. The first year also provides an introduction to a scientific understanding of the structure and properties of materials employed by artists, craftspeople, and conservators and of the chemical and physical techniques utilized in analysis of materials.

With its demands on both the accumulation and understanding of large amounts of information and the development and demonstration of manual skills, the first year is an important indicator to both the student and the faculty of each student's potential and suitability for a career as a professional conservator.

Prior to the start of the academic year students will be required to attend orientation activities provided by the program.

Fall Semester	
ARTC 615	Properties and Structure of Art Materials I (3 credit hours)
ARTC 656	Conservation Principles 1 (6 credit hours)
ARTC 670	Chemical and Physical Techniques Used in the Examination of Art Materials I (3 credit hours)
Spring Semester	
ARTC 616	Conservation Research Methods (3 credit hours)
ARTC 657	Conservation Principles 2 (6 credit hours)
ARTC 671	Chemical and Physical Techniques Used in the Examination of Art Materials II (3 credit hours)
May	
Comprehensive Examination: 2 days covering all areas	

### 1.1.1 Choice of Major/Minor

At the end of his or her first year each student is asked to choose a major area of study for the second year. Major specializations may include: paintings, painted surfaces, textiles, paper, library and archival materials, photographs, preventive, objects (to include decorative, modern/contemporary, natural sciences, archaeological, and ethnographic materials), and wooden artifacts. The program director and the major specialty supervisor must approve selected major specializations. Criteria for approval will include academic performance, as well as familiarity with, general aptitude, and demonstrable skills for the specialty chosen.

One minor concentration may be elected and must be approved by the program director and the major and minor advisors. The minor concentration typically requires three hours of supervised work a week per semester, accounting for 15% of the grade for ARTC 658/659, Topics in Advanced Apprenticeship and Research in Conservation I and II. Such work may include examination, documentation, conservation treatment, and/or preventive care activities in the area of minor concentration. Students in all areas of specialization may elect to pursue a minor concentration in preventive conservation. Major and minor advisors should meet together with the student at the start of the first- and second-semester of the second year to establish a timeline, workload expectations, and deliverables for the minor. Minor activities may also include targeted seminars, associated field trips, and related independent study work and/or summer internships. The minor area of study will be reflected in the third year of study, where possible.

### 1.1.2 Advisory Committee

This committee remains with the student until graduation to give advice and to assist with recommendations for internship selection and future career opportunities. Advisory committee members receive the internship monthly reports and become the nucleus for the Final Oral Examination Committee ([See Section 3.3](#)). The advisory committee shall be chaired by the major specialty supervisor. The Department Office will assist with all administrative responsibilities associated with the work of this committee.

Procedures for Selection and Functioning of Advisory Committees:

1. By May, each student will submit to the program director, a written statement indicating choice of major specialty, minor concentration (if any), and nominations for advisory committee membership from the art conservation program and faculty from departments/programs such as art history, anthropology, museum studies, or the Winterthur Program in American Material Culture.
2. Nominated members who are willing and able to serve will be appointed to the final advisory committee by the program director in consultation with the student and major specialty supervisor.
3. The committee should be made up of at least four members of the faculty, ideally five. The student's major specialty and minor concentration supervisors, the Program director and science technical study advisor (when selected) are automatically

members. An attempt should be made to represent conservation, cultural context and science components.

4. The advisory committee for each student should:
  - a. Assist with major decisions and counseling as appropriate either individually or as an assembled committee. Both the program director and the major specialty supervisor must approve choice of major specialization and electives. The student's major supervisor will organize the committee and delegate advisement roles for each member. The major supervisor will also solicit committee feedback in December and May of the academic year to determine the students ARTC 870 grades.
  - b. Convene to help select three internship interview sites in October/November of the second year. This may be a quorum (at least program director and/or assistant/associate director, major specialty and minor concentration supervisor) rather than the whole committee.
  - c. Evaluate monthly/bimonthly reports during the internship year.
  - d. Serve as the nucleus for the Final Oral Examination Committee.

### 1.1.3 Summer Work Projects

Two, eight-week summer work projects, at the end of the first and second academic years, complement coursework with practical applications in treatment, collection survey or remedial conservation at another institution, conservation laboratory, historic or archaeological site. These experiences should present the student with challenges to solve problems outside the classroom, drawing upon their knowledge and abilities. Students formally report on their experiences in a seminar at Winterthur Museum and to an undergraduate audience at the University of Delaware.

After completion of the summer work project(s), a student should have and/or demonstrate the following:

- Ability to successfully utilize broad theoretical knowledge and general skills to address real-world preservation challenges and implement practical solutions to preservation problems.
- Ability to effectively collaborate and communicate with volunteers, trainees, and professionals.
- Understand and appreciate various professional staff perspectives and the reality of preservation needs and priorities for the type of institution they are privileged to work for (e.g. small or large, art or historical institutions).

Summer work project selection procedures are as follows:

1. Placements for SWPs begin in the fall semester. Proposals and inquiries are accepted from interested institutions until all students have been successfully placed. Students may suggest potential work project sites to the summer work project program director



and WUDPAC major supervisor who will contact the potential host sites. (see [Section 4.6](#) for policies concerning outside correspondence).

2. The SWP program director or WUDPAC major supervisor corresponds with each institution giving information concerning the scope of the summer work projects and negotiates student housing, space and financial requirements that may be committed by the host institution before we will consider it for a project. Students are limited to at most two applications at a time and should be willing to accept the first offer if award notifications are not given within a reasonable time frame (i.e. within days of each other).
3. All students have the responsibility of maintaining proper standards of professional procedure and ethical conduct. Students should communicate with the SWP program director and WUDPAC major supervisor for information and other assistance. Please cc: this person on all SWP correspondence. The Chair of the Department will appoint a conservation faculty member as a liaison for each project.
4. During the project the faculty member will inspect the project by phone, email, or site visit to evaluate the student's accomplishments and performance. Students must submit a paragraph summary of the project, due to the Chair of the Department after the second week of the project. If it has changed from the initial description, a revised description is due at the end of the project. A satisfactory evaluation of the student's performance is required.
5. If there are examination and treatment reports, these should be included as part of portfolios and shared with WUDPAC major supervisors. First-year students will also prepare an oral presentation for fellows, faculty, and undergraduates to be presented in the semester immediately following the project. Successful completion (acceptable or outstanding performance) of a summer work project talk and a summary report are required. Successful performance will be reflected in satisfactory completion of ARTC 650.
6. A policy guide on summer work projects, including goals, responsibilities of the student and host institution are can be found in [Appendix 3](#) and [Appendix 4](#).

## 1.2 Second Year

The academic program for a student in the second year is shown in Table 2 below. The major emphasis of the second year is on development of conservation skills and scholarship in the major specialty and minor concentration areas. An additional, important aspect of the second-year program is the technical study that each student undertakes in ARTC 673. Most student technical studies are generated from questions raised and problems encountered in their major specialty.

Table 2. Second-Year Academic Program

Summer	
Summer Work Project – minimum of 8 weeks	
Fall Semester	
ARTC 650	Seminar in Art Conservation (1 credit hour)
ARTC 658	Topics in Advanced Apprenticeship and Research in Conservation I (6 credit hours)
ARTC 672	Chemical and Physical Techniques Used in the Examination of Art Materials III (3 credit hours)
Choose a 3-credit elective and/or ARTC 666 – Independent Study (See <a href="#">Section 1.2.2</a> )	
Spring Semester	
ARTC 650	Seminar in Art Conservation (1 credit hour)
ARTC 659	Topics: Advanced Apprenticeship and Research in Art Conservation II (6 credit hours)
ARTC 673	Chemical and Physical Techniques Used in the Examination of Art Materials IV (3 credit hours)
Choose a 3-credit elective and/or ARTC 666 – Independent Study (See <a href="#">Section 1.2.2</a> )	
May	
Qualifying Examination: 1 day following completion of second-year coursework	

### 1.2.1 Elective Coursework

Students are permitted one 3-credit elective per semester for the second year of study (a total of 6 elective credits within the 68 credits required for graduation). Elective coursework should focus on the following topics: (1) history of the technology of cultural property; (2) connoisseurship and provenance studies; (3) reconstruction studies in studio arts and crafts

and (4) museum studies. Elective courses may include course offerings in art conservation and other relevant departments/ programs including art history, anthropology, art, museum studies, and the Winterthur Program in American Material Culture. Elective courses may also be offered via cooperative agreements arranged by the Art Conservation Department or other University departments within other higher education institutions. Independent Study topics may be negotiated between faculty and students. Independent study topics may not duplicate the content of existing University of Delaware courses.

### 1.3 Internship/Third Year

The internship year is 11 months in length ending in August of the third year (Table 3, below). Students will return, at their own expense, to present their Final Oral Presentation and take their Final Oral Examination in late August after the internship is completed.

Table 3. Third-Year Academic Program	
Summer	
Summer Work Project – minimum of 8 weeks	
Fall Semester	
ARTC 870	Internship in Conservation (9 credit hours)
Spring Semester	
ARTC 870	Internship in Conservation (9 credit hours)
August	
Final Oral Presentation: 1 day (Portfolio submitted three weeks in advance of the final oral presentation)	
Final Oral Examination: Scheduled over a 2-day period, each examination is 1 hour in length	

#### 1.3.1 Internship Stipends

Stipends for the internship year are paid in equal installments over a twelve-month period from July 1 to June 30.

#### 1.3.2 Selection of Internship Supervisors

Each student's Advisory Committee has the responsibility for developing recommendations of potential supervisors for the third-year. This process is to be completed in the fall of the student's second year (see [Appendix 3](#) and [Appendix 4](#)). The program director or the major supervisor in consultation with the student will then negotiate the internship agreement and approve the final choice. These dual responsibilities are to be carried out using the following procedures:

1. A meeting of the student's advisory committee will be called by the program director to discuss suggestions for internship supervisors. Where it is not possible to assemble the entire committee, the major advisor and the program director will constitute a quorum. The objective of this discussion will be to work with the student to generate a list of possible internship supervisors who will best suit the student's needs. This list is usually reduced to three with ranked alternates.
2. Once the list is established, the program director or major advisor will contact each potential internship supervisor inquiring about their interest in supervising an intern and making sure that all the criteria for an internship can be met by that person and the host institution.
3. After the conservators who are definitely interested in placing an intern are identified, meetings/interviews will be arranged between the students and the conservators involved. The students will arrange the precise dates, times and travel arrangements. The program will reimburse part or all of the cost of the student's travel to the various institutions for an interview and a discussion about their internship year with the proposed supervising conservators (see [Section 8.3](#))
4. Upon completion of these interviews, the program director and/or major supervisor will have discussions with the student and the proposed supervising conservators to determine the arrangement which will take into account the student's and the supervisor's interest.

NOTE: In some cases of strong rankings and preference, the student (in consultation with their major supervisor) may decide to interview the top choice first, and then wait to hear an answer before other interviews are conducted.

5. If the case arises where the student is a good match for more than one location, then the student will be encouraged to discuss the situation with members of their advisory committee before indicating a preference. As a general rule, the student's choice will be honored unless in the view of the program director there are extenuating circumstances, which may adversely affect the student's career or the Art Conservation Program. It is expected that by careful selection, negotiation and consideration of personalities on both sides, an educationally valuable and harmonious arrangement can be worked out. The program director, in consultation with the student and major supervisor, has the responsibility of making the final decision.

NOTE: Students may not communicate with potential internship supervisors or host institutions except in compliance with the above procedure.

### 1.3.3 Internship Year: University Credits and Grading

1. The internship year is formally listed as ARTC 870, 2 nine-credit semesters, (total = 18 credits).
2. The department office coordinator will distribute an evaluation form to the internship supervisor at the end of each semester (December and May) (see [Appendix 4](#)). The major supervisor will speak by phone with the internship supervisor in early December and again in early May to discuss concerns regarding program goals and procedures and the progress of the internship.

The major supervisor will assign a grade, taking into account the rankings provided by the internship supervisor in addition to the monthly reports and the quality and extent of work conducted including documentation, analysis, treatment, and preventive care activities as well as ongoing research, scholarship, and time spend on other professional development and service activities.

If possible, the major supervisor or program director will also travel to the internship site to speak in person with the internship supervisor and student in the late winter or early spring of the internship year. The primary focus of this visit is to provide an interim progress check, evaluate the general success of the internship experience, and to address any potential problems or concerns on the part of the student or internship supervisor.

The major advisor and the internship supervisor should speak again, as necessary, following their discussion in May and before the student's final oral examination in August to verify progress in the final three months after the second semester grade has been awarded.

## 2

### ACADEMIC STANDARDS, GRADING AND REGISTRATION

#### 2.1 Grading Policy

Upon final completion of each semester's coursework, students will be awarded a letter grade, which will appear on their transcript. Course instructors following guidelines as described in their individual course syllabi and detailed below will assign letter grades. All courses must have a syllabus, and within the syllabus there must be a clear statement concerning grading policy. In the case of team/multi-component courses, the grading policy must include an explanation of how each component will be weighted in computing the overall course grade.

A grade of "A"

A grade of "A" denotes outstanding or exemplary work in a subject area.

A grade of "B"

A grade of "B" denotes competence in a subject area.

A grade of "C"

A grade of "C" will be granted for work that is unsatisfactory and does not meet the stated course criteria.

Numerical parameters for these grades, based on a 0-100 scale, are as follows:

97 - 100	=	A
93 - 96	=	A-
89 - 92	=	B+
85 - 88	=	B
81 - 84	=	B-
77 - 80	=	C+
73 - 76	=	C
69 - 72	=	C-
65 - 68	=	D+
61 - 64	=	D
57 - 60	=	D-
Below 57	=	F
I	=	Incomplete

Incomplete is used to indicate incomplete assignments, absences from final or other examinations, or any other coursework not completed by the end of the semester only because of circumstances beyond the student's control (see [Appendix 5](#) for University Grading and Academic Standards Regulations).

## 2.2 Academic Standards

The academic standards of the University of Delaware, Office of Graduate Studies as stated in the [Graduate Catalog](#) (also found in [Appendix 5](#) of this Program Policy and Procedure Guide) apply to all graduate students at the University.

### 2.2.1 Additional academic standards for art conservation graduate students

1. One (1) grade of C+ or below in any of the following practical conservation courses (ARTC 656, 657, 658, 659 and 870) or a total of two (2) grades of C+ or below in any other course will result in academic dismissal from the program and the graduate school. In the case of academic dismissal, the student may appeal the termination by writing to the Office of Graduate Studies as per University Policy.
2. A failing grade on the oral presentation and the portfolio constitutes failure of the internship year. In this case, it will be the responsibility of the student to find a second internship experience, which is acceptable to the program, and to successfully complete this internship year at their own expense. The oral presentation, oral examination, and portfolio submission procedure for the second internship will be the same as the first. Time limitations for completion of the degree requirements stated in the Graduate Catalog apply to all students who do not graduate within the initial three-year period.
3. If, in the professional judgment of a department or program faculty, a student has failed to make satisfactory progress toward meeting the academic standards of the program in which that student is enrolled, the faculty may vote to dismiss that student from the program (see [Graduate Catalog](#) and [Appendix 5](#))

### 2.2.2 Prerequisite Deficiencies

Satisfactory completion of all prerequisite coursework as specified at the time of acceptance to the program must be completed within the time period specified or the student will be dismissed from the program and graduate school.

## 2.3 Registration

It is the responsibility of the student to make a timely and correct registration for coursework. Students should contact the Art Conservation Department administrative assistant for assistance with computerized registration. The student shall pay late fees and other charges, which may be incurred by faulty registration.

# 3

## EXAMINATION SYSTEM

The examination system is established to evaluate the development of the students as they progress through various phases of the program. The Comprehensive Examination, taken after the completion of the first year, affords a measure of the understanding of all conservation, history of technology, and science taught in the first year. The Qualifying Examination evaluates the comprehension of conservation principles and practice in the major and minor concentration of study in the second year. The Final Oral Examination not only indicates the fullness of comprehension, practice and judgment in the students' conservation specialty, but also provides an opportunity to assess their effectiveness in orally presenting the results of major conservation treatments and preservation projects carried out during the internship year.

### 3.1 First-Year: Comprehensive Examination

The comprehensive examination is scheduled at the end of the first year. This examination will test general conservation knowledge in examination, documentation, treatment and preventive care activities, conservation science, as well as, history of technology and science in the areas addressed during the first-year curriculum including textile, paper, photographic, library and archival, wood, organic, inorganic, and painting materials. The examination is scheduled for two days, will be seven hours in length, including breaks.

The comprehensive examination is carefully compiled by an appointed faculty member (see below) from questions and objects submitted by faculty members primarily responsible for first-year education and organized as follows:

Section I: Preventive	15%
Section II: Science	25%
Section III: Block Questions (Students select 4 to answer)	20%
Section IV: Object Examination (Students choose 2 objects to examine, one simpler and one more complex)	40%

The exam is administered over a two-day period for a total of seven hours, including breaks. A faculty member appointed by the program director in consultation with the executive committee will oversee exam preparation, distribution, and final evaluation. Answers to questions are reviewed and graded by the faculty author and submitted for final review to the faculty member responsible for general oversight of the examination.

The examination will be graded using the following scale:

Numerical Grade	Performance Rating
93-100	Outstanding (PASS)
81-92	Acceptable (PASS)
80 or Below	Unsatisfactory (FAIL)



Students will be informed in writing by the program director of their performance usually within one month after completing the examination. Students who do not pass the Comprehensive Examinations are on academic probation and may be dismissed if they do not pass this examination by the end of the following semester.

A student whose performance is unsatisfactory has the option of re-examination. An unsatisfactory second re-examination will result in academic dismissal from the program and the graduate school. In the case of academic dismissal, the student may appeal the termination by writing to the Office of Graduate Studies as per University Policy.

### 3.1.1 Timing of Retaking the Comprehensive Exam

The retake comprehensive examination must be taken before September 30 of the second-year calendar.

The student is responsible for scheduling the retake examination with the program director at least two weeks prior to the date desired for the retake. The student is also responsible for arranging, at least ten days before the exam, any review time that might be necessary. Failure to complete the retake comprehensive by the date specified will be taken as a decision to withdraw from the program. Exceptions may be granted in extenuating circumstances upon written petition to the program director.

If the first retake is not successfully completed, then the student may not continue WUDPAC coursework unless a written petition for a second retake of the comprehensive exam is submitted to the program director. When a petition is submitted the student may resume coursework until notice of granting or denying the petition is given by the program director. The program director's decision will be based on the recommendations of the faculty members who graded and evaluated the comprehensive examination.

The second retake examination must be taken within one month of the date of notification by the program director that the petition to retake the exam has been granted. During the intervening time, coursework may be continued. If 1) the petition is denied, 2) the above deadlines for completion of the second retake are not met, or 3) the second retake is failed, then the student may no longer continue in coursework and academic dismissal proceedings will be initiated.

### 3.2 Second-Year: Qualifying Examination

Satisfactory performance on the Qualifying Examination is a prerequisite to admission to candidacy for the M.S. degree. The immediate purpose of the examination is to evaluate (in their major and minor concentration) the students' readiness to assume the responsibilities of internship by:

1. Determining the ability to examine, document, and analyze objects, propose recommendations for treatment and preventive care of common problems, and to exhibit methodology necessary for approaching unusual problems.
2. Determining the general knowledge of current theories, practices, and techniques in the major and minor concentration.
3. Evaluating the approach to ethical problems of conservation.
4. Evaluating the understanding of instrumental and analytical methods and techniques.

The Qualifying Examination will be offered at the end of the second semester before the summer work projects begin. The exact date is identified on the program calendar distributed to all program faculty and students at the beginning of the second semester.

The examination is primarily written. It may take a variety of forms alone or in combination-questions presented on various topics, questions based upon "case studies" or readings assigned in advance, or questions based upon actual objects available during the examination.

The general examination structure contains questions pertaining to the topics as follows:

Major concentration	70% (80% if no minor)
Minor concentration	10%
Knowledge of instrumental and analytical methods/procedures	10%
General knowledge of preventive care	10%

The major supervisor will administer the examination. Questions will be prepared and graded by the major supervisor, minor supervisor(s), and faculty members primarily responsible for second-year education in conservation science and preventive care, and other faculty members as required. This group will constitute the examination committee.

Grading of the qualifying examination is done by the examination committee utilizing the following grading scale:

Numerical Grade	Performance Rating
93-100	Outstanding (PASS)
81-92	Acceptable (PASS)
80 or Below	Unsatisfactory (FAIL)

All students will be informed in writing by the program director of their performance usually within one month after completing the examination.

### 3.2.1 Retaking the Qualifying Examination

A student whose performance in specific area(s) is unsatisfactory may be given a conditional grade and has the option of re-examination to make up deficiencies in the area(s) judged unsatisfactory. The re-examination will be scheduled at the convenience of the Examination Committee in consultation with the student. An unsatisfactory second re-examination will result in academic dismissal from the program and the graduate school. In the case of academic dismissal, the student may appeal the termination by writing to the Office of Graduate Studies as per University Policy.

The third-year internship supervisor and the major supervisor will be given the option of postponing the internship until the student has successfully passed re-examination. A decision to delay the internship will be made in consultation with the student, program director, major supervisor and internship supervisor.

### 3.3 Third-Year: Final Portfolio, Oral Presentation and Examination

Portfolio submissions, Final Oral Presentations, and Examinations are normally scheduled during late August of the third year following completion of the internship. The schedule is published in advance, by the program office and shared with the student and internship supervisor. Any expenses incurred by rescheduling of the presentation shall be borne by the student. The presentation should be 25 minutes in length followed by a question session of approximately 5 minutes. All program faculty and students are invited to attend the oral presentation. The student determines the structure and content of the talk (see [Section 13.2](#) for additional guidelines). The level of preparation for the talk should be the same quality as that for a paper to be given at a national meeting.

An additional session with the Examination Committee is held on the next two days following the oral presentation to discuss the talk and the internship portfolio (see [Section 13.1](#) for Portfolio content requirements).

The Examination Committee is composed of the student's Advisory Committee and any other faculty appointed by the program director to complete the committee and to ensure adequate representation of the major and minor concentration, conservation science, and cultural context. The internship supervisor is invited to attend the presentation but not the oral examination. Following the presentation and the oral exam, the Examination Committee provides an oral evaluation of the portfolio, oral presentation and oral examination. This evaluation will be transmitted orally to the student.

The major supervisor must receive the portfolio at least three weeks prior to the scheduled date of the final oral examination. The oral presentation will be evaluated according to the organization, quality, clarity, and accuracy of the internship activities presented, level of preparation and professionalism demonstrated, demonstration of understanding of methods, materials and processes, and proof of appropriate skills for the specialty.

An oral examination with the Examination Committee is held on the next two days following the oral presentation to defend the talk and the internship portfolio (see [Section 13.1](#) for Portfolio content requirements).

The oral examination will be evaluated based on evidence of independent thinking and the thoroughness, accuracy, and clarity of responses to all questions posed by the Examination Committee including questions on conservation treatment, preventive care, scientific research and analysis, cultural context, and conservation ethics.

The portfolio, oral presentation, and oral examination are evaluated according to the following scale:

Numerical Grade	Performance Rating
93-100	Outstanding (PASS)
81-92	Acceptable (PASS)
80 or Below	Unsatisfactory (CONDITIONAL PASS OR FAIL)

A grade of PASS is required in each area (portfolio, oral presentation, and oral examination) for the awarding of the M.S. degree. Students who successfully pass the portfolio, oral examination, and oral presentation are considered August graduates. A grade of CONDITIONAL PASS is given when the performance in one area (the oral presentation, oral examination, or some of the work presented in the portfolio) is unsatisfactory but judged remedial. The terms of the student's re-take would be defined in writing by the Examination Committee. A failure of two/three areas is a failure of the process and requires the student to write a letter of petition to the program director to request a resubmission/repetition of the failed areas.

Time limitations for completion of the degree requirements stated in the Graduate Catalog apply to all students who do not graduate within the initial three-year period.

## 4

### GRADUATE STUDENT RESPONSIBILITIES

#### 4.1 General

Following their acceptance into the Winterthur/University of Delaware Program in Art Conservation all students are bound by the ethical principles of the conservation profession ([American Institute for Conservation Code of Ethics and Guidelines for Practice](#), Appendix 1) in addition to the rules and regulations of the University of Delaware and Winterthur Museum. For example, graduate students are required to abide by the Code of Conduct as prescribed in the official [University of Delaware Student Guide to University Policies](#), and the Code of Ethics of the Henry Francis du Pont Winterthur Museum, Inc. (see [Appendix 1](#) and [Appendix 8](#)).

#### 4.2 Attendance at Classes, Seminars and Lectures

Seminars and lectures given by staff and outside speakers are scheduled throughout the academic year. Some are specially related to the first- or second-year classes, others are more general in nature. All students are expected to attend the activities provided for their class and general audiences. In most instances, students should endeavor to attend all seminars and lectures since the topics and speakers change from year to year and one of the purposes of these series is to provide the most current information from the most expert individuals in a given field.

There are no allowed "cuts." Students are responsible for completion of assignments and course content irrespective of class absence. When it is necessary to be absent from scheduled classes, the instructor should be informed in advance. If an unscheduled absence is necessary, the Department Office at the University of Delaware and the instructor must be notified at the earliest opportunity. Advance or prompt post-absence notice may provide an opportunity for the arrangement of "make-up" possibilities.

#### 4.3 Continuance of Financial Aid

Students in the conservation program usually receive tuition scholarships and fellowship awards. In addition to satisfactory academic performance, continuance of fellowship status requires that the fellow devote full time to program activities and may not engage in any other remunerative activities. Fellowships are awarded by the University of Delaware at the recommendation of the program director and based on academic and professional excellence, merit and demonstrated financial need. Currently all students are receiving the same fellowship, but if differential awards are required, these will be based on recommendations made by the executive committee and in consultation with the department chair.

#### 4.4 Extended Absence

Extended absences, whether for health or other reasons, may result in an irremediable loss of training. The program director, in consultation with appropriate program faculty and the department chair, will determine whether under such circumstances the individual can profitably continue in the program or should recommend a leave of absence to the Office of Graduate Studies. The Program will abide by the [Americans with Disabilities Act](#).

#### 4.5 Transportation and Housing

Activities of the Program in the first two years are concentrated at Winterthur Museum near Wilmington and the University of Delaware campus in Newark, Delaware. Additional, non-scheduled work is frequently necessary evenings and weekends. It is the responsibility of the student to obtain convenient housing and reliable transportation to meet the scheduled activities of the program. It should also be recognized that on occasion activities, such as field trips, may require early arrivals and late departures from Winterthur or the campus, and transportation and housing arrangements should be flexible enough to accommodate such activities. Summer work projects and internships often require major relocations of residence. The students must fully understand this possibility and incorporate it in their personal and residential arrangements. It is the students' responsibility to follow the vehicle registration and parking regulations established by Winterthur and the University of Delaware.

#### 4.6 Student Mail

All student mail delivered to the University will be hand delivered or forwarded to Winterthur as soon as possible or may be picked up in the Department Office at 303 Old College.

Student mail received at Winterthur will be delivered to the appropriate mailboxes.

#### 4.7 Notices

All notices and announcements will be posted on the official program bulletin board maintained in front of the Art Conservation Office at 303 Old College or the bulletin board adjacent to the Student Laboratory on the third floor of the Research Building at Winterthur. No personal announcements may be affixed to this bulletin board.

#### 4.8 Program Property

Copies of all reports, research, projects, slides, examinations, digital files, etc., submitted in total or partial fulfillment of course requirements, if funded by the program, may be retained as program property.

#### 4.9 Presentation and Publication

All presentations and publications of work done while maintaining student status must receive prior approval by the program director or in the case of faculty co-authorship, prior approval by the faculty co-author or advisor. Students making presentations and publications of work done prior to admission to the program may utilize their program status for purposes of

identification and address only. Students are encouraged to solicit advice and feedback from faculty to further improve their presentation/publications.

Any publication or professional presentation of work done while maintaining student status, such as a science research project, a conservation treatment, or other student project, should carry the name of the project advisor(s) as co-author as well as the student's name, if the advisor contributed substantially to the intellectual development of the project. Further, any other person who may have contributed substantially to the project by providing analytical work, statistical evaluation, etc., should also be listed as a co-author. Generally, the student will be listed as senior author and additional authors may be listed alphabetically or according to degree of contribution to the project. Discussion among contributors as to appropriate order is advised. The project advisor(s) and other contributors may choose not to be listed.

The publication or presentation, in its entirety, must be circulated among all authors and contributors for accuracy of data and interpretation before presentation or submission for publication. Certain contributors may wish to rewrite sections pertaining to their contribution. If contributors' revisions are not completed within a reasonable time, however, submission of the presentation or publication may proceed without such revisions.

This policy also applies to presentation or publication after graduation of work done while a WUDPAC student.

For further interpretation of this policy or arbitration regarding its application, contact the program director or department chair.

# 5

## STUDENT EVALUATIONS

### 5.1 First-Year Evaluation

The first year of the program is one in which general skills and the broad knowledge of materials, their properties and combination into works of art are developed. The first year must be considered to be a crucial trial of the student's ability to meet the broad range of academic and manual skills demanded of a professional conservator.

Throughout the semester, evaluations will be given by faculty members of individual academic progress. At the end of each semester, all faculty having student contact in courses may prepare written evaluations to accompany their letter grades. Students will have a meeting with the program director during their first year at which they will be informed of the faculty evaluation of their overall progress. These meetings, which may include program faculty, are scheduled at the end of the fall semester. The purpose of the evaluation process is to assist students in recognizing their own special skills and abilities as well as in identifying any areas for improvement in skills and/or professional attitude.

### 5.2 Second-Year Evaluation

Prior to the second year of study, students, with the approval of the program director and the proposed major supervisor, select one major area of concentration and where appropriate a related minor concentration. Evaluation of student progress in these areas will be the responsibility of the faculty involved. Informal, periodic assessments of progress will be provided to the student by faculty during each semester. Scheduled at the end of each semester is a formal meeting of each student with the major supervisor and any other appropriate faculty members.

The purpose of this meeting is to review student progress during the preceding semester including:

- Performance in required coursework as evidenced by course grades
- Improvement of skills, abilities and knowledge in all conservation activities including documentation, analysis, treatment, preventive care, research, and scholarship

This meeting will also allow the supervisor and the student to discuss any modifications in the student's program that should be undertaken during the second semester or during the internship year. Semester grades for the conservation course (ARTC 658-659) will be discussed at this meeting.

### 5.3 Third-Year Evaluation

In the third year of study, each student is placed in an internship (see [Section 1.3](#)) working with a conservation professional who has the responsibility of supervising the intern's work



and providing at least two evaluations of progress to the program director and to be circulated to the advisory committee (see [Appendix 4](#))

To maintain close contact with students throughout the internship year, each intern is required to submit monthly/bimonthly progress reports to the department office. The general format of these reports is specified in [Section 14](#). The department office staff will distribute electronic copies of monthly reports to each intern's advisory committee.

In the late winter or early spring, the program director will insure that a delegated faculty member (typically the major supervisor) visit or telephone the internship location to speak or meet individually with the student and internship supervisor. The purpose of this meeting is to assess interim progress, evaluate the internship experience to date, and address potential problems and concerns on the part of the internship supervisor or student. The evaluation received from the internship supervisor will be summarized and discussed with the student. The results of these meetings will be summarized in the form of a brief report to the student's advisory committee. This report should be submitted to the program director within a week following the inspection and a copy retained in the student's file.

The major supervisor will assign a grade, taking into account the rankings provided by the internship supervisor in addition to the monthly reports and the quality and extent of work conducted including documentation, analysis, treatment, and preventive care activities as well as ongoing research, scholarship, and time spend on other professional development and service activities. A grade of B- or better is required (see [Section 2](#)).

# 6

## SAFETY REGULATIONS

All students must be cognizant of the [State of Delaware Hazardous Chemical Information Act](#) and relevant [University of Delaware policies and procedures](#) as well as the Winterthur Chemical Hygiene Plan. All students must participate in Right to Know training. Any student who wishes to make use of radiation-generating equipment must also satisfactorily complete radiation safety training.

Any staff or student injured on the Winterthur Estate whether work related or not, must immediately report the injury to Public Safety at 302-888-4647. Public Safety will complete an injury report, take photos of the injury if evident as well as the location of the incident. This ensures that Winterthur can provide required documentation to their insurance company and other representatives. Injuries reported at a later date complicate incident reporting. For questions please contact 302-888-4647.

### 6.1 Summer Work Projects

Maintenance of safety practices and procedures during summer work projects is primarily the responsibility of the student. The student should report unsafe conditions to the project supervisor and where appropriate to the program director.

### 6.2 Internship

During the internship year, interns have an increased responsibility for their own safety and that of others. General safety procedures must be maintained. Where unsafe conditions exist, it is the responsibility of the intern to bring these to the attention of the internship supervisor. Where gross uncorrected safety hazards persist, the intern should inform the program director. Relocation of the student to an alternate internship site may be considered. Such decision will be made by the program director in consultation with the student and their advisory committee.

# 7

## EQUIPMENT AND FACILITIES

WUDPAC students utilizes many specialized facilities and types of equipment in carrying out instruction and research. Some of the facilities are at the University of Delaware, others at Winterthur. Some facilities are exclusively used by students in the program, others are shared with Winterthur staff and other university students. The following policies are established to permit harmonious and efficient utilization of facilities by all.

### 7.1 Photographic Facilities

Photographic facilities at Winterthur are utilized by the museum conservation staff and students in the program. It is incumbent upon all to maintain the photography studio, digital lab, and darkroom facilities in satisfactory working condition. Students will attempt to arrange to utilize these facilities around the requirements of the museum staff. Time schedules for reserving the photographic studio, digital lab, and X-ray are posted. Reserved times must be respected by all including the reserver.

Photographic equipment is expensive and relatively easy to damage. Any financial costs arising from loss, carelessness, or incorrect use may be charged to the user who has the responsibility to report lost or damaged equipment to the conservation photographer immediately.

It is the responsibility of the student to take all appropriate safety precautions (including wearing of radiation monitors) when using radiographic equipment.

#### 7.1.1 Photographic Supplies

##### First Year

Students will be charged a digital lab fee to assist with the costs of inkjet printer inks. The conservation program will provide digital SLR cameras for use at Winterthur.

##### Second Year

Students will be charged a digital lab fee to assist with the costs of inkjet printer inks. The conservation program will provide digital SLR cameras for use at Winterthur.

One set of contact prints (specifications to be provided by instructors), all electronic image files, and x-radiographs are program property. All electronic image files should be properly documented with embedded metadata as directed by instructors. Three sets of contact sheets are to be created of privately-owned works, two sets if the object is program- or Winterthur-owned. Digital files should be offered to private owners on archive quality CD-ROMs or DVDs, or USB drives.

## Third Year

Students will be charged a digital lab fee to assist with the costs of inkjet printer inks if they plan on using the digital imaging facilities at Winterthur to prepare their final portfolio.

### 7.1.2 Personal Photography

It is strongly recommended that each student purchase a portable hard drive or other portable electronic storage device to transfer their digital files to personal computers as well as provide a personal backup for their electronic files.

Students may want to consider purchasing a digital SLR camera (6MP or higher) for personal/professional use. In addition to the photographic documentation required for the internship portfolio, there are many instances where photographs, either for future personal reference or for construction of a portfolio to be used in employment interviews, are invaluable. Students may also want to consider investing in digital imaging software, such as Adobe Photoshop to take advantage of educational pricing. This software is generally the same as the regular priced version and is often upgradeable. Investment in the tools of this photography is one mark of the professional.

### 7.1.3 Disciplinary Measures

Repeated failure to follow proper procedures (including good housekeeping) and safety precautions will result in the temporary or permanent withdrawal of the privilege of using photographic facilities by the program director or the director of conservation at Winterthur. Students will be given only one warning. Appeals should follow policy as outlined in the University of Delaware Student Guide to University Policies.

## 7.2 Furniture Conservation Workshop

The furniture conservation facilities at Winterthur are shared by the Winterthur conservation staff and conservation students. Because of the high risk of accidents, particularly when using power tools, permission of the head of furniture conservation must be obtained before working in the shop. Proper use of all tools will be demonstrated before authorization for their use is given.

Under no circumstances is the use of power tools outside of regular museum working hours by a single individual authorized. If it is necessary to work evenings or weekends, at least one other person must be in the workshop. Safety glasses and proper shoes must be worn at all times when working in the workshop. Wood stock and materials required for program work are normally supplied by the instructor in a conservation block.

Repeated or major violations of safety and other procedures will result in the temporary or permanent denial of workshop privileges by the program director or the director of conservation at Winterthur.

### 7.3 Winterthur Student Workshop

The student workshop is the main teaching center for first-year instruction in the various conservation blocks. It is supplied with tools and materials for the exclusive use of WUDPAC students. Tools and equipment may be withdrawn from the student workshop for brief periods only upon authorization of the program director. For extended loans (e.g., used during a summer work project) a loan form must be completed. Borrowed equipment must be returned no later than the authorized date.

Supervision of the student workshop is the responsibility of the individual conservation block instructor during each block period. All student projects and materials associated with a given block must be removed and all tools and equipment returned to proper places prior to the commencement of a new block.

Student laboratory cleanup supervisors are appointed on a monthly basis in each lab. It is the responsibility of each supervisor to assure that individual students clean their respective work areas and that materials and supplies in common use are properly stored. A detailed list of duties is supplied to each cleanup supervisor.

### 7.4 Library Facilities

#### University of Delaware Libraries

The University of Delaware Library consists of five libraries: the [Morris Library](#), the main library where the bulk of the collection is housed and the four branch libraries including the Agriculture, the Physics, and the Chemistry libraries on the Newark campus and the Marine Studies Library in Lewes, Delaware. The libraries contain 2.2 million books and journals and 2.8 items in microtext. These broadly-based collections include serving as a depository library for U.S. government publications and a patent depository library for U.S. patents. Special Collections at Morris Library houses rare books, manuscripts, and archives including holdings in the fields of literature, history--including the history of chemistry and technology and the history of Delaware--horticulture and the applied arts. Exhibitions are mounted regularly in the exhibition gallery.

Use of the five university libraries is a privilege requiring compliance with all University of Delaware Library regulations and policies including presentation of a current, valid University ID to borrow library materials and inspection of possessions upon leaving the library. Entering a University of Delaware Library implies consent that this inspection may occur.

#### Winterthur Library

The Winterthur Library houses important and irreplaceable collections/holdings relating to the preservation of cultural property. Often only a limited number of copies of books and other publications desired by students and staff are available; therefore, it is essential that all cooperate fully if all are to enjoy an efficient and functioning library.

Publications from the library stacks may be charged out for a one-month period. Publications placed on reserve by an instructor do not circulate during the period they are in the reserve collection; they may, however, be charged out for overnight use from 5:00 p.m. - 9:00 a.m. Rules and procedures for use of the library are posted and must be followed.

Winterthur library privileges may be withdrawn by the program director for violation of rules and regulations. Withdrawal of library privileges may be made by librarians for good cause.

### 7.5 Microscopy Equipment

Microscopes of various types are available at Winterthur for use by students. It is the responsibility of each individual using these microscopes to maintain all equipment in proper working order. Safety regulations must be followed. Failure to follow proper working procedures or poor housekeeping habits may result in temporary or permanent withdrawal of microscopy equipment privileges by the program director.

7.6 Winterthur Scientific Research and Analysis Laboratory (SRAL) Winterthur SRAL is a well-equipped facility within the Department of Conservation, which is committed to advancing knowledge and collaboration in conservation science within and beyond the Winterthur collection. It provides an exceptional environment for collection-based scholarship, scientific education, and research.

The Winterthur SRAL has three equally important purposes:

- To provide scientific analyses to Winterthur conservation and curatorial staff as they work towards the conservation and interpretation of the collection;
- To conduct scientific research on objects from Winterthur and related collections, and the materials and methods used in their fabrication and restoration;
- To train emerging art conservators and scientists in the techniques for materials analysis of works of art.

Hands-on access to instrumentation is limited to SRAL staff, volunteers and others who have received training on the laboratory's instruments, have demonstrated an understanding of appropriate uses of the equipment, its capabilities and limitations, and who are able to accurately interpret the data generated.

WINTERTHUR STAFF AND VOLUNTEERS	
Dr. Rosie Grayburn*	Associate Scientist, Laboratory Manager
Catherine Matsen*	Scientist
Dr. W. Chris Petersen	Volunteer (Tues, Wed, Fri)
Dr. Judy Rudolph	Volunteer (Wed)
UNIVERSITY OF DELAWARE STAFF	
Dr. Jocelyn Alcantara-Garcia*	Associate Professor in Art Conservation, UD

Table 4. List of SRAL staff and volunteers (July 2019). SRAL is staffed by two full-time scientists. Winterthur staff serve as adjunct faculty for WUDPAC (40% FTE combined), teaching and advising students and faculty in the application of analytical techniques to conservation questions. University of Delaware (UD) staff focus solely on education and training and selective, independent research projects. \* indicates 24/7 access to the lab.

The lab is open from 8AM – 5PM, Monday to Friday. Those not listed with a \* above will require written permission from the Head of the Lab to enter the lab outside these hours.

#### 7.6.1 List of Analytical Equipment Available in SRAL

Thermo Scientific Nicolet 6700 with continuum microscope Fourier-transform infrared (FTIR) spectrometer (including ATR accessory)
Varian 460-LC with 500-MS (liquid chromatography – mass spectrometry)
HP6890 GC with HP5973 MS and Frontier lab multishot pyrolyser EGA/PY-3030D (pyrolysis gas chromatography mass spectrometry)
Agilent 7820A GC with Agilent 5975 Series MS (liquid injection gas chromatography mass spectrometry)
Nikon SMZ800 stereomicroscope
Renishaw Invia Raman microscope
Bruker Nano X-Flash 6 30 energy dispersive spectrometer (EDS)
Zeiss EVO MA15 Scanning Electron Microscope (SEM)
Zeiss Axio Imager M2m visible and ultraviolet light binocular microscope
Bruker Artax $\mu$ XRF (x-ray fluorescence) spectrometer (including XRF mapping capabilities)
Bruker Portable Tracer III-SD XRF with tripod
Rigaku D/Max Rapid II x-ray diffractometer (XRD )
FieldSpec 4 Fiber Optic Reflectance Spectrometer (FORS)
Ocean Optics Fiber Optic Reflectance Spectrometer (FORS)
Nikon Epiphot 200 inverted stage microscope

Use of analytical equipment, fume hoods or wet lab space by anyone other than SRAL staff must be scheduled first with the Head of the Lab.

## 7.6.2 SRAL Analytical Request Procedures

In order to ensure proper and careful use of equipment and to make the best use of laboratory staff time, the following procedures and policies have been developed:

1. All requests should first be discussed with the Head of Lab to determine whether information desired can be reasonably obtained using the available techniques. All student requests outside ARTC 673 should also be discussed with the faculty member supervising the treatment before they are submitted.
2. A completed SRAL request form must accompany all requests. Complete information about the object or materials to be analyzed must be provided, including chemical and physical properties, information gathered from previous analyses or research, and if known, the history of the object. A thorough explanation of the questions being asked and the purpose of the request are required. A photograph of the object should be attached. Samples containing multiple layers must have an already completed cross-section analysis with annotated cross-section photomicrographs submitted with the request form.
3. The Head of the Lab will prioritize samples and assign the work to an SRAL staff member or volunteer. Samples are prioritized as follows:
  - a. Objects from the Winterthur Collection
  - b. Research by Winterthur staff and fellows on Winterthur and related collections
  - c. ARTC 673 research projects
  - d. 2<sup>nd</sup> year WUDPAC student treatments and projects
  - e. 3<sup>rd</sup> year WUDPAC student treatments and projects
  - f. UD Art Conservation faculty research
  - g. Requests from outside institutions
  - h. Requests from first-year WUDPAC students must be organized with the appropriate faculty member and based on curricular learning goals and objectives.
4. All data should be saved in the Z: drive. This is a shared lab drive backed up to the server. Files should be named thus:  
**ALxxxx\_samplex\_spotx\_othersampleinfo\_otherinstrumentinfo.xxx**
  - a. **ALxxxx** All object info (accession # or owner, if external, date, requestor) is incorporated in the Analytical Lab (AL) project number, noted in our lab database.
  - b. **samplex\_spotx** One or both of these should be present, if applicable.
  - c. **othersampleinfo** Optional, but could be useful to notate certain sample features e.g. "blue colorant", "blue layer", "hat" etc.
  - d. **otherinstrumentinfo** Optional, but could be useful if comparing two different instrument parameters.



5. Raw data may be copied for interim use. Original copies of data and reports are kept on file in the SRAL. Outside distribution and dissemination of data should be agreed with the SRAL and the Director of Conservation.
6. The requestor is responsible for bringing or arranging the movement of the object or sample to the SRAL. All Winterthur samples will be retained; other samples will be returned to the requestor to be stored with the object.
7. Student requestors are asked to be present in the laboratory during analysis so that they may learn about the process first-hand and be available for discussion and questions. Tuesday and Thursday afternoons have been set aside for student work. Laboratory staff working hours are 8.30am – 4.30pm, lunch 12-1.
8. Staff, faculty and students who make use of the SRAL and SRAL staff expertise in research projects are expected to appropriately acknowledge staff contributions. If analytical contributions form a substantial portion of the research, co-authorship of resulting publications is expected. Refer to [Section 9](#) for more details.

### 7.6.3 SRAL Lab Policies

- Wear safety glasses in R301
- No food or drink in the lab (office areas excepted)
- No working in the lab after normal working hours
- X-ray badges must be worn during use of x-ray techniques (specifically XRF and XRD), after the appropriate annual safety training has been undertaken and acknowledgement form is signed
- Experimental setups and materials must be cleared away as soon as the experiment is completed
- Glassware must be washed, dried and put away, not left for laboratory staff to clean

### 7.7 Conservation Laboratory, Old College 120

Individuals are expected to maintain their work areas in a clean and orderly state to reduce hazards to themselves and co-workers. Materials and supplies are to be placed in individual drawers or designated storage areas upon completion of daily work.

This laboratory is extensively supplied with equipment and supplies, which are expensive, easily portable, readily sold or put to personal use. It is therefore essential that a high level of security be maintained. Each individual is responsible for locking doors upon leaving even for brief periods. Individuals not registered in conservation/conservation science/art technology courses should not have access to laboratories. Campus security should be notified when necessary.

Ph.D. students and faculty may have access to the research and reference materials in this room. The books and journals were donated to the Ph.D. program. They must be used in Old College 120 or removed only for photocopying. Please do not take these materials home or to Winterthur.

# 8

## REIMBURSEMENT OF EXPENSES

### 8.1 Field Trips

The program may pay cost of travel arranged by the instructor. Costs incurred by students are not usually reimbursable. The university maintains automobile liability. This insurance applies to university-owned vehicles and will automatically cover the liability of any student or other person while driving or using these vehicles on authorized university business. Individual insurance costs cannot be reimbursed.

### 8.2 Internship Interviews

Currently, up to a maximum of \$450 is reimbursed for student travel only to internship interviews.

### 8.3 General Guidelines for Reimbursement of Expenditures

1. All original receipts are required.
2. Mileage will be reimbursed at the current approved university rate.
3. Approved meal expenses will be reimbursed at reasonable actual costs as per University policy. Reasonable is to be determined by the account administrator and/or program director. University of Delaware allowable meal rates may be used as guidelines to determine if an expenditure is reasonable. All meal receipts must be itemized indicating what was purchased. No charges for alcoholic beverages will be reimbursed. University travel reimbursement policies are subject to change.
4. Guidelines to follow in entertaining lecturers for lunch whether at the Winterthur Visitor's Center, Vita Nova, or another restaurant are as follows:
  - Guest lecturer and one escort (faculty or student).
  - Seminar lecturer and one student escort.

Other faculty and students may attend, but at their own expense.

## 9

### RESEARCH

The program includes research projects within the course offerings and encourages individual and group research projects as adjuncts to the regular program. Students interested in undertaking individual research projects in addition to those required in courses should consult with faculty members who have a responsibility or interest in the proposed research area.

Each student research project must have a faculty advisor who must approve a written research proposal. Unless otherwise stated in writing by the program director, all research projects are in addition to the regular program and should be undertaken with the clear understanding that they must not interfere with the regular training program. Research undertaken in or continued into the internship year must also have the approval of the internship supervisor.

All research data must be recorded in a separate bound notebook, which will be retained by the program after graduation of the student. The student may retain a copy.

Some financial assistance for research work may be provided by the program upon application to the program director.

Research projects should be selected which can be completed during the student's tenure in the program. All research work submitted for publication prior to graduation must have the approval of the faculty advisor, co-author, or program director.

A written report is required of all unpublished research undertaken utilizing program facilities and staff. If publication of the research results is not made by the student within a reasonable period after graduation, the research advisor may publish the work, either alone or in combination with related research, making proper acknowledgment of the contributions of all concerned and with the student's consent.

# 10

## OUTSIDE WORK POLICY

### 10.1 Policies and Procedures

Students in the Winterthur/University of Delaware Program in Art Conservation are on Fellowship.

There is not a work requirement for our fellowships like there would be for a UD graduate teaching assistantship or a research assistantship. However, for the purposes of the UD additional work policy for graduate students, the WUDPAC fellowship is considered 20 hours per week.

UD graduate students may pursue additional employment beyond their contract. This includes up to 20 hours per week of degree-related work and up to 9.5 hours of degree-or non-degree related work. See <https://www.udel.edu/academics/colleges/grad/current-students/academic-support/policies/#additionalemployment>

Our students are always encouraged to discuss additional employment with their advisors to avoid any situation that might impede academic progress, but disclosure or approval by the program director, the student's advisor or the Graduate College is not required as long as the total amount of contract and additional paid work is less than 9.5 hours per week.

Additional employment, through a combination of work for the University of Delaware and work outside of the University, beyond 9.5 hours per week total must be degree related (with requirements detailed below) and approved by the Graduate College based on recommendations of the student's advisor and graduate program director.

Students who are non-US citizens must comply with the same policy as for US citizens with the following amendments: Immigration regulations limit visa holders to working no more than 20 hours per week in the Fall and Spring semesters, but visa holders may work additional hours for the University of Delaware during the Winter and Summer sessions on campus.

Degree-Related Outside WORK regulations and procedures outside of the 9.5 hours outlined above

1. Students may receive compensation for supervised, degree-related outside work provided this work has been approved by the program director, major supervisor, and internship supervisor as applicable and that the work is no more than twenty hours per week.
  - Degree-related work includes conservation activities such as documentation, research, treatment, and preventive care.
  - The scope and duration of the proposed outside work activity must be described in

detail in writing and submitted to the program director ahead of time.

- Additional documentation, including an examination report and treatment proposal, may be requested.
  - Outside work does not substitute for existing course requirements (i.e., students will not receive direct compensation for privately owned works treated as part of their required coursework).
  - Students may not use the Winterthur conservation laboratories for degree-related outside work unless a program faculty member is supervising the work.
2. Any individual or institution approaching students for treatment work to be done at Winterthur or the University of Delaware should be directed to contact a faculty member in the specialization area of the object considered. That faculty member has the responsibility to judge the suitability of the project, fill out the acceptance forms, and obtain the appropriate signatures from the owner and the program director before the object is allowed to be brought to either the university or Winterthur laboratories.
  3. Winterthur Scientific Research and Analysis Laboratory facilities, equipment, and personnel are not available to students for any work other than that associated with regularly scheduled WUDPAC coursework. Analytical services for any outside projects, including those that are private conservation projects for faculty, are on a fee-for-service basis. Arrangements for such work are to be made directly between the object's owner and the head of SRAL.
  4. For supervised, degree-related outside work, a written contractual agreement between the student and project supervisor is required, with a copy given to the program director. In doing so, project supervisors who are not employed by the University of Delaware or Winterthur must agree to indemnify the art conservation program, the University of Delaware, and Winterthur, their trustees, officers, employees and agents, from any and all liability in the event of any claim by any person based in any way upon the rendition of this work.
  5. Objects belonging to the student or the student's immediate family may be worked on during the student's academic matriculation. Prior approval of the faculty instructor must be obtained before registration and receipt of the object. A document stating that the student is responsible for the object(s) must be submitted to the faculty instructor. Security regulations at Winterthur must be followed.
  6. Students may work on the private conservation projects of program faculty members with the approval of the program director, major supervisor, and internship supervisor as applicable. This work must be done at the discretion of the faculty member and with the express understanding that any such work carried out in conjunction with Winterthur personnel be done outside of the regular museum working hours and that there is no access to Winterthur Scientific Research and Analysis laboratory facilities and equipment. The faculty member who was originally contracted for the work will be fully responsible for any damage or injury to the object that may result from using

student help. Students assisting conservation faculty with their private outside work may receive remuneration for such work provided the requirements for degree-related outside work described in Section 10.1 are followed.

### **10.2 Investigation of Policy Violations**

Infraction of the above policy ([Section 10.1](#)) will be investigated by an ad hoc committee to be chosen by the executive committee and department chair and consisting of three program faculty members. The committee will be responsible for submitting a written report to the program director documenting their findings.

### **10.3 Disciplinary Measures**

If the committee substantiates that a student has violated the program policy, the following actions will be taken:

1. The program director will direct the student to stop all activity of this type immediately and inform the student of the consequences (see below) of continued violation.
2. The program director will communicate with the owner of the object to describe the program policy and to suggest that completion of the work (if desired by the owner) be handled through prescribed channels.

If a student is found in violation of this program policy a second time, the program director will recommend to the department chair, the dean of the College of Arts and Sciences, and the Office of Graduate Studies that the student be academically dismissed from the program. Appeals should follow policy as outlined in the University of Delaware Student Guide to University Policies.

# 11

## WINTERTHUR MUSEUM POLICIES

### 11.1 Viewing of Winterthur Museum Collections by Students (see [Appendix 7](#))

Museum collections are open (without charge) to students in the program from 8:30 a.m.-5:30 p.m., Monday through Sunday. For security reasons, no one is allowed in the collections at other times. For access to a building, the student must wear a badge.

### 11.2 Viewing of Winterthur Museum Collections by Guests (see [Appendix 7](#))

Students may bring guests to view the collection during the above-designated hours without charge. Guests are limited to members of the student's immediate family (minimum age 12 years) and visiting professionals in the museum field. Permission must be secured from the director of museum collections or designee prior to admission into the collections. No more than four (4) guests may accompany a student in any tour.

When visiting the collections, students must wear their identification badges and each guest must secure an Escorted Visitor Badge at Dispatch, located at the entrance to the Research Building at Winterthur. The student must remain with their guests at all times while in the collection.

Guests are not permitted to carry cameras or handbags to the collections. Sweaters and other clothing must be worn, not carried. Any writing must be done in pencil only. Groups must restrict themselves to the runners in each room and no one is allowed to touch any object. Regularly scheduled tours have priority in all rooms. Student guest groups must remain outside the room until the scheduled groups depart.

### 11.3 Visitation to Research Building by Guests (see [Appendix 7](#))

Students may escort members of the immediate family or museum professionals through the Research Building during normal working hours. Prior approval for all guests must be secured from the director of conservation or designee. The tour manager should be notified so proper records are kept of the number of yearly visitors. Guests must wear Escorted Visitor Badges secured from Dispatch, located at the entrance to the Research Building, before entering research areas. It should be recognized that the Research Building is a working area and visitation privileges must be limited.

## 11.4 Parking

### 11.4.1 Parking at Winterthur

Cars must be registered with the Buildings Division. Forms may be obtained from the director of conservation or designee. Students are to park in designated parking areas. Parking illegally will result in the museum issuing a ticket.



#### 11.4.2 Parking at the University of Delaware

WUDPAC Fellows are not required to purchase annual University of Delaware parking permits. However, if parking in a University lot, you must purchase a daily parking permit. If you do not, you will be fined and your car may be towed at your expense. University visitor parking lots are available as are University parking meters or the City of Newark parking meters. <https://sites.udel.edu/parking>

#### 11.5 Access to Winterthur Grounds

There are two entrances to the Winterthur grounds. The main gate, located off of Kennett Pike, Route 52 and the back gate off of Route 100.

- Main gate: 5:00 am - 2:00 am (call Public Safety for entry at other times at 302-888-4647)
- Back gate: 6:00 am - 8:00 pm (please use main gate when back gate is closed; limited entry for seasonal hunts)

#### 11.6 Eating Facilities

At Winterthur, in addition to the public dining facilities at the Visitor's Center and the Cottage Cafe, there are two lunchrooms available for students. They are in the Research Building. Please clean up after using these facilities. Students are not permitted to eat in Museum collections areas, laboratories, or libraries.

At the University, the Trabant Student Center is one block from Old College, and a selection of places to eat is located within walking distance of Old College on Main Street.

# 12

## COMMITTEES

The executive committee is the standing committee responsible for the functioning of the program. From time to time, as circumstances warrant, the program director may appoint special ad hoc committees or assign additional duties to other committees. Committee members and chairs are appointed by the program director in consultation with the director of conservation at Winterthur, the department and officials of the museum and the university. Following are the principal duties of the standing committee.

### 12.1 Executive Committee

The executive committee consists of the program director, assistant/associate director, director of conservation at Winterthur, the department chair, and five to six other faculty members (at least half of whom must be from the Winterthur affiliated faculty and two of whom have major teaching responsibilities), and the class leaders of the first- and second-year classes of M.S. students. The committee should total 11 members, including the student members. (Student members will be excluded during personnel discussion and decisions). The dean of the College of Arts and Science and the deputy director of library and academic programs at Winterthur will serve as ex officio members. The committee members will be appointed annually by the program director and assistant/associate director in consultation with the deputy director of library and academic programs at Winterthur, the director of conservation at Winterthur, and the department faculty. A quorum shall consist of a majority of the voting members of the committee, providing the Winterthur/University of Delaware balance is maintained.

Meetings will be convened and conducted by the program director who will circulate an agenda in advance. A committee member can submit to the program director in writing ten days, in advance of a meeting, issues that should be put on the agenda. In the absence of the program director, the assistant/associate director shall preside. In the absence of the assistant/associate director, the director of conservation at Winterthur shall preside. In the absence of the director of conservation at Winterthur, a designated faculty member shall preside.

Functions of the committee:

1. Consider all recommendations for major WUDPAC program curriculum changes and advise on necessary modifications, as appropriate.
2. Periodically review and recommend to the faculty necessary modification of procedures and criteria used in administering examinations.
3. Develop mechanisms for continuing curriculum evaluation.

4. Discuss student requests that involve changes in operation of the Program.
5. Discuss and recommend to the Program director for approval changes in Program student policies.
6. Periodically review and update substantive changes to the Program Procedure and Policy Guide.

NOTE: All changes in program curriculum and substantive changes in policy must be officially approved by the Art Conservation Department and the University Faculty Senate.

# 13

## WUDPAC INTERNSHIP PORTFOLIO AND FINAL ORAL PRESENTATION GUIDELINES

### 13.1 Portfolio Content

The goal of the final portfolio assignment is to assess the student's ability to synthesize third-year conservation work into a professional e-portfolio that has been written and organized for WUDPAC requirements but can later be adjusted for use in interviews or for future internships or jobs.

1. A menu bar to allow readers to easily navigate your e-portfolio.
2. An introduction that describes the host site(s) and personnel and explains the organization of the portfolio and the reason for the sections included in the portfolio. This is typically included as part of the home or landing page. It allows you to address the contents generally, credit photographs, and/or offer thanks to individuals and organizations/donors who have supported your education.
3. You may choose to hide work completed prior to your third year of study (including your second summer internship) or not. Your portfolio is designed to detail your accomplishments during your third year of study. While content need not be hidden, it would be best if the content from your third year is easy to locate and is not too deeply interwoven with earlier information.
4. An administrative outline of the internship [e.g., to whom were you responsible, to whom are they responsible, etc., up to the Board of Trustees, in addition to collaborating (lateral) connections].
5. A representative selection of conservation activities (examination reports/treatment reports/preventive reports/scientific analysis/research day summaries/photographic documentation) arranged logically (as explained in number 2, listed above). The extent of the student's involvement in all projects should be clearly stated. Complete documentation including before and after treatment photographs (matched pairs) and examination and final treatment reports should be included. Photographic documentation must be well labeled and all work properly credited.
6. Key items should be gathered from monthly reports and presented as summary lists in the portfolio, including: use of research days [it is not a requirement to use the research days, but if they are used, they should be accounted for], and museums, historic sites, and conservation labs and studios visited.

7. A self-assessment of internship year growth will be requested separately; this is to be e-mailed confidentially to the student's advisory committee members. This is a separate document that is not included in your e-portfolio.

Additional materials if not covered by the above listed requirements, as appropriate, describing examination methods, art-historical, research, scientific analysis, preventive care activities, space planning, etc. Portfolios should be ready for user navigation prior to submission with all tabs and links tested and fully functional (see [Appendix 5](#) for the Internship Portfolio Evaluation Form).

### 13.2 Oral Presentation

The oral presentation is a formal, 25-minute digital slide lecture given in August after the completion of the third-year internship. Successful talks usually include a brief introductory set of images of the museum, its collections, and the conservation staff with whom the intern worked. The oral presentation will be evaluated based on the organization of content, quality of content, and quality of content delivery (including verbal delivery and digital slides). The talk must appeal to a diverse audience including WUDPAC faculty, allied professionals, conservation students, and donors, yet the quality of the presentation should be at the level one would strive for at a professional conference.

### 13.3 Oral Examination

The oral examination is a formal, 25-minute examination to defend the oral presentation and internship portfolio. Performance will be evaluated based on evidence of independent thinking and the thoroughness, accuracy, and clarity of responses to all questions posed by the examination committee including questions on conservation treatment, preventive care, scientific research and analysis, cultural context, and conservation ethics.

## WUDPAC OUTLINE FOR BIMONTHLY/MONTHLY INTERNSHIP REPORTS

Table 5. Internship Monthly Report Due Dates

Report	Period Covered	Due Date
#1	September	October 5
#2	October	November 5
#3	November 1 – December 15	December 15
#4	January	February 5
#5	February – March	April 5
#6	April – May	June 5
#7	June – July	August 5

Reports should be submitted electronically to all advisory committee members via email or the [University of Delaware's Dropbox](#).

Each report should include the following sections:

1. Major Activities:
  - a. Describe activities involving examination, documentation, analysis and monitoring, tours, surveys, risk assessments, condition checks, professional consultation (curators, scholars, libraries, archivist, engineers, scientists), etc.
  - b. List preventive care activities or actual works conserved, including size, artist or maker, date and summary of type of treatment conducted. Emphasize the rationale for why particular methods, materials, approaches, or initiatives were chosen. Include copies of examination and treatment or preventive conservation/assessment reports as appendices to the monthly report. Indicate time spent (e.g., 8 hours filling, 14 hours inpainting, 6 hours monitoring the environment).
  - c. Note analytical work planned or in progress and scientific literature read.
  - d. Discuss what aspect of examination, documentation, analysis, treatment or preventive care you feel you need the most additional experience. What is your current self-evaluation of strengths and weaknesses?
2. Additional Activities:
  - a. Note other cultural institutions, collections or exhibitions visited and connoisseurship activities and art historical or material culture studies literature read.
  - b. Describe current or planned exhibitions in the cultural institution related to your work.
  - c. List conservation maintenance activities: supplies ordered, comparison of suppliers or equipment,
  - d. List talks or presentations given to visitors, curators, public, etc.
  - e. Mention other useful activities carried out in the department.
  - f. Indicate how research days have been, or may be, used. It is not necessary to use the research days, but if they are used, they should be discussed.

# 15

## GUIDE TO USE OF RESEARCH DAYS

During the eleven-month internship, up to twenty days (four weeks) may (optionally) be used for research (normally scientific or art historical) provided the following guidelines are followed:

1. Research days may be taken individually or as a complete unit.
2. Dates for research days must be cleared beforehand with the internship supervisor and major supervisor.
3. Research days may be used either for scientific or art-historical research directly related to the objects currently being treated OR for a long-term scientific or art-historical research project.
4. Up to five days of the 20 may be used for attending conferences. Under special circumstances more may be authorized by the major supervisor.
5. Research days are not to be used for vacation. All time must be accounted for.
6. Under special circumstances (with approval of the internship supervisor, major supervisor, and program director) more than 20 research days may be taken.
7. A proposal for the use of research days must be submitted to the major supervisor for approval (see [Section 15.1](#)).
8. Research days must be accounted for in both the monthly reports and in the portfolio (see [Section 15.1](#)).

### 15.1 Proposals for the Use of Research Days

Proposals for the use of research days should be received by the major supervisor at least a week prior to their use. The proposal should outline plans for their use and justify why they would be beneficial.

1. Conferences:
  - Why is this conference of interest?
  - What do you hope to gain by attending?
2. Research related to treatments:
  - What are the problems/questions being researched?
  - Is it important to the treatment? How will it affect treatment decisions?
  - What procedures/resources will you use in the research?

3. Long term research projects:
  - What is the problem/question being researched?
  - What procedure/resources will be used in the research?
  - What information is currently available on the subject?
  - Use the guide for writing a research proposal from ARTC 672 as a guide

## 15.2 Accounting for Research Days

Research days must be accounted for in both the monthly reports and in the portfolio.

1. Conferences:
  - Include a copy of the program with the talks attended clearly indicated.
  - What did you get out of the conference?
  - Did it meet your expectations?
2. Research related to treatment:
  - Account for time used, discuss resources/procedures, results, and include copies of data collected in your monthly report and your portfolio
  - How do the results affect the treatment of the object?
3. Long term research projects:
  - a. Monthly Reports: A day by day accounting of time used, perhaps in a diary form discussing procedures used, results obtained, resources read, etc. Include copies of data collected.
  - b. Portfolio: A final project report in the form of an article to be submitted for publication (i.e., scientific work should be presented using a journal such as the Journal of the American Institute for Conservation or Studies in Conservation as the model).



# 16

## MUSEUM STUDIES CERTIFICATION OF ART CONSERVATION FELLOWS

The University of Delaware Museum Studies Program is open to any fully matriculated graduate student at the University of Delaware. The certificate requires a minimum of 12 hours of coursework. You are welcome to take additional credit hours as your schedule permits. Students who have registered to receive the certificate always receive priority in course registration. The Museum Studies Certificate appears on your transcript as a “concentration.”

1. All students are required to take MSST 600: Introduction to Museums (3 credits).
2. All students are required to complete MSST 804: Internship (3 credits).
3. All students are required to take one Museum Studies core course (3 credits).
4. The remaining credits are taken as a Museum Studies elective. Students may choose from the list in the MSST intake form (below) or may petition to have another related course apply for these credits. Students may also use three approved one-credit courses to fulfill this requirement.

See <https://www.museumstudies.udel.edu/credit-requirements/> for more details. You may need to copy and paste the above URL.

# APPENDIX 1

## AIC CODE OF ETHICS AND GUIDELINES FOR PRACTICE

### Historical Background

The first formulation of standards of practice and professional relations by any group of art conservators was produced by the IIC-American Group (now AIC) Committee on Professional Standards and Procedures. Formed at the second regular meeting of the IIC-AG, in Detroit, May 23, 1961, the committee worked under the direction of Murray Pease, conservator, Metropolitan Museum of Art; other members of the committee were Henri H. Courtais, Dudley T. Easby, Rutherford J. Gettens, and Sheldon Keck. The Report of the Murray Pease Committee: IIC American Group Standards of Practice and Professional Relations for Conservators was adopted by the IIC-AG at the 4th annual meeting in New York on June 8, 1963. It was published in *Studies in Conservation* in August 1964, 9(3):116–21. The primary purpose of this document was: “to provide accepted criteria against which a specific procedure or operation can be measured when a question as to its adequacy has been raised.”

The first formulation of a code of ethics for art conservators was adopted by the members of IIC-American Group at the annual meeting in Ottawa, Ontario, Canada, on May 27, 1967. It was produced by the Committee on Professional Relations: Sheldon Keck, chair; Richard D. Buck; Dudley T. Easby; Rutherford J. Gettens; Caroline Keck; Peter Michaels, and Louis Pomerantz. The primary purpose of this document was: “to express those principles and practices which will guide the art conservator in the ethical practice of his profession.”

These two documents, *The Murray Pease Report: Standards of Practice and Professional Relationships for Conservators* and the *Code of Ethics for Art Conservators* were published in booklet form by the IIC-AG in May 1968 together with the *Articles of Association of IIC and Bylaws of the American Group*.

In 1977, the Ethics and Standards Committee (Elisabeth C. G. Packard, chair; Barbara H. Beardsley; Perry C. Huston; Kate C. Lefferts; Robert M. Organ; and Clements L. Robertson) was charged with updating the two documents to reflect changes in the profession. The 1968 format was retained, except that the more general Code of Ethics was placed first as Part One, followed by the Standards of Practice as Part Two. These revised versions of the code and standards were approved by the Fellows of AIC on May 31, 1979, at the annual meeting in Toronto. This document was amended on May 24, 1985, at the annual meeting in Washington, D.C., to reflect the addition to the AIC Bylaws of procedures for the reporting, investigation, and review of alleged violations of the code and standards and of mechanisms for appealing such allegations.

Between 1984 and 1990 the Ethics and Standards Committee, responding to further growth and change in the profession, and following on several years of AIC discussion on the issue of certification, was charged by the AIC Board to work on more substantial revisions of the

document. This was done by soliciting commentary from the specialty groups and also from the membership via issues sessions at the annual meetings in Chicago (1986) and Cincinnati (1989). Following this, a document consisting of a new simplified Code, prepared by the committee, and a revised Standards, prepared primarily by the board was presented to the membership for discussion at the 1990 annual meeting in Richmond. The consensus of the membership at the meeting was to continue the revision process. During these important years, the members of the committee were, Elisabeth Batchelor, chair; Robert Futernick; Meg Loew Craft (until 1989); Elizabeth Lunning (from 1987); Carol C. Mancusi-Ungaro; and Philip Vance (until 1986). In 1989, the committee added corresponding members Barbara Appelbaum, Paul N. Banks, Steven Prins, and Elisabeth West FitzHugh.

In 1990, the AIC Board charged a newly appointed committee to assess the role and use of the code and standards and as well to analyze specific difficulties within the documents themselves. The committee first undertook an in-depth comparative analysis of the documents organizing them topically and relating them to other codes of ethics both in conservation and in other professions. Between September 1991 and May 1992, the committee produced five lengthy discussion papers on basic issues as supplements to the AIC News (prior to November 1991, the AIC Newsletter). From these papers, the committee compiled an extensive body of membership and specialty group commentary, supplementing that obtained previously. It then began the creation of a new revision, the first draft of which was published in the September 1993 AIC News following a discussion session at the 1993 annual meeting in Denver. A revised draft was published in the May 1994 AIC News and discussed at the 1994 annual meeting in Nashville. A final version of the revised document was prepared and was approved by AIC Fellows and Professional Associates through a mail vote in August 1994.

Besides a new simplified Code of Ethics and the creation of Guidelines for Practice to replace the Standards of Practice, the new document will be supplemented by commentaries, a detailed description of which was published in the November 1993 AIC News. The goals and purposes of the committee and the problematic issues it sought to address in creating the revision are described in the committee's columns in the September 1991 AIC Newsletter and September 1993 AIC News.

Ethics and Standards Committee members during these years and involved in the creation of the revised code and guidelines were: Debbie Hess Norris (chair, resigned 1993); Donna K. Strahan (co-chair 1993-94, chair 1994); Carol Aiken (co-chair from 1993, resigned 1994); Nancy Ash; Dan Kushel; and Robert Espinosa (from 1993).

Elisabeth C. G. Packard, Chair, Ethics and Standards Committee 1977-79

Amended May 24, 1985

Revised August 1994, Dan Kushel, Member, Ethics and Standards Committee

## Preamble

The primary goal of conservation professionals, individuals with extensive training and special expertise, is the preservation of cultural property. Cultural property consists of individual objects, structures, or aggregate collections. It is material which has significance that may be artistic, historical, scientific, religious, or social, and it is an invaluable and irreplaceable legacy that must be preserved for future generations.

In striving to achieve this goal, conservation professionals assume certain obligations to the cultural property, to its owners and custodians, to the conservation profession, and to society as a whole. This document, the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic & Artistic Works (AIC), sets forth the principles that guide conservation professionals and others who are involved in the care of cultural property.

## Code of Ethics

- I. The conservation professional shall strive to attain the highest possible standards in all aspects of conservation, including, but not limited to, preventive conservation, examination, documentation, treatment, research, and education.
- II. All actions of the conservation professional must be governed by an informed respect for the cultural property, its unique character and significance, and the people or person who created it.
- III. While recognizing the right of society to make appropriate and respectful use of cultural property, the conservation professional shall serve as an advocate for the preservation of cultural property.
- IV. The conservation professional shall practice within the limits of personal competence and education as well as within the limits of the available facilities.
- V. While circumstances may limit the resources allocated to a particular situation, the quality of work that the conservation professional performs shall not be compromised.
- VI. The conservation professional must strive to select methods and materials that, to the best of current knowledge, do not adversely affect cultural property or its future examination, scientific investigation, treatment, or function.
- VII. The conservation professional shall document examination, scientific investigation, and treatment by creating permanent records and reports.
- VIII. The conservation professional shall recognize a responsibility for preventive conservation by endeavoring to limit damage or deterioration to cultural property, providing guidelines for continuing use and care, recommending appropriate environmental conditions for storage and exhibition, and encouraging proper procedures for handling, packing, and transport.

- IX. The conservation professional shall act with honesty and respect in all professional relationships, seek to ensure the rights and opportunities of all individuals in the profession, and recognize the specialized knowledge of others.
- X. The conservation professional shall contribute to the evolution and growth of the profession, a field of study that encompasses the liberal arts and the natural sciences. This contribution may be made by such means as continuing development of personal skills and knowledge, sharing of information and experience with colleagues, adding to the profession's written body of knowledge, and providing and promoting educational opportunities in the field.
- XI. The conservation professional shall promote an awareness and understanding of conservation through open communication with allied professionals and the public.
- XII. The conservation professional shall practice in a manner that minimizes personal risks and hazards to co-workers, the public, and the environment.
- XIII. Each conservation professional has an obligation to promote understanding of and adherence to this Code of Ethics.

The conservation professional should use the following guidelines and supplemental commentaries together with the AIC Code of Ethics in the pursuit of ethical practice. The commentaries are separate documents, created by the AIC membership, that are intended to amplify this document and to accommodate growth and change in the field.

## Guidelines for Practice

### Professional Conduct

1. **Conduct:** Adherence to the Code of Ethics and Guidelines for Practice is a matter of personal responsibility. The conservation professional should always be guided by the intent of this document, recognizing that specific circumstances may legitimately affect professional decisions.
2. **Disclosure:** In professional relationships, the conservation professional should share complete and accurate information relating to the efficacy and value of materials and procedures. In seeking and disclosing such information, and that relating to analysis and research, the conservation professional should recognize the importance of published information that has undergone formal peer review.
3. **Laws and Regulations:** The conservation professional should be cognizant of laws and regulations that may have a bearing on professional activity. Among these laws and regulations are those concerning the rights of artists and their estates, occupational health and safety, sacred and religious material, excavated objects, endangered species, human remains, and stolen property.

4. Practice: Regardless of the nature of employment, the conservation professional should follow appropriate standards for safety, security, contracts, fees, and advertising.
  - 4a. Health and Safety: The conservation professional should be aware of issues concerning the safety of materials and procedures and should make this information available to others, as appropriate.
  - 4b. Security: The conservation professional should provide working and storage conditions designed to protect cultural property.
  - 4c. Contracts: The conservation professional may enter into contractual agreements with individuals, institutions, businesses, or government agencies provided that such agreements do not conflict with principles of the Code of Ethics and Guidelines for Practice.
  - 4d. Fees: Fees charged by the conservation professional should be commensurate with services rendered. The division of a fee is acceptable only when based on the division of service or responsibility.
  - 4e. Advertising: Advertising and other representations by the conservation professional should present an accurate description of credentials and services. Limitations concerning the use of the AIC name or membership status should be followed as stated in the AIC Bylaws, section II, 13.
5. Communication: Communication between the conservation professional and the owner, custodian, or authorized agent of the cultural property is essential to ensure an agreement that reflects shared decisions and realistic expectations.
6. Consent: The conservation professional should act only with the consent of the owner, custodian, or authorized agent. The owner, custodian, or agent should be informed of any circumstances that necessitate significant deviations from the agreement. When possible, notification should be made before such changes are made.
7. Confidentiality: Except as provided in the Code of Ethics and Guidelines for Practice, the conservation professional should consider relationships with an owner, custodian, or authorized agent as confidential. Information derived from examination, scientific investigation, or treatment of the cultural property should not be published or otherwise made public without written permission.
8. Supervision: The conservation professional is responsible for work delegated to other professionals, students, interns, volunteers, subordinates, or agents and assignees. Work should not be delegated or subcontracted unless the conservation professional can supervise the work directly, can ensure proper supervision, or has sufficient knowledge of the practitioner to be confident of the quality of the work. When appropriate, the owner, custodian, or agent should be informed if such delegation is to occur.

9. Education: Within the limits of knowledge, ability, time, and facilities, the conservation professional is encouraged to become involved in the education of conservation personnel. The objectives and obligations of the parties shall be agreed upon mutually.
10. Consultation: Since no individual can be expert in every aspect of conservation, it may be appropriate to consult with colleagues or, in some instances, to refer the owner, custodian, or authorized agent to a professional who is more experienced or better equipped to accomplish the required work. If the owner requests a second opinion, this request must be respected.
11. Recommendations and References: The conservation professional should not provide recommendations without direct knowledge of a colleague's competence and experience. Any reference to the work of others must be based on facts and personal knowledge rather than on hearsay.
12. Adverse Commentary: A conservation professional may be required to testify in legal, regulatory, or administrative proceedings concerning allegations of unethical conduct. Testimony concerning such matters should be given at these proceedings or in connection with paragraph 13 of these Guidelines.
13. Misconduct: Allegations of unethical conduct should be reported in writing to the AIC president as described in the AIC Bylaws, section II, 12. As stated in the bylaws, all correspondence regarding alleged unethical conduct shall be held in the strictest confidence. Violations of the Code and Guidelines that constitute unethical conduct may result in disciplinary action.
14. Conflict of Interest: The conservation professional should avoid situations in which there is a potential for a conflict of interest that may affect the quality of work, lead to the dissemination of false information, or give the appearance of impropriety.
15. Related Professional Activities: The conservation professional should be especially mindful of the considerable potential for conflict of interest in activities such as authentication, appraisal, or art dealing.

#### Examination and Scientific Investigation

16. Justification: Careful examination of cultural property forms the basis for all future action by the conservation professional. Before undertaking any examination or tests that may cause change to cultural property, the conservation professional should establish the necessity for such procedures.
17. Sampling and Testing: Prior consent must be obtained from the owner, custodian, or agent before any material is removed from a cultural property. Only the minimum required

should be removed, and a record of removal must be made. When appropriate, the material removed should be retained.

18. Interpretation: Declarations of age, origin, or authenticity should be made only when based on sound evidence.
19. Scientific Investigation: The conservation professional should follow accepted scientific standards and research protocols.

### Preventive Conservation

20. Preventive Conservation: The conservation professional should recognize the critical importance of preventive conservation as the most effective means of promoting the long-term preservation of cultural property. The conservation professional should provide guidelines for continuing use and care, recommend appropriate environmental conditions for storage and exhibition, and encourage proper procedures for handling, packing, and transport.

### Treatment

21. Suitability: The conservation professional performs within a continuum of care and will rarely be the last entrusted with the conservation of a cultural property. The conservation professional should only recommend or undertake treatment that is judged suitable to the preservation of the aesthetic, conceptual, and physical characteristics of the cultural property. When nonintervention best serves to promote the preservation of the cultural property, it may be appropriate to recommend that no treatment be performed.
22. Materials and Methods: The conservation professional is responsible for choosing materials and methods appropriate to the objectives of each specific treatment and consistent with currently accepted practice. The advantages of the materials and methods chosen must be balanced against their potential adverse effects on future examination, scientific investigation, treatment, and function.
23. Compensation for Loss: Any intervention to compensate for loss should be documented in treatment records and reports and should be detectable by common examination methods. Such compensation should be reversible and should not falsely modify the known aesthetic, conceptual, and physical characteristics of the cultural property, especially by removing or obscuring original material.

### Documentation

25. Documentation: The conservation professional has an obligation to produce and maintain accurate, complete, and permanent records of examination, sampling, scientific investigation, and treatment. When appropriate, the records should be both written and pictorial. The kind and extent of documentation may vary according to the circumstances, the nature of the object, or whether an individual object or a collection is to be documented.



The purposes of such documentation are:

- to establish the condition of cultural property;
- to aid in the care of cultural property by providing information helpful to future treatment and by adding to the profession's body of knowledge;
- to aid the owner, custodian, or authorized agent and society as a whole in the appreciation and use of cultural property by increasing understanding of an object's aesthetic, conceptual, and physical characteristics; and
- to aid the conservation professional by providing a reference that can assist in the continued development of knowledge and by supplying records that can help avoid misunderstanding and unnecessary litigation.

26. Documentation of Examination: Before any intervention, the conservation professional should make a thorough examination of the cultural property and create appropriate records. These records and the reports derived from them must identify the cultural property and include the date of examination and the name of the examiner. They also should include, as appropriate, a description of structure, materials, condition, and pertinent history.

27. Treatment Plan: Following examination and before treatment, the conservation professional should prepare a plan describing the course of treatment. This plan should also include the justification for and the objectives of treatment, alternative approaches, if feasible, and the potential risks. When appropriate, this plan should be submitted as a proposal to the owner, custodian, or authorized agent.

28. Documentation of Treatment: During treatment, the conservation professional should maintain dated documentation that includes a record or description of techniques or procedures involved, materials used and their composition, the nature and extent of all alterations, and any additional information revealed or otherwise ascertained. A report prepared from these records should summarize this information and provide, as necessary, recommendations for subsequent care.

29. Preservation of Documentation: Documentation is an invaluable part of the history of cultural property and should be produced and maintained in as permanent a manner as practicable. Copies of reports of examination and treatment must be given to the owner, custodian, or authorized agent, who should be advised of the importance of maintaining these materials with the cultural property. Documentation is also an important part of the profession's body of knowledge. The conservation professional should strive to preserve these records and give other professionals appropriate access to them, when access does not contravene agreements regarding confidentiality.

#### Emergency Situations

30. Emergency Situations: Emergency situations can pose serious risks of damage to or loss of cultural property that may warrant immediate intervention on the part of the

conservation professional. In an emergency that threatens cultural property, the conservation professional should take all reasonable action to preserve the cultural property, recognizing that strict adherence to the Guidelines for Practice may not be possible.

### **Amendments**

Amendments: Proposed amendments to the Code of Ethics and Guidelines for Practice must be initiated by petition to the AIC Board of Directors from at least five members who are Fellows or Professional Associates of AIC. The board will direct the appropriate committee to prepare the amendments for vote in accordance with procedures described in Section VII of the Bylaws. Acceptance of amendments or changes must be affirmed by at least two-thirds of all AIC Fellows and Professional Associates voting.

### **Commentaries**

Commentaries are prepared or amended by specialty groups, task forces, and appropriate committees of AIC. A review process shall be undergone before final approval by the AIC Board of Directors.

## APPENDIX 2

### WUDPAC CURRICULUM GOALS

The Winterthur/University of Delaware Program in Art Conservation is a three-year curriculum designed to educate and prepare graduate students to address comprehensive needs in the preservation of cultural property. Upon satisfactory completion, the student is awarded a Master of Science in Art Conservation

This curriculum is designed to develop essential skills in critical thinking and communication, improve hand skills, introduce a spectrum of techniques and analyses in the assessment, preventive care and ethical treatment of cultural property, and develop an awareness of conservation literature, connoisseurship, and the history of technology of cultural property.

In science, the curriculum is also designed to produce scientifically literate graduates capable of understanding the fundamental chemical and physical properties of art and cultural materials, the technology of their manufacture, deterioration, and preservation, as well as graduates who will be able to draw from, and add to, the expanding scientific literature within their chosen profession.

A graduating student should be able to work capably as an entry-level conservation professional.

#### First Year: Introduction and breadth of exposure

The curriculum of the first year serves to introduce the student to an overview of the conservation field and its varied specialties: the history of art and artifact technology, the essential physical and chemical properties of materials and mechanisms of deterioration, professional ethics, and the preventive care and conservation treatment of cultural property.

The courses are presented in the form of conservation science courses and specialty studies, including preventive conservation, paper, library and archival materials, textiles, organic and inorganic objects, paintings, joined wooden objects, and photographs. Documentation and examination techniques are covered within each specialty area. A comprehensive examination at the end of the first year draws from materials presented during this time.

By the end of the first year the student will select a specialty for the second year of study.

After completion of the first year, a student should demonstrate the following:

- General knowledge of current theories, principles, and practices of broad conservation specialties. Subject areas include joined wooden objects, library and archival materials, organic and inorganic objects, paintings, paper, photographs, preventive conservation, and textiles

- Development of skills in critical analysis, professional judgment, problem solving, and the capability to assess materials, situations, and published information
- Basic understanding of the complex issues relating to preventive care, including appropriate environmental conditions for different materials, handling and maintenance procedures for storage, exhibition packing, transport, and use, integrated pest management (IPM), risk assessment, and emergency preparedness, response, and mitigation
- Familiarity with the fundamental physical and chemical properties of art and cultural materials and the causes and mechanisms of their deterioration
- A familiarity with and understanding of the need for and the meaning of the American Institute for Conservation (AIC) Code of Ethics and Guidelines for Practice and other ethical codes (Appendix 1)
- Ability to prepare written and photographic documentation of conservation work, including condition assessments and the framework for treatment proposals
- Knowledge and appreciation of the technological developments (materials, craft and techniques), aesthetic history of cultural property, and history of the profession of conservation
- Knowledge of issues and regulations relating to personal health and safety in the work place
- Familiarity with basic examination tools and documentation techniques such as ultraviolet and infrared examination, radiography, polarized light microscopy and cross-section microscopy

#### Summer Work Projects: Practical application

An eight-week summer work project at an institution, conservation laboratory, or historic or archaeological site occurs after the end of the first and the second academic years. These experiences provide practical application in collection survey, preventive care, and/or conservation treatment. Some work projects also include relevant additional coursework. Students report their experiences in a formal presentation to their supervisors, fellow students, and the public.

#### Second Year: Concentration and depth of exposure

In the second year, the student focuses on the specialty of choice with the objective of continuing the development of basic hand skills, a thorough ability to examine and document the condition of cultural property, problem solving and ethical decision making in treatments, and an understanding of the care and preservation within the specialty. Course emphasis can be tailored for students with strong interest in analytical work, collections care, or in various sub-specialties within their major specialty. At the end of this year, the student should be able to work efficiently under supervision.

During the second year, the student may also spend time studying a second specialty or minor concentration to increase his or her knowledge of and breadth of exposure to a wider range of materials and techniques. Science courses concentrate on instrumental analysis techniques and

the completion of a technical study, which is presented at the end of this year. Electives in the history of technology, art history, anthropology, archaeology, preventive conservation applications, cleaning techniques, and independent study topics are included in this year. At monthly public clinics held at Winterthur Museum, the students participate and practice object assessment and public outreach skills.

During this year, the student prepares a portfolio of work and interviews at several prospective internship sites for third-year placement. A qualifying examination for the second year is given in the specialization, minor specialty, preventive conservation, and science.

After completion of the second year, a student should demonstrate the following:

- Increased proficiency in implementing conservation activities including examination, documentation on both detailed and quick assessment levels, treatment, hand skills and preventive care practiced within the major specialty
- Ability to investigate the causes and changes in an object's condition and/or to evaluate techniques, methods, and materials to be utilized in conservation treatment.
- Knowledge of the history and current philosophies, principles, practices, methods and techniques of the relevant conservation specialty
- Basic familiarity with and understanding of instrumental and chemical analysis methods as they relate to the activities of conservation, including examination, documentation, treatment, and preventive care
- Relevant connoisseurship skills
- Ability to formulate, design, and conduct a scientific technical study of cultural materials, and present the information in a professional manner
- Skill in communicating and presenting information on preservation to colleagues, allied professionals, and the public
- Basic familiarity with fundraising and professional advocacy
- Efficient planning, implementation, and time management practices
- Ability to work neatly and efficiently in the lab, demonstrating proper safety and laboratory maintenance procedures

#### Seminar Topics: Professional awareness

Seminars featuring current students, faculty, and outside professional speakers provide broader insights into preservation issues and practices. These seminars are presented once a week during the course of the academic year in both the first and second Years. Second-year students present their summer work project experiences, observations, objectives, and results. Students rehearse their talks with a faculty member and are trained in public speaking skills. Second year students invite professionals in conservation and allied fields to speak.

#### Third Year: Practice and refinement

The entire third year (or internship) is spent under the supervision and mentoring of conservation professional(s) at one or more host institution(s) or private laboratories, where the student functions as a cooperative and productive staff member. The fundamental

objectives of this year are to broaden the student's exposure to specialty object problems and treatments, to refine hand skills, to build confidence in object assessment, decision-making, and analytical abilities, and to improve report-writing skills. Monthly and bi-monthly reports are submitted by the students to their faculty supervisors and members of their advisory committees, who regularly review the progress of the internship through these reports and personal contact. At the end of the Third Year, the students submit a portfolio and present formal 30-minute talks that summarize their work, which includes the second summer work project and the third -year internship. Oral examination by the faculty advisory committee is also required to satisfactorily complete degree requirements for a Master of Science in Art Conservation.

After completion of the Third Year, a student should demonstrate (note that these characteristics should be an integral part of all three years but are perhaps best acquired following completion of the second year):

- Professional behavior, institutional accountability, and professional responsibility
- Skill in performing complex treatments using a range of conservation procedures and techniques
- Ability to make independent judgments regarding the extent of conservation treatment to be performed on individual objects or entire collections
- Ability to develop alternate or innovative solutions to problems using traditional approaches and new technologies or techniques
- Ability to interpret and utilize current literature, scientific data, and research
- Ability to make decisions relating to the preservation of cultural property, and to establish priorities for such recommended action
- Ability to conduct collection assessments and conservation surveys, and in doing so identify the nature or properties of the materials, the causes and extent of deterioration, and practical/realistic options for their short and long-term preservation
- Awareness of personal strengths, limitations, and areas for improvement, including the ability to accept and provide constructive criticism
- Ability to function as an effective and productive member of an interdisciplinary project team
- Time management skills and the ability to identify and formulate priorities for action
- Awareness of appropriate behavior within an organizational structure

The development of these skills, knowledge, and abilities will continue through one's professional career. Ideally, initially this will take place under the supervision of an experienced conservation professional and/or through an advanced fellowship opportunity.

Approved by the WUDPAC Executive Committee and the Art Conservation Department  
January 2015

# APPENDIX 3

## THIRD-YEAR INTERNSHIP GUIDELINES AND EVALUATIONS

### Internship Guidelines for Interns and Supervisors

1. Choosing an Internship
  - a. A list of possible internship supervisors is made after a meeting of the student with his or her advisory committee (generally three are chosen). At the meeting the student states preferences for collection type, treatment philosophies, geographic location, etc.
  - b. The major advisor or the program director contacts the possible supervisors to see if they would be willing to interview the students in question.
  - c. The student is funded for travel to the sites for possible internships. (As funds are limited, the student is asked to seek housing from friends or other graduates).
  - d. After interviews, the student is asked to list his or her choices in order.
  - e. The internship supervisors are contacted by the major advisor or program director to learn which student they would select for internships.
  - f. Matches are made honoring the students' first choices as much as possible.
  - g. Letters are exchanged between the program director and the internship supervisor to confirm the agreement in writing.
  
2. The Internship Year
  - a. Internships should last for 11 months, beginning in about the second week of September. (It is hoped that the interns will attend the final oral presentations by the interns from the previous year before relocating).
  - b. A total of twenty days for research, professional meetings or lectures may be taken at the supervisor's discretion.
  - c. Vacation days taken during the internship should be those observed by the host institution.
  - d. The student is required to submit a monthly/bimonthly internship report to the department office with a copy to the internship supervisor. Details regarding content are listed in the Program Procedure and Policy Guide.
  - e. The student is required to prepare, at his or her expense, a detailed portfolio of all the internship work, and present this to the major advisor three weeks prior to the oral examination. This should give the student's advisory committee ample time to study the portfolio before the oral examination session, which is held on the day following the oral presentation. Details on the content are listed in the Program Procedure and Policy Guide.
  - f. The student is required to prepare, at his or her expense a twenty-five-minute final presentation about the internship year. This presentation should be prepared at the same level as a talk at a professional meeting.

3. Internship Stipend
  - a. Stipends are paid in equal installments over a twelve-month period from July 1<sup>st</sup> to June 30<sup>th</sup>. Interns will be under contract to the program.
  - b. A maximum total reimbursement of \$450 will be provided for student travel only to internship interviews. (Guidelines on expenses which may be reimbursed can be found in the Program Procedure and Policy Guide).
  
4. University Credits and Grading
  - a. The internship year is formally listed as ARTC 870, 2 nine-credit semesters (total – 18 credits).



ARTC 870  
Intern Evaluation  
Form A  
Fall/Spring Semester  
(Please return evaluation by Dec xxx/May yyy)

Name of intern \_\_\_\_\_

Supervisor(s) \_\_\_\_\_

Institution \_\_\_\_\_

Period covering \_\_\_\_\_ to \_\_\_\_\_

NOTE: We are grateful to each internship supervisor who accepts one of our WUDPAC Master's-level candidates for this final year of the program. We hope you will be willing to fill out this form in December and again in May of the internship year to aid in the awarding of a grade for nine credits for each of the internship semesters. We ask the WUDPAC faculty member who serves as the major advisor for the student to speak with you by telephone earlier in December and May to review any concerns or questions you may have about our goals or procedures.

A. Please describe briefly types and numbers of works of art or cultural property the intern has been assigned and has completed to date.

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Additional comments:

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PLEASE ASSIGN A RANKING OF FROM 1-5 FOR EACH ACTIVITY BASED ON COMPARISON WITH OTHER INTERNS YOU HAVE SUPERVISED

1=unacceptable; 2=below average; 3=average; 4=above average; 5=superior

Other activities:

1. Condition surveys, exhibition checks or environmental monitoring: RANKING:

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2. Art historical research, cultural context or connoisseurship discussions: RANKING:

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3. Pigment analysis, sampling, other methods of analysis: RANKING:

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4. Lectures given, tours conducted, communications skills, outreach etc.: RANKING:

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5. Special research projects, if any: RANKING:

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6. Preventive conservation, including packing, shipping, storage: RANKING:

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7. Economic considerations, supply ordering, pricing or estimation of time for treatments:

RANKING:

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Please comment briefly on the progress of the intern since her/his arrival or since previous evaluation.

Quality of conservation work:

RANKING:

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Quality of reports:

RANKING:

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Quality of photography:

RANKING:

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Cooperativeness in studio/laboratory:

RANKING:

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Rapport with staff, curators, public:

RANKING:

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Comment briefly on the success of the internship and on areas in which you see a need for the intern to improve.

Signature(s) of supervisor(s)

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Date

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Date

## APPENDIX 4

### SUMMER WORK PROJECT GUIDELINES

Summer work projects vary greatly; different collections, locations, and past and present degrees of care all contribute to the variety. Students have both greatly contributed and received satisfaction from projects in the following areas:

- Surveying a collection's environment, storage conditions, and/or providing treatment priorities
- Solving storage problems and preparing new housings for a collection
- Sharing and teaching staff members about conservation and how to continue care after the summer work project itself has terminated
- Giving public talks, workshops and/or working in a "conservation window"
- Treating artifacts, if students are supervised by, or working along with a conservator

The summer work projects should challenge students with real-world problem-solving challenges, critical thinking skills, and communication experiences, while applying and expanding their formal training. All of the above are influenced by the abilities of the individual student and the nature of the specific institution and will be judged on a case-by-case basis.

In general, for internship supervisors:

- Internships should have a clear position description within a professional organization, related to their field of study, educational goals and/or career aspirations
- Learning objectives related to the internship experience should be clearly articulated and related to their field of study, educational goals and/or career aspirations
- Supervision and feedback by a conservation professional or field supervisor with expertise, related to their field of study, educational goals and/or career aspirations is needed
- Permission to use documentation related to the fellow's work is needed for inclusion in their portfolios
- Projects should include reflection by fellows of their own work
- Evaluations by the field supervisor should be provided to both the fellow and the WUDPAC supervisor
- Phased or multiyear projects should be negotiated at the outset; however, fellows need a project or subsection of a project that can be completed in 8 weeks

The following activities are not appropriate for summer work project activities:

- Registration activities or carrying out a primarily curatorial inventory of museum collections
- Design and coproduction of museum exhibitions except for example small conservation training sessions for in-house staff, guides, and volunteers
- Designing facilities

- Treatment or documentation projects that involve environments with unprotected hazardous materials and/or potential safety concerns

It is hoped that summer work project sites would be able to provide a stipend, housing or at a minimum cover transportation costs for the fellows. Stipends have ranged from \$2000-\$6000 for the 8 weeks (or 6.25/hour - \$18.75/hour). When such funding is provided, it is a negotiation that occurs between the fellow, the host institution/organization, and the WUDPAC SWP supervisor, but payments are made directly to the fellow.

The Department does have some funding for some second-year fellows for travel, which is generously sponsored by the Samuel H. Kress Foundation. The fellow must submit a formal proposal to the faculty grants committee for funding opportunities. For furniture fellows, funds are available through the Brock Jobe Scholarship Fund. The [Delaware Public Humanities Institute \(DELPHI\)](#) is a two-week session at the beginning of June, in which Summer Fellows strengthen their digital and public presentation skills. A stipend is associated with this and can be combined with a non- or underfunded internship.

# APPENDIX 5

## INTERNSHIP PORTFOLIO EVALUATION FORM

### PART ONE – PORTFOLIO CONTENTS

1. PHOTOGRAPHIC DOCUMENTATION
  - a. Was photographic documentation-satisfactory? \_\_\_\_\_
  - b. Was intern limited by laboratory facilities or policies?
  - c. Are photographs credited?
  
2. WRITTEN DOCUMENTATION of treatment and preventive procedures
  - a. Was written documentation satisfactory?
  - b. Were reports clear, well organized, free of grammatical mistakes and typographic errors? \_\_\_\_\_
  - c. Were collaborative projects credited appropriately?
  
3. Were available SCIENTIFIC AIDS utilized?
  - a. Did intern do independent science work?
  - b. Did student credit scientific work?
  
4. Were available ART-HISTORICAL RESOURCES, curator, etc., consulted?
  - a. Did intern do independent art-historical backup work for treatments?
  
5. Were RESEARCH DAYS (if used) accounted for and used effectively?
  
6. Did the intern provide an ADMINISTRATIVE OUTLINE of the internship situation indicating clear knowledge of the chain of command and related departments, from intern to Board of Trustees?
  
7. Did the intern take maximum advantage of the RESOURCES of the MUSEUM and other nearby institutions?
  
8. Evidence of independent thinking and RATIONALE for TREATMENT METHODS? (If not found in the institution's normal report forms, was this added to monthly reports?)

## PART TWO – OVERALL GRADE

Assign an overall numerical grade to the portfolio utilizing the following scale:

Numerical Grade	Overall Performance Rating
93-100	Outstanding (PASS)
81-92	Acceptable (PASS)
80 or below	Unsatisfactory (CONDITIONAL PASS, or FAIL)

OVERALL PORTFOLIO GRADE \_\_\_\_\_

GRADE FOR INTERNSHIP TALK \_\_\_\_\_

## PART THREE – REMARKS



# APPENDIX 6

## UNIVERSITY GRADING AND ACADEMIC STANDARDS

### University of Delaware Academic Policies

#### Graduate Program Responsibilities

Each graduate program that offers graduate degrees or certificates lists the requirements of those degrees or certificates in the Graduate Catalog and in their Graduate Program Policy Statements which are available on the departmental websites. Each graduate program has a faculty member who serves as the Graduate Program director for overseeing academic matters in the graduate program.

The Faculty Senate Committee on Graduate Studies reviews and considers matters relating to graduate education and shall receive and approve proposals for changes in existing graduate programs as well as new graduate programs. The Committee has the power to act on modifications of approved graduate programs and shall make recommendation to the Faculty Senate on courses of study leading to graduate degrees and on matters of policy concerning graduate study. The Committee has the authority and responsibility for general policies concerning the judicial system for graduate students. The Faculty Senate Committee on Graduate Studies shall periodically receive from the Vice Provost for Academic Programs a review of the status of each department's program of graduate studies and appropriate recommendations for any action that may be deemed necessary.

#### Graduate Student Responsibilities

It is the student's responsibilities to satisfy all university requirements described in the Academic Regulations for Graduate Students section in the Graduate Catalog as well as any additional requirements established by the faculty in the academic program in which the student is enrolled.

All students enrolled at the University of Delaware are subject to student life policies set by the University and documented in the University publication, Student Guide to University Policies.

#### Exceptions to Policies

Exceptions to policies may be requested of the Office of Graduate and Professional Education. A request for an exception should cite the policy, justify the request, and provide appropriate departmental support for the request from the graduate student's advisor, the graduate program director and department chair.

## Academic Progress

### Academic Good Standing

To be considered in good academic standing, a student must maintain a minimum cumulative graduate grade point average (GPA) of 3.00 on a 4.00 scale each semester. To be eligible for an advanced degree, a student's cumulative grade point average shall be at least a 3.00 and the student's grades in courses counted toward the degree requirements of the program shall equal at least a 3.00. A grade below a C- will not be counted toward the course requirements for a degree but is calculated in the student's cumulative grade point average.

In addition to the University's definition of good standing, some programs may also require minimum grades in specific courses in the program. These courses are identified in each program's policy and procedures manual and these unit-specific requirements have been approved by the Faculty Senate.

Performance in graduate lecture courses and seminars is evaluated according to the University's Grading Policy. When the work required in research (868/968), dissertation (969), master's thesis (869), or special problem (866) extends beyond the regular semester period, temporary grades of "S" and "U" should be recorded. Final letter grades are to be recorded only at the completion of the project.

### Academic Probation

The Office of Graduate Studies monitors the academic progress of all graduate students and notifies students in writing of all academic deficiencies. The cumulative GPA after each 9-hour increment determines academic standing. In addition to the University policy regarding minimum grade point averages, some departments require graduate students to maintain certain performance minima in their programs of study in all or in particular courses. Failure to meet the stated minima may lead to academic dismissal from the program.

If a student is on	And earns a cumulative GPA of	The status will become
Any status (clear)	3.0 or above	Clear
Clear	2.99 – 2.5	Warning
Clear	2.49 – 2.0	Probation
Probation	Below 3.0	Dismissal
Warning	Below 3.0	Probation
Any status	Below 2.0	Dismissal

In addition to the University policy regarding minimum grade point averages, some departments require graduate students to maintain certain performance minima in their programs of study in all or in particular courses. Failure to meet the stated minima may lead to academic dismissal from the program.

## GPA Requirements

Students must have a minimum overall cumulative grade point average of 3.0 to be eligible for the degree. In addition, the grades in courses specifically required for the degree program must average at least 3.0. All graduate-numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is below "C-" do not count toward the degree even though the grade is applied to the index.

## Satisfactory Progress toward a Graduate Degree

If a graduate student fails to make satisfactory progress toward all degree requirements, permission may be denied continuing in the degree program. At the close of each semester, winter session or summer session, in those circumstances deemed appropriate by the department or program faculty exercising its professional judgment, the faculty of each department or program may evaluate the progress of a graduate student toward meeting the academic standards of the program in which the student is enrolled. In addition to graded coursework, academic standards include, but are not limited to, professional, ethical, clinical and other standards required of graduate students. In the case of dismissal, the program director is required to send a report to the Office of Graduate and Professional Education that states the faculty vote on the decision causing dismissal and the justification for this action. The Office of Graduate and Professional Education will notify a student in writing when the student is being dismissed for failure to make satisfactory progress in the program and the procedures for the student to appeal the action.

## Degree Time Limits

Time limits for the completion of degree requirements begin with the date of matriculation and are specifically expressed in the student's letter of admission. The University time limit is ten consecutive semesters to complete the degree requirements for students entering a master's degree program. Students completing the requirements for the master's degree who are subsequently granted permission to continue toward the doctoral degree are given an additional ten consecutive semesters. Students entering a doctoral program with a master's degree are given ten consecutive semesters to complete the requirements. Students entering a doctoral program without a master's degree are given fourteen consecutive semesters to complete the requirements. Students who change their degree plan and have transferred from one-degree program to another degree program are given ten consecutive semesters from the beginning of the first year in the latest program.

## Degree Time Limit Extension

Requests for time extensions must be made in writing and approved by the student's advisory committee and the chair of the department's graduate committee. The department will forward the request to the Office of Graduate and Professional Education. The Office will determine the student's eligibility for a time extension and will notify the student in writing of its decision to grant an extension of time.

## Dismissal Policies

The Office of Graduate and Professional Education notifies students when they are dismissed from graduate programs without completing a degree. Dismissals usually take place at the end of a term. Students may be dismissed for the following reasons:

- Upon the expiration of the five-year time limit for master's degree programs or for those students in a doctoral program who were admitted with a master's degree. Upon the expiration of the seven-year time limit for doctoral students who were admitted without a master's degree
  - Upon the failure to meet the grade point average requirements as stated in the policy on Academic Deficiency and Probation
  - Upon written notice to the Office of Graduate and Professional Education of voluntary withdrawal from the program
  - Upon failure to pass the preliminary, language, or comprehensive/candidacy examination(s), a thesis/dissertation/executive position paper proposal defense, or a thesis/dissertation/executive position paper defense
  - Upon the failure to achieve a cumulative grade point average of 3.0 upon the completion of the stated number of required credits for a degree
  - Upon the failure to meet the stated minima in specific course requirements as identified by individual programs when a department has a policy that such failure leads to dismissal from the program
  - Upon failure to satisfactorily conduct research required for the degree
  - Upon the determination by the faculty of the student's department that the student has failed to meet or has failed to make satisfactory progress towards meeting academic standards required of the student's program other than the failure to achieve a cumulative grade point average of 3.0 upon the completion of the stated number of required credits for a degree
  - Upon failure of a graduate, research or teaching assistant to perform assigned duties adequately. A student's stipend may not be terminated without the Dean's approval and the approval of the Assistant Provost for Graduate and Professional Education.
- The

Office of Graduate and Professional Education must be informed of a student's stipend termination prior to the initiation of an HR Employee Termination Form

At the close of each semester, winter session or summer session, in those circumstances deemed appropriate by the department or program faculty exercising its professional judgment, the faculty of each department or program may evaluate the progress of a graduate student toward meeting the academic standards of the program in which the student is enrolled. In addition to graded coursework, academic standards include, but are not limited to, professional, ethical, clinical and other standards required of graduate students.

Students are entitled to know the procedures and standards by which their academic performance is assessed. Each program has a statement of policies and procedures by which

student academic progress is monitored and by which comprehensive, qualifying, and final examinations/defenses are conducted and graded. If, in the professional judgment of a department or program faculty, a student has failed to make satisfactory progress toward meeting the academic standards of the program in which that student is enrolled, the faculty may vote to dismiss that student from the program.

In the case of dismissal, the program director is required to send a report to the Office of Graduate and Professional Education that states the faculty vote on the decision causing dismissal and the justification for this action. The Office of Graduate and Professional Education will notify a student in writing when the student is being dismissed for failure to make satisfactory progress in the program.

In the case of academic dismissal, the student may appeal the termination by writing to the Office of Graduate and Professional Education. This appeal must be made within ten class days from the date on which the student has been notified of academic dismissal. The Vice Provost will review the appeal and may either uphold the dismissal, grant reinstatement or refer the case to the Graduate Hearing Board for resolution. If the Vice Provost grants reinstatement, the student must meet the conditions of the reinstatement. Failure to meet these conditions will result in dismissal from the program. A graduate student may be reinstated only once to a given major. The student's academic transcript will reflect the reinstatement with the appropriate academic probation status.

# APPENDIX 7

## WINTERTHUR CONSERVATION DEPARTMENT ACCESS POLICY

### General

All conservation department work areas are to be secured when not staffed

Staff and faculty are to have regular access “24/7” to:

- Their assigned work spaces
- Conservation Office (object files and copier)
  - A key can be obtained from Dispatch when the office is locked
- Chemical Storage
- Imaging spaces R408 and R407

WUDPAC students are to have regular access “24/7” to:

- Student Lab, R307
- Digital Imaging Room R408
- Photo Studio R407
- Paintings Conservation Studio II R406
- Their primary assigned laboratory (second year students)<sup>1</sup>
- Conservation Office R412 (object files and copier)
- Chemical Storage R314

A box with keys for the above spaces approved for student access (except the primary assigned laboratory for second year students) will be maintained in the conservation office for use by WUDPAC students. A student in need of access to one of the above approved spaces may borrow the key from this box and then return it to the conservation office. These spaces can also be accessed through Dispatch.

Restricted spaces requiring permission of the laboratory head for access include:

- SRAL R302
- Woodworking shop and storage RLF01, RLF02, RLF12
- Frame Storage R310
- Maps and Prints Study Storage, second floor – permission of the director of collections or conservator of maps and prints required for access

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<sup>1</sup>Student list and second year student laboratory assignments to be generated by the conservation office

# APPENDIX 8

## Winterthur Procedures for Escorting Visitors Museum Rooms, Conservation Labs, Study/Storage Areas

### WINTERTHUR



AN AMERICAN COUNTRY ESTATE  
Public Programs Division (updated 7/25/13)

Maintaining collection and visitor security and safety must be a paramount concern when escorting people in collections areas for personal or for business reasons. Guides, docents, or any staff member should:

- Follow procedures and use good judgment
- Instruct visitors in rules and procedures at beginning and enforce them as necessary during visit or tour
- Respond quickly and appropriately to emergencies
- Maintain constant surveillance of visitors and objects
- Maintain control of the group
- Be hospitable and courteous
- Share museum spaces with museum staff from all divisions
- Remember that, for the best experience as a tour visitor, tour guiding is done by guides, docents, or students who have completed guide training. While other staff members escort visitors for many purposes, including safety, marketing and promotion, development, and hosting family, tour interpretation is best done by a trained interpreter
- Staff members who have an “E” on their ID badge have escort privileges, which are given at the time the badge is issued by the director of the Collections Division

#### Basic Rules for All Rooms and All Tours:

1. Help your visitors by sharing the following rules prior to entering any space with collection objects, including Museum Rooms, Conservation Labs, storage and study areas, etc.
2. Visitors must stay with the staff member.
3. Visitors may not touch objects while in the museum rooms.

4. There may be no open beverage or baby bottles, food or chewing gum on tour.
5. Cell phones should be silenced; however, they may be used for photography. iPads are also permitted on the General Admission/Introductory Tour.
6. The visitors and staff member must take care not to step on antique rugs or lean on the woodwork. Walk on the floor or on modern carpet runners

#### For All Rooms and All Tours:

1. Check in with the Tour Manager, at the desk or by calling x4631 in advance. It is always helpful to avoid busy times, as suggested by the Tour Manager. On all stanchioned tour routes, please give precedence to guided tours and follow the tour route and traffic flow.
2. If a student is bringing a guest through the collection, they should do so before tours begin and after the last tour in the afternoon. They should notify the Tour Manager in advance.
3. Professional or promotional photography requests are directed to the Marketing Communications Department (x4694). The Tour Manager must be informed.
4. Some visitors may wish to take notes. Golf pencils are available at the Tour Manager's desk. Pencils without erasers are preferred; erasers cannot be used in the collection. Sketching and measuring are not permitted. Anyone who wishes to make detailed sketches, for amateur hobbyist or professional reasons, should make prior arrangements with Licensed Products staff (x4861) or with the curatorial intern; (x4775).
5. Missing or damaged objects: If the staff member sees a white sticker or any other indication that an object is missing or damaged, s/he should report this to the Tour Manager immediately. (Any white sticker should normally be covered by the object itself or by the small brown labels, indicating an authorized object move.) A damaged object should be left where it is, unless it is in imminent danger. Do not pick it up. Do not clean up around it. For more detailed instructions, see the Damaged and Missing Object Procedures Flow Chart from the Registration Office.
6. Location of emergency exits, emergency phones, and instruction are listed in the front of each Black Object Notebook in each room. Further emergency instructions are given during interpreter training.
7. Sign out a remote control for the lighting system at the Tour Manager desk. Always return the lighting to the "naturalistic" level by pushing the top button on the remote. Help to keep light levels safe for our collection.



Stanchioned Room – The General Admission/Introductory tour and the Yuletide tour accept groups of up to 11 visitors. With ropes and stanchions protecting the collection and defining the visitor space, interpreters must abide by and share with visitors the following rules:

1. The staff member must either literally guide “from behind” the group or take a position from which s/he can always see the last person in the group.
2. Cell phones should not be used for conversations. They may be silenced and used for photography. Be cautious that the user is not activating the video capability on the cell phone as videos are not permitted.
3. Visitors and staff members, including those with handling privileges, may not touch collection objects while on tour.
4. Visitors may not go behind ropes/stanchions. If a stool is required for the visitor to sit, only the staff member may move it from behind the ropes to provide it for the visitor.
5. Still, flash photography using integrated flash units is permitted for personal use; however, no separate/detachable flash units, tripods, monopods, or other large photographic accessories are permitted. iPads may be used. Video photography is not permitted.
6. Parcels, handbags & cameras are permitted; however, larger items, including backpacks, coats & heavy jackets are discouraged. Any backpacks brought on tour should be carried to the front or on the side rather than on the back as they might inadvertently bump into a collection object. Any object that could become a projectile for children under 8 years old is prohibited, but may be tied to a stationary object, such as a stroller.
7. When guiding in stanchioned rooms, a 2-button lighting remote control is used. Always return the lighting to the “naturalistic” level by pushing the top button on the remote.

Rooms without stanchions – Tours may have up to 5 visitors with a guide. Most of the rooms have no obvious barriers to the collection objects. If there are more than 5 visitors an escort must accompany the tour. Staff and visitors abide by the following rules:

1. Visitors must stay with the staff member, who should have each visitor in sight while in collection spaces.
2. There are no handbags, backpacks, parcels, fanny packs, cameras/camera bags, or any objects swinging from shoulders, hands or waist permitted on tour. Coats, heavy jackets and hats should be left in the Coat Room. If a visitor insists on wearing a jacket, etc., then desires to remove it while on tour, the staff member is to hold the object to avoid having it swing into a collection object.

3. Visitors and staff members, including those with handling privileges, may not touch collection objects while on tour unless the guide is giving a special tour and is demonstrating with pre-approved study collection objects.
4. Access to non-stanchioned spaces is not available to children under the age of 8 years old. Strollers are not permitted in these areas.
5. When guiding in rooms without stanchions, 2-button lighting remotes are used for all small group tours. The 3-button remote may be used Private and Custom tours; however, "study" level should be used only when necessary. Always return the light to the "naturalistic" level by pushing the top button on the remote.
6. No photography is permitted on non-stanchioned tours, except with prior permission of the Director of Museum Affairs or the Director of the Collections Division. In these special cases, special instructions are given to the Tour Manager, who gives instructions to the interpreters.
7. Occasionally, tour management staff or interpreters are asked to escort visitors to the General Admission/Introductory tour through the 4<sup>th</sup> and 6<sup>th</sup> floor. This is generally for those guests who do not care to take the elevator. In these cases, procedures for stanchioned tours are used.

APPENDIX 9  
CODE OF ETHICS OF THE  
HENRY FRANCIS DU POINT WINTERTHUR MUSEUM, INC.  
**WINTERTHUR**



VISION AND MISSION

The following comments of Henry Francis du Pont are the basis of the institution's vision and mission: "I sincerely hope that the Museum will be a continuing source of inspiration and education for all time, and that the gardens and grounds will of themselves be a country place museum where visitors may enjoy as I have, not only the flowers, trees and shrubs, but also the sunlit meadows, shady wood paths, and the peace and great calm of a country place which has been loved and taken care of for three generations."

Vision

Winterthur is a unique national treasure. Henry Francis du Pont's elegant country house, set in the heart of the beautiful Brandywine Valley, offers its visitors beauty, history, art, and learning. The Winterthur collection of decorative and fine art made in or imported into America is the finest in the world. The Winterthur naturalistic garden, which surrounds the house, is without peer. It flows imperceptibly into a pastoral landscape of quiet beauty. The estate buildings reflect Winterthur's history as a notable American country place. The Winterthur library serves an international audience as an important academic center for the study of American art and culture. In cooperation with the University of Delaware, two on-site graduate programs known as the Winterthur Program in American Material Culture and the Winterthur/University of Delaware Program in Art Conservation have educated more than 650 curators, conservators, professors, and directors, many of whom have gone on to lead other important American cultural institutions. The educational programs of Winterthur are for children and adults and include interpreting its objects, tours, classes, workshops, exhibitions, and understanding of life at Winterthur as it was during Mr. du Pont's lifetime. In all of these respects, Winterthur is committed to capitalizing on its excellent collections, resources, and programs to enhance outreach, bridge cultures, and bring the past to life for all audiences.

Mission

Winterthur's mission is to preserve and enhance the legacy of its founder, Henry Francis du Pont, for the benefit and enjoyment of the public, including: the care, development, and study of its preeminent collection of decorative and fine arts made or used in America; the enhancement and interpretation of one of America's finest naturalistic gardens; the operation of graduate programs in American material culture and art conservation at the highest academic level; the operation and development of a library to support these important cultural goals, and the preservation of the historically important buildings and grounds.

Approved by the Board of Trustees on September 26, 2011

# WINTERTHUR



## CODE OF ETHICS

OF

THE HENRY FRANCIS DU PONT WINTERTHUR MUSEUM, INC.

AS AMENDED TO SEPTEMBER 26, 2011

### INTRODUCTION

The Trustees of The Henry Francis du Pont Winterthur Museum, Inc. ("Winterthur") hereby adopt an amended Code of Ethics for Winterthur at a Winterthur Board of Trustees meeting on September 26, 2011.

### Mission<sup>2</sup>

Winterthur's mission is to preserve and enhance the legacy of its founder, Henry Francis du Pont, for the benefit and enjoyment of the public, including: the care, development, and study of its preeminent collection of decorative and fine arts made or used in America; the enhancement and interpretation of one of America's finest naturalistic gardens; the operation of graduate programs in American material culture and art conservation at the highest academic level; the operation and development of a library to support these important cultural goals, and the preservation of the historically important buildings and grounds.

### A. POLICY

#### 1. Conflicts of Interest

A conflict of interest occurs when Winterthur is contemplating entering into a transaction or arrangement, e.g. acquiring property for its collection or purchasing goods or services, that might directly or indirectly benefit the non-Winterthur interest of a Board member, employee, or immediate family member who is involved in the decision-making process.

Should a real or perceived conflict of interest exist, the conflicted Board member or employee is required to make such conflict of interest known to the Director and to refrain from involvement in decisions on the matter.

If a Board member or employee wishes clarification on whether a conflict of interest actually exists, they should state the germane issues and ask the Director or the Board to advise on whether (a) there is a real or perceived conflict of interest and the employee

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<sup>2</sup>The following mission statement was approved by the Board of Trustees on September 26, 2011

or Trustee should refrain from discussion and voting; or (b) there is not a conflict of interest, and the employee or Trustee should participate in discussion and voting. Minutes should reflect same.

## 2. Trustee Action Involving a Conflict of Interest

Whenever an issue arises for action by the Winterthur Board of Trustees involving a potential conflict between the interests of Winterthur and any outside or personal interest of a Trustee or of a member of the Trustee's family, that interest should be disclosed and made a matter of record. In those cases, the Trustees affected should disclose the interest, absent themselves from the discussion, and abstain from voting. There may be occasions where the conflict is so grave that it cannot be resolved, in which case resignation may be appropriate.

## 3. Other Codes of Ethics

Winterthur employees<sup>3</sup> shall be aware of and abide by the codes of ethics applicable to their specific professions to the extent those codes are not inconsistent with this Code. Winterthur subscribes to the American Association of Museums ("AAM") Code of Ethics for Museums adopted by the AAM Board of Directors on November 12, 1993, and Professional Practices in Art Museums adopted by the Association of Art Museum Directors in 2001, subject to the specific provision of this Winterthur Code.

## 4. Volunteers

Volunteers<sup>4</sup> have a responsibility to Winterthur, especially those with access to Winterthur's collections, programs, and privileged information. Access to Winterthur's confidential activities and information is a privilege, and the lack of material compensation for effort expended on behalf of Winterthur in no way modifies the requirement that the volunteer adhere to the ethical standards that apply to paid staff. Volunteers must work toward the betterment of the institution and not for personal gain, other than benefit realized from the natural gratification and enrichment inherent in Winterthur participation. Although Winterthur provides special privileges and benefits to its volunteers, volunteers should not accept gifts, favors, discounts, loans, or other dispensations or things of value that accrue to them from other parties in connection with carrying out duties for Winterthur. Conflict-of-interest restrictions and gift policies applicable to paid staff of Winterthur must be observed by volunteers. Volunteers must respect the confidentiality of any privileged or confidential information to which their volunteer activities give them access.

## 5. Personnel Practices and Equal Opportunity

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<sup>3</sup> "Employees" refers to all personnel receiving salary or wages from Winterthur, including students and interns.

<sup>4</sup> "Volunteers" refers to all persons working without remuneration on Winterthur projects, including Trustees, non-Trustee members of Board committees, students, and interns not paid by Winterthur.

Winterthur recognizes that a diverse and qualified community, including staff, management, Trustees, and volunteers, is critical to its success, both within its own social fabric and that of the broader community. It encourages employment opportunities and accessibility at Winterthur for all people. In all matters relating to staffing practices, the standards should be qualifications for the relevant profession. In these matters, as well as Trustee selection, management practices, volunteer opportunity, collection usage, and relationship with the public at large, decision will not be made on the basis of discriminatory factors such as race, color, religion, sex, national origin, age, marital or veteran status, disability, or other categories protected by law.

#### 6. Fund-Raising Practices

Fundraising is a vital component of the financial health of Winterthur. Staff and volunteers involved in raising money or soliciting other contributions or gifts-in-kind on behalf of Winterthur must do so with complete integrity regarding the need for such contributions. Donations must be used only for the donor's intended purposes. Gifts should be solicited without the promise of opportunities or advantages not offered to all donors who contribute for similar purposes at similar levels. Staff and volunteers should hold confidential and leave intact all lists, records, and documents acquired in connection with their fundraising efforts on behalf of Winterthur.

#### 7. Winterthur Ethical Obligations

The ethical principles outlined in this Code address issues that pertain to individuals in a variety of relationships to Winterthur. Winterthur itself has an ethical obligation to be a good citizen in the community. Further, Winterthur and its employees and volunteers have the ethical responsibility to be aware of the personal and environmental risks caused by the management of its land and the use and disposal of certain products used in connection with Winterthur. Every effort should be made to manage the land and facilities in ways that are not harmful to the environment.

#### 8. Staff Assistance to Trustees

When Winterthur Trustees seek employee assistance for personal needs, they should expect that such help will be rendered only to the extent that is also given to members of the general public in similar circumstances or as provided in their membership benefits.

#### 9. Employee Service on Other Boards

Occasionally Winterthur employees may be asked to serve on other governing boards or on governmental commissions, agencies, etc. To eliminate conflicts of interest or the appearance of potential for conflicts, such service shall not be accepted unless authorized in writing by the Director or their designee. Employees will be permitted to serve on such boards, commissions, agencies, etc., so long as the activity neither

impairs the employee's ability to act with total objectivity regarding Winterthur's interest nor interferes with job performance.

## 10. Contracts and Transactions

- a. No contract or transaction between Winterthur and one or more of its volunteers or employees shall be void or voidable solely for conflict of interest if:
  - i. The material facts as to that person's relationship or interest and as to the contract or transaction are disclosed or are known to the Board of Trustees or the Board Committee, and the Board, or Board committee in good faith authorizes the contract or transaction by the affirmative votes of a majority of the disinterested Trustees, even though the disinterested Trustees be less than a quorum; or
  - ii. The contract or transaction is fair as to Winterthur as of the time it is authorized, approved, or ratified, by the Board of Trustees, or a Board committee.<sup>5</sup>

## B. COLLECTIONS

### 1. Categories of Collections

Winterthur's collections may be considered as three separate groups:

- a. One category comprises the museum collections consisting of the permanent and study collection of decorative and fine arts made or used in America from 1640 to the present and of similar works primarily from Britain, Europe, or the Orient that influenced American design, and the library collections of rare books, manuscripts, and archival material. These collections consist of items that may be unique and difficult, if not impossible, to replace with exact duplicates. This group is the primary focus of the Code of Ethics.
- b. A second category comprises the collection of garden ornaments and furniture, the demonstration collection of objects that it administered by the Public Programs Division, and the library's collection of modern printed books, periodicals, and visual resources. Most of these items have been produced in multiple copies and can be replaced. This group is generally viewed as Winterthur property or assets in terms of the application of the Code of Ethics.
- c. A third category comprises the garden collection of living plant material. These items are generally viewed as replaceable.

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<sup>5</sup>This section is derived from Delaware Corporation Law.

## 2. Stewardship

Winterthur's stewardship of its collections merits the highest level of public trust and includes the presumption of rightful ownership, permanence, care, documentation, accountability, prudent management, and reasonable accessibility.

## 3. Acquisitions

Acquisitions shall be made strictly in accordance with the criteria for the appropriate collection and not to accommodate the personal gain or benefit accruing to the donor. Acquisitions shall not involve illicit trade in art objects, violate endangered species laws, or include human remains or objects of Native American cultural patrimony regarded as sacred. Acquisitions must come with clear title, and any conditions agreed to at the time of acceptance should be respected and maintained.

## 4. Reproduction of Collection Objects

In arranging for the manufacture and sale of replicas, reproductions, or other items adapted from collection objects, all aspects of the process must be carried out in such a manner that will neither discredit Winterthur nor trivialize nor damage the original object.<sup>6</sup> Great care must be taken to identify reproductions for what they are in a permanent manner and to ensure the accuracy and high quality of their manufacture.

## 5. Truth in Presentation

Winterthur shall present the best current information about the objects it exhibits and publishes. Intellectual honesty and objectivity in presentation and reproduction of objects is expected.

## 6. Deaccessioning

Deaccessioning shall be carried out only in accordance with the Collections Management Policy.

- a. Winterthur employees and Trustees and their families may not purchase a deaccessioned object at the time of its sale, or, in order to avoid actual or perceived conflict of interest, from the firm or individual who acquired it.<sup>7</sup> Organizations with which Trustees or employees are associated may purchase such objects only if the Trustee or employee involved has not participated in any way in the deaccession decision.

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<sup>6</sup>The word "object" as used in this Code refers to an item in the collections, whether museum, library, or garden.

<sup>7</sup>More detail on the Winterthur policy relating to this and other areas will be found in The Winterthur Museum Collections Policy Manual.



## C. PROFESSIONAL CONDUCT

### 1. Responsibilities

Employment within Winterthur is a public trust and involves considerable responsibility. In all activities, employees and volunteers are required to act with integrity and in accordance with rigorous ethical principles as well as the highest standards of objectivity. The activities of employees and volunteers must not detract from the dignity or credibility of their professions, nor shall they cause Winterthur's name, reputation, property, or services to be diminished.

### 2. Confidentiality

Winterthur employees and volunteers shall not take advantage of privileged information. Employees have the obligation to protect sensitive or confidential information regarding donors, Winterthur security, private collections and negotiations, privileged personnel information, and all personal confidences shared in the course of Winterthur duties.

### 3. Interpersonal Relationships

Winterthur employees and volunteers shall treat all interpersonal relationships with honesty and respect and recognize the specialized knowledge of others. Sexual harassment, racial or ethnic slurs, and other degrading conduct or comments are not tolerated at Winterthur.

### 4. Conflicts of Interests

- a. A conflict of interest exists where an employee or volunteer is competing with Winterthur in any activity.
- b. Employees shall refrain from private or public activity that might be in conflict with, or appear to be in conflict with, the interests of Winterthur. An employee shall not knowingly misrepresent the mission, objectives, policies, or programs of Winterthur. At all times, employees shall avoid situations in which there is a potential for a conflict of interest that may affect the quality of work, lead to the dissemination of false information, or give the appearance of impropriety. Winterthur employees and volunteers shall be especially mindful of the considerable potential for conflict of interest in activities such as personal collecting, dealing, appraisals, acceptance of gifts, and outside employment.
- c. Employees and volunteers of Winterthur shall be deemed fiduciaries in their relationship with Winterthur and, as such, shall not use their position to derive any profit or gain, directly or indirectly, by reason of employment by Winterthur, and shall not become involved in any business interest or transaction for services or goods with Winterthur without disclosing such business interest, and shall refrain from participation in decisions which may reflect a conflict of interest. All employees and volunteers have the obligation to disclose any conflict of interest

that such persons may have during a tenure of employment so that the business interest of Winterthur will be protected.

## 5. Personal Collecting

- a. Personal collecting can have positive benefits for employees, volunteers, and Winterthur and, as a matter of policy, Winterthur encourages personal collecting by its employees. Employees and volunteers may not, however, use their Winterthur affiliation to promote personal collection activities. The following procedures have been established to regulate such collecting so that employees, volunteers, and Winterthur are protected from conflicting interests. No policy can be sufficiently comprehensive that it covers all activities and circumstances. For any actual or potential conflict-of-interest situation not specifically covered by this policy statement, employees and volunteers must make prompt and full disclosure to the Director. When in doubt, disclose.
- b. Employees and volunteers shall not knowingly compete with Winterthur in the acquisition of specific objects. Winterthur's collection interests are detailed in its Accession Policy. If uncertainty exists regarding possible interests of Winterthur in a particular object, the employee or volunteer must make every effort to alert Winterthur in order to resolve the uncertainty before the purchase is complete.
- c. Within thirty (30) days of an employee's purchase of any object or objects of the type collected by Winterthur, the employee shall inform the Director of any purchase.
- d. Winterthur retains the right to acquire such objects within thirty days of disclosure at the price paid, or proposed price if the purchase has not been completed and will reimburse personal out-of-pocket expenses. Winterthur's option to acquire objects disclosed by employees shall not extend to objects that were collected prior to employment at Winterthur or the date of adoption of the collecting policy (May 12, 1987), whichever is later. Objects that are family-related bequests or bona fide personal gifts to staff from family members are exempt from both Winterthur's option to acquire and from disclosure requirements. Disclosure of non-family related bequests or gifts must be made to the Director in writing.
- e. Once it has refused to acquire objects so disclosed, Winterthur may not exercise an option to acquire the same objects. Notification of refusal to purchase shall be in writing from the Director of Winterthur.
- f. Objects deaccessioned from Winterthur collections may not be purchased by employees or Trustees, nor may objects be traded from employee's personal collections for objects from Winterthur collections, unless that trade upgrades the Winterthur collection and is approved by the appropriate Board committee.

- g. To avoid actual or apparent conflicts of interest, employees and volunteers shall consider whether or not their association with Winterthur can affect decisions relating to exhibition proposals whenever such exhibitions might result in enhancement in value of their personal collections. Loans from personal collections to Winterthur and photographs of objects from personal collections provided for Winterthur-sponsored exhibitions or publications may be supplied for such purposes and shall be credited to an anonymous source, unless expressly approved by the Collections Committee.

## 6. Dealing

- a. Winterthur employees may not participate in any dealing of objects or plants collected by Winterthur. Dealing is defined as the regular buying and selling of collection-related material for personal profit. Upgrading a personal collection by occasional trades or purchases is not considered dealing. Dealing by employees in objects that are collected by any other museum can present serious problems and is permitted only after full disclosure, review, and approval in writing by the Director.
- b. Retention of financial interest in a dealership constitutes a conflict of interest and is not permitted.

## 7. Appraisals

In connection with public events or programs authorized by Winterthur, employees may identify and evaluate individual objects of cultural property or collections as a public service. Employees may not provide monetary appraisals or valuations, written or verbal, whether or not a fee is involved except Winterthur's own collection. Employees must not be unduly involved in appraisers' valuation of gifts to Winterthur. Employees must not supply loan valuations for lenders.

## 8. Gifts

Employees shall avoid the appearance of unethical practice in relationship with suppliers, contractors, and other businesses. All personal gifts to employees from artists, dealers, suppliers, major collectors, and other businesses with whom Winterthur has transactions shall be limited to 200.00 in value, unless express written approval is granted by the Director, or in case of the Director, express approval by the Winterthur Board of Trustees.

## 9. Political Activities

- a. Winterthur, as a 501(c)(3) public charity, is absolutely prohibited from participating or intervening in political campaigns and may engage only in an insubstantial amount of lobbying activity. The following activities are absolutely prohibited;

Participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office;<sup>8</sup> directly or indirectly making any statement to endorse, support, or oppose any candidate, political party, or political action committee; participating or intervening in political campaigns by officers and directors of Winterthur in their official capacities or during an official organizational function or in any Winterthur official publication; using Winterthur's financial resources, facilities, or personnel by officers and directors of Winterthur to participate or intervene in political campaigns; participating or intervening in political campaigns by employees of Winterthur where there is real or apparent authorization for their actions by Winterthur;<sup>9</sup> providing to or soliciting financial support for, or loaning to or guarantee the loans of, any candidate, political party, or political action committee; conducting fund-raising events or activities or soliciting funds for any candidate, political party, or political action committee; placing political bumper stickers on any Winterthur vehicles; distributing voter or campaign materials prepared by a candidate, political party, or political action committee; allowing on Winterthur property the collection of signatures on or encouragement of voters to sign petitions to add candidates to an election ballot; permitting in Winterthur publications statements, articles, or columns that endorse, support, or oppose candidates; providing or soliciting in-kind support for any candidate, political party, or political action committee; selling renting or lending mailing lists to a candidate, political party, or political action committee; establishing or providing any kind of support to a candidate, political party, or political action committee; permitting political leafleting on Winterthur parking lots; rating candidates; and permitting political signs on Winterthur property.

- b. The following activities are permitted: Allowing a candidate to attend a sponsored event provided that (i) Winterthur ensures that no political campaigning takes place at the event, including the distribution of campaign literature, (ii) the candidate is not publicly recognized or announced as a candidate, and (iii) a nonpartisan atmosphere is maintained; engaging to an

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<sup>8</sup>For purposes hereof, such participation or opposition activities shall include making statements, in any medium, of support or opposition for any candidate, political party, or political action committee; providing or soliciting financial support to any candidate, political party, or political action committee; or providing or soliciting in-kind support for any candidate, political party, or political action committee.

<sup>9</sup>For purposes hereof, such participation or opposition activities shall include making statements, in any medium, of support or opposition for any candidate, political party, or political action committee; providing or soliciting financial support to any candidate, political party, or political action committee; or providing or soliciting in-kind support for any candidate, political party, or political action committee.

insubstantial degree in lobbying, including the proposing, supporting, or opposing of legislation or the advocating of the adoption or rejection of legislation; and endorsing or opposing, by officers and directors of Winterthur in their individual capacities, or candidates for public office. Officers and directors may also identify themselves as officials of Winterthur while engaging in such activities provided that they make it clear that they are acting in their individual capacities and not on behalf of Winterthur.

- c. The following activities may be permitted (after consultation with legal counsel): Inviting candidates to speak at a sponsored event, whether in their capacities as candidates or in their capacities as public figures, experts, or celebrities; educating candidates about particular issues; educating voters about issues or about candidates' positions on issues; publishing in any Winterthur official publication "letters to the editor" that relate to candidates or campaigns; engaging in issue advocacy; providing political advertising to a candidate, political party, or political action committee; providing candidates with photo opportunities; sponsoring public forums, debates, or similar activities; renting Winterthur facilities to a candidate, political party, or political action committee; preparing voter guides or summarizing candidate voting records; and sponsoring voter registration or get-out-the-vote drives.

## 10. Outside Employment

Some types of outside employment, including self-employment and consulting, can be of benefit to both the institution and the employee by stimulating personal professional development. An employee who contemplates outside employment, however, shall first carefully consider the potential for conflict of interest. All employees must provide written disclosure of outside employment to their supervisor and obtain prior written consent. Outside employment must not impair the ability of employees to execute their employment responsibilities in an acceptable manner.

## 11. Scholarly Activities

- a. Employees are encouraged to teach, lecture, write, and publish both for Winterthur and on their own, and the receipt of honorariums for these activities is not restricted by Winterthur.
- b. Ownership and copyright rests with Winterthur on all materials prepared as part of the normal duties of the employee or specifically contracted, unless exceptional arrangement is made prior to publication. Ownership and copyright for works done on employees' personal time remains their possession.

## 12. Use of Winterthur Property

Unless permission is given by the employee's supervisor, no employee should use in his home or for any other personal purpose any object or item that is part of Winterthur's collections, or use any other property, supplies, or resources of Winterthur except for the official business of the institution.

## 13. Suppliers to Winterthur

All employees shall be circumspect in referring members of the public to outside suppliers to Winterthur. Whenever possible, employees and volunteers should name more than a single qualified source in order to avoid the appearance of personal favoritism in referrals or institutional endorsement.

## D. ENFORCEMENT

### 1. Compliance

The Board of Trustees of Winterthur is responsible for assuring that Board members and all employees and volunteers comply with these requirements. The Board will monitor compliance and is the body which will be accountable for such compliance. Requests for guidance, interpretation, and opinions should be directed to the Board of Trustees Audit Committee (or the Executive Committee acting on their behalf). Violations should first be reported to the Director of Human Resources or Chief Financial Officer, who will bring them to the attention of the Director. The Director will then report to the Audit Committee which may, in appropriate cases, conduct an investigation and submit its recommendations to the Director. In situations where the employee does not feel comfortable in approaching the Director of Human Resources, the Chief Financial Officer or the Director, they may contact the Audit Committee directly. Violations that may involve the Director, any Trustee, or any non-Trustee Board committee member shall be submitted directly to the Audit Committee. The contact information for the Audit Committee will be available on the O-Drive (in a folder marked Audit Committee) and on the bulletin board outside Human Resources. The decision of the Audit Committee shall be subject to appeal to the full Winterthur Board of Trustees.

2. All staff and volunteers will be required to review the Code of Ethics annually.

## E. AMMENDMENTS

Ethical and moral discussion is never finished. Amendments to this Code of Ethics may be proposed at any time by any employee, Trustee, or member of the Audit Committee or the Executive Committee and shall be subject to the approval of the Winterthur Board of Trustees.