

# **Handbook for Graduate Study**

## **Winterthur Program in American Material Culture**

**2013-2014**

## Table of Contents

### Section I *Introduction and Mission*

Introduction	4
Mission	5
Methods	5
Careers	5
Admission Requirements	6

### Section 2 *Curriculum*

Academic Requirements	7
Required Core Courses	7
Elective Courses	8
Sequence of Coursework	10
Connoisseurship Courses	10
Petitioning for Variance in Degree Requirements	11

### Section 3 *Thesis*

Introduction	12
Topics	12
Thesis Advisement	12
Thesis Prospectus Guidelines	13
Logistics	13
Costs	13
Schedule	14
Doctoral Candidates	14
Thesis Seminar	15
Citations	15
Fleming Prize	18
Graduation Information	18

### Section 4 *Internships*

Internships	19
Independent Study	19
Independent Study Guidelines	19

### Section 5 *Informal Learning*

Non-Credit Requirements	21
Field-Based Learning	21
Montgomery Prize Competition	24
Material Culture Symposium for Emerging Scholars	24
Society of Winterthur Fellows (SOWF) Events	24

### Section 6 *Guiding*

Guiding Requirement	25
Paid Guiding	25

Section 7 <i>Museum Studies</i>	
Museum Studies Program	26
Section 8 <i>Progress and Support</i>	
Satisfactory Progress	27
Grade Grievance and other Related Academic Complaints	27
Financial Support	29
Disability Support Services	31
Leave of Absence	31
Section 9 <i>Program Operations</i>	
Public Relations and Department	32
Administrative Roles	32
Interview Weekend	35
Program Operations	35
Section 10 <i>University Policies</i>	
University Code of Conduct	36
Appendices	
Sample Thesis Prospectus/Proposal	55
Internship Proposal Samples	59

# **Handbook for Graduate Study in the Winterthur Program in American Material Culture**

## **Section 1 Introduction**

### **Introduction**

The University of Delaware and the Winterthur Museum, Garden and Library established the Winterthur Program in American Material Culture in 1952. Then known as the Winterthur Program in Early American Culture, it was the first graduate program dedicated to the interdisciplinary study of material culture and the decorative arts in the United States. It has continued its leading role in museum and academic scholarship and its graduates hold key positions in academic institutions, government, libraries, museums, and preservation organizations. In 2007, the Program's Executive Committee voted to adopt a new name to reflect the fact that students and faculty studied all periods of American cultural history, not just those deemed early.

The Program's commitment to excellence and its national and international reputation is amplified by a constellation of distinguished Departments, Programs and Faculty that make the University of Delaware the unparalleled center for the study of material culture in the United States. These include: The Departments of Anthropology, Art History, English, History, and the Winterthur/University of Delaware Program in Art Conservation; the Center for Historic Architecture and Design, the Center for Material Culture Studies, the Hagley Program, The Museum Studies Program, the Ph.D. Program in the History of American Civilization, and the Preservation Studies Program.

Material culture scholars study the history and philosophy of people and their things. The Winterthur Program's special niche is its emphasis on the interdisciplinary study of ideas, objects, and contexts using the extraordinary collections of the Winterthur Museum, and field-based study of landscapes, buildings, decorative arts, and design. No other program offers the same range of hands-on study of objects at either a Master's or Doctoral level.

This handbook provides an outline of the requirements for this degree. Many other aspects of graduate study at the University of Delaware are covered by general University regulations that are published online at the Office of Graduate and Professional Education's web site: [www.udel.edu/gradoffice/polproc/index.html](http://www.udel.edu/gradoffice/polproc/index.html). Please note that policies and regulations are subject to change. Other useful information on matters such as campus life, computer technology, policies on responsible computing, resources for foreign students, student health insurance, as well as a convenient index are available at the Office of Graduate and Professional Studies web site.

Information specific to the Winterthur Program including the admissions process is available on the Winterthur Program web site and the relevant sections of the Office of Graduate and Professional Studies web site: [www.udel.edu/gradoffice/](http://www.udel.edu/gradoffice/).

## **Mission**

Our mission is to teach Fellows to:

- Study the relationships of people and their things.
- Advance scholarship via research, analysis, and interpretation.
- Think about objects from interdisciplinary theories and perspectives.
- Sharpen written, oral and visual communication skills.
- Make a contribution to the public humanities.

## **Methods**

Fellows spend the majority of their time working with the extraordinary collections of rare books, manuscripts, and decorative arts at the Winterthur Museum. Although the object collections are strongest in the periods between 1650 and 1860, Fellows quickly develop a form of material literacy that serves them well when studying earlier or later periods.

From the Program's inception, the Museum has granted Fellows handling privileges so that they can study design, materials, fabrication techniques, tool marks, structure, and surface finishes with museum quality objects—some of them masterworks and some of them vernacular products. Program faculty and Museum curators teach analytical skills in the required Connoisseurship classes over three semesters.

Thinking critically about objects requires broad interdisciplinary knowledge of historiography, theory, and content. The Program insists that Fellows take courses in academic disciplines that will inform their grasp of historical contexts and theory. They generally select courses in the Departments of Art History, English and History to fulfill this requirement, but may select from courses in other units with permission of the Program's Director.

Fellows also gain professional experience working with staff at Winterthur and Museums in the region, antiques dealers and auction houses, and field survey crews.

Finally, Program faculty conduct field-based learning beyond the Museum and the Mid-Atlantic region to expose students to a range of careers, people, objects and ideas. These courses and trips engage: museum, preservation, and conservation practices; design, decorative arts, and art history; historical landscapes, archaeology, and architecture; auctions, antiques dealing, and collecting; and libraries, archives, and special collections.

## **Careers**

We study things to serve the interests of people. After graduation, the majority of Fellows find careers in museums, academic teaching, preservation, consulting, development, law, business, and the antiques trade—careers where intellectual agility, professional adaptability, research skills, self-discipline, and lucid communication are prized.

Program Faculty and Staff work with individual students to hone their resumes, discuss interview strategies, and share information about careers and jobs. Individuals must retain responsibility for seeking out counseling, participating in career workshops offered at the Museum and the University, and gathering information. If you need help, ask for it.

## **Admission Requirements**

Applicants to the Program will conform to the most current requirements of the Office of Graduate and Professional Education at the University of Delaware. Admission to the Program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of those requirements necessarily precluded from admission if they offer other appropriate strengths.

All applicants must:

- Hold a bachelor's degree at the time of matriculation from an accredited institution.
- Submit scores from the Graduate Record Examination.
- Provide a transcript.
- Complete the University's online graduate application form and pay the required application fee.
- Submit a writing sample.
- Arrange for letters of recommendation from faculty or supervisors who can evaluate their work and scholarly aptitudes.

The Executive Committee of the Winterthur Program, comprised of faculty from both institutions, also requires applicants to complete the online tracking form and questions provided by the Secretary of the Program.

Final candidates for selection must attend interview weekend at the Winterthur Museum (generally held during the second or third week of March), during which members of the Executive Committee will interview all finalists. The Museum will pay reasonable travel expenses for applicants attending interview weekend. Upon conclusion of the interviews, the Executive Committee will offer up to 8 fellowships and will also designate alternates in a ranked order. In the event that a Fellow declines admission, the Program's Director is authorized to appoint an alternate according to the designated order.

## Section 2 Curriculum

### Academic Requirements

We believe that the best material culture scholarship merges an intensive curiosity about objects, theory, and context. Our approach is also grounded in the proposition that objects have answers to big questions: Why do things look the way they do? How did they get that way? What do they mean?

Since its inception, the Winterthur Program has taken an interdisciplinary approach to the study of material culture. The Program requires 42 credit hours of coursework at the 600 to 800 levels.

The 42 credit hours include 24 credits of core courses and 18 hours of other courses approved by the Program's Director. The core courses in Connoisseurship teach Fellows how to look at objects. Other core courses expand upon the object-centered methodology of the connoisseurship courses. All Fellows take Material Life in America in the fall semester of their first year. During this course, they work with collection objects, primary documents, and important theoretical and secondary literature. In January of the first year, they study English Design History, to help connect the broad currents of American design with English and European foundations. The capstone experience is the master's thesis.

As part of their elective coursework, Fellows must also fulfill a Distribution Requirement of two graduate seminars (6 credits total) in different academic disciplines at the University of Delaware, generally in the Departments of Art History, English, or History. With permission of the Director, Fellows may also take courses in other disciplines. In general, the distribution requirement emphasizes research, historiography, and interpretative goals rather than training in professional practice. Finally, Fellows also select 4 elective courses based on their career and intellectual goals.

Course registration for Fall Semester normally starts the middle of April; registration for Spring Semester starts the middle of November. **All** students should consult with Sandy Manno about course registration prior to registering on line.

### Required Core Courses

EAMC 601, Introduction to Decorative Arts in America to 1860 (Summer Institute)\* (3cr)

EAMC 602, Material Life in America (3cr)

EAMC 607, English Design History, 1530-1930\*\* (3cr)

EAMC 671, Connoisseurship I (3cr)

EAMC 672, Connoisseurship II (3cr)

EAMC 673, Connoisseurship III (3cr)

EAMC 869, Thesis Research (6cr)

\* Registered in the Fall Semester

\*\* Registered in the Spring Semester

## Elective Courses

Please note that the courses listed below as elective courses are those with permanent numbers. Many of these courses vary according to a Professor's field of specialty. University Faculty and staff also offer a number of experimental courses that have not yet attained permanent numbers. In general, the range of courses available for selection is much larger than the list below, but will vary by semester.

The Director's office attempts to project course offerings at least a year ahead. We cannot guaranty, however, that all courses will be offered during a student's two years of study as faculty go on sabbatical or research leave (sometimes with little warning) or the course schedule may conflict with a required course. Finally, course offerings are subject to change as faculty members retire or new ones are hired. For the most up-to-date information on current courses, students are urged to consult the University's online course catalog: <http://academiccatalog.udel.edu/>.

During the past 10 years, Culture Fellows have taken the following elective courses:

### *Anthropology*

ANTH 463/663, Historic Archaeology and the Public (3cr)

### *Art History*

ARTH 611, Renaissance Villa and Gardens 1400-1600(3cr)  
ARTH 614, Studies in Italian Renaissance Architecture (3cr)  
ARTH 617, Studies in Northern Baroque Art (3cr)  
ARTH 624, Folk and Outsider Art (3cr)  
ARTH 627, Studies in the History of Photography (3cr)  
ARTH 629, Modern Architecture: Monuments, Memory & Material Culture (3cr)  
ARTH 631, Studies in American Architecture of the Colonial and Federal Periods (3cr)  
ARTH 633, Studies in Nineteenth Century American Architecture (3cr)  
ARTH 635, American Art: Methods and Historiography (3cr)  
ARTH 635, American Art to 1865: Colonial Art Across N. America (3cr)  
ARTH 635, American Art to 1865: The Peales of Philadelphia (3cr)  
ARTH 635, American Art to 1865: Revolutionary Visualities (3cr)  
ARTH 636, American Art: 1875-Present (3cr)  
ARTH 667, Writing Material Culture (3cr)

### *Center for Historic Architecture and Design*

UAPP 629, Theory and Practice of Historic Preservation (3cr)  
UAPP 630, Methods in Historic Preservation (4cr)  
UAPP 631, Documenting Historic Structures (2cr)  
UAPP 635, The Evolution of the American Urban Landscape (3cr)  
UAPP 643, Historic Roadside Architecture (3cr)  
UAPP 654, Vernacular Architecture (3cr)  
UAPP 720, Introduction to Architectural Photography (1cr)

### *English*

ENGL 641, American Literature: Period Studies (3cr)  
ENGL 820, 18<sup>th</sup> Century Literature "Enlightenment After Dark" (3cr)  
ENGL 830, American Book Culture, 1773-1972 (3cr)  
ENGL 844, The Literature and Politics of the American Revolution (3cr)  
ENGL 844, Revolution and Empire in Early United States (3cr)



ENGL 846, Victorian Bibliography and Books (3cr)  
ENGL 850, Studies in Colonial American Literature (3cr)  
ENGL 852, Seminar: American Realism and Naturalism (3cr)

*History*

HIST 602, European Historiography (3cr)  
HIST 603, Historiography of Technology (3cr)

HIST 606, Issues in American Material Culture: Victorian America (3cr)  
HIST 606, Issues in American Material Culture: Cooking, Eating, & Drinking in America, 1750-1950 (3cr)  
HIST 607, Readings in American Material Life (3cr)  
HIST 611, American History: The Early Republic (3cr)  
HIST 611, American Religion & Society, 1600-1860 (3cr)  
HIST 611, American History: Business and Society in Modern America (3cr)  
HIST 611, The American West (3cr)  
HIST 617, Seminar in Gender and Women's History (3cr)  
HIST 620, The Invasion of America (3cr)  
HIST 621, Seminar on American Society and Culture Before the Revolution (3cr)  
HIST 623, Age of the American Revolution (3cr)  
HIST 625, American Social and Cultural History: 1790-1860 (3cr)  
HIST 627, Antebellum History (3cr)  
HIST 629, United States Social and Cultural History: 1850-1929 (3cr)  
HIST 646, Creating European Modernity (3cr)  
HIST 661, American Vernacular Landscapes (3cr)  
HIST 674, Studies in British History (3cr)  
HIST 667, Atlantic World (3cr)  
HIST 667, Technology in American Culture (3cr)  
HIST 667, Cultures of Consumption (3cr)  
HIST 803, Research and Writing Seminar: America to 1860 (3cr)  
HIST 805, Research and Writing Seminar: America 1860-Present (3cr)

*Museum Studies Program*

MSST 600, Introduction to Museums: History and Professional Practice (3cr)  
MSST 601, Curatorship and Collections Management (3cr)  
MSST 602, Curatorship and Management of Archives and Paper (3cr)  
MSST 603, Museums and Modern Technology (3cr)  
MSST 605, Historic Properties (3cr)  
MSST 607, Museum Education and Interpretation (3cr)  
MSST 608, Public History: Resources, Research and Practice (3cr)  
MSST 804, Museum Internship (3cr)  
MSST 807, Museum Curatorship: Temporary and Economical Exhibits (3cr)

*Urban Affairs*

UAPP 609, Financial Statement Analysis for Nonprofits (1cr)  
UAPP 644, Grantsmanship and Proposal Writing (1cr)  
UAPP 652, GIS in Public Policy (1cr)

*Winterthur Program in American Material Culture*

EAMC 604, American Interiors, 1800-1900 (3cr)  
EAMC 606, Issues in American Material Culture (3cr)

EAMC 608, Decorative Arts and Design, 1860-Present (3cr)  
EAMC 609, Craftsmanship in Early America (3cr)  
EAMC 666, Special Topics (3cr)  
EAMC 667, Museum Exhibitions (3cr)

## **Sequence of Coursework**

### **First year**

July-August

EAMC 601, Introduction to Decorative Arts in America to 1860 (Summer Institute)\* (3cr)

Fall Semester

EAMC 602, Material Life in America (3cr)

EAMC 671, Connoisseurship I (3cr)

Elective or distribution course (3cr)

January

EAMC 607, English Design History, 1530-1930\*\* (3cr)

Spring Semester

EAMC 672, Connoisseurship II (3cr)

EAMC 673, Connoisseurship III (3cr)

Elective or distribution course (3cr)

### **Second year**

June-July-August

Thesis research

Fall Semester

EAMC 869, Thesis Research (3cr)

Elective or distribution course (3cr)

Elective or distribution course (3cr)

Spring Semester

EAMC 869, Thesis Research (3cr)

Elective or distribution course (3cr)

Elective or distribution course (3cr)

\* Registered in the Fall Semester

\*\* Registered in the Spring Semester

## **Connoisseurship Courses**

Connoisseurship courses develop material literacy. Coursework begins with Introduction to American Decorative Arts (Summer Institute) in July of the first year. This course makes intensive use of the Winterthur Museum's library and object collections, orients Fellows to the Museum, and provides a firm foundation for the coursework that follows. It covers the history of style and introduces different ways of thinking about and looking at objects.

Connoisseurship I is a required course in the fall semester of the first year. It gives Fellows hands-on experience working with objects in differing media such as furniture, books, leather, horn, silver, paintings and prints. Faculty from the Office of Academic Programs, Curatorial and Conservation Department Staff, and visiting experts teach this course. The class also has access to outstanding specialists in traditional crafts and includes field trips to historic sites, collections, and artisan's shops.

Connoisseurship II continues the comprehensive study of objects in the spring semester of the first year. It continues the intensive survey of decorative arts media by examining classes of objects such as ceramics, glass, and iron. This course is taught by Curators and visiting experts, and includes field trips.

Connoisseurship III also takes place in the spring semester of the first year. It continues the intensive survey of decorative arts media by examining classes of objects such as base metals and textiles. This course is taught by Curators, and includes field trips.

Please note that the sequence of Connoisseurship blocks is subject to change as the Museum's curatorial or staff responsibilities shift to meet exhibition schedules or research projects.

### **Petitioning for Variance in Degree Requirements**

In general, students should address questions about variations for degree requirements to the Director of the Winterthur Program. Depending on the issue, he or she will attempt to resolve problems in a manner consistent with University, Museum, and Graduate School policy and practice. Matters that involve changes in policy require a written petition that will go to the Executive Committee for deliberation and resolution, and may require review by the University's Faculty Senate.

## **Section 3 Thesis**

### **Introduction**

The thesis enables a Fellow to develop an original scholarly research project that integrates his or her training in object analysis and interpretation. Many Fellows have “published” versions of their thesis research (sometimes years after graduation) in the form of exhibitions, articles, educational programs, catalogs or books. While the thesis is a capstone experience in Fellows’ educations, it is also part of a learning process that typically continues throughout a career. Keep the experience in perspective.

### **Topics**

One of the hardest parts of writing a thesis is selecting a topic. Obviously, you will want to choose something you are interested in, but not all of the topics that intrigue you are good prospects for research. Some have already been studied extensively; others lack sufficient evidence to draw any real conclusions. We generally urge students to approach the selection of a topic from one of two general directions: 1) you have a significant question or topic that you want to study or 2) you find a body of evidence that will sustain research and analysis. The hard part is to strike a balance between ideas and evidence.

Remember, this project is a master's thesis not a dissertation. You might want to compare the material culture of the Low Country with the English Caribbean, but you only have two semesters to finish this project. Leave that one for a doctoral degree. Alternatively, you have two pots from Kentucky and you think it would be good to examine early pottery production in the Trans-Appalachian West. In this case all you have is the two pots. How much negative research can you tolerate?

Talk with professors, curators, and librarians about promising bodies of evidence and critical questions. Once you have identified a topic, always ask yourself: So what? Who cares? Why? Good theses are carefully researched and well written. Great theses also engage ideas about cultural process whether they are tightly focused on decorative arts or material life. Remember that Winterthur theses consider the world of objects.

### **Thesis Advisement**

During the spring semester of the first year, all students will select a thesis topic and an advisor or advisors. Your advisor should be someone you are comfortable with. Remember, this is your thesis and you need to make certain that the advisor you select will have sufficient time to work with you. If your advisor is the faculty member with the greatest expertise on your topic but is so busy that he or she will take weeks to get drafts back to you, you are going to become frustrated. The best thesis is a done thesis. Choose wisely and do not be afraid to ask about an advisor's work load, sabbatical prospects, or travel plans. No thesis advisor may take on more than two students in any one class.

Winterthur Fellows are obligated to comply with the human subjects review process. Information and forms for this review are now available online at: <http://www.udel.edu/research/preparing/humansub-protocolreview.html>. Most oral history falls into this category and students should be aware that the Graduate Office can deny thesis approval unless they are in compliance.

## **Thesis Prospectus Guidelines**

Fellows prepare a written synopsis of the thesis topic, and a critical bibliography by the end of the second semester of their first year that will be signed by their thesis advisor and submitted to the Director's office.

The prospectus should not exceed one and a half pages in length single spaced. It should have your name at the top, followed by a working title.

The opening paragraph should identify the general topic you are planning to explore and how you think this topic will contribute to material culture and decorative arts scholarship.

The body of the prospectus should explore the general historiography related to your topic and the principal primary evidence (objects and documents) you will use.

Append a working bibliography of the most important secondary sources (not more than 1 page single spaced).

Have your thesis director sign the prospectus. (For sample prospectus, see Appendices, pg. 46)

## **Logistics**

We define a master's thesis as a 40-60 page paper (theses may be longer), not including title pages, illustrations, notes, and bibliography. If you find time to sit down and write five pages a day, you can write a thesis in 8-12 days. Therefore, do not make the process more stressful than it needs to be. There are many ways to write a thesis, and all of you will approach the task differently. Don't worry about how others are doing; stay focused on your own work. Sometimes the very best thing you can do is to sit down and write whether you think you are ready to or not.

Make sure that you get the thesis guidelines posted on the Office of Graduate Studies website: (<http://www.udel.edu/gradoffice/forms/thesismanual.pdf>). A photocopy of the current Thesis and Dissertation Manual (2013) along with the UD Thesis/Dissertation Styles (<http://www.udel.edu/it/research/files/publish/udthesis/index.html>) are on reserve in the Winterthur Library.

## **Costs**

You cannot do everything online. Research may require you to travel to where the documents and objects are located. Put together a field-work kit that has everything you need—camera, pencils, measuring tape, notebook, work sheets, paper etc. Investigate costs before you get in over your head. These costs can include travel, accommodations, food, reproduction rights, drawing materials, software, and other charges. You will need digital images for thesis presentation. There is a limited amount of support for research and professional development from: 1) The Society of Winterthur Fellows, 2) the Office of Academic Programs at the Museum, 3) the Office of Graduate Studies at the University and 4) the Program Office at 77 East Main Street. You must apply for this funding. For sources 1 and 4, see Sandy Manno; for source 2, see Rosemary Krill; and for source 3 apply online through the Office of Graduate Studies.

## Schedule

Students should expect to conduct the bulk of their research during the summer between their first and second year and should avoid distractions such as internships (unless the internship is directly related to the thesis topic) and excessive vacationing during that time. First year students may change thesis topics until August 1 with the approval of the thesis advisor; after that date students require the permission of their thesis advisor, the Program's Director and a petition to the Executive Committee justifying the need for a change.

Here are some dates all of you should keep in mind:

April 25, 2014	All thesis prospecti are DUE to the Director's Office
Summer 2014	Research
September 29, 2014	Outline due to your advisor
October 2014	Director's thesis seminar
December 2014	Finish all research
February 9, 2015	First draft DUE during the first week of Spring semester
February 13, 2015	Application for Advanced Degree due to Sandy (\$50)
March 2015	Revisions Completed
April 2015	Assemble final draft
April 8, 2015	Theses due at the Director's Office (paper copy)
April 22, 2015	Theses due at Graduate Office (pdf file on cd)

A nearly final draft—defined as a thesis with all but the final copyediting completed—is due into the Director's office by April 8. The Director will share this version with the Dean's office. Neither the Director nor the Dean will sign the **four** cover sheets of a complete thesis before the thesis advisor does so. The final version of the thesis is due at the Office of Graduate and Professional Education on the day specified. It will conform to all guidelines of that office and students must check in with the appropriate staff to make certain all paperwork is in order.

In addition, the Dean's office reads a draft of the thesis before signing off on the approval pages. We will take care of exchanging theses with the Dean's Office. Although these guidelines are subject to your advisor's schedule and advice, you should be able to get some vacation and complete a thesis on time if you adhere to this schedule.

## Doctoral Candidates

Any Fellow who contemplates applying for a Ph.D. program after Winterthur should accelerate their thesis writing schedule. Doctoral applicants need to submit a writing sample to the departments they are applying to. It will not help your admission chances if you send in a half-baked thesis draft for a writing sample.

You should try to have a fairly polished draft by the admissions deadline which is usually in December or early in January. Alternatively, submit a writing sample that includes a detailed thesis prospectus of at least 15 pages. This prospectus should explore the topic you are studying, the historiography you are responding to, the nature of the evidence you are using, and the critical argument or interpretation you are working on.

## **Thesis Seminar**

Second-Year Fellows participate in an informal thesis seminar scheduled with the Program's Director and normally held one day a week during the month of October. Guidelines for the seminar are:

### **Goals:**

The thesis seminar is a non-credit seminar in which Winterthur Fellows share their thesis research and preliminary findings in the middle of the fall semester of their second year. We organize the seminar to sharpen ideas and arguments and help accelerate the writing process.

### **Procedure:**

Each student will write a 7-8 page double-spaced synopsis of their findings for the session they have signed up for, and prepare a Power Point show with images that will appear in their thesis. The synopsis should include a brief summary of the problem the student is investigating, the principal evidence, key historiography that shapes the research, and the preliminary argument or findings to date. Obviously, the brevity of the format demands that presenters stay on point.

There are four scheduled sessions for thesis seminar and there will be two presenters at each session. Each presenter will email the synopsis to everyone in the seminar and to his or her thesis director not less than two days before we meet in order to allow adequate time for everyone to read it before the meeting. It is the responsibility of the students in the seminar to read what the presenters have written and to be prepared to discuss it. Thesis advisors are invited to attend.

Students from the next week's session will lead discussion for the preceding week with the students in the first meeting leading discussion during the final session. Presenters do not read their papers since they will circulate prior to the meeting. Instead they should present the *fifteen-minute* Power Point show to illustrate their research and points of interpretation and argument. The first presenter will have approximately 45 minutes for the slide show and discussion. Seminar leaders will moderate the discussion and the second presenter follows during the second half of the 1.5 hour meeting. We do not generally schedule a break.

Please note that this model is a general guideline. Individual presentations will vary depending on the date the presentation is given and the questions, range of evidence and historiography the student confronts.

## **Citations**

Thesis citations will conform the standards published in the latest edition of the *Chicago Manual of Style*, available in both the University and Winterthur Libraries and online via the University of Delaware Library databases. It is essential for your professional career to document your sources of ideas to guide the scholars who will come after you and to avoid charges of academic misconduct including but not limited to plagiarism, fabrication, or cheating. The last three topics are defined and explored in the Student Code of Conduct in Section 10 of this Handbook.

Although the Chicago Manual covers the citation of printed and on line sources, it does not adequately cover the proper citation of objects or object collections. The Program

has adopted the standards used by the Office of Publications at the Winterthur Museum and the *Winterthur Portfolio* and illustrated here:

#### **PRINTS AND PAINTINGS**

Portrait of a woman (generic title/no italics)  
Gerret Duyckinck  
New York, New York; 1690–1700  
Oil on panel  
*1956.565 Bequest of Henry Francis du Pont*

*The Brigand Alarmed*  
Samuel Finley Breese Morse  
Italy; 1830–31  
Oil on canvas  
*1991.38 Museum purchase*

*Neshaminy*  
Attributed to Thomas Birch  
Philadelphia, Pennsylvania; 1794–1851  
Watercolor with graphite underdrawing on laid paper  
*1959.40.19 Museum purchase*

*Falls of St. Anthony on the Mississippi*  
John Hill (engraver), after a painting by Joshua Shaw  
Philadelphia, Pennsylvania: M. Carey & Son, 1819–20  
Aquatint with watercolor on wove paper  
*1969.413.2 Gift of Mrs. Alfred C. Harrison*

#### **LIBRARY COLLECTIONS**

Drawing of a teapot  
Workshop of George Christian Gebelein  
Boston, Massachusetts; 1909–45  
Watercolor on paper  
*94x1 Joseph Downs Collection of Manuscripts and Printed Ephemera, Winterthur Library*

*The Charm of the Antique*  
Robert and Elizabeth Shackelton  
New York, New York: Hearst's International Library Company, 1914  
*NK2240 s52 Printed Book and Periodical Collection, Winterthur Library*

Design for a carriage  
Signed "J. Lenhard"  
Leipzig, Germany; about 1800  
Ink and color wash  
*00x53.1 Joseph Downs Collection of Manuscripts and Printed Ephemera, gift of Edmond L. Lincoln, Winterthur Library*

Sister Sarah Collins  
New Lebanon, New York; July 1912  
Silver gelatin print  
*SA24.1 Edward Deming Andrews Memorial Shaker Collection, Winterthur Library*

#### **CERAMICS**

Dish  
London, England; 1670–90  
Earthenware (tin-glazed)  
*1954.538 Bequest of Henry Francis du Pont*

Plate  
Dihl et Gerhard



Paris, France; 1800–1815

Porcelain

*1999.8.1 Gift of Donald S. Kane in memory of Berry B. Tracey*

Table centerpiece

Yorkshire or Staffordshire, England; 1775–85

Cream-colored earthenware (or)

Earthenware (creamware)

*2000.5 Museum purchase with funds provided by the Henry Francis du Pont Collectors Circle*

## **FURNITURE**

Side chair

John Q. Publick

Philadelphia, Pennsylvania; about 1875

Red oak, white oak, maple, ash

*1963.34 Gift of Mr. James Biddle*

Dressing table

Base: Boston, Massachusetts; 1700–1720

Top: Continental Europe, probably Switzerland; 1700–1720

Walnut with maple, white pine, slate tabletop, brass drawer pulls

*1998.1 Museum purchase and partial gift of Gregory M. Cook*

## **GLASS**

Bowl and vase

Probably Clevenger Brothers

Clayton, New Jersey; 1927–49

Glass (nonlead)

*1959.3259 Bequest of Henry Francis du Pont (bowl)*

*1962.134 Museum purchase (vase)*

Wineglass

Shop of William Beilby

Newcastle upon Tyne, England; about 1765

Lead glass

*1975.44.1 Museum purchase*

## **METALS**

Teapot and sugar bowl with lid

William Van Buren

New York, New York; about 1795

Silver, wood

*1977.79 Gift of Marshall P. Blankarn (teapot)*

*1980.182 Gift of Marshall P. Blankarn (sugar bowl)*

Tankard

Simeon Soumaine

New York, New York; about 1730

Silver

*1963.524 Gift of Henry Francis du Pont*

Beaker

Maker unknown

New York, New York; about 1690

Silver

Marked "HH"

*1958.95.1 Museum purchase with funds provided by Henry Francis du Pont*

## TEXTILES

Table cover

Deerfield Society of Blue and White Needlework  
Deerfield, Massachusetts; 1896–1926

Linen

*1988.36 Gift of Anne Landon Allen in memory of Mary Taylor Landon*

Needlework picture

Elizabeth Edwards

America or England; 1711

Silk embroidered on linen

*1965.165, .3046 (frame) Bequest of Henry Francis du Pont*

Textile panel

Printed at Bromley Hall, England; 1760–80

Copperplate on linen

*1961.1759b Bequest of Henry Francis du Pont*

## Fleming Prize

All theses received by May 1 are eligible for the E. McClung Fleming prize, the Program's annual thesis prize named in honor of one of the Program's earliest and most beloved teachers. The prize carries a cash award of \$500 and consideration for publication in the *Winterthur Portfolio*. The prize committee also awards an honorable mention.

## Graduation Information

Because the completion of the thesis is essential for the degree, we have included graduation information here.

For a step-by-step Guide to Graduation including the University of Delaware thesis manual, see: [www.udel.edu/gradoffice/polproc/steps.html](http://www.udel.edu/gradoffice/polproc/steps.html).

For the Application for Graduate Degree see:

[www.udel.edu/gradoffice/forms/advanceddegree2010.pdf](http://www.udel.edu/gradoffice/forms/advanceddegree2010.pdf)

The University's main graduation ceremony is normally the last Saturday of May. Although Fellows may attend the University's graduation ceremony if they wish, the Program conducts Thesis Presentations at Winterthur on the Friday afternoon preceding the Saturday morning graduation. During these Presentations, each Fellow makes a 15-minute illustrated presentation on the results of their thesis research. Parents, spouses, friends, staff, and faculty are invited to these presentations and the reception that follows.

Fellows will receive their diplomas in the mail when the Registrar's Office at the University has confirmed that the student has successfully completed all requirements.

## **Section 4 Internships and Independent Study**

### **Internships**

In the past 5 years, Fellows have taken increasing advantage of the Museum Internships to augment their professional training. Some choose opportunities offered by the Museum Studies Program; others opt for independent study with area antiques dealers, auction houses, conservators, curators, historic sites, professionals, and scholars. These experiences hone professional skills and practices, and augment the Fellows' resumes. Among the more popular internships are editing opportunities with the *Winterthur Portfolio* or the Office of Publications, the Development Office, Public Programs, the Library, and the Curatorial Department.

Students pursuing internships under the auspices of the Museum Studies Program (required for those seeking the Certificate) should consult with that Program's Director. This internship requires 375 hours of work. Students may spread these hours over multiple semesters or sites, including Winterthur.

### **Independent study**

Although we encourage students to pursue the Museum Studies Certificate if they aspire to careers in Museums, many students cannot fit the Museum Studies internship into their schedules and opt for an independent study instead. Many students also wish to undertake independent study of a topic in the Museum collections, working with staff or Program faculty.

Students wishing to pursue an independent study should follow the following procedure:

### **Guidelines for Internships and Independent Study**

- We usually register internships as an independent study under a faculty member who can serve as the "instructor of record."
- Although internships vary, we generally apply the normal rule for graduate coursework -- 3 hours of classroom contact time plus 9 more of "homework" meaning that students commit about a day and a half a week for 13 weeks to the project. We understand that on some weeks students may devote more time to the project than on others depending on their supervisor's needs or wishes.
- While internships undertaken at Winterthur (e.g. the Winterthur Portfolio or the Development Office) generally hew to well understood guidelines and expectations, internships undertaken outside the Museum ought to follow a more deliberate process in which the student works with a sponsor to develop a proposal. The sponsor should get two copies of this proposal, one of which they will sign and return to the Director's office to go into the student's record.
- The instructor of record will assign the grade using the University's online system.
- In the proposal (For proposal samples, see Appendices, pg. 50), please be as specific as possible by listing the "deliverables" or outcomes (e.g. researching and locating visual sources for an online interactive experience on Benjamin Franklin). A bulleted list is fine

for the proposal; keep it to a maximum of two pages, single spaced, in memorandum format.

- All students who are doing internships should keep a log of their experience and write a 5-7 page double-spaced report that will go into their files at the University. It should describe what the student did during the internship and analyze what they learned from or discovered during the experience. The internship sponsor and/or the instructor of record may wish to add to these minimal requirements.
- Where appropriate, we also encourage students to develop items (photographs, samples, etc.) that might go into a portfolio that would showcase their experiences. These portfolios are useful during job searches.
- The sponsor should write a letter evaluating the intern's performance and return it to the instructor of record prior to the date of grade submission.

## Section 5 Informal Learning

### Non-Credit Requirements

All Fellows participate in field trips, workshops, career symposia, and other events as required by the Executive Committee. These requirements are listed on a master calendar available on line; Fellows maintain this calendar in collaboration with Museum Faculty. It is understood that the master calendar may change due to unforeseen circumstances.

In the event that these “non-credit” requirements conflict with scheduled classes, a Fellow’s first responsibility is to be in class unless excused by their instructor.

### Field-Based Learning

One of the Program’s strengths is its emphasis on field-based learning and other travel opportunities. During the two-year program, students and faculty travel as a group and individually for course work, enrichment, and research. The following directives apply to all group travel. They also apply to individual travel, as appropriate. For example, individual travel does not require communication with faculty. We strongly suggest, however, common sense communication of itinerary and plans for safety.

Course work travel currently includes a trip to Williamsburg, VA, during the Craftsmanship course; a journey to England during the English Design History course; and occasional day and overnight trips during connoisseurship and other courses. Enrichment travel includes trips to New England, the upper South, and New York City. Other day or overnight trips are occasionally scheduled to Washington, D. C., or other locations. Individual program-related travel includes participation in the Classical Institute of the South and other research trips, mainly for thesis research.

Since WPAMC is a collaborative program with the University of Delaware, UD standards and practices for faculty and student conduct and responsibilities apply, especially as regards travel. Each student is expected to read and abide by the University of Delaware Code of Conduct (Section 10). It establishes standards of behavior for students and student organizations at the University.

The University of Delaware has a long history of providing field study and study abroad opportunities for students. The University’s Institute for Global Studies provides a Health and Safety Guide. Program guidelines are based on these common sense directives. All students and faculty should familiarize themselves with these guidelines:

<http://www.udel.edu/global/studyabroad/information/know-student.html>

The University of Delaware Institute for Global Studies has also prepared an Agreement and Release Form for international field trips. If a release form is necessary, the Program office will ask students to fill out and to sign one for designated trips.

<http://www.udel.edu/global/studyabroad/information/safety.html#form>

The following points are excerpted/based on University documents, for your information. In all cases, please remember that UD and Winterthur policies are subject to change and check the appropriate online information for the most current information. The key points are simple to understand.

- Act responsibly, safely, and in a way that reflects well on the University, the Winterthur Museum, and the Program.
- Devise workable strategies for contacting the faculty leader and colleagues at all times, remembering that many American cell phones will not work in the UK or Europe.

**Standards of Conduct:** UD and Winterthur may terminate a student's participation in a travel program if his/her actions violate laws, University rules, or damage the Program or its reputation. The Graduate Office has ruled that students who are sent home shall bear the expenses.

**Risks of Travel:** Any trip involves risks related to travel conditions, different social and economic conditions, different standards of design and safety, and possible differences in availability of legal and medical help. Efforts are made to provide students with information about destinations, but students need to make their own investigations of the areas. The student is responsible for any risk when traveling independently or separated or absent from the Program activity.

**Independent Activity:** If a student travels independently or is separated from the activity that is sponsored and affiliated with the University, s/he is responsible for his/her personal health and safety. If a student becomes detached from the group, fails to meet transportation, or becomes ill or injured, the student is responsible for contacting and reaching the group at the next destination or returning home, and bearing the cost. When the Program uses Winterthur or UD vehicles for transportation, the vehicles may only be used for program activities.

### **Contact Information**

- Know how to reach your faculty director(s) 24 hours a day in case of emergency.
- Make sure you have contact information for other students on your program.
- If you are going to be away overnight, provide your faculty director(s) with the appropriate contact information and location of where you'll be.
- Know where to go for help - names/locations of hospitals, clinics, and police stations locally.

### **Personal Health**

- Know your own medical and health needs. Carry any documentation you need. Carry proof of insurance (and a claim form, if possible). Know what your personal and HTH health insurance covers.
- Know about site-specific health/safety precautions that you can take. For example, in countries where people drive on the other side of the road, newcomers are often involved in pedestrian accidents—struck by a vehicle because they looked the wrong way when crossing a road.
- High-risk behavior is strongly discouraged during free time (driving a vehicle, hitchhiking, etc.).
- If you have a life threatening medical condition (e.g. diabetes, peanut allergy) consider sharing this with others in your group. They may be more equipped to help you if something happens.

- Trip leaders try to accommodate various dietary needs but it is the student's responsibility to make the trip leader aware of life-threatening conditions and bring foods that supplement their preferences. It is not possible to alter trip itineraries around individual dietary preferences.
- If you travel abroad, purchase medications before departure. Foreign medications may differ in from those in the U.S.

### **Street safety**

- Use caution.
- Drug and alcohol use are risks from a safety perspective. See section about drug and alcohol use below.
- Be careful about sharing program-related information with strangers.

### **Sexual Assault Prevention**

- Travel with other people and watch out for one another.
- Do not be alone with strangers or accept a drink from a stranger.
- And—if you are assaulted—get to a safe place and contact your faculty director(s). Local authorities, the Institute for Global Studies, and UD Public Safety should also be contacted as soon as possible.
- Familiarize yourself with what the University considers to be sexual assault and harassment by reading the University's Code of Conduct.

### **Drug and Alcohol Use**

- If consumed at all, alcohol should always be consumed in moderation and in compliance with local and national laws, as well as cultural attitudes about alcohol use. Local laws about alcohol may differ from home.
- Students MUST avoid any possible involvement with drugs. If students are arrested for breaking the law in a foreign country, the laws of the host country prevail, without exception. The University of Delaware, the faculty director, and the U.S. Department of State cannot help.
- Please refer to the sections on drug and alcohol use in the UD Student Code of Conduct.

### **Useful contact information:**

Winterthur Program in American Material Culture office:

From the U. S.: 302.831.2678

From abroad: Access code for the U.S. (this will vary depending on your site)  
302.831.2678

Winterthur Public Safety Dispatch Office:

From the U. S.: 302.888.4647

From abroad: Access code for the U.S. (this will vary depending on your site)  
302.888.4647

UD Institute for Global Studies:

From the U.S., toll-free: 1-888-831-4685

From abroad: Access code for the U.S. (this will vary depending on your site) 888-831-4685

UD Public Safety:

From the U.S.: 1 (302) 831-2222

From abroad: Access code for the U.S. (this will vary depending on your site) 302-831-2222

### **Montgomery Prize Competition**

Second year students are required to present an object at the Montgomery Prize Competition in the fall. Started by former Director of the Winterthur Museum, Dwight Lanmon, the objective is to acquire or borrow an item valued at or less than \$75 and make a case for adding it to a museum collection. Culture Fellows work with Conservation Fellows during this exercise that employs almost all of the research and analytical skills they have acquired during their first year. Faculty members in the Office of Academic Programs at the Winterthur Museum circulate the guidelines for the Montgomery Competition in the spring of the first year to give students sufficient time to find and research an object. Presentations occur in September of the second year.

### **Material Culture Symposium for Emerging Scholars**

Each April, the Center for Material Culture Studies hosts a symposium for Emerging Scholars. Fellows work with other University graduate students to host the event, guide in the collections, and serve in leadership and support roles. Attendance is required.

### **Society of Winterthur Fellows (SOWF) Events**

The Society normally hosts a Fall Symposium that is required for Culture Fellows.



## **Section 6 Guiding**

### **Guiding Requirement**

The WPAMC Executive Committee requires that each Fellow complete twelve shifts of guiding Winterthur's public visitors in order to receive the degree. The shifts must be completed before the student's Thesis Presentation date.

The purposes of this requirement are:

- to sharpen skills in cultivating interest and engagement with Winterthur's work;
- to develop students' awareness of museum operations;
- to develop students' knowledge of Winterthur's history and the context of the object collections;
- to provide interpretive assistance for the Public Programs Division.

This requirement focuses on interpreting Winterthur's collection to daily visitors. Students meet the challenge and experience the gratification of turning the sometimes rarified knowledge acquired in the Program into gripping interpretations for visitors. Most often, students guide visitors on tours of the Winterthur house, but occasionally, school program or gallery walk guiding serves the needs of Winterthur and the interests of students.

A "guiding shift" means being in the interpreters' lounge, ready to guide at the time assigned by the Tour Management staff and staying until dismissed by the Tour Manager. The interpreter must be ready to guide during the entire shift. (The time spent in the lounge is an important opportunity to learn from skilled interpreters with deep experience of guiding visitors in the house.) Most often, shifts are served during the day. However, working on a special evening event is counted as a "guiding shift."

Please follow the instructions of the Tour Management staff in signing up for shifts.

### **Paid Guiding**

Occasionally, students finish their required assignments early in their tenure. They wish to continue guiding. Depending on the finish date and Public Program needs, it is possible to move from student status to a part-time temporary paid interpreter position. Often, this opportunity depends on whether Public Programs staff have any open (unfilled) guiding positions.

To apply for a paid position, a student should finish the required 12 shifts as early as possible, and by November 1 of the second year, at the latest. Send an e-mail, indicating an interest in part-time work, to the Manager, Museum, Gallery, and Estate Tours, copying the Senior Lecturer, Academic Programs, at least one month before finishing the required shifts.

Students should be aware that a paid position is an entry-level job. Please note that the work is under the supervision and administration of the Public Programs Division/staff, not the Academic Programs Department/staff or the WPAMC program office/staff. As an employee in the Public Programs Division, it is necessary to fulfill the job requirements, which will be communicated by the Manager, Museum, Gallery, and Estate Tours. In practice, this has resulted in a student working about 50 hours as a paid guide. It is important that an applicant understand this time commitment and be willing to work a number of hours in this range.

## **Section 7 Museum Studies Program**

The Museum Studies Program is a certificate Program that operates out of the University's Department of History. The Certificate requires 12 credit hours, 3 of which may be cross-listed. A number of Fellows earn the certificate although they need to use most of their elective courses to do so. Regardless of whether they seek the certificate, many Fellows take one or more courses in the Museum Studies Program to gain more training in museum management, collections management, exhibitions, historic properties, and museum education. Some of this course work is offered as semester length, three credit courses; some of it is offered in the form of shorter one-credit courses.

Museum Studies course work complements the day-to-day institutional and staff relationships Fellows build at Winterthur. Many Fellows value the chance to contrast Winterthur with the operation of other institutions and collections; courses in Museum Studies also provide an opportunity to work with graduate students in other academic disciplines.

## **Section 8 Progress and Support**

### **Satisfactory Progress**

All Fellows are expected to attend full time, meet required obligations, and complete their coursework in accordance with Graduate School Policy.

Graduate students at the University of Delaware are expected to maintain an overall GPA of 3.0 and to complete coursework not later than the stipulated dates when coursework is due or the incomplete deadline is reached. Program policy discourages incompletes but recognizes that they are sometimes unavoidable. The Program expects that students will complete all requirements within five years of matriculation although students may petition the Office of Graduate and Professional Education for an extension and pay the necessary sustaining fees if their work remains unfinished.

Failure to complete coursework in a timely fashion or to maintain satisfactory grades provides grounds for dismissal. In the event of unsatisfactory progress or behavior, the Director will notify the student in writing of the deficiencies and work with the individual student on a course of improvement. If the situation persists, the Director will consult the Executive Committee and the Director of Graduate Studies. This protocol is to insure that a student is treated in accordance with University policy.

### **Grade Grievance and Other Related Academic Complaints**

The procedure to file a grade grievance and other related academic complaint is as follows:

A student with a complaint should, where appropriate, first try to reach agreement with the faculty member. This concern will be forwarded to the faculty member, in writing, within 10 business days of the end of the semester. Upon being notified of a student complaint, the faculty member must meet with the student to discuss the complaint within 10 business days.

If the faculty member does not meet with the student within 10 business days, or if such a meeting would be inappropriate under the circumstances, or if the issue remains unresolved after a meeting between the student and the faculty member, the student may submit a written appeal to the Program Director (or his or her designee), who will attempt to mediate the complaint. The appeal must be submitted within 5 business days of the meeting between the student and the faculty member.

The department chair, or his or her designee, must issue a written decision on the appeal and a description of the proposed resolution, if any, no later than 15 business days after its submission.

A student may appeal a decision by the department chair, or his or her designee, to the dean of the college in which the department is organized. If requested, the department chair, or his or her designee, shall provide the name and contact information for the appropriate dean to the student. This appeal request must be submitted no more than 5 business days after the date on which the department chair's decision was sent.

The dean will select the members of the hearing panel within 15 business days of his or her receipt of the appeal or, if that is too close to the end of a semester or session, within 15 days after the beginning of the next semester. This hearing panel shall consist of 5

members, 3 faculty members and 2 students. Of the faculty members, only 1 may be from the same department as the faculty member in question. The other 2 faculty members shall be drawn from other departments within that college or, if the college has too few departments, from other colleges. Of the student members, both must be either undergraduate students (if the student submitting the grievance is an undergraduate) or graduate students (if the student submitting the grievance is a graduate student.) Neither of the student members may be enrolled in the department of the faculty member in question.

The hearing panel shall:

Select the date, time and location of the hearing and notify the student and faculty member of this information.

Make available to the student and faculty member, at least 5 business days prior to the hearing, all material that has been furnished to the hearing panel and the names of any witnesses who may give testimony.

Provide the student and faculty member with the opportunity to hear all testimony and examine all documents or other materials presented to the hearing panel.

Provide the student and faculty member with the opportunity to question each witness.

Allow the student and faculty member each to be assisted by an advisor of their choice from among the members of the University community. The advisor may help prepare the presentation before the hearing panel, raise questions during the hearing, and, if appropriate, help prepare an appeal. A department chair who has mediated or attempted mediation is not permitted to serve as advisor to either party.

Permit the faculty member and student to make a summary statement at the conclusion of the hearing.

Make an audio recording of the hearing that shall be kept in the dean's office for at least one calendar year after the hearing's conclusion. No other electronic devices (included, but not limited to, cellphones, computers and additional recorders) may be used, unless expressly permitted by the members of the hearing panel.

Apply a preponderance of the information standard when deciding whether the student has proven the facts underlying the grievance.

Within 10 business days after the conclusion of the hearing, the hearing panel shall prepare a written decision and proposed resolution, if any. The hearing panel shall inform the Registrar's Office (for undergraduate students) or the Office of Graduate and Professional Education (for graduate students) and the dean of the college in which the student is enrolled of the decision.

A student or faculty member who is not satisfied with the decision by the hearing panel may appeal to the Academic Appeals Committee of the **Faculty Senate**. This appeal must be submitted within 30 business days of the date on which the hearing panel's decision was sent. This Committee, on reviewing the case, may uphold the decision of the college committee without a hearing or decide the appeal should be heard.

The Chair of the Academic Appeals Committee may appoint an ad hoc hearing panel from among the current members of the committee, consisting of 3 faculty members and 2 students, or the entire committee may serve as the hearing panel. If the submitting the appeal is an undergraduate graduate student, the 2 student panel members must be undergraduate graduate students, and if the student submitting the appeal is a graduate student, the student panel members must be graduates. During the hearing, the student and faculty member may be assisted by an advisor they have chosen from the University community. The process set forth for the hearing panel (above) also shall govern this hearing.

The decision of the Academic Appeals Committee or, if applicable, the ad hoc committee, shall be final. The committee shall inform the Registrar's Office (for undergraduate students) or the Office of Graduate and Professional Education (for graduate students) and the dean of the college in which the student is enrolled of the decision.

No grade shall be changed as a result of a grade grievance complaint, except as follows. In the case of a grade grievance, the University Registrar's Office is authorized to change the student's grade in the following situations:

- When the student and the faculty member agree;
- If the department chair approves the student's appeal and the faculty member does not appeal that decision;
- If the dean approves the student's appeal based on the hearing panel's recommendation and the faculty member does not appeal that decision; or
- If the Academic Appeals Committee approves the student's appeal.

### **Financial Support**

All students admitted to the Program receive a Fellowship that includes tuition and a stipend. Under University policy,

"Fellows are expected to give their full-time attention to graduate study and may not engage in any remunerative employment while holding the fellowship. Dean's permission is required for any exception to this "no other employment policy" and APPROVAL BY THE DEAN must be forwarded to the Office of Graduate and Professional Education."

The Program has no teaching or work requirements except those enumerated previously. The Fellowship begins July 1 of the matriculating year and concludes on May 31 of the second year. Pending "satisfactory progress," students will receive the equivalent of 23 months support. Fellows ordinarily complete all their requirements during this period and there is no provision for support beyond that time frame.

Additional support may be available from the Winterthur Museum, the Society of Winterthur Fellows, or the Office of Graduate and Professional Education at the University of Delaware for students to attend professional meetings, conduct research in other collections, or give presentations. Students apply for these funds and must follow the appropriate guidelines. Funding is competitive and we encourage Fellows to learn more about their options well before application deadlines come due. Many of these

sources require evidence of matching support and deadlines that are secured at least one month prior to their use.

The following grants are known at the time of this Handbook's printing:

*Society of Winterthur Fellows (SOWF) Professional Development Funds*

Fellows are eligible to apply for up to \$300 of matching funds. Funding is limited and is competitive. E-mail Sandy Manno in the Winterthur Program Office for the online forms. Students who receive these funds must prepare a one page report that may be published in the Society of Winterthur Fellows *Newsletter*.

*Professional Development Awards for Travel*

These awards are available via the Office of Graduate and Professional Education.

Guidelines and application form are located online at:

[www.udel.edu/gradoffice/forms/profdevaward.pdf](http://www.udel.edu/gradoffice/forms/profdevaward.pdf). Funds support travel to give papers or attend professional conferences and require matching funds from the Program's office.

*Global Research and Field-Based Study Grants*

Offered through the Office of Graduate and Professional Education at the University of Delaware, these awards provide support of up to \$5,000 for transportation, housing, food, departure taxes, visa and entrance fees, and other incidental expenses. Presently, Fellows need to identify a thesis topic in the **Fall of their first year** in the Program in order to qualify for these funds although the Graduate Office is considering a bi-yearly application cycle. For additional information see:

[www.udel.edu/gradoffice/financial/index.html](http://www.udel.edu/gradoffice/financial/index.html).

*Winterthur Program Professional Development Funds*

Generous support from friends of the Program has allowed the Director's Office to provide a modest amount of Professional Development Funding. Students must petition the Program's Director for support and include a detailed budget. Priority is given to applications that match other sources of funding. As with SOWF funding, students must submit a one-page report outlining how they used the funds following their trip or presentation. In general, no students may apply for these funds more than once in a given year. Contact Sandy Manno for the electronic guidelines and application form.

*McNeil Professional Development Funds*

A modest amount of funding is available in the Office of Academic Programs at Winterthur for Culture Fellows to attend professional conferences. In general no Fellow may apply for these funds more than once. Consult Rosemary Krill, Senior Lecturer in Academic Programs, for more information.

*Delaware Public Humanities Institute (DELPHI)*

Held in the first two weeks of summer, this Institute provides intensive training in the public humanities and provides \$4500 stipends (subject to Federal withholding) for summer research. Acceptance is competitive but three Culture Fellows participated in June 2009, two in June 2010, two in June 2011, one in June 2012, and two in June 2013.

Please note the amounts and guidelines for all of these funds are subject to change; we cannot guarantee that they will remain current for a Fellow's entire course of study as some of them are subject to grant funding or fluctuating levels of endowment.

## **Disability Support Services**

Any student who thinks he/she may need an accommodation based on a disability should contact the Disability Support Service (DSS) office as soon as possible. The DSS office is located at 119 Alison Hall, 240 Academy Street, Phone: 302-831-4643, fax: 302-831-3261, website: [www.udel.edu/DSS](http://www.udel.edu/DSS). This office has the responsibility of documenting physical, medical, psychological, learning, and other disabilities and providing reasonable accommodations for them.

The student is the primary advocate for him or herself. Students are expected to introduce themselves to faculty members to communicate the approved accommodations and how they may be implemented. The DSS Office welcomes faculty input, as it is often necessary to determine whether the accommodation(s) is reasonable for specific classes. Essential components of the curriculum may not be altered, unless agreed upon by faculty.

## **Leave of Absence**

Students may arrange a leave of absence as provided by the Office of Graduate Studies policy. A graduate student who seeks a leave of absence for personal, medical, or professional reasons should obtain written approval from the department chair or graduate program coordinator. The request and the recommendation from the department should be sent to the **Office of Graduate and Professional Education**. The length of time needed for the leave should be indicated. Upon approval by the Office of Graduate and Professional Education, the student's academic transcript will record the approved leave in the appropriate semesters, and the absence will not affect the limitation of time for completion of the degree requirements as given in the student's official letter of admission. The Office of Graduate and Professional Education will send written notification of approval or denial of the requested leave. A medical leave of absence in no way negates the student's financial responsibility to the University. If the student is a financial aid recipient, he or she should contact the Financial Aid Office to discuss the medical leave of absence and its potential ramifications. If the student is insured under the University's health insurance plan, the student should refer to the insurance documentation for information.

## **Section 9 Program Operations**

### **Public Relations and Deportment**

Whether at the Museum or the University, Winterthur Fellows are expected to conduct themselves professionally because individual behavior can affect the group's reputation. Given the Museum setting that Fellows negotiate daily, matters of dress and deportment often assume a different level of importance than in the more student-oriented environment of the University. Museum faculty and staff will address these issues during Summer Institute and at other times if there are matters of concern. We ask that students be sensitive to the importance of working with the public in a friendly and appropriate manner.

### **Administrative Roles**

We ask each WPAMC class member to take on an administrative support role. This helps with the work of running the Program and gives an opportunity to meet people inside and outside the institution. If it becomes interesting and substantive, think about using it on a resume to document administrative skills.

**1. Class Representative:** We ask the class to select a representative by the end of Summer Institute at the latest. The Class Representative is responsible for coordinating communications and activities that involve the class as a whole. The communication liaison part of the position is spread evenly throughout the year, although there are certain periods of concentrated work (Interview Weekend and Thesis Presentations).

The Class Rep:

- attends the WPAMC Executive Committee meetings (two each year: one in the Fall and one in the Spring);
- coordinates necessary meetings, field trips, and other activities (for example, when the Director meets with the class to discuss thesis-related matters, Connoisseurship field trips, Interview Weekend, etc.);
- communicates concerns with students, faculty and staff ;
- helps plan and coordinate Interview Weekend (the First Year Class Rep takes the lead in planning and running IW with the help of the First Year Annual Events Coordinator, Second Year Class Rep, and all current Fellows).

### **2. WPAMC Representative to UD Graduate Student Government**

The GSG Senator keeps fellows connected to UD/ grad student issues by maintaining "active standing" in GSG. Since GSG only allows one official senator per program, 2nd-year fellows are the official senators and 1st-year fellows serve as "active members" and/or the senator's proxy at meetings that the senator is unable to attend. The student in this position can take on tasks from colleagues in other positions, since it requires only two monthly meetings. The GSG Senator/active members can be more involved if they desire. Active standing requires:

- attendance at monthly GSG meetings;
- participation in one GSG Committee by at least attending the monthly committee meeting;
- dissemination of pertinent information to classmates. The GSG sends out meeting updates to all grad students via Mary Martin; however, active senators are required to highlight information for their academic programs.



### **3. Calendar Representative**

The Calendar Representative is responsible for updating the WPAMC Google calendar online. The calendar is the primary form of organizing and communicating upcoming events/announcements and requires constant updating (ranging from daily to weekly updates). Duties are divided between a 1st and 2nd year rep who will add events from the following sources:

- events occurring at Winterthur: lectures, brown-bag lunches, meetings, student presentations, public events, etc.;
- events from the UD center for material culture studies (events sent to coordinators via email weekly);
- call for papers, upcoming conferences/symposiums, and other events reported via relevant listservs, SOWF mailing list, UD Museum Studies program, and other announcements (requires daily monitoring);
- any other event forwarded to us of interest to the material culture studies community.

### **4. Coordinator for Websites and Visuals**

This coordinator is responsible for both traditional and electronic documentation of the class, this student's duties include:

- maintaining the WPAMC Class of 2015 lounge bulletin board and posting other material on the general bulletin board as needed;
- assisting faculty and staff with content for WPAMC-related websites as needed;
- assisting the editor of electronic media in Winterthur's Marketing Communications Department to keep WPAMC present on Winterthur's social media outlets, including Facebook and the Museum blog. (WPAMC 2014 does this via their Tumblr).
- In addition, this person keeps an eye on the student lounge and alerts staff if special cleaning is needed or if the office supplies need refreshing.

### **5. Registration Office Representative/thank you note coordinator:**

The work of the Registration Office Rep is spread fairly evenly throughout the year with some additional work assigning thank you notes before/during field trips. The Registration Office rep is responsible for:

- assuring that all papers and research completed about Winterthur objects are copied and handed to Julia Hofer or other Registration staff member for filing in object folders;
- assuring that all class members are reminded to change their log in passwords every three months;
- coordinating thank-you notes written to all presenters on the various field study trips and others, as needed.

### **6. Public Programs Representative**

The Public Programs Rep is responsible for getting to know the tour management staff and serving as a point person for the interpretation requirement and training opportunities. This position involves the following:

- attending all interpreters meetings, if at all possible (second Monday morning of selected months);

- assisting Rosemary Krill in organizing training dates for new tours, as needed;
- assisting in maintaining and posting spreadsheet accounting for guiding shifts, as needed;
- coordinating with Emerging Scholars' rep to make sure tours on the day of the symposium are well-organized and that tour leaders receive guide shift credit.

### **7. Liaison for mentors/ “looking ahead” lunches and the Society of Winterthur Fellows (SOWF):**

The Mentors Liaison is responsible for:

- assisting Rosemary Krill in assigning an institutional mentor to each class member;
- reminding classmates to get in touch with mentors at least once each semester, including or in addition to a personal invitation to any presentations, such as the English Design History presentations, the Montgomery Competition presentations, and thesis presentations;
- keeping an ear on how the mentorships are working.

The Brown Bag Lunch and SOWF Liaison is responsible for:

- communicating with Rosemary Krill about the need for/scheduling of brown-bag lunches on topics of interest with in-house staff or visiting experts;
- welcoming and helping out the board members when SOWF meets in Wilmington (usually twice yearly with one taking place the morning of Thesis Presentations);
- making sure that the new class e-mails are communicated to alum Bobbye Tigerman, who maintains the SOWF listserv.

### **8. WUDPAC/ Emerging Scholars Conference/Food liaison:**

This liaison is responsible for:

WUDPAC Liaison:

- getting to know the WUDPAC class rep, Debbie Hess Norris (art conservation department director) and the WUDPAC staff, and Fran Wilkins (administrative coordinator for Conservation and Academic Programs)
- checking occasionally with all the above people and the bulletin boards up in the Conservation area to assure that WUDPAC lectures and learning opportunities are communicated to WPAMC students and vice versa.

The Material Culture Symposium for Emerging Scholars takes place on a Saturday in April. It is totally student-run, under the auspices of the UD Center for Material Culture Studies. There are usually one or two student co-chairs appointed and the symposium is usually hosted at Winterthur. The Emerging Scholars Symposium Liaison:

- meets and helps the student chairs;
- makes sure that WPAMC students are well-integrated into this effort, as managers, workers, and attendees;
- arranges for tours of the Museum for attendees on the day of the symposium.

The Food Liaison:

- helps in setting up or cleaning up coffee/tea, if we ever need it for a meeting (an occasional duty);
- communicating to instructors and field trip leaders any food allergies/preferences and helping select menus for field trip meals.

#### **9. Annual Events Coordinator:**

- During the first year, the AEC co-chairs the interview weekend committee with the class representative and works with University and Winterthur staff to ensure a calm and orderly weekend for aspiring fellows. This includes coordinating travel, fellows guiding responsibilities, etc. during interview weekend. Fellow fellows assist chairs with these responsibilities.
- During the second year, the AEC is expected to actively participate in interview weekend under the leadership of the first year chairs. Also during the second year, the AEC heads the graduation speaker committee. The AEC contacts potential speakers (nominated by the class) and acts as the liaison between the chosen speaker and the Program. This is an ideal position for a fellow with a longer commute to Winterthur (as the AEC, save interview weekend responsibilities, does not need to be at Winterthur/UDel to perform the assigned duties).

#### **Interview Weekend**

Interview Weekend is important for maintaining the Program's vitality. Fellows are involved in many aspects of support and **all** Fellows are expected to participate. The two class representatives are instrumental in the coordination and planning of the Weekend. While the Program's Executive Committee controls some aspects of the Weekend's events, others are open to modification subject to pragmatic logistical, administrative, and budgetary concerns. The Director and Program Secretary coordinate the Weekend with Museum staff and faculty and will work with the class representatives and the student Annual Events Coordinator to insure that the weekend goes smoothly.

#### **Program Operations**

It is the responsibility of individual students to make certain that they inform the appropriate staff at the University and the Museum of any changes in their status, including marital status, health concerns, addresses, and contact information. Normally, this notification should include Rosemary Krill, Senior Lecturer, in Academic Programs at the Museum and Sandy Manno, Administrative Assistant, in the Winterthur Program at the University.

Fellows are subject to the rules, regulations, and policies of both the University and the Museum and should exercise due diligence at **both** institutions to insure they are in compliance with ethical, research, safety and security policies and protocols. Fellows receive an orientation to these protocols during Summer Institute.

## **Section 10 University Policies**

### **CODE OF CONDUCT**

This Code of Conduct, which contains policies arranged alphabetically, establishes standards of behavior for students and student organizations at the University.

**Academic Honesty**  
**Alcohol**  
**Complicity**  
**Disruptive Conduct**  
**Drugs**  
**Endangering the Safety of Others**  
**Failure to Comply**  
**False Information**  
**Guests**  
**Hazing**  
**Misuse of University Materials, Services or Property**  
**Off-Campus Conduct**  
**Residence Hall Regulations**  
**Responsible Computing and Use of University Computer Resources**  
**Sexual Assault**  
**Sexual and Other Discriminatory Harassment**  
**Student Organizations**  
**Theft**  
**Weapons, Dangerous Instruments, and Explosive Chemicals or Devices on Campus**

**Note: A violation of the Code of Conduct may also constitute a violation of city, state, or federal law and vice versa. If so, simultaneous prosecutions may result. Students should be aware that student status does not insulate them from awareness of and compliance with other laws.**

#### **A. Academic Honesty**

##### **1. Statement of Policy**

All students must be honest and forthright in their academic studies. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an assignment, or to allow or assist another to commit these acts corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance.

Any violation of this standard must be reported to the **Office of Student Conduct** (<http://www.udel.edu/studentconduct>). The faculty member, in consultation with a representative from the Office of Student Conduct, will decide under which option the incident is best filed and what specific academic penalty should be applied.

## **2. Academic Violations**

### **a. Plagiarism**

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as his or her own, a student certifies the originality of all material not otherwise acknowledged. Plagiarism includes, but is not limited to:

- i. The quotation or other use of another person's words, ideas, opinions, thoughts, or theories (even if paraphrased into one's own words) without acknowledgment of the source; or
- ii. The quotation or other use of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgment of the source.

### **b. Fabrication**

Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes, but is not limited to:

- i. The false citation or acknowledgment of a direct or secondary source, including the incorrect documentation of a source;
- ii. The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work;
- iii. The inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information; or
- iv. The unauthorized submission of an academic work prepared totally or in part by another.

### **c. Cheating**

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes, but is not limited to:

- i. Copying of all or any portion of another's academic work and submitting it, in part or in its entirety, as one's own;
- ii. Allowing another person to copy one's own academic work—whether intentionally or recklessly;

- iii. The unauthorized use or possession of a class textbook, notes, or any other material to complete or prepare an academic work;
- iv. The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise;
- v. The unauthorized use of electronic instruments, such as cell phones, PDAs, or personal response systems (clickers) to access or share information; or
- vi. The unauthorized completion for another person of an academic work, or permitting someone else to complete an academic work for oneself, including through the use of personal response systems (clickers).

**d. Academic Misconduct**

Academic misconduct is any other act that disrupts the educational process or provides a student with an academic advantage over another student. Academic misconduct includes, but is not limited to:

- i. The unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered;
- ii. Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work;
- iii. Entering any University building, facility, office, or other property, or accessing any computer file or other University record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade;
- iv. Continuing to work on an academic exercise after the specified allotted time has elapsed; or
- v. Bribing another person to obtain an academic exercise, including answers to questions of an unadministered academic exercise.

**e. Other forms of academic dishonesty not described here but in violation of the Academic Honesty Statement of Policy.**

**B. Alcohol**

**1. Statement of Policy**

All students must comply with applicable laws and these alcohol regulations.

**Open Letter to All Students Regarding Drugs and Alcohol**  
(<http://www.udel.edu/stuguide/13-14/letter.html>)

Medical Amnesty/Good Samaritan Protocol

Student health and safety are of primary concern at the University of Delaware. As such, in cases of intoxication and/or alcohol poisoning, the University encourages individuals to seek medical assistance for themselves or others. If an individual seeks medical attention due to his/her level of intoxication, the Office of Student Conduct may not pursue conduct sanctions against the student for violations of the Alcohol Policy. In lieu of student conduct sanctions, the intoxicated student (and possibly the referring student) will be required to meet with a member of the Office of Student Conduct staff who may issue educational requirements such as alcohol education class and/or an alcohol and substance abuse assessment.

Those students who assist in obtaining medical attention for individuals who are intoxicated may not receive student conduct sanctions for violations of the Alcohol Policy of the Code of Conduct.

**Please note: Medical Amnesty will not be granted to students who do not seek medical assistance. Students who are confronted by university staff (ex. RA, UDPD) will be referred to the Office of Student Conduct for alleged policy violations.**

Students are encouraged to read the complete **Medical Amnesty/Good Samaritan Protocol**. (<http://www.udel.edu/amnesty/>)

**2. Prohibited Activities**

The University prohibits alcohol intoxication (regardless of age); the unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol; and driving while impaired due to alcohol consumption. Specifically this offense includes, but is not limited to:

- a. The possession, use, consumption, manufacture, sale, or distribution of alcohol by anyone under the legal age to do so;
- b. The possession, use, consumption, manufacture, sale, or distribution of alcohol in any University building, facility, or property except in the confines of a student's own residence hall room if the student is over the legal age to do so;
- c. The possession of beer kegs in any University building, facility, or property;
- d. The possession or use of any apparatus, including but not limited to beer pong tables and beer funnels, used to facilitate 1) the rapid consumption of alcohol or 2) drinking games; or
- e. A violation of any University policy or procedure concerning the use of alcohol or enacted to monitor or control the use of alcohol; or

f. A violation of any applicable law of the State of Delaware or City of Newark, Delaware, relating to alcohol (including, but not limited to, possession of an open container of alcohol, public intoxication and entry into a liquor store).

### **3. Use of Alcohol Off-Campus**

The University accepts no responsibility for the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages by students off-campus, including at events or functions sponsored in whole or in part by one or more student organizations or individuals. A student hosting or attending an off-campus function should be aware of the applicable laws regarding alcohol and should be aware that the University may also impose sanctions upon the student for such behavior.

### **4. Use of Alcohol On-Campus**

As described above, the possession, use, consumption, manufacture, sale, or distribution of alcoholic beverages is prohibited except when and where explicitly permitted by this Alcohol Policy.

#### **a. Student Organizations**

No student organization that hosts, organizes, conducts, or participates in an on-campus function or event sponsored or sanctioned by the University shall serve alcohol or permit the possession, use, consumption, manufacture, sale, or distribution of alcohol except as provided here.

i. No alcoholic beverages shall be distributed, served, or sold at a function or event on-campus without the explicit, prior approval of the **Director of the Student Centers** or his or her designee. (<http://www.udel.edu/usc/>)

ii. Outside functions or events involving the use of alcohol are not permitted on campus.

#### **b. Alcohol in Residence Halls**

A resident over the age of 21 may possess or consume alcoholic beverages in his or her own room. No student under the age of 21 may possess or consume alcohol anywhere, including the student's room. The possession or consumption of alcohol by a student over the age of 21 is subject to the following limitations and conditions, and any violation of these conditions shall be a violation of this Code of Conduct.

i. Possession of an open container or consumption of alcoholic beverages in any area other than a resident's room is prohibited.

ii. A guest may only possess or consume alcohol if the guest is over the age of 21 and is visiting a resident's room where at least one of the assigned student residents is also of legal drinking age and is present (i.e., if a double-occupancy room is occupied by two students under the age of 21, those students shall not permit the consumption, possession, or use of alcohol by anyone, including guests, in that room. However, if one of the roommates is over the age of 21, he or she must be present to allow the possession or consumption of alcohol by guests who are over 21).



iii. The student's (or a guest's) possession, use, or consumption of alcohol shall not infringe upon the privacy, peace, or enjoyment of other students or guests in the residence hall.

iv. A residence hall student has a duty to know if there is or has been illegal use or possession of alcohol in his or her room. Therefore, the responsibility to establish lack of knowledge shall be on the resident in cases where the resident claims no knowledge of such use.

**c. Alcohol at the University Football Stadium**

The possession, use, consumption, manufacture, sale, or distribution of alcohol at the University football stadium is prohibited, except that alcohol may be possessed and consumed in the stadium parking areas only on the day of a home varsity football game and only by those of legal drinking age. Beer kegs and any alcohol-related games, activities or apparatus (such as a beer pong table, ice slides, beer funnels, etc.) are prohibited at all times, and alcoholic beverages are not permitted in the stadium. Individuals are not permitted to possess any open container containing spirits, wine, or beer, or consume any spirits, wine, or beer in stadium parking areas while the football game is in progress.

**C. Complicity**

**Statement of Policy**

A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this Code of Conduct. A student who has knowledge of another committing or attempting to commit a violation of the Code of Conduct is required to remove him or herself from the situation, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

**D. Disruptive Conduct**

**1. Statement of Policy**

A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of the University or any of its students, faculty members, University officials, guests or the surrounding community.

**2. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

- a. Committing or threatening to commit any act of violence against self or other;
- b. Threatening the health, safety, or welfare of another;
- c. Acting recklessly or in a manner that endangers or could reasonably be expected to endanger the health, safety, or welfare of the student or anyone else;
- d. Interfering with the freedom of movement of another person;
- e. Invading the privacy of another person;

- f. Stalking (Purposely and repeatedly engaging in behavior directed at a specific person which reasonably causes that person alarm, distress, fear or a change of normal behavior);
- g. Interfering with the right of another to enter, use, or leave any University building, facility, property, service, resource, or activity;
- h. Interfering with a faculty member or University official in the performance of his or her duty;
- i. Interfering with the freedoms of speech, religion, or association of another;
- j. Trespassing or the unauthorized entering or accessing of any University building, facility, property, service, resource, or activity;
- k. Instigating, participating in or otherwise encouraging others to engage in a fight, riot or other disruption;
- l. Making, exhibiting, or producing any inappropriate, loud, or disruptive noise or behavior;
- m. Exhibiting public nudity or lewd behavior; or
- n. Urinating in any area of University buildings, facilities, or property other than restrooms.

## **E. Drugs**

### **1. Statement of Policy**

The University prohibits the illegal possession, use, consumption, manufacture, sale, or distribution of drugs and drug paraphernalia. Any violations of this drug policy may be subject to sanctions by the undergraduate or graduate Student Conduct System and may be reported to all appropriate law enforcement authorities. The claim that the use of marijuana was done for medicinal purposes will not automatically be sufficient for dismissal of any pending charges nor for a determination that the student is not responsible for violating this policy. All University buildings, including residence halls, are designated as smoke-free for all substances.

### **Open Letter to All Students Regarding Drugs and Alcohol**

<http://www.udel.edu/stuguide/13-14/letter.html>)

### **2. Definitions**

The term "Drugs" broadly includes, without limitation, any stimulant, intoxicant (other than alcohol), nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use.

The term “Drug Paraphernalia” broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use, or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles and syringes.

### **3. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

- a. The possession, use, consumption, manufacture, sale, or distribution of any illegal drug or drug paraphernalia, prescription or prescription drug not prescribed to the student;
- b. The delivery, transfer, or intent to deliver, transfer, or manufacture any drug or drug paraphernalia;
- c. The misuse, sale, delivery, or transfer of a prescription or prescription drug;
- d. The possession of a prescription or prescription drug not issued to the student;
- e. Driving while impaired by any drug, whether it be legal or illegal; or
- f. A violation of any applicable local, state or federal law relating to drugs or drug paraphernalia.

## **F. Endangering the Safety of Others**

### **1. Statement of Policy**

A student shall not endanger the lives or safety of others.

### **2. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

- a. Creating an unsafe condition or environment which could cause harm to others;
- b. Setting or causing a fire;
- c. Tampering with, misusing or damaging fire or safety equipment, such as alarms, heat sensors, smoke detectors, hoses, and fire extinguishers;
- d. Failing to immediately exit any facility or building when a fire alarm has been sounded, or hindering or impairing the orderly evacuation of any University facility or building; or
- e. Disobeying a command by any University official or faculty member in connection with a fire, alarm, or other safety or security matter.

## **G. Failure to Comply**

### **1.Statement of Policy**

It is a violation to ignore, disobey, disregard, or otherwise violate any provision of this Code of Conduct or any applicable rule.

### **2. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

- a. Failing to comply with the directive of any University official or faculty member, including any sanction imposed by the Office of Student Conduct upon a group or individual;
- b. Failing to comply with the terms of any policy, procedure or agreement, including the **University's Housing and Dining Agreement** (<http://www.udel.edu/stuguide/13-14/agreements.html>), **University Student Centers policies** (<http://www.udel.edu/usc/policy.html>) or any other agreement between a student and a University official or department;
- c. Failing to comply with any applicable federal, state, or local law; or
- d. Failing to advise the University of an off-campus criminal charge(s) or conviction.

## **H. False Information**

### **1. Statement of Policy**

A student shall not provide false or misleading information.

### **2. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

- a. Making a false or misleading oral or written statement to any University official or faculty member (including, but not limited to, application for admission, financial aid, residency classification or participation in any special programs sponsored by the University) when the student knew or should have known the statement was false;
- b. Making a false or misleading oral or written statement at any point of the student conduct process;
- c. Making a false or misleading oral or written statement that misrepresents the character, qualifications, or reputation of another;
- d. Falsely reporting a safety hazard (including but not limited to, a fire, explosive or incendiary device) by any means including by activating an emergency phone on campus when no emergency actually exists;
- e. Falsely reporting a crime or a violation of this Code of Conduct; or
- f. Possessing or displaying any form of false identification or any identification not one's own; or

g. Assuming or attempting to assume the identity of another person; or

h. Forgery.

## **I. Guests**

### **Statement of Policy**

Students are responsible for the behavior of their guests and must ensure that guests comply with University regulations, including the standards in this Code of Conduct. Students in residence halls are responsible for abiding by the Rules for Hosting Visitors in the Residence Halls.

## **J. Hazing**

1. Hazing is any action taken toward, or circumstance directed at, one or more students, which action or circumstance exposes such student(s) to unpleasant, harassing, embarrassing, degrading or hazardous conditions, the endurance of which is intended to be a condition upon which the student(s) may become a member of, or participate with, any group, regardless of whether the group is recognized by the University or has been formally organized. It is intended that the term "group" be interpreted in the broadest sense and could mean, for example, a particular section of a residence hall, students in a particular program or informal clubs or gatherings of students. Specific violations of this policy include, but are not limited to:

a. Requiring the consumption of any food, liquor, drug, or other substance;

b. Requiring participation in physical activities, such as calisthenics, exercise, or other games or activities requiring physical exertion;

c. Exposing another to weather elements or other physically or emotionally uncomfortable situations;

d. Forcing fatigue from sleep deprivation, physical activities, or exercise;

e. Requiring anything that would be illegal under any applicable law, including laws of the State of Delaware or City of Newark, Delaware;

f. Requiring anything that can be reasonably expected to be morally offensive to another;

g. Committing or requiring any act that demeans another based on race, gender, ability, sexual orientation, religion, or age;

h. Committing any act of physical brutality against another, including, but not limited to, paddling, striking with fists, open hands or objects, and branding;

i. Kidnapping or transporting another with the intent of stranding him or her;

j. Committing verbal abuse;

- k. Forcing or requiring conduct that can be reasonably expected to embarrass or adversely affect the dignity of another, including the performance of public stunts and activities such as scavenger hunts;
  - l. Intentionally creating work or labor for another;
  - m. Denying sufficient time for study or other academic activities; or
  - n. Committing or requiring another to commit any sexual act or engage in lewd behavior.
2. Students have a duty to avoid being hazed. Therefore, it shall be an offense under this section for a student to permit himself or herself to be hazed, subject only to the defense that the student could not reasonably have prevented the hazing.

## **K. Misuse of University Materials, Services, or Property**

### **1. Statement of Policy**

A student shall not misuse any University material, service or property.

### **2. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

- a. Destroying, damaging, misusing, or defacing any University building, facility, or property, or any private property on-campus or being used for a University-sponsored event;
- b. Destroying, damaging, misusing, reproducing, altering or defacing any student identification card, University-provided key or access card, residence hall key or access card, laboratory equipment, emergency phone, athletic equipment, or any material issued or owned by the University;
- c. Impairing or otherwise hindering another's use of a University material, service, or property;
- d. Reading, duplicating, removing, photographing, forging, counterfeiting, or altering any University document or record without authorization;
- e. Littering on or in any University property, facility, or building; or
- f. Engaging in conduct that may result in damage or destruction of any University building, facility or property, including without limitation skateboarding or rollerblading on steps, railings, banisters or curbing.

## **L. Off-Campus Conduct**

### **1. Statement of Policy**

Violations of local, state, or federal law are subject to University action. A student who has pleaded guilty to or otherwise accepted responsibility for a violation (e.g. Probation Before Judgment or *no lo contendere*) should be aware that the University may also sanction the student.

## 2. Notification of Criminal Arrest

- a. A student is responsible for notifying the University of any off-campus arrest.
- b. When the **Office of Student Conduct** (for undergraduate students) or the **Office of Graduate and Professional Education** (for graduate students) (<http://www.udel.edu/gradoffice/>) is informed of the arrest of a student, the University will send a letter to the student requiring that he or she make an appointment for an interview with the Office of Student Conduct or Office of Graduate and Professional Education. During this interview, the facts involved in the student's arrest, the student's obligation to keep the University informed of the progress of the criminal charge(s), and the student's obligation to advise the University of the final disposition of the criminal charge(s) will be discussed with the student.

## 3. Withdrawal When Certain Criminal Charges are Pending

The University may withdraw any student when certain charges are pending against that student, subject to the procedures set forth in the **Student Conduct System** (<http://www.udel.edu/stuguide/13-14/conduct.html#charges>) section of this Guide.

Specifically, withdrawal may be mandated where the crime involves an act of violence, the sale, manufacture or delivery of drugs or any other conduct that is egregiously offensive to the University's mission.

## 4. Emergency Suspension

The University may remove any student where the continued presence of the student on-campus poses a threat to safety or the rights, welfare, or property of another, subject to the procedures set forth in the **Student Conduct System** (<http://www.udel.edu/stuguide/13-14/conduct.html#suspension>) section of this Guide.

## M. Residence Hall Regulations

### Statement of Policy

A residence hall resident shall comply with all provisions of this Code of Conduct, and should refer to the **Residence Hall Regulations** ([http://www.udel.edu/reslife/community\\_living/regulations.html](http://www.udel.edu/reslife/community_living/regulations.html)), the **Housing Agreements** (<http://www.udel.edu/stuguide/13-14/agreements.html>), **Residence Hall Prohibited Items and Actions** ([http://www.udel.edu/reslife/community\\_living/prohibited.html](http://www.udel.edu/reslife/community_living/prohibited.html)) and **Residence Hall Appliance Use** ([http://www.udel.edu/reslife/community\\_living/appliances.html](http://www.udel.edu/reslife/community_living/appliances.html)) for additional rules and responsibilities that supplement the Code of Conduct. Residence hall residents are responsible for the behavior of their guests and for ensuring that guests comply with all University regulations.

## N. Responsible Computing and Use of University Computer Resources

### 1. Statement of Policy

All students must comply with local, state, and federal laws relating to **copyright**, security, and electronic media. Students must act **responsibly** (<http://www.udel.edu/it/security/students/index.html>) and in accordance with relevant **laws** (<http://www.udel.edu/it/security/policies/index.html>), contractual obligations, and the **Policy for Responsible Computing**. (<http://www.udel.edu/ExecVP/policies/administrative/1-14.html>)

All students must make certain that their computer is **secured** (<http://www.udel.edu/it/security/policies/index.html>) against viruses, worms, hacker attacks, and other intrusions. Further, students are responsible for all uses of their computer and will be held accountable for network traffic originating at their computer or traced back to their computer's IP number (Internet address).

All students **are expected to access and use their UD e-mail** (<http://www.udel.edu/it/security/policies/employees/index.html>) and read e-mail in a timely manner. Faculty will send e-mail with important information about classes, and the administration, including the Office of Student Conduct, will send messages with timely, sometimes critical, announcements. These messages are sent to the "udel.edu" e-mail address assigned to each student. If students prefer to use a different e-mail service, they must still check their UD e-mail account or be sure to forward the "udel.edu" messages to the preferred account.

### 2. Prohibited Activities

A student shall not damage, destroy, misuse, or otherwise endanger the University's computing and information resources. Specific violations of this standard include, but are not limited to:

- a. Using any University computer, facility, equipment, software, network, or other resource, including e-mail, for any activity other than that for which access or use was assigned or authorized;
- b. Using any University computer, facility, equipment, software, network, or other resource, including e-mail, for commercial use;
- c. Accessing any University computer, facility, equipment, software, network, or other resource, including e-mail, without authorization;
- d. Using any University computer, facility, equipment, software, network, or other resource, including e-mail, to commit or attempt to commit any other violation of this Code of Conduct;
- e. Disrupting, hindering, or damaging the service, use, or ability of others to access or use any University computer, facility, equipment, software, network, or other resource, including e-mail;



f. Damaging, destroying, misusing, or otherwise harming any University computer, facility, equipment, software, network, or other resource, including e-mail; or

g. Using any University computer, facility, equipment, software, network, or other resource, including e-mail, to commit or attempt to commit acts prohibited under applicable federal, state, or local laws.

## **O. Sexual Assault**

### **1. Statement of Policy**

The University will not tolerate sexual assault. Sexual assault occurs when consent is not received, a person is physically forced, intimidated or coerced into a sexual act, or when a person is physically or mentally unable to give consent. Assault may be committed by an acquaintance or a stranger. Violations will be adjudicated by the University and may be reported to the appropriate law enforcement authorities.

#### Sexual Assault Amnesty

The Office of Student Conduct grants Amnesty to students who may have violated the Code of Conduct's Alcohol Policy at the same time of the incident when he or she became a victim of sexual assault. Therefore, no alcohol charges are applied to a student who reports that he or she was under the influence of alcohol at the time of a sexual assault.

### **2. Consent**

Consent is an affirmative decision to willingly engage in mutually acceptable sexual activity given by clear words or actions. It is an informed decision made freely and actively by all involved parties. In order for a sexual encounter to be consensual, each participant must agree to engage in each act of sexual activity in the sexual encounter.

Relying solely on non-verbal communication can lead to miscommunication about one's intent. It is important not to make assumptions. Confusion or ambiguity may arise at any time during a sexual interaction. Therefore, it is essential that each participant clarifies his or her willingness to continue at each progression of the sexual interaction.

Consent may not be inferred from silence, passivity or lack of active response alone. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent in every instance, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent.

Conduct will be considered "without consent" if no clear consent, verbal or non-verbal, is given. In some situations, an individual's ability to freely consent is taken away by another person or circumstance. Examples include, but are not limited to, when an individual is incapacitated due to alcohol or other drugs, scared, physically forced, intimidated, coerced, mentally or physically impaired, passed out, beaten, threatened, isolated or confined.

The use of alcohol or drugs can limit a person's ability to freely and clearly give consent. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether or not consent has been freely and clearly given. The perspective of a reasonable person will be the basis for determining whether one should have known how the use of alcohol or drugs impacted another's ability to give consent. Being intoxicated or impaired by drugs is never an excuse for sexual assault.

### **3. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

Any uninvited, unwelcome advance, request for sexual favor, or touching or kissing of a sexual nature, where such conduct placed the victim in a position where he or she reasonably felt unable to avoid the uninvited conduct. Conduct includes, but is not limited to, rape, sodomy or oral copulation, sexual assault, or battery.

**Note: Contact the Office of Equity and Inclusion (<http://www.udel.edu/oei>) and Victim's Rights and Resources for more detailed information. Additional information may be found on the University's sexual assault resources page. (<http://www.udel.edu/sexualassault/>)**

## **P. Sexual and Other Discriminatory Harassment**

### **1. Statement of Policy**

The University is committed to promoting an academic and work environment that is free from all forms of harassment and discrimination whether that discrimination or harassment is because of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, sexual orientation or any other characteristic protected by law. This policy is designed to ensure a safe and nondiscriminatory environment that protects both the constitutional and civil rights of students, faculty and staff. Acts of discrimination and harassment undermine the University's mission by threatening the careers, educational experiences, and well-being of those associated with the University. This policy expresses the University's opposition to discrimination and harassment and assists the University to comply with federal, state, and local legal mandates in relation to such misconduct.

This policy is intended to ensure that the University community remains free from harassment and discrimination against all members of the University community. As such, students, faculty, staff and third-party vendors are permitted to file a complaint under this policy. Relatedly, students, faculty and staff are permitted to file a complaint against a third-party vendor working for the University. Following an investigation, if the third-party vendor is determined to have engaged in harassment or discrimination in violation of this policy remedial actions will be taken up to and including restricting the individual from being on the University campus and/or providing services to the University.

### **2. Prohibited Activities**

a. Sexual Harassment

- i. Sexual harassment includes unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement;
  - (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual; or
  - (c) such conduct has the purpose or effect of unlawfully interfering with an individual's work or academic performance or unlawfully creating an intimidating, hostile, or offensive working or academic environment.
- ii. The following is a non-exhaustive list of actions that may constitute sexual harassment:
  - (a) A demand for sexual favors accompanied by implied threats about the person's employment or academic status, or implied promises of preferential treatment;
  - (b) Persistent, unwelcome flirtation, requests for dates, advances or propositions of a sexual nature;
  - (c) Unwanted touching such as patting, pinching, hugging or repeated brushing against an individual's body;
  - (d) Repeated degrading or insulting comments that demean an individual's sexuality or sex;
  - (e) Unwarranted displays of sexually suggestive objects or pictures; or
  - (f) Sexual assault.

**2. Other Discriminatory Harassment**

- i. Other discriminatory harassment includes any verbal or physical conduct toward another that is based on the other's race, color, national origin, disability, religion, age, veteran status, gender identity or expression, or sexual orientation or any other characteristic protected by law, and that:
  - (a) unreasonably creates an intimidating, hostile, or offensive learning and/or working environment; or
  - (b) unreasonably interferes with an individual's work or academic performance.

3. Behavior of a sexual or discriminatory nature that does not necessarily rise to the level of sexual or other discriminatory harassment may nonetheless be unprofessional in the workplace, disruptive in the classroom, or violate other University policies and could warrant remedial actions and/or discipline.
4. The alleged conduct must be evaluated from the perspective of a reasonable person in the alleged victim's position taking into account all of the circumstances involved in a particular matter.
5. It is a violation of University policy to retaliate in any way against students or employees because they have raised allegations of sexual or other discriminatory harassment. Person(s) against whom the complaint is lodged also bear a responsibility to abstain from retaliatory behavior toward the complainant(s) and/or any individual participating in the investigation.

## **Q. Student Organizations**

### **1. Standard of Conduct**

Student organizations are expected to adhere to the same standards of conduct applicable to individual students. Specific violations of this standard include, but are not limited to:

- a. Violating, or permitting its members or their guests to violate, or failing to prevent where such prevention was possible the violation of this Code of Conduct or any applicable city, state, or federal regulation;
- b. Violating, or permitting its members or their guests to violate, or failing to prevent where such prevention was possible the violation of any contract or other agreement between the student organization and the University; or
- c. Committing any act in violation of any policy, procedure or agreement, including the University's **Housing and Dining Agreements** (<http://www.udel.edu/stuguide/13-14/agreements.html>), **University Student Centers policies** (<http://www.udel.edu/usc/policy.html>) or any other agreement between a student organization and a University official and department, as well as rules promulgated by the appropriate University official and any other rules made applicable to student organizations.

### **2. Application of Policy**

- a. Each use of the term "Student" in this Code of Conduct shall refer to and include student organizations and their members.
- b. Any violation of this Code of Conduct by one or more members of a student organization may constitute a violation by the organization itself. When those administering the Student Conduct System conclude that there is sufficient connection between the acts of individual students and an organization to which they belong, sanctions may be imposed on the organization as well as any offending member. Conversely, when an organization has been found responsible for a Code offense, those administering the Student Conduct System

may impose sanctions on some or all members of that organization depending upon the degree of general participation in the offense.

### **3. Membership**

a. Membership in a Registered Student Organization may not be restricted on the basis of race, creed, color, gender, age, religion, national origin, veteran status, handicap status, or sexual orientation, except for any fraternity or sorority whose national organization requires it to be single-sex, and then only when such group demonstrates that it will not discriminate on any other basis.

b. A student may not frustrate the University's suspension of a Student Organization by joining, becoming a member of, or in any way assisting or participating in a student organization that is currently on suspension from the University.

## **R. Theft**

### **1. Statement of Policy**

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the University, its guests, and all members of the University community.

### **2. Prohibited Activities**

Specific violations of this standard include, but are not limited to:

a. The unauthorized taking, misappropriation, possession, retention, or disposal of any property owned or maintained by the University, another student, a person attending a University sponsored event, or any other person; or

b. The unauthorized taking or use of any University owned or contracted service.

### **3. Possession of Lost or Misplaced Items**

Any lost or misplaced item that is found should immediately be turned in to the proper University office. For instance, items found in the library should be taken to the library's circulation desk. Inquiries concerning lost books, articles of clothing, or identification cards should be directed to the Lost and Found section of the **Department of Public Safety**. (<http://www.udel.edu/PublicSafety/>)

## **S. Weapons, Dangerous Instruments, and Explosive Chemicals or Devices on Campus**

### **1. Statement of Policy**

The possession, use or threat of use of any object that may reasonably be believed to cause physical injury to another person is prohibited.

### **2. Prohibited Activities**

A student shall not possess, use, or threaten to use any of the following items on campus:

- a. Any firearm (including any weapon or instrument from which a shot, projectile, or other object may be discharged by force, whether operable or inoperable, loaded or unloaded);
- b. Any toy gun which, based on color, design or appearance, would be considered by a reasonable person to be an actual firearm;
- c. Any deadly weapon, defined as any instrument, item, or material readily capable of causing death or serious physical injury;
- d. Any BB gun, pellet gun, air rifle, paint gun, sword (whether decorative or not), or other martial arts weapon;
- e. Any knife (other than an ordinary pocketknife carried in a closed position, with a blade of three inches or less or cutlery of a reasonable size, when used in a kitchen or other food preparation area); or
- f. Any explosive chemical or device including a substance or a combination of substances possessed or prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, including fireworks and illegal or potentially dangerous chemicals.

**Note: Possession of a license to possess or use any of the above items shall not constitute a defense of any violation of this section.**

### **3. Interpretation**

This policy does not prohibit any instrument or chemical expressly authorized for the pursuit of the academic mission of the University and used in an authorized manner consistent with that academic mission. Questions concerning authorized chemicals and prohibited instruments should be addressed to the **Department of Public Safety** (<http://www.udel.edu/PublicSafety/>) or **Occupational Health and Safety**. (<http://www.udel.edu/OHS>)