**BOT 406 CURATORIAL ASSISTANT APPROVAL FORM**

**OSU Herbarium, Department of Botany & Plant Pathology**

**Student:**

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Name OSU ID # Major

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Local Address Phone

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Student Signature Date Oregon State e-mail

**Supervisor:**

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Name and Title of Supervisor /Curator Phone

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Supervisor’s Signature Date E-mail

**Brief description of the curatorial project:**

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

Project Period (start and end dates) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Which term(s) will you enroll in BOT 406? \_\_\_\_\_\_\_\_\_\_\_

Work hours per week \_\_\_\_\_\_\_\_\_\_\_ Total hours or weeks of work \_\_\_\_\_\_\_\_\_\_\_\_

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

Number of credits you wish to take (**by term if more than one**) **\*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* Each credit must represent 30 hours of work (i.e. 3 hours a week for a 10-week term)**

**Approval Required (Return form to Cordley 2503 or email to** [**kimberly.callahan@oregonstate.edu**](mailto:kimberly.callahan@oregonstate.edu) **or   
Dr. Aaron Liston** [**aaron.liston@oregonstate.edu**](mailto:aaron.liston@oregonstate.edu) **)**

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Approved Herbarium Representative (Director or Curator) Date BPP Override issued

**BOT 406 CURATORIAL ASSISTANT INSTRUCTIONS**

**OSU Herbarium, Department of Botany & Plant Pathology**

Credit can be awarded to students involved in academically-relevant curatorial projects with the OSU Herbarium. Students who elect to seek credit incur regular tuition costs and are assigned credit based on the number of hours involved with a project. As with other courses, one hour of credit represents 30 hours of academic work (three hours a week for 10 weeks). Curatorial credit is graded pass/no pass and is designed to achieve the following outcomes:

• Exploration of academic areas and careers in the botanical sciences, herbarium management, and/or data management.

• Development of new skills and methods and/or application of skills and methods learned in courses.

• Development of appropriate habits of specimen care, herbarium operation, data management, and

specimen-based scientific investigation.

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

1. **Identify a curatorial project and mentor:** BOT406 curatorial projects must be related to the Herbarium or OregonFlora, and students must identify opportunities and mentors that are appropriate to their knowledge, skills, and educational objectives. Mentors can be identified using the contact information for the Herbarium below (http://oregonstate.edu/dept/botany/herbarium/).

• Dr. James Mickley: [mickleyj@oregonstate.edu](mailto:mickleyj@oregonstate.edu)

Herbarium Curator, Cordley 2511

• Dr. Joey Spatafora: [joseph.spatafora@oregonstate.edu](mailto:joseph.spatafora@oregonstate.edu)

Mycology Curator, Cordley 4119

• Dr. Aaron Liston: [aaron.liston@oregonstate.edu](mailto:aaron.liston@oregonstate.edu)

Herbarium Director, Cordley 4605

• Dr. Bruce McCune: [bruce.mccune@science.oregonstate.edu](mailto:bruce.mccune@science.oregonstate.edu)

Lichens, Cordley 4621

• Dr. Linda Hardison: [hardisol@science.oregonstate.edu](mailto:hardisol@science.oregonstate.edu)

Director, OregonFlora, Cordley 2625

1. **Obtain Approval:** students must complete this form in collaboration with their curatorial mentor (who will sign it), then submit this form for issuance of an override before registering. Once approved, an authorization will be submitted and you will be contacted by E-mail to register.

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

**4.** **Choose an assignment:** An assignment is required and must include:

a. One paragraph explaining your curatorial project to an English major including stated objectives (e.g. how will your project improve and/or make the collection more accessible), implementation plan, and outcome.

b. One paragraph explaining how the project drew on your abilities and skills learned in college or

developed new abilities and skills.

c. One paragraph explaining what you learned about either the biology of the specimens/taxa being

curated, biodiversity data developed or analyzed, or museum science implemented in your curatorial

project and how either influenced your career goals.

d. One of three options for the last section of the assignment:

i. Summary of the curatorial effort including hours worked and detailed log of tasks performed.

ii. Report, paper or poster produced as a result of the project.

iii. Digital exhibit (webpages, video or other format) that introduces a viewer to the curated

collection, highlighting challenges, interesting elements, and value to scientists and/or society.

**5.** **Due: Friday of dead week (10th week) the term you are registered for BOT 406. If you are graduating at the end of the term, the report must be submitted by the Friday of the 8th week.**

**6.** **Evaluation:** The curatorial supervisor must submit a final evaluation of the student’s work to BPP Department Lead Advisor ([marc.curtis@oregonstate.edu](mailto:marc.curtis@oregonstate.edu)). The evaluation should briefly summarize the tasks performed and the performance of the student. This report will determine the passing or not passing grade assuming the assignment above is completed.

**Submit form and reports to Cordley 2503 (Botany & Plant Pathology Department Office) or** [kimberly.callahan@oregonstate.edu](mailto:kimberly.callahan@oregonstate.edu)