

STUDENT HANDBOOK
UCLA/Getty Conservation IDP

Updated 5/4/2018

Table of Contents

Calendar	4
1 st Year	4
2 nd Year	5
3 rd Year	6
Related Materials.....	
Section 1 – California Residency.....	7
Section 2 – Health and Safety Training.....	7
Section 3 – Electives.....	7
Course at UCLA	7
Independent Study	8
Work at a Museum	8
Object-based work.....	8
Materials/method based work.....	8
Section 4 – MA Thesis Process.....	9
4A MA Thesis Proposals.....	Error! Bookmark not defined.
4B MA Budget Proposals	Error! Bookmark not defined.
4D MA Committee Requirements	Error! Bookmark not defined.
4E Departmental MA thesis Guidelines.....	Error! Bookmark not defined.
4F General thesis info.....	Error! Bookmark not defined.
4G Access to your MA through the Getty Library	Error! Bookmark not defined.
4H Filing of your Thesis and Final Presentation.....	Error! Bookmark not defined.
Section 5 – Summer Internship budget proposals.....	11
Section 6 – ANAGPIC.....	11
Registration.....	11
Airfare.....	11
Budget.....	12
Section 7 – <i>In Absentia</i>	12
Section 8 – Budget Proposal for Third Year.....	12
Section 9 – Internship Reports	13
Section 10 – Advancement to Candidacy Forms.....	13
Section 11 – Fellowships from Graduate Division	13
Appendices.....	15

Course listing.....15

Section 2 - Health and Safety Training.....17

Medical Questionnaire.....15

Villa Conservation Laboratory Guidelines.....23

Chemical Waste Management-Villa Labs24

UCLA/Getty Emergency Procedures24

Section 5 – Internship Budget Form.....**Error! Bookmark not defined.**

Possible Internship sites.....28

Section 5 C – Internship Guidelines for Supervisors.....**Error! Bookmark not defined.**

Section 10 - Sample advancement to Candidacy Form.....**Error! Bookmark not defined.**

Calendar

1st Year

	Listing of required courses can be found on the final pages of handbook
August	Enrollment for Fall begins
September	Visit Registrar websites MyUCLA – http://my.ucla.edu/ - This is where you enroll in your classes, access financial aid information and change your personal information Bruin Direct – www.gdnet.ucla.edu/gss/library/bdintro.htm - this is where you sign up for direct deposit of any stipends/fellowships you receive during your time here at UCLA
September	Begin establishing California Residency (Sec: 1)
Late September	Orientation at the Cotsen Institute
Late September/Beginning October	Orientation and Health and Safety at the Getty Villa
Late September	Health and Safety Training (Sec: 2) Training is held before classes begin or during first week of classes at the Getty Villa. Please refer to end of handbook under `Related Forms` for all Health and Safety information
Late September	Villa Library orientation
October	Start researching Fellowship opportunities for second year (Sec. 12)
Last day of February	Elective/Independent Study Proposal for Spring is due (Sec: 3)
April	Travel to ANAGPIC annual conference (Sec: 7)
First Monday in May	MA proposal due (3-4 pages) electronically to all IDP faculty and program coordinator (Sec: 5A)
Third Monday in May	MA Feedback and/or approval will be sent to students from faculty
Last Monday in June	Rough estimate of budget for MA expenses is due (Sec: 5B)

2nd Year

August	Funding Award letters sent to students
August/September	File petition for California Residency (Sec. 1)
First Monday in September	Final or New MA Proposals are due electronically to Program Coordinator (only required if your MA subject matter has changed over the summer) (Sec 5A)
Last Monday in September	MA feedback and/or approval from department on any new proposals
Mid-October	Student Summer Internship presentations (Sec: 6)
November 15	Elective/Independent Study Proposal for Winter is due (Sec: 4)
November 30	Budgets for MA expenses are allocated (Sec: 5B)
February 15	Elective/Independent Study Proposal for Spring is due (Sec: 4)
Second Monday in March	MA Committee (Sec: 5D) list due to The Program Coordinator Nomination form can be found at http://www.gdnet.ucla.edu/gasaa/library/masnomin.pdf
April	Travel to ANAGPIC annual conference (Sec: 7)
May 30	1 st draft of MA due to Committee (in electronic form) (Sec: 5)
June 30	Deadline for Committee to return comments (Sec: 5)
May	In Absentia petitions due (Sec: 8)

3rd Year

First Monday in August	Revised thesis submitted electronically to committee. Committee will notify you if there are any remaining corrections necessary. (Sec: 5) 4)
Third Monday in September	MA feedback and/or approval from Committee
December – End of Fall Quarter	Thesis should be final at this time
9th week of Fall quarter	First Internship Report is due (Sec: 10)
9th week of Winter quarter	Second Internship Report is due (Sec: 10)
Last Monday in February	Advancement to Candidacy form due (Sec: 11)
Late April	No additional changes allowed to Thesis past this date
9th week in Spring quarter	Third and final Internship Report is due (Sec:10)
Late May	Thesis must be filed electronically at least ten days to two weeks before degree date – deadline information can be found at the registrar’s website http://www.registrar.ucla.edu/calendar/ under ‘Current Calendars’ then ‘Important Dates’ (Sec: 5H)
Late May	Send copy of thesis to Sheila Cummins at Getty (Sec: 5G)
Late May/Early June	Thesis Final Presentation – at Getty Villa (Sec: 5H)

Section 1 – California Residency

Being a non-resident adds a significant \$ amount to the total tuition charge. Please begin establishing your California residency. You can find more information on establishing residency at <http://www.registrar.ucla.edu/faq/residencefaq.htm>

You can find additional information at <http://www.gdnet.ucla.edu/orientation.html>.

As soon as possible following the summer between your first and second year, you will need to petition for California Residency. The petition form can be found at <http://www.registrar.ucla.edu/forms/residenceclass.pdf>

The California Residence Deputy at the registrar's office will need a letter from the Program Coordinator stating that your summer internship is mandatory, so that being away doesn't affect your residency application. The Program Coordinator will submit a letter for each student in August after the student submits their petition.

Section 2 – Health and Safety Training

In order to work at the Lab at the Getty Villa and at UCLA, you must complete the relevant health and safety training sessions at UCLA and a mandatory health and safety training session at the Getty Villa. The training at the Getty Villa is scheduled during the first week of the Fall quarter. The training may occur before class instruction begins or in lieu of a class later in the week. As part of the training, you will be fitted for a half-piece respirator. Please see required form in the **Appendices** at end of this handbook. The first part of the form will ask information about depts., etc. Here is what you put in for those questions:

Occupation: Student
Dept: UCLA/Getty Conservation Program
: GCI
Respirator Type: Half-piece

Please make sure to complete and mail in the form (address at top of form) during the second week of September to make sure this initial process gets completed before the start of the quarter.

- A. Annual Medical Questionnaire
- B. Villa Laboratory Guidelines – see Appendices
- C. Chemical Waste Management – see Appendices
- D. UCLA/Getty Emergency Procedures – see Appendices

Section 3 – Electives

Electives could include:

- A UCLA graduate or upper division undergraduate course offered by another department/program.
- An independent study.

Course at UCLA

Provide a copy of the catalog course listing for this course, and a description of what your objectives are for taking the course.

Summary Example. AM IND M200C. Contemporary Issues of the American Indian Instructor: CHAMPAGNE, D.W. **Final Examination Code:** 30 - Consult instructor for method of evaluation **Course Description:** (Same as Anthropology M269 and Sociology M275.) Seminar, three hours. Introduction to most important issues facing American Indians as individuals, communities, tribes, and organizations in the contemporary world, building on historical background presented in course M200A and cultural and expressive experience of American Indians presented in course M200B. Letter grading. **Units:** 4.0. Objectives can be a particular interest in working with American Indian collections, an appreciation of collaboration issues involved in ethnographic conservation, etc.

There are different activities that may be considered for an independent study. Each of these activities should have objectives that are attainable in a 10 week quarter. These are 1) Work at a museum, 2) Object-based research 3) Materials/methods investigation - elective activities that support Master's thesis work can be selected. Please review proposal requirements below for each so you can follow guidelines.

Independent Study

Work at a Museum and under a faculty advisor at UCLA

Complete a proposal not to exceed 2 pp. and include the name and contact information for the potential supervisor at the museum, whether you have had any contact with this person about your elective, your objectives in choosing this activity, and what steps and resources are necessary to arrange this elective. Indicate what kind of results will be produced for evaluation for grading.

Summary Example: Working with Angela McGrew at the SW Museum with the objectives being learning the systems for surveying and tracking objects in large collections move, how priorities are set for re-housing collections, and constructing handling and transport supports for objects. Grade will be based on student work in 3 areas: survey sample sheets, a final report, and completed storage supports.

Object-based work under a faculty advisor at UCLA

This applies to a technical study, documentation, and/or conservation treatment of an identified object or object type. Complete a proposal not to exceed 2 pp. and include whether the specific object has been identified (versus a type of object you may wish to gain experience with) the location for the object (or objects), your objectives in choosing this activity, and what analytical methods may be needed. Cite 5 of the most relevant bibliographic sources for this project. Indicate what steps and resources are necessary to arrange this elective. Students are encouraged to include objects in the UCLA collections at the Villa labs, minimizing outside arrangements. Indicate what kind of results will be produced for evaluation for grading.

Summary Example 1: Technical study of Mexican lacquer with objectives being a literature review, locating reference materials for documented material components, and comparing these analytically using FTIR to examine samples from actual object(s). Objects are ### from Fowler Museum. Second objective is to distinguish and document visual characteristics and solubility of Mexican lacquer from that of oil paint, in order to propose safe and effective treatment. Grade will be based on a written report.

Summary Example 2: Examination, documentation, and treatment of an Alaskan whalebone sculpture, UCLA ###, with objectives being a literature review, a detailed report describing materials, method of manufacture, and current condition, and a completed treatment. Grade will be based on treatment outcome and a written report.

Materials/method based work under a faculty advisor at UCLA

This applies to a technical study of an identified material, or a study of a method used in conservation. Complete a proposal not to exceed 2 pp. and include whether material samples and/or equipment needed have been identified, the location for these samples/equipment, and your objectives in choosing this activity. Cite 5 of the most relevant bibliographic sources for this project. Indicate what steps and resources are necessary to arrange this elective. Indicate what kind of results will be produced for evaluation for grading.

Summary Example: A study of embedding media and techniques used for section preparation in a particular application (i.e. plant fiber, paint, ceramic thin section). Objectives will include completion of a literature review, a critical review of properties of commonly used embedding media for this application, and a practical comparison of these different media. Grade will be based on written report, tabulated results, and prepared sections.

* If you have another proposal, i.e. a non-UCLA course or some other activity, please adapt closest guidelines to present your proposal.

Section 4 – MA Thesis Process

4A MA Thesis Proposals

Thesis proposals (3-4 pages) are due by the first Monday of May in the first year. Proposals should be sent electronically to your advisor and committee chair (if known), other send to all IDP faculty and the program coordinator.

The thesis proposal should include:

1. a summary statement of the exact nature of the problem to be researched,
2. identification of resources (collections, sites, instruments, facilities) needed to complete the research,
3. the proposed methods,
4. a timeline illustrating completion of project phases.
5. identification of faculty thesis major advisor
6. identification of experts outside of program faculty proposed as advisors

* Please note: you will have the option to make changes to your proposal at the beginning of your second year, if you decide that you are no longer satisfied with your originally submitted proposal.

4B MA Budget Proposals

Every student will be allocated a specific amount in US \$ to cover material/supply costs as well as analytical fees directly related to your MA research. The funds are not to be used to cover non-local travel to experts, to pay for coursework, or to attend conferences.

If you need a supply purchased, please ask Vanessa for ordering information and then send your request via email to the Program Coordinator, cc'ing Vanessa.

4C Thesis and Dissertation Formatting and Filing Guide

Please read this handbook carefully <https://grad.ucla.edu/gasaa/etd/filingrequirements.pdf>. They are very picky about all the formatting and informational requirements. It will save you a lot of time in the long run if you follow their guidelines from the beginning and don't have to keep redoing your thesis.

4D MA Committee Requirements

The MA Committee nomination form can be found at <http://www.gdnet.ucla.edu/gasaa/library/masnomin.pdf>

Students are responsible for identifying the members of their Master's (MA) Committee. The principal advisor of your research thesis is normally your committee chair. On your MA committee you must have at least 3 UCLA faculty members in the regular professorial series with the title Assistant, Associate, or full Professor. Any other committee members that come from the outside (museums, research laboratories, non-regular faculty academics) will serve as additional members of your MA committee. Selection of all of the MA Committee members required to form an eligible MA Committee should be done in consultation with your principal advisor. The criteria for selection of committee members are based on familiarity with methods and outcomes examined in your project.

If at any time you need to change the members on your MA committee, you need to complete a 'Reconstitution' form - <https://grad.ucla.edu/gasaa/library/masreconst.pdf>. After the form is complete, give it to the Program Coordinator who will get the Chair's signature and turn it in to graduation division on your behalf.

4E Departmental MA Thesis Guidelines

Students must present a thesis, based in whole or in part on an original research. Selection of a thesis topic, creation of the project design, and conduct of the investigation proceed under the supervision of the student's M.A. faculty advisor(s). The proposed research may emphasize any of the following aspects of conservation theory and practice: scientific examination directed toward the identification of materials and techniques of archaeological and/or ethnographic artifacts, examination and testing directed toward the understanding of deterioration mechanisms, testing and evaluation of conservation materials and treatments, critical review of selected concepts or philosophical aspects of conservation, and exploration of conservation treatment method(s). It will likewise stress the establishment of an investigative methodology that will guide the development of the project. The results will be presented in a paper between 7,500 and 10,000 words of text (excluding figures, tables, bibliography and appendices) to the M.A. committee for evaluation. An abstract should also be included within your thesis (following the university's guidelines for M.A. research papers).

In view of the large amount of coursework required to graduate from the program, the subject and scope of the M.A. paper should be carefully considered in terms of feasibility and duration.

4F General Thesis Info

Although most necessary MA. Information is included in the handbook, there are a few items that need to be pointed out:

- Make sure your name on all your documents as the same name you were registered under (i.e. your name in URSA).
- Your title page should have your degree listed as Master of Arts (not master of art).
- Make sure you put the year that you will receive your degree at the bottom of your title page.
- Any time you have to put down your major, make sure it matches the one listed on URSA.
- Any time you put your committee chair's name, it should appear just like it does on the Signature Page (i.e. if you use David A. Scott, Chair - then when you put his name down on your Abstract page, you would also have to put it at as Professor, David A. Scott).

4G Access to your M.A. through the Getty Library

We would like to have your MA available to researchers at the Getty and now that the theses are filed electronically at UCLA, you can send the link to Sheila Cummins SCummins@getty.edu instead of a paper copy. If you would like to submit a paper copy, which you can either print out yourself, or you can order through the UC Bindery service at Berkeley, please send it to:

Sheila Cummins
Information Center
Getty Conservation Institute Library
1200 Getty Center Dr., Suite 700
Los Angeles, CA 90049

4H Filing of your Thesis and Final Presentation

You must submit your Thesis electronically to the Graduate Division prior to your presentation date. In late May or early June you will return to Los Angeles to give your final presentations on your third year internship and your thesis project. Deadline for filing thesis is ten days to two weeks before degree date – this information can be found at the registrar's website <https://grad.ucla.edu/academics/calendar/> under 'Current Calendars' then 'Important Deadlines.' The instructions for the filing process are listed out in the last

pages of the Thesis and Dissertation Formatting and Filing Guide which can be found at the Electronic Thesis and Dissertation (ETD) main page <https://grad.ucla.edu/gasaa/etd/filingrequirements.pdf>

The final presentations will be held at the Getty Villa. We typically start around 1:00pm with the equipment available an hour earlier so you can set up. You are welcome to invite family, committee members and other interested parties to your presentation. Those individuals will need to get the group parking reservation number from the Program Coordinator (we will be using just one group reservation number for the entire day). Please let the Program Coordinator know who you will be inviting to come to your presentation. You can also invite those individuals to the reception as well.

Section 5 – Summer Internship budget proposals

Each student is required to complete a summer internship (total of 10 weeks) between their first and second year. There is limited funding to assist with your travel and living expenses (this includes airfare, lodging and meals). There is a budget form we would like you to use to estimate your expenses – it is in the appendices – Section 5. We cannot give you an allocated amount, but once we receive all the budget requests, the faculty will meet and discuss possible allocations. We are aware that you may not be able to give exact dollar amounts; estimates are fine.

In Appendix 5 there is a sample of the letter that your internship supervisor will receive regarding your time with them.

In the Fall of your second year, you will be expected to give a 30 minute presentation on your summer internships. Keep this in mind over the summer and take photos that you can use during your presentation. Students also enroll in CAEM 290 in the fall quarter of the second year to receive credits for work completed.

Section 6 – ANAGPIC

The ANAGPIC conference is held annually in April. We have funding available from a grant that allows all of our students the opportunity to attend.

Registration

You are not responsible for paying for your registration. The department will send one check covering the cost of all our attendees.

Airfare

If there is a time difference, we assume you will be flying out of LAX early on the day prior to the start of the conference. We also assume that you are flying back on the Saturday evening at the end of the conference, unless you choose to spend extra time at the conference location.

Through our grant, the department will be paying for your airline tickets. Each student needs to request their airline ticket through UCLA Travel or BCD Travel. Please check fares on discount website, (i.e. Expedia, Travelocity, etc.) before you submit your request. To book travel you need to go to the UCLA Connexus website <https://www.travel.ucla.edu/news-events?all-about-connexus> and choose 'Connexus Portal.' Choose 'book online travel now' and you can use either BCD or UC Travel Center (unfortunately, we cannot pre-pay for you on the Southwest Airlines option).

When you receive the itinerary from the website, be sure to forward it on to the Program Coordinator as the itinerary will on be placed on hold temporarily.

Instructions for using BCD -

1. Put in your information and 'search'

2. You will get flight options – click on desired flight (this search engine is very specific, so if you put in ‘morning’ it will only let you see the morning flights – keep that in mind when you put in your desired travel time)
3. For Trip Payment Information – choose ‘Charge to UCLA Direct Bill.’
4. When the ‘Trip Overview’ comes up they will ask if you want to ‘print or email the itinerary’ – you will need to email it to the Program Coordinator, so that she can process an approval number (PTA)
5. For ‘Trip Booking Information’ you can put in identifying info – i.e. Susie to San Francisco and fill out any other necessary information. Then you need to click at the bottom ‘Hold Trip’ until the Program Coordinator gets you the PTA number.
6. As soon as she has your itinerary, she can process the PTA number and will email it to you

You then need to go back in, open up the reservation and then put in the PTA number (you will need to include the letters ‘PTA’ with the 7 digit number you are given)

Budget

Since grant funds will be used to travel to ANAGPIC, we have to be very conservative with our expenses to enable all students to attend. The budget varies year to year, but the total amount is to cover 8 attendees (this includes two faculty or staff in addition to the students).

The conference organizers will send the program a list of hotels offering discounts for those attending the conference, which will be forwarded on to you.

You will be reimbursed for your hotel and ground transportation when you return from ANAGPIC. For ground transportation, please make use of public transportation (bus and subway), this includes between your hotel and the airport and within the conference area. Please keep all of your receipts for proof of purchase, as the Program Coordinator will need them in order to process the reimbursements. She will also need credit card statements for any charges put onto credit cards. We will not be reimbursing for food costs, as the majority of your meals will be provided at the conference.

Section 7 – *In Absentia*

All students will be enrolled *In Absentia* during their third year internships. An ‘*In Absentia* Registration Petition’ must be completed. The forms can be found here <http://www.gdnet.ucla.edu/gasaa/library/absentia.htm>.

To assist you in filling out the form – where it asked for ‘Explanation of request’ – you will need to put: “As part of graduation requirements, each student in the Conservation of Archaeological and Ethnographic Materials Program, must complete a 9-month internship in conservation to gain hands-on experience. I will be working with ____ (put in supervisor’s name) at the _____ (site or Museum title). While on this internship I will be working on ____ (a brief description of what you will be doing – i.e. working on ethnographic materials from Native Americans, etc.).

Don’t forget to add in the name of the department and committee chairs in the signature section. After you sign the form please give it to the Program Coordinator who will get the necessary signatures and deliver to Graduate Division.

Section 8 – Budget Proposal for Third Year

As part of the graduation requirements, each student is required to complete a third year internship (minimum of 9 months). While there is some funding to assist in the costs of the third year internship, there are not enough funds to cover all of your expenses. We try our best to equalize the funding between students, taking into consideration funds received from sites as well as from the department. The more students with paid internships, the more likely we will be able to increase the minimum funding amount.

You will not be submitting a budget for your year of internships; each student will be allocated a set amount, which will be determined once all the funding sources (i.e. site support and outside scholarships) have been identified.

Section 9 – Internship Reports

During the third year, each student is required to submit a selection of reports completed as part of the work of their internship. The number and type of reports (i.e. documentation of surveys, assessments, treatments, and analysis) will depend upon your internship and *should not create additional work for the student*. The reports are requirements for the CAEM 290 course and are due every *quarter*. The reports should be sent to his/her program faculty, care of the Program Coordinator. Please advise your host that images are for internal use only, and will not be disseminated without permission.

Student reports should be submitted by the Wednesday of the last week of classes. The timing of final exams (your report is due the week prior) can be found at the registrar's website <http://www.registrar.ucla.edu/calendar/> under 'Current calendars.'

Students are requested to submit a written statement, not to exceed 750 words, describing their internship activities. This report should be regarded as a formal submission, designed to inform the UCLA/Getty Conservation faculty about your activities. It should include:

- Typical work schedule
- Description of projects and how they fit into a larger program
- Amount of time typically spent conducting activities (for example, examination of collections or sites, analytical investigation, library work, conservation treatment, preventive activities, consultation with supervisor(s), consultation with collections staff, cultural consultation, etc.)

Within the 750 words, include a statement about:

- How the internship is contributing to your MA degree in Conservation and your professional career as a conservator
What you hope to emphasize in the coming months that will augment your development.

Section 10 – Advancement to Candidacy Forms

Forms can be found at www.gdnet.ucla.edu/gasaa/library/masatc.pdf

The left hand column should list courses required for graduation. The right side is for courses that you have taken over and above the requirements. Two 598 courses should go on the left, any remaining 598 courses and any 596 or elective courses should go on the right.

Further information regarding the Advancement to Candidacy Form can be found in the Standards and procedures Manual – <http://www.gdnet.ucla.edu/gasaa/library/spfsgs.pdf>

* Please note: Advancement to Candidacy Forms must be turned in and approved by Graduate Division prior to the second week of the Spring Quarter and before turning in Thesis.

Section 11 – Fellowships from Graduate Division

While our department is able to offer some financial support to our students, we encourage all of you to look for outside funding sources. The more funding that our students receive from outside the department, the greater the level of support we can give to all students.

The graduate division website has lots of information on fellowships/scholarships. They have a database (GRAPES) that lists all extramural funding sources. Information on GRAPES can be found here <http://www.gdnet.ucla.edu/grpinst.htm>

In addition, if you would like to receive email notifications about funding opportunities, there is a listserv through the graduate division that you can sign up for - <http://www.gdnet.ucla.edu/asis/infoserv/gflist.htm>

NSF and fellowships for second/third years

Deadlines for applying for some extramural funds can be as early as November of the prior year (which means you would need to apply by November for some programs offering financial support for the following Fall).

The graduate division has a handbook which lists a great number of funding options that they oversee. Unfortunately, the vast majority of them are geared toward Ph.D. students, but there are a few that offer support for MA students. One such award that we would like you to review, is the NSF (see page 65). Looking at the NSF website <http://www.nsfgrfp.org/> it appears that the applications become available in August. The NSF is one of the best fellowships for graduate study, so we highly encourage you to check it out.

The Cotsen Institute also has some small grants for travel (normally to internship sites of archaeological interest) through the Steinmetz and the Friends of Archaeology Funds that you could be eligible. Please contact the Program Coordinator if you are interested at applying to those.

If you are/classify as a New American (it is relatively loose term so please check the website for the definition) you can also apply to the Paul and Daisy Soros Foundation. Information on this fellowship can be found at: <http://www.pdsoros.org>

If you have a science background, you can also consider this fellowship:
http://ndseg.asee.org/about_ndseg/application_and_award_dates

If you are working on a subject/thesis that deals with humanities and medicine (mummification processes could be something relevant to this that also concerns conservation matters for example) you can consider this fellowship: <http://uchri.org/funding/cfps/andrew-vincent-white-and-florence-wales-white-graduate-student-scholarship/>

CAORC fellowships might also fund some MA students (normally they fund PhDs):
<http://caorc.org/fellowships/multi/>

Also for summer internships you can check the various American Schools in different countries: The American School in Athens, CAARI in Cyprus, and The American School at Rome etc. These might also have opportunities for summer scholarships in these counties.

Appendices

Course listing

See <http://conservation.ucla.edu/content/class-schedule> for course schedule. Revisions and adjustments to course schedules will be shared with the students through regularly scheduled meetings. Course enrollment obligations for internships completed during Summer Year 1 and during Year 3 are included below.

- **YEAR 2**Fall Conservation Program Internship: CAEM 290- 4 units

YEAR 3

Fall

- Conservation Program Internship: CAEM 290 – 12 units

Winter

- Conservation Program Internship: CAEM 290 – 12 units

Spring

- Conservation Program Internship: CAEM 290 – 12 units

Medical Questionnaire

The J. Paul Getty Trust

Annual Medical Questionnaire for Respirator Users

To the Employee: The Getty will allow you to answer the questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your supervisor must not look at or review your answers. Please fill out the questionnaire and mail

it directly to **HealthLine Medical Group, 15211 Vanowen Street, Suite 105, Van Nuys, California 91405, attention Abby Rose.** HealthLine telephone # is: 818-997-7711.

Section 1 PERSONAL INFORMATION: (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print):

Date: _____ Name: _____
(first) (middle) (last)

Age: _____ Sex (circle one): Male Female Height: _____ ft. _____ in. Weight: _____ lbs.

Job Title: _____ Department: _____

Program (circle one): Trust GCI GRI

Museum Other: _____

A phone number where you can be reached by the health care professional who reviews this questionnaire: _____ The best time to phone you at this number: _____

Date of Birth: _____ Social Security Number: _____

Check the type of respirator you will use (you can check more than one category):

Half-facepiece _____ Full-facepiece _____ Powered-Air Purifying (PAPR) _____

Supplied-Air _____ Self-Contained Breathing Apparatus (SCBA) _____

Have you worn a respirator?: Yes _____ No _____

If "yes", when was the last time you used it? _____

Section 2. HEALTH QUESTIONS: (Mandatory) Please circle "yes" or "no" to the following.

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month: Yes No
2. Have you ever had any of the following conditions?
 - a. Seizures (fits): Yes No
 - b. Diabetes (sugar disease): Yes No

- c. Allergic reactions that interfere with your breathing: Yes No
 - d. Claustrophobia (fear of closed-in places): Yes No
 - e. Trouble smelling odors: Yes No
3. Have you ever had any of the following pulmonary or lung problems?
- a. Asbestosis: Yes No
 - b. Asthma: Yes No
 - c. Chronic bronchitis: Yes No
 - d. Emphysema: Yes No
 - e. Pneumonia: Yes No
 - f. Tuberculosis: Yes No
 - g. Silicosis: Yes No
 - h. Pneumothorax (collapsed lung): Yes No
 - i. Lung cancer: Yes No
 - j. Broken ribs: Yes No
 - k. Any chest injuries or surgeries: Yes No
 - l. Any other lung problem that you've been told about: Yes No
4. Do you currently have any of the following symptoms of pulmonary or lung illness?
- a. Shortness of breath: Yes No
 - b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes No
 - c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes No
 - d. Have to stop for breath when walking at your own pace on level ground: Yes No
 - e. Shortness of breath when washing or dressing yourself: Yes No
 - f. Shortness of breath that interferes with your job: Yes No
 - g. Coughing that produces phlegm (thick sputum) not associated with a cold: Yes No
 - h. Coughing that wakes you early in the morning: Yes No
 - i. Coughing that occurs mostly when you are lying down: Yes No
 - j. Coughing up blood in the last month: Yes No
 - k. Wheezing: Yes No
 - l. Wheezing that interferes with your job: Yes No
 - m. Chest pain when you breathe deeply: Yes No

- n. Any other symptoms that you think may be related to lung problems: Yes No
5. Have you ever had any of the following cardiovascular or heart problems?
- a. Heart attack: Yes No
 - b. Stroke: Yes No
 - c. Angina: Yes No
 - d. Heart failure: Yes No
 - e. Swelling in your legs or feet (not caused by walking): Yes No
 - f. Heart arrhythmia (heart beating irregularly): Yes No
 - g. High blood pressure: Yes No
 - h. Any other heart problem that you've been told about: Yes No
6. Have you ever had any of the following cardiovascular or heart symptoms?
- a. Frequent pain or tightness in your chest: Yes No
 - b. Pain or tightness in your chest during physical activity: Yes No
 - c. Pain or tightness in your chest that interferes with your job: Yes No
 - d. In the past two years, have you noticed your heart skipping or missing a beat: Yes No
 - e. Heartburn or indigestion that is not related to eating: Yes No
 - f. Any other symptoms that you think may be related to heart or circulation problems: Yes No
7. Do you currently take medication for any of the following problems?
- a. Breathing or lung problems: Yes No
 - b. Heart trouble: Yes No
 - c. Blood pressure: Yes No
 - d. Seizures (fits): Yes No
 - e. Other _____
8. If you've used a respirator, have you ever had any of the following problems? (If you've never used a respirator, check the following space and go to question 9:)
- a. Eye irritation: Yes No
 - b. Skin allergies or rashes: Yes No
 - c. Anxiety: Yes No
 - d. General weakness or fatigue: Yes No

- e. Any other problem that interferes with your use of a respirator: Yes No
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes No
10. Have you ever lost vision in either eye (temporarily or permanently): Yes No
11. Do you currently have any of the following vision problems?
- a. Wear contact lenses: Yes No
 - b. Wear glasses: Yes No
 - c. Color blind: Yes No
 - e. Any other eye or vision problem: Yes No
12. Have you ever had an injury to your ears, including a broken eardrum: Yes No
13. Do you currently have any of the following hearing problems?
- a. Difficulty hearing: Yes No
 - b. Wear a hearing aid: Yes No
 - c. Any other hearing or ear problem: Yes No
14. Have you ever had a back injury: Yes No
15. Do you currently have any of the following musculoskeletal problems?
- a. Weakness in any of your arms, hands, legs, or feet: Yes No
 - b. Back pain: Yes No
 - c. Difficulty fully moving your arms and legs: Yes No
 - d. Pain or stiffness when you lean forward or backward at the waist: Yes No
 - e. Difficulties fully moving your head up or down: Yes No
 - f. Difficulty fully moving your head side to side: Yes No
 - g. Difficulty bending at your knees: Yes No
 - h. Difficulty squatting to the ground: Yes No
 - i. Climbing a flight of stairs or a ladder carrying more than 25 lbs: Yes No
 - j. Any other muscle or skeletal problem that interferes with using a respirator: Yes No
16. Have you ever worked with any of the materials, or under any of the conditions, listed below:
- a. Asbestos: Yes No

- b. Silica (e.g., in sandblasting): Yes No
- c. Tungsten/cobalt (e.g., grinding or welding this material): Yes No
- d. Beryllium: Yes No
- e. Aluminum: Yes No
- f. Coal (for example, mining): Yes No
- g. Iron: Yes No
- h. Tin: Yes No
- i. Dusty environments: Yes No
- j. Any other hazardous exposures: Yes No

If "yes," describe these exposures: _____

17. Have you been in the military services? Yes No

If "yes," were you exposed to biological or chemical agents (either in training or combat):
 Yes No

18. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes No

If "yes," name the medications if you know them: _____

19. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals (e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes No

If "yes," name the chemicals if you know them: _____

20. List any second jobs or side businesses you have: _____

21. List your previous occupations _____

22. List your current and previous hobbies:

23. Has your health changed within the past year?: Yes No If "yes", describe:

Villa Conservation Laboratory Guidelines

1. The policy for working in the lab is the following:
 - a. You should not work in the lab alone. You should make sure that there is a student or faculty member present in the building, especially if you are working with chemicals, in case of injury or emergency.
 - b. The labs hours are M-F 8 a.m.-6 pm.
 - c. If you work outside these hours during the week, or anytime during the weekend or on a Getty holiday (please see holiday schedule on the Getty Go website), you must sign in with security to let them know you are staying after hours and you must sign out when you leave. The sign in book is at the security desk located in the basement level near central staff parking.
 - d. The sign in/out policy includes working in the library as well.
 - e. You are not allowed to work with chemicals alone in the lab outside of normal lab hours (past 6 pm M-F or on weekends or holidays). If there is no one around and you must work alone, you can only do tasks that do not involve chemicals (examining objects, photography, non-chemical treatments).
 - f. Security does sweeps outside of normal lab hours. If you are caught violating these rules, your afterhours access to the lab will be revoked.
2. No food or drink is allowed in the lab. Food and drink are only allowed in the student workroom. If you eat or drink in the student workroom, make sure to clean up after yourself. Throw away food and other materials and take any glasses or plates down to the pantry to be placed in the dishwasher.
3. The labs space is shared by everyone. Please make sure to keep your work area tidy and clean up after yourself at the end of the day. Put away any supplies and equipment when you are done working for the day.
4. There will be a designated "lab clean-up day" each week. Students will be assigned an area of the lab and they are responsible for tidying up and cleaning that area on that day.
5. Always put supplies and equipment back in the location where you got it. Do not put things away in different cupboards/cabinets or locations.
6. If we are running low on any lab supplies, please make sure to let the lab manager know before we run out of that item. This is also the case for the color toner cartridges in the computer room.
7. Do not take any supplies or equipment to UCLA. If something is needed in the UCLA lab, please tell the lab manager so that it can be ordered for the UCLA lab. If you must take something over to UCLA, please let the lab manager know before doing so, to ensure no one else needs it, and sign the item out using the sign out sheet near the main doors of the conservation lab.
8. After using the microscopes in the lab, please make sure the light source is turned off and the microscopes are covered to prevent dust from accumulating on the optics or other areas of the equipment.
9. If using the hotplate or oven, make sure to turn it off when you are finished. If you need to leave something heating for a prolonged period of time or overnight, please let someone know and place a notice near the oven or hotplate as well.
10. Please make sure to keep the photography room tidy. Make sure to put away any sandbags or foam supports used for photography. Make sure that the camera lenses are covered and the cameras and other equipment is put away in the appropriate location when you are done.
11. When cutting foam or board, please make sure that a cutting mat or cardboard is placed under the material to prevent cutting into or scratching the table tops.
12. Please do not leave scraps of storage or packing materials lying around the lab or artifact storage area. A bin and box for scraps is located in the unlocked cages. Please make sure to throw away scraps too small to reuse and put away the larger pieces.
13. Due to the large amount of sunlight that comes through the windows in the student workroom, please do not leave any paper material (books, photocopies, etc.) on top of the wooden counters. This will prevent these materials from fading.

Chemical Waste Management-Villa Labs

- In the event of an emergency or spill call Security at x6000. You can also press the auto dial emergency button (in pink) on any phone and it will connect you directly to security.
- There are several waste containers, located near the emergency shower/eye wash station in VN224 for the disposal of wastes. The containers are labeled and for the following:
 - One black metal container for Flammable Liquids
 - One black metal container for Flammable Solids
 - One white plastic bucket for Acids (or materials with a pH above 12)
 - One white plastic bucket for Bases
 - One white plastic bucket for Toxic Materials containing heavy metals
 - One white plastic bucket for Universal Waste-such as batteries, fluorescent bulbs that contain some mercury
- You cannot dispose of waste directly into the waste containers. The waste containers work as “secondary” containers. You must put any waste in some other sealable jar or bag, which is the primary container, and then dispose of it into the appropriate chemical waste container.
 - For example, any swabs produced from cleaning something using acetone must be placed in a Ziploc bag before being thrown out in the chemical waste bucket. Double bag these materials to make sure you contain the smell of the solvents.
 - To dispose of a solution, you must keep the solution in a sealed jar or container and then throw that container away in the chemical waste buckets.
- Do not evaporate items in the fume hood. Dispose of any solid or liquid waste in the appropriate waste container.
- If you are not sure where something should be disposed of, check the MSDS (red binder in VN225 or online via the Getty server) for disposal information. You can also check the pH of the material in order to determine into which container it should be disposed of.
- The chemical waste stations should be inspected each week by a designated inspector to make sure that there are no problems with any of the containers. The inspector must fill out the inspection sheet (located by the safety shower) after the inspection.
- Glass should be thrown away in the appropriate glass disposal container. If the glass is contaminated with a chemical, the glass must be thrown away in the appropriate chemical waste container for the contaminant.
- Any questions, please call Rosio Torres, x7341

UCLA/Getty Emergency Procedures

Please refer to the Getty Villa Emergency Procedures Manual

Section 5 – Internship Budget Site Support

Internship budget guidelines

If not provided by the site, the program will help you pay for:

- Airfare to/from internship site (or relocation)
- Housing within shared, student-level accommodations
- Essential basic utilities
- Basic food costs

EACH INTERN SITE information must include dates inclusive (start date; end date) even if approximate.

BUDGET: Joanna Bruin

Student Name	Location	Dates of internship	Supervisor	Supervisor contact info	Stipend or Salary	Airfare	Food	Room/Board	Misc.
Joanna Bruin	AMNH, New York	7/1/16 - 9/1/16 (8 weeks)	Name	Email	\$ 1,200.00	covered	covered	covered	

Section 6 C – Internship Guidelines for Supervisors

Time Period of Internship

UCLA operates on the quarter system, with three quarters in the academic year extending from fall (late September) to spring (middle of June). After their first two years of academic study, students may elect a summer internship, followed by a longer internship which begins in the fall. The longer internship is normally completed over nine to twelve months. A student may arrange to complete part of his or her internship at another facility rather than spending the full time at a single facility; this should be agreed to by the program faculty and all internship supervisors before the commencement of the internship. Each student must return to LA (at their own expense), usually during the first or second week of June of their third year, to file their Master's thesis (which will have been completed during their second year) and participate in final presentations about their thesis and internship(s).

The UCLA/Getty Master's Program in the Conservation of Ethnographic and Archaeological Materials does not currently have funds available for student travel to interviews. Students may be willing to pay for interview-related expenses, or may send a portfolio to the facility and participate in a phone and webcam interview. A modest stipend is currently available for the internship however students are encouraged to pursue any funding opportunities available through the internship site. A site visit by a faculty member to the internship facility will be scheduled during the internship when mutually convenient, and this will include individual meetings with the supervisor and with the student, along with a tour of the facility and intern projects.

Student interns are expected to work the normal business hours of the conservation facility and to be granted holidays, vacation, and sick leave in accordance with the policy for employees. Student interns should be permitted to observe religious holidays, but should discuss this with supervisors.

The Role of the Intern

It is expected that the intern will cooperate as much as reasonably possible in the routine operation of the laboratory. The conservation abilities and experience of our students differ according to the individual. You may expect that the intern is trained to complete documentation (written and digital) and common conservation tasks, and is able to conduct research relating to object history and to conservation materials and methods. Our students have learned examination techniques related to materials and deterioration mechanisms, as well as basic analytical and treatment methods appropriate to archaeological and ethnographic objects. They have also carried out environmental monitoring and site assessments, and learned about collections and site management methods. The emphasis of the UCLA/Getty Master's Program has also exposed students to contextual issues surrounding ethnographic and archaeological materials. The internship will develop the student's judgment and increase their knowledge and skills. While the intern can be expected to contribute to the productivity of a laboratory, his/her limitations should be taken into consideration and emphasis not be placed upon output, but on carefully thought out procedures and mastering of basic skills. The intern benefits from activities that can include assessments, preventive monitoring and mitigation, technical studies, collection surveys, project management, and object or site treatments. The intern should be allowed to participate in a treatment from beginning to end as often as possible. During an internship the student should establish routine working procedures that are in accordance with the AIC Code of Ethics and Guidelines for Practice, or the international equivalent thereof.

In accordance with professional behavior, interns are encouraged to attend workshops and meetings during their third year. The schedule for such activities should be agreed upon beforehand to be mutually convenient for student and supervisor. The intern is also required to submit reports with his/her progress every quarter to the program faculty, care of Shaharoh Chism, and as noted will offer a presentation about the internship to the UCLA faculty and students at the end of the third year; generosity on the part of the hosting institution or business in sharing photographs and documentation is appreciated. The schedule for submission of student reports is as follows: Nov 11th; Feb 10th; May 12th.

The Role of the Supervisor

Conservators who accept interns recognize their responsibility as educators and are willing to share both their time and knowledge with the student. The conservator with whom the student works should be willing to mentor the student's judgments, and to provide instruction in basic skills and technical information regarding collections and/or sites. The intern's responsibilities should be clearly stated and the person to whom he/she directly reports made known to everyone in the laboratory. It is expected that conservators working on site, or in an institution or business hosting an intern will conduct themselves in a professional manner and will abide by the AIC Code of Ethics and Guidelines for Practice, or the international equivalent thereof. The supervisor will be requested to complete a confidential evaluation of the intern, which will be used by program faculty to assist the student in their professional performance.

The facility should be adequately equipped so that the student becomes thoroughly acquainted with equipment and materials likely to be encountered in a future workplace. The laboratory should be a safe environment in which to work with chemicals and equipment. A comprehensive library should be available, though not necessarily in-house, for research and study. If a library is unavailable, the student should have the ability to carry out research on the internet. The projects required should be varied and of differing degrees of complexity. The conservator responsible for supervising the intern should be professionally active and recognized as an expert in his/her field. Interaction on a daily basis with more than one conservator is ideal, but not required. Opportunities to meet other professional conservators should be provided through visits to neighboring laboratories or by participation in local conservation associations.

Advancement to Candidacy Form

<https://grad.ucla.edu/gasaa/library/maatc.pdf>