

## UNIVERSITY FACULTY SENATE FORMS

### Academic Program Approval

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. For more information, call the Faculty Senate Office at 831-2921.

**Submitted by: Rebecca Sheppard** phone number **831-3625**

**Department: School of Public Policy and Administration**  
email address rjshep@udel.edu

**Date:** October 1, 2012

**Action:** Revise MA Historic Preservation Curriculum to include 6-credit Capstone (UAPP 700)

**Effective term:** 2013 Fall

**Current degrees:** M.A. in Historic Preservation

**Proposed change leads to the degree of:** M.A. in Historic Preservation

**Proposed name:**

**Revising or Deleting:**

**Undergraduate major:**

**Undergraduate minor:**

**Graduate Program Policy statement change:** Adapting M.A.H.P. Policy Statement to reflect the capstone experience and other updates to admissions criteria

SEE ATTACHED PROGRAM POLICY STATEMENT WITH ALL CHANGES SHOWN IN ITALICS

**Graduate Program of Study:** M.A. in Historic Preservation

**Graduate minor / concentration:**

**List new courses required for the new or revised curriculum. How do they support the overall program objectives of the major/minor/concentrations)?**

NONE

**Explain, when appropriate, how this new/revised curriculum supports the 10 goals of undergraduate education: <http://www.ugs.udel.edu/gened/>**

This change applies only to a graduate program.

**Identify other units affected by the proposed changes:**

NONE

**Describe the rationale for the proposed program change(s):**

UAPP 700 (Historic Preservation Capstone Studio) is currently a 3-credit requirement for the completion of the M.A. in Historic Preservation. The change requested here would increase the credits from 3 to 6, spread over the Fall and Spring semesters of the student's second year of study. This will permit students to develop a series of required portfolio elements in the Fall semester and a more individualized element in the Spring semester.

**Program Requirements: (Proposed changes to the Program Policy Statement are shown in italics.)**

- 2.1 REQUIREMENTS OF THE MASTER OF ARTS DEGREE IN HISTORIC PRESERVATION. The Master of Arts in Historic Preservation prepares professionals for the successful practice of historic preservation in public, private, and non-profit venues. Students are prepared in the theory and practice of historic preservation. The specific skills that will be developed are: analysis and documentation of historic resources, practice of preservation planning, contextual research design, and advocacy.

The program is designed to meet the needs of both traditional graduate students and working professionals, with graduates having the skills and knowledge to work with a wide variety of populations and in diverse settings. The program provides opportunity to pursue specific areas of emphasis within historic preservation, including (but not limited to): planning, museum studies, material culture, documentation and analysis, non-profit leadership, vernacular architecture and landscapes, geographic information systems, and design. While most students will consider this a terminal professional degree, the program will also prepare them to go on to pursue additional graduate work at the doctoral level.

- 2.4.1 CREDITS. Students must complete 39 credit hours of graduate work coursework at the 600-800 level. All students are required to attain a grade of B- or better in all courses counted towards the Master of Arts in Historic

Preservation degree. In accordance with University policy, students must also maintain a minimum cumulative grade point average of 3.0. *The 39 credits of coursework must include 27 credits of required courses, and 12 credits of advisor-approved coursework.*

2.4.2 REQUIRED COURSES. Students take the following eleven courses for a total of twenty-seven credits:

- UAPP 618 Traditional Architectural Materials (3)
- UAPP 627 World Heritage Sites (1)
- UAPP 629 Theory and Practice of Historic Preservation (3)
- UAPP 630 Methods in Historic Preservation (3)
- UAPP 631 Documenting Historic Structures (2)
- UAPP 644 Grantsmanship and Proposal Writing (1)
- UAPP 652 GIS in Public Policy (1)
- UAPP 654 Vernacular Architecture (3)
- UAPP 700 *Historic Preservation Capstone Studio* (6)
- UAPP 706 Planning Sustainable Communities & Regions (3)
- UAPP 720 Introduction to Architectural Photography (1)

2.4.3 ELECTIVE COURSES. Students must take an additional 12 credits of electives, drawn from the following list. Additional courses may be taken with the approval of the student's advisor.

- UAPP 601, 602, 603 Planning Methods (3)
- UAPP 613 Planning Theory and Urban Policy (3)
- UAPP 606 Local Economic Development: Policy and Practice (3)
- UAPP 643 Historic Roadside Architecture (3)
- MSST/EAMC 606 Issues in American Material Culture (3)
- MSST/HIST 663 Historical Archaeology and the Public (3)
- MSST 609 Introduction to Material Culture Studies (3)
- MSST/HIST 608 Public History: Resources, Research and Practice (3)
- EAMC 604 American Interiors, 1800-1900 (3)
- EAMC 607 English Design History, 1530-1930 (3)
- EAMC 608 Decorative Arts and Design, 1860 to the present (3)
- MSST 805 Historic Properties (3)

- ARTH 602                                   Theories and Methodologies in Architectural History  
(3)
- ARTH 630/HIST 605    History of Theories in Material Culture (3)
- HIST 667                                    American Vernacular Landscapes (3)
- HIST/GEOG/UAPP 636 Research Topics in Historic Preservation (3)
- UAPP 866                                    Special Problem
- UAPP 868                                    Research
- UAPP 870                                    Directed Readings

2.4.4 *CAPSTONE EXPERIENCE. Each student must complete a 6-credit capstone course in the Fall and Spring semesters of their last year in the program (UAPP 700 Historic Preservation Capstone Studio). This is intended to demonstrate the student's capacity for using a variety of skills and methods in historic preservation to carry out the analysis and evaluation of historic resources, leading to the development of a portfolio of required elements, along with one element that is more individualized to the student's particular area of interest.*

Below is a side by side comparison of the credit distribution before and after the proposed revision.

<b>CURRENT M.A. in Historic Preservation</b>	<b>39</b>	<b>NEW M.A. in Historic Preservation</b>	<b>39</b>
<b>CORE COURSES</b>	<b>Credits</b>	<b>CORE COURSES</b>	<b>Credits</b>
UAPP 618 Traditional Architecture Materials	3	UAPP 618 Traditional Architecture Materials	3
UAPP 627 World Heritage Sites	1	UAPP 627 World Heritage Sites	1
UAPP629 Theory and Practice of Historic Preservation	3	UAPP629 Theory and Practice of Historic Preservation	3
UAPP 630 Methods in Historic Preservation	3	UAPP 630 Methods in Historic Preservation	3
UAPP 631 Documenting Historic Structures	2	UAPP 631 Documenting Historic Structures	2
UAPP 644 Grantsmanship and Proposal Writing	1	UAPP 644 Grantsmanship and Proposal Writing	1
UAPP 652 GIS in Public Policy	1	UAPP 652 GIS in Public Policy	1
UAPP 654 Vernacular Architecture	3	UAPP 654 Vernacular Architecture	3
UAPP 700 Historic Preservation Capstone Studio	3	UAPP 700 Historic Preservation Capstone Studio	6
UAPP 706 Planning Sustainable Communities and Regions	3	UAPP 706 Planning Sustainable Communities and Regions	3
UAPP 720 Introduction to Architectural Photography	1	UAPP 720 Introduction to Architectural Photography	1
<b>TOTAL CORE COURSE CREDITS</b>	<b>24</b>	<b>TOTAL CORE COURSE CREDITS</b>	<b>27</b>
<b>ELECTIVES approved by advisor</b>	<b>15</b>	<b>ELECTIVES approved by advisor</b>	<b>12</b>
<b>Total Credits</b>	<b>39</b>	<b>Total Credits</b>	<b>39</b>

**ROUTING AND AUTHORIZATION:** (Please do not remove supporting documentation.)

Department Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Dean of College \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, College Curriculum Committee \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Senate Com. on UG or GR Studies \_\_\_\_\_ Date \_\_\_\_\_

Chairperson, Senate Coordinating Com. \_\_\_\_\_ Date \_\_\_\_\_

Secretary, Faculty Senate \_\_\_\_\_ Date \_\_\_\_\_

Date of Senate Resolution \_\_\_\_\_ Date to be Effective \_\_\_\_\_

Registrar \_\_\_\_\_ Program Code \_\_\_\_\_ Date \_\_\_\_\_

Vice Provost for Academic Affairs & International Programs \_\_\_\_\_ Date \_\_\_\_\_

Provost \_\_\_\_\_ Date \_\_\_\_\_

Board of Trustee Notification \_\_\_\_\_ Date \_\_\_\_\_

Revised 02/09/2009 /khs

**GRADUATE PROGRAM POLICY STATEMENT FOR THE  
MASTER OF ARTS IN HISTORIC PRESERVATION  
SCHOOL OF PUBLIC POLICY & ADMINISTRATION  
10/1/2012**

**Section 1 - Program Administration**

The School of Public Policy & Administration offers the Master of Arts in Historic Preservation, authorized as a permanent degree by the Board of Trustees in April 2010.

The M.A.H.P. program is administered by the School of Public Policy and Administration director operating under guidance specified in the by-laws of the School [add approval date]. The School Director appoints a program director for the M.A.H.P. program, responsible for day-to-day oversight of the program.

**Section 2 - Degree Requirements**

- 2.1 REQUIREMENTS OF THE MASTER OF ARTS DEGREE IN HISTORIC PRESERVATION.** The Master of Arts in Historic Preservation prepares professionals for the successful practice of historic preservation in public, private, and non-profit venues. Students are prepared in the theory and practice of historic preservation. The specific skills that will be developed are: analysis and documentation of historic resources, practice of preservation planning, contextual research design, and advocacy.

The program is designed to meet the needs of both traditional graduate students and working professionals, with graduates having the skills and knowledge to work with a wide variety of populations and in diverse settings. The program provides opportunity to pursue specific areas of emphasis within historic preservation, including (but not limited to): planning, museum studies, material culture, documentation and analysis, non-profit leadership, vernacular architecture and landscapes, geographic information systems, and design. While most students will consider this a terminal professional degree, the program will also prepare them to go on to pursue additional graduate work at the doctoral level.

- 2.4.1 CREDITS.** Students must complete 39 credit hours of graduate work coursework at the 600-800 level. All students are required to attain a grade of B- or better in all courses counted towards the Master of Arts in Historic Preservation degree. In accordance with University policy, students must also maintain a minimum cumulative grade point average of 3.0. *The 39 credits of coursework must include 27 credits of required courses, and 12 credits of advisor-*

*approved coursework.*

**2.4.2 REQUIRED COURSES.** Students take the following eleven courses for a total of twenty-seven credits:

- **UAPP 618**    **Traditional Architectural Materials (3)**
- **UAPP 627**    **World Heritage Sites (1)**
- **UAPP 629**    **Theory and Practice of Historic Preservation (3)**
- **UAPP 630**    **Methods in Historic Preservation (3)**
- **UAPP 631**    **Documenting Historic Structures (2)**
- **UAPP 644**    **Grantsmanship and Proposal Writing (1)**
- **UAPP 652**    **GIS in Public Policy (1)**
- **UAPP 654**    **Vernacular Architecture (3)**
- **UAPP 700**    ***Historic Preservation Capstone Studio (6)***
- **UAPP 706**    **Planning Sustainable Communities & Regions (3)**
- **UAPP 720**    **Introduction to Architectural Photography (1)**

**2.4.3 ELECTIVE COURSES.** Students must take an additional 12 credits of electives, drawn from the following list. Additional courses may be taken with the approval of the student's advisor.

- **UAPP 601, 602, 603**    **Planning Methods (3)**
- **UAPP 613**    **Planning Theory and Urban Policy (3)**
- **UAPP 606**    **Local Economic Development: Policy and Practice (3)**
- **UAPP 643**    **Historic Roadside Architecture (3)**
- **MSST/EAMC 606**    **Issues in American Material Culture (3)**
- **MSST/HIST 663**    **Historical Archaeology and the Public (3)**
- **MSST 609**    **Introduction to Material Culture Studies (3)**
- **MSST/HIST 608**    **Public History: Resources, Research and Practice (3)**
- **EAMC 604**    **American Interiors, 1800-1900 (3)**
- **EAMC 607**    **English Design History, 1530-1930 (3)**
- **EAMC 608**    **Decorative Arts and Design, 1860 to the present (3)**



- MSST 805                      Historic Properties (3)
- ARTH 602                      Theories and Methodologies in Architectural History (3)
- ARTH 630/HIST 605        History of Theories in Material Culture (3)
- HIST 667                        American Vernacular Landscapes (3)
- HIST/GEOG/UAPP 636      Research Topics in Historic Preservation (3)
- UAPP 866                        Special Problem
- UAPP 868                        Research
- UAPP 870                        Directed Readings

**2.4.4 CAPSTONE EXPERIENCE.** *Each student must complete a 6-credit capstone course in the Fall and Spring semesters of their last year in the program (UAPP 700 Historic Preservation Capstone Studio). This is intended to demonstrate the student's capacity for using a variety of skills and methods in historic preservation to carry out the analysis and evaluation of historic resources, leading to the development of a portfolio of required elements, along with one element that is more individualized to the student's particular area of interest.*

**2.4.5 WAIVERS OF REQUIRED COURSES.** Courses required in the M.A.H.P. may be waived if comparable courses or the requisite skills are, or will be, acquired elsewhere under an approved plan of study. To waive a required course, a student must have a petition to waive approved and signed by her or his advisor and a person currently responsible for teaching a course. A record of the signed waiver shall be sent to the program director and included in the student's file. Students must petition to substitute one course for each one that is waived. Waivers cannot be used to reduce the total number of credit hours (39) required for the completion of the M.A. degree. The petition must be approved by the student's advisor and a record of the substitution sent to the program director to be included in the student's file.

With the approval of the Historic Preservation program director, a maximum of 6 credits may be waived for a matriculating student in the M.A. program who has completed graduate level M.A. courses with a grade of "B" or higher in an historic preservation program as part of their undergraduate program.

### Section 3 - Graduate Faculty

All faculty of the School of Public Policy & Administration are employed to teach 600-800 level courses and seminars and to advise students in the graduate program. The

assignment of faculty to teach particular courses and seminars is made by the *School* director, based on an assessment of faculty interests and background, course demands of the various degrees offered by the School, and the overall workload of the faculty.

#### Section 4 - Admissions Policy and Procedures

The purpose of the admissions criteria is to identify those applicants who can benefit from, and make a distinct contribution to the School of Public Policy and Administration and the Master of Arts in Historic Preservation program. Applicants are sought who show promise of constructive involvement with faculty, staff, and other students in instruction, research, and public service. Consideration is also given to the student's potential for successful completion of his or her graduate program.

Given its mission, the School seeks students with a mix of interests, backgrounds, and areas of competence and among whose goals is to do research in urban affairs and public policy. To meet its academic and research goals as well as to be responsive to the multicultural backgrounds of prospective students, the School of Public Policy & Administration employs a wide spectrum of criteria in assessing a prospective student's motivation, interest, and ability to perform successfully. No one criterion is the sole basis of an admissions decision. (Approved by Academic Council 7/30/86)

##### 4.1 *M.A. IN HISTORIC PRESERVATION ADMISSIONS POLICY STATEMENT.*

*The admissions criteria identify those applicants who are likely to be successful preservation professionals. Specifically, the program seeks to attract applicants who have 1) a demonstrated commitment to the preservation of historic resources, and 2) an academic and/or professional background that indicates the ability to successfully complete the program. Acceptance into the program is based on a composite of the applicant's scholastic record, standardized test scores, letters of reference, and personal statement. Relevant work experience may also be taken into consideration. Admission is selective and competitive based on the number of well-qualified applicants and the limits of available faculty and facilities. Those who meet standard minimum academic requirements are not guaranteed admission, nor are those who fail to meet these requirements necessarily precluded from admission if they offer other appropriate strengths. Applicants for the Master of Arts in Historic Preservation will apply to the Office of Graduate Studies.*

*The specific criteria are:*

- 1. Applicants must have a minimum of a baccalaureate degree. Historic preservation is an interdisciplinary field, so the discipline in which the applicant received his or her degree is not necessarily a decisive factor in admissions. Potential undergraduate degrees might include: historic preservation, urban studies, art history, history, etc. In accordance with general University practice, applicants must submit official transcripts of all undergraduate and graduate work.*

2. *Applicants must submit a written statement of the reasons for their interest in historic preservation, their motivation to pursue a graduate degree, and their professional goals and objectives.*
3. *Applicants should have an overall undergraduate Grade Point Average (GPA) of 3.0 or higher (on a scale of 4.0 = A).*
4. *Applicants should have a GPA of 3.2 or higher in their undergraduate major.*
5. *Applicants must take the Graduate Record Exam (GRE), which will be evaluated as part of the overall admissions process. Generally, those admitted to the MAHP program have GRE scores in the sixty-fifth percentile or better on both the verbal and quantitative sections and a score of 4.0 or above on the analytical section.*
6. *If English is not an applicant's first language, applicants from abroad must demonstrate a satisfactory command of English. The TOEFL (Test of English as a Foreign Language) is required of all foreign applicants. A minimum score of 105 or better is required for consideration for admission.*
7. *Applicants must request letters of recommendation from three (3) people familiar with the candidate's academic record and/or professional achievement.*
8. *Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission.*

**4.3 HISTORIC PRESERVATION ADMISSIONS COMMITTEE.** *Applications for the M.A. program in historic preservation are assessed by an historic preservation program admissions committee. The committee includes the Director of the Historic Preservation program and two other faculty members appointed by the director of the School of Public Policy and Administration. Recommendations concerning admissions are transmitted to the Office of Graduate Studies by the chair of the admissions committee.*

**4.4 ESTIMATES ON PROGRAM ADMISSIONS.** *For the M.A. program in historic preservation, we estimate 8 - 10 admissions each year.*

## **Section 5 - Advisement, Evaluation, and Examinations**

**5.1 ADVISEMENT AND EVALUATION OF STUDENTS IN THE M.A. PROGRAM IN HISTORIC PRESERVATION.** *One or more members of the faculty share the advising of all incoming M.A.H.P. students and monitor the progress and performance of students during the first semester of full-time study. Upon the selection and approval of an area of focus, a faculty in that area becomes the student's permanent advisor, responsible on a regular basis for monitoring student progress and performance until the completion of all degree requirements.*

All candidates for the M.A. degree are expected to maintain a minimum of a 3.0 cumulative index out of a possible 4.0. The grades of all students in the M.A. program are reviewed after each semester by the program director. In cases of substandard performance, actions are initiated in accord with general University guidelines regarding warning, probation, and termination. A decision to recommend to the Office of Graduate Studies to terminate a student requires the review and confirmation of a majority of the Historic Preservation Program faculty. In addition to these procedures, at the end of each academic year the program faculty convenes to review the progress and performance of students in the program and to take appropriate action in cases of substandard performance.

## **Section 6 – Internships and Capstone Experience**

- 6.1** *INTERNSHIP POLICY FOR THE M.A.H.P. PROGRAM. An internship is not required for the M.A. degree. However, students are encouraged to undertake an internship during the summer between their first and second year.*
- 6.2** *CAPSTONE EXPERIENCE FOR THE M.A.H.P. PROGRAM. The capstone requirement for the degree will be a 6-credit studio course taken over the Fall and Spring semesters of the student's final year, UAPP 700 Historic Preservation Studio. This course will be team-taught by some combination of the Historic Preservation faculty. It will involve students in solving a real-world preservation problem, working in teams and drawing on the skills and methodologies they have learned in the program. Successful completion of the course will require a public presentation of the project and a substantial piece of research that can serve as part of the student's professional portfolio. The capstone course will begin in August with a two-week field experience to collect data. Over the Fall semester, students will prepare a set group of required portfolio elements (including, but not limited to, architectural field notes and measured drawings, photographs, cultural resource survey forms, architectural description, and statement of significance). During the Spring semester, each student will prepare a more individualized portfolio piece based on their particular area of interest.*

## **Section 7 - Nominations of Graduate Students for Financial Aid**

Nominations for new students are initiated for the M.A. program by the admissions committee and transmitted to the School director.

## **Section 8 - Courses**

Policies on course offerings and course evaluation procedures are contained in this section. Additional course work is available through the other departments of the College of

**Arts and Sciences, the College of Business and Economics, and the College of Marine Studies.**

## Checklist for Curriculum Proposals

Yes. 1. Are all **signatures on the hard copy of the proposal**?

Yes. 2. Is the **effective date** correct?

Yes. 3. Is the **rationale** for the proposal consistent with the changes proposed?

Yes. 4. Does the proposed **number of credits** match the stated number?

N/A. 5. Have affected units been identified and contacted? Are required **support letters** attached?

No. 6. Is a **resolution** necessary? If so, is it attached?

(Necessary for: establishing a major; disestablishing a major; a name change to any program with permanent status; a name change to a department or college; a transfer or creation of any department; request for permanent status).

Yes. 7. Are all **courses (required or referenced)** in the UDSIS Inventory or in the approval process?

Yes. 8. Are all **university requirements** correctly specified?

\_\_\_\_. A. Breadth requirements.

\_\_\_\_. B. Multicultural requirement.

\_\_\_\_. C. Writing requirement.

\_\_\_\_. D. DLE requirement.

Yes. 9. Are all **college requirements** correctly specified?

Yes. 9. Is a **side-by-side comparison** provided?