

University of Mary Washington

Department of Historic Preservation

Student Handbook

The Official Guide to
the Historic Preservation Major

Fall 2019

This Student Handbook would not have been possible without the assistance of faculty in the Department of Historic Preservation as well as several student aides who have provided its content and numerous suggestions for improvement. Readers are encouraged to share their feedback with the Director of the Center for Historic Preservation.

Cover illustration: Blueprint of the Elevation of Monroe Hall. 1910.
Charles Robison. Special Collections and University Archives, Simpson
Library, University of Mary Washington.

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What Is This Handbook?

This handbook is meant to assist students who plan on declaring or have declared their major in Historic Preservation at the University of Mary Washington (UMW). It is meant to answer general questions that students may have about the major in regards to courses, professors, scholarships, student resources, student involvement in extra-curricular activities, and other subjects of interest. This handbook can also serve as a resource for graduates as they continue on their professional path in historic preservation.

Welcome to the Historic Preservation Major!

What Is Historic Preservation?

Historic preservation is the practice of seeking to preserve, conserve, and protect buildings, objects, landscapes, and other artifacts of historical significance. The Department of Historic Preservation at UMW approaches historic preservation from the perspective of the following disciplines:

Archaeology
Architectural History
Building Conservation
Museum Studies
Urban Planning

By taking required courses in each of these areas, students in historic preservation gather a multi-disciplinary, holistic understanding of the field. Further, depending on their personal interests, students can continue with elective courses and laboratories that advance their knowledge and skills in one or more of these subjects.

Although the historic preservation movement in the United States started in the 1960s, preservation efforts existed since the mid-19th century with projects such as those aimed at saving George Washington's headquarters in Newburgh, NY and his plantation in Mount Vernon, VA. Given that initial federal preservation efforts focused solely on natural resources, the private sector led the earliest initiatives dedicated to historic sites. The National Historic Preservation Act of 1966 was the first major historic preservation legislation in the United States. This allowed historic preservation to become an integral part of society, expanding the public interest and involvement at a level never imagined previously.

The Department

Since its inception in 1981, the Department of Historic Preservation at UMW has embraced a multi-disciplinary curriculum that encompassed both theoretical and practical aspects of preservation from the perspective of their evolution in the United States. Mary Washington College – as our school was known at the time – was one of the first academic institutions in the country to create an undergraduate program in historic preservation – now one of the largest in existence – and the first to establish an independent Department of Historic Preservation.

The department currently offers a broad range of activities, methods, and theoretical perspectives in historic preservation. By doing so, our program embraces a hands-on approach that takes students out of the classroom and engages them in the community in a blend of service-learning and theory application. In this context, students in the program apply their knowledge of historic architecture, building forensics, folklore, archaeology, preservation planning, material culture, and museums to real-world situations, honing necessary skills for their future professional careers.

The ultimate goal of the Department of Historic Preservation is to prepare students for making a professional contribution to the field of historic preservation and its allied fields.

Christine R. Henry

Assistant Professor

B.A., College of William and Mary

M.Arch., Catholic University

M.H.P. & Ph.D., University of Maryland at College Park



Christine Henry worked for four years as a project coordinator on cultural resource surveys with the Washington DC Regional Office (WASO) of the National Park Service while working on her doctorate in Urban Planning at the University of Maryland. Prior to returning to school, Dr. Henry worked for over a decade as the Federal Preservation Officer at the Institute of Museum and Library Services, in addition to working with museums around the country to manage their collections and programming projects. Trained as both an architect and a preservationist, Dr. Henry focuses her research on placemaking, the intersection of the built environment and community identity. She is particularly interested in issues of social justice and diversifying the communities who participate in preservation.

Classes taught by Dr. Henry (as of 2019):

FSEM UU – See the USA: History of American Road Trips

HISP 100 – Introduction to Historic Preservation

HISP 105 – The American Built Environment

HISP 205 – Documentation and Fieldwork

HISP 305 – Historic Building Technologies

HISP 323 – Heritage Tourism

HISP 325 – Vernacular Architecture in America

HISP 469 – Laboratory in Preservation Planning

HISP 471A3 – Diversity in Preservation

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Dan Hubbard

Associate Professor

A.B., Georgia State University

B.S., Georgia Institute of Technology

M.A., Middlebury College

M.Acct., Ph.D., Virginia Polytechnic Institute and State
University



Dan Hubbard is a registered certified public accountant who received a doctorate in accounting from Virginia Tech. Dr. Hubbard received the 2013 Mary W. Pinschmidt Award. The winner is selected by the graduating class as the faculty member “whom they will most likely remember as the one who had the greatest impact on their lives.” His popularity also is apparent by his inclusion in the Princeton Review’s 2012 list of “Best 300 Professors.” The publication, which featured seven UMW professors, recognized 300 challenging and inspiring teaching faculty from 122 public and private colleges.

Dr. Hubbard is currently in the process of creating a curriculum that links the business world with the historic preservation world. He wants to focus on the importance of historic tourism, non-profit businesses, advertising, and other business tools that preservation students will find useful.

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Lauren McMillan

Assistant Professor

B.A., University of Mary Washington

M.A., East Carolina University

Ph.D., University of Tennessee, Knoxville



Lauren McMillan joined the department full time in 2017 as the resident Historical Archaeologist. Since 2015, she has been directing UMW's archaeological and historical investigations at Sherwood Forest Plantation in Stafford County, exploring nearly 200 years of occupation on the property. She was recently awarded a grant from the Council of Virginia Archaeologists to support student research on the African American history at Sherwood Forest Plantation. She has also conducted research and published on the archaeology and history of the 17th-century Potomac River Valley and on the archaeology of clay tobacco pipes. Dr. McMillan was also rewarded a grant from the Virginia Department of Historic Resources to analyze the Nomini Plantation archaeological collections- a 17th-century site that was excavated in the 1970s but was never processed. She has continued to include undergraduates in both the Sherwood Forest and Nomini Plantation research projects, resulting in several UMW student conference presentations.

Classes taught by Dr. McMillan (as of 2019):

HISP 100 – Introduction to Historic Preservation

HISP 105 – The American Built Environment

HISP 207 – American Archaeology

HISP 308 – Cultural Resource Management

HISP 320 – Material Culture

HISP 462 – Field Methods in Archaeology

HISP 471A4 – African Diaspora Archaeology

HISP 491 – Artifact Analysis

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Andréa Livi Smith

*Associate Professor and Prince B. Woodard Chair in Historic
Preservation*

A.B., Brown University

M.S., University of Vermont

Ph.D., University of Maryland at College Park



Andréa Livi Smith served as Director of the Center for Historic Preservation from 2009 to 2014, focusing on preservation pedagogy and curriculum development. Dr. Smith was also the department chair from 2014 to 2018. Dr. Smith has worked on multiple grants relating to transportation in the Washington, D.C. metropolitan area. She has conducted data collection and technical assistance for the federal Transportation Enhancements/Alternatives program. Trained as an urban planner as well as preservationist and architectural historian, Dr. Smith has focused her research on the intersection of urban design, transportation, and preservation. Her other interests include environmental psychology and the history and reuse of industrial resources.

To learn more about Dr. Smith go to her website at andrealivismith.com/

Classes taught by Dr. Smith (as of 2019):

FSEM – Learning with Legos

HISP 100 – Introduction to Historic Preservation

HISP 209 – Planning History and Practice

HISP 360 – International Preservation

HISP 405 – Advanced Methods in Historic Preservation

HISP 470 – Historic Preservation Abroad (Paris, France)

HISP 471GG – Graves & Burial Grounds

HISP 471VV – Urban Design

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Michael G. Spencer

Associate Professor and Department Chair

B.A., University of Mary Washington

M.H.P., University of Kentucky



As of 2018, Michael Spencer serves as the department chair. Previously, he served as the Director of the Center for Historic Preservation from 2014 to 2018. During that time he was responsible for contract negotiation, budgeting, research design, and oversight of staff and facilities. Professor Spencer is a preservationist with expertise in architectural conservation and building forensics. His research has focused on the use of nondestructive technologies to investigate and assess historic structures. Such technologies have included infrared thermography (IRT), resistance drilling, and micro-timing. Integration of scientific analysis and the increased understanding of historic trades has also been a focus of Professor Spencer since coming to UMW in 2009. Currently, Professor Spencer is involved with writing the UMW Campus Preservation Plan and assisting the National Trust for Historic Preservation in developing plans for HCBU's across the country.

Classes taught by Professor Spencer (as of 2019):

HISP 100 – Introduction to Historic Preservation
HISP 105 – The American Built Environment
HISP 205 – Documentation and Fieldwork
HISP 305 – Historic Building Technologies
HISP 345 – Computer Applications in Historic Preservation
HISP 461 – Laboratory in Building Forensics
HISP 471RR – Sustainability in Preservation
HISP 471UU – Modernism’s Mark
HISP 471WW – Agricultural Preservation

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Cristina Turdean

*Associate Professor and Director of the Center for Historic
Preservation*

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M.A., State University of New York – Cooperstown

Graduate Program,

Ph.D., University of Delaware



Cristina Turdean serves as the expert in Museum Studies for the Department of Historic Preservation. Professor Turdean's teaching capitalizes on her extensive experience as a museum professional. Prior to returning to school for advanced degrees in museum studies and history, she worked as a curator, collections manager, educator, and deputy director for ASTRA National Museum Complex in Romania, her native country. In the U.S., she provided research, curatorial, and collections management consultancy for Hagley Museum and Library in Wilmington, Delaware and other museums in the larger Philadelphia area. More recently, she held summer positions with the National Museum of American History – Smithsonian Institution, serving as a consultant for the Old Loans project. Prof. Turdean's upper-level courses are all project based and entail hands-on work for partnering museums and heritage organizations. Since 2011, students in her classes have planned exhibitions, completed collections management work, wrote grants, and developed school programs for organizations such as

Washington Heritage Museums, James Monroe Museum, Ralph Bunche Alumni Association in King George, VA, Fredericksburg Area Museum, and the Masonic Lodge #4 in Fredericksburg, VA.

Classes taught by Dr. Turdean (as of 2019):

FSEM – Cars, Roads, and Cities

HISP 200 – Introduction to Museum Studies

HISP 313 – Museum Education

HISP 317 – Museum Collections Management

HISP 320 – Material Culture

HISP 360 – International Preservation

HISP 463 – Laboratory in Museum Design and
Interpretation

HISP 470YY – Grant Writing

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Depending on the interests of students, other courses will be included in the historic preservation curriculum, to be taught by both full-time faculty and adjunct instructors.

Major Expectations

The historic preservation major is not an ordinary major. A significant part of your time will be spent out of the classroom, working in the local community. You will complete on-site investigations, conduct research at local archives and repositories, perform work for preservation organizations, collaborate with local professionals, and become familiar with Fredericksburg's diverse preservation landscape. As a historic preservation major you are expected to:

- Be fully committed to your homework and projects as well as the out-of-class time they require.
- Utilize community resources outside the University.
- Use our school's resources such as the Writing Center, the Speaking Center, the Simpson Library.
- Be more focused on the work you put forth rather than your GPA - your grades will reflect the amount of work you put into an assignment.
- Be able to work effectively in a group.
- Be accountable for your actions.
- Get involved with activities sponsored by the Department of Historic Preservation and the Center for Historic Preservation.
- Adhere to the UMW Honor Code.
- Ask questions if you're curious or confused.

The Office of Student Conduct and Responsibility at UMW expects students:

- To live and learn as one student body.
- To be in a safe, comfortable, and supportive environment.
- To be self-motivated and sufficient.

For more information on the University's policies go to:

students.umw.edu/studentconduct/the-judicial-system/

Major Curriculum

Your core classes will be focused on the five facets that were discussed in the “What Is Historic Preservation?” section. These are defined as:

Archaeology: The study of human history and prehistory through the excavation of sites and the analysis of artifacts and other physical remains.

Architectural History: The study of architectural styles which includes the theoretical basis of design and the evolution of design vocabularies and construction techniques.

Building Conservation: The preservation of historic buildings and their material integrity from loss, depletion, waste, and harm.

Museum Studies: The study of museums’ history and role in society as well as their curatorial, object conservation, collections management, public programming, and educational functions.

Urban Planning: A technical and political process concerned with the welfare of people, control of the use of land, design of the urban environment including transportation and communication networks, and protection and enhancement of the natural environment.

Choosing Classes

You must meet with your assigned department advisor before you register for classes. They are the best resource in guiding you on your desired path within the major.

In total, the major requires 36 credit hours. As with any college major, specific classes have to be taken at certain times.

Following is the list of core courses and the semester when they are offered (as of Fall Semester 2019). Only one lab needs to be taken to complete the historic preservation major.

Core classes offered in the fall

- HISP 100 – Introduction to Historic Preservation
- HISP 105 – The American Built Environment
- HISP 200 – Introduction to Museum Studies
- HISP 205 – Documentation and Fieldwork
- HISP 320 – Material Culture
- HISP 405 – Advanced Methods in Historic Preservation
- HISP 461 – Lab in Building Forensics
- HISP 462 – Lab Methods in Archaeology

Core classes offered in the spring

- HISP 105 – The American Built Environment
- HISP 205 – Documentation and Fieldwork
- HISP 207 – American Archaeology
- HISP 209 – Planning History and Practice
- HISP 305 – Historic Building Technologies
- HISP 320 – Material Culture
- HISP 463 – Lab in Museum Design and Interpretation
- HISP 469 – Lab in Preservation Planning

Course Descriptions

Definitions:

Permission of Instructor (POI): Before you register for classes with this designation, you need to contact the professor for permission to register for the course.

Prerequisite: Classes that must be completed prior to taking a certain course.

Each student is required to take four writing intensive (WI) courses as well as two speaking intensive (SI) courses.

** = Required classes for the Historic Preservation major

*100 – Introduction to Historic Preservation (3)***

Survey of America's architectural, cultural, and historical resources; analysis of the historic, social, economic, political, and environmental forces from both "the Old World" and "the New World" which have shaped them.

*105 – The American Built Environment (3)***

Survey of the history of historic preservation and the practice of historic preservation with emphasis on the legislation, policies, and methodologies that form our present national, state, and local preservation system.

*200 – Introduction to Museum Studies (3)***

Survey of the history, philosophy, and management of museums, including curatorship and public interpretation.

POI

205 – Documentation and Fieldwork (3)**

Methods of documentation and analysis of historic sites and structures through historical research, measured drawings, and photographs.

POI; Prerequisite: HISP 100

206 – Introduction to American Folklore (3)

General survey of the forms of folklore found in the United States in the twenty-first century along with the methodologies and theoretical perspectives used in the analysis of folk forms.

207 – American Archaeology (3)**

Introduction to field and laboratory methods and interpretive issues of North American archaeology, with emphasis on historical archaeology.

208 – Introduction to Conservation (3)

Overview of conservation as a specialized professional discipline, including the field's history, ethics, and common practices for documentation, stabilization, analysis, and treatment.

209 – Planning History and Practice (3)**

Introduction to the theories, methods and practical applications involved in the field of planning at the state and local level.

302 – Preservation Law (3)

Examination of the development and application of preservation law and policy in the United States, through the analysis of case law, legislation, and private techniques.

Prerequisite: HISP 105

303 – Archives and Society (3)

Examination of the theory and practice of archival work, including the preservation, organization, and cataloging of manuscript collections.

305 – Historic Building Technologies (3)**

Intensive overview of the evolution of American building from early dwellings and towns to the glass and steel towers that dominate post-modern skylines. Special emphasis is given to building materials, technologies, and the development of structural systems.

Prerequisite: HISP 205

308 – Cultural Resource Management (3)

Examination of how historic preservation services are provided in legal and contractual contexts within the public sector. Topics include resource assessment, organizational management, proposals and budgets, and ethics.

Prerequisite: HISP 105

309 – Preservation, Landscape, and Land Use (3)

Survey of current land use issues and the impact on cultural resources.

Prerequisite: HISP 105

313 – Museum Education (3)

An introduction to the main theoretical and methodological approaches in the field of museum education, including learning theories, museum interpretation, and development of learner-centered programs aimed at conveying knowledge and experience to museum visitors of all ages.

POI; Prerequisite: HISP 200 or ARTH 315

317 – Museum Collections Management (3)

An introduction to the principles and practices of collections management in museums. Main course topics include collections management politics, museum registration methods, cataloging, preventive care and conservation, security, insurance, and the ethics and law of collections management.

POI; Prerequisite: HISP 200 or ARTH 315

*320 – Material Culture (3)***

Interpretation and analysis of material culture in pre-industrial and modern American societies, with emphasis on research perspectives and methods.

Prerequisite: HISP 205.

323 – Heritage Tourism (3)

Examination of contemporary, market-centered approaches to historic preservation. This seminar explores the formulas of presentation and representation of heritage as attractions within the tourism industry.

325 – Vernacular Architecture in America (3)

A seminar in the research models, methods, and theoretical approaches used to study commonplace architecture in the United States.

Prerequisite: HISP 205

327 – Analytical Archaeology (3)

Exploration of a selected series of archaeological topics at an advanced, analytical level. Incorporates an examination of how archaeological data are analyzed with respect to research objectives, theoretical concepts, and cultural interpretations. Class format based on student discussion and shared learning.

POI; Prerequisite: HISP 207

345 – Computer Applications in Historic Preservation (3)

Introduction to the major applications of computer technology in historic preservation, including development of database structures, documentation using vector drawings, and the employment of three-dimensional modeling. Through projects that are specific to the practice of historic preservation students gain new means of documenting, interpreting, and analyzing cultural resources.

Prerequisite: HISP 205

360 – International Preservation (3)

Examination of the origins and programs of major international preservation organizations such as UNESCO, ICOMOS, and ICCROM and a survey of international preservation practice and projects in countries around the globe.

Prerequisite: HISP 105

405 – Advanced Methods in Historic Preservation (3)**

An intensive survey and research-based study of preservation planning, with emphasis on the identification and analysis of sites and structures in their geographical, historical, and socio-economic contexts.

Prerequisites: HISP 209 and HIPS 305

461 – Laboratory in Building Forensics (3)

Examination of the fundamental principles of building forensics related to the effects of time, gravity, humidity, temperature and light on building materials. Fieldwork monitoring and analysis of deterioration in historic buildings, including masonry, wood, metal, and coatings.

Prerequisite: HISP 305

462 – Laboratory Methods in Archaeology (3)

Laboratory procedures for the processing, identification, analysis, and interpretation of artifacts, with emphasis on quantitative analysis and collections management.

Prerequisite: HISP 207

463 – Laboratory in Museum Design and Interpretation (3)

Examination of the principles of museum exhibit design and interpretation, including participation in exhibit preparation.

POI; Prerequisite: HISP 200 or ARTH 315A

467 – Field Methods in Archaeology (3)

Fieldwork-intensive introduction to the techniques for sampling, excavating, recording, and interpreting archaeological sites. Summer only.

Prerequisite: HISP 207

469 – Laboratory in Preservation Planning (3)

This laboratory course expands on the methods and information learned in HISP 405 by providing students with practical experience in preservation planning at the local level.

Prerequisite: HISP 405

470 – Historic Preservation Abroad (3)

Introduces students to the historic resources and the public and private systems for historic preservation in another country or international setting. Participants investigate principal preservation organizations, methodologies, and standards. Participants engage in intensive fieldwork and sponsored projects. Summer only.

471 – Special Studies in Historic Preservation (3)

Seminar on a topic in historic preservation. These courses are offered at the professor's discretion and can vary in topic and content.

491 – Individual Study in Historic Preservation (Credits variable)

Intensive individual investigation of a significant research problem under the direction of a faculty member. Students may propose individual study courses to professors for consideration.

POI

499 – Internship in Historic Preservation (Credits variable)

Field experience with a preservation-related institution or group outside the University. Can count as an elective.

POI; Prerequisites: HISP 100, 105, and additional course work in historic preservation appropriate for the internship

Internships

Internships are the best way to get your required Experiential Learning credits, which is part of the General Education requirements. At the same time, internships strengthen your practical preservation skills and also your resume. Here are the steps for completing an internship:

1. Identify a preservation-related internship of interest to you. Following are several sources that could help you with that:
 - a. The UMW Center for Career and Professional Development maintains internship listings on its website: www.umw.edu/careercenter/students/internships
 - b. The Department of Historic Preservation also provides internship information on the department web page in the Job Bank at: cas.umw.edu/hisp/jobs/
 - c. Your professors and advisors can also recommend internships relevant to your needs.
2. Fill out all the appropriate information on the internship contract, which is a form available on the UMW website: umw.edu/careercenter/wp-content/uploads/sites/41/2016/06/internshipcontract2edit2.pdf
 - a. Have your internship supervisor fill out and sign their section.
 - b. Have your faculty sponsor fill out and sign their section (ask a professor with experience associated with your internship to serve as your internship sponsor).

- c. Turn in the paperwork to the Registrar's Office in Lee Hall by the add-course deadline at the beginning of each semester.

****Note:** Signing up for a for-credit internship is not done through Banner as for regular courses. Instead, the internship is added to your schedule after you submit the appropriate paperwork to the Registrar's Office.

Academic-credit internships: credit is only awarded for internships that incorporate a hands-on experience as per the duties outlined in the contract, and include academic components which are determined by your faculty sponsor. The number of hours you dedicate to your internship throughout the semester determines the academic credits it is worth.

- a. 1 credit – 42 hours
- b. 2 credits – 84 hours
- c. 3 credits – 126 hours

****Note:** For-credit internships can be completed during the regular academic semesters or during breaks. In case of the latter, the student will have to pay enrollment because the internships will count as for-credit academic experiences.

In Fredericksburg, some of the organizations that have been offering internship opportunities to historic preservation majors include but are not limited to:

- Fredericksburg Area Museum
- Washington Heritage Museums
- James Monroe Museum and Presidential Library
- Gari Melchers Home and Studio
- Fredericksburg Masonic Lodge
- Fredericksburg Circuit Court Archives
- Fredericksburg and Spotsylvania National Military Park (National Park Service)
- Dovetail Cultural Resource Group

- Historic Fredericksburg Foundation Inc.
- Central Rappahannock Heritage Center
- John J. Johnson Archives Center of the Fredericksburg United Methodist Church

If you cannot commit to an internship, consider volunteering for these organizations. This would allow you a more flexible way to acquire experience in the field along with networking and understanding better your career options.

Independent Studies

Independent studies are an alternative to standard course offerings that can support a student's interest in specific and usually more advanced topics. Independent studies must be sponsored by a faculty member who either responds to a student's interest in pursuing a research project of their choice or approaches a student to offer work that meets the appropriate requirements.

Once the sponsor and the student have agreed on the project topic, schedule of work, deliverables, and quality parameters, the students will:

1. Complete an independent study registration form available from the HISP Office Manager
2. Have it signed by the faculty sponsor
3. Submit it to the Registrar's Office

Minors and Certificates

The major is closely associated with the following minor programs offered at UMW. Please bear in mind that only two courses in the minor can “double-dip” with the major.

Museums Studies

The museum studies minor is intended to provide students with the academic foundation and practical experience necessary for entrance into museum careers. Required courses, elective courses, and internships explore the manner in which museums are organized and operate and how they care for and interpret their collections, serve their audiences, respond to new technologies, and grapple with complex legal and ethical issues unique to their disciplines.

Courses associated with the minor:

- Required:
 - ARTH 315 – Art Museum Studies
OR
HISP 200 – Introduction to Museum Studies
 - ARTH 317 – Laboratory in Museum Studies
OR
HISP 463 – Laboratory in Museum Design and Interpretation
 - HISP 499 – Internship (3 credits)
- Electives (three are required):
 - HISP 208 – Introduction to Conservation
 - HISP 303 – Archives and Society
 - HISP 313 – Museum Education

- HISP 317 – Museum Collections Management
- HISP 320 – Material Culture
- HISP 323 – Heritage Tourism
- HISP 471 – Special Studies in Historic Preservation (only in designated semesters)
- AMST 303 – Junior American Studies Seminar (only in designated semesters)
- ANTH 309 – The Anthropology of Art
- ANTH 341 – Practices of Memory
- ANTH 342 – Touring Cultures
- ANTH 371 – Special Topics in Anthropology (only in designated semesters)
- ARTH 460 – Seminar: Women and Western Art
- ARTH 470 – Seminar: Special Studies in Art History (only in designated semesters)
- IDIS 350S – Study Abroad (Museums in London)
- CLAS 380 – Archaeology of the Greek and Roman World
- HIST 428 – Digital History

For more information and a complete list of electives go to:
cas.umw.edu/museumstudies/

Minor Advisor in the Department of Historic Preservation:
 Dr. Cristina Turdean

Urban Studies

Urban studies is an interdisciplinary approach to understanding cities, including their historical, social, cultural, economic and political contexts and processes. It includes both theoretical or descriptive approaches to the city and urban life and applied or practical approaches to urban planning, historic preservation and urban policy making. Urban studies also address urban problems including housing, education, suburbanization, segregation, gentrification, crime, public space, and others. An urban study recognizes that cities are distinctive places to live and work and that urban life produces particular opportunities and issues.

Courses associated with the minor:

- Required:
 - HISP 209 – Planning History and Practice
OR
GEOG 231 – Introduction to Planning
OR
GEOG 237 – Cities
 - ANTH 344 – Urban Theory and
Ethnography
OR
SOCG 313 – Urban Sociology
OR
HISP 469 – Laboratory in Preservation
Planning
- Electives (Three electives, two from the 300 or 400 level, from two different departments):
 - ANTH 344 – Urban Theory and
Ethnography

- CLAS 103, 105 – Ideas and Culture:
Greek/Roman
Civilization
- CLAS 390 – The Ancient City
- ECON 351 – Poverty, Affluence and
Equality
- ECON 352 – Labor economics
- ECON 353 – Economics of Labor Unions)
- ECON 354 – Urban and Regional
Economics
- GEOG 231 – Introduction to Planning
- GEOG 236 – Globalization and Local
Development
- GEOG 237 – Cities
- GEOG 337 – Nature of Cities
- GEOG 410Q – Regional Planning Seminar
- HIST 308 – U.S. Labor History
- PSCI 332 – Metropolitan Problems
- SOCG 313 – Urban Sociology
- SOCG 332 – Introduction to Social Welfare
- SOCG 440 – Sociology of Education
- ARTH 310/ 311 – Greek Art/ Roman Art
- HISP 470 – Preservation Abroad
- HISP 471 – Special Studies in Historic
Preservation

For more information go to: cas.umw.edu/hisp/current-students/requirements/urban-studies-minor/

Minor Advisor in the Department of Historic Preservation:
Dr. Andrea Smith

GIS Certificate

The Geographic Information Science (GIS) certificate addresses the growing demand for GIS-trained personnel in today's working world, including within the field of historic preservation. Built on a vision combining core theory with real-world applications to provide a state-of-the-art, GIS educational experience, the certificate introduces students to a wide array of critical core functions in ArcGIS.

The certificate requires 18 credit hours of GIS course work introducing students to advanced spatial analysis, Python programming in ArcGIS, geodatabase design, spatial statistics and modeling, image analysis and more. Classes are offered in the evening as well as during the day to accommodate working professionals and full-time students with scheduling conflicts. The certificate can be obtained solely through evening classes. Completion of the certificate can lead to the GIS Professional (GISP) certification, which requires GIS field experience in addition to the course work. The credential, offered by the independent, non-profit GIS Certification Institute, recognizes individuals for having met specified standards for professional practice and ethical conduct.

For more information go to: cas.umw.edu/gis/the-gisc-certificate/

To discuss the certificate requirements, contact Dr. Jackie Gallagher, Associate Professor, Department of Geography, 313 Monroe Hall, jgallagh@umw.edu

Honors Program

The Honors Program is a university-wide undergraduate program designed to offer highly motivated and advanced students the opportunity to enhance their intellectual growth by engaging them in rigorous honors-designated coursework, interdisciplinary seminars, strong internship experiences, extended research, creative projects, and community service that develops a community of learners. Interested students need to apply directly to the Honors Program for admission.

The program offers courses that are small in size and develop the intellectual potential of students through activities that:

- develop communication skills
- incorporate interdisciplinary focus
- include innovative pedagogy
- analyze their own and others' assumptions
- enhance research skills
- apply critical reading, writing, speaking, problem solving, and thinking skills that incorporate information literacy and an appreciation of audience
- include greater breadth than non-honors course sections
- incorporate enrichment opportunities to students and faculty
- utilize flexible approaches that accommodate different learning style

For more information on the Honors Program visit:

<http://academics.umw.edu/honorsprogram/>

Historic Preservation Honors Thesis

Honors recognition in the Department of Historic Preservation is awarded at commencement to students who achieve exceptional academic merits in the major. For honors consideration, a student must have achieved a cumulative grade point average of 3.0 overall and at least a 3.25 within the major by the end of their junior year. Advancement to honors also requires the completion of a senior thesis that is approved by HISP faculty. Conferring the honors award at graduation is a decision made by the entire faculty in the Department of Historic Preservation.

The honors thesis is defined as a significant research paper on an aspect of preservation that involves original research and writing. It may be in any area of preservation, including but not limited to archaeology, architectural conservation or history, folk culture, landscape, museums, preservation law, and preservation planning. The honors thesis is a two-semester process in which the applicant must enroll for three credit hours of the Senior Research Project class (HISP 490) during the fall semester. If enough progress has been made toward completion of the project, the student will enroll in HISP 490 again during the spring semester. The grade given for both semesters of the Senior Research Project is determined by the thesis advisor after consultation with HISP faculty.

To get started, talk to your advisor or professor aligned with your area of interest, ideally in your junior year. Keep in mind that this is a self-motivating project! You are in charge of this project, not your advisor or other professors. Your professors assist in regards to planning the work and to act as a sounding board for your ideas. Everything else is up to you!

Goals and Objectives of the Honor Thesis

The honors thesis is intended as an exercise in critical thinking and writing in which the honors candidate advances a focused hypothesis and a method of analysis in relation to a particular topic or issue of historic preservation.

This study must include a plan for compiling, organizing, and examining information that marks a discovery and interpretation process leading to logical conclusions, rather than simply summarizing the topic's relevant literature and current thinking.

The thesis should advance the student's and the faculty's knowledge concerning the particular issue and its application within either scholarly discussions or modern preservation practice.

In undertaking the thesis, the honors candidate should satisfy two objectives:

- *One*; the candidate should demonstrate competence in understanding and applying the literature and current thinking of American historic preservation related to the thesis topic.
- *Two*; the candidate should demonstrate competence in implementing the standards and methods of scholarship – that is, those of establishing a research design, determining and evaluating relevant sources, conducting a focused analysis, and using proper formats for production and citation (see *Standard Sections of Scholarly Works*).

Arrangements and Scheduling

The agreement between the honors candidate and the faculty advisor is course-like and contractual in nature, and includes scheduled deadlines and required submissions.

1. Each student defines a thesis topic in consultation with a faculty member who they select as their advisor. Once the applicant and advisor have agreed on a suitable project, the applicant will present the thesis topic and draft proposal to the faculty for comment, necessary revisions, and approval. Application is normally made in the spring semester of the junior year – that is, at the end of the semester prior to initiating the honors thesis process. APPROVAL IS NOT GUARANTEED.
2. By October 1st of the fall semester, the candidate must have a thesis proposal approved by the entire faculty. Any change in the topic will also require approval from the faculty. This proposal includes a succinct statement of the research hypothesis; a brief description of the research design and its intended sources; a statement of anticipated analytical results; and a preliminary bibliography of relevant primary and secondary sources.
3. The faculty advisor and student candidate will agree to a schedule of regular meetings, such as every two weeks. Failure to attend such meetings may be a cause for terminating the honors thesis process.

4. The candidate will agree to a schedule for submitting drafts of logical sections of the thesis to the faculty advisor for commentary and revisions. The candidate must submit two or more draft sections of the thesis by the end of the first semester. During the first semester candidates are encouraged to submit their sections that review relevant literature, discuss the research design, and/or describe the research context or case studies.
5. Candidates must submit a final draft of the thesis by the end of the first full week of April. The candidate must provide each faculty member with a copy of the thesis, and in return, the faculty agree to a full reading and review of the thesis.
6. The faculty will announce a date and time for the thesis defense during the mid-to-late April period. If more than one thesis is presented for defense in a single semester, then the faculty will announce a detailed schedule that will include time periods for individual candidate's presentation, discussion, and review.

Students can be as creative as they want to be with these types of projects. Past honors theses focused on urban design, the relationship between historic preservation and affordable housing, architecture, as well as the relationship between landscapes and gender. To find more information on these past honor theses projects, go to Eagle Scholar at scholar.umw.edu/ and click "Undergraduate and Graduate Student Research."

Experiential Learning

The Experiential-Learning, General-Education requirement can be met by a minimum of one-credit internship or any other academic experience designated as such.

Experiential learning is meant to provide real-world experiences that expose students to the workings of the historic preservation field outside the classroom.

Desired Outcomes and Goals of Experiential Learning

- Students will be able to apply what is learned in coursework to new scenarios outside standard university courses.
- Students will be able to identify their personal values and learning goals and direct themselves by creating personalized learning experiences that may include alternative means of learning.
- Students will be able to clarify and refine their understanding of their strengths and weaknesses in the context of relevant disciplines and in skills such as time management, organization and professionalism
- Students will be able to recognize their knowledge and identify areas where they need to focus for improvement.
- Students will be able to connect their undergraduate experiences with their post-graduation lives.

Study Abroad and Field Schools

Historic Preservation students, like all other students at UMW are encouraged to take the opportunity to study abroad or attend a field school.

Study Abroad

The Department of Historic Preservation students have a variety of options for study abroad. While it is difficult to transfer courses that will count directly towards the major, students may enhance their experiences within the discipline by taking courses abroad in architecture, archeology, conservation, museum studies, or urban planning and development.

Students should keep in mind that studying abroad for a semester requires good planning as certain preservation courses will need to be taken in advance. Such planning will ensure that the student is eligible to graduate in four years.

Every other summer, Dr. Smith takes a group of students to Paris, France. The course aims to educate students about the architectural and planning history of Paris as well as the preservation practices that seek to sustain its cultural resources. Students will be expected to compare and contrast their observations with material learned in coursework at UMW. For more information about this course go to:



international.umw.edu/study-abroad-2/program-search/umw-faculty-led-programs/presabroad/
OR
<http://andrealivismith.com/teaching/hisp470/>

Field Schools

Field schools expose students to a multitude of preservation-related disciplines. They are also a great way to gain hands-on experience, a necessity in the field of archaeology.

Sherwood Forest – a historic property in Stafford County, Virginia, near the City of Fredericksburg – has served as the base of operations for the archaeological field school since 2015. Sherwood Forest is a multi-component site that was continually occupied throughout the Antebellum, Civil War, and Postbellum periods and offers students the chance to explore these various aspects of the property's history.

The field school allows participants to gain proficiency in archaeological excavation, recording, and field interpretation, and includes instruction in archaeological

method and theory. This course is taught by Prof. McMillan.

The five-week field school carries three hours of undergraduate credit. It also satisfies UMW's Experiential Learning requirement and is designated as a Community Engagement course.



Financial Assistance and Scholarships

Both the Center and the Department for Historic Preservation offer financial assistance through scholarships and student-aid employment.

Financial Assistance

To be eligible for financial aid and scholarships you **MUST** fill out your FAFSA form! The following link guides you through this process:

umw.edu/financialaid/process/completing-the-fafsa/

This will let the school know if you are eligible for federal and state loans, grants, and scholarships. FAFSA applications must be resubmitted every year and are usually due March 1st. The earlier you submit, the more money is likely to be available to you. Grants and scholarships are monies that do NOT need to be paid back. However, federal loan repayment becomes due 6 months after you graduate or are absent or enrolled at less than ½ time (approximately 6 credit hours). Contact your loan provider if you need to set up payment plans.

Scholarships

Awards through the University can be based on merit – GPA – or financial need. Most academic departments award a variety of scholarships each year. Each department selects recipients that are qualified within their major. Scholarship opportunities for each academic department can be applied for through the UMW online scholarship manager system at:
https://umw.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpId=886

The University has separate application deadlines for incoming freshman, transfer, and continuing students so please check the UMW Financial Aid website for these. Most students are notified of awards during the month of June. Awards can be viewed on your personal UMW Banner account. Loans will also need to be accepted/declined in Banner.

Scholarships in the Department of Historic Preservation

All students who fill out the online scholarship manager application are automatically considered for departmental scholarships. More information on the scholarships available through the Department of Historic Preservation can be found at: cas.umw.edu/hisp/scholarships/

General Albert J. Bowley Scholarship ~ \$20,000 (this amount covers all scholarship recipients)

Two recipients work at the James Monroe Museum and Memorial Library under the direction of the museum staff for 12 hours per week during the fall and spring semesters. A summer scholarship is also awarded for 12 hours per week during the two summer sessions.

Requirements:

- Applicants majoring in historic preservation, history, or political science are encouraged to apply.
- All UMW students may apply.
- Applicants from families of service personnel and applicants from Latin America are encouraged to apply.
- All applicants **must** have completed HISP 200 (Introduction to Museum Studies).
- Applicants' overall GPA and GPA in the major will be considered.

- Applicants must be full-time students during the period of the award.

Kathleen Myra & Everett M. Geno. Jr. Scholarship ~ \$950

Requirements:

- This scholarship shall be awarded to a student majoring in historic preservation.
- The recipient shall be a student in good standing and there is no Virginia residency requirement.
- Financial need will be a consideration, but not a requirement.

Garland Gray Foundation Scholarship ~ \$3,900

Requirements:

- Applicants must have historic preservation as their major area of study.
- Applicants must be from Virginia.
- Applicants must have demonstrated financial need.
- Applicants overall GPA and GPA in the major will be considered.
- Applicant must be a full time student during period of scholarship.

Anne Bradley Guerrant '47 Scholarship ~ \$3,650

Requirements:

- This scholarship shall be awarded to a UMW student who has formally declared historic preservation as their major.
- The recipient must be a Virginia resident and be enrolled full-time during the scholarship.
- The recipient must demonstrate financial need.
- The recipient must have at least a 3.0 GPA on a 4.0 scale.

- This scholarship shall be renewable annually provided the recipient continues to meet the scholarship criteria listed above.

Knight Family Scholarship ~ \$2,200

Requirements:

- Recipient shall have formally declared a major in historic preservation.
- Demonstration of strong academic skills through coursework.
- Fit of the student research goals with the mission of the Center for Historic Preservation.

Reinhardt and Katherine Skinner Leu Memorial Scholarship ~ \$2,400

Requirements:

- Recipient shall be an historic preservation major.
- Recipient shall possess attributes such as above-average academic performance and leadership skills that will further honor the memory of Mr. and Mrs. Leu.
- The recipient must have an overall cumulative GPA of 3.25 or higher at the time of this award and must maintain an overall cumulative GPA of 3.25 or higher for renewal of the scholarship.
- The recipient shall have demonstrated financial need.
- The recipient shall have demonstrated an interest in the history of art, preferably involving Gari Melchers and his home at Belmont.
- Recipient shall be a Virginia resident with preference given to the residents of Stafford County, first, and the City of Fredericksburg or Spotsylvania County second.

Mansheim Scholarship ~ \$2,900

Requirements:

- This scholarship shall be awarded annually to a rising junior or senior student who is majoring in historic preservation.
- The scholarship is renewable for a maximum of two years, provided the recipient maintains a cumulative GPA of 3.0 or above. The scholar must be a full-time student for each semester of the award.
- The Associate Dean for Financial Aid shall make the selection of the recipient, in consultation with the Chairperson of the Department of Historic Preservation.
- In the event that no applicant completely meets the above criteria, the University shall be permitted to award the scholarship to the student most closely meeting the spirit of the criteria.

Charles S. and Camilla Moody Payne Scholarship ~ \$4,300

Requirements:

- Applicants will have historic preservation as their major area of study.
- Preference will be given to applicants with demonstrated financial need.
- Applicants overall grade point average and grade point average in the major will be considered.
- Past recipients are encouraged to apply for renewal. Scholar must be a full-time student in each semester of the award.

Annie Fleming Smith Scholarship ~ \$20,000 (this amount covers all scholarship recipients)

Two recipients work at Kenmore and Ferry Farm under the direction of the museum staff for 12 hours per week during the fall and spring semesters. A summer

scholarship is also awarded during which the student works 12 hours per week in both summer sessions.

Requirements:

- All UMW students may apply. Scholars must be full-time students during the award.
- Applicants from the Northern Neck of Virginia are encouraged to apply.
- Applicants must have completed HISP 200 (Introduction to Museum Studies).
- Applicants' overall GPA and GPA in the major will be considered.

Ardiena Ann Tromley Scholarship in Archaeology ~ \$700

Requirements:

- This scholarship shall be awarded to a UMW student who is at least a rising junior and whose studies reflect an emphasis in archaeology.
- The recipient shall be a student majoring in historic preservation, classics or anthropology, has completed HISP 207 (American Archaeology) or its equivalent, and has demonstrated academic excellence in his or her studies.
- Preference will be given to a student whose archaeological studies will take them outside the state of Virginia. Preference also will be given to a student who is a relative of Mr. or Mrs. Thomas Tromley.
- This scholarship shall be renewable annually provided the recipient continues to meet the scholarship criteria listed above. The scholar must be full time during the award period.

J. Binford Walford Scholarship in Architecture ~ \$13,000

Requirements:

- Applicants must have earned at least 60 academic credits at the time of application.

- Have declared historic preservation as a major with plans for advanced study in architecture or employment, which is architecture oriented.
- Have attended UMW for at least one academic year prior to application for this scholarship and be a full-time student during the award period.
- Have achieved a cumulative G.P.A. of at least 3.00 (4.00 scale) and a cumulative G.P.A. in the major program of at least 3.2 (4.00 scale).

Milton Grigg Northern Virginia APVA Scholarship ~ \$1,600

Requirements:

- a) This scholarship shall be awarded to a UMW student who has formally declared historic preservation as his or her major.
- b) The recipient must be a resident of Northern Virginia and be enrolled full-time during the scholarship. Northern Virginia is specified as the counties of Fairfax, Prince William, Loudon, and Arlington, as well as the cities of Alexandria, Falls Church, Fairfax, Manassas and Manassas Park.
- c) The recipient must have at least a 3.0 GPA (whose academic achievement is meritorious).
- d) Preference will be given to applicants who are juniors or seniors.

Betty Woods Nutting Scholarship ~ \$1,290

Requirements:

- The recipient shall be in good academic standing and shall be selected on the basis of merit.
- This scholarship shall be awarded to students with a declared major in historic preservation and who possess high potential to have an impact in the field of historic preservation as evidenced by excellent work in the major.

- Selection of recipients shall be made by the institution's chief academic officer in consultation with the Chair of the Department of Historic Preservation and the professional staff in the Office of Financial Aid.
- In the event that the applicant completely meets the above criteria, the University shall be permitted to award the scholarship to the student most closely meeting the spirit of the criteria.

Heads up! The scholarship website has you fill out requirements for ALL scholarships whether or not they may apply to the particular scholarship that is being sought after.

The following link provides you access to the scholarship manager:

umw.scholarships.ngwebsolutions.com/CMXAdmin/CmxContent.aspx?cpId=886

Center for Historic Preservation

In 1980, with a grant from the State Council for Higher Education in Virginia, Mary Washington College (as UMW was known at that time) established the Center for Historic Preservation as a research and public outreach organization devoted to preservation efforts in the Fredericksburg region. Now, several decades later, the Center is affiliated with the Department of Historic Preservation, one of the 21 academic departments at UMW. The department offers extensive coursework as well as an undergraduate major in Historic Preservation (which was originally started in the Department of History and American Studies in 1979). The department supports numerous opportunities for students to pursue their interest in preservation initiatives.

The Center for Historic Preservation remains a steadfast part of the Historic Preservation program at UMW. Its mission continues to serve as the outward-facing piece of the Department of Historic Preservation at UMW. Indeed, the Center was established for two broad purposes: to augment the academic program by developing the college's resources in historic preservation, and to promote and assist preservation efforts in the local community and beyond. The Center's Director is the central point of contact for outside organizations looking for expertise in preservation, and organizes the broader departmental initiatives which promote the department as a national leader in the field.

Projects Associated with the Center

The UMW Center for Historic Preservation engages historic preservation students and the preservation community in a number of ways. Some examples include:

- Plans historic tax credit workshops; hands-on workshops including wood window and siding restoration; experimental archaeology workshops
- Plans preservation job fairs
- Plans lectures, including the annual Student Choice Lecture
- Awards the annual Historic Preservation Book Prize
- Creates the Department of Historic Preservation newsletter
- Supports local preservation organizations through service, whether it be lectures and tours or technical assistance
- Facilitates professor and student participation at conferences
- Maintains the equipment available to preservation students

Student Aide Positions

Want to get some hands-on experience and help out one of your favorite professors? Then becoming a student aide sounds right up your alley! This is a great way to practice real-world skills and get hands-on work experience with staff and faculty in the department. If you are interested in such positions, send your resume to the Director of the Center at the end of the academic year.

The Center for Historic Preservation and the Department offer four student aide positions. These students are expected to work 10 hours a week between the hours of 8am-5pm. Each student aide is paid \$7.50/hour.

1. Department of Historic Preservation Aide: This student aide assists Julia Coates, Office Manager, in the day-to-day operation of the department. Duties include, but are not limited to maintaining the equipment library, creating and maintaining displays and bulletin boards, updating the departmental job bank, creating the department newsletter, and providing general assistance to faculty members as needed.
2. Center for Historic Preservation Aide: This student aide works directly with the Center for Historic Preservation Director to facilitate the Center's mission. Duties include but are not limited to promoting the department and center

on social media sites, updating the center's web page, promoting and organizing lectures and other sponsored events, and assisting with research and publications undertaken by the center.

3. Archaeology Lab Aides: The primary duties associated with this position include artifact processing, cataloging and analysis, maintaining the lab's collections, and assisting with the lab's educational and research goals.
4. Academic Aide: This student aide assists with various historic preservation class projects (TBD). Duties may include, but are not limited to, conducting archival research locally, conducting field work associated with historic buildings in the region, contacting project stakeholders, and performing general management duties.

Department Resources

Citations

As you work on your assignments in courses associated with the major, you will be asked to cite primary and secondary resources, including “odd” sources such as deed books, artifacts, and maps. Using proper citation allows a researcher to give credit to the authors of the materials they have used as well as enable future researchers to locate resources. Failure to properly cite resources or borrowed ideas and language constitutes a UMW Honor Code violation and is taken seriously by department professors.

The UMW Libraries provides a list of citation formats at: <http://libguides.umw.edu/citing>

Each professor in the Department will specify the appropriate citation style required for a project. In general, they adhere to the following discipline-based citation styles.

Archaeology – The Society for Historical Archaeology (SHA) citation style is preferred.

Architectural History – The Chicago citation style with footnotes and endnotes is preferred.

Museum Studies – The Chicago citation style with footnotes and endnotes is preferred.

Urban Planning – APA or the Chicago citation style with footnotes and endnotes are preferred.

"Odd" Sources:

Deed Books:

City, State. Type of deed, year. Location found, book #, pg. #, grantor and grantee.

- Example: Fredericksburg, Virginia. Deeds 1992. Fredericksburg Circuit Court, book 55, pg. 68, Home Builder Inc. and Frank P. Stearns.

Tax Records:

Government agency. (Year of publication). *Title of form*. Retrieved from source URL. (Date accessed).

- Example: "Ohio Tax Records, 1800-1850." Database and images. *FamilySearch*. <http://FamilySearch.org> : 30 January 2017. Tax records indexed by Ohio Genealogy Society. Citing various county courthouse offices, Ohio. (2 May 2005).

Census Records:

U.S. Census Bureau (year data was published). *Name of data or report*. Retrieved from [URL]. (Date accessed).

- Example: U.S. Census Bureau (2011). *Selected housing characteristics, 2007-2011 American Community Survey 5-year estimates*. Retrieved from factfinder2.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_11_5YR_DP04. (2 May 2005).

Wills

City, State. Document type, year. Location found, book #, pg. #, name of deceased.

- Example: Fredericksburg, Virginia. Wills, 1990. Fredericksburg Circuit Court, book 235, pg. 778, Dorothy Hart and Lori Brennan.

Sanborn Maps

Author. Map title [format]. Date of creation. Scale. Title of complete document or site. Title of complete document or site. URL. (Date accessed).

- Example: *Delaware, Ohio* [map]. 1885. Scale not given. "Sanborn Fire Insurance Maps, 1867-1970 – Ohio". OhioLINK Digital Media Center. <http://dmc.ohiolink.edu/mrsid/>. (2 May 2005).

Must Reads for Every Preservationist

Many of these readings are required for class. Remember to check your professor's syllabus for specific readings. Purchase and retain your readings to build a reference bookshelf for future use.

Historic Preservation

Page, Max, and Randall Mason, eds. *Giving Preservation a History: Histories of Historic Preservation in the United States*. New York: Routledge, 2004.

Stipe, Robert E. *A Richer Heritage: Historic Preservation in the Twenty-First Century*. Chapel Hill: The University of North Carolina Press, 2003.

Tyler, Norman, Ted. J. Ligibel, and Ilene R. Tyler. *Historic Preservation: An Introduction to Its Principles, and Practice*. New York: W. W. Norton & Co., 2009.

Archaeology

Deetz, James

1996 *In Small Things Forgotten: An Archaeology of Early American Life*. Anchor Books, New York, NY.

Drennan, Robert D.

2009 *Statistics for Archaeologists*. Springer, New York, NY.

Geier, Clarence R.

2017 *The Historical Archaeology of Virginia From Initial Settlement to the Present: Overview and New Directions*. The Archeological Society of Virginia, Richmond, VA.

Hume, Ivor Noël

2001 *A Guide to the Artifacts of Colonial America*. University of Pennsylvania Press. Philadelphia.

King, Thomas S.

2012 *Cultural Resource Laws and Practice*. AltaMira Press, Lanham, MD.

Museum Studies

Buck, Rebecca A., and Jean Allman Gilmore, eds. *Museum Registration Methods*. 5th ed. Washington, DC: American Association of Museums Press, 2010.

Harvey, Karen, ed. *History and Material Culture: A Student's Guide to Approaching Alternative Sources*. 2nd ed. New York: Routledge, 2017.

Johnson, Anna and others. *The Museum Educator's Manual. Educators Share Successful Techniques*. 2nd ed.. Lanham, MD: AltaMira, 2017.

Serrell, Beverly. *Exhibit Labels. An Interpretive Approach*. 2nd ed. Lanham, MD: Rowman & Littlefield, 2015.

Yerkovich, Sally. *A Practical Guide to Museum Ethics*. Lanham, MD: Rowman & Littlefield, 2016.

Architectural History

Glassie, Henry. *Vernacular Architecture*. Bloomington: Indiana University Press, 2000.

Jandl, Ward H., ed. *The Technology of Historic American Buildings*. Washington, DC: Foundation for Preservation Technology for the Association for Preservation Technology, 1983.

Jester, Thomas C. ed. *Twentieth-Century Building Materials: History and Conservation*. New York: McGraw-Hill Companies, 1995.

Lanier, Gabrielle M., and Bernard L. Herman. *Everyday Architecture of the Mid-Atlantic: Looking at Buildings and Landscapes*. Baltimore: Johns Hopkins University Press, 1997.

Lounsbury Carl R., and Vanessa Elizabeth Patrick, eds. *An Illustrated Glossary of Early Southern Architecture and Landscapes*. Charlottesville: University Press of Virginia, 1999.

McAlester, Virginia. *Virginia Field Guide to American Houses*. New York: Knopf, 1984.

Roth, Leland M., and Amanda C. Roth Clark. *American Architecture: A History*. Boulder, CO: Westview Press, 2016.

Urban Planning

Anderson, Darran. (2015). *Imaginary Cities*. London, United Kingdom: Influx Press.

Bacon, Edmund N. (1976). *Design of Cities*. London, United Kingdom: Penguin Books.

Caro, Robert A. (1975). *The Power Broke: Robert Moses and the Fall of New York*. New York, New York: Vintage Books.

Jacobs, Jane. (1961). *The Death and Life of Great American Cities*. New York, New York: Vintage Books.

Lynch, Kevin. (1960). *The Image of the City*. Cambridge, Massachusetts: The MIT Press.

Schmickle, Bill. (2006). *The Politicst of Historic Districts: A Primer for Grassroots Preservation*. Lanham, Maryland: AltaMira Press.

Whyte, William H. (2000). *The Essential*. New York, New York: Fordham University Press.

Helpful Websites

The following websites will help you as a preservation major at UMW.

Fredericksburg Research Resources has a number of finding aids as well as search engines for deeds, wills, Mutual Assurance Policies and newspapers.

<http://resources.umwhisp.org/fredburg.htm>

The *Simpson's Library Special Collections* have information pertaining to the University.

libraries.umw.edu/specialcollections/

The *Simpson Library* maintains a Historic Preservation Research Guide on its website.

libguides.umw.edu/hisp

- Jack Bales, Reference and Humanities Librarian is the main library contact for Historic Preservation students. He is available at Simpson Library, room 115 or by email at jbales@umw.edu

The *Central Rappahannock Heritage Center* provides access to regional archives and other local materials.

www.crharchives.org/

The *Central Rappahannock Regional Library History Resources* includes a partial online version of the library's Virginiana Collection.

history.librarypoint.org/

The *Virginia Digital Sanborn Maps* website lists street blocks and building numbers including numbers in use at the time of the map was made as well as previous numbers.

<http://sanborn.umi.com/splash.html>

The *Historic Fredericksburg Foundation Inc.* is a local resource where students can access local archives and other helpful links.

<http://hffi.org/>

The *Fredericksburg City Government* website provides information on current local administration topics in Fredericksburg as well as some history of Fredericksburg.
gis.fredericksburgva.gov/ParcelViewer/Account/Logon

The *Historic Court Records* website provides access to a database of past court cases.

va-fredericksburg.civicplus.com/index.aspx?NID=998

The *Library of Virginia* website provides information on how to start your research process as well as other helpful resources.

lva.virginia.gov/public/using_collections.asp

The *Library of Congress* website includes a wealth of information in a couple of highly relevant databases.

www.loc.gov/

- The *Library of Congress Historic Newspapers* provides access to numerous newspaper sources.
chroniclingamerica.loc.gov/

- The *Library of Congress Historic American Buildings Survey/Historic American Engineering Record/Historic American Landscapes Survey* has information regarding HABS/ HAER/ HALS standards.
loc.gov/pictures/collection/hh/

The *National Archives* website makes numerous historical documents available to the public.
www.archives.gov/

Equipment Closet

Certain courses require HISP students to use equipment such as hand scanners, disto meters, cameras (including camera batteries), large clipboards, molding combs, measuring tapes, tripods, etc., which are all available and can be checked out from the department. Located in the Historic Preservation Suite, the equipment closet can be a bit intimidating at first. Have no fear though! Everything in that closet is meant to help your work so don't be afraid to get into it.

How to Check Out Equipment

- Next to the front door when you walk into the department, there is a Mac computer with a scanner.
- On the main screen click the "Check Items Out" button.
- This brings up a member's screen that will ask for your last name and first name.
- Use the scanner to scan the barcode on every item.
- Once all items are scanned, review what you have entered in and click "Complete."
- To return items, just rescan the barcodes and your name and item will automatically appear on the screen. Click "ok."

These steps are also listed on the main screen of the computer that you use to check items out and in.

Equipment Closet Policies

All of the equipment is at your disposal; however, there are a few things to keep in mind to make things run smoothly for yourself and other students.

- You have 24 hours to return the equipment you checked out. This means that once you check out an item you must bring it back within the next day. Remember you can always check it right back out again! If items have not been returned for a few days, the department will send a reminder email. If items are not checked in by the end of the semester (unless approved by a department professor) a hold will be put on your grades until the equipment is returned.
- When you are returning items, make sure you place all items in their proper place in the closet! Everything is labeled, but if you need assistance, a student aide or a professor in the department will be more than happy to help you.

Computer Laboratory

The Department of Historic Preservation offers a computer lab exclusively for HISP majors.

This space (Combs Hall, Room 011) has 14 desktops. There is a printer if you wish to print out your materials, but you'll need your EagleOne card.

The department uses the lab for several classes including HISP 205. Unlike computers in other labs throughout campus, these workstations provide access to specific preservation software such as

- AutoCAD
- SketchUp Pro
- Agisoft
- Unity
- PhoToPlan

The drafting tables and tools in the computer lab also allow students to work on architectural drawings.

A door passcode is in place and the space can be used as long as there is no class in session. Access to Combs Hall is limited to classroom hours. In order to stay in the lab after hours, you need to register with Julia Coates, Office Manager. The lab fills up quickly particularly during midterms and finals when students are working on projects, so a computer may not always be available. Plan ahead!

Archaeology Laboratory

Established in 1984, the Archaeology Laboratory is located in the basement of Combs Hall. The lab is affiliated with the Department of Historic Preservation and the Center for Historic Preservation. The lab is fully functioning, allowing for the completion of tasks such as artifact processing, analysis, and storage. The lab also offers students the opportunity to work with artifacts and learn general lab procedures through the following courses:

- HISP 207 – American Archaeology
- HISP 462 – Laboratory Methods in Archaeology
- HISP 467 – Field Methods in Archaeology

More information is available on the website of the Archeology Lab: www.umwarchaeologylab.com

Email umwarchaeologylab@gmail.com if you have any questions.

Preservation Library

The Preservation Library's main purpose is to make printed resources available for students to use on-site (items are not available for checkout). The library is also used as a seminar room for preservation classes and is therefore not always accessible. The library is located in the basement of Combs Hall (Room #25).

Historic Preservation Club

UMW's Historic Preservation Club is a student-run organization. Though not limited to Historic Preservation majors, the club is a great way for majors and potential majors to gain an understanding of historic preservation outside of the classroom and meet peers with similar school-related interests.

At the same time, members strive not only to educate those less involved in historic preservation at UMW, but also serve the university and local community by hosting a number of events throughout the school year. These events include but are not limited to:

- Ghost Walk (downtown Fredericksburg)
- Field trips to museums and historic sites
- Guided tours of local historic sites
- Participation in historic preservation conferences

Contact umwhistoricpresclub@gmail.com if you are interested in becoming a member.

Graduate Studies

A degree in historic preservation from UMW opens multiple post-graduation possibilities, including that of pursuing graduate studies. Consider talking with your advisor about whether graduate school is necessary to achieve your professional goals. Some areas of graduate studies that UMW Historic Preservation students often pursue include:

- Historic Preservation
- Art Conservation
- Museum Studies
- Archaeology
- Regional and Urban Planning
- Architectural History
- Architecture
- Etc.

Graduate Certificate vs. Master's Degree: What is the difference?

A *graduate certificate* offers professionals the option to gain needed skills, typically in a shorter period, through a course of study in a specific area.

A *master's degree* is a graduate degree granted through a recognized, accredited institution that shows a candidate has achieved mastery in a particular field of study.

Go to the **National Council for Preservation Education (NCPE)** for more information regarding programs related to the historic preservation field:
www.ncpe.us/

Careers in Preservation

Now that you have all your classes mapped out, you're well on your way to start looking at the reason you came to school in the first place: finding a job!

The Department of Historic Preservation offers a job bank on its website (cas.umw.edu/hisp/jobs/). The job bank is a great way to get started on looking for preservation-related employment. Postings can range from internships to entry-level positions.

Here are some other preservation job sites:

- GovernmentJobs at: governmentjobs.com/jobs?keyword=Historic%20Preservation
- American Historical Association at: historians.org/jobs-and-professional-development/aha-career-center
- National Trust of Historic Preservation at: forum.savingplaces.org/build/jobs and savingplaces.org/careers#.WEhN42QrLSw
- Cornell University Historic Preservation Job Bank at: preservenet.cornell.edu/employ/jobs.php
- USA Jobs: www.usajobs.gov
- National Council on Public History: ncph.org/jobs/
- Preservation Directory: preservationdirectory.com/PreservationBlogs/ArticleListings.aspx?catid=3
- HistoriCorps – Saving Places at: historiccorps.org/careers/
- National Parks Service at: nps.gov/nr/preservation_links.htm

- LinkedIn at:
[linkedin.com/jobs/historic-preservation-jobs](https://www.linkedin.com/jobs/historic-preservation-jobs)

Federal Agencies/Departments

- Army Corps of Engineers at:
<https://www.usace.army.mil/Careers/>
- Bureau of Reclamation at:
[usbr.gov/hr/jobopen.html](https://www.usbr.gov/hr/jobopen.html)
- Bureau of Land Management at: [blm.gov/careers](https://www.blm.gov/careers)
- Advisory Council on Historic Preservation at:
www.achp.gov/

International Organizations

- The Association for Preservation Technology International at:
[apti.org/index.php?src=gendocs&ref=Positions&submenu=resource](https://www.apti.org/index.php?src=gendocs&ref=Positions&submenu=resource)
- ICOMOS at:
[icomos.org/en/get-involved/work-and-volunteer-for-icomos](https://www.icomos.org/en/get-involved/work-and-volunteer-for-icomos)

UMW Historic Preservation alumni work in various capacities all across the country and are always happy to advise and assist current students in their employment pursuits.

Get To Know Fredericksburg!

The Department of Historic Preservation works very closely with various preservation organizations in the City of Fredericksburg. You should familiarize yourself with your surroundings and check out these sites as soon as you declare your major:

- Washington Heritage Museums sites: Mary Washington House, Hugh Mercer Apothecary Shop, the Rising Sun Tavern, and St. James House washingtonheritagemuseums.org/
- The George Washington Foundation sites: Kenmore Plantation and Ferry Farm kenmore.org/
- National Parks Service Sites: Chatham Manor, Fredericksburg Battlefield, Chancellorsville Battlefield, Wilderness Battlefield, Spotsylvania Court House Battlefield, and Old Salem Church nps.gov/frsp/index.htm
- James Monroe Museum and Memorial Library jamesmonroemuseum.umw.edu/
- Fredericksburg Area Museum famva.org/
- Historic Fredericksburg Foundation Inc. hffi.org/
- Belmont, Gari Melchers Home and Studio Museum garimelchers.umw.edu/

Stay Informed

Stay updated with the Department of Historic Preservation, the Center for Historic Preservation and the Historic Preservation Club by checking the following websites and social media accounts:

- Facebook: MaryWashHISPDept
- Instagram: umwhisp
- Twitter: umwhisp
- Historic Preservation website: cas.umw.edu/hisp/
- Historic Preservation Calendar of Events: cas.umw.edu/chp/calendar-of-events/

Thank you for taking the time to read this manual, we hope it helped your understanding of the opportunities and challenges ahead of you as a major in historic preservation.

If you still have questions or just want to meet with students, faculty, and staff, please come to the Department of Historic Preservation Suite in Combs Hall.