



VIRGINIA  
ASSOCIATION  
of MUSEUMS

### Virginia Certificate in Museum Management Independent Study Request Form

You may complete an independent study project to satisfy a core curriculum element within the Certificate. No more than two of your ten core curriculum credits can be completed this way.

In order for your independent study to be accepted by the Certificate Review Committee, you must complete this form **PRIOR** to doing the independent study, and receive approval before doing the work.

**Criteria:**

- All independent studies must be completed under the supervision of a museum professional or other expert in the chosen topic. This Project Advisor will be required to help you complete a hands-on component and must sign off on the completed task in order for you to receive credit.
- All topics chosen for an independent study must fall under one of the five core curriculum elements, must be a topic that cannot be studied in a current or upcoming VAM workshop, and you must be able to indicate a specific need for the chosen topic.
- The independent study must incorporate 6 hours of study, including a hands-on component, in order to qualify for one credit.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Credit to be Fulfilled with Independent Study:

\_\_\_ Internal Affairs

\_\_\_ External Affairs

\_\_\_ Exhibitions

\_\_\_ Collections

\_\_\_ Education and Outreach

Topic Proposed for Independent Study: \_\_\_\_\_

Professional Designated as Project Advisor: \_\_\_\_\_

(\*Please attach a copy of the Advisor's resume to this request form)

On a separate piece of paper, please describe your proposed independent study project. This proposal should be no more than one page in length, and should indicate how the required 6 hours will be spent, who will be working with you on the study, what resources you will be utilizing to learn about the chosen topic, and what hands-on component you will incorporate.

**Mail to VAM, 3126 West Cary Street, #447, Richmond, VA 23221 or fax it to 804-358-3174.**