



WESTERN  
ILLINOIS  
UNIVERSITY  
*Quad Cities*

# Western Illinois University Museum Studies Graduate Program Handbook

Museum Studies Graduate Program  
Western Illinois University Quad Cities, Moline, IL  
3300 River Drive Rm. 1225 Moline, IL 61265  
Phone: (309) 762-9481 Fax: (309) 762-6989

Pamela White, JD, PhD, Director  
Phone: (309) 762-9481/(563) 326-7804  
PJ-White@wiu.edu | [wiu.edu/museumstudies](http://wiu.edu/museumstudies)



## Graduate Handbook

### Table of Contents

Introduction.....	3
Overview & Mission.....	3
Learning Outcomes.....	3
Expectations.....	4
Attendance Requirements.....	4
Academic Integrity.....	4
Figge Membership.....	4
Museum Studies Master’s degree-Program of Study-34 s.h.....	4-5
Core Courses -22 s.h.....	4
Directed Electives-12 s.h. ....	5
Courses Requiring Special Forms & Permissions.....	5
MST 520 Independent Study .....	5
MST 560 Practicum.....	5
MST 600 Internship (see Internship Handbook).....	5
MST 601 Workshops/Conferences in Museum Studies.....	5
Museum Studies Post-Baccalaureate Certificate.....	6
Introduction.....	6
Program of Study.....	6
Integrated Degree Program .....	7-8
Degree Plan .....	8
Student Community .....	9
Final Outcomes of the Degree.....	9
Financial Support.....	10
Graduate Assistantship.....	10-13
Application Process, Qualifications, Standards.....	10-13
Additional Financial Support.....	13-14
Student Health Insurance.....	15
ADA Americans with Disabilities Act.....	15
Relevant Contacts .....	16-17
Relevant Websites.....	18

## **Introduction**

The Museum Studies (MST) Graduate Program is an applied graduate program, offering a Master's degree and Post-Baccalaureate Certificate completed at Western Illinois University-Quad Cities Campus, in partnership with the Figge Art Museum, the WIU Recreation, Park and Tourism (RPTA) department, the WIU department of art, and various institutions in the Quad Cities.

### **Overview and Mission**

The mission of the Museum Studies Graduate Program is to educate students in the history of museums, the various aspects of museum work, including administration, collections management, exhibition development, visitor studies, education, community development, tourism, and fundraising. The program strives to acquaint students with the opportunities and problems faced by museums and museum personnel, and to create career opportunities for students who seek employment in museum related institutions. Emphasis is placed on practicum experiences involving museum functions such as exhibition, curatorial research, cataloging, acquisition, community service, education, and administration.

Teaching methods include lectures, seminars, applied experience with specific collections, a supervised internship for the Master's degree, and a 3 semester hour practicum for the Post-Baccalaureate Certificate. The program has partnerships with a number of important institutions in the Quad Cities and throughout the Midwest region.

### **Learning Outcomes**

To provide knowledge and training in the various core competencies of museum work, including administration, collections management, exhibition development, visitor studies, education, community development, tourism, and fundraising.

To provide an in-depth understanding of approaches to the documentation, interpretation, presentation, and preservation of curated materials in museums.

To provide practical training relevant to a professional career in the museum sector.

To provide training in how to organize events, build volunteer organizations, and raise funds and support through the community.

To provide the skills to apply the intellectual foundations of museum work in the field.

## **Expectations**

### **Academic Integrity**

Academic integrity is of utmost importance to the university and all graduate level academic programs. To review WIU's policies, please visit <http://www.wiu.edu/policies/acintegrity.php>

### **Attendance Requirements**

Successful completion of the degree is dependent upon attendance and the work of the student. Excused absences will be negotiated with the instructors.

### **Figge Membership**

After being accepted into the program, Master's degree and Post-Baccalaureate Certificate students are required to purchase a two-year Museum Studies (Beneficiary Level) membership at the Figge Art Museum in Davenport, IA to cover incidentals and admission fees. Students who do not complete the program in two years must purchase another two-year membership.

## **Museum Studies Master's degree - Program of Study**

The Master of Arts degree in Museum Studies requires 34 s.h. of coursework including workshops and/or conference attendance, and a ten-week internship (totaling 200 contact hours). Core courses consist of 22 s.h covering professional fundamentals, while 12 s.h are selected from directed electives, providing students the opportunity to focus on disciplines of interest.

### **Core Courses: 22 s.h.**

MST 500 Introduction to Museums: Purpose, Function and History (3)

MST 501 Museum Administration (3)

MST 502 Museum Exhibitions (3)

MST 503 Museum Collections Management (3)

MST 515 Introduction to Museum Education (3)

MST 516 Visitor Studies (3)

MST 600 Internship (4, prerequisite - 21 s.h. of completed coursework)

MST 601 Workshops/Conferences in Museum Studies (0)

### **Directed Electives: 12 s.h.**

These are suggested courses, a student may choose any graduate level course towards elective requirements pending approval by the MST Director.

RPTA 424G Fund Raising and Volunteerism in Leisure Services (3)

RPTA 448G Interpretation of Cultural and Environmental Resources (3)

RPTA 460G Sustainable Tourism Development (3)

RPTA 467G Event Planning and Management (3)

ARTE 485G Research in Art History (3, repeatable to 9)

ARTE 496G History of Contemporary Art (3)

MST 520 Independent Study in Museum Education (1–3, repeatable to 6)

MST 560 Practicum in Museums (1–3, repeatable to 3, prerequisite-9 s.h. of completed coursework)

MST 599 Special Topics in Museum Studies (3, repeatable under different special topics)

#### **Courses Requiring Special Forms and Permissions**

**All required forms are available at <http://www.wiu.edu/cofac/qc/museumstudies/forms.php>**

**MST 520 Independent Study in Museum Education** (1–3, repeatable to 6, prerequisite: 9 s.h. completed coursework). Students may take up to 3 s.h. of independent study per semester in areas related to museum studies; art; history; or recreation, park and tourism administration. Students must design the study in consultation with their faculty advisor, complete an Independent Study form, and have the form approved by the MST director prior to enrolling in the course.

**MST 560 Practicum in Museums** (1–3, repeatable to 3, prerequisite: 9 s.h. completed coursework). MST 560 is designed to give supervised practical experience in museums. The student must complete the practicum at one site and for every 1 s.h. complete 50 contact hours at the site. Goals and objectives set by the student and site supervisor, and approved by the faculty supervisor, must be accomplished by the end of the practicum. Prior to the commencement of the practicum the student must attend a pre-internship/practicum meeting with the MST director. See Internship Handbook for details.

**MST 600 Internship** (4, prerequisite: 21 s.h. completed coursework). Students are required to complete an internship of at least ten weeks and 200 contact hours in a museum or related organization. Students will submit periodic reports to their faculty supervisor on their experiences. Students are responsible for finding their own internships. The program reserves the right to reject any student-arranged internship. The internship is supervised by the faculty supervisor, but individual interns are supervised by museum professionals at the host institution. Goals and objectives set by the student and the site supervisor, and approved by the faculty supervisor, must be accomplished by the end of the internship. Prior to the commencement of the internship the student must attend a pre-internship/practicum meeting with the MST director. See Internship Handbook for details.

**MST 601 Workshops/Conferences in Museum Studies** (0) Students are required to attend 5 workshops and/or conferences, approved by MST Director and produced through museums, museum associations or by established museum professionals. The individual programs must be pre-approved by the MST director. Graded S/U.

## **Museum Studies Post-Baccalaureate Certificate Program**

### **Introduction**

The Post-Baccalaureate Certificate (PBC) program in Museum Studies provides a complementary track of courses that allows students who have obtained a bachelor's degree or are currently enrolled in a graduate program in another discipline, to explore the field of museum work. The aim is to provide knowledge and training in various aspects of museum work to include history, theory, and practices in museum professions as well as exhibition development. The program requires 18 semester hours of coursework. PBC students are required to complete a practicum (of 3 semester hours and 150 contact hours). Students select from the electives to gain knowledge in museum administration, collections management, visitor studies, education, community development, tourism, fundraising, and art history. PBC students should note that only courses listed as electives are eligible to meet the requirements of the certificate program.

### **PBC Program of Study**

#### **Core Courses: 6 s.h.**

MST 500 Introduction to Museums: Purpose, Function and History (3)

MST 502 Museum Exhibition (3)

#### **Required Practicum: 3 s.h.**

MST 560 Practicum in Museums (3, prerequisite: 9 s.h. completed coursework)

#### **Electives: 9 s.h.**

These are suggested courses, a student may choose any graduate level course towards elective requirements, pending approval by the MST Director.

MST 501 Museum Administration (3)

MST 503 Collections Management (3)

MST 515 Introduction to Museum Education (3)

MST 516 Visitor Studies (3)

MST 599 Special Topics in Museums (3)

RPTA 424G Fund Raising and Volunteerism in Leisure Services (3)

RPTA 448G Interpretation of Cultural and Environmental Resources (3)

RPTA 460G Sustainable Tourism Development (3)

RPTA 467G Events, Planning and Management (3)

ARTE 485G Research in Art History (3)

ARTE 496G History of Contemporary Art (3)

## **Integrated Degree Program**

The Integrated Baccalaureate and Master's degree program in Recreation Park & Tourism and Museum Studies provides an opportunity for students to complete a Bachelor of Science degree in four years with an additional year to complete a Master of Arts. See [http://www.wiu.edu/graduate\\_studies/](http://www.wiu.edu/graduate_studies/) for admission details.

The RPTA/MST integrated degree program is an interdisciplinary curriculum designed to prepare students for careers in cultural recreation and museum work. Students in the integrated program are allowed to use 9 semester hours to satisfy both the Bachelor of Science in Recreation, Park and Tourism and the Master of Arts in Museum Studies.

### **Bridge Courses**

MST 500B Introduction to Museums: Purpose, Function and History (3)-required

RPTA 424G/B Fund Raising and Volunteerism in Leisure Services (3)

RPTA 460G/B Sustainable Tourism Development (3)

RPTA 467G/B Events, Planning and Management (3)

RPTA 448G/B Interpretation of Cultural and Environmental Resources(3)

### **Integrated Degree Requirements**

Students in the integrated program are allowed to use 9 semester hours of B-level courses in the Museum Studies and RPTA programs. Students are required to take MST/RPTA 500B and may select two of the following directed electives: RPTA 424G/B, RPTA 448G/B, RPTA 460G/B, or RPTA 467G/B.

### **Core Courses: 22 s.h.**

MST 500B Introduction to Museums: Purpose, Function and History (3)

MST 501 Museum Administration (3)

MST 502 Museum Exhibition (3)

MST 503 Museum Collections Management (3)

MST 515 Introduction to Museum Education (3)

MST 516 Visitor Studies (3)

MST 600 Internship (4, prerequisite 21 s.h. completed coursework)

MST 601 Workshops/Conferences in Museum Studies (0)



## **II. Directed Electives: 12 s.h.**

These are suggested courses, a student may choose any graduate level course towards elective requirements pending approval by the MST Director.

ART 485G Research in Art History (3, repeatable to 9)

ART 496G History of Contemporary Art (3)

MST 520 Independent Study in Museum Education (1-3, repeatable to 3)

MST 560 Practicum in Museums (1-3, repeatable to 3)

MST 599 Special Topics in Museum Studies (1-3, repeatable under different topics)

RPTA 424G/B Fundraising and Volunteerism in Leisure Services (3)

RPTA 448G/B Interpretation of Cultural and Environmental Resources (3)

RPTA 460G/B Sustainable Tourism Development (3)

RPTA 467G/B Event Planning and Management (3)

## **Degree Plan**

The Degree Plan is required for the Master's degree and Integrated degree. Please note that you are required to submit a complete Graduate Degree Plan for approval from the Graduate School.

- Prior to completing 21 semester hours of graduate work, the student must apply for candidacy for the graduate degree by completing the Graduate Degree Plan (available at [www.wiu.edu/grad](http://www.wiu.edu/grad) -- under current students/forms). The plan will be completed under the supervision of the Graduate Advisory Committee.
- Upon formal completion, the Graduate Coordinator will review, sign and return it to the Committee for their signatures.
- A completed and signed Degree Plan will then be sent to the Office of Graduate Studies.
- The Degree Plan will include the required 22 semester hours of core course work and 12 semester hours of electives.
- Any modification of the Plan, after it has been approved by the Graduate Advisory Committee and the Graduate Coordinator and filed with the Office of Graduate Studies, requires formal petitioning that includes the consent and approval of the Graduate Advisory Committee.
- Only upon satisfactory completion of all academic course work and approved culminating experience, as they appear on the approved Graduate Degree Plan, will the Master of Arts in Museum Studies, be awarded.

### **Degree Plan Guidelines**

- The degree plan must be typed neatly and include all data requested.
- Do not fill in the date submitted.
- Courses should be listed sequentially by course number, not by semester taken.
- Electives within the department should be inserted in the degree plan in order by course number

## **Student Community**

### **G.E.M.S. - Graduate Experience in Museum Studies**

#### **Mission**

To promote interest in museums, to provide fellowship among students and faculty interested in museums, and to provide a forum for innovative ideas that will benefit the WIU-QC community.

#### **Activities**

G.E.M.S. holds an Annual Workshop and Symposium for students and museum professionals. The program enhances professional capabilities and knowledge with hands on activities and presentations focusing on museum based studies and experiences.

G.E.M.S. welcomes any student at Western Illinois University-Quad Cities, graduate or undergraduate, to be an active member. Non-students are also welcome to become associate members, but may not vote or hold office.

#### **Please contact for membership:**

Pamela White, JD, PhD  
Director, Museum Studies Program  
Western Illinois University Quad Cities Campus  
3300 River Drive, Rm. 1225  
Moline, IL 61265  
Office Phone: (309) 762-3999 ext. 62340  
Email: [PJ-White@wiu.edu](mailto:PJ-White@wiu.edu)

## **Final Outcomes Of The Degree**

**With a degree in Museum Studies, career opportunities include positions in:**

Art museums  
History museums  
Children's museums  
Zoos and Aquariums  
National and state park museums and visitor centers  
Science and technology museums  
Outdoor education centers

**As a practicing museum professional job duties can include:**

- Managing and caring for museum collections
- Hosting exhibitions and special events
- Engaging in educational outreach
- Designing exhibits
- Providing interpretive programming for visitors
- Performing research and publication activities
- Administrating museum resources and personnel

## **Financial Support**

### **Graduate Assistantships**

Graduate assistants are an integral part of the intellectual community at Western Illinois University. The purpose of graduate education is to develop scholars and professionals equipped with the knowledge and skills to succeed in their chosen fields. By working under the supervision of faculty mentors or administrative professionals, graduate assistants gain valuable experience relevant to their profession.

The Museum Studies Graduate Program offers several assistantships that provide a full tuition waiver and a monthly stipend. Students receiving an assistantship are required to work 13 hours a week doing a variety of administrative and/or research tasks.

Assistantships may be located both at the WIU-QC campus, Quad-Cities area museums, and other related agencies. Inquiries about assistantships should be made to the Director of the Museum Studies Graduate Program, Dr. Pam White at 309-762-3999 ext. 62340, or [PJ-White@wiu.edu](mailto:PJ-White@wiu.edu).

Graduate assistants are expected to balance the challenges presented by both the assistantship duties and the requirements of the graduate degree. As such, a student must demonstrate satisfactory progress toward the completion of scholarly tasks as well as assignments in the workplace. All graduate students are encouraged to consult with assistantship supervisors and departmental graduate advisors throughout this process. It is recommended by the Graduate School that graduate assistants not hold employment other than the assistantship.

### **Application Process**

To apply for an assistantship, an Application for Assistantship (available from the School of Graduate Studies or at [www.wiu.edu/grad](http://www.wiu.edu/grad)) must be submitted along with three letters of recommendation (some programs require specialized recommendation letters) and a statement of personal goals. The application, letters, and statement must be submitted to the School of Graduate Studies before an assistantship contract may be written.

### **Tuition Waiver Benefit**

**Graduate assistants receive a waiver of tuition (upon receipt of a signed contract) for the period of appointment plus a maximum of one summer session adjacent to (preceding or following) the employment period.** If eligible, the summer tuition waiver is automatically applied for the summer following the end of the contract period; students must notify the Graduate School at the time of signing a fall contract if they choose to use it the preceding summer. The waiver does not include insurance costs or student fees. Tuition waivers may be revoked if the assistant does not fulfill at least two months of the regular contract.

**Eligibility Requirements,** students must meet all of the conditions listed below in order to hold an assistantship position:

1. Must have a graduate assistantship application, personal statement of goals, and three letters of recommendation on file in the Graduate School.
2. Must be a degree-seeking graduate student regularly accepted into a master's program. Probationary students, non-degree students, and second bachelor's degree students are not eligible to hold assistantship positions.
3. Must have a graduate GPA of at least 3.0 if graduate courses have been completed at the time the contract is initiated.
4. Must be enrolled in at least 9 s.h. of graduate coursework or undergraduate deficiencies if holding a graduate, teaching support, or research assistant position for fall/spring; or at least 6 s.h. if holding a teaching assistant position for fall/spring; or 3 s.h. for summer (any position). If it is the assistant's last semester of coursework (as verified by the degree plan), it is acceptable to be registered for only the remaining required courses.
5. Sign an assistantship contract and complete all required employment paperwork.

**Appointment Procedure,** in order for an assistantship contract to be written, the following must occur:

1. Employing department sends completed Graduate Assistantship Contract Request to the Graduate School.
2. Student meets eligibility requirements listed above.
3. Contracts are written for at least 66% time. Departments may split a graduate assistant, however, contracts are not written until both employing departments submit requests.
4. Contracts are typically written for a minimum of 4-months (fall and spring semesters) or 2-months (summer session). Contract requests submitted to the Graduate School not meeting those expectations are subject to review and consideration by the Director of the Graduate School.
5. Adequate funds must be available in a graduate or teaching assistant position line in the employing department's budget.
6. Externally Funded Assistantship Agreements must be on file in the Graduate School before a contract will be written for an external graduate assistant.

### **Administration of Assistantship Contracts**

Once a contract is written, students are sent their contract(s) via WIU email. Students must sign the contract(s) and return it to the Graduate School prior to beginning work. All employment paperwork is administered by the Graduate School. Other required employment documents are:

1. I-9 Form – verifies identity and employment eligibility; Section 1 must be completed on or before the first date of the contract.
2. W-4 Form – employee tax withholding statement
3. Authorization of Deposit – employees are required to participate in the direct deposit of wages as a condition of employment
4. Ethics Training – state law requires annual training of all state employees

### **Employment Requirements**

All graduate assistants must complete an Authorization for Deposit of Recurring Payment form which allows assistants to receive monthly stipends electronically from WIU. Additionally, if this is the student's first period of employment at WIU or if changes are necessary, an Employment Eligibility Verification (I-9) form and an Employee's Withholding Allowance Certificate (W-4) must be completed in the Graduate School within three days of the contract's begin date.

All graduate assistants under contract to the University will be assessed the student health insurance fee. A brochure explaining the coverage of the student health insurance program is available at the Student Health Insurance Office, lower level of Beu Health Center, (309)298-1882. Student health insurance may be waived if the student provides proof of equal or better deductible.

Graduate assistants must adhere to the same standards of professional ethics as regular faculty. All graduate assistants must conform with the Ethics Act of Illinois by either completing the online test, or by reviewing the WIU Ethics Orientation for Employees brochure and submitting to the Graduate School the certification sheet attached to the brochure.

All assistantship personnel are required to complete an online sexual harassment prevention training or refresher course each academic year. This training may be accessed at [secure.newmedialearning.com/psh/willinois/](http://secure.newmedialearning.com/psh/willinois/).

### **Termination/Resignation**

Resignation/termination of an assistantship by a student or by a department/unit must be made to the Graduate School in writing. The employing unit or the Graduate School may terminate an assistantship contract for cause or if eligibility requirements are not met. As soon as a graduate assistant has been terminated or has resigned, an email notification will be sent to the department's fiscal agent, the supervisor, and the student (using WIU email address). Tuition waivers may be revoked if the assistant does not fulfill the original term of the contract.

## **Evaluation of Performance**

Periodic performance evaluations of assistantship personnel are not mandatory. However, the Graduate School encourages hiring departments to provide some form of evaluation to assistants each semester. As such, a sample evaluation form is available for departments at [wiu.edu/graduate\\_studies/faculty\\_and\\_staff\\_resources/forms/GAEvaluationForm.docx](http://wiu.edu/graduate_studies/faculty_and_staff_resources/forms/GAEvaluationForm.docx).

## **An Assistantship Personnel Incident Report**

The incident report ([wiu.edu/graduate\\_studies/faculty\\_and\\_staff\\_resources/forms/GAIncidentReport.docx](http://wiu.edu/graduate_studies/faculty_and_staff_resources/forms/GAIncidentReport.docx)) is also available for the purpose of recording inappropriate behavior/performance incidences. All evaluations and incident reports should be retained in the hiring department records.

## **Time Reporting**

All assistantship personnel must record their hours worked via an online time reporting system. This time report is not directly related to monthly stipend payments. Instructions for completing the time report may be found at [wiu.edu/grad/GATimeReportingInstructions.pdf](http://wiu.edu/grad/GATimeReportingInstructions.pdf).

The School of Graduate Studies recognizes that the weekly scheduling of graduate assistant hours may vary across departments due to the variety of departmental needs. The Graduate Studies policy is meant to encompass the majority of situations and provide guidance for departments and graduate students. The Director of Graduate Studies should be consulted if a department's needs require a substantial deviation from these guidelines.

## **Additional Financial Support**

### **Graduate Student Research and Professional Development Fund**

The Graduate School strongly values professional development and research as important components of graduate study. As such, the Graduate Student Research and Professional Development Fund is designed to support student research projects and presentations, scholarly activities, and professional development opportunities.

A minimum of \$12,000 (up to \$500 per recipient) will be available each academic year to degree-seeking graduate students. To be eligible for the award, students must be degree-seeking, enrolled in the current semester, have at least a 3.0 graduate GPA, and have completed at least 6 s.h. of WIU graduate coursework.

The application deadline to be considered for the fall semester is September 15; for the spring/summer semesters it is February 15. Applications should be submitted to the applicant's department chairperson on or before the deadline. A maximum of five applications may be submitted from each academic department. Departments must submit the applications to the Graduate School by October 1 (fall) and March 1 (spring/summer).

Applications and full guidelines are available at [wiu.edu/graduate\\_studies/current\\_students/index.php](http://wiu.edu/graduate_studies/current_students/index.php).

### **Special Opportunities for Minority Graduate Students**

Financial assistance programs are available to students who are members of ethnic groups that have been traditionally underrepresented in higher education. These programs include the President's Graduate Access Program for Under-represented Students (PGAP) and Diversifying Higher Education Faculty in Illinois (DFI). The PGAP award provides a stipend of \$2,000 per semester, which is applied to tuition, fees, or other educational expenses. Students receiving graduate assistantships are not eligible for PGAP. Applications for the fall semester received before April 1 and applications for the spring semester received before November 1 will be given priority consideration. The DFI awards program is designed to increase the number of minority faculty and staff at Illinois colleges and universities. The application deadline for the academic year is the previous February. Further DFI information and applications can be obtained at [ibhe.state.il.us](http://ibhe.state.il.us). PGAP applications are available by emailing [Grad-Office@wiu.edu](mailto:Grad-Office@wiu.edu).

### **Loans and Part-Time Employment**

The University participates in the Federal Perkins Loan Program, the Federal Work Study Program, and the Federal Direct Loan Programs. For detailed information on the application process, contact the Office of Financial Aid, Sherman Hall 127, (309) 298-2446. Please remember enrollment information is not always available to the financial aid office when a loan is processed. Therefore, a student's loan will be based on the assumption that they will be enrolled for nine hours of graduate level courses each semester. Accordingly, revision to loan amounts may be necessary if students take less than 9 s.h of graduate level course work. Federal loans and work study require at least 6 s.h. of graduate level course work each term plus enrollment in a qualified degree program. In addition, loans may be increased, by request, for the added amount of tuition if students register for more than 9 s.h.. Audit hours are not considered for financial aid.

Enrollment verification requests for the deferment of student loans may be requested through the Graduate School.

Note: Students enrolling in courses for more than one graduate degree or certificate at a time, or enrolling in undergraduate courses, may jeopardize their financial aid eligibility. Students must earn their graduate degree/certificate before attempting more than 150% of the hours required for their first graduate degree/certificate. Hours beyond that may not be eligible for financial aid.

### **Departmental Scholarships**

Graduate scholarship information is available at [wiu.edu/scholarships](http://wiu.edu/scholarships) or by contacting the Scholarship Office, 308 Sherman Hall, [sc-office@wiu.edu](mailto:sc-office@wiu.edu). The Scholarship Office website includes general graduate, departmental, and private scholarship information. The student's academic department is another good resource for scholarship materials.

### **Veterans Resource Center**

The Veterans Resource Center, located in the Wright Residence, is committed to assisting those who have served, or are currently serving, in the U.S. military and their family members. The Veterans Resource Center, in collaboration with an array of University departments and community organizations, provides coordinated services and resources in a one-stop location to ensure that all military service members are afforded the greatest opportunities for success. The center staff strives to provide a streamlined approach to helping

veterans and military personnel obtain educational and military transcripts and complete applications for the G.I. Bill, Illinois Veterans Grant, Illinois National Guard Grant, Illinois MIA/POW Scholarship, Federal Tuition Assistance, and federal student aid programs. Individualized assistance in additional areas include, but are not limited to: questions regarding periods of military activation and deployment; obtaining appropriate housing accommodations; requesting military records; and acquiring community living information, outreach services, and health benefits. The WIU Veterans Resource Center in Macomb, may be reached at (309) 298-3505. The WIU-QC representative is Curtis Williams, (309) 762-3999, ext. 62236 or by email at CM-Williams11@wiu.edu. For more information visit : [www.wiu.edu/qc/veterans\\_and\\_military\\_personnel/](http://www.wiu.edu/qc/veterans_and_military_personnel/).

## **Student Health Insurance**

The student health insurance program is administered in cooperation with Beu Health Center through the Student Health Insurance Office. Students registered and assessed fees for 9 s.h. or more of Macomb campus classes (identified as section numbers 001-399), and all graduate assistants under contract to the University taking 1 s.h. or more of any type of classes, are automatically assessed the insurance fee. Students taking WIU-Quad Cities, distance and outreach, or web-based classes, as well as students with less than 9 s.h. of Macomb campus classes, are not automatically assessed the Student Health Insurance fee but may be able to purchase it. Please contact the insurance office for further information.

Student health insurance may be waived if the student provides proof of equal or better deductible. Please contact the Student Health Insurance Office for instructions on waiving the insurance, (309) 298-1882.

## **Accommodation of Students with Disabilities**

The Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehab Act of 1973 provide a solid foundation on which to build our philosophy toward equal access for students with disabilities. In accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, no qualified person will be denied access to, participation in, or the benefits of, any program or activity operated by the University because of disability. The University will not discriminate against a qualified individual because of the known disability of another individual with whom the qualified individual is known to have a relationship or association. Contact Disability Resource Center (DRC) in Macomb at (309)298-2512 for additional services. The WIU-QC representative is Audrey Adamson, contact at (309)762-3999 ext. 62573 or by email at [anw-adamson@wiu.edu](mailto:anw-adamson@wiu.edu).

For more information visit: [www.wiu.edu/qc/student\\_life/student\\_services/drc.php](http://www.wiu.edu/qc/student_life/student_services/drc.php)



## Contact List for MST Students

**Note: Faculty members are required to offer office hours. Make an appointment or utilize walk-in hours. The WIU Zimbra Email Service is the primary email method for Staff, Faculty, and Students. Western Illinois University Quad Cities Campus: General Phone Directory: (309) 762-9481**

### **Pamela White, JD, PhD**

Director, Museum Studies Graduate Program  
Western Illinois University Quad Cities Campus  
3300 River Drive, Rm. 1225  
Moline, IL 61265  
Office Phone: (309) 762-3999 ext. 62340  
Email: [PJ-White@wiu.edu](mailto:PJ-White@wiu.edu)

### **Dr. Don McLean**

Professor, Museum Studies Graduate Program  
Western Illinois University Quad Cities Campus  
3300 River Drive, Rm. 1203  
Moline, IL 61265  
Office Phone: (309) 762-3999 ext. 62307  
Email: [DJ-McLean@wiu.edu](mailto:DJ-McLean@wiu.edu)

### **Christine Chandler**

Adjunct Professor  
Curator of Natural Science, Putnam Museum  
1717 W. 12<sup>th</sup> Street  
Davenport, IA 52804  
Office Phone: (309) 762-3999  
Email: [CL-Chandler@wiu.edu](mailto:CL-Chandler@wiu.edu)

### **Melissa Mohr**

Adjunct Professor  
Director of Education, Figge Art Museum  
225 W. 2<sup>nd</sup> Street  
Davenport, IA 52801  
Office Phone: (563) 326-7804  
Email: [M-Hueting@wiu.edu](mailto:M-Hueting@wiu.edu)

### **Matthew Toland**

Adjunct Professor  
Executive Director, The Campbell Center for Historic Preservation Studies  
203 East Seminary  
Mount Carroll, IL 61053  
Phone: (309)762-9481  
Email: [MC-Toland@wiu.edu](mailto:MC-Toland@wiu.edu)

**Graduate Studies Office**

School of Graduate Studies  
Sherman Hall 116  
Macomb, IL 61455  
Phone: (309)298-1806, Toll Free: 1-877-WIU Grad  
Fax: (309)298-2345  
Email: Grad-Office@wiu.edu

**Antoinette Murphy**

Assistant Director, QC Graduate Studies  
Western Illinois University Quad Cities Campus  
3300 River Drive, Rm. 1416D  
Moline, IL 61265  
Phone: (309)762-9481 Ext. 62351  
Email: AR-Murphy@wiu.edu

**BEU Health Center**

1 University Circle  
Macomb, IL 61455  
Phone: (309) 298-1888 Fax: (309) 298-2188  
Email: beuhealthcenter@wiu.edu  
Hours of Operation:  
Monday - Friday 8:00am - 4:30pm  
Summer Hours:  
Monday - Friday 8:00am - Noon & 1:00pm - 4:30pm

**Financial Aid**

Sherman Hall 127  
1 University Circle  
Macomb, IL 61455  
Email: Financial-Aid@wiu.edu  
Phone: (309) 298-2446 Fax: (309) 298-2353 TT: (309) 298-1856  
QC Campus Phone: (309) 762-9481  
Hours: M-F 8 a.m. - 4:30 p.m.  
WIU Title IV School Code: 001780

**Billing and Receivables**

1 University Circle  
Sherman Hall 106  
Macomb IL 61455  
Email: billings@wiu.edu  
Phone: (309) 298-1831 Fax: (309) 298-2032  
Hours: M-F 8:00 AM - 4:30 PM

**Internet Resources**

WIU Main Page <http://www.wiu.edu/>

WIU QC: <http://www.wiu.edu/qc/>

Directory <http://directory.wiu.edu/>

Student Services [http://www.wiu.edu/student\\_services/](http://www.wiu.edu/student_services/)

Graduate Studies [http://www.wiu.edu/graduate\\_studies/](http://www.wiu.edu/graduate_studies/)

Museum Studies <http://www.wiu.edu/cofac/qc/museumstudies/>