New York University  
School of Continuing and Professional Studies  
Humanities, Art, and Writing Programs  
Appraisal Studies  
7 East 12th Street, 7th Floor, NYC, NY 10003  
Spring Semester 2014

Research Methods for Appraisers  
Monday nights, April 7 – May 5, 2014  
Location TBD  
Instructor: Gayle M. Skluzacek, AAA  
Office contact: Wendy Madsen  
email: gskluzacek@AOL.com AND abigailhartmanna@AOL.com

See gaylesteachingresources.weebly.com for additional information

SYLLABUS

COURSE OBJECTIVE:  
Students will learn the importance of proper research and methodology ("due diligence") in conducting appraisals. Equipment needed to properly examine items, as well as specific books and price guides to properly research items will be demonstrated. Libraries, museums, reference centers, and galleries will be discussed. Appropriate markets, market levels, regional markets, and valuation approaches will be examined. Students will be taught how to assimilate information to arrive at an appraised value. Examples of narrative analyses will be distributed. Real life appraisal problems will be addressed.

I. CENTRAL ISSUES:  
"Due diligence"  
Tools needed to conduct on site appraisal examination  
Reference books  
Reference sources  
Appropriate markets  
Regional markets  
Market levels  
Valuations  
Problems  
Damage appraisals  
Comparable analysis

II. AREAS OF EXAMS/QUIZZES  
Fine Art - painting, drawings, sculpture, prints  
Decorative Art - furniture, ceramics, glass, silver  
Collectibles - baseball cards, Barbie dolls, books, fans, Hummels, etc.  
Jewelry, clocks, and watches  
Photography

III. TEACHING METHOD: Lectures, questions, demos, group discussions/assignments, two quizzes, final research exam

IV. GRADING:  
Assignment participation - 2 assignments  
Projects - 15%  
INSURANCE POLICY - Monday, April 7 and April 14  
COMPARABLE ANALYSIS - Monday, April 28 and May 5  
Quiz 1 - 5% in class Monday, April 14  
Quiz 2 - 5% submit with final by May 27, 2014  
Exam - 75% submit by May 27, 2014  
(GROUP submits 1 exam only with names of group members)  
Attendance – Required unless excused before class
REQUIRED READING:
AAA, All About Appraising: The Definitive Appraisal Handbook
Elements of a Correctly Prepared Appraisal (www.appraisersassoc.org)

IF POSSIBLE, PLEASE READ BEFORE THE FIRST CLASS:
USPAP, pp. forward until Standard 1 and Standards 7 and 8

SUGGESTED FAMILIARITY WITH:
Arts. New York: Abbeville Press, 1997 (Try Amazon, Barnes & Noble or Ebay)
Jones, Lois Swan. Art Information and the Internet: How to Find It, How to Use It. Phoenix: Oryx Press, Phoenix, 1999 (Try Amazon, Barnes & Noble or Ebay). Useful only if you are not Internet-savvy.

COURSE OUTLINE:
I. Class 1 - Monday, April 7, 2014 6:30-8:30
   A. Introductions - Background Information
   B. Discuss class format
   C. Discuss Final Exam groups SEE FINAL EXAM UNDER WEEBLY
   D. Appraisal stages
      1. Examination
      2. Identification/Description
      3. Valuation
   E. Auction houses, galleries, private dealers - meet experts
   F. IFAR / Art Loss Registry*
   G. Research facilities
   H. Book suppliers
   I. Catalogs wholesalers
   J. Tools
   K. Review FMV/RRV

   L. Project 1: Understanding Insurance Appraisals (3-5 minute class presentation) SEE LESSONS

II. Class 2 - Monday, April 14, 2014 6:30-8:30
   A. Present Project 1: Understanding Insurance Appraisals (3-5 minute class presentation) SEE LESSONS
   B. Ethics
   C. Business insurance
   D. Basic vocabulary
   E. What is appraising?
   F. Review FMV/RRV
   G. Different types of appraisals
   H. Different values
   I. Highest and Best Use
   G. Quiz 1 (FMV/RRV)
III. Class 3 - Monday, April 21, 2014 6:30-8:30
  A. Computer services
  B. Comparable analysis

IV. Class 4 - Monday, April 28, 2014 6:30-8:30
  B. Bibliography comments
  C. Why/What/How/Where
  D. Approaches to valuation
  E. Stages of an appraisal
     1. Identification
     2. Description
     3. Research
     4. Approach
     5. Analysis
     6. Value Conclusion
     7. Appraisal Document
  F. Quiz 2 (Appropriate Markets) Take home

V. Class 4 - Monday, May 5, 2014 6:30-8:30
  Project 2: Comparable analysis (3-5 minute class presentation) SEE LESSONS
  A. Damage and loss appraisals

FINAL EXAM DUE MAY 27, 2014

GRADES WILL BE POSTED AFTER JUNE 15, 2014

(Mail to Abigail Hartmann Associates, 415 CPW, 5th Floor, NYC 10025 or email)

IF YOU WANT THE EXAM RETURNED, PLEASE INCLUDE A STAMPED SELF-ADDRESSED ENVELOPE.

Disclaimer: Syllabus is subject to change due to current events, schedule changes and/or level and interests of students, and their ability to grasp material.

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