Instructor: Gayle M. Skluzacek, AAA  
Office contact: Wendy Madsen  
email: gskluzacek@AOL.com AND abigailhartmanna@AOL.com  
For assignments, exams, and class passouts, please check - gaylesteachingresources.weebly.com  
COURSE LOCATION: Midtown Center, Room 506  
COURSE NUMBER: ARTP1-CE 9522 - 002  

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, group discussions/assignments, 2 quizzes, final research, exam  

IV. GRADING:  
Assignment participation - 2 assignments – 15%  
  Friday, 3/7/2014 - Assignment 1 - Insurance  
  Saturday, 3/8/2014 - Assignment 2 - Comparables  
Quiz 1 - 5% in class - Saturday, 3/8/2014  
Quiz 2 - 5% submit with final exam - due 05/15/2014  
Final Exam Worksheet - 75% submit by 05/15/2014 (GROUP submits 1 exam only with names of group members  

Attendance - Required
REQUIRED READING:
AAA, *All About Appraising: The Definitive Appraisal Handbook* OR NEW Appraisal handbook - *Appraising Art: The Definitive Guide to Appraising the Fine and Decorative Arts*
Bamberger, Alan, *The Art of Buying Art*. Gordon’s Art Reference, Phoenix, 2007 (ORDER [www.gordonsart.com](http://www.gordonsart.com) or buy during first day of class – copies available from instructor $26.00)
*Elements of a Correctly Prepared Appraisal* ([www.appraisersasssoc.org](http://www.appraisersasssoc.org))

IF POSSIBLE, PLEASE READ BEFORE THE FIRST CLASS:
NEW Appraisal handbook - *Appraising Art: The Definitive Guide to Appraising the Fine and Decorative Arts*  
Pages 13-25; 28-56; 60-62; 68-87; 90-187 and all articles in your area of interest

SUGGESTED FAMILIARITY WITH:
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.

CLASS 1 - Friday, March 7, 2014 (10:00-5:15ish)
Discuss class format and pass-outs
Auction houses, galleries, private dealers - meet experts
IFAR and Art Loss Register
Research facilities
Book suppliers
Catalogs wholesalers
Bibliography
Fair market value / Retail replacement value
Highest and Best Use
Final exam discussion - groups
Tools/Appraisers Supplies
Format
Types of appraisals - Why?

HOMEWORK ASSIGNMENT - [gaylesteachingresources.weebly.com](http://gaylesteachingresources.weebly.com)
Different values - What?
Valuation Methods “approach” - How?
Review FMV/RRV
Reading assignments in AAA Handbooks
Retail Replacement Value vs Fair Market Value (handout)
IRS Publications
IRS - Outside Counsel article
CLASS 2 - Saturday, March 8, 2014  (Let’s discuss!)

Quiz 1 (FMV/RRV)
- Why/What/How/Where
- Approaches to valuation
- Stages of an appraisal
- Identification
- Description
- Research
- Approach
- Analysis
- Value Conclusion
- Appraisal Document
- Damage and loss appraisals
- Comparable analysis
- Online Programs for Appraisers

HOMEWORK ASSIGNMENT - DUE IN CLASS 2 - SEE gaylesteachingresources.weebly.com
- The narrative

Quiz 2 (APPROPRIATE MARKETS) Take home

Reading assignments: (to be completed by May 15, 2014)
- The Art of Buying Art, pp. 1 - 237
- AAA, pp 13-23, 29-37, 71-164, 207-212

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.

Academic Integrity: Plagiarism involves borrowing or using information from other sources without proper and full credit. Students are expected to demonstrate how what they have learned incorporates an understanding of the research and expertise of scholars and other appropriate experts; and thus recognizing others’ published work or teachings – whether that of authors, lecturers, or one’s peers – is a required practice in all academic projects.” The full policy is located at: http://www.scps.nyu.edu/about-scps/policies-and-procedures/ It will be strictly enforced.

FINAL EXAM DUE May 15, 2014

Deliver to Abigail Hartmann Associates, 415 CPW, 5th Floor, NYC 10025, or email before 5/15/14

DO NOT FAX!!!

Exams will graded by June 15, 2014