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: NYU standard grading is a letter grade of an A is for excellent work, superior effort, B is for very good work, C is for satisfactory work, D is for pass with minimal course requirements, F is for fail, unsatisfactory work, N is for no grade, NE is for non-evaluative (requested or automatic), IP is for incomplete-pass (failure to complete assigned work), IF is for incomplete-fail (failure to complete assigned work) and Pass/Fail is for students requesting a Pass (P) for coursework in an evaluated course.

Assignment participation - 2 assignments – 15%
(For assignments, exams, and class passouts, please check - gaylesteachingresources.weebly.com)
Friday, 03/20/2015 - Assignment 1 - Insurance
Saturday, 03/21/2015 - Assignment 2 - Comparables
Quiz 1 - 5% in class - Saturday, 03/21/2015
Quiz 2 - 5% submit with final exam - due 05/01/2015
Final Exam Worksheet - 75% submit by 05/01/2015 (GROUP submits 1 exam only with names of group members

Research Methods (Page 2)
IV. COURSE POLICIES

- Attendance - Required
- Tardiness (morning and after breaks): 15 minutes grace
- No cell phones

V. ACADEMIC INTEGRITY

All students are expected to be honest and ethical in all academic work. This trust is shared among all members of the University community and is a core principle of higher education. Any breaches of this trust shall be taken seriously. A hallmark of the educated student and good scholarship is the ability to acknowledge information derived from others. NYU-SCPS expects that a student will be scrupulous in crediting those sources that have contributed to the development of his or her ideas. **Plagiarism is a form of academic dishonesty.**

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/](http://www.scps.nyu.edu/about-scps/policies-and-procedures/) It will be strictly enforced.

VI. STUDENTS WITH DISABILITIES

New York University is committed to providing equal educational opportunity and participation for students with disabilities. Any student who needs a reasonable accommodation based on a qualified disability is required to register with The Henry and Lucy Moses Center for Students with Disabilities (CSD) for assistance.

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 $26.50)

*Elements of a Correctly Prepared Appraisal* ([www.appraisersassoc.org](http://www.appraisersassoc.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 20, 2015 (10:00-5:00)
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
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 21, 2015
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 1, 2015)
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.

FINAL EXAM DUE May 1, 2015

Deliver to Abigail Hartmann Associates, 415 CPW, 5th Floor, NYC 10025, or email before 05/01/15
DO NOT FAX!!!

Exams will graded by June 1, 2015