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
10% INSURANCE POLICY Wednesday, July 3, 2013
10% COMPARABLE ANALYSIS Friday, July 5, 2013
Quiz 1 - 5% in class Friday, July 5, 2013
Quiz 2 - 5% submit in USPAP class - Day 1 Thursday, July 25, 2013
Exam - 70% submit in USPAP class - Day 1 Thursday, July 25, 2013
(GROUP submits 1 exam only with names of group members
Attendance - Required

REQUIRED READING:
AAA, All About Appraising: The Definitive Appraisal Handbook (passed out in Essentials class)
AAA, USPAP (passed out in RM class or download from http://www.appraisalfoundation.org)
www.gordonsart.com OR buy from instructor $25.50 on Wednesday, July 3)
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:
Hiesinger, Katheryn B. and Marcus, George H.. Antique Speak: A Guide to the Styles, Techniques, and
Materials of the Decorative Arts
Arts. New York: Abbeville Press, 1997 (Try Amazon, Barnes & Noble or Ebay)
Miller, Anna M., Illustrated Guide to Jewelry Appraising, 2nd ed. Woodstock, Vermont: Gemstone
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.
Kaye, Myrna. Fake, Fraud, or Genuine: Identifying Authentic American Antique Furniture. Boston:
IRS Code info: http://www.irs.gov/pub/irs-irb/irb03-11.pdf (Loss tax) and
http://www.irs.gov/businesses/small/article/0,,id=108139,00.html#8 (Gift tax)
Glossary lists from the Standard Museum Registration Methods of American Association of Museums
and Conservation and Restoration Standards of American Institute of Conservation

COURSE OUTLINE:

I. CLASS 1 - Wednesday, July 3, 2013 (9:30-12:30, 1:30-4:30)
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?
Insurance appraisals

HOMEWORK ASSIGNMENT – PREPARE BEFORE CLASS I
(SEE gaylesteachingresources.weebly.com)
Different values - What?
Valuation Methods “approach” - How?
Review FMV/RRV
Reading assignments (to be completed by July 5, 2013)
USPAP, pp. forward until Standard 1 and Standards 7 and 8
Retail Replacement Value vs Fair Market Value (handout)
II CLASS 2 – Wednesday, July 3, 2013 (5:00 - 6:30)
BOBST LIBRARY AVERY ROOM - SECOND FLOOR
Online programs for appraisers

III. CLASS 3 - Friday, July 5, 2013 (9:30-12:30, 1:30-4:30)
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

HOMEWORK ASSIGNMENT 2 (SEE gaylesteachingresources.weebly.com)
The narrative and comparables

Quiz 2 (APPROPRIATE MARKETS)
Take home Reading assignments: (to be completed by July 25, 2013)
Art Information and the Internet; pp 93-104 and as needed
The Art of Buying Art, pp. 1 - 237
AAA, pp 13-23, 29-37, 71-164, 207-212

FINAL EXAM DUE JULY 25, 2013 - in Day 1 USPAP class
(In Class, Deliver to Abigail Hartmann Associates, 415 CPW, 5th Floor, NYC 10025, or email before 7/25/13)
DO NOT FAX!!!
EXAMS WILL GRADED BY July 25, 2013 and returned on Day 2 of the USPAP course (July 26)

Please note:
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
READINGS FOR RESEARCH METHODS
Research Methods for Appraisers July 3 and 5, 2013
Instructor: Gayle M. Skluzacek, AAA
email: gskluzacek@AOL.com AND abigailhartmanna@AOL.com
phone: 212-316-5406

BEFORE CLASS 1 (if possible)
READING ASSIGNMENTS
*USPAP, pp. forward until Standard 1 and Standards 7 and 8 (http://www.uspap.org/toc.htm)


CLASS 2


AFTER CLASS 2: (to be completed by July 25, 2013) Art Information and the Internet; pp 93-104 and as needed *The Art of Buying Art, pp. 1 - 237 *AAA, pp 13-23, 29-37, 71-164, 207-212 *Art Law; as needed

*Required
RESEARCH METHODS ASSIGNMENT ONE
DISCUSSION ON THE FIRST DAY OF CLASS

Read your homeowner’s insurance policy (or your parents’ or friends’).

Who is the broker? Who is the underwriter?

Check the definition of value

Do they discuss scheduled items? If so, what types of items do they mention?

Check limits on coverage for: Jewelry, Fine arts, Silver, Wine, Other?

In the event of a loss, do they replace with actual cash or goods?

What is the procedure for a claim?

What is the procedure if you (the insured) disagrees with their settlement?

What role does an appraiser play, if any?

Be prepared to discuss in class.