Research Methods for Appraisers - Online
ARTP1-CE9522 - Section 2
Thursday, February 19 - March 26, 2015

Instructor: Gayle M. Skluzacek, AAA
Office contact: Sean Osborne
email: gskluzacek@AOL.com AND sean@abigailhartmann.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: 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 Projects - 15%
INSURANCE POLICY - February 19 and 26, 2015
COMPARABLE ANALYSIS - March 19 and 26, 2015
Quiz 1 - 5% after class 2 (online) February 26, 2015
Quiz 2 - 5% submitted to Drop Box by May 1, 2015
Exam - 75% submit by May 1, 2015 (GROUP submits 1 exam only with names of group members)
Attendance – Required unless excused before class

REQUIRED READING:
AAA, Appraising Art: The Definitive Guide to Appraising the Fine and Decorative Arts
Elements of a Correctly Prepared Appraisal (www.appraisersassoc.org)
IF POSSIBLE, PLEASE READ BEFORE THE SECOND 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:
Decorative Arts
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: Little, Brown and
http://www.irs.gov/businesses/small/article/0,,id=108139,00.html#8
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 - Thursday, February 19, 2015 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 - Thursday, February 26, 2015 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) ONLINE

NO CLASS ON MARCH 5

III. Class 3 - Thursday, March 12, 2015 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
IV. Class 4 - Thursday, March 19, 2015 6:30-8:30
   A. Computer services
   B. Project 2: Comparable analysis (3-5 minute class presentation) SEE LESSONS

V. Class 5 - Thursday, March 26, 2015 6:30-8:30
   Project 2: Comparable analysis (3-5 minute class presentation) SEE LESSONS
   A. Damage and loss appraisals

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 1, 2015

GRADES WILL BE POSTED AFTER MAY 15, 2015

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