

Museum Studies & Gallery Practices (ARH 4794) Course Outline & Syllabus Fall 2015

4 Credit Hours Prerequisites: 1 4000-level Art History course FRI 9am – 1pm.
Class meets in the Schmidt Center Gallery, Building #51, Room, 102A, unless otherwise announced.

ADJUNCT INSTRUCTOR:

W. Rod Faulds, Director, University Galleries
Office: Schmidt Gallery Center (PA 102B)
Hours: by appointment (Mr. Faulds is on campus daily)
Phone: 561.297.2661 Cell: 561.317.7467 Email: wfaulds@fau.edu

COURSE DESCRIPTION:

This course leads students on an investigation of the many characteristics of museum and gallery management including hands-on participation in the University Galleries' ongoing productions. **A mandatory lab hour requirement of 4 hours per week (in addition to class time)** amounts to half of the student's grade.

COURSE OBJECTIVES:

Students will learn what it is like to work in an art gallery by effectively becoming a part-time intern of the University Galleries. Students will gain experience with exhibition research, design, development, and management. Students will also learn what it is like to give guided tours on the exhibitions. To complete the course, students will utilize the skills they have learned throughout the semester to create a final project that will have a real-world application to the continued operations and/or programs of the University Galleries.

COURSE COMPONENTS AND PERCENTAGE OF FINAL GRADE:

- A. Readings / Reading Response Papers 35 %
- All readings are assigned from the **required text**: Reinventing the Museum: The Evolving Conversation on the Paradigm Shift. Edited by Gail Anderson. Second Edition. ISBN 9780759119659
 - Please see attachment on Reading Assignments for grading policy on late papers.
- B. Participation in Laboratory/University Galleries Projects – Lab Hours (4/week) Up to 50%
- Lab hour schedules are mutually agreed upon between the Instructor and student
 - Minimum of 4 hours per week plus 2 hours extra on an opening day = 58 hours minimum
 - Assigned area(s) of activity - individually supervised work in University Galleries
 - Group/task work on exhibitions or other University Galleries projects/events
 - If there is a holiday, you will need to make up your hours, please plan ahead
 - EXTRA CREDIT HOURS (1.5X): tours, extra openings, and extra lectures
 - Excessive (3 times) changes/missing of lab time will result in a **1% off of final grade penalty**.
- Note: The University Galleries reserve the right to not accommodate excessive make-up lab hour time for students who consistently fail to show up for their scheduled lab times.
- **EXHIBITION OPENING RECEPTION & /OR OTHER GALLERIES PUBLIC EVENT:**
 - 1 each per semester required = 2%

- C. Completion/Documentation of Lab & Team Project(s) – Final Project **15%**
- Variable depending on student. Through your lab hours you will complete and document involvement in one of the following areas of art gallery management: exhibition research & design, marketing/public relations, secretarial/accounting, grant research/writing, exhibition production, Museum Education program, graphic design, or other instructor approved assignment.
- D. Attendance – Class discussions/lectures & absence grading policies
- Class discussions: topics from Readings and related topics/subjects
- Slide lectures: exhibition design, exhibitions/curatorial concepts, past (FAU and other) exhibitions
- **Museum/Gallery field trips - REQUIRED attendance** (scheduled during class time)
- **CLASS:** Only **one absence** allowed. For every subsequent unexcused absence, you will lose **5%** off of your final grade. In case of an emergency, a documented excuse is required to avoid losing points. If you need to leave early, your excuse must be documented (or speak with instructor) to avoid being marked absent.

REMEMBER, as a student in this course, if you need to change/be absent for your lab hours, you **need to let us know in advance**. A phone call and email to ALL employees at the **Galleries' office** is the only way to make sure that we will know you cannot attend. If no one answers, please leave a message. It is important to make sure that we know if you cannot show up. Asking a friend to let us know you will not be coming is not an effective way to communicate an absence.

COMMUNICATION:

You are required to regularly check your **MyFAU** email address. This is a real-world work experience lab/office and important information is sent out almost daily. In addition, important course updates will be sent through email. **You are responsible** for the emails sent by Mr. Faulds and his student employee assistants. You are advised to check your **MyFAU** email at least once a day – at least before each time you come to class or for your lab hours.

PLEASE make sure you have the cell phone numbers of Mr. Faulds and the Galleries' employees.

ACADEMIC SERVICE-LEARNING STATEMENT

Due to the nature of the course content, this course is designated as an “**academic service-learning**” course. The assistance you provide to the agency/organization during your service-learning experience is a service to the community and will allow you to apply knowledge from the course to local, national, and/or global social issues. Throughout this course you will be participating in service-learning activities while demonstrating civic engagement at campus, local, national, and/or global community levels. You will also reflect on your service-learning experience and the impact on the community as well as your professional development.

To receive academic service-learning notation of hours on your transcript, your hours must be logged electronically through NobleHour, <http://www.noblehour.com/>, while completing your academic service-learning project. Also, pre-assessment and post-assessment surveys through Survey Monkey are required to be taken by academic service-learning students. Please visit the Weppner Center for Civic Engagement & Service website, www.fau.edu/volunteer, for instructions on how to log hours through NobleHour and the links for the surveys. Once your hours have been approved and both surveys have been completed, you will receive an academic service-learning notation on your transcript.

1. Service Learning OPTIONS

Students may receive Academic Service Learning credit (designated on your transcript) for Laboratory/Gallery Project Hours. A minimum of 10 hours in direct community service is required and could be awarded for service hours: providing Galleries and University tours to school children; participating in outreach programs at schools or after school programs. The Galleries' Museum Education Program is the primary conduit for academic service learning. Through this program the University Galleries partner with the School District of Palm Beach County as an approved field trip site for public schools, as well as collaborating with several other organizations like the Boys and Girls Club (Broward and Palm Beach County) to deliver art education services to school age children. Academic Service Learning at FAU is administered by the Weppner Center for Civic Engagement and Service, a division of FAU Student Affairs.

To receive Service Learning credit:

1. Track Service Learning Hours on NobleHour
2. Complete the PowerPoint www.fau.edu/volunteer/ServiceLearning/students.php, Pre-Assessment (survey found at end of PowerPoint) , and Post-Assessment (survey available through www.fau.edu/volunteer)
3. Complete by deadline set by the Weppner Center
4. Write a student reflection that answers the following questions to be handed in with final project:
 - a) How does serving the community enhance your personal growth and help with your career goals?
 - b) What affect did your service have on your community?
 - c) In what way did your service link back to the course objectives for this class?

Notes:

1. “EXTRA CREDIT HOURS (1.5X)” – Do **NOT** apply for Academic Service-Learning
2. Only hours used for *community service* are recorded for your transcript (these will not add to be the same amount of time needed for class requirement)
3. NobleHour group name: ARH4794 Faulds Fall13 F9-1
4. **Deadline TBA for submitting to NobleHour.**

UNIVERSITY GALLERIES OFFICE

Since this course is laboratory intensive you will spend many hours in the University Galleries Office (Schmidt Center Gallery). Please understand that the Galleries office is a shared resource center and rather small workspace.

Resources - University Galleries Office:

- Museum Studies files in Schmidt Center Gallery Office/Workroom
- Articles concerning museum related topics/issues

- Files on museum related organizations such as the American Association of Museums (AAM); Southeastern Museums Conference (SEMC); Florida Museum Association (FAM)
- Files on museum related vendors/businesses
- Other Files
 - Local, Florida and Regional/National “Museums” and “(Art/Museum-related Organizations)” files
 - Artists Files, Past Exhibition Files
- Exhibition Catalogues and Periodicals
- FAU Past Exhibition Image and graphics notebooks by year; Press Clippings notebooks

Note: In accordance with university policy, all cell phones and beepers must be turned off during class time.

ATTACHMENTS TO SYLLABUS:

1. Class Schedule / Galleries’ Events
2. Reading Response assignments handout
3. Final project assignment description (will receive later)
4. Student resume questionnaire
5. 2015/2016 Exhibition Schedule

HONOR CODE POLICY STATEMENT: Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001 at http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf

DISABILITY POLICY STATEMENT: In compliance with the Americans with Disabilities Act (ADA), students who require special accommodations due to a disability to properly execute coursework must register with the Office for Students with Disabilities (OSD) located in -- Boca Raton - SU 133 (561-297-3880), in Davie - LA 240 (954-236-1657), in Jupiter - SR 110 (561-799-8585), or at the Treasure Coast - CO 117 (772-873-33

STATEMENT OF ACADEMIC INTEGRITY: Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty, including cheating and plagiarism, is considered a serious breach of these ethical standards, because it interferes with the University mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see: http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf

**Museum Studies & Gallery Practices (ARH 4794): Class Schedule / Galleries' Events
Fall 2015 {Fridays 9am – 1pm} *Schedule subject to change* There are public programs not yet
scheduled that will require your attendance***

PRODUCTION WEEKS- wear closed-toe shoes and comfortable clothes

1. **WEEK OF August 17TH:**
 - a. Friday, August 21st
 - i. Introduction to Course & Orientation
 - ii. Individual meetings with Instructor to arrive at Lab Schedule
 - iii. **Reading # 1** Assigned

2. **WEEK OF August 24th: LAB HOURS BEGIN - per individual schedule**
 - a. Friday, August 28
 - i. 9-11 Slide Lecture
 - ii. 11-1 Lab Work and/or Team Meetings

3. **WEEK OF AUGUST 31st: LAB HOURS CONTINUE (PRODUCTION ON *NEW ART* in Ritter)**
 - a. Friday, September 4
 - i. **PRODUCTION ON NEW ART in RITTER**
 - ii. **Response #1 DUE** / Reading #2 Assigned

4. **WEEK OF SEPTEMBER 7th: LAB HOURS CONTINUE (NO LAB HOURS MONDAY SEPT 7th)**
 - a. Friday, September 11
 - i. 9-11 Slide Lecture
 - ii. 11-1 Lab Work and/or Team Meetings: PRODUCTION ON *NEW ART*
 - iii. **SOFT OPENING OF *NEW ART* in RITTER ART GALLERY**

5. **WEEK OF SEPTEMBER 14th: LAB HOURS CONTINUE (PRODUCTION ON *NEW ART* in Schmidt)**
 - a. Friday, September 18th : **MUSEUM EDUCATION TRAINING WITH DR. BROWN-11:00am**
 - b. **Saturday, September 19th OPENING OF *NEW ART*– 6:30pm** ** Students are expected to attend as many opening events as they can, and will count for lab hours. Need volunteers from **approximately 10am-10pm.**
 - c. **Response #2 DUE SEPTEMBER 18** / Reading #3 Assigned

6. **WEEK OF SEPTEMBER 21st: LAB HOURS CONTINUE**
 - a. Friday, September 25th **FIELD TRIP TO the BOCA MUSEUM OF ART- 9:30am**

7. **WEEK OF SEPTEMBER 28th: LAB HOURS CONTINUE**
 - a. Wednesday, September 30: POETRY READING IN THE SCHMIDT CENTER GALLERY
 - b. Friday, October 2nd
 - i. 9-11: Slide Lecture with Instructor
 - ii. 11-1: LAB WORK &/or Team Meetings
 - iii. **Response #3 DUE/Reading # 4** Assigned

8. **WEEK OF OCTOBER 5th: LAB HOURS CONTINUE**
 - a. Thursday, October 8th: EVENING ARTIST TALK: SHARON DANIEL
 - b. Friday, October 9th
 - i. 9-11: Slide Lecture with Instructor
 - ii. 11-1: LAB WORK &/or Team Meetings

9. WEEK OF OCTOBER 12th: LAB HOURS CONTINUE

a. Friday, October 16th

- i. 9-11: Slide Lecture with Instructor
- ii. 11-1: LAB WORK &/or Team Meetings
- iii. **Response #4 SEMINAR STYLE DUE** – Exhibitions: Curators Present
- iv. Reading # 5 Assigned

10. WEEK OF OCTOBER 19th: LAB HOURS CONTINUE

a. Friday, October 23rd

- i. **FIELD TRIP TO THE NORTON MUSEUM OF ART: meet at museum at 9:50am**

11. WEEK OF OCTOBER 26th: LAB HOURS CONTINUE

a. Friday, October 30th

- i. 9-11am: Instruction
- ii. 11-1pm: 11-1: LAB WORK &/or Team Meetings
- iii. **Response #5 SEMINAR STYLE DUE** – Museum Educators Present
- iv. Reading # 6 Assigned

12. WEEK OF NOVEMBER 2nd: LAB HOURS CONTINUE (PRODUCTION WEEK on BIENNIAL)

a. Friday, November 6th

- i. **PRODUCTION ON BIENNIAL FACULTY EXHIBITION**

13. WEEK OF NOVEMBER 9th: LAB HOURS CONTINUE (PRODUCTION on BIENNIAL)

OPENING OF BIENNIAL FACULTY EXHIBITION, THURSDAY, NOVEMBER 12 @ 6:30pm ** Students are expected to attend as many opening events as they can, and will count for lab hours. Need volunteers from approximately 10am-9pm.

a. Friday, November 14

- i. **Response #6 SEMINAR STYLE DUE** – Exhibitions: Admin/Design/Production Present
- ii. Reading # 7 Assigned

14. WEEK OF NOVEMBER 16th-LAB HOURS CONTINUE

OPENING OF BFA EXHIBITION, THURSDAY, NOVEMBER 19th

a. Friday, November 20

- i. 9-11am: Instruction
- ii. 11-1pm: 11-1: LAB WORK &/or Team Meetings
- iii. **Response #7 SEMINAR STYLE DUE** – Communications (Marketing & Production) Presents

15. WEEK OF NOVEMBER 23rdth-LAB HOURS CONTINUE

- i. **THANKSGIVING: NOVEMBER 26th - 29th**

16. WEEK OF NOVEMBER 30: FINAL EXAM WEEK

a. Friday, December 4th - Final Exam Period

- i. **FINAL PROJECT DUE: TBA**
- ii. **Documentation of lab/team work DUE**
- iii. **/Reading #8, extra credit DUE**