

ARH 4794 - Fri 9a - 1p

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 four hours per week amounts to half of the student's grade. Class meets in the Schmidt Center Gallery (or the Ritter Art Gallery), unless otherwise announced.

Adjunct Instructor:

W. Rod Faulds, Director, University Galleries

Office: Schmidt Gallery Center

Hours: by Appointment (Mr. Faulds is on campus daily)

Phone: 561-297-2661(voice mail) cell: 561/317-7467 wfaulds@fau.edu

Course Components

A. Readings / Reading Response Papers

35 %

- Readings & Response Papers (seven Response Papers = each is 5% of final grade)
All readings are assigned from the required text: Reinventing the museum: historical and contemporary perspectives on the paradigm shift.

B. Lectures/ Discussions / Attendance

5%

- Class discussions: topics from Readings and related topics/subjects
- Slide lectures - exhibition design, exhibitions/curatorial concepts, past FAU and other exhibitions
- Museum field trips - REQUIRED attendance
- One absence allowed; perfect attendance rewarded; tardiness recorded

C. Completion/Documentation of Lab & Team Project(s)

10%

- Variable depending on student: Complete, document, present lab project participation

Examples: 1) one or more members of the Museum Educators Team create an illustrated chronological report to document all training and education service activities completed by the Museum Education Team. 2) one or more students works with a school (art or other discipline) teacher to develop a learning unit including a field experience to a University galleries exhibition; 4) Direct service to an instructor approved community based museum; 5) Traditional academic research paper related to future exhibitions; 6) Other instructor approved project.

D. Participation in Laboratory/University Galleries Projects

50% (4 hrs wk)

- Assigned area(s) of activity - individually supervised work in University Galleries: administration/clerical, interpretation/education, design & production
- Group/task work on exhibitions or other University Galleries projects/events
- Openings/lecture programs (1 each per semester required)
- If there is a holiday, you will need to make up your hours, please plan ahead
- EXTRA CREDIT HOURS (1.5X): tours, extra openings, extra lectures

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; making a presentation at the Wayne Barton Study Center where the Galleries provide a twice-weekly studio art program. 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. Fill out Service Learning lab sheets
2. Fill out Weppner Center volunteer survey from their website
3. Hand in both documents 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?

Attachments to Course Outline & Syllabus:

Reading Assignments:

List of articles from textbook and Xerox articles; and Guidelines for Reading Response Papers

Class Schedule:

Week by Week schedule including Reading Response paper assignments and due dates; possible field trip dates; University Galleries exhibition openings and public programs

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 work space

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

Museum Studies & Gallery Practices

Spring 2011

Course Outline & Syllabus: Participation in University Galleries Projects/Laboratory

RESUME / RELEVANT EXPERIENCE(S)

Name:

ph#:

E-mail:

Major/yr:

Describe why you are in class / specific interests related to class:

Circle **Your Skills** – number according to your ability / experience – write comments to explain/clarify experience(s)

Education / Museum Education

Writing / Critical Analysis

Graphic Design / Web Page Design

Clerical (including computer familiarity)

Administration / Grant Writing / Fundraising / Accounting

Marketing / Public Relations

Production – Carpentry

Production – Painting / Drywall taping

Production – Art Handling / Exhibition Installation

Special Events Planning / Production (PARTIES)

Other Work / Educational / Life Experiences:

Museum Studies & Gallery Practices

Spring 2011

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JOB APPLICATION

Choose two or three of the following areas you would most like to work in during Laboratory / Production Sessions and number by preference:

GRAPHIC DESIGN & PRODUCTION

- Graphic Design / Web Page Maintenance / Photography
- Production – paste-ups, sign installation, painting, mounting, cutting

EXHIBITION PRODUCTION & EXHIBITION DESIGN

- Production – carpentry, painting, art installation, lighting
- Exhibition Design, Lay-out and Installation

EDUCATION / INTERPRETATION

- **Museum Education Program**/ Leading Tours of School Groups (special training required)/ Wall labels / Criticism (writing for FAU Newspaper*)

PROJECT RESEARCH & DEVELOPMENT

- Match resources/knowledge with future exhibition project proposals
(Library and web-based research skills)

PUBLIC RELATIONS

- Marketing / Public Relations / Audience Development
(Includes on-campus poster campaigns)
- Special Events Planning / Production
(Includes staffing opening receptions)

PROGRAM DEVELOPMENT & MANAGEMENT

- Grant Writing / Fundraising / Project Planning
(Includes filing & xeroxing)
- Clerical / Administrative Assistance / Accounting & Financial Management
(Includes filing & Xeroxing)

AVAILABILITY for LAB HOURS

Based on your class/life schedule please list in the space below two hour or greater blocks of time when you can be available on campus on a regular basis to do lab hours/work in the Galleries within these time slots:

M/W/T/Th 9 – 5; Fri 1 – 5; Sat: 12:45 – 5:15(not recommended)

REQUESTED SCHEDULE

Agreeing to a regular schedule of four hours per week is a class requirement. Below you may write your most desired four hour per week schedule. Final schedules are MUTUALLY AGREED upon based on your availability, desired schedule and analysis of the all members of the class availability/desired schedules as well as spatial constraints, computer availability and Galleries' Student Employee schedules.

Two 2-hour blocks per week is recommended (i.e. Tu/Th 2 – 4 pm)

Write your REQUESTED SCHEDULE: