New Course Request Form

1. Date: ___8-26-13__________ Department: ___Art__________________

2. Purpose and Nature of Course: **An in-depth study of the various responsibilities in exhibition planning/curating, records keeping, installation procedures, and exhibition proposal/grant writing through “hands-on” experiences.**

3. Prefix: ___ART__________ Number: _2220__________ CIP: ______________________

4. Course Title: ___Gallery Management & Exhibition Design__________________
   Abbreviated Title (for Master Schedule), Maximum 20 spaces
   ___Gallery Mgmt/ Exhib Des ___ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

5. Credits (Place number of credits beside appropriate types)
   Credit(s) __3___ Undergraduate ART 2220
   Credit(s) _____ Graduate
   For variable credits, list Minimum Credit _____; Maximum Credits _____

6. Clock Hours: Lecture __3___ Recitation _____ Lab _____
   Contract Hours: Lecture __3___ Recitation _____ Lab _____

7. To repeat for additional credit (not repeat of previously earned grade), list maximum
   hours of credit that may be earned over multiple Semesters ______ additional semester hours.

Course Description for Catalog (limit to four sentences): **This course is a basic introduction to the day-to-day work activities relating to the installation and display of art within public, private or not-for-profit arts environments. Students will comprehend the varied responsibilities related to exhibition planning/curating, installation procedures, exhibition proposal, marketing and fundraising through hands-on experiences. The Loomis Gallery will serve as a working lab for the direct application of course concepts.**

9. Prerequisites: (Courses which MUST be completed prior to taking this course) - **none**

10. Co-requisites: (Courses which must be taken prior to or simultaneously with) __**none**_______

11. If taught dual-level or cross-listed with another department, list:
    Prefix _____ _____ Support Signature ________________________________

   If dual-level, attach a document that indicates content, assignments and assessments for graduate and undergraduate courses. See Attached.
   ART 3320 Advanced Gallery Management & Exhibition Design will be a variable credit course 1-6 credits. No more than 3 may be taken in one semester. See attached New Course ART 3320 Advanced Gallery Management & Exhibition Design.

12. Courses to be eliminated: (Course deletion form must be completed): **none**
    Prefix _____ _____
    If none: How will increased offerings be staffed? **Art Department will staff the position with the Loomis Gallery Director or other Art faculty.**
13. New faculty resources needed?  ____Yes  __X__ No

14. Requested initial date of offering (Must meet new catalog deadline of March 1) Taught **Fall 2013** as Special Study course. Spring 2014 as ART 2230.

15. Estimated Frequency of Offering:  ____every semester

16. New Library Resources Needed?  ____Yes  __X__ No  If yes: 
Signature of appropriate librarian indicating needs can be met:

17. New Technology Resources Needed?  ____Yes  __X__ No, if yes: 
Signature of Director of Information Technology indicating needs can be met:

18. New Equipment resources needed?  ____Yes  __X__ No, if yes: 
Describe Equipment:  ____Software
Source of funding:  __________________________________________

19. List 1 – 3 sample textbooks for this course:
* Museum of Museum Management (2nd edition) by Gail and Barry Lord
* How to Start and Run a Commercial Art Gallery (1st edition) by Edward Winkleman

20. Describe any student enrollment restrictions:  **Art majors or permission of Instructor**

21. Request that Course be considered for General Education Credit. Please check all applicable boxes.
   ____ Satisfy a Group Requirement – specify Group ______
   ____ Satisfy Global Awareness Requirement
   ____ Satisfy Information Literacy Requirement
   ____ Satisfy a “Professional Course” for Block 6
Provide support for this request.

22. Does this course impact any Education Programs?  __X__ Yes  ____ No
   If Yes:  Signature of Chair of TEC must appear below.

23. Attach a topical outline.  **See attached syllabus.**

24. Describe Evaluative Techniques—

**Criteria For Evaluating Student Performance**

- Mid-term exam  15%
- Final exam  15%
- Research project  30%
- Class Participation  40% - defined as participation in discussions, and class projects as follows: matting and framing tutorial and project, a crate design project, museum exhibit analysis, curatorial writing and press release, overall exhibition work in the Loomis Gallery during the semester.

25. Special Needs, if any:  **none**

**Recommendation Dates and Signatures:**

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<th>Department:</th>
<th>Signature</th>
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<td>TEC (if any education program):</td>
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<td>Gen’l Education Subcomm. (If necessary):</td>
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ART 2220 Gallery Management/Exhibition Design
Mansfield University Fall 2013
Instructor: Phillip Hendrickson
Location: Allen Hall RM TBA
Time: TBA
Office: Allen Hall 012
E-mail: phendric@mansfield.edu
Office Hours: TBA

Course Description
(3 semester hours) This course is a basic introduction to the day-to-day work activities relating to the installation and display of art within public, private or not-for-profit arts environments. Students will explore the varied responsibilities related to exhibition planning/curating, installation procedures, exhibition proposal, marketing and fundraising through hands-on experiences. The Loomis Gallery will serve as a working lab for the direct application of course concepts.

Prerequisites: Art major or permission of instructor

Required Text & Related Resource Material
*Museum of Museum Management (2nd edition)* by Gail and Barry Lord
We will be referencing this textbook everyday for exercises and in-class discussions. There will be assigned readings from this text nightly throughout the entire semester. It will be important to obtain this book ASAP and bring to class everyday.

Independent traditional library research is expected (books, periodicals, etc…) on an as-need basis in addition to web resources.

Course Objectives
PA Academic Standards for the Arts & Humanities
1. To provide students with a beginning level of understanding of the basic principles and general aesthetics regarding exhibition design (9.1.A; 9.1.B; 9.1.H; 9.3.A; 9.4.C).
Student Learning Outcomes  
(GD-SLO / Graphic Design Program Student Learning Objectives) can be viewed at http://mansfield.edu/art/MUartpages/MUgraphics.html  
(AE-SLO / Art Education Program Student Learning Objectives) can be viewed at: http://mansfield.edu/art/MUartpages/MUArtEducation.html

At the conclusion of this course student will be able to:  
1. Explain and demonstrate the ways in which basic design principles are applied to solve visual problems regarding exhibition design in unique and intriguing ways. (GD-SLO1; GD-SLO2; GD-SLO3; GD-SLO5; GD-SLO7 AE 1, 2, 3)  
2. Demonstrate proficiency in basic research and retrieval methods and the ability to evaluate, synthesize, and cite pertinent and credible information from varied sources such as, but not limited to: books, journals, inter-library loans, digital collections from J-Stor and national/international museum web sites. (GD-SLO2; GD-SLO4; GD-SLO7; GD-SLO8 AE 1)  
3. Pose thoughtful questions, evaluate multiple viewpoints, construct cogent arguments, and weigh evidence, as demonstrated through written and verbal assignments as well as a research paper. (GD-SLO1; GD-SLO2; GD-SLO7 AE 1, 2, 3)  
4. Develop and perfect skills associated with the presentation of professional works of art suitable for a gallery setting, competition, portfolio, and related venues. (GD-SLO5; GD-SLO6; GD-SLO8; AE 1, 7)

Outline of Topics  
• Hands-on experience to include exhibition design and installation, documentation, packaging, crate construction, matting and framing, conservation and restoration (theory only), group exhibition design and installation projects covering display techniques.  
• Lectures on Gallery / Museum professional experiences to include exhibition research and planning, grant writing, collection management, publication development and conservation.

General Methodology:  
There will be lectures, discussions, actual problem solving of museum and gallery operations, guest speakers, field trips and group participation in exhibition design and installation and independent research*. The annual Student Competition is the major class project and requires a significant commitment and participation in awards solicitations and exhibition preparation, which includes press releases, reception preparation, catalog production, receipt of entries, return of unaccepted works, juror assistance, installation and awards ceremony. All students need to be available extensively during Competition week, which begins with the receipt of entries and culminates with the reception and awards ceremony.

Inclusion  
“Students with documented learning disabilities, physical challenges, or other significant medical conditions that may affect their learning in this course should meet with the University's Disability Advisor in the Department of Academic and Human Development (141 South Hall, Phone: 662-4436) as soon as possible. The Disability Advisor will arrange to provide your professors with an appropriate letter so that we may serve your particular needs more effectively. If you have a disability that requires classroom or testing accommodations, the advisor will also clarify appropriate arrangements.”

Academic Integrity  
Students are expected to do their own academic work. Dishonesty in academic work, including cheating,
academic misconduct, fabrication, or plagiarism is unacceptable. The student handbook, The Mountie Manual for upperclassmen, or The Student Planner for freshmen, outlines the procedures that will be used to initiate disciplinary action in cases of academic dishonesty. In regard to the visual arts, copying of images and other forms of appropriation, will not be tolerated unless it is specified by the instructor as integral to the learning experience.

Building and Lab Access
Allen Hall studios are open to students daily from 7 am until roughly 10pm. Weekend hours will be posted when the studio work/study positions have been hired. Campus police may be reached at 662-4900 in the case of an emergency. The Mac and PC labs will be available for student use after class hours and on the weekends throughout the semester. The schedule, which is subject to change throughout the semester, will be posted on the lab doors typically by the 2nd or 3rd week of classes.

General Classroom Rules
Inappropriate use and/or misuse of the computers and printers will not be permitted. Please be economical with the materials, e.g. laser prints, storage of files, etc. Misuse of the lab: e.g. excessive number of printouts of non-class related files, deliberate damage to the computers or other equipment, or downloading of improper material from the internet, will result in expulsion from the class. Please no food or open topped drinks at the computers.

• ABSOLUTELY NO CUTTING ON THE BARE DESKTOPS: Please use a protective surface

Emergency Notifications
In the event of an emergency or class cancellation, students should check their e-mail and/or the announcement section of D2L (Desire2Learn). Notifications will typically be posted to both. If there is a campus weather emergency, notifications are posted on the front page of our web site.

Course Requirements and Policies
Midterm exam, final exam and Final Project/Presentation, which will be in the form of an exhibition proposal. Participation in required course projects outside of scheduled class time, Student Competition and other gallery work (which will be roughly 30 hours *). *Gallery Management is partially considered a studio (laboratory) course: an approximate one to two hours per week spent working in the gallery or on the student competition as needed. With 15 weeks in the semester, a total minimum number of flexible lab hours should be a minimum of 30, although the total amount of time you will need to do excellent work may be considerably higher.

Cell phones and all other electronic devices must be turned off before the start of class. Notify me prior to class if an emergency requires a communication device to be active during class. You may listen to music through headphones on workdays only and at a reasonable volume.

Deadlines
Due dates for submission of work and scheduled class critiques must be taken seriously. Late submissions will result in a 10pt reduction for each class day that the project is late. Missing a scheduled critique will result in 10pt reduction as well. If your work is unfinished, come to the critique regardless; you will still have the opportunity to earn points for the critique.

Attendance and Absences
"Documented excuses because of illness, serious mitigating circumstances, or official university representation will be accepted by all faculty members and will permit students to make up missed tests
and/or graded assignments in a reasonable manner at a time agreeable to instructor and student. Students must provide documentation before absences can be excused.”

• Attendance is required and will be taken at the beginning of each class.
• Arriving more than TEN MINUTES late qualifies as a TARDY ARRIVAL.
• Leaving before the end of class qualifies as an EARLY DEPARTURE.
• If you are a student athlete, please discuss with me any special needs you may have the first week of classes.

Absence #1, #2, and #3: Each student is permitted three (3) absences for the duration of the semester. In addition, lateness for class and leaving early will not be tolerated and will result in a reduction of your final grade. Three tardy arrivals and/or early departures will equal a full class absence. It is highly suggested that you attend every class so that you do not fall behind. Students are responsible for obtaining information regarding lectures and work missed in a timely manner. Please see me on your own time before or after class, not during.

Absence #4 thru #7: These are considered unauthorized/inexcusable absences. Each of these absences is equivalent to a FOUR POINT reduction in your final grade for the course.

Absence #8: Will result in a failure of the course regardless of your grade point average or WHEN it occurs in the term.

Online Course Requirement
D2L (Desire2Learn) will be used as a regular means of communication and dissemination of information for the course. Students should incorporate the use of this software into their daily course activity and process.

Criteria For Evaluating Student Performance
Mid-term exam 15%
Final exam 15%
Research project 30%
Class Participation 40% - defined as participation in discussions, and class projects as follows: matting and framing tutorial and project, a crate design project, museum exhibit analysis, curatorial writing and press release, overall exhibition work in the Loomis Gallery during the semester (to also include student competition volunteer hours*).

Grading
Maintaining regular attendance, completion of all assignments, exams, projects, paper, website, and regular participation in class discussions and critiques will ensure that you receive a letter grade of “C” for the course. In order to receive an “A” in this course you will be required to far exceed the minimum expectations of the course. Your contribution to class discussions and class critiques is vital for an “A”. Your final work will be based on the percentage of points you receive out of the total points possible for the semester, based on the following scale and grading system:
A (93-100%), A- (90-92%), B+ (87-89%), B (83-86%), B- (80-82%), ... F (<60%)
I will meet with individual students at mid-term to discuss work & progress. Improvement of skills and effort will be taken into account in the final grade.

Class Participation Projects Checklist = 40%
You will be evaluated on your level and degree of participation in the following activities. Class participation represents 40% of your final grade. Please keep track of your own participation and production, as I will not give reminders as to what you personally have or have not done.

- Written Press Release and Curatorial Statement Assignment. 5%
- Floor Plan Assignment. 5%
- Crate Construction Research. 5%
- Matting and Framing Production. 5%
- Display Analysis research #1. 5%
- Museum Exhibit Analysis research #2. 5%
- Volunteer Hours/Student Competition work- minimum 30 hours development, organization, solicitation, entry taking, design and installation execution, work during opening reception and awards ceremony, and other occasional volunteer work in gallery. 10%

(Aside from the development of paperwork, independent tasks, and solicitation of awards, the student competition will require a week-long DEDICATED commitment of work, beginning with taking entries on Thursday, April 3 until the opening reception and awards ceremony on Friday, April 11).

Assigned Project and Test Checklist = 60%
- Mid-term take home exam. 15% of grade
- Final exam. 15% of grade
- Exhibition Proposal Project: Presentation and Package. 30% of grade

Materials
Matting materials, documentation materials will be provided from your lab fee; you may want to purchase a frame. Other materials may be advised at a future time.

Course Schedule - 15 weeks
TENTATIVE CLASS TIMETABLE: SUBJECT TO CHANGE
January 24: Class Introduction. Photo Exhibition 4 pm. Tower Gallery.
26: Discussion of Museum and Gallery Practices and Positions.
31: Exhibition Planning vs. Collection Management. Development/Floor Plan Design
February 2: Introduction of Student Competition Paperwork.
7: Loan Agreements, insurance, condition reports.
9: Accession & collection condition report. Shipping and Storage.
14: Handling of Exhibition Materials: Crate and box construction.
16: Crate and Box construction continued
21: Hanging and Display procedures. Work in Gallery.
23: Work in Gallery; Installation of exhibitions.
28: Writing issues: Label text, Press Release, Curatorial Writing.
1: Matting and Framing.
6: Matting and Framing. Midterm take-home exam.
8: Catalog and Publication Production or possible field trip. Midterm exam due.
13: Spring Break; no class
15: Spring Break; no class
20: Catalog and Publication Production or
22: Exhibit Documentation
27: Exhibition Proposal Workshop.
29: De-install E.E Cummings exhibition;
April 3: Exhibition Proposal Workshop; Last minute Competition preparations
5: Student Competition Entries taken from ??? (times to be decided)
10: Student show Work in Gallery
12: Student show Work in Gallery
13: Student Exhibition Reception, Awards Ceremony !! 7 pm. mandatory
17: Student Competition Evaluations; Conservation Issues
19: Conservation Issues continued.
24: Independent work on Exhibition Proposal
26: Independent work on Exhibition Proposal

May 1: Verbal/Visual Exhibition Proposal Presentations.


Final exam will be during finals week on date to be announced.