

**Course Syllabus**  
**ARTS 4317 01**  
**Museum and Gallery Practices**  
**3 Credit Hours**  
**Fall 2017**

**Room 107 Art F**  
**Friday 3:00-5:50 and at arranged times**

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**Course Description**

Museum and Gallery Practices is a course that examines the role of the Art Museums and Galleries in the "Art World" and in society in general. Students will study different types of exhibition spaces and learn how they operate. In the course, students will curate and organize public exhibitions of art, and promote the exhibitions to the community. Students will learn the proper way to handle and store artworks and to prepare them for shipping and exhibition. Exhibition design and curatorial practices will be examined as well as the role of art critics and the press.

This course has been designated as an ACE course. The ACE designation means that the course includes Academic Community Engagement. Students will not only learn knowledge and skills, but also actively use them to make a difference in the community to improve the quality of life. This experience, it is hoped, will help each student see themselves as a positive force in this world and deepen their understanding of their role as a citizen.

**Course Objectives**

At the conclusion of this course, Students should

- know what to expect from a Museum or Gallery exhibition
- be able to identify different types of Museums, Galleries and Exhibition Spaces
- understand the roles of the various staff of Museums and Galleries
- know how to pack, ship, handle and hang works of art
- be able to contact artists, visit artist's studios and evaluate artist's work
- be able to organize an exhibition of art
- be able to write a press release and make a printed announcement to publicize an exhibition
- understand the role of the art space in the community

**Textbook and Supplies**

***The Curator's Handbook*** by Adrian George Thames and Hudson ISBN 0500239282

**Notebook for Class Journal**

**Methodology**

The course will be taught through lectures and presentations of visual materials. Assignments and readings will be posted on Blackboard. The class will take several field trips throughout the semester, to museums and galleries in Houston. The SOFA gallery and the SHSU Satellite Gallery in the art department, and the LSC gallery in the Lowman Student Center will be used as laboratories. Students will participate in organizing and installing exhibitions in these spaces.

Students will do research projects on museums, galleries and alternative art spaces, and participate in Discussion Boards and keep an online journal or blog of their projects on Blackboard. The class, as a group project will curate and mount an exhibition of art. Students may also work with artists exhibiting in the Gaddis Geeslin Gallery and the Satellite Gallery.

Students will engage with the community by volunteering at a non-profit arts organization or school in the Huntsville/Houston area. Each student must volunteer a minimum of 9 hours. The Wynn Home Arts Center in Huntsville, Lawndale Art Center, Diverse Works, and BOX 13 ArtSpace in Houston all depend on volunteers to make their exhibitions possible. Students have also served as jurors of art shows at public schools in Conroe and other municipalities. The Gaddis Geeslin Gallery in the Department of Art is also an option.

### **Assignments, Exams and Grading**

#### **Class Participation in Field Trips and Community Service**

This class requires participation in field trips to Houston, and possibly Dallas, and Austin or other locations. Students in the class are required to participate in these field trips and are responsible for the costs of travel. All efforts will be made to keep costs to a minimum. Most of the trips will take place on Fridays during class time, but will sometimes extend beyond the regularly scheduled class time. There may be one field trip that will require overnight stays in Dallas or Austin on a weekend. In addition to the field trips, students will be required to volunteer at a local non-profit arts organization or school. A minimum of 9 hours service is required. Missed field trips can be made up by additional service time.

#### **Class Journal**

Students will keep a journal to document their visits to museums, commercial galleries and alternative art spaces. Included will be written and photographic material from exhibits, students' impressions of exhibitions and gallery spaces and the three reports:

##### **Museum Research**

##### **Commercial Gallery Research**

##### **Alternative Space Research**

#### **Community Service Report**

Students will keep a journal describing their experience volunteering at a community non-profit arts organization or school.

#### **Exhibitions**

As a group, the class will curate and hang 3 or more art exhibits. Students will participate in all aspects of the exhibit including writing press releases, advertising, selecting art works, installing art works in gallery and lighting the exhibition.

<b>Class Participation</b>	<b>25%</b>
<b>Class Journal</b>	<b>25%</b>
<b>Reports</b>	<b>25%</b>
<b>Exhibitions</b>	<b>25%</b>

Class participation includes class attendance, field trip participation, and contributions to group projects.

In this class 100-90=A, 89-80=B, 79-70=C, 69-60=D 59-0=F.

Grades for presentation and papers will be based on the thoroughness and accuracy of the research and organization of the material. **All work must be turned in on time for full credit.**

The grade of **C** is considered average. If work meets the minimum stated requirements for the project, it will be considered average in terms of design, concept and craft. Work that exceeds that basic expectation will have points added and fall into the **B** range, and exceptional work will earn an **A**. Work that fails to meet the minimum criteria for the project will receive **C-**, **D**, or **F**.

#### **Make Up Work**

Students may make up assignments or missed projects with permission from the instructor if documentation of illness or other uncontrollable events are provided. Make up work must be completed immediately upon return to class.

### Calendar (Tentative)

F Aug 25	Intro to class	Art F 107 / 3G
	<b>Reading Assignment pp 1- 45</b> Graphic Design Now	
F Sept 1	Curating	Art F 107 / Satellite Gallery
	Team assignments	
F Sept 8	Satellite Install	Satellite
	Graphic Design Now Exhibit	
F Sept 15	Curating	Art F 107
F Sept 22	Satellite Install	Satellite
	Museum and Gallery Practices Exhibit TX Contemporary Art Fair	Sat/Sun Houston
F Sept 29	Satellite Deinstall	Satellite
	Reports on Art Fair	
F Oct 6	Field Trip TBA	Houston
F Oct 13	Museum/Gallery assignment (TBA)	TBA
		On own time
F Oct 20	Field Trip (TBA)	TBA
F Oct 27	Install Common Reader show	LSC Gallery
F Nov 3	LSC Show Install	LSC Gallery
	Common Reader	
F Nov 10 (or Sun 13)	LSC Show Install	LSC Gallery
	Faculty Show	
F Nov 17	De-Install	LSC Gallery
F Nov 24	Thanksgiving Break	
F Dec 1	Satellite Install	Satellite Gallery
	Zeitgeist	

## **Class Organized Exhibits**

### **Satellite**

Graphic Design Now

September 7-16

Reception Thursday, September 14

### **Satellite**

Museum and Gallery Practices Exhibition

September 21-30

Reception Thursday, September 28

### **LSC**

Common Reader Juried Show

Monday, October 30-31 Dropoff

November 1 pickup rejected works

November 6-10 exhibition

### **LSC**

Faculty show

Monday, November 13 – Friday November 17

### **Satellite**

Zeitgeist

December 7-February 3

Reception in Spring semester

**Attendance is mandatory**

According to University policy, a student may miss 3 hours (that's one class period) before their final grade is affected. This class will often meet for trips and events outside of class time, so classes may be abbreviated or rescheduled to compensate for this time. Field trips are required. In this course, you may miss two class periods before your final grade is affected. Use your absences wisely. I suggest saving them for when you are sick or in jail. Please do not ask me if you can miss class for personal reasons. If you have 3 absences, your final grade will be lowered 5 points, 4 absences -10 points, 5 -15, 6 -20, 7 -25. If you miss more than 7 classes, you will not pass the course. Students who are more than 20 minutes late will be counted absent. Students are expected to remain in class the entire period. You are responsible for all assignments and information given in class even if you are absent.

**Academic Dishonesty (Academic Policy 3810213)**

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see: [Dean of Student's Office](#)

**Classroom Rules of Conduct**

Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus impedes the mission of the university. Cellular telephones and pagers must be turned off before class begins. Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

Students must abide by the posted lab rules concerning use of computers or lab privileges will be revoked.

**Visitors in the Classroom**

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

**Students with Disabilities Policy (Academic Policy #811006)**

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail [disability@shsu.edu](mailto:disability@shsu.edu)). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see:

<http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>

**Student Absences on Religious Holy Days Policy (academic policy 3 861001)**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see:

</dept/academic-affairs/documents/aps/students/861001.pdf>

### **Defacing University Property**

Defacing University property is prohibited by University policy. It is also a criminal offense. Students will be held responsible for the cost of damages to the facilities. Violations will be reported to University Police.

Students should not paint on concrete, asphalt, trees, sides of buildings, interior walls or floors of buildings, locker doors, etc. When using any kind of paint use a drop cloth or tarp to protect the surface from overspray.

### **Department of Art BFA Review**

The purpose of the BFA Review is to ensure that students have learned basic principles and techniques needed for advanced art courses.

All Art students must successfully complete all of the Art Foundation courses and the BFA Review before being accepted into a BFA program in Computer Animation, Photography, or Studio Art. Graphic Design has a separate BFA Review.

The Art Foundation Courses are WASH, Drawing, and Foundations in Digital Art. (ARTS 1313, 1314, 1315, 1316, & 2313). Students must pass each course with a grade of C or higher to take the BFA Review and proceed to upper level courses.

The semester after all of the Foundation courses are complete, students must sign up for the BFA Review. Students should see an art advisor every semester to ensure they take the BFA Review on time. It should be taken the semester immediately following the completion of the Foundation Courses. (Generally, the semester after Life Drawing 1.)

Students who do not pass the BFA Review may re-take it the following semester. Students who do not pass on the second attempt will not be allowed to continue as BFA majors, but may follow the degree plan for the BA in Art. Non-participation after signing up or being advised to sign up will count as a failure of that semester's review.

Graphic Design students must complete Principles of Graphic Design (ARTS 2323) and participate in a BFA Review at the end of the semester that they are enrolled in Typography (ARTS 3322).

For more information on the BFA review see the Department of art web page:

<http://www.shsu.edu/academics/art/review/>

### **Department of Art Laptop requirement**

Students in the Department of Art are required to own a laptop as specified by each BFA program. Macintosh laptops are strongly recommended and can be purchased at discounted rates for students. The specifications for each BFA program and links to the Apple Store can be found on the Department of Art website: <http://www.shsu.edu/academics/art/resources/laptop-initiative.html> . Students will be required to have laptops and the Adobe Creative Suite software in art courses that require computers. Laptops must meet or exceed the specifications described and be capable of interfacing with Department printers and other peripheral devices.