

**Art 309.1001 GALLERY PRACTICES** Tuesdays, 11:30 - 1:30 p.m. Donna Beam Fine Art Gallery (HFA 145)

**COURSE DESCRIPTION** This course will introduce students to the basic organization and operation of an art gallery/museum. Topics will provide a foundation for understanding the variety of operations in which an art gallery engages. Formal class time will be dedicated to discussion of various aspects of gallery administration and operations, ethics, art handling, etc. Students will also participate in hands-on activities in the gallery.

**COURSE OBJECTIVE** The course objective is to provide students opportunities to explore and experience the operational aspects of gallery/museum management in preparation for potential careers in visual arts.

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**COURSE SCHEDULE** (revised 8/18/15 (Topic days may be adjusted))

\* = assignment due

\*miss. state.

\*condition report

\*install. review

\*budget due \*artists w/ resumes

\*install. review

\*Research files

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Aug 25 Sep 1 Sep 8 Sep 15 Sep 22 Sep 29 Oct 6 Oct 13 Oct20 Oct 27 Nov 3 Nov 10 Nov 17  
Nov 24 Dec 1 Dec 10

Introduction / Overview Mission Statements

Exhibition Change Handling Works of Art/Condition Reports, (pp 45-62) Installation & Design Exhibit Sources & Organization, (pp 177-206) Contracts / Forms / Agreements, (pp 215)

Exhibition Change: Budgets,(pp209),

Grants / Exhibition Funding Publicity / Printing / Bulk Mail Framing and Matting / Conservation

Exhibition Change: Business of Art / Ethics / Role of the Museum in Community Disabled

Ind. & Galleries FINAL EXAM PERIOD, 10:10 a.m.

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Required: -Mission statement / Exhibition budget -2 written exhibition installation reviews (600-700 words ea.) -Condition report -Research on two artists (by approval) w/ articles, reviews, bios -Readings as assigned -4 hours weekly gallery time outside of class and assistance with an opening reception

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Grading: 15% -Mission Statement, Exhibition Budget, Condition Report 15% -Two exhibition installation reviews 30% -Two research files with journal, correspondence & email copies, bio/resume, articles, reviews

and bibliography, two papers -one on each artist (1000-1250 words ea.) 40% -Attendance and participation (Excessive absences will result in full letter reductions in

grade)

RECOMMENDED TEXTS: Readings will come from these texts or from handouts.

Buck, Rebecca A., Gilmore, Jean Allman, ed., *New Museum Registration Methods*, American Association of Museums, Washington D.C., 1998

Caplin, Lee Evan, ed., *The Business of Art*, Prentice-Hall, Inc., Englewood Cliffs, NJ, 1998, 3<sup>rd</sup> ed.

Thornton, Sarah, *Seven Days in the Art World*, Norton & Co., New York, 2008

DONNA BEAM FINE ART GALLERY SCHEDULE 2015-16

June 12 – September 5

*Basin and Range*

September 12 – October 10 Faculty Exhibition 2015

October 3 – November 15 Through Windows...

November 2 – January 30 TBA

February 8 – 19 MFA Elizabeth Johnson

February 22 – March 4 MFA Maureen Halligan

March 7 – March 18 MFA Wendy Chambers

March 28 – April 8 MFA Audrey Barcio

April 14- April 23 Annual Juried Student Art Exhibition 2016

April 29 – May 28 Bachelors of Fine Arts Exhibition 2016

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## UNIVERSITY POLICIES

**Academic Misconduct** – Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution.

An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the *Student Academic Misconduct Policy* (approved December 9, 2005) located at: <http://studentconduct.unlv.edu/misconduct/policy.html>.

**Copyright** – The University requires all members of the University Community to familiarize themselves and to follow copyright and fair use requirements. **You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws.** Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/committees/copyright/>.

**Disability Resource Center (DRC)** – It is important to know that over two-thirds of the students in the DRC reported that this syllabus statement, often read aloud by the faculty during class, directed them to the DRC office.

The Disability Resource Center (DRC) coordinates all academic accommodations for students with documented disabilities. The DRC is the official office to review and house disability documentation for students, and to provide them with an official Academic Accommodation Plan to present to the faculty if an accommodation is warranted. Faculty should not provide students accommodations without being in receipt of this plan.

UNLV complies with the provisions set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, offering reasonable accommodations to qualified students with documented disabilities. If you have a documented disability that may require accommodations, you will need to contact the DRC for the coordination of services. The DRC is located in the Student Services Complex (SSC-A), Room 143, and the

contact numbers are: Voice (702) 895-0866, fax (702) 895-0651. For additional information, please visit: <http://drc.unlv.edu/>.

**Religious Holidays Policy** -- Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor no later than the last day at late registration of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the test or examination at an alternate time would impose an undue hardship on the instructor or the university which could not be avoided. For additional information, please visit: <http://catalog.unlv.acalog.com/content.php?catoid=1&navoid=44&bc=1>.

**Tutoring** -- The Academic Success Center (ASC) provides tutoring and academic assistance for all UNLV students taking UNLV courses. Students are encouraged to stop by the ASC to learn more about subjects offered, tutoring times and other academic resources. The ASC is located across from the Student Services Complex, #22 on the current UNLV map. Students may learn more about tutoring services by calling (702) 895-3177 or visiting the tutoring web site at: <http://academicsuccess.unlv.edu/tutoring/>.

**UNLV Writing Center** – *The following statement is recommended for inclusion in course syllabi:* One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance.

Appointments may be made in person or by calling 895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>

**Library Resources** - Students may consult with a librarian on research needs. For this class, to find the subject librarian visit [http://www.library.unlv.edu/contact/librarians\\_by\\_subject/](http://www.library.unlv.edu/contact/librarians_by_subject/) UNLV Libraries provides resources to support students' access to information. Discovery, access, and use of information are vital skills for academic work and for successful post-college life. Access library resources and ask questions at <https://www.library.unlv.edu/>.

**Rebelmail** – By policy, faculty and staff should e-mail students' Rebelmail accounts only. Rebelmail is UNLV's Official e-mail system for students. It is one of the primary ways students receive official university communication such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Students' e-mail prefixes are listed on class rosters. The suffix is always [@unlv.nevada.edu](mailto:@unlv.nevada.edu).

**Any other class specific policies** (e.g., absences, make-up exams, extra credit policies,

plagiarism/cheating consequences, policy on pagers/mobile phones, specialized department or college tutoring programs, bringing children to class, policy on recording classroom lectures, etc.)