

INTERNSHIP PROGRAM WITH SLOCUMB GALLERIES

ARTA ___ (1 Hour or 3 Hours)

Catalog Description

This class provides the undergraduate art students the opportunity to learn various aspects of gallery operations from the planning stages of curatorial design, publicity/media correspondence, to installation and shipping, documentation, organization of related activities as well as other administrative work.

The on-the-job training and collaborative nature process between the instructor (Gallery Director) and student (Intern) offers platform to explore real life situations of operating a gallery and the diverse activities related to it. Students will have the opportunities to work with practicing visual artists as well as coordinate with the media and other members of the community while learning how to use some technologies involved in the curatorial process.

Prerequisites: None.

Purpose and Goals

The focus of this class is to:

- Train art students in the various aspects of gallery operation by allowing students to participate in the curatorial design, actual installation, media/publicity correspondence and documentation
- Learn and practice specific skills and knowledge in installation, design and documentation
- Encourage students to develop interpersonal skills in dealing with fellow student workers, artists, faculty, media and members of the community

Major Course Topics

- Curatorial design – understanding the idea of the exhibition ‘traffic flow’, basics of installation (hanging, using tools, lighting, signage, title cards, etc) and trends in exhibit design
- Shipping and gallery repair – learning to pack and unpack works of art, finding the right shipper, insurance of work, repairing the galleries (spackling, repainting, etc)
- Publicity – writing press release, using social media (Facebook, blogs, etc), email correspondence to promote events, take good photographs for the press and preparing media kit
- Design and Documentation – learning illustrator to make postcard invites, using SLR digital camera and flip video to document exhibitions, employing flicker and updating the Slocumb Galleries website and online exhibitions
- Other administrative duties – writing a grant, financial report, designing forms (submission forms, loan and cataloguing), sorting postcard invites for bulk mail, reception and other related activities preparations

Learning Outcomes

At the successful completion of this course, students are expected to:

- Install an exhibition from planning the placement of works to employing various tools and hanging devices or pedestals as well as lighting the display and placing the necessary signage and title cards

- De-install the exhibition and be able to pack and store the works securely and repair the gallery walls adequately
- Be able to do basic postcard and/or poster design, upload this to web-based printers, zip arrange mailing labels and determine strategic venues to place advertisements
- Write a basic press release, take good photograph of work, convert these images to acceptable format and coordinate with the University Relations Office and other media as well as create events on Facebook
- Use the Canon rebel SLR digital camera and Flip video to document the shows for uploading to the website via Flickr and CMS
- Knowledge of powerpoint, word, excel, illustrator, iphoto and graphic converter programs to use for gallery operations
- Set up the auditorium for lectures and fix refreshments table and sounds for receptions

Major Projects

For 1 credit hour

- Students will work with installing and de-installing at least 2 exhibitions (either both visiting artists or one VA and one student show). This section is 50% of final grade.
- Write at least one press release, upload at least 1-2 online exhibition albums on the website, and create 2 events on Facebook. This section is 15% of final grade.
- Do photo documentation of 1-2 shows and upload via Flickr. This section is 15% of final grade.
- Host at least one exhibit reception/lecture and help with distribution of postcard invites for 1-2 exhibitions. This section is 15% of final grade.
- Help with the grant proposal application to SGA. This section is 10% of final grade.
- Student initiative project, any activities or events that the student presents as a project to improve the gallery operations and activities. This section is 10% of final grade.

For 3 credit hour

- Students will work with the installation and de-installation of at least 4-5 exhibitions, at least 2-3 visiting artist show and some student shows. Host at least 2-3 exhibit receptions/lecture. This section is 50% of final grade.
- Write minimum of 3 press release, and create 4-5 event entries at Facebook. Document at least 3-4 exhibitions via digital camera and upload this via Flickr. This section is 10% of final grade.
- Design 1-2 postcard invitation, and 1-2 flyer, poster or evite. Prepare a powerpoint exhibition proposal review from existing submitted proposals for the Gallery Committee. This section is 10% of final grade.
- Curate or co-curate an exhibit or have a Student Initiative Project, any activities or events that the student presents as a project to improve the gallery operations and activities. This section is 20% of final grade
- Write a grant proposal. This section is 10% of final grade.

Bibliography

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Grading

Grades are based on your percentage of earned points out of the possible points available during the semester. Work is always due at the beginning of class. ***Without exception, no late work will be accepted.***

Always reserve a few minutes of your lab time to back up your material and don't assume that anything left on the lab machines is safe. Any type of backup is much safer than no backup. Losing a file, for any reason (drive crash, coke spill, lightning, act of God, etc.) is not an acceptable excuse in this class.

<i>Percentage Earned</i>	<i>Letter Grade</i>
93-100	A
90-92	A-
87-90	B+
83-87	B
80-83	B-
77-80	C+
73-77	C
Below 60	F

"A" represents exceptional work. This encompasses an appropriate creative approach, excellent execution, and all requirements are met. An "A" will generally represent an exceptional effort.

"B" represents work that is above average student standards. There may be some technical or creative issues, but the work is solid, creative, and goes beyond just meeting the requirements.

"C" represents work that meets all requirements and is on time.

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F" represents totally inappropriate or grossly inadequate work.

Class Policies

- Cheating and plagiarism (taking someone else's words, ideas, models, scripts, shaders, etc. as if they were your own) is not tolerated.
- Consideration and respect for other students, the instructor, and guests:
 - Turn phones and pagers off during class
 - Use the computers for class-related work only
 - No disruptive behavior
 - Please be on time

Attendance Policy

Attendance is mandatory. You are allowed two unexcused absences without incurring a penalty. Each additional unexcused absence will result in a letter grade reduction to your final grade as defined in this syllabus. Six total absences (excused and unexcused together) will result in an automatic F. No exceptions.

What is an excused absence? There are two standard types:

- **Type 1:** You know ahead of time that, for good reason, you will have to miss class. You see me before the day of the absence and negotiate an excused absence, generally with some kind of appropriate written documentation.
- **Type 2:** Some emergency prevents you from getting to class. In this case, it's vital that you present some formal documentation that you had good reason to be gone — i.e., verification from an ETSU official that you were off campus on university business, or a written memo from a doctor, a cop, or other responsible party indicating that you were unable to make it to class for good reason.

Special Accommodations/Disability Services

It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University's commitment to equal educational access. Any student with a disability who needs accommodations, for example arrangement for examinations or seating placement, should inform the instructor at the beginning of the course. Faculty accommodation forms are provided to students through Disability Services in the D. P. Culp Center, Suite A. Or call 439-8346.