

Basic Course Information

Semester:	Spring 2019	Instructor Name:	Carol Hegarty
Course Title & #:	Gallery Display I, Art 262	Email:	Carol.hegarty@imperial.edu
CRN #:	20465	Webpage (optional):	www.carolhegarty.com
Classroom:	Juanita Salazar Lowe Art Gallery, building 2800	Office #:	Art Gallery, building 2800, back office
Class Dates:	Feb. 12-June 4	Office Hours:	5-5:30 pm Mondays, 4-5:30 pm Tuesdays & Thursdays, 2:45-3:15 Wednesdays
Class Days:	Tuesdays/Thursdays	Office Phone #:	(760) 355-6198
Class Times:	1:00-3:40 p.m.	Emergency Contact:	Contact your instructor using above information
Units:	3		

Course Description

[Required language: Use from <http://imperial.curricunet.com/PublicSearch/Index> course outline of record.]

Course description: Theories, techniques and practice of art gallery exhibition including experience in care and preservation of art and seeing an exhibition from beginning to end; methods of locating shows, booking shows, communicating with artists, unpacking and returning exhibitions. (CSU)

Course Prerequisite(s) and/or Corequisite(s)

[Required language: Use from <http://imperial.curricunet.com/PublicSearch/Index> course outline of record.]

None.

Student Learning Outcomes

[Required language: Use from <http://imperial.curricunet.com/PublicSearch/Index> course outline of record.]

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Practice proper exhibition techniques through participation in the mounting of an exhibit. (LO1, ILO2, ILO3, ILO5)
2. Present, discuss and critique work in a coherent manner. (ILO1, ILO2, ILO3, ILO5)
3. Write a descriptive essay on a contemporary artwork. (ISLO1, ISLO3, ISO5)

Course Objectives

[Required language: Use from <http://imperial.curricunet.com/PublicSearch/Index> course outline of record.]

Upon satisfactory completion of the course, students will be able to:

1. Study contemporary artists and their work.

2. Practice the care, upkeep and preservation of art.
3. Analyze methods of educating the public.
4. Perform methods and techniques of three dimensional design in the gallery.
5. Recognize the gallery and/or museum as a career.
6. Perform tasks relating to publicity and public relations.
7. Design and analyze flyers and literature for promotion.
8. Plan and organize an exhibition from beginning to end.
9. Observe contemporary exhibitions and art issues.
10. Interpret the roles of the non-profit Art Gallery in Society.

Textbooks & Other Resources or Links

[Required Information]

Hughes, Philip (2010). *Exhibition Design* Laurence King Publishers. ISBN-10: 1856696405 or ISBN-13: 978-1856696401

Course Requirements and Instructional Methods

[Required Information]

Course Overview: This course covers art exhibits from start to finish providing the student with hands on experience, handling artwork, setting up an exhibit, meeting the public, and taking down exhibits. For those who may be considering a career in a gallery or museum setting, or those thinking about work in exhibition design.

There will be lecture/demonstration; in class critiques and discussion; audio-visual presentations; gallery and museum visitation; guest speakers. Hands on installing and de-installing art exhibitions, gallery sitting, meeting the public, learning about being a curator, and promoting exhibits.

Out of Class Assignments: Students are responsible for attending a minimum of three art exhibitions during the semester. Students should write a short and informal “review” of each exhibit, with attention to the installation of the exhibition as well as sharing and explaining opinions about artwork.

The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

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Course Grading Based on Course Objectives

[Required Information]

This is a hands-on class. In order to learn how to handle, install and de-install artwork, you need to be present during those times when we are doing these tasks. There will be different duties for each

individual’s skill level and interest varying from adjusting lighting to hanging artwork to helping to promote the shows by taking literature or posters around to various locations on campus.

Additionally, this is similar to a work experience class in that there are days when we will be simply keeping the gallery open to the public and students, making sure their questions are answered and that they feel welcome. This is the gallery’s main function and is critical.

Participation in gallery activities including installation and de-installation and gallery sitting/meeting the public. Be sure to sign the daily attendance sheet. (30 points total to Midterm and 30 points total to Final for a total of 60 points)

Classroom discussion 10%

Three Exhibition Reviews 10% (10 points each for 30 points total)

Personal response to assigned reading (three take home quizzes) 10% (30 points total)

Final Exam 10% (30 points)

I will be using the grade book in Canvas. Here is the grade scale:

Name:		Range:
A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 61.0%
F	< 61.0 %	to 0.0%

Attendance

[Required Information: The below information is the IVC attendance policy.]

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. It is the student’s responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.

- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

Classroom Etiquette

[Required Information]

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

[Required language.]

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another’s work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to “cite a source” correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test

information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Additional Student Services

[Suggested Language.]

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

[Required language.]

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services \(DSP&S\)](#) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

[Required language.]

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

Veteran's Center

[Required language.]

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

[Required language.]

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

[Required language.]

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student

Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

Student Rights and Responsibilities

[Required language.]

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

[Required language.]

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

[Required Information.]

*****Tentative, subject to change without prior notice*****

ALSO NOTE THAT THERE SHOULD BE SOME ARTWORK FOR THE SCIENCE BUILDING THAT WE WILL NEED TO HANG TO BE PUT IN THE SCHEDULE

Date or Week	Assignments & Activities	Due Dates/Tests
Week 1 Feb. 12-14	Syllabus & Introduction. Thursday: Clean, Paint and Prepare Gallery. Introductory videos.	
Week 2 Feb. 19-21	Artwork will be arriving. Work on lighting. Hang show on Thursday. Contact media. Posters distributed. Begin work to promote . Brochures & posters.	

Date or Week	Assignments & Activities	Due Dates/Tests
Week 3 Feb. 26-28	Complete Installation with title tags, signage, etc. Food & music arranged. Finish installation details including lighting. Thursday: Opening reception for IVC Faculty show at gallery, 4-7 p.m. Including Jorge Estrada, Linda Freitas, Carol Hegarty, Luis G. Hernandez, Dr. Cerise Myers, Jose Bernardo Olmedo. On display through Wednesday, March 20.	Thursday: Attend Gallery reception if you can, and work on first artwork opinion essay.
Week 4 March 5-7	Student gallery sitting.	Complete first opinion essay.
Week 5 March 12-14	Student gallery sitting.	Complete first open book quiz.
Week 6 March 19-21	Tuesday, student gallery sitting. De-install show on Thursday. Patch, paint and rearrange gallery. Artwork for next show begins to arrive. Contact media. Posters distributed.	
Week 7 March 26-28	Tuesday, last preparations are done. Thursday, reception for Abstract Visions: Collective Memories – Joy Cai & Eloisa Guanlao – opens 4-7 pm. On display through Wed. April 17.	Thursday: Attend Gallery reception if you can, and work on second artwork opinion essay. Meet the artists!
Week 8 April 2-4	Student gallery sitting.	Complete second open book quiz.
Week 9 April 9-11	Student gallery sitting.	
Week 10 April 16-18	Student gallery sitting on Tuesday. Thursday: de-install, patch, paint and get ready for student show. SPRING BREAK IS APRIL 21-27 – NO CLASSES	
Week 11 April 30-May 2	Artwork for final show begins to arrive. Community show comes down Thursday. Artists pick up artwork. Students begin bringing artwork for annual student show.	
Week 12 May 7-9	Tuesday, finish installation and adjust lighting. Thursday: IVC Student Show 2019 opens 4-7 pm. Awards presented at 5. On display through Wednesday, May 29.	Thursday, attend gallery reception and write third (final) opinion essay.
Week 13 May 14-16	Student gallery sitting.	Complete third and final open book quiz.
Week 14 May 21-23	Student gallery sitting.	

Date or Week	Assignments & Activities	Due Dates/Tests
Week 15 May 28-30	Tuesday, Student gallery sitting. Thursday, Artwork is de-installed. Students pick up artwork.	
Week 16 June 4	Final and end of semester party.	Remember, the Final is worth 30 points so it is required.

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