

University of Guam
Art 323: Gallery Management and Exhibition Design
Fañomnåkan 2025

Meeting times: Tuesday and Thursday 2:00pm – 3:20pm
 Classroom: Isla Center for the Arts (#15 Dean's Circle)
 Instructor: Dr. Velma Yamashita
 Office: 216E English/Communication Building and Isla Center for the Arts (DC #15)
 Office hours: Monday and Wednesday 8:00am-9:30am; 11:00am-12:00pm in EC216E;
 Tuesday 10:30am-11:30am via BigBlueButton
 Please message me after class or send an email to make an appointment.
 Phone number: [REDACTED]; 671-735-2965 (#15 Dean's Circle)
 Email: yamashitav@triton.uog.edu
 (All email correspondence will be via this triton account.)

Course objectives:

This is primarily a hands-on course that focuses on the technical aspects of art gallery management and exhibition design. Upon completion of this course, you will be able to design and plan an exhibition in a gallery space, properly install an exhibition and be able to describe and discuss the various forms of documentation associated with gallery management operations.

Student Learning Outcomes	Program Learning Outcomes	Institutional Learning Outcomes	Assessment Methods
Design and plan an exhibition in a gallery space; Properly install an exhibition	Analyze the creations of other artists with objectivity; Apply coursework learning in public displays	Understanding and appreciation of culturally diverse people, ideas and values; An appreciations of the arts and sciences Mastery of critical thinking and problem solving;	Class Participation Exams Research Project Oral Presentation
Describe and discuss the various forms associated with financial planning and gallery management	Understand the artistic languages of the visual arts by recognizing common terms, techniques, and methods of expression;	Effective oral and written communication; An appreciation of the arts and sciences	Class Participation Exams Research Project Oral Presentation

Course Requirements:

Examinations

There will be two exams during the semester. **The final examination for this class is scheduled for Tuesday, May 20th at 2:00pm.** Your final examination will not be cumulative. Make-up exams will only be given under extreme circumstances.

Attendance

Regular class attendance is required. You will be allowed three unexcused absences during the semester. Thereafter, .5 will be deducted from your final grade for each unexcused absence.

Research Project

You will be assigned to critique an art exhibition currently on display and write a 3-5 page paper about the exhibition.

Oral Presentation

A 10 (ten) minute oral presentation based on the topic of your research project is to be given before the end of the semester.

Volunteer Hours

You will be required to volunteer for at least 20 (twenty) hours, outside of class time, at the Isla Center for the Arts. There are a number of opportunities during which you may volunteer including exhibition/display preparation, installations, deinstallations, receptions and providing guided tours of the exhibition on display.

Reading Assignments

There is no single text for this class but I will distribute a variety of reading materials throughout the semester.

Grading

Your final grade for the class will be calculated in the following manner: Volunteer hours (10%), Research project (10%), Oral presentation (10%), Exams (20%), and Class participation (50%).

The grading scale/system will be as follows: 98-100%=A+; 93-97%=A; 90-92%=A-; 87-89%=B+; 83-86%=B; 80-82%=B-; 77-79%=C+; 73-76%=C; 70-76%=C; 60-69%=D; Below 60%=F

ADA Policy and Commitment to Student Learning

The University is committed to providing an inclusive and welcoming environment for all members of our community. Federal and local laws protect the University community from any act of sex discrimination. Such acts violate the essential dignity of our community members. If you need assistance with EEO (Equal Employment Opportunity) and/or Title IX concerns, please contact the Director of EEO/ADA & TITLE IX Office at 671-735-2244, 671-735-2971, TDD 671-735-2243 or eeo-ada@triton.uog.edu

ADA Accommodation Services

For individuals covered under the ADA (Americans with Disabilities Act), if you are a student with a disability requiring academic accommodation(s), please contact the Student Counseling and Advising Service Disability Support Services Office to discuss your confidential request. A Faculty Notification letter from the Disability Support Services/Student Counseling and Advising Service Accommodation counselor will be provided to me. To register for academic accommodations, please contact or visit Sallie S. Sablan, DSS counselor in the School of Education, office 110, disabilitysupport@triton.uog.edu or telephone/TDD 671-735-2460.

Class Schedule

Thursday, January 23

Introduction to the course via email
Critique of Creative Hands: Selected Works by Pacific Artists

Tuesday, January 28

Introductions and review of exhibition calendar
Deinstallation of the Creative Hands: Selected Works by Pacific Artists

Thursday, January 30

Preparation for *Isla Art-a-thon Exhibition*

Tuesday, February 4

Preparation for *Isla Art-a-thon Exhibition*

Thursday, February 6

Isla Art-a-thon Exhibition opens

Tuesday, February 11

Labels, text panels, and associated documents; matting and framing

Thursday, February 13

Critique of Isla Art-a-thon Exhibition and Opening Ceremony

Tuesday, February 18

Field trip Guam Museum

Thursday, February 20

Traveling Exhibitions

Tuesday, February 25

Deinstallation of Isla Art-a-thon Exhibition

Thursday, February 27

Skills test

Tuesday, March 4

Preparation for CLASS ARC Exhibition

Thursday, March 6

CLASS ARC Exhibition opens

Tuesday, March 11

Midterm

Thursday, March 13

Deinstallation of *Isla Art-a-thon Exhibition*

Tuesday, March 18

Spring break!

Thursday, March 20

Spring break!

Tuesday, March 25
Deinstallation of CLASS ARC Exhibition

Thursday, March 27
Preparation for the *UOG Undergraduate Exhibition*

Tuesday, April 1
Preparation for the *UOG Undergraduate Exhibition*

Thursday, April 3
UOG Undergraduate Exhibition opens

Tuesday, April 8
Exhibition Publicity: Press releases, posters, invitations, e-announcements

Thursday, April 10
Websites and social networking; documentation associated with traveling exhibitions

Tuesday, April 15
Fundraising efforts: Grants, solicitation letters, networking with community partners

Thursday, April 17
Docent Training and Giving a Tour in a Gallery; Photographing and Documenting an Exhibition

Tuesday, April 22
Assist with Senior Exhibition

Thursday, April 24
Assist with Senior Exhibition

Tuesday, April 29
Deinstallation of *UOG Undergraduate Exhibition*

Thursday, May 1
Assist with Senior Exhibition

Tuesday, May 6
Assist with Senior Exhibition

Thursday, May 8
Senior Exhibition opens this week

Tuesday, May 13
Oral presentations

Thursday, May 15
Review for final examination

Tuesday, May 20
Final examination