



ARTS 597 EXHIBITION PLANNING & DESIGN, SPRING 2024 *Veronica Vaughan*

COURSE SCHEDULE | SPRING 2024

E-MAIL

veronica.vaughan@tamuc.edu

*E-mail should be used for brief verbal communications only.
If your e-mail is longer than 55 words, I suggest some face-time.*

OFFICE HOURS

*Monday 4:30-6:30 pm
Wednesday 2:30-4:30 pm*

OFFICE # 1912

CLASS INFORMATION

Credit hours: 3.0

Meeting times: Monday 6:00 p.m. to 10:00 p.m. | January 10, 2024 - May 10, 2024

Meeting location: 8750 N. Central Expressway 19th Floor, Room TBD

SUGGESTED TEXT BOOKS AND RESOURCES

1. Various sources identified through the student's individual research, or sources suggested by committee members germane to the progress and direction of the research and exhibition agenda.
2. Other major design university's MFA archives / repositories (SVA, VCU, Stanford D-school, etc.)
3. Research in real libraries / journals / library loan and electronic research data banks
4. AIGA archives
5. Periodicals: Print Magazine, Communication Arts Magazine, I.D. Magazine, Fast Company Magazine
6. Media: National Public Radio, 90.1 and news sources of all stripes
7. Anywhere, and anything that is relevant to this topic (interviews, ethnography, etc.)

COURSE DESCRIPTION

The Exhibition Planning & Design is a study and development of a design-centric solution, which includes research development, presentation, testing, and implementation.

The class prepares students to be critical and strategic thinkers of exhibition fabrication, website design, and presentation skills. This class enables the graduate student to facilitate all aspects of their exhibition prior to the presentation.

COURSE STRUCTURE

This class will be a combination of in class and outside class meetings with your committee major advisor and committee members. A commitment to the research and weekly progress will be necessary to achieve the goals for this class and its completion. A willingness to participate, collaborate and expand your research will be a key component in a productive and positive outcome for each student. It is the job of the student to set the schedule and adhere to it on a weekly basis using the provided benchmark schedule as a guide. The role of the professor and your fellow classmates is to respond to the work that is brought in weekly, and comment, direct, expand on, and suggest possible areas for further research, as well as comment on exhibition planning.

It is the student's responsibility to meet with your committee members, as well as your peers and bring in their comments along with your research to your weekly meetings for discussion. In addition, it is the student's sole responsibility to proof all materials for spelling and proper syntax (Employ a proofreader). Any and all materials produced must meet the high mark of standards set forth in this program, as well as, the academic standards for a terminal degree in the field of Visual Communication.

Weekly assignments / progress and meetings will be directed and assigned per each student's individual research agenda, and may vary from student to student.

STUDENT LEARNING OUTCOMES

1. Final research, input and feedback from your major professor and committee towards the conclusion of your final exhibition paper
2. Develop a workable weekly schedule based on your individual exhibition direction
3. Explore and expand your current research through a scholarly literature review, which will support your questions, etc.
4. Complete your IRB protocol (if applicable) and receive the necessary approvals to move forward .
5. Receive guidance in facilitating your exhibition with respect to your direction, venue, budget and final execution
6. Finalize a realistic exhibition strategy, design, schematic and 3-D model with a step-by-step completion procedure
7. Be prepared to execute your exhibition and write a well crafted exhibition paper using the prescribed formats incorporating your exhibition process
8. Receive the necessary approvals to move forward to the exhibition build stage
9. Start the preliminary exhibition build stage
10. Receive the necessary approvals for your final exhibition paper submission
11. Preparation for graduation

GRADE EVALUATION

Your final grade will be based on your week-by-week benchmark progress, attendance and commitment to your research and success of your final thesis exhibition and paper. In addition, it is your responsibility to meet with your committee members throughout the semester and bring their comments to your weekly meetings for discussion. You must present quantitative and qualitative data that satisfies and or proves your statement of the problem and addresses the specific goals of your study. Grades will be discussed on an individual basis by office appointment only—not in class.

GRADING GUIDELINES

Grades will be assigned according to the following scale:

- A = 90 - 100: Work well above the general class level, evidence of participation in related activities
Outside of the classroom, thoughtful participation in classroom discussion and critique
Superlative work: careful attention to craft and presentation. Originality of idea and execution work together. Goes beyond merely solving the problem – one who performs at this level is visibly outstanding, work is outstanding in every respect.
- B = 80 - 89: Work above the general class level, participation in classroom discussion and critique
Fine work. A few minor changes could have been considered and executed to bring piece together. Goes beyond merely solving the problem. Above average: solution to the problem and idea well planned. Execution is well done.
- C = 70 - 79: Average work, minimal requirements met
Average or a bit above: slipping in levels of originality, craft and presentation. The piece does not work well as a unified whole or statement yet effort was made. You have solved the problem but in a relatively routine way.
- D = 60 - 69: Work below class average, lack of participation and/or poor attendance
You have solved the problem but there is much room for improving your skills and developing your concepts further. You have neglected the basic craftsmanship skills and breadth and depth of idea development. You were unable to meet mini deadlines. Represents careless and/or incomplete effort. Work is substandard.
- F = 0 - 59: Inferior or unacceptable work and effort, work not turned in, or failure to attend class.

ATTENDANCE POLICY

ATTENDANCE

FIRST ABSENCE: The student will receive an email and a copy goes to Veronica Vaughan

SECOND ABSENCE: The student will receive an email and a copy goes to Veronica Vaughan who will contact the student.

THIRD ABSENCE: Veronica Vaughan emails the student that they have failed the course.

Two tardies of 10 minutes equals one absence.

A tardy of 60 minutes equals one absence.

If a student is OVER 10 MINUTES late for the final, a full grade will be deducted from his or her final grade.

If a student does not show up for the final they automatically fail the class.

SPECIFIC CLASS POLICIES

Students **MUST** keep up with the assignment schedule in order to pass this class. PROGRESS THROUGH THIS COURSE IS THE RESPONSIBILITY OF THE STUDENT.

No extensions or exceptions will be granted except in cases of extreme hardship or medical necessity. Professional work demands do not constitute extreme hardship exemptions.

SYLLABUS UPDATE POLICY

The syllabus and schedule are a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus and/or schedule during the semester. Any changes made to the syllabus/schedule will be announced in advance.

INSTRUCTOR CONTACT AND RESPONSE TIME

veronica.vaughan@tamuc.edu

Appointments will be handled via Zoom. Please email me to schedule an appointment.

Communication from students will be responded to within a reasonable time during the work week.

Weekend communication will be handled the next business day, unless noted. Due to the high volume of email that is received, an important message may be missed. If an important email has not been responded to within 2 days, please send again.

Please use your university email as your primary source of contact. If your email is more than a short paragraph, please consider making a Zoom appointment.

Words to-the-wise

Be here because you want to be. It's STILL your show.

IF YOU FALL BEHIND—RUN LIKE HELL TO CATCH UP

Helping your classmates is helping yourself

COURSE SYLLABUS | SPRING 2024

GRADE EVALUATION

Your final grade will be based on an average of all assignments, attendance and in-class participation. The participation grade is based on the application of course concepts, class involvement, and both a desire and capacity to show progress and meet deadlines. Note!!! Failure to deliver the final exam project will result in an automatic semester grade of F. Grades will be discussed on an individual basis by office appointment only — not in class.

HOW TO PREPARE YOURSELF FOR CLASS

An open mind

A desire to explore

A willingness to participate and, by doing so, enrich the experience for yourself and others

TECHNOLOGY

Please use headphones during on line portion of class.

Be prepared for your camera to be on and your mic to be used.

The University is providing you with the Creative Cloud.

A reliable internet connection is suggested for successful classroom participation.

D2L/Brightspace

Management System (LMS).

Below are technical requirements

LMS REQUIREMENTS: <https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS BROWSER SUPPORT: https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YOUSEEU VIRTUAL CLASSROOM REQUIREMENTS: <https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION: You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

NOTE: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT: If you have any questions or are having difficulties with the course material, please contact your Instructor.

TECHNICAL SUPPORT

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

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UNIVERSITY SPECIFIC PROCEDURES

STUDENT CONDUCT: All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook. <http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an on line forum:

<https://www.britannica.com/topic/netiquette>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

STUDENTS WITH DISABILITIES-- ADA STATEMENT

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

OFFICE OF STUDENT DISABILITY RESOURCES AND SERVICES

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

NONDISCRIMINATION NOTICE

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

CAMPUS CONCEALED CARRY STATEMENT

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url: <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

HANDBOOK & SAFETY

All students enrolled in face-to-face studio art courses are required to comply with the procedures and policies of the Department of Art's Health and Safety Guidelines. The Guidelines cover activities in all A&M-Commerce art facilities on both the main campus and off-campus sites. Please report any safety issues immediately to your instructor(s), facilities technician / Health & Safety liaison, or studio / lab assistant. At the beginning of each semester in every course, the instructor will discuss with their students the inherent risks associated with art facilities and make sure they have read and completed the online Health & Safety Guidelines form.

Department of Art, Health & Safety Guidelines
<https://sites.tamuc.edu/art/resources/healthandsafety/>

Health & Safety Form (to be signed online by all students in studio courses)
<https://dms.tamuc.edu/Forms/ArtLabPolicy>

A&M-COMMERCE SUPPORTS STUDENTS' MENTAL HEALTH

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel.

STUDENT CONDUCT / CITIZENSHIP

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

ACADEMIC INTEGRITY

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

COURSE SCHEDULE | SPRING 2024

- Scholastic dishonesty will not be tolerated in any class -related activity.
- Scholastic dishonesty includes, but is not limited to, the submission of someone else's materials as one's own work.
- Scholastic dishonesty may involve one or more of the following acts: cheating, plagiarism, or collusion.
- The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution (quotation and citation). This includes using AI tools to develop or provide the foundation for work without proper citation of its reuse. You are required to cite your AI prompts with your work. Plagiarism can be intentional or unintentional. ALWAYS cite your references.
- Cheating is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.
- Collusion is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student, providing an inappropriate level of assistance, communicating answers to a classmate during an examination, removing tests or answer sheets from a test site, and allowing a classmate to copy answers.
- Academic dishonesty could result in expulsion from the University

SCHOLASTIC DISHONESTY

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- Scholastic dishonesty may involve one or more of the following acts: cheating, plagiarism, or collusion.

PLAGIARISM is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation. Cite your references.

CHEATING is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

COLLUSION is intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student, providing an inappropriate level of assistance, communicating answers to a classmate during an examination, removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

ACADEMIC DISHONESTY COULD RESULT IN EXPULSION FROM THE UNIVERSITY

AI POLICY

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text and image, or suggest replacements for text and image, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.