



## Department of Visual Arts Course Syllabus

**Museum and Curatorial Studies 3660B**  
Winter 2024

### **Digital Tools for Arts Professionals**

**Prerequisite(s):** Registration in a Visual Arts module.

#### **Course description**

This course introduces students of art history and museum & curatorial studies to some of the basic digital tools required for professionals in the field. The course will cover skills including photo and video documentation, image optimization for printing and online distribution, and graphic design for materials like posters and exhibition catalogues. It will also offer an introduction to 3D exhibition planning in SketchUp and setting up blogs and websites on platforms like WIX. In tandem with these practical skills, the course will also touch on best practices and strategies for exhibition planning and promotion and review some important copyright considerations in the context of curatorial practice.

#### **Learning outcomes/objectives**

- Introductory working knowledge of some essential digital tools used by arts professionals for the planning, documentation, and promotion of exhibitions and

- Sketchup 25% – Due date: March 12th
- Website or blog 10% – Due date: April 2<sup>nd</sup>

### **Grading criteria**

- Attendance and participation:
  - Active participation in class discussions, workshops, and technical demos.
  - Asking questions in class or one on one, sharing examples and ideas during class discussions, and offering constructive feedback to peers.
  - Doing requested research and coming to class prepared for all technical demos, workshops, project critiques, and discussions.
- Course projects, technical demos and workshops:
  - Attention to detail and commitment to meeting all the technical requirements for both in-class software demos and course projects.
  - Demonstrated effort to learn new technical tools and resolve technical challenges.
  - Willingness to seek technical advice and support when needed.
  - Ambition, resourcesfulness, problem-solving, and ability to engage in independent research.

### **Late assignment policy**

It is expected that assignments are completed by their due date and are available and prepared for in-class critique and discussion. If the student notifies the instructor prior to the due date about a reasonable delay in handing in the assignment, extensions can be given at the instructor's discretion. If an extension is granted, the instructor will deduct 5% per day from the assignment grade. After 5 days, the assignment will no longer be accepted without Academic Consideration. Please review section Academic Consideration below for details.

### **Course materials**

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If students need assistance with the course OWL site, they can seek support on the OWL Help page. Alternatively, they can contact the Western Technology Services Helpdesk. <https://wts.uwo.ca/helpdesk/>

## **Important Dates**

**February 17- 25<sup>th</sup>** – Spring Reading Week

**January 16<sup>th</sup>** – Last day to add or drop a second-term half (0.5) course or a second-term full (1.0) course

**March 7<sup>th</sup>** – Last day to withdraw from a second-term half (0.5) course, or a second-term full (1.0) course

**April 8<sup>th</sup>** – Final day of classes

## **POLICIES**

### **PrerequisiteChecking**

You are responsible for ensuring that you have successfully completed all course prerequisites

expected to act in a responsible manner within the University and the community at large.  
[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/code\\_of\\_conduct.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/code_of_conduct.pdf)

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In instances of non-payment of prescribed tuition and other fees, the University shall seal the academic record. When an academic record is sealed, the student will not be able to: a) view grades; b) register in future courses; c) receive transcripts or a degree diploma; d) obtain admission or readmission.

The above prohibitions shall be in force until such time as indebtedness to the University, including payment of fee for removal of the seal, has been cleared to the satisfaction of the University.

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=academic%20sanctions&SubHeadingID=169&SelectedCalendar=Live&ArchiveID=#SubHeading\\_169](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=academic%20sanctions&SubHeadingID=169&SelectedCalendar=Live&ArchiveID=#SubHeading_169)

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For online courses the material may be presented in a variety of ways at the instructor's discretion. Requests for additional material can only be made in cases necessitating academic accommodation. If a student requires Academic Accommodation for the course material, they can contact Western's Academic Support & Engagement department. <http://academicsupport.uwo.ca/>

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The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. Academic Consideration provides students with consistent, fair, and pedagogically appropriate consideration, without compromising the academic integrity of the course or program, when they have been unable to complete some component of a course due to short-term extenuating circumstances. Students who have long-term or chronic medical conditions (physical or mental) that may impede their ability to complete academic responsibilities are directed to seek Academic Accommodation through Accessible Education ([Academic Accommodation for Students with Disabilities](#)).

The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic consideration for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

Documentation shall be submitted, as soon as possible and no later than 48 hours after the end of the period of absence covered, to the Academic Counselling unit or Dean's Office of the student's Home Faculty together with a request for relief specifying the nature of the academic consideration being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's [Official Student Record Information Privacy Policy](#). Once the petition and supporting documents have been received and assessed, appropriate academic consideration shall be determined by the Dean's Office in consultation

expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student “was seen for a medical reason” or “was ill.”)

Whenever possible, students who require academic consideration should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

#### **Documentation from Family Physicians/Nurse Practitioners and Walk-In Clinics**

A Western Student Medical Certificate (SMC) is required where a student is seeking academic consideration. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. An SMC can be downloaded at [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

#### **Documentation from Student Health Services**

Normal Building Access (September 1st to April 30th) (Subject to change):

The John Labatt Visual Arts Centre will be closed at 10:00pm each night Monday to Friday.

There will be no after-hour access for undergraduate students. The Centre is open weekends 12:00pm-5:00pm unless otherwise posted; access by side entrances only. Students should be prepared to vacate the building promptly at 10:00pm and 5:00pm. You must also sign-in with the building monitors when working in the workshop areas outside of regular office hours.

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You grant permission for Western University to reproduce your name, information describing your artwork, representations of your work and any other information you have provided for the purpose of display, promotion and publicity either now or in the future.

By installing your artwork in the John Labatt Visual Arts ualon and publo.6 (s)-2 (s)-2 (i)11..5 (2 (s)-2 (i)11..7Au

membership in Western's Campus Recreation Centre. Further information regarding health and wellness-related services available to students may be found at <http://www.health.uwo.ca/>. If you are in emotional or mental distress should refer to Mental Health Support at Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

### Gender Neutral Bathrooms

There are two gender neutral bathrooms in the John Labatt Visual Arts Centre (JLVAC). One is located in the Artlab and is open only during Artlab hours. A second single stall gender neutral bathroom can be found on the third floor of the JLVAC. Here is a list of inclusive washrooms at Western: [http://www.uwo.ca/equity/doc/inclusive\\_washrooms.pdf](http://www.uwo.ca/equity/doc/inclusive_washrooms.pdf).

Please contact the Administrative Officer, Meghan Edmiston ([meghan.edmiston@uwo.ca](mailto:meghan.edmiston@uwo.ca)), for card access to the elevator and stairs if you are in need of the 3rd floor gender neutral/accessible washroom for the academic year.

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We acknowledge that Western University is located on the traditional lands of the Anishinaabek (Ah-nish-in-a-bek), Haudenosaunee (Ho-den-no-show- Q H H / Ì Q D D S p H a p a y n w u k H Q and Chonnonton (Chun-ongk-ton) Nations, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. We acknowledge historical and ongoing injustices that Indigenous Peoples ) L U V W 1 D W L R Q V 0 p W L V D Q G , Q X L W H Q G X U H L Q & D Q D G D D Q G Z institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous communities through our teaching, research and community service.

GenderBased and Sexual Violence Policy:

### **STATEMENT ON GENDER-BASED AND SEXUAL VIOLENCE**

Western [is committed to reducing incidents of gender-based and sexual violence](#) and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced gender-based or sexual violence (either recently or in the past), you will find information about support services for survivors, including emergency contT(i)2.600036T(i)2.1.6 ( i 0 Tw 3.696 (

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