Class syllabus
The goal of this class is to research and organize an exhibition drawn from the Smathers Library Panama Canal collection, recently established by merger with the Panama Canal Museum in Sarasota, Florida. Seminar participants will experience multiple aspects of exhibition preparation and team coordination with each other and Smathers staff resulting in final, ready to install plans for display space outside Smathers Reading Room. Final installation and opening will be the following August 2014 in conjunction with other displays around campus commemorating the centennial of the opening of the Panama Canal.

Key Smathers staff collaborators
Jessica Belcoure (Volunteer Coordinator) jbelcoure@ufl.edu 273-2502
Lourdes S. Wheeler (Exhibits Coordinator) l.s.wheeler@ufl.edu
Rebecca Fitzsimmons (Panama Canal Museum Collection) rfitzsimmons@ufl.edu
Paul Losch (Librarian, Latin American Collection) plosch@ufl.edu
Margarita Vargas-Betancourt (Caribbean Basin Librarian) mvargasb@ufl.edu

Dropbox
Jessica Belcoure has established an on-line Dropbox for “Exhibitions Seminar” and will email you an invitation to register and get access. The class will use this Dropbox for sharing documents. Please sign and date all documents you add or update. Do not delete any documents without coordinating with Jessica or Tom.

UFL-Panama Canal on-line
Smathers Libraries Digital Collections: http://ufdc.ufl.edu/pcm
UF PCM Object Inventory: http://ufdc.ufl.edu/pcmi/all
UF Panama Canal Centennial pr: http://www.uflib.ufl.edu/giving/images/Panama-canal-celebration.pdf
Old Panama Canal Museum, Sarasota site: http://cms.uflib.ufl.edu/pcm/Home.aspx

Bibliographies
A long, but selective bibliography on the Panama Canal is available (and may be updated) in the Seminar Dropbox and some suggested sources will be on reserve if necessary for sharing. The best critical introduction to Panama Canal history is the following:
Julie Green, The Canal Builders: Making America’s Empire at the Panama Canal, 2009
PBS, Panama Canal, 2011 video
http://www.pbs.org/wgbh/amex/panama/player/

A selected bibliography on exhibition theory and museum studies will also be updated in the Dropbox
Student responsibilities and grade
Students are expected to be present for all classes. If an absence is unavoidable, explanation must be submitted at least a week in advance—or if illness in writing asap.

Student will work together as a curatorial team, but also be assigned specific individual roles and serve multiple roles as follows:

Curatorial work (30% of grade): research, selection, individual case organization, texts, and related exhibition support identified as exhibit plans develop.
Work products: One page exhibition conceptualization proposal.
One page summary of curatorial research focus and selection results.
Five or more labels and/or text panels.

Individual roles and work product. Each student will take a primary and a secondary role (30% of grade for primary, 10% for secondary):
Registrar: Final compiled checklists and labels, production and prep schedule and plans.
[Designer and Preparator considerations for 2014]
Curatorial Editor: Compiles and unifies texts, writes key panels.
Educator: Prepares education plans for multiple audiences.
PR: Prepares press releases and marketing plan
Development: Prepares development budget and plan.
On-Line exhibition: Prepares materials for website.

Class presentations (30% of grade):
Students will be responsible for two team presentations on draft and final edits of exhibition plus an individual presentation on their focused roles (as Educator, PR, etc).
Students will be responsible for a short (10 min) presentation on one of the suggested Panama reference books (accompanied by a one page critical summary).
Students will be responsible for a short (10 min) presentation on one of the suggested museum studies reference books or articles (accompanied by a one page critical summary).

Schedule by project week sequence (dates may change depending on our progress and results)
Guest speakers and events may also change schedule.
1-Aug 27 FAC 116a
History of Panama Canal Museum collection and plans for centennial exhibitions Aug 2014.
Review draft notes for exhibition on “Diversity of Life and Work in Panama Canal.”
Review basic bibliography and resources.
Discuss research methodology.
Discuss conceptualization of Smathers display and others planned elsewhere on campus (consider alternates)
3pm Jessica Belcoure presents handling instructions and introduction to PCM database.
Video start (available on line), PBS and Diggers
Assignment A: start list of keyword searches, each student use databases with two keywords/themes (enter keywords on Dropbox list)– bring results to meeting next week in Smathers.

Assignment B: Propose alternative exhibition theme/concept (one page paper) for discussion in two weeks.

2-Sept 4 Smathers Reading Room
Reading room examine sample boxes (photos and artifacts) establish handling procedures
Establish procedures for taking notes and id photos.
View storage vault and rooms 25a and b.
Meet Paul Losch and Margarita Vargas-Betancourt and other library staff.

3-Sept 10 Smathers Reading Room
Discuss alternative exhibition concept proposals and elaboration of central theme of “diversity in work and life.”

Assignment: Each student commits to lead and support role in following positions:
   Registrar
   Curatorial Editor/chief writer
   Educator
   Public Relations
   Development
   On-line exhibition

At this time students will also discuss narrowing their curatorial focus and responsibilities.

4-Sept 17 Smathers Reading Room
Continue group research.
Presentations on Panama references.

5-Sept 24 FAC 116a
review and edit selections, id topics and themes needing more research
Id display case themes.
Exhibition production schedule reviewed and updated with specific assignments and dates.

6 or 7-Oct 1 or Oct 8 Smathers
Present preliminary draft edit to Paul Losch and Margarita Vargas-Betancourt for discussion and refinement.

Assignments: Students commit to specific display cases to continue final curatorial edit and label writing.

8-Oct 15 Smathers
Additional focused research.
Presentations on museum studies references.

9-Oct 22 FAC 116a
Final discussions and checklists due to Registrar and Dropbox.
Group mtg establishing case layouts and texts needed

10-Oct 29 FAC 116a
Half of labels/text panels due to Editor

11-Nov 5 FAC 116a
Balance of labels and texts due, discuss edits

12-Nov 12 FAC 116a
Presentations on Education, PR, and Development

13-Nov 19 FAC 116a
Final edit of layout and texts
Presentation of On-line exhibition (plans/design?)
Presentation of Registrar’s prep plans for 2014 and installation

14-Nov 26 Smathers
Final presentation to Smathers staff

15-Dec 3 FAC 116a
Critique of exhibition and potential / proposals for students continuing work on this exhibition and the Panama Canal Museum collection.
Curatorial work summaries and revised Individual plans due.

Academic Honesty. The university’s policies regarding academic honesty, the honor code, and student conduct relation to the honor code will be strictly enforced. Full information regarding these policies is available at the following links:
Academic honesty: http://registrar.ufl.edu/catalogue.policies/students.html#honesty
Honor code: http://www.dso.ufl.edu/seer/honorcodes/honorcode.php
Student conduct: http://www.dso.ufl.edu/seer/honorcodes/conductcode.php

Students with Special Needs: I will make every effort to accommodate students with special needs. Anyone requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students will provide you with the necessary documentation, which you must then provide to me when requesting accommodation.