

**Schedule for YUL Senior Exhibit Fellowship
Sterling Memorial Library Wall Street Exhibits Corridor
2020/2021**

Junior Year (Year 1 Tasks)	
January 15 th	<ul style="list-style-type: none"> Email call for submissions sent to junior class
March 6 th	<ul style="list-style-type: none"> Application deadline
March 9 th – 15 th	<ul style="list-style-type: none"> SML exhibits committee review proposals
March 23 rd & 24 th	<ul style="list-style-type: none"> Schedule interviews for three top candidates
March 25 th – April 1 st	<ul style="list-style-type: none"> Conduct interviews with top three candidates
April 3 rd	<ul style="list-style-type: none"> Deadline for final selection to the fellowship office
April 8 th	<ul style="list-style-type: none"> Fellowship overlap meeting
Week of April 20 th , 2020	<ul style="list-style-type: none"> Final selection is made and the student, faculty advisor and librarian liaison are contacted
Week of April 27 th , 2020	<ul style="list-style-type: none"> Kickoff meeting with student, faculty advisor, librarian liaison and Exhibits Unit
Senior Year (Year 2 Tasks)	
May – September 2020	<ul style="list-style-type: none"> 5-week summer research fellowship – dates to be determined by selected student
September - November 1 st , 2020	<ul style="list-style-type: none"> Research and Object selection
Early Fall Semester [TBD]	<ul style="list-style-type: none"> Curator gives ‘show & tell’ open house or related activity to discuss summer work/research status
November 2 nd	<ul style="list-style-type: none"> SharePoint object list due to Exhibits Technician
Week of November 9 th , 2020 TBD	<ul style="list-style-type: none"> Object layout review <ul style="list-style-type: none"> Loan requests made if needed Facsimile image needs identified - including 4-6 possible images for use in intro panel and poster design
Week of November 16 th , 2020	<ul style="list-style-type: none"> Meeting with designer
Week of November 30 th , 2020	<ul style="list-style-type: none"> Student curator place photo orders
January 22 nd , 2021	<ul style="list-style-type: none"> Preliminary text due to Advisor & Liaison
January 27 th , 2021	<ul style="list-style-type: none"> Feedback due to Student

February 3 rd , 2021 (3 months in advance)	<ul style="list-style-type: none"> Final text to Copy Editor
February 10 th , 2021	<ul style="list-style-type: none"> Edits to Student and Advisors
February 12 th , 2021	<ul style="list-style-type: none"> Final revised text to Copy Editor
February 17 th , 2021	<ul style="list-style-type: none"> Final text due to Designer for formatting
March 5 th , 2021	<ul style="list-style-type: none"> Formatted design drafts to Student and Copy Editor for review
April 1 st , 2021	<ul style="list-style-type: none"> Feedback to designer
April 1 st , 2021	<ul style="list-style-type: none"> Student curator uploads final image files labeled with case and item # to Box project folder
Immediately following image upload (by April 6 th , 2021)	<ul style="list-style-type: none"> Exhibit Unit places printing order with YPPS
End of week of April 6 th , 2021	<ul style="list-style-type: none"> Print order from YPPS complete
April 8 th , 2021	<ul style="list-style-type: none"> Final formatted files to Student, Copy Editor and Exhibits Unit for final review
April 10 th	<ul style="list-style-type: none"> Final OK from Student, Copy Editor, and Exhibits Unit
April 13 th	<ul style="list-style-type: none"> Final formatted text to exhibits unit for mounting
Weeks of April 13 and April 20 (if needed)	<ul style="list-style-type: none"> Exhibit Unit mounts labels
Week of April 27 th	<ul style="list-style-type: none"> Delivery of intro banner to Exhibits Unit
Week of April 27 th	<ul style="list-style-type: none"> Install exhibit
TBD week of May 4 th (Reading Period)	<ul style="list-style-type: none"> Opening reception, curator exhibit tour and lecture
Important Dates:	
October 20th – 25th, 2020	October Recess
November 20th – 29th, 2020	November Recess
December 23rd – January 18th, 2021	Winter Break
January 19th, 2021	Spring Classes begin
March 12th – 28th, 2021	Spring Break
May 1st – 6th, 2021	Spring Exams
May 24th, 2021	Commencement