PHOTO 110: BASIC ELEMENTS (HONORS)

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Lab Tech.(Fred):425-388-9441

Scheduled Class Sessions:
During the early weeks of the quarter, I will present all of the equipment and process information you will need to produce the assigned work. You are expected to attend class, as I won’t be presenting this information at other times. Though the class will only meet on Mondays and Wednesdays, to fulfill the hours necessary, there will be writing assignments throughout the quarter that will require you to get out in the World Wide Web, and maybe even the world itself, and look at photography in a critical manner. Though we will not meet on Fridays, the lab will be open for you as if it were a class day. I will illustrate and demonstrate all equipment procedures so that you have a basic familiarity when you begin your work. During the latter 1/3 of the quarter, I will try to assign more open lab time so you will have time to work more independently. Attendance at all lectures, demonstrations, lab sessions and critiques is required. If you miss a class, you will be responsible for finding out what you missed and catching up on the material, presented or assigned. All handouts will be available on Canvas, and you can get notes from a classmate. If you are sick, please stay home; it’s a good idea to send me an email, though.

What It Means to Be in An Honors Course:
The EvCC Honors Program has been designed to give our students an opportunity to stand out in their applications for transfer to 4-year schools and on their resumes, and to do Honors-level academic work while working toward their AAS degrees at EvCC. At some point early in the quarter, Honors Director Margaret "Peg" Balachowski will come to the class and speak about some more details on what this entails. Even if you do not plan to transfer, taking an honors course is a wonderful way to enhance your learning experience, and because this is photography, something I am sure you are all excited to learn about regardless, this honors section will give you an even more in-depth experience in understanding the art form.

Projects and Exams:
Projects will be assigned at regular intervals, progressing in the level of difficulty as the quarter advances and as they do so, they will be worth more points. Early stresses will be on camera controls and exposure. Later, they will focus more on the correct use of the editing process, design elements, and composition. Each project will be assigned to introduce you to specific ideas, techniques and materials of image making. These projects will encourage exploration, problem solving, and creativity. A group discussion and critique will conclude each project. Participation in these discussions is required. Please take notes during the technical lectures and demonstrations. It will be important for you to become familiar with what may seem like a new language. You will be expected to complete each photographic project before the start of class on the day it’s due. There will also be quizzes throughout the quarter that deal with the readings that will be assigned from the book as well as a mid term and Practical Exam. You will be able to find due dates listed in the Canvas Modules for the class as well as on the home page and Calendar. We will have critiques in class for each photo assignment and you will be expected to participate. Projects will be due at the start of class on critique days, I know I have already said this, but it is very important, so I say it twice, make it bold and underline it, so hopefully you get the point. If you are late to class on critique day, your work is late and the grade will reflect that. All work submitted must be completed during the interim of the assignment given and by the student who is handing it in. Use of others’ photographic images is plagiarism and is treated as such. Consequences of plagiarism may include failure of the course and/or expulsion from the college. Prints should be submitted in either an 8 1/2 X 11 envelope or (if matted) in a portfolio case. The bookstore carries simple cases for under $10. All photographs must be labeled with your name & class section.
Note: AFA degree majors, in all subject areas, are required to keep all project materials (both prints and digital files) for inclusion in your 195 portfolios.

Grading:
This class will be graded on a point system. The final grade for the class will be awarded on the traditional A through E scale, including + and -'s. I assign points for each project, paper and quiz you submit. I do not grade on the percentage system. Please make note of this as you view your grades & points earned, throughout the quarter. As the quarter progresses, and you are feeling more confident in your use of the tools, I will begin to stress the visual and design aspects that are important in making photographs more interesting and visually successful and Projects will be worth more points. Final grades will be based on the following:

<table>
<thead>
<tr>
<th>Photo Assignments:</th>
<th>400pts</th>
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<tr>
<td>Writing Assignments:</td>
<td>100pts</td>
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<tr>
<td>Weekly Quizzes:</td>
<td>200pts</td>
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<tr>
<td>Practical Exam:</td>
<td>100pts</td>
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TOTAL POINTS POSSIBLE: 800

| A 759 to 800 | A-719 to 758 |
| B+ 687 to 718 | B 663 to 686 |
| C+ 607 to 638 | C 583 to 606 |
| D+ 527 to 558 | D 503 to 526 |

Photo Assignments: There will be 5 photographic assignments throughout the quarter and one Final Project. Each will deal with different aspects of photography, from getting to know your camera to using your creativity to make interesting photographs. There will be a critique session for each project where we will view and discuss the images as a class. Participation in this is required and part of the grade for that project. If you plan to be absent for a critique, it will be up to you to get your images to the classroom and work on the server beforehand, otherwise it will be considered late. You will be marked down for you lack of participation during the critique.

* Late photo assignments will not be accepted, but see coupon section of syllabus.

Quizzes: There will be weekly Quizzes that will cover information from Lectures, Demonstrations, PowerPoints and in general any information dealt to you the previous week. Each Quiz is worth 20 points.
*Late writing assignments will not be accepted.

Writing Assignments: Because this is a hybrid course, there is a bit more outside class work. To compensate for the lack of class time I will be giving writing assignments that will require responses to readings, images, videos, websites, etc. Their purpose is not to create busy work, but to get the class used to discussing and looking at photographs at a critical level.
*Late writing assignments will not be accepted.

Practical Exam: Prior to Finals Week, you will be given a practical exam, which will consist of a digital photographic file provided to you to process using the tools you have been taught throughout the quarter. You will be asked to correct the photograph using the Basic Workflow emphasized in this class.
*Late exam will not be accepted.

Participation: Participation in discussions and critiques is essential. Though not worth literal points, active participation will be strongly considered when deciding on final grades. Participation in the Critiques of each of the projects will constitute part of the grade for said project.
**Coupon:**
Each student has the option to use one “virtual coupon” this quarter. It allows you to turn in a photo project late, no questions asked, without penalty. The late work must be submitted no more than one week after the original due date. Digital files submitted after the start of class on a due date are considered late, and will “use” the coupon. You only get one coupon, you can only turn in one Photo Project late. I strongly recommend that you attend the critiques, even if your own work isn’t complete. Coupons are not valid for the final project. If you do not use your coupon this quarter, you will earn 5 extra credit points. This coupon is only good for Photo Projects. They are not valid for quizzes, online work, etc, and are not transferable.

**Canvas:**
We will use the Canvas page for your writing assignment submissions as well as for the discussion forums. This will be a page you can go to in order to see what is due and when it will be due throughout the quarter. The main page will tell you what we will be doing each week as well as what to expect for the following week. It will also contain all links to whatever I have you looking at for the writing assignment, as well as containing all PowerPoint presentations gone over in class, class handouts and will basically have any information you will need throughout the quarter.

**Resources:**
You will find the library's holdings on photography under the TR heading in the stacks. We have an extensive collection of both historical and contemporary photographic work. It is strongly suggested that you take advantage of this resource.

**Students with Disabilities:**
Students with disabilities who believe that they may need accommodations in this class are encouraged to contact Disability Services as soon as possible to ensure that such accommodations are implemented in a timely fashion.

**Lab:**
You will not be able to complete all required work during class or assigned lab sessions. Be prepared to spend time in the computer lab outside of class hours. Students in a scheduled class have priority over lab use during those hours – a schedule will be posted. Both classrooms, WHI 262 and 264, provide full access to your files and the necessary software. We also have printers and scanners in both rooms. Please schedule your work sessions accordingly. Students with health or access concerns should check with the instructor and lab director.

**Materials & Equipment:**
All required equipment is provided by the photo department. We have a limited number of digital SLR cameras, tripods and electronic shutter releases. It is necessary for you to use a fully manual digital camera or one with complete manual override. If your camera is fully automatic, plan to use a department camera. We will also supply paper, printer ink and CDs for your class projects.

**Supplies:**
- **Digital SLR Camera:** w/manual mode (available for check-out)
- **Storage:** Flash Drive, jump drive, External Hard Drive or iPod (at least 1GB )(highly recommended).
- **Portfolio:** Paper or fabric – last two projects
- **Mat board:** For mounting prints for final two projects.

The department will provide you with 25 sheets of Photo Quality inkjet print paper, 81/2 x 11. Once you have used your allotment, you will need to provide your own paper. The papers used in this class include; Epson Ultra Premium Presentation Matte (formerly Epson Enhanced Matte), Epson Premium Luster Photo Paper, and Epson Premium Glossy Photo Paper.
**Lab Technician:**
Fred Gilbert is our lab technician for the photography department. His office is located between the two photography digital labs (Room WHI 263). Fred is responsible for assuring that the equipment and software are functioning properly and to work with students one on one in the labs should you experience some difficulties. He is also responsible for the Equipment Room and the Equipment Checkout system. He will assign lockers and help you solve any login difficulties.

**Equipment Checkout & Use:**
We have a number of cameras and tripods for checkout. Because we have a limited number of cameras, it is advised that you reserve your equipment in advance. You will be able to check equipment out for 24 hours only. It is crucial that you return the equipment on time, as specified in your checkout agreement. To provide equipment to as many students as possible, we monitor this system very carefully.

College equipment is to be used for class project work only. We are unable by state law to provide equipment for commercial or non-classroom related work. Also, in checking out equipment, you are agreeing that you will be the sole user of the equipment. Do not loan college equipment to anyone else and, above all, do not leave equipment in your car. This includes the car trunk. You are fully responsible for equipment replacement or repair should you break or lose the equipment you check out.

**Cell Phones:**
Please silence cell phones during each class session. Calling and Texting will not be tolerated during class sessions and you may be asked to leave.

**Class Intent:**
When you have completed this class, having completed all assignments, you will have a clear idea of all aspects of digital camera use, inkjet printing processes and available papers, and have a good understanding of what to look for in successful photographs, including the importance of design elements and how to communicate your ideas through pictures. I hope that you enjoy the class. I look forward to working with you.

**Student Learning Outcomes:**

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<th>Upon successful completion of this course, students will be able to:</th>
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<td>1. Demonstrate proper camera operation, including effective use of aperture settings, shutter speed and other basic exposure controls.</td>
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<td>2. Understand and apply basic Photoshop techniques.</td>
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<td>3. Prepare images for output and produce finished prints.</td>
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<td>4. Understand, recognize and apply elements of traditional image design.</td>
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<td>5. Apply critical thinking skills to describe visual images, both in writing and in-group discussions.</td>
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<td>6. Complete an extended personal project based on a single concept, demonstrating an understanding of photographic imagery and the process used to create it.</td>
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