This course syllabus is intended as a set of guidelines for COMM 2324. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

**Instructor Information:**
Instructor: Greg Milano
Email: gmilano@dcccd.edu
Cell: 214 563 3390

There will be some classes that meet at my studio. I will give you plenty of notice for the weeks we meet there.

**Course Information:**
Course title: Photo Business Course number: COMM
Credit hours: 3 / CEUs
Course description: An introduction to the fundamental principles and practices common to the business of photography.

**Recommended Materials:**
1. Idea Book. Each student will be required to keep a notebook with weekly notes, assignment diagrams, collected samples, and sketches. This book must be brought to class each week.
Course Objectives: To provide students with a basic understanding of the unique environment and conditions involved with a career in photography. Students will be provided the fundamentals of pricing work, copyright, usage, marketing, self promotion, as well as other careers connected to the field of photography. Numerous individuals from related professions as well as working photographers will be contributing to the class throughout the semester. Students will learn to analyze and dialogue critically, the work of themselves and others.

Discipline/ Course/ Department/Policies:
1. Assignments must be turned in on time – that is, at the beginning of a critique or by a specific deadline, or, an irreversible grade of 0 may be recorded for that assignment. Unexcused absences do not excuse a late assignment. Should a reason arise that an assignment cannot be turned in on time, notice should be given to the instructor at least one week in advance. This notice does not mean that an extension will be given, but it will be taken into consideration depending upon the circumstances.

2. Absences will factor into the final grade in a way determined by the individual instructor: see appendix A. If you find that you must miss a class you must contact the instructor prior to class for it to be considered “excused”. One unexcused absence will result in the lowering of a student’s final grade by one letter.

3. Plagiarism, or illegal use of copyrighted material will not be tolerated and may be punishable by dismissal from class, and possible suspension from college.

VISUAL & PERFORMING ARTS DIVISION
Office Hours: 8:00 a.m. - 8:30 p.m. Mon-Thu,
8:00 a.m. - 4:30 p.m. Fri
Location: 1129, Telephone: 972-273-3560

INSTITUTIONAL POLICIES

DCCCD EMERGENCY OPERATING PROCEDURES
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv
ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, “academic dishonesty”, includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165.

http://www.northlakecollege.edu/resources/disability.html

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a "W." The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

DROP POLICY
If you are unable to complete this course, you must officially withdraw by: Thursday, November, 14, 2013. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a "W." Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops.

FINANCIAL AID STATEMENT
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.
To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at:  
http://www.fafsa.ed.gov

**COUNSELING SERVICES (A430)**
Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430.

**THE ACADEMIC SKILLS CENTER (ASC)**
The ASC is designed to provide the following assistance to students:

- An **ESOL lab** with computer access.
- Free tutoring for students enrolled in **Foreign Language** courses.
- The **iRead Lab** offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The **Writing Center** to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The **Online Writing Lab (OWL)** allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
  - Next, click on the double drop-down arrows **next to “NLC-OWL2,”** and then click on “Enroll.”
  - Once enrolled, students can receive services from the OWL.
- The **Blazer Internet Lounge** with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

**TESTING CENTER (A 425)**
Monday-Thursday:  8:30 a.m. – 8:00 p.m.  
No tests will be issued after 7:00 p.m.  Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.
Friday-Saturday:  8:30 a.m.-3:30 p.m.  
No tests will be issued after 2:30 p.m.  Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m.
Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:

1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:
1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

DCCCD OIE FACULTY SYLLABI STATEMENT - FALL 2018

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)

North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College’s Disability Services Office in person (A430) or by phone at 972-273-3165.  
http://www.northlakecollege.edu/resources/disability.html

STUDENTS WITH DISABILITIES

If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices
Brookhaven 972-860-4673
Cedar Valley 972-860-8119
A NOTE ON HARASSMENT, DISCRIMINATION AND SEXUAL MISCONDUCT

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

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<tr>
<th>College</th>
<th>Title IX Coordinators</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
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<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
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<td>972-860-7358</td>
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<td>El Centro</td>
<td>Shanee’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
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<td>214-860-2138</td>
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<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
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<tr>
<td>214-860-8561</td>
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<tr>
<td>North Lake</td>
<td>Rosemary Meredith (acting)</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
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<td>972-860-3992</td>
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<td>Bill Dial</td>
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<td>972-669-6672</td>
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<td>Office of Institutional Equity</td>
<td>LaShawn Grant</td>
<td><a href="mailto:District@dcccd.edu">District@dcccd.edu</a></td>
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<td><a href="mailto:District@dcccd.edu">District@dcccd.edu</a></td>
<td>214-378-1633</td>
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<td>972-860-4825</td>
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Exams and Assignments:
**Grading Scale:** Final grade will be determined by total number of points accumulated by student on the following scale: Final grade will be determined by total number of points accumulated by student on the following scale:

- 1800 – 2000 points = A
- 1600 – 1799 points = B
- 1400 – 1599 points = C
- 1200 – 1399 points = D
- 0 - 1199 points =

(For CE Students: a certificate of completion will be awarded to any student obtaining 1400 points or more.)

**EVALUATION PROCEDURES:**

NO LATE WORK ALLOWED. IF YOU KNOW YOU WILL BE OUT OF TOWN DUE TO YOUR JOB, TURN IN THE ASSIGNMENT A WEEK IN ADVANCE PRIOR TO YOUR ABSENCE. (This will be done on a case by case basis for rare occasions). ARRIVING LATE TO CRITIQUES (FROM THE PRINT LAB) IS NOT AN EXCUSE FOR TARDINESS, THIS CAN RESULT IN THE DEDUCTION OF POINTS FOR THE ASSIGNMENT.

**Print assignments** will be graded in open class critiques, featuring participation by the entire class and instructor. Prints will be graded on the following criteria:

- **Redo** = If a print fails to meet technical requirements, a grade of “R” will be assigned. An “R” grade means that the student has until the last regular class day of the term to re-submit the assignment for a score-able grade.

- **“C”** – 70% - 79% of assignment value. A “C” grade means that the photo meets the basic technical requirements for the assignment but offers little else.

- **“B”** – 80%- 89% of assignment value. A “B” grade means that the assignment meets the technical requirements and offers the viewer a valuable experience. A “near-publishable”, or “good” photo.

- **“A”** – 90%-100% of assignment value. An “A” grade means that the assignment meets all technical expectations in an interesting and valuable image. A “publishable”, or “excellent” image.

**Class participation** grades will be determined by attendance and participation in class.

**Grades** - Grading will be based on completion of assignments, notebooks, midterm, and final project. Work will be due the date given when originally assigned. Any assignment not handed in on the due date will be reduced 1 letter grade for every week it is late. A note book will be required to be brought to class each week. This notebook will include all class discussions, guest speakers, shooting diagrams, etc. Please do not take the notebook lightly. I will be checking them throughout the semester. The notebook will count towards your final grade.
Assignments - There will be some shooting assignments this semester mostly dealing with self promotion. No stock photography or images from previous photo shoot/assignments will be allowed. If it comes to my attention that stock or previous images have been used, that individual will fail the class. No Questions!!! All writing assignments will be double spaced in Times Roman 12pt. All students will be required to write a 2 page typewritten paper after each guest speaker. These papers will be due the next time the class meets. I don't want it emailed to me. Hand me the paper!!! With these papers, I want you to explain how you feel this particular professional and his or her craft affect the industry. I don't want a verbatim of what the speaker had to say. I want your interpretation. What impact did their discussion have on you as someone entering the business. You will be given a number of terms at the end of class each week. You will be required to turn in typed definitions each week for a grade. These definitions must remain in your notebook at all times.

CLASS ASSIGNMENTS: (not in any particular order…)

Photo Business
COMM-2324-71701
Fall Semester – 2016 – Calendar
All dates are subject to change to meet the needs of the class.

Schedule (Subject to change)

Jan 24 Opening Lecture
Jan 31 Lecture
Feb 7 Guest Speaker
Feb 14 Lecture
Feb 21 Guest Speaker
Feb 28 Mid Term
Mar 7 Intro to Final Project
Mar 14 Spring Break
Mar 21 Lecture/Final Project
Mar 28 Guest Speaker
Apr 4 Lecture/Final Project
Apr 11 Lecture/Final Project
Apr 18 Lecture/Final Project
Apr 25 Lecture/Final Project
May 2 Lecture/Final Project

May 9 Final

**Attendance** - I know life gets in the way of school from time to time. If you are unable to make class, please let me know via email/phone call. As long as you are in contact with me, you will get an excused absence. If I don’t hear from you, you will be given an unexcused absence. A total of 1 unexcused absence will result in the lowering of your final grade 1 letter. 2 unexcused absences and you will fail. Keep in touch with me.

**STUDENT LEARNING OUTCOMES:**

1. By the completion of COMM 2324 students will have a better understanding of working with other creatives to achieve a common goal at a 70% level of proficiency as measured by the “Group Project Assignment” assignment.

2. By the completion of COMM 2324 students will have a better understanding of how to build a business plan that best suits them at a 70% proficiency level as measured from a “The Business Plan Assignment”.

3. By the completion of COMM 2324 students will demonstrate an understanding of the terms “Copyright” and “Usage”, and how it relates to bidding a job by completing the “Estimating Assignment” at a 70% level of proficiency.

**DCCCD OIE Faculty Syllabi Statement- SPRING 2017**

The **Office of Institutional Equity**, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

**Students with Disabilities:**
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the
Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices

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A Note on Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

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District Title IX Coordinator

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