<table>
<thead>
<tr>
<th>COURSE INFORMATION</th>
<th>INSTRUCTOR INFORMATION</th>
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</thead>
<tbody>
<tr>
<td>Course Title: <em>Photography II</em></td>
<td>Name: Kristina Smith</td>
</tr>
<tr>
<td>Term and Year: Spring 2019</td>
<td>Email Address: <a href="mailto:KristinaSmith@dcccd.edu">KristinaSmith@dcccd.edu</a></td>
</tr>
<tr>
<td>Course: ARTS 2357 – 33501</td>
<td>Primary Telephone Contact: 972-860-2997 (Liberal Arts Office)</td>
</tr>
<tr>
<td>Class Meeting Time:</td>
<td>Office Location: NA</td>
</tr>
<tr>
<td>T/TH 5:45 PM – 8:30 PM</td>
<td>Hours: Before or after class, OR by appointment</td>
</tr>
<tr>
<td>Location: E222</td>
<td>I have a mailbox in the Adjunct office – Liberal Arts Division</td>
</tr>
<tr>
<td></td>
<td>Office C224</td>
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<tr>
<th>COURSE DESCRIPTION</th>
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<tr>
<td>ARTS 2357 (3 Credit Hours)</td>
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<tr>
<td>Offered at BHC, CVC, EFC, ECC, MVC, NLC, RLC</td>
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**Photography II**
This is a Texas Common Course Number.

**Prerequisite Required:** NONE

**Prerequisite Recommended:** ARTS 2356

For Art Majors -- ARTS 1311, ARTS 1312, ARTS 1316, and ARTS 1317.

**Course Description:** Extends the students' knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process. This course is cross-listed as COMM 1319. The student may register for either ARTS 2357 or COMM 1319 but may receive credit for only one of the two. (2 Lec., 4 Lab.)

**Coordinating Board Academic Approval Number**
5006055226

**Disclaimer** –
The instructor reserves the right to amend this syllabus if necessary.

Intermediate course providing instruction in use of digital cameras, digital photographic printing, digital image management, and introduction to photo compositing.

This is a lens based studio art class. It will deal with theoretical concerns about fine art photography as well as with learning digital photographic processes. Students will create a portfolio of work that demonstrates their understanding of the new material learned in this class. This course will focus on technical skills alongside intentional, idea-driven photography.

This is an intensive studio class. There is a substantial time and monetary commitment required in this course.

*Note: A minimum of 9 hours per week should be devoted to course material outside of class time*

You will be expected to plan ahead and work during class time, as well as work outside of class. Generally, class time will be split evenly between classroom time and studio time. There will be formal project critiques, technical assignments, artist presentations, an exam, and numerous discussions, opportunities, and lectures. Additionally, students will submit a goal sheet, an artist's statement, and a professional portfolio of 10-15 images.
## Important Dates

- **Start Date**: T 2/20,
- **End Date**: 5/16,
- **Certification Date**: M 2/4,
- **Drop Date**: 4/17

## COURSE REQUIREMENTS

1. **Regular and punctual attendance.**
   
   *All assignments and critiques must be completed in order to pass the course.*

2. **Completion of all assigned work.**
   
   *Assignments and critiques must be completed on time and as stipulated in the attendance policy.*

3. **Participation in class discussions and critiques.**
   
   Participation in class discussions and critiques:

   The expectations for participation in a studio art course include attendance, verbal engagement during critique and class discussions, and maintaining a class environment that is conducive to learning. In order to assure that everyone has an opportunity to gain from time spent in class, unless otherwise approved by the instructor, you are prohibited from using cellular phones in any way and eating or drinking at your work stations (please use approved areas).

## REQUIRED MATERIALS

**NOTE:** You may need more materials than I am listing. *** denotes my preference / what students generally have an easier time with.

2. **TEXTBOOK:** Required Textbooks: **None**
   
   a. **Recommended reading:** Any edition of *Photography* by London/Stone, et al.
   b. *A Short Course in Photography*, by London/Stone
   d. *Photography Changes Everything*, Aperture. (We will have a few discussions of this through a pdf section, but you may wish to have your own)

3. **Lynda.com** videos will be assigned that correlate with in class demos and will be posted to Blackboard. As part of you DCCCD course fees you have access to lynda.com account. Please make sure your account is activated and that you are able to login.

4. **CAMERA:** Digital Camera
   
   DSLR Camera body and lens, capable of shooting RAW format preferred. Any brand.
   
   Preferred: Adjustable aperture, shutter speed, and focus. Camera manual and light meter manual are also helpful, most can be found online.
   
   *Ask your instructor for recommendations. ($50-300)*
   
   a. **POINT AND SHOOT CAMERAS** will work. As will cell phones. However, you will need to pair up with another student to complete one of the technical assignments.

5. **Corresponding memory card**

6. **PAPER:** 50 sheets of 8.5 x 11 or 11x14” Archival Printer Paper in **SATIN / LUSTRE**. I highly recommend EPSON brand paper, or Red River Paper. You can purchase paper in 25, 50, 100, and 250 sheet packages. ($20-80)
You will probably go through a good deal of paper. A good print takes PRACTICE and TRIAL AND ERROR.

7. *3-Ring Binder / Letter-Sized Plastic Sleeved ($10)

8. Canned Air / Blower brush / Anti-Static Negative / Lens cleaning cloth ($2-12)

9. Sharpie: Ultra-fine point permanent marker for writing on backs on prints ($1.50)

10. FLASH DRIVE or Portable hard drive

11. (minimum 500GB – 1 TB recommended (MAC Compatible) *** I recommend a case for your hard drive. Such as: https://www.amazon.com/AmazonBasics-External-Hard-Drive-Case/dp/B00F5CKWBA

   (We can format any as FAT 32, and it will work across PC / MAC platforms

§ “You are all photo grown ups and are expected to have a back up system in place.” – Marni Shindelman.

   Memory card failures, lost flash drives, hard drive catastrophes etc, are no excuse for missing work.

12. Sketchbook for notetaking

13. Archival Envelope or Portfolio Box for storing prints

RECOMMENDED, BUT OPTIONAL MATERIALS

14. Headphones

15. Wacom Drawing Tablet

16. Sturdy tripod (optional but highly recommended)

17. Any additional material needed for the artistic direction and creative needs of the student

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<tr>
<th>NOTE</th>
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<tr>
<td>ALL SHOOTING MUST BE DONE OUTSIDE OF CLASS. **aside from in class activities</td>
<td>DISCLAIMER RESERVING THE RIGHT TO CHANGE AND/OR REVISE THE SYLLABUS</td>
</tr>
<tr>
<td>THERE ARE 0 OUTSIDE OF CLASS LAB HOURS TO DEVELOP FILM AND PRINT</td>
<td>1. This syllabus, and the course schedule, is open to revision at the instructor's discretion throughout the semester.</td>
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<tr>
<td>WE MUST MAXIMIZE OUR TIME</td>
<td>NOTE: Some materials presented will include nudity, adult subject matter, and adult themes</td>
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Exemplary Educational Objectives

1. To demonstrate awareness of the scope and variety of works in the arts and humanities.
2. To understand those works as expressions of individual and human values within a historical and social context.
3. To respond critically to works in the arts and humanities.
4. To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist
5. To articulate an informed personal reaction to works in the arts and humanities.
6. To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.
7. To demonstrate knowledge of the influence of literature, philosophy and/or the arts on intercultural experiences.

**Texas Core Objectives for Student Learning:**
The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
4. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

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**COURSE OUTLINE**

**General Breakdown**
I will typically introduce sections and lectures on Tuesdays, as well as have In Class Activities and Discussions. Thursdays will typically be lab time or critique.

**Schedule**
A detailed schedule will be available. The pace of the course will vary, although a rough outline is provided. New topics, assignments, and projects will be discussed with ample time for completion and as previous tasks are successfully accomplished.

**Evaluation Procedures**
Students will be evaluated on the following assignments projects:

- In Class Activities / Discussion / Technical Assignments: 20%
- Projects & Critiques: 40%
- Late Midterm Exam: 20%
- Artist Presentation / Paper: 10%
- Classroom Decorum / Attendance: 10%
- **Total**: 100%

**Grading Scale**
A (90-100)  B (80-89)  C (70-79)  D (60-69)  F (59 and below)

Classroom Decorum grades will be based upon your involvement and participation in critiques, class discussions, labs, and other class exercises, as well as attendance. In this course you will be asked to participate in assessment activities that are not graded as part of your course requirements.

**EXTRA CREDIT**
Up to 5 extra credit points are available by attending art events or exhibitions during the semester. A one-page review for the event or exhibition must be turned in no later than the second to last day of class to receive credit. Refer to the handout on Blackboard for more instruction.

**DUE DATES**
Unless otherwise stated, all assignments are due at the beginning of class on the assigned day.

Budget your time wisely, deadlines are a looming reality for us all.

**LATE WORK**

Late work will only be accepted up to one week after the original deadline and the grade will be lowered by 10 points for each class day late. There is no makeup for exams or critiques. Absolutely no late work accepted for the final project. Communicate with your instructor. I hear she’s fairly reasonable.

**Instructor Attendance Policy**

Attendance and participation is essential to academic success. It is imperative that you attend each class in order to keep up with assignments. Students are expected to attend all classes, complete all projects and assignments, and participate fully in class discussions. Students have the responsibility to attend class and to consult with the instructor when an absence occurs. If for some reason you must leave class early, you should inform the instructor prior to the start of class, and then do so quietly.

Regular and punctual attendance is required and will be recorded during each class/lab meeting. Class lectures will not be repeated. You get three absences, so on #4 (excused or unexcused, they are still absences) the final letter grade may be lowered one letter grade. Students with six (6) or more absences may fail the class. Three (3) late arrivals or early departures (15 min late, leaving more than 15 early) will result in one (1) absence. In the event of an illness or planned absence, it is the student’s responsibility to obtain any missed information or materials from a fellow student. Lectures and demonstrations will not be repeated. It is the student’s responsibility to contact the instructor about absences and to acquire the missed information during that absence from the instructor or fellow classmates.

While poor attendance will result in a lowered grade, I will also reward good attendance with bonus points:

- If you do not miss a single class during the entire semester, 4 points will be added to your overall final grade *(that’s almost half a letter grade!)*

- If you miss only one class, 2 points will be added to your overall final grade

  Excused absences are absences none-the-less – I make no differentiation.

- In other words, coming to class is important. Students that come to class regularly, generally do better in the class. Much of what is covered in class will be used for the exams and assignments...

**Stop Before You Drop**

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class. The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts About Dropping Classes. If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

For more information, you may access:

[http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx](http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx)

The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: [http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx](http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx)
Tutoring Services
All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call 972-860-2974. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at: http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx

QUALITY ENHANCEMENT PLAN
Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at: http://www.cedarvalleycollege.edu/QEP/default.aspx

CLASSROOM POLICIES
Cheating and/or Plagiarism
Cheating and/or plagiarism will result in an automatic “F”, or grade of 0%, and may lead to suspension.

STUDENTS SHOULD CONDUCT THEMSELVES PROFESSIONALLY
1. Please, cell phones should be turned to silent (not vibrate) or off. Cell phones should not be visible during class.
2. Students should be courteous to other students and never interrupt them or speak over them in class.
3. Talking during a test will result in a loss of points for each offense.
4. Any student that becomes a constant distraction will be removed, points will be deducted from assignments, and he or she will be counted absent for that day.

MUSEUM AND GALLERY ETIQUETTE
1. Never touch a painting or object (keep your distance of about 2')
2. If you want to take pictures whether by traditional means or digital, always ask first and never use a flash.
3. In some instances, you might be asked to put away pens or pencils if near an object.
4. Many museums will make you check your coat, large bags/packages, and/or umbrellas.
5. Check which days and times the museums/galleries are open. In this area, most museums are closed on Mondays and have extended hours one evening a week.
6. Admission is free to most permanent collections. However, traveling shows and special exhibitions usually require a fee. Check with the information desk to see if the museum offers student admission fees with a college id.

COURSE SCHEDULE
Please refer to the Course Information tab posted in eCampus for a detailed course calendar and outline

INSTITUTIONAL POLICIES

Academic Advising
Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students’ academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear
responsibilities for ensuring a successful partnership. For more information, you may access:

https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See Also Student Code of Conduct. https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

ADA Statement If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Emergency Alert Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to: http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

Financial Aid 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 after the drop date are also subject to this policy.

Health Center Services Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.

- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR

- Confidential "talks"
- Assists with health related club activities when asked and time permits

Religious Holidays Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is
allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

CVC Learning Signature  CVC’s Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence.

CVC Faculty and Staff expect students to:
● take responsibility for their own learning
● commit to achieving high academic performance
● be meaningfully engaged in the campus community

CVC Faculty and Staff expect to:
● provide students a clear pathway of instruction
● establish clear learning outcomes
● serve as role models and mentors for students

HEALTH & SAFETY AREA SPECIFIC INFORMATION: PHOTOGRAPHY

1. HAZARDS OF MATERIALS
There are many hazards associated with photographic materials. An effort to minimize the hazards associated with photographic chemicals begins with the understanding and following of darkroom rules and procedures, and with familiarity with the Material Safety Data Sheets and proper handling and disposal of these chemicals.

2. BEST PRACTICES
The computer lab is a shared workspace filled with expensive, sensitive equipment, and corrosive chemicals. How you conduct yourself directly effects both you and your fellow students. It is very important to take care of equipment, and safely handle chemicals for both your safety and the safety of others. This is a lab and cleanliness is important for safety.

The following points are a guide to basic lab safety and etiquette. To use these facilities, you must adhere to these safety guidelines and always leave the rooms clean and orderly.

○ Know the locations of all exits, emergency eye and body wash stations, fire extinguishers, MSDS sheets, emergency spill kits and the H&S safety station. A first aid kit is available in the H&S station.

3. AREA HEALTH & SAFETY RULES

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

○ Follow all Health and Safety handbook guidelines (the handbook should be reviewed by your instructor)
○ No food or drink in the studio
○ If you do not know how to use a piece of equipment or are unsure of proper procedures please ask someone.
○ Do not use force on any piece of equipment.
○ Clean up after yourself- wipe down surfaces.
Do not block doorways or block access to lights.
Do not remove furniture from rooms or borrow furniture from rooms without permission.
If something breaks, please tell your instructor immediately.
You must leave enough time at the end of open lab or class time to properly wash your prints, clean up, and return equipment.
Do not create “daisy chains” with multiple electric cords.
No hazardous materials down sinks.
Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
First aid kits are found in each studio. Notify your instructor or technician if supplies are low.
Report any safety issues IMMEDIATELY to your instructor.
All courses must engage in an end of the semester clean up.

DISCLAIMER REGARDING SENSITIVE MATERIAL

This is an art class. Students should be aware that visual material of a sensitive nature (nudity / sexuality / violence / adult themes) may be viewed and discussed in the course of this semester.

In this course you will be asked to participate in assessment activities that are not graded as part of your course requirements.

This syllabus represents a written agreement between us.

Occasionally, it may be necessary to revise this syllabus to meet students’ needs.

I reserve the right to revise this syllabus if the need arises. Advance notification will be provided to you.

The schedule is also subject to change at the instructor’s discretion, students will be notified of any changes.