INSTRUCTOR: Tim Jones  
CLASSROOM: E014 (M&W lecture)  
LAB: E014 (Friday lab)  
OFFICE: E020G  
PHONE: 972-761-6859  
EMAIL: TimJones@dcccd.edu  
OFFICE HOURS: M&W: 1-2, F: 1-5 p.m.

This course is an introduction to the fundamentals of photojournalism using basic digital tools. Students will be introduced to the subject through lectures, reading and photography assignments, lab sessions, class discussion, participation, critiques, and tests. Course materials will be delivered both online and in a classroom setting.

This course meets on Mondays, Wednesdays and Fridays from 11:15 a.m. – 1:20 p.m. from Jan. 23rd through May 10th. Please factor in additional time outside class necessary for assignments.

There will be a comprehensive exam at the end of the semester for this class on May 10th.

Your Part:

• **Show up on time.** Please don’t ask me to repeat a lecture or give out copies of my lecture notes because you weren’t there. Instead, ask a classmate who was there.
• **Provide own necessary equipment (see list).**
• **Turn in work on time.** It is impossible for you to fully participate in class if you do not share your work in class with everyone else as they share theirs. Everyone must participate for everyone to benefit, so please don’t miss deadlines.
• Participate in class discussion and critiques.
• **Topics to be Discussed (all subject to change, and in no particular order):**

• **Assignments:** Regular photo assignments will be based on lecture and reading assignments and will be provided to you online. You may also be required to shoot some assignments for the student newspaper.

Textbook (required):

Recommended (not required):
National Geographic Photographers Field Guide
Any edition (two copies on reserve at the library)

Equipment and Supplies:

• A digital camera; preferably one that allows manual adjustments of shutter speed/aperture
• A digital media card for the camera
• An 8 GB (gigabyte) or larger flash drive
• A 3-ring binder & package of sheet protectors

Please bring your camera to each class.

Learning Objectives:

• Students will understand what it takes to make a good journalistic image in terms of content, composition and technical quality.
• Students will learn how to best use photo equipment, digital media and critical thinking skills to make those journalistic images.
• Students will come away with visual and technical skills allowing effective communication of what they want to communicate through journalistic images.
• Students will understand the contribution of ideas to the process of MAKING images that communicate, not just how to TAKE photos.

Course Catalog Description: “Introduction to problems and practices of photography for newspapers. Includes instruction in camera and equipment operation and maintenance, film and plate developing, digital and print media.”
Grading: 50% of your final grade will be based on weekly photo assignments. These will be given to you on Wednesdays and due at the beginning of the next class (usually the following Monday).

A: Exceptional - shows initiative, understanding of assignment/subject AND technical excellence.
B: Above average - shows initiative OR understanding of subject & technical proficiency.
C: Average - meets technical requirements of the assignment, but lacks understanding and initiative.
D: Sub par - lacks initiative and understanding and shows lack of technical ability.
F: Unacceptable - lacks initiative, understanding and shows no technical ability or is in bad taste, or DID NOT MEET REQUIREMENTS for this assignment as stated on the assignment sheet.
I (incomplete): Huh? Obviously you didn’t understand the assignment at all. Re-shoot & turn in again by next deadline or it becomes an F.
0 (zero points): No points awarded - assignment not accepted (never received or over a week late).

Assignments handed in late will receive a one-letter grade reduction for each class period late.

Assignments for the student newspaper, THE CHRONICLE, may be available during the semester for extra credit, dependant upon availability, but are not guaranteed. Any photos submitted for publication must be published to receive extra credit. Total credit for publication during the semester is limited to 5 points.

Final Project. Fifteen percent (15%) of your final grade will come from a photo story that you will shoot towards the end of the semester. It will count THREE times as much as a single assignment, and will probably take you at least three times as long to complete. The same grading scale applies as with regular assignments, except tripled in weight. Everyone is required to shoot a photo story as their final project. Final projects will be due on the last day of class, and no late projects will be accepted.

DISCLAIMER: The instructor reserves the right to amend this syllabus as necessary.
ATTENDANCE POLICY: Regular attendance for lectures, demonstrations, slide presentations, critiques, and lab sessions is mandatory. This is an experience class and growth comes only from continued and active participation. Roll is taken at the beginning of each class and an excess of THREE (3) unexcused absences will result in the lowering of your final grade by at least one letter grade. If you are absent from a class, you should contact a classmate to find out what you’ve missed. Work handed in due to an unexcused absence will be considered late, and will receive a one-letter grade reduction for each class period late.

POLICY ON CREATIVE WORK FOR THIS CLASS: All photos submitted for a grade in this class must be your own original work and created AFTER they are assigned. No work created before an assignment for it is made in class will be accepted; if discovered and determined to be fraudulent, that will be grounds for dismissal from class and a failing grade in the class for the semester.

FOOD & DRINK POLICY: Drinks with lids or caps will be allowed in the classroom as long as everyone remains responsible for cleaning up after him or herself. Please do not eat food during class.

CELLULAR PHONES AND PAGERS: Turn them off in the classroom or set to silent or vibrate.

ADA (American Disabilities Act): If you have a disability and/or special needs that require ADA accommodations, contact the Richland College Disabilities Service Office, T-120, at: 972-238-6180.

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. Students who will be absent from class for the observance for a religious holy day must notify the instructor in advance.

FINANCIAL AID: If you are receiving Financial Aid grants or loans, you must begin attendance on all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Students who fail to attend or participate after the drop date are also subject to this policy.

GRADE NOTIFICATION: Access final grades online at http://econnect.dcccd.edu/ or call 972-613-1818

IMPORTANT DATES:

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>January 22 (T)</td>
<td>Classes Begin</td>
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<tr>
<td>February 4 (M)</td>
<td>Certification Day</td>
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<tr>
<td>February 28-March 1 (R-F)</td>
<td>No classes (teachers off for professional development)</td>
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<tr>
<td>March 4 (M)</td>
<td>Classes Resume</td>
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<td>March 11-15 (M-F)</td>
<td>Spring Break</td>
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<td>March 18 (M)</td>
<td>Classes Resume</td>
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<tr>
<td>April 17 (W)</td>
<td>Last Day to Withdraw 16-week Courses</td>
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<tr>
<td>April 22 (M)</td>
<td>Classes Resume</td>
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<td>May 13-16 (M-R)</td>
<td>Final Exams Week</td>
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<td>April 19 (F)</td>
<td>Holiday</td>
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<td>May 16 (T)</td>
<td>Semester Ends</td>
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<td>May 20 (M)</td>
<td>Last Day to Submit Grades</td>
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INSTITUTIONAL POLICIES relating to this course can be accessed from the following link: https://www.richlandcollege.edu/au/fastfacts/legal/policies-for-syllabi/pages/fall-2018.aspx