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.
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.

Tests: 35% of your final grade will be determined by two written tests. A standard grading scale is used to determine your grade on the written tests:

100-90 % correct:    A
89-80 %            B
79-70 %            C
69-60 %            D
59% or less:        F

There will be a written midterm exam worth 10% of your final grade, and cover any and all course work up to that time.

There will also be an comprehensive exam at the end of the semester, which will represent 25% of your final grade. It is usually a written test, but can take other forms, such as a demonstration or an “in class” assignment, depending on how the class evolves over the semester. Whatever the format, it will be the same type of test for everyone, and you will be notified about how to prepare well in advance.

Policy on Creative Work for this Class: All work submitted for a grade in this class must be your own original work, and created AFTER it is assigned. No work created before an assignment for it is given will be accepted, and if discovered and determined to be fraudulent, will be grounds for dismissal from class and a failing grade in the class for the semester.

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:

| January 22 (T) Classes Begin | April 17 (W) Last Day to Withdraw 16-week Courses |
| February 4 (M) Certification Day | April 22 (M) Classes Resume |
| February 28-March 1 (R-F) No classes | May 13-16 (M-R) Final Exams Week |
| (teachers off for professional development) | |
| March 4 (M) Classes Resume | April 19 (F) Holiday |
| March 11-15 (M-F) Spring Break | May 16 (T) Semester Ends |
| March 18 (M) Classes Resume | May 20 (M) Last Day to Submit Grades |

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