Course and Section Number:
COMM-2324-83003: Practicum in Electronic Media: Introduction to Photoshop
(Cross-listed with ARTS-2356-83003, ARTS-2357-83003, COMM-1317-83003)

Semester:
Spring 2019 Day Classes: January 22, 2019 – May 16, 2019

Credit Hours:
3 credit hours

Class Meeting Days and Times:
Mondays and Wednesdays
11:00AM - 01:00PM

Room(s):
T249 for lecture
T247 for lab

Instructor Information:
Instructor’s name: Wayne Loucas
E-mail address: loucas@dcccd.edu
Richland phone: 972-238-6078 - leave message
Office: WH232
Office Hours: M-W 8-9 a.m. 1-2 p.m.
T-R 9-10 a.m., 12-1 p.m.

Prerequisite:
Prerequisite Recommended: COMM 1316.

Course Description:
COMM-2324: Practicum in Electronic Media

This is a Texas Common Course Number.

Course Description: Lecture and laboratory instruction and participation. (2 Lec. 4 Lab.)

Photography Department Supplemental Course Description and Overview:

Photoshop for Photographers
This course provides greater depth into the digital photographic domain by exploring more refinement and control of digital camera utilization. Color theory and print refinement will be emphasized. Class assignments are designed to enhance visual skills as students work toward a strong and creative portfolio. An introduction to the photographic studio environment will provide a deeper understanding and utilization of light control, and a further exploration for photographic artists will inspire you toward greater creativity.

The Course Objectives:
- Proficiency in the use of Adobe Photoshop
- Greater understanding of Color Photography (theory, practice, and editing)
- Working in a photographic studio
• Shooting in RAW format for high quality files
• Extending the visual vocabulary
• Enhancing design skills
• Portfolio Development

**Required Lab:**
Students are required to spend at least 2 extra hour(s) per week outside of class working on student projects.

Should a student need a computer, the Photography Lab, T249, and the Multimedia lab, T246, have computers available.

**Lab Hours:**
The **Photography Lab** is located in Thunderduck Hall, T249. See schedule on door for days / times.

The Multimedia Learning Center (972-238-6001) is located in Thunderduck Hall, T246 and is for all currently enrolled Multimedia, Photography and Game students to use for Multimedia, Photography and Game class work and projects.

Lab assistants and faculty are usually in the lab to answer questions, however tutoring is not available in the lab.

For the current lab hours, go to [https://richlandcollege.edu/ebt/multimedia/lab-info/](https://richlandcollege.edu/ebt/multimedia/lab-info/) and go to the bottom of the page.

The other campus computer lab for credit student use is Del Rio, D229.

**Textbooks:**

*Required Textbook:*

Adobe Photoshop CC Classroom in a Book (2019 release)
Adobe Creative Team
978-0-13-526178-1
Peachpit

**Supplies:**

*Required Supplies for all Courses:* headphones, jump drives, external hard drives or blank CD-Rs/DVDs.

*Required for this Photography class:*
- Digital Camera, preferably one with at least 6 MP (Megapixel) capacity and media card
- Flash Drive/ Thumb Drive. No smaller capacity than 1 GB
- Access to a Computer
- Mounting Board. Fifteen (15) 11” X 14” UNTEXTURED, white on one side.
- Dry Mount Tissue. 8” X 10” size, package of 25 sheets.
- A Book for Your Journal
- Tripod

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<thead>
<tr>
<th>Grading Legend</th>
<th>Percentage Breakdown</th>
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<tbody>
<tr>
<td>A = 90 - 100</td>
<td><strong>Assignments</strong> – 25%</td>
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<tr>
<td>B = 80 - 89</td>
<td><strong>Tests/Quizzes</strong> – 20%</td>
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<tr>
<td>C = 70 - 79</td>
<td><strong>Participation</strong> – 10%</td>
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Grading Description:

(25%) The satisfactory completion of a series of visual assignments. These assignments are due periodically during the semester and represent a variety of approaches to the medium. Assignments turned in late will be dropped one letter grade.

(10%) 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 3 absences or tardies will affect the final grade. If you are absent from a class, refer to the Photo Class Contact List to contact a classmate to find out what you’ve missed.

(10%) Participation
Willingness to participate in class discussions. This includes preparation, both in terms of projects and reading assignments by due dates. The amount of energy and enthusiasm you contribute to the sessions, as well as your analysis and constructive opinions during critiques, are vital to the class and highly noted.

Participation in any special photographic event that may take place during the semester.

All students enrolled in this class are eligible to enter the Student Photo/Imaging Exhibition during the Spring Semester of this school year. Student’s who are enrolled in the Spring Semester MUST enter at least one photograph in the exhibition.

(10%) Visual Presentation
This will include thoughts and impressions of your photographic experiences related to assignments. Technical information is accepted, but NOT exclusively

(20%) Exams and Quizzes
The Exam will consist of questions from a variety of subjects in class, so take good notes! Quizzes are given to help reinforce specific information and may not always be announced. Missed quizzes can only be made-up 1/2 hour before the next class begins.

(25%) Final Portfolio Review
The portfolio consists of 10 of your most creative edited images from the semester mounted onto board.

In Lieu of a final exam, a final portfolio is submitted.

PLEASE NOTE! Grade reports are no longer mailed. Convenient access is available online or by telephone. Use your student identification number when you log in to eConnect or call Touch Tone Services. Web Site address: http://econnect.dcccd.edu Telephone number: 972-613-1818.
**Academic Calendar:**

**2019 Spring Multimedia/Photography/Game Day Courses Calendar**

**January 22, 2019 – May 16, 2019**

Spring MW, TR, MWF, RCHS classes and regular online classes. Saturday only courses, Evening Flex Term courses and Online Flex Term courses have different calendars.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>January 21 (M)</td>
<td><strong>MLK Holiday</strong> - <em>campus closed, including lab.</em></td>
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<tr>
<td>January 22 (T)</td>
<td>Monday – Friday Day Classes Begin</td>
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<tr>
<td>January 26 (Sa)</td>
<td>First Saturday the Multimedia Lab will be open.</td>
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<tr>
<td>February 4 (M)</td>
<td><strong>12th Class Day / Census Day for Monday - Friday day classes and regular online classes.</strong>&lt;br&gt;Last day to drop a course without receiving a &quot;W&quot; grade on transcript.</td>
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<tr>
<td>February 28 (R)</td>
<td><strong>Professional Development Day</strong> -- Thursday and Friday day classes will not meet.&lt;br&gt;Friday evening, Saturday and Sunday classes will meet; lab will be open.</td>
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<tr>
<td>March 1 (F)</td>
<td><strong>Professional Development Day</strong> -- Thursday and Friday day classes will not meet.&lt;br&gt;Friday evening, Saturday and Sunday classes will meet; lab will be open.</td>
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<tr>
<td>March 11 - 17 (M-Su)</td>
<td><strong>Spring Break:</strong> College buildings &amp; offices (including the lab) will be closed for the week.</td>
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<tr>
<td>April 17 (W)</td>
<td><strong>Final Withdraw Date:</strong> Last Day for Monday - Friday day classes and regular online classes to withdraw with a grade of &quot;W&quot;.</td>
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<tr>
<td>April 19 – 21 (F-Su)</td>
<td><strong>Spring Holiday:</strong> College buildings &amp; offices (including the lab) will be closed for the holiday.</td>
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<td>May 13-16 (M-R)</td>
<td><strong>Final Exams:</strong> See the online Final Exam Schedule for your exam times.</td>
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<tr>
<td>May 16 (R)</td>
<td><strong>Semester Ends.</strong>&lt;br&gt;Last day lab is open for the semester.</td>
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**Drop Date:**  
February 4 (M) is the last day to drop from this course without receiving an automatic "W" and without the course reflecting on your transcript.

**Withdrawal Date:**  
April 17 (W) is the last day to withdraw from this course with an automatic "W".

**Institutional Policies:**  
Institutional Policies are available at: [https://www.richlandcollege.edu/syllabusinfo](https://www.richlandcollege.edu/syllabusinfo)

**Classroom Policies:**  
Please read the following classroom policies listed below.

**Attendance Policy:**  
In order to be successful, students must attend and participate in enrolled courses.

While Richland College does not have a formal attendance policy, students are expected to attend class regularly. If you know you will be missing classes this semester, please speak to your instructor about days you will be missing so you can receive information on the missed lessons and assignments.

If you are unable to attend class, please email the instructor or leave a message for the instructor at the ACCESS Office at (972) 238-6140 BEFORE THE CLASS BEGINS.

It is imperative students arrive to class on time and remain in class the entire session each week.
Food and Drink Policy:
Except where otherwise determined by a faculty member, no eating or drinking is allowed in the classroom.

Computer/Internet Use Policy:
Currently enrolled Richland College Multimedia, Game, and Photography students have access to the Multimedia Lab and classroom computers for Multimedia/Game/Photography educational and instructional purposes only.

Please use the Del Rio Computer Lab (D229) for other school-related assignments and non-Multimedia/Game/Photography activities.

Students using their own laptops must use the wireless connection in the Thunderduck Hall building and cannot use the Multimedia lab and classroom computer data lines to access the Internet.

You are required to show your Richland Student ID when requested by lab personnel. You are expected to follow lab policies as well as the Student Code of Conduct specified in the catalog. If the link does not work for you (ie: you have a hard copy of the syllabus), copy/type this url into your browser window: http://www.richlandcollege.edu/conduct/

Safety Policy:
Students should participate in this class in a safe, appropriate manner. We occasionally have to step over cords for the multimedia cart and/or computer equipment. We also need to watch out for boxes and paper, students’ backpacks, etc. Students should begin to build good computing habits, designed to prevent eyestrain, carpal tunnel syndrome, etc.

Handheld Devices Policy:
Please turn OFF all electronic devices during class.

Participation Policy:
Course participation is required. Ask questions and be involved with the lesson.

Students should not surf the Net, play games, send emails or work on unrelated homework/projects during class. Students should not disturb your neighbors during lectures and demos.

End of Each Class Policy (for face-to-face classes):
When you leave class for the day, please...

1. Delete all your files from your workstation and empty the trash.
2. Shut down your computer using Windows Shut Down.
3. Turn off your monitor after computer has COMPLETELY shut down.
4. Pick up and throw away any trash around your seat.

Attention Continuing Education Students:
To receive a certificate for this course, you must make a grade of "C" or higher as a final grade. A grade average of 69% or lower is failing.

Continuing Education will not mail your certificate to you. If you do not receive your certificate the last day of class you will have to pick up your certificate at the Continuing Education Front Desk, T160.

Department Web Sites:
http://www.richlandcollege.edu/photography
http://www.richlandcollege.edu/multimedia
http://www.rlc8.dcccd.edu/game/
The Multimedia Learning Center is part of the Richland College School of Engineering, Business and Technology. Office: Bonham 101 • Phone: 972.238.6210.

Disclaimer reserving right to change syllabus:
The instructor reserves the right to amend this syllabus as necessary.

Student Acknowledgement:
Please download, read and sign this Student Acknowledgement and turn it in to your instructor. Or you can paste this URL into your browser window:
http://www.mmlab2.rlc.dcccd.edu/calendar/StudentAcknowledgement.pdf