BASIC PHOTOGRAPHY
FALL 2019

Instructor: Tina Doyle     Office: Library 306G     email: Tina.Doyle@angelo.edu     Phone: (325)486-6079

Office Hours: Monday/Tuesday/Wednesday/Thursday: 9:00a.m. – 10:00 a.m.

Textbook Required: A Short Course in Digital Photography, 3rd edition; London & Stone
Also Required: Appropriate memory card
Instruction manual for your camera
External storage device for photos (jump/thumb drive)
Strongly recommended: Memory card reader

Objectives: Students will learn the skills necessary for effective visual communication using a digital SLR camera. These skills include proper exposure, ISO, aperture and shutter speed controls, lighting, composition and basic image processing and editing. Regular quizzes will evaluate the student’s understanding of these concepts. Adobe Photoshop CC will be used in the classroom for image processing. However, the software will be used as a tool to enhance the image, not as a crutch to save a bad image.

Classroom Policies:
Attendance: After three absences, one point will be deducted from your participation grade for each additional absence. Eight or more absences will result in an automatic “F” for the semester regardless of assignment and quiz grades. Two points will be added the semester average for perfect attendance. When a class is missed, it is the student’s responsibility to get the notes from a fellow student. Quizzes will be Scantron. Make-up quizzes are not allowed. School related absences: Assignments are due as stated in syllabus. When a quiz will be missed due to school-related travel, advanced arrangements must be made.

Tardies: Three tardies equal one absence. You are tardy if you come into class after roll has been taken. It is your responsibility to notify the instructor (after class) that you were present. If you are more than 10 minutes late you will be counted absent. Classroom Etiquette: Any cell phone use (ringing, texting, etc.) or similar disruption may result in a deduction from classroom work/participation points. Also, working in Photoshop, web surfing or other non-course related computer use during lecture/discussion time are all grounds for point deductions.

Equipment: The basic equipment needed for this course is a DSLR or Micro 4:3 camera with interchangeable lens. Students who own this type of camera with manually adjustable shutter, aperture and ISO should use their own equipment. Automatic/point & shoot/cell phone cameras are prohibited. Cameras are available for check-out for use during the semester. A limited number of telephoto/zoom lenses (for Nikon cameras), external flashes and tripods are also available for checkout. Students using ASU equipment are responsible for it and will be held liable for any damage or loss. All equipment must be handled with extreme care.

*****Students should bring their cameras to class during the two weeks after checkout date, and on specified days throughout the semester.

Course Grade:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments:</td>
<td>70%</td>
</tr>
<tr>
<td>Quizzes:</td>
<td>20%</td>
</tr>
<tr>
<td>Classroom Work/Participation:</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
From the Textbook: Course Lecture Schedule (subject to change)

Handouts and other resources will supplement the textbook.

Week of Aug 26: Intro & Camera Basics Chapters 1-3
Week of Sep 2: Camera Basics cont’d Chapters 1-3
Week of Sep 9: Digital Editing Chapters 4-5
Week of Sep 16: Digital Editing Chapters 4-5
Week of Sep 23: Light & Composition Chapters 8-9
Week of Sept 30: Light & Movement Chapter 9
Week of Oct 7: Digital Cameras Notes
Week of Oct 14: SPRING BREAK! TAKE PICTURES!
Week of Oct 21: Printers and Scanners Chapters 4/6
Week of Oct 28: Camera Raw Chapter 4
Week of Nov 4: Camera Raw Chapter 4
Week of Nov 11: History and preservation Chapters 7/10
Week of Nov 18: Legal/Ethical issues Notes
Week of Nov 25: Legal/Ethical (cont’d) Notes
Week of Dec 2: Review

All equipment due back to instructor by 11:00 a.m. May 3
***10 points will be deducted from final exam grade for late return

Week of Dec 9: Final Exams: Dec 11, 2019 – 1:00pm to 3:00pm

Important Dates:

Sep 2: Holiday, Labor Day. No classes.
Oct 31: Last day to drop a class or withdraw from the Regular Fall 2019 Semester.
Dec 2 @ Beginning of class: Last day to return equipment without penalty

*** Check your angelo.edu email frequently for course updates and related announcements.
Assignment Criteria:

All photographic work must be produced by the student during the current semester. Students must use their own personal camera (registered with the instructor) or the camera checked out from the instructor for all assignments.

Assignments are due in the designated folder BEFORE the beginning of class (unless otherwise instructed). Assignments submitted after class begins will be counted late. Ten points will be deducted from the grade for each class time that the assignment is late. Assignments more than one week late will not be accepted and a grade of “0” will be recorded.

For each/every assignment: Perform the following 7 steps in order. Do not skip any step.

1. Take a variety of photographs IN MANUAL MODE that meet the criteria for the assignment. You will need a minimum of 20 usable photos (in focus, decently exposed) in order to do Step # 2.

2. Create a contact sheet. (See separate instruction sheet.) The contact sheet must contain a minimum of 20 (maximum of 40) shots per assignment. Points will be deducted from assignment grade for fewer than 20 images on the contact sheet.

3. Select the best photo (or photos, depending on the assignment) that best meet assignment criteria.

4. Save the original/unaltered file(s) of the chosen image(s) into the appropriate assignment folder into the current Classroom Work area of the J drive.

5. Duplicate the original file(s). Make any necessary corrections and/or adjustments only on the copy of the file. Crop the final image to 8x10 with a minimum resolution of 220 ppi.

6. Each assignment folder must contain the following elements:
   - Contact sheet(s)
   - Original (uncropped, unretouched) version of the best photo(s) for the assignment
   - Separate (duplicate) file of the modified (cropped, corrected) version of the photo(s) for the assignment

7. Make certain that the files can be opened. If the files cannot be opened, the assignment will be counted late.

Assignment Grading Standards: Assignment requirements will vary. Students must read and follow the instructions for shooting, editing and submitting each assignment.

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets assignment criteria: (includes contact sheet/crop/resolution)</td>
<td>30%</td>
</tr>
<tr>
<td>Image quality: (sharpness/exposure, etc.)</td>
<td>40%</td>
</tr>
<tr>
<td>Creativity/idea development: (angle/lighting, etc.)</td>
<td>20%</td>
</tr>
<tr>
<td>Appropriate corrections/enhancement:</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
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To Resubmit an Assignment: Any assignment that is turned in on time may be resubmitted for a higher grade within one week of the graded assignment’s return. Maximum grade increase: 20 points.

1. Place the new/corrected version of the assignment to the assignment redo folder.
2. Return the original grade sheet to the instructor. Assignments will not be regraded unless the original grade sheet is returned within the specified time frame.
See Assignment Criteria for general instructions for all assignments. Specific requirements for each assignment will vary and will be outlined in class. Order and/or due dates of assignments may be changed to accommodate the pace of the class or to allow for unforeseen circumstances.

- Photos for all assignments must be shot in the camera’s Manual exposure mode and in RGB color. Images shot in any automatic mode (Shutter/Aperture/Program) will not be accepted and the assignment will be counted late.
- A contact sheet consisting of 20-40 images is required for each assignment.
- Both the original (unedited) photo(s) and the cropped/edited photo are required. The edited version(s) must be cropped to 8” x 10” with a minimum resolution of 220 ppi.
- A photograph may not be submitted for more than one assignment.

1. It’s All About...Whatever: (one photo) Photograph a variety of subjects in a variety of settings at different times of day. Remember to double-check the focus by zooming in on the screen preview, and exposure using the histogram.
   Due: Feb. 8

2. It’s All About…Color, Color, and More Color: (one photo) Some photos rely heavily on color for impact. Find scenes with lots of vivid color, and fill the whole frame, NOT just part of the frame, with bright, vivid colors.
   Due: Feb. 15

3. It’s All About the Background…Or Not: (2 photos) Select a subject that is 2-3 feet away and focus on it. Use a small aperture, such as f.16 or f.22 for one photo. Next, take another photo of a close-up subject using a wide aperture, such as f.5.6 or f.4. Remember to adjust the shutter speed to maintain a correct exposure in both photos.
   Due: Feb. 27

4. It’s All About Shadows…and Light: (2 photos) For one photo, use backlight to create an interesting silhouette of a subject. In another photo, use backlight to create a glow through a translucent subject.
   Due: March 8

5. It’s All About Depth: (one photo) Use side light to convey a sense of depth and dimension to a subject or scene. Sidelight emphasizes texture, so look for subjects that are enhanced by the lighting.
   Due: March 27

6. It’s All About Them: (one photo) Photograph a person in a way that shows their personality. Pay close attention to the camera angle, lighting and background.
   Due: April 8

7 & 8. It’s All About the Wall (Assignment counts as 2 grades--one for the file, plus one for the printed photo): Each student will submit one 8x10 photographic print for gallery display. Each student will assist with the preparation, placement, evaluation and removal of the exhibit. Frame & mat will be provided. This cannot be a print of a photo previously submitted for a grade, but can be a photo recorded at any point during the current semester.
   ***Assignment # 7 grade is for the image file; Assignment #8 grade is for the print
   Due: April 17

9. It’s All About Speed: (2 photos) Select a fast-moving subject and use a high shutter speed (i.e. 1/500, 1/1000) to stop fast moving action. For the second image, use the panning technique: select a slow shutter speed (i.e.1/60, 1/30) and move the camera with the movement of the subject to convey the feeling of movement.
   Due: April 24

10. It’s All About Power: (one photo) Before shooting, change your camera’s capture mode from the JPEG file format into the Camera Raw format. **All adjustments must be made only in the Camera Raw window, and the assignment must be submitted in Camera RAW. Do not open or edit the image in the regular Photoshop window.
    Due: May 1
CLASS ATTENDANCE POLICY

Regular attendance is required in this course. Attendance will be taken and counted beginning the first day of class. For each class or lab you miss, you will be required to provide a typed excuse. Acceptable excuses are from a doctor, police, lawyer, mortician, official university notice and any other recognized authority.

i) Failure to provide an excuse for your absence will result in a **ZERO** for the day missed.
ii) Exams or assignments missed due to an unexcused absence will receive a **ZERO**.
iii) Work handed in late without an acceptable excuse will receive a **ZERO** for the assignment.
iv) You will be counted absent if you are not present for the entire class/lab and receive a **ZERO** for that day.
v) Exams or assignments missed due to an unexcused absence will receive a **ZERO**.
vi) Three tardies (more than 10 minutes) will result in an absence.
vii) For your video production assignments you will be working in groups. You are expected to be available to the rest of your group for these assignments. Peer reviews of each member of the group will be submitted. Failure to participate in the group could result in **ZERO** for the assignment.

**Two (2) points will be deducted** from the student’s FINAL SEMESTER average for each unexcused absence.

UNIVERSITY SPONSORED EVENTS

Students who will be absent from class due to a university sponsored event must be excused through the university. In these cases it is the responsibility of the student to complete any assignments they will be missing prior to their departure. Please come talk to me if as soon as you know you will be missing a class

DEPARTMENT ATTENDANCE POLICY

The Department of Communication and Mass Media has a departmental attendance policy requiring students to be present at a minimum of 75% of all class meetings in order to pass the class. If you fall under that percentage, you will fail the class regardless of your current grade. This number includes both **EXCUSED** and **UNEXCUSED** absences.

LATE TESTS

If you miss a test due to an excused absence (i.e., hospitalization, funeral of close family member, etc.) you must make the test up within a reasonable length of time (no more than one week, desirably less.) It is the responsibility of the student to make all arrangements prior to the absence, if possible. A typed, signed and dated explanation must be given to the instructor upon returning to class.

COURSE COMMUNICATION:

I am available to answer questions just before and after class as well as during office hours and after office hours by appointment.

CLASS ETIQUETTE

Please be a courteous student and peer. Unauthorized use of smartphones in class will result in you being counted absent for the day, and will result in a 0 for any work completed for that day. Students may not use Snapchat, Instagram, Facebook, or any other social media outlet to post pictures or videos of other students or their presentations in the classroom. Failure to comply with this rule will result in you being reported to the Dean of Student Life.
DRESS REQUIREMENT

This is a hands on class in which you will be operating equipment in the studio, lab, on campus and around San Angelo. You require to dress appropriately and practice good hygiene in class and when you are out on assignment.

RELIGIOUS HOLIDAY OBSERVANCE

A. “Religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code 11.20. B. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. C. A student who is excused under section 2 may not be penalized for the absence, however; the instructor may respond appropriately if the student fails to complete the assignment satisfactorily

HONOR CODE POLICY

Violations of academic integrity are very serious matters and are clearly documented in the ASU Student Handbook. The work a student submits in a class is expected to be the student's own work and must be work completed for that particular class and assignment. Plagiarism means intentionally or knowingly representing the words or ideas of another as one's own. This may include your own previous work. Plagiarism includes quoting or paraphrasing from other sources without acknowledging/citing the source of your information or presenting quoted material as your own words. You must be very clear about attribution of sources and you must know how to cite sources in a paper. Please see full Honor Code Policy at http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf

DISABILITY STATEMENT

The Student Life Office is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting: Mrs. Dallas Swafford, Director of Student Development 325-942-2047 office or 325-942-2211 Fax dallas.swafford@angelo.edu University Center, Suite 112B

GRADE APPEAL PROCESS

As stated in Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at http://www.angelo.edu/opmanual/docs/Section_10_Academic_Policies-Students/OP_10.03_Grade_Grievance.doc.
STUDENT HANDBOOK
The current student handbook is found on the ASU web site under ‘publications’
http://www.angelo.edu/content/files/17187-20122013-student-handbook-for-web

Title IX at Angelo State University:

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online:  www.angelo.edu/incident-form
Face to Face:  Mayer Administration Building, Room 210
Phone:  325-942-2022
E-Mail:  michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325 486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.

I have read and understand the class policies.

Student Name Printed ____________________________________________

Student Signature______________________________________________

Date____________________