BASIC PHOTOGRAPHY
SPRING 2020
MONDAY/WEDNESDAY/FRIDAY 11:00 am-11:50 am
Class/Lab Library L326
Third Floor of the Porter Henderson Library

Instructor: Donald Plachno
Office: Library Building, Room B312
Phone: 325-942-2031 Email: donald.plachno@angelo.edu Office Hours: 8:00-9:00 Monday through Friday
Other times available by appointment

Textbook Required: A Short Course in Digital Photography, 3rd edition; London & Stone
Also Required: Appropriate sized memory card
Instruction manual for your camera (PDF)
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: It is in your best interest to attend each class. There is no other way to be successful in accomplishing the course objectives. Your attendance is graded. For each unexcused absence, one point will be deducted from your final grade. Two points will be added the semester average for perfect attendance.

Absences: Absences are unexcused if you do not provide a legitimate excuse for missing class. To be considered excused for a class absence, the student must be excused through a document legitimizing the absence, i.e. a hospitalization, funeral of a close family member, or a school sponsored event. In these cases, it is the responsibility of the student to provide documentation, and 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.

It is departmental policy that if you incur 8 (eight) or more absences (whether excused or not) you will receive an automatic “F” for the semester regardless of assignment, test and quiz grades. When a class is missed, it is the student’s responsibility to get the notes from a fellow student. Quizzes will be online on Blackboard. 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: Cell phones and laptops are not allowed at any time for any reason during class (unless instructed by me). This also includes the following: tweeting, blogging, vlogging, Snapchatting, Facebooking, Instagramming, video or audio recording, and/or anything remotely similar or dissimilar. Exceptions apply when any of the above is part of the coursework, and you receive instructions from me to do it. Violate this policy and you will be asked to leave and receive a zero for the day.
**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), 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.

**Bottom Line:** We all have responsibilities and have to be active contributors and proactive inquisitors. My responsibility is to supply you with all the necessary knowledge, information and pedagogical support. Yours, on the other hand, is to attend the class regularly, listen carefully, participate actively, study diligently and complete your work according to instructions and on time. I will not make content accommodations for this course, so you need to be open-minded and respectful to diverse viewpoints and your peers.

Because you are preparing to be professionals, you are also expected to demonstrate professional conduct. For example, professionals must timely, clearly and cordially communicate with others, complete assignments by the deadline, meet their obligations, and effectively manage their time.

Your work does not end in class. I expect you to have read the assigned (if any) material prior to coming to class and complete your take-home assignments. As a rule, for each hour you are in class, you should plan to spend at least two hours on preparing for the next class and completing assignments.

I expect and encourage you to ask questions and let me know right away if you are having problems, do not understand something, are overwhelmed or just want to talk. I am always there to talk/listen/help. My goal is your success. Come see me during the office hours or make an appointment. We will discuss your issue and think of a solution. I check and answer my emails and texts from the time I wake up until the time I go to bed.

Email me or text me. If I know the answer, I will email back right away. If I don’t know the answer, I will email as soon as I know it. Do not wait until it is too late to do something about anything (examples include waiting a day or several days to email me after you missed an assignment deadline or had technical issues either uploading or having access to an assignment; not getting back to me after I email you that we need to meet to discuss your current situation and find a solution; waiting until all the deadlines pass to meet with me; and other similar situations).

Keeping up with ALL the deadlines (including the ones for assignment makeup opportunities) is YOUR responsibility. I will inform you about everything and provide instructions on when and how, your job will be to follow, accordingly. I will NOT be reminding you about the deadlines and the opportunities. This is why it is ESSENTIAL that you read the syllabus and all other instructions closely and carefully and check Blackboard regularly (several times a day). Having said that, I am ALWAYS open and available to answer any questions about both the opportunities and the instructions.

*****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.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One</td>
<td>Intro &amp; Camera Basics</td>
<td>Chapters 1-3</td>
</tr>
<tr>
<td>Week Two</td>
<td>Camera Basics cont’d</td>
<td>Chapters 1-3</td>
</tr>
<tr>
<td>Week Three</td>
<td>Digital Editing</td>
<td>Chapters 4-5</td>
</tr>
<tr>
<td>Week Four</td>
<td>Digital Editing</td>
<td>Chapters 4-5</td>
</tr>
<tr>
<td>Week Five</td>
<td>Light &amp; Composition</td>
<td>Chapters 8-9</td>
</tr>
<tr>
<td>Week Six</td>
<td>Light &amp; Movement</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>Week Seven</td>
<td>Digital Cameras</td>
<td>Notes</td>
</tr>
<tr>
<td>Week Eight</td>
<td>Printers and Scanners</td>
<td>Chapters 4/6</td>
</tr>
<tr>
<td>Week Nine</td>
<td>SPRING BREAK!</td>
<td>TAKE PICTURES!</td>
</tr>
<tr>
<td>Week Ten</td>
<td>Camera Raw</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>Week Eleven</td>
<td>Camera Raw</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>Week Twelve</td>
<td>History and preservation</td>
<td>Chapters 7/10</td>
</tr>
<tr>
<td>Week Thirteen</td>
<td>Legal/Ethical issues</td>
<td>Notes</td>
</tr>
<tr>
<td>Week Fourteen</td>
<td>Legal/Ethical (cont’d)</td>
<td>Notes</td>
</tr>
</tbody>
</table>

**Week Fifteen**

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 Sixteen**

Final Exams: BE ON TIME! Late arrivals will NOT take the test.

1318.010 Wednesday, May 6 @ 10:30 am

**Important Dates:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 20:</td>
<td>Holiday, no classes</td>
</tr>
<tr>
<td>Jan. 22:</td>
<td>Camera checkout <em>(Students who have not been attending will not check out)</em></td>
</tr>
<tr>
<td>Jan. 28 &amp; 30:</td>
<td>Bring camera to class; students without a camera are counted absent</td>
</tr>
<tr>
<td>March 9 - 16:</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 3 @ 11:00 a.m.:</td>
<td>Last day to return equipment without penalty</td>
</tr>
</tbody>
</table>

*** 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:
   A. Contact sheet(s)
   B. Original (uncropped, unretouched) version of the best photo(s) for the assignment
   C. 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>Component</th>
<th>Weight</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><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

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

**ASU Policies:**

**Student Disability Services:** ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA), and subsequent legislation. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting:

   **Ms. Dallas A. Swafford**
   Director of Student Disability Services 325-942-2047
dallas.swafford@angelo.edu
Houston Harte University Center

**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. The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, you are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

   **Michelle Boone, J.D.**
   *Director of Title IX Compliance/Title IX Coordinator*
   Mayer Administration Building, Room 210
   325-942-2022
   michelle.boone@angelo.edu

   You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form).
If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above. For more information about Title IX in general you may visit www.angelo.edu/title-ix.

**Student Absence for Observance of Religious Holy Days:** A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

**Incomplete Grade Policy:** It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures for more information.

**Student Conduct Policies**

**Academic Integrity:** Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

**Plagiarism:** Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In art and photography, copying the work of another person is commonly referred to as *appropriation*. Any copying/appropriating/plagiarism will result in a zero for the assignment. The student may also be required to meet with the department head for further disciplinary action.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

**Copyright Policy:** Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

**General Policies Related to This Course:** All students are required to follow the policies and procedures presented in the syllabus and these documents:

Angelo State University Student Handbook
Angelo State University Catalog
Student Agreement:

I have read the *BOTH* the syllabus for MM 1318 and the university policies above. I understand and agree to the policies as stated.

Printed Name: _________________________________

Student Signature: _______________________________

Date: _______________________________