

Course Information

Semester & Year: Fall 2021

Course ID & Section #: Art 35-E1813

Instructor's name: David Wilson

Day/Time of required meetings: Mondays & Wednesdays from 2:50 – 6:00 PM

Location: CA 126 (CA stands for Creative Arts)

Course units: 3

Instructor Contact Information

Office location or *Online: Will be online, time to be determined

Office hours: Tuesdays from 11:00-12PM Via ZOOM (see Canvas for details)

Phone number: NONE

Email address: david-wilson@redwoods.edu

Catalog Description

An introduction to digital photography. Concepts explored include tools, materials, and processes, the elements of design, and historical and contemporary trends. Note: Field Trips may be required.

Transportation is not provided. [Instructor's Note: There will be no field trips required this semester due to COVID-19]

Course Student Learning Outcomes *(from course outline of record)*

1. Produce photographs that skillfully utilize photographic tools, materials, and processes, Expected SLO including camera controls, resolution, color management, digital image editing and processing, output, and presentation.
2. Apply the elements of aesthetic design in photographs, including line, value, composition, and spatial illusion.
3. Create photographs that successfully evaluate and respond to historical, contemporary, multicultural, and interdisciplinary materials, concepts, and approaches in photography.

Evaluate and critically assess class projects and artworks presented in lectures and

Prerequisites/co-requisites/ recommended preparation

No formal prerequisites. However: This is an online class, and one that deals with learning digital technology (taking and editing digital photographs). It is essential that you are comfortable using a computer and learning new software and how to use your camera. Before beginning, make sure you can:

- Navigate the course Learning Management System, called Canvas (see below for Canvas info);
- Receive and respond to your CR email,
- Upload and download files using Canvas,
- Use a word processor (such as Microsoft Word) for written assignments,
- Watch videos and follow software instructions,
- Upload, download, create, and export files,
- Participate in online discussions, and
- Complete online quizzes.

Accessibility

College of the Redwoods is committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or [Disability Services and Programs for Students](#) (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

If you are taking online classes DSPS will email approved accommodations for distance education classes to your instructor. In the case of face-to-face instruction, please present your written accommodation request to your instructor at least one week before the needed accommodation so that necessary arrangements can be made. Last minute arrangements or post-test adjustments usually cannot be accommodated.

Technology Requirements:

You will be required to purchase a license for **Adobe Lightroom Classic** for editing your digital photographs. I will instruct in the use of this software for our photo editing. **Lightroom Classic** takes the place of the traditional darkroom and its chemical-based film and paper developing, allowing you to adjust your images to suit specific needs or desired looks (it allows for creative control that you can practice and master). Photoshop is *not required* for this class, but it may come bundled with **Lightroom Classic**, and I can answer any Photoshop questions. The Adobe **Lightroom Classic** software can be purchased at a student discount at the CollegeBuys.org online store here: https://shop.collegebuys.org/articles/ACC_Student39_Landing.htm . Let me know if you have any problems, though I can't help you communicate with CollegeBuys or Adobe. You will also need a digital camera with manual exposure modes, see below. A smartphone *is not good enough*.

Required: A Digital Camera

A **digital camera with manual exposure modes is Required**. *Your cell phone camera **will not work for this class***. I will not accept photos from cell phones for any assignments. It is crucial that your digital camera have manual modes that allow you to:

- Change shutter speed manually;
- Change aperture manually;
- Change ISO manually.

Proctored Exams: There won't be any proctored exams.

Textbook: "Photography" 12th Edition by Barbara London, Jim Stone, and John Upton. This is available in print or as an ebook that you can either rent or buy. Available at the CR Bookstore (<https://www.redwoods.edu/student-services/home/bookstore>) or through Amazon or other vendors. ISBN: ISBN-13: 978-0134482026 . It pains me that it's not cheap, but I still have the 3rd Edition that I bought when I was a student in 1990 or so – it's a good book.

Other Materials:

- **Digital camera with manual exposure modes is Required.** This is a Photography course, after all. A smartphone camera is insufficient for this class. The camera must have manual controls for changing **Shutter Speed, Aperture, and ISO.**
- **Tripod** – strongly recommended, though you can get by sometimes by setting your camera on something, but a tripod works all the time. We will be doing some long exposures that require a solid support for the camera.
- A flash drive is optional, but it can be useful for transporting files (you may not need one, but it can be convenient for bringing files to and from home). I'd get a 32 Gigabyte or larger one.

Evaluation & Grading Policy

Grading rubrics in Canvas will be utilized to communicate the grading process for each assignment.

Grading Breakdown:

A (93-100)	A- (90-92)	B+ (87-89)	B (83-86)	B- (80-82)
C+ (77-79)	C (70-76)	D (60-69)	F (59 or less)	

Late Policy:

Late assignments will be reduced one letter grade (10%) for each week they are overdue; they will NOT be accepted later than 2 weeks. Dire emergencies can be exceptions. Students who submit late work MUST also notify the instructor with a Canvas message.

No late work will be accepted after Week 14.

Tentative Weekly Schedule

The class is broken down into modules:

1. The Camera & Exposure
2. Importing & Exporting
3. Shutter Speed & Motion
4. Aperture & Depth of Field
5. Editing & Organizing Photographs
6. Elements of Design
7. Portraiture
8. Multicultural Response Photography assignment
9. Photographer Response and Portfolio

For a course summary of upcoming modules and exercises when on Canvas, go to the Syllabus link on Canvas and scroll down to the bottom. Also use the Calendar link on Canvas (Calendar is on the far left sidebar of the Canvas site. These due dates may change, and the modules may switch around as I feel best. BUT -- *You will always have ample time to prepare and study for upcoming Assignments, Quizzes, Critiques, etc.*

Admissions deadlines & enrollment policies

Fall 2021 Dates

- *Classes begin: 8/21/21*
- *Last day to add a class: 8/27/21*

- *Last day to drop without a W and receive a refund: 9/03/21*
- *Labor Day Holiday (all campuses closed): 09/06/21*
- *Census date: 9/07/21 or 20% into class duration*
- *Last day to petition to graduate or apply for certificate: 10/28/21*
- *Last day for student-initiated W (no refund): 10/29/21*
- *Last day for faculty-initiated W (no refund): 10/29/21*
- *Veteran's Day (all campuses closed): 11/11/21*
- *Fall Break (no classes): 11/22/21 – 11/26/21*
- *Thanksgiving Holiday (all campuses closed): 11/24/21 – 11/26/21*
- *Final examinations: 12/11/21 – 12/17/21*
- *Last day to petition to file P/NP option: 12/17/21*
- *Semester ends: 12/17/21*
- *Grades available for transcript release: approximately 01/07/22*

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct ([AP 5500](#)) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the [College Catalog](#) and on the [College of the Redwoods website](#).

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact [Admissions & Records](#) to request a change to your preferred first name and pronoun. Your Preferred

Name will only be listed in Canvas. This does not change your legal name in our records. See the [Student Information Update form](#).

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.

Log into Canvas at <https://redwoods.instructure.com>

Password is your 8 digit birth date

For tech help, email its@redwoods.edu or call 707-476-4160

Canvas Help for students: <https://www.redwoods.edu/online/Help-Student>

Canvas online orientation workshop: <https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources>

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges [Health & Wellness website](#).

[Wellness Central](#) is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the [Crescent City campus emergency map](#) for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information, see the [Redwoods Public Safety Page](#).

Eureka Campus Emergency Procedures

Please review the [campus emergency map](#) for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the [Redwoods Public Safety Page](#). It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
 - a. Dial 911, to notify local agency support such as law enforcement or fire services.
 - b. If safe to do so, notify key administrators, departments, and personnel.
 - c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
 - d. Contact Jolene Gates 530-625-4821 to notify of situation.
 - e. Contact Hoopa Tribal Education Administration office 530-625-4413
 - f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
 - a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
 - b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
 - c. Close all window curtains.
 - d. Get all inside to safe location Kitchen area is best internal location.
 - e. If a police officer or higher official arrives, they will assume command.
 - f. Wait until notice of all is clear before unlocking doors.
 - g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.

- h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services

The following online resources are available to support your success as a student:

- [CR-Online](#) (Comprehensive information for online students)
- [Library Articles & Databases](#)
- [Canvas help and tutorials](#)
- [Online Student Handbook](#)

[Counseling](#) offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- [Academic Support Center](#) for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)

Special programs are also available for eligible students include

- [Extended Opportunity Programs & Services \(EOPS\)](#) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#)
- The [Veteran's Resource Center](#) supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821