

## Course Information

Semester & Year: Fall 2022

Course ID & Section #: Art-35-E3410

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)

Number of proctored exams: Zero

Course units: 3

## Instructor Contact Information

Office: Online only

Office hours: Tuesdays from 11:00AM-12PM on ZOOM and Pronto (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.

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

1. Produce photographs that skillfully utilize photographic tools, materials, and processes, including camera controls, resolution, color management, digital image editing and processing, output, and presentation.
2. Create photographs that successfully evaluate and respond to historical, contemporary, multicultural, and interdisciplinary materials, concepts, and approaches in photography.
3. Apply the elements of aesthetic design in photographs, including line, value, composition, and spatial illusion.
4. Evaluate and critically assess class projects and artworks presented in lectures and critiques using relevant terminology in oral or written formats.

## Prerequisites/co-requisites/ recommended preparation

No formal prerequisites. However: It is essential that you are comfortable using a computer, learning new software, and using your camera's manual to learn how to operate your specific camera model (they are all different). This class deals with learning a lot of digital technology -- both **taking** digital photographs *and* **editing** them on your computer **using**

**Adobe Lightroom Classic** and **Photoshop**. Before beginning, make sure you are going to be comfortable:

- Navigating Canvas (the course Learning Management System), see below for Canvas info;
- Receiving and responding to your Canvas messages and CR email;
- Uploading and downloading files using Canvas;
- Using a word processor (such as Microsoft Word) for written assignments;
- Watching videos and following software manufacturer instructions (Adobe's);
- Learning and using Adobe Lightroom Classic for basic editing and exporting;
- Participate in online discussions, and
- Complete online quizzes in Canvas.

## 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, 1<sup>st</sup> 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:

### Digital Camera

A **smartphone camera is NOT ACCEPTABLE** (more below). A digital camera with manual exposure modes is Required. I will not accept photos from cell phones. *Your camera MUST have a **manual exposure mode***; this will allow you to:

- Change shutter speed manually;
- Change aperture manually;
- Change ISO manually.
- If you need to purchase a camera for the class, make sure it has a *manual exposure mode*. The camera can either be a DSLR (**D**igital **S**ingle **L**ens **R**eflex), or mirrorless. Used cameras are fine, see links at end.

**Instruction Manual for your Camera.** Download your **camera's instruction manual**: I will teach you photography, but ***you need your camera's manual to find the controls that I'll be talking about*** (each camera is different). Go to your camera manufacturer's web site, find their support section, and download the manual for your camera – you will need it, and it is extremely handy to have on your phone (I keep my camera's instruction manual on my iPhone and iPad).

### Computer & Software

It is essential that you are comfortable using a computer, learning new software, and using your camera's manual to learn how to operate your specific camera model (they're all different). This class deals with learning a lot of digital technology -- both **taking** digital photographs *and* **editing** them on your computer **using Adobe Lightroom Classic and Photoshop**. Before beginning, make sure you are going to be comfortable:

- Navigating Canvas (the course Learning Management System), see below for Canvas info;
- Receiving and responding to your CR email;
- Uploading and downloading files using Canvas;
- Using a word processor (such as Microsoft Word) for written assignments;
- Watching videos and following software manufacturer instructions (Adobe's);
- Learning and using Adobe Lightroom Classic for basic editing and exporting;
- Participate in online discussions, and
- Complete online quizzes in Canvas.

Classroom computers have **Adobe Lightroom Classic** and **Adobe Photoshop** installed for you to use for editing your digital photographs and preparing them for review. I will primarily instruct in the use of **Lightroom Classic** for our photo editing, but we will also use **Photoshop**. **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 gives you creative control to practice and master.

## Textbook:

**Photography 12<sup>th</sup> Edition** by Barbara London, Jim Stone, and John Upton.

ISBN-13: 978-0134482026; ISBN-10: 0134482026.

This is available in print or as an ebook that you can either rent or buy. Available at the CR Bookstore at <https://www.redwoods.edu/student-services/home/bookstore> , or through Amazon or other vendors

## Other Materials:

- **Tripod** – strongly recommended for long exposures. But -- you can also set your camera on something solid, though a tripod will always be more flexible and convenient. 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

**Attendance: Weeks One & Two:** To Confirm your presence in the class, log into the Canvas site and post to the "Introductions/Welcome" Discussion forum by Thursday at 11:59pm of Week 1. *You can and will be dropped from the class if you do not log in and post to the Week 1 "Introductions" on time. You must also post in the Week 2 discussions in our Canvas page by 11:59pm Friday of Week 2 or be dropped.* No exceptions will be made. If there is a wait list, a student from the wait list will then be added in your place.

**Missing Assignments:** If you have missed five graded assignments in a row, I will drop you from the course. Students who have missed a total of eight assignments will also be dropped. Either situation will mean that you have missed core concepts needed to successfully complete the course. If you have something going on in your life that is preventing you from completing work, contact me as soon as possible so that we can figure out how to get you back on track.

## Student Commitment:

This online class will require as much time as you dedicate to a traditional class. You will take a lot of photos with a digital camera, and you will do a lot of photo editing in Adobe Lightroom Classic or Adobe Photoshop (I'll be teaching using Lightroom Classic). You will also read and respond to articles and portions of the textbook. You'll have to keep up with the class' Canvas site for assignments, quizzes, due dates, grades, discussions, announcements, etc. You'll be using Canvas to upload your images and assignments, some of which will be written, for me and/or your peers to review. More about Canvas below.

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

## Grading Breakdown:

A	100 %	to 94.0%
A-	< 94.0 %	to 90.0%
B+	< 90.0 %	to 87.0%
B	< 87.0 %	to 84.0%
B-	< 84.0 %	to 80.0%
C+	< 80.0 %	to 77.0%
C	< 77.0 %	to 74.0%
C-	< 74.0 %	to 70.0%
D+	< 70.0 %	to 67.0%
D	< 67.0 %	to 64.0%
D-	< 64.0 %	to 61.0%
F	< 61.0 %	to 0.0%

## Late Policy:

Late assignments will be reduced 1% each day 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.**

## Class Schedule

The class is broken down into modules. Each module contains Photography shooting assignments, reading assignments, discussion responses, and occasional quizzes. Sometimes assignments and due dates will change with the flow of the class, always with plenty of notice. For a summary of upcoming Modules and Due Dates when on Canvas, go to the Syllabus link on the Canvas class page and scroll down to the bottom. Also use the Calendar link on Canvas (Calendar is on the far left sidebar of the Canvas site).

*You will always have ample time to prepare and study for upcoming Assignments, Quizzes, Critiques, etc.*

## The 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
9. Photographer Response
10. Final Portfolio

## Student Support

Good information and clear communication about your needs will help you be successful. Please let your instructor know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

## Evaluation & Grading Policy

[Should include info such as final grade calculations, rubrics, late assignment policy, and other grading practices]

## Admissions deadlines & enrollment policies

Fall 2022 Dates

- *Classes begin: 8/20/22*
- *Last day to add a class: 8/26/22*
- *Last day to drop without a W and receive a refund: 9/02/22*
- *Labor Day Holiday (all campuses closed): 09/05/22*
- *Census date: 9/06/22 or 20% into class duration*

- *Last day to petition to file P/NP option: 09/16/22*
- *Last day to petition to graduate or apply for certificate: 10/27/22*
- *Last day for student-initiated W (no refund): 10/28/22*
- *Last day for faculty-initiated W (no refund): 10/28/22*
- *Veteran's Day (all campuses closed): 11/11/22*
- *Fall Break (no classes): 11/21/22 – 11/25/22*
- *Thanksgiving Holiday (all campuses closed): 11/23/22 – 11/25/22*
- *Final examinations: 12/10/22 – 12/16/22*
- *Semester ends: 12/16/22*
- *Grades available for transcript release: approximately 01/06/23*

## **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](#).

Plagiarism, cheating, collusion, abuse of resource materials, computer misuse, fabrication or falsification, multiple submissions, complicity in academic misconduct, and/or bearing false witness will not be tolerated. Violations will be dealt with according to the procedures and sanctions proscribed by College of the Redwoods and the [Student Code of Conduct \(AP 5500\)](#).

## **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](mailto:its@redwoods.edu) or call 707-476-4160

Canvas Help for students: <https://webapps.redwoods.edu/tutorial/>

Canvas online orientation workshop: [Canvas Student Orientation Course \(instructure.com\)](#)

## 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](mailto: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](mailto: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 [CR Police Department- Public Safety](#). 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 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