



**Digital & Information Technology Center of Excellence
Digital Communication Department**

<https://www.hccs.edu/programs/areas-of-study/art--design/digital-communication-/>

PHTC 1311: Fundamentals of Photography | #12539

Summer 2021 | 8 Weeks (6.07.2021-8.01.2021)

ONLINE

3 Credit Hours - 48 hours per semester

Instructor Contact Information

Instructor: Andrea Millette, MFA
HCC Email: andrea.millette@hccs.edu

Contact Phone: 713-718-7955
Office Hours: M & W: 1-3pm
Office Location: Cisco WEBEX

Please feel free to contact me at any time concerning problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

Instructor's Preferred Method of Contact

The easiest way to contact me is by email- but you can also choose to call my # and leave me a voicemail, or send a text. I am also available via Cisco WEBEX located through the course navigation during my posted office hours, just log in and join meeting to speak to me face-to-face.

I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages as I am available, at the latest Monday mornings.

What's Exciting About This Course

Fundamentals of Photography is an intensive introduction to the functions of the DSLR cameras manual settings and the basic uses of a hot-shoe mount flash. The course demystifies the camera settings, allowing you to become a more technically proficient and creative

photographer. In this class we explore a variety of approaches to photographing subjects to get both technically good and creative imagery. We will also learn best practices for Post Production of images using Adobe Lightroom.

My Personal Welcome

Welcome to Fundamentals of Photography! This course is a great overview of how, with control of our camera settings, we are open to a variety of new creative uses for the DSLR camera. If you are an aspiring professional, this is the initial step in understanding how we can control and manipulate light to achieve professional results in photographic imaging. I have been teaching this material for a very long time, and hope that my knowledge and experience are something you take full advantage of. I also find that adding material in the Canvas course for you is effective for learning and growing as a photographer, as you have the flexibility of the content being available to you 24/7. I hope that you will enjoy this course and improve your skills as a photographer here with me.

Prerequisites and/or Co-Requisites

Prerequisites: None; Co-Requisites: None

Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Total Course Hours

Credit and Lecture - 96.00;

External Hours: 48 hours

Note: One hour of classroom instruction equates to a minimum of 1.5 hours of out-of-class student work for each week. External hours of student work may include assignments, projects, research, exam certification practice, and/or field trips. Example: 2 lecture, 4 lab hours

Lecture 2hrs x 16 weeks = 32 hrs

Lab hours 4hrs x 16 weeks = 64 hrs

External Hours 3hrs x 16 weeks = 48 hrs

TOTAL hours = 144 hours

Canvas Learning Management System

This section of PHTC 1311 #12539. <https://eagleonline.hccs.edu/courses/160910>

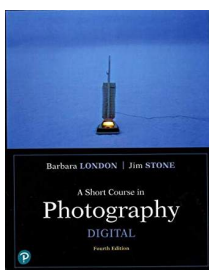
HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER.**

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, etc.

Look in each course assignment in Eagle Online Canvas for the scoring rubrics for assignments, and other information to assist you in the course.

Instructional Materials**Textbook Information****Required Book:**

A Short Course in Photography, Digital - 4th Edition (Barbara London, Jim Stone)
ISBN: 9780134525815

Required Equipment

DSLR Camera (Nikon, Canon, Sony)	https://www.adorama.com/icat6k.html
Speedlight (Nikon, Canon, Sony)	https://www.adorama.com/fplfsmzm.html
SD Memory Card	https://www.adorama.com/idssdxpv332.html
Portable Hard Drive (500 GB minimum)	https://www.adorama.com/sestea500400.html
Tripod	https://www.adorama.com/bgk290xta33w.html
Waterproof Camera Bag	https://www.adorama.com/gbslbk.html
32" 5-1 Reflector	https://www.adorama.com/fppr5132.html
Lens Cleaning Kit	https://www.adorama.com/zilck.html
SD/CF Card Carrier	https://www.adorama.com/pl0945bk.html
Lens Filter Kit (size & price will depend on size of lens)	https://www.adorama.com/pro58kit.html

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

PHTC 1311 Fundamentals of Photography: An introduction to digital camera operation, image production, basic photographic composition, supplemental lighting, and the use of exposure meters and filters.

Program Student Learning Outcomes (PSLOs)

- Demonstrate ability to select and apply industry standard software in design.
- Design and demonstrate use of software and techniques in Digital Communication's practical applications.
- Develop a portfolio of work that demonstrates skills required for employment.
- Present a portfolio of work that demonstrates skills required for employment.

Course Student Learning Outcomes (CSLOs)

By the end of this course, students are expected to:

- Demonstrate proper camera operation to produce focused, well-exposed images
- Apply rules of composition and design to produce aesthetically pleasing photographs

- Present and critically analyze photographic works using specific photographic terminology
- Evaluate raw files and choose proper post-production software to finalize images for print and web delivery
- Present a final edited portfolio of work that demonstrates proficiency in basic digital Photo skills
- Utilize appropriate file formats and naming nomenclature for specific delivery outlets
- Actively give and receive proper critiques during class discussions

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for photographic assignments. The assignments provided will help you use your time wisely. Successful completion of this course requires a combination of the following:

- Attending class in person and/or online
- Completing assignments
- Participating in class activities
- Producing the Final Portfolio and accompanying items

There is no short cut for success in this course; it requires self-motivation and the completion of the material using the course objectives as your guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Complete and comprehend the objectives and technologies involved in all graded assignments.
- Demonstrate the ability to apply creative thinking and problem solving to all class projects and assignments.

- Complete all assignments pertaining to the subject matter of the course.
- Attend class regularly, missing no more than 12.5% of instruction and lab time (12 hours)
- Arrive at class promptly and be prepared with necessary camera, books, storage media, assignments, and anything else required.
- Develop and share knowledge and information with fellow students.
- Participate in keeping labs clean and organized; shutting down computers when finished; abiding by lab rules; showing respect for instructors, fellow students and lab assistants.
- Participate in class discussions and critiques.
- Demonstrate the ability to communicate in a clear, coherent manner.
- Turn in all assignment on time and in the manner required by the instructor.
- Demonstrate the ability to use computer-based technology and software applications as it applies to a given class.
- Understand and be proficient in computer file management, including saving and retrieving files.
- Develop a portfolio that illustrates concepts, techniques, and programs used in solving class assignments, including a written statement describing project concepts and processes.
- Demonstrate your ability and personal creativity in using computer-based technology in communicating ideas, problem solving, and acquiring information.
- Accept responsibility for the personal understanding of course requirements and your degree plan.
- Check your HCC student email regularly for class updates and/or notifications from the instructor.
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Assignments, Exams, and Activities

Grading Formula

Assignment(s)	50%
Quizzes	15%
In-Class Activities	15%
Final Project	20%
Extra Credit	3%

Grading System:

Grade	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Incomplete Policy:

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

**Please see additional documents for the weekly course schedule.*

- SU2021 Term Begins: June 7, 2021
- 4th of July Holiday: July 3-4, 2021
- Term Ends: August 1, 2021

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

Any assignment turned late will lose 25% each day it is not turned in. Please reference chart below

- 0-24 hours late = -25% off final graded score
- 24-48 hours late = -50% off final graded score
- 48-72 hours late = -75% off final graded score
- 72-96 hours late = -100% off final graded score

Academic Integrity

All work created for this course must be your own, this course is meant to develop your personal portfolio for job searches and professional marketing. Ethical standards of copyright infringement will be covered in the course, as well as the consequences of such breaches.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Student Conduct

Students are expected to act as professionals and abide by all campus wide classroom and attendance policies. Please come to class prepared, and be willing to engage with the class in

lectures and discussions weekly.

Instructor's Course-Specific Information (As Needed)

As your Instructor, I try to maintain a professional working relationship, and I will respond to your emails and calls as soon as possible. I am happy to text as well as respond to emails- this is the easiest as far as my time and gives you the quickest response.

Photography Department Extra-Curricular Facebook Group:

Please feel free to request to join the Houston Photo League on Facebook:

<https://www.facebook.com/groups/hccsouthwestphotographyclub/>

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry: <http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

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