



# Course Syllabus: Photography One

(Fine Arts Emphasis)

<http://www.hccs.edu/programs/programs-a-z/art/>

**HCC Academic Discipline:** ART

**Course Title:** Photography I

**Course Rubric and number:** ARTS 2356

**Semester with Course Reference Number (CRN):** 33652

**Campus and Room Location with Days and Times:** **CENTRAL FINE ARTS CENTER 203**

**Monday/Wednesday, 6:00PM - 9:00 PM**

**Course Semester Credit Hours (SCH):** 3 credits

**Course contact hours per semester:** 96

**Course length:** Regular Term, 16 weeks

**Type of Instruction:** Lecture/Lab 2/4

**Instructors:** **Bradly Brown / Katherine Trimble**

**Contact Information:**

**Email address:** [bradly.brown@hccs.edu](mailto:bradly.brown@hccs.edu),

[katherine.trimble@hccs.edu](mailto:katherine.trimble@hccs.edu)

**Learning web address:** <https://learning.hccs.edu/faculty/bradly.brown>

<https://learning.hccs.edu/faculty/katherine.trimble>

**Instructor Scheduled Office Hours and location:** **By appointment**

## **Course Description:**

1. ARTS 2356 Photography I (Fine Arts Emphasis): Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics. *As defined in the Academic Course Guide Manual (AGCM) produced by the Texas Higher Education Coordinating Board, Spring 2017 (THECB)*
2. ARTS 2356 Photography I: The focus of this class is on manual camera skills, making better photographs and becoming familiar with Lightroom. An introduction to basic photographic processes including some assignments in the black and white photography darkroom. The student will examine various aesthetic approaches to photographing as well as some history of photography. This course will emphasize aesthetic aspects of photography such as design and composition, as well as content. Photography I is a prerequisite for Photography II. This course satisfies the fine arts component of the HCC core. *(As listed in the 2014-2015 HCC Online Catalog, 1/5/2015)*

**Course Prerequisites:** none

## **Course Goal:**

This course, an introduction to Art through photography and manual camera skills will foster an appreciation for photography and develop critical and observational skills necessary for the creation, analysis, and interpretation of photographic artworks. Through lecture, studio experience, and critique, students will examine the historical and contemporary significance of photography. Students will create photographs and learn various approaches, styles, techniques and media associated with photography, as well as Elements and Principles of Design. Students will also become familiar with Adobe Lightroom Software File management and basic editing.

**HCC ARTS Program Student Learning Outcomes (PSLO)**

1. Communicate effectively about art through the description, analysis, interpretation and judgement of art works
2. Create an original, display-ready, work of art using the studio skills taught.
3. Identify the formal Elements and Principles of Design.
4. Apply critical thinking when comparing works of art.

**HCC Course Student Learning Outcomes (Pending THECB Outcomes):**

1. Identify, define and understand the formal elements of art and the principles of design.
2. Demonstrate the ability to produce and present finished works of exhibition quality.
3. Produce and critique projects that coordinate descriptive and expressive possibilities of course media.
4. Select and verify course media and techniques in completed projects.

**Core Curriculum Statement:** This course meets the basic intellectual competencies for core courses including reading, writing, speaking, listening, critical thinking, and computer literacy for students enrolled at HCC prior to Fall 2014

HCC Calendar   16 weeks   Fall 2017		
Classes Begin		August 28 <sup>th</sup>
Official Day of Record		September 26 <sup>th</sup>
Holidays and Breaks		November 23 <sup>rd</sup> - Thanksgiving
Last day to drop classes with a grade of W		November 3 <sup>rd</sup>
Instruction ends		December 10 <sup>th</sup>
Final examination		December 11 <sup>th</sup> – 17 <sup>th</sup>
Wk	Date	ARTS 2356   3-hour session, 2 times/week   Course Calendar SUBJECT TO CHANGE
1	Mon. Aug 28 <sup>th</sup>	No class due to inclement weather
	Wed. Aug. 30 <sup>th</sup>	No class due to inclement weather
2	Mon. Sept 4 <sup>th</sup>	No class due to inclement weather
	Wed. Sept 6 <sup>st</sup>	No class due to inclement weather
3	Mon. Sept 11 <sup>th</sup>	<p><b>Introduction, syllabus, supply list, safety &amp; tour of studio</b>  <b>Introduce Assignment 1: Photograms</b>  <b>Homework:</b></p> <ul style="list-style-type: none"> <li>• GET SUPPLIES! (If you have issues getting supplies, PLEASE talk to me)</li> <li>• Bring a photo that means something to you to the next class. (print it if it's digital)</li> <li>• Bring objects for Photograms!</li> </ul> <p><b>Introduce Hurricane Harvey Assignment</b> (Ongoing Project)                      **Due to Hurricane Harvey, the 12 hours of missed class time will be made up with this assignment</p>
	Wed. Sept 13 <sup>th</sup>	<p><b>LECTURE:</b> Intro to Photography and Photograms  <b>DEMO:</b> Photograms and Processing black and white print  <b>Photogram:</b> Theme Development and Sketches  <b>Talk about the photos you brought</b>  <b>HW:</b> Get supplies and refine themes and ideas for Photograms in Journal</p>

4	Mon. Sept 18 <sup>th</sup>	<b>LECTURE:</b> Formal Elements Of Design Photogram Work Day
	Wed. Sept 20 <sup>st</sup>	Photogram Work Day <b>Quiz 1</b>
5	Mon. Sept 25 <sup>th</sup>	<b>**CRITIQUE 1: PHOTO I &amp; II**</b> PHOTOGRAMS <b>LECTURE:</b> Camera Obscura <b>Assignment 2:</b> PinHole Cameras <b>HW:</b> Get supplies and refine themes and ideas for Pinholes in Journal (3 ideas)
	Wed. Sept 27 <sup>th</sup>	<b>Bring all material for pinhole cameras</b> <b>PinHole Camera Workday</b>
6	Mon. Oct 2 <sup>rd</sup>	PinHole Camera built and shooting correctly Process Negatives
	Wed. Oct 4 <sup>th</sup>	<b>YOU MUST HAVE YOUR CAMERA BY THIS POINT!</b> <b>PinHole Camera Workday</b> <b>Make positives from Negatives</b> <b>Demo: Burning and Dodging</b>
7	Mon. Oct 9 <sup>th</sup>	Finish Pinholes edit and prepare for critique <b>Quiz 2</b>
	Wed. Oct 11 <sup>th</sup>	<b>**CRITIQUE 2: PINHOLES</b> <b>NEW THEMES (ARTIST STATEMENT INCLUDED)</b> <b>Introduce Assignment 3: Scavenger Hunt</b>
8	Mon. Oct 16 <sup>th</sup>	<b>Lecture:</b> Camera and Film: <ul style="list-style-type: none"> <li>• Camera Functions, Manual Mode</li> <li>• Exposure</li> <li>• Aperture</li> <li>• Shutter</li> <li>• Depth of Field</li> <li>• Bracketing</li> </ul> <b>Assignment 3 Work Day</b>
	Wed. Oct 18 <sup>th</sup>	<b>Lecture and Discussion:</b> The Photographers Eye <b>Assignment 3 Work Day</b> <b>HW:</b> Find examples of the Photographers Eye and collect in Journal <b>Shoot over the weekend!</b>
9	Mon. Oct 23 <sup>th</sup>	<b>Lecture:</b> Black and White Photographers <b>Download images for Assignment 3</b> <b>Prepare slide show</b>
	Wed. Oct 25 <sup>th</sup>	<b>**CRITIQUE 3: Scavenger Hunt</b>
10	Mon. Oct 30 <sup>st</sup>	<b>Profesor Trimble's First Day!</b> <ul style="list-style-type: none"> <li>• Difference between analog and digital?</li> <li>• RAW vs JPG This or that?</li> <li>• Review camera settings.</li> <li>• Review elements and principles?</li> <li>• What makes a good series?</li> </ul> <b>Assignment 4: 20 photos of the same thing (PHOTOS DUE NEXT CLASS!)</b>

	Wed. Nov 1 <sup>st</sup>	<p><b>Check: 20 photos of the same thing (due beginning of class)</b></p> <ul style="list-style-type: none"> <li>• Uploading photos from your camera</li> <li>• What makes a good series?</li> <li>• Choose your series and edit photos</li> </ul> <p><b>Intro to Lightroom - organizing photos (quizzed later)</b></p> <ul style="list-style-type: none"> <li>• Create your catalog</li> <li>• Create a library</li> <li>• Basic Editing and in class exercise</li> </ul>
11	Mon. Nov 6 <sup>th</sup>	<p><b>Finish reviewing everyone's edits</b></p> <p><b>Advanced editing in Lightroom</b></p> <p><b>Edit your photos in class</b></p> <p><b>Intro to printing</b></p>
	Wed. Nov 8 <sup>th</sup>	<p><b>Work Day</b></p> <ul style="list-style-type: none"> <li>• Finish editing and printing</li> </ul>
12	Mon. Nov 13 <sup>th</sup>	<b>**Assignment 4 Critique:</b> 20 photos of the same thing
	Wed. Nov 15 <sup>th</sup>	<p><b>Digital Photo/Lightroom Quiz</b></p> <p><b>Introduce Assignment 5: Mimic</b></p> <ul style="list-style-type: none"> <li>• Emulate vs Plagerise</li> <li>• Choose a photographer</li> <li>• Research and Development</li> <li>• Better search results: Tip and Tricks</li> </ul> <p><b>In-class exercise:</b> Write: Analyze one or two of their works using words: use language from elements and principles, describe the content, form AND concept. Due next class: 30+ photos for emulate a photographer assignment</p>
13	Mon. Nov 20 <sup>st</sup>	<p><b>Review digital photo/lightroom quiz</b></p> <p>Check photos from memory card;</p> <p><b>In-class work (Lightroom):</b> Reference your written description as you choose your series, edit your photos</p> <p>Assignment: Reshoot if necessary</p>
	Wed. Nov 22 <sup>rd</sup>	Continue in-class work on Mimic Project Work on presentations
14	Mon. Nov 27 <sup>th</sup>	Finish Mimic Project and Printing
	Wed. Nov 29 <sup>th</sup>	<b>**Presentations and Critique for Assignment 5: Mimic</b>
15	Mon. Dec 4 <sup>th</sup>	<b>Begin Work on Final Project: TBD</b>
	Wed. Dec 6 <sup>th</sup>	<b>Continue Work on Final Project</b>
16	Mon. Dec 11 <sup>th</sup>	<b>**FINAL CRITIQUE!</b> MANDATORY STUDIO CLEAN-UP
	Mon. Dec 13 <sup>th</sup>	<b>MOVIE DAY!! (Optional)</b>

If the semester is shortened by a holiday, the System requires a +6 hour Online Holiday Make-up Assignment.

**Please Note:** *It is possible that these dates might change slightly due to various circumstances. You will be notified of changes and requirements*

**Critique Dates:** *Critique dates are the due dates of all projects. It is imperative that your work be completed and ready for the class critique. Your participation in the critique is mandatory. The Fine Arts Department philosophy is that verbal discussion enhances the student's awareness of art concepts and his/her growth and direction.*

**Instructional Methods:**

Methods of instruction may include: explanations, demonstrations, hands-on art studio work time, in-class critiques, slide presentations, video/film presentations, lectures, and/or readings (from textbooks, peer-reviewed articles, books, original source seminal texts). Class time may include demonstrations, field trips, assignments, introductions, studio time for projects, and critiques.

**Student Assignments:**

Assignments/Activities may include: individual creative projects, written critical responses, group projects, critiques, exams or quizzes, hands-on studio workdays/times, occasional gallery visits, assigned readings from textbooks, peer-reviewed articles, books, original source seminal texts; mandatory discussions based on various topics related to the major areas of study in Art and Design; writing papers including critiques, essays, analyses, reviews, research, comparing and contrasting artistic or design theories and perspectives; service learning projects; presentations; portfolios. This course requires a minimum of 1000 words in a combination of writing assignments and/or projects.

**Student Assessments:**

Methods of Assessment/Evaluation may include: portfolios, creative projects, tests and quizzes which may include: definitions, matching, multiple choice, true/false, short answer, brief essay, essay, lists; writing assignments, in-class discussions and/or critiques; written papers including critiques, essays, analyses, reviews, research, comparing and contrasting artistic or design theories and perspectives; service learning projects; presentations; group and/or individual projects; other methods as may be determined by individual instructors.

**Instructional Materials:**

**There is no book required for this course.**

There is a list of supplies and materials required which can be found on the last page of this document. We suggest that you separate the page and take it with you when you shop for the materials.

**HCC Policy Statement: Americans with Disabilities Act (ADA)**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including 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/district/students/disability-services/>

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 Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)*

If you have any questions, please contact the Disability Counselor at your college, or the District Disability Office at 713-718-5165.

To visit the ADA Web site, log on to [www.hccs.edu](http://www.hccs.edu),

Click Future Students

Scroll down the page and click on the words Disability Information. <http://www.hccs.edu/hccs/future-students/disability-services>

### **Hurricane Harvey**

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

### **HCC Policy Statement: Academic Honesty**

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

“Scholastic dishonesty” includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating** on a test includes:

- Copying from another student’s test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

**Plagiarism** means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

**Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit.

**Violations:** Possible punishments for academic dishonesty may include a grade of “0” or “F” on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

Students who wish to appeal a grade penalty should notify the instructional supervisor within 30 working days of the incident. A standing committee appointed by the College Dean of Instruction (Academic or Workforce) will convene to sustain, reduce, or reverse the grade penalty. The committee will be composed of two students, two faculty members, and one instructional administrator. A majority vote will decide the grade appeal and is final.

### **Official HCC Attendance Policy:**

Students are expected to attend classes regularly. Students are responsible for material covered during their absences, and it is the student’s responsibility to consult with instructors for makeup assignments. Class attendance is checked daily by instructors.

**Although it is the responsibility of the student to drop a course for non-attendance, the instructor has the authority to drop a student for excessive absences.**

A student may be dropped from a course for absenteeism after the student has accumulated absences in excess of 12.5 percent of the hours of instruction (including lecture and laboratory time).

For example:

For a three credit-hour lecture class meeting three hours per week (48 hours of instruction), a student may be dropped after six hours of absences.

**Administrative drops are at the discretion of the instructor.** If you are doing poorly in the class, but you have not contacted your professor to ask for help, and you have not withdrawn by the official withdrawal date, it will result in you receiving a grade of “F” in the course

**Tardiness:**

Because assignments and resources are often given at the start of class, tardiness can mean not receiving valuable information, *which may not be repeated*. Tardiness and leaving early also counts toward missed instruction and can contribute to the 12.5% of allowed absences.

**NOTE: LAST DAY FOR STUDENT/ADMINISTRATIVE DROP THIS SEMESTER:**

**November 3, 2017 at 4:30 p.m.**

**Course Withdrawals-First Time Freshmen Students-Fall 2007 and Later:**

Effective 2007, section 51.907 of the Texas Education Code applies to first-time in college freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in HCC Dual Credit and Early College are waived from this requirement until they graduate from high school.

Based on this law, **HCC or any other Texas Public institution of higher education may not permit students to drop after the official day of record more than six college level credit courses for unacceptable reasons during their entire undergraduate career.**

**Course Withdrawals:**

Be sure you understand HCC policies about dropping a course. It is the student’s responsibility to withdraw officially from a course and prevent an “F” from appearing on the transcript. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. *\*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.* If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade

**Early Alert Program:**

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

**Repeat Course Fee:**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor

as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

### **Individual Instructor's Requirements Statement**

#### **HCC Art Program Requirements**

By the end of the semester, the student who passes with a final grade of C or above will have demonstrated the ability to:

- Complete and comprehend the objectives of all graded assignments
- Attend class regularly, missing no more than 12.5% of instruction (12 hours)
- Arrive at class promptly and with the required supplies for that day's session
- Participate in the shared responsibilities for studio clean-up
- Exhibit safe studio habits
- Be prepared for and participate in class critiques
- Demonstrate the ability to communicate orally in clear, coherent, and persuasive language
- Demonstrate the ability to use computer-based technology in communicating, solving problems, and acquiring information
- Complete a minimum of 1000 words in combination of writing assignments and/or projects
- Demonstrate the ability to present works of exhibition quality
- 
- **Course Specific Requirements**
  - Technical Craft with proficiency in Manual Camera Skills
  - Familiar with Lightroom Software File Management and Finishing
  - Conceptual and Creative Exploration in basic design and compositional concepts
  - Critical Discourse, demonstrate the ability to examine and explore photography's role in our changing visual culture as well as talk about work in relationship to social, political and historical terms.

#### **HCC Grading Information:**

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
FX (Failure due to non-attendance)	0 points per semester hour
IP (In Progress)	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

The grade of "I" (Incomplete) is conditional. It will only be assigned if at least 80% of the course work is complete, the student provides a valid excuse, and the student would be mathematically able to pass the course if the work is completed. Students receiving an "I," must make an arrangement with the instructor in writing to complete the course work within six months. After the deadline, the "I" becomes an "F." All "I" designations must be changed to grades prior to graduation. Changed grades will appear on student record as "I"/Grade (example: "I/A").



FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance. Logging into a DE course without active participation is seen as non-attending. Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

**Instructor Grading Criteria: Homework, assignments and projects will be evaluated according to the following criteria:**

### **Evaluation and Grading**

**I will determine your grade via the following criteria:**

- Technique, Form, Content and Craftsmanship- Level of technical difficulty attempted and achieved. More sophisticated work may receive higher scores.
- **Following Instructions- Adherence to all specific assignment guidelines/content requirements**
- Originality and Problem Solving- Creativity and Originality: Solving the assignments in an imaginative and unique way may lead to a higher score.
- **Participation in daily group discussions, critiques, field trips and daily & end of semester clean up.**
- Steady work habits; being organized with work finished and turned in on time. - Adherence to deadlines.
- Honesty: Submit your own work.

**Assignments will include:**

1. Photograms Assignment
  2. *Eyes of the Storm* exhibition
  3. Pin Hole Camera Assignment
  4. Technical and Formal Elements Quiz
  5. Scavenger Hunt Assignment
  6. Darkroom Chemical Quiz
  7. 20 Objects Assignment
  8. Lightroom Proficiency Quiz
  9. Mimic Assignment
  - 10 Artist Presentation
  11. Final Project
  12. Organization and Positive Participation grade
- \*\* Possible extra credit assignments will be given\*\*\*

*Eyes of the Storm* **exhibition:** This assignment is required to promote the utilization of varied materials and techniques with informed aesthetic and conceptual strategies in order to ensure that students create original, display-ready works of art using the studio skills taught this semester, because of Hurricane Harvey.

### **Late work:**

It is important that each student completes his or her work in time for the announced due date. *Late work will be deducted one letter grade for each class period it is late* (even if you are absent on the due date, your work will be considered late). **NO PROJECT WILL BE ACCEPTED LATER THAN TWO CLASS PERIODS PAST THE DEADLINE** unless the student addresses the issue with the instructor prior to the end of the project.

### **Participation:**

Your participation in class demonstrations, discussions and group critiques is expected and required in order to successfully complete this studio course. Your level of participation will be noted and will be used to determine whether borderline grades stay at the lower value or move to the higher grade. Arriving in class without the materials necessary for the day's work, is the same as being absent and is poor participation.

### **Instructor's Final Grading Legend:**

Your final grade is determined by calculating the average letter grade you earned during the semester.

Letter grades for each assignment have the following point values:

(A 4.0) (A- 3.67) (B+ 3.33) (B 3.0) (B- 2.67) (C+ 2.33) (C 2.0) (C- 1.67) (D 1.0) (F 0)

### **Online Student Evaluation of Instruction:***EGLS3 -- Evaluation for Greater Learning Student Survey System*

*At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning.*

*During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The*

*anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction.*

*Look for the survey as part of the Houston Community College Student System online near the end of the term.*

### **Lab Requirements:**

This course meets for 6 hours each week in a 2 hour lecture, 4 hour lab format. Students can expect to incur the cost of their own Photography supplies in addition to your camera, approximating \$100.00 to \$150.00 (or more) over the course of the semester.

*If you have enrolled in a Second Start, 8-week or mini-term class, and are dependent on Financial Aid for purchasing your supplies, you may not be receiving your overload money until those semesters begin—plan accordingly—you cannot succeed in this course without purchasing the necessary tools.*

### **Health Safety:**

It is strongly advised that if you are pregnant, have respiratory difficulties, sensitivity to chemicals, metals, or hand and wrist problems, you not stay enrolled in this course.

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>."

### **Insurance Disclaimer:**

The Fine Arts Department at Central College strongly recommends that all HCCS students carry some form of medical insurance to cover illness and injury, both on and off campus. Information regarding low-cost health insurance for students is available in the Fine Arts office. Under Texas state statute, HCCS is immune to liability in the event of accident or injury.

*Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.*

*It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.*

### **Use of Photography Studio:**

- In order to use a studio, a student must have a current art studio pass issued by the Fine Arts Office, signed by his/her current art instructor after passing the Photography Open Studio quiz.
- Students agree to adhere to the posted office hours and Photography studio hours, and to be clear of all spaces in time for the office staff to close according to security guidelines or before a class meets.
- To receive a key to open a studio when no instructor is present, students must register in the Fine Arts Office
- Write your name, or HCCSD ID number on your art studio pass and sign in legibly
- Leave studio pass with the office staff.
- Sign out after using the studio, and reclaim studio pass.
- There will be a **\$75 charge if you misplace the key.**

- Only students currently enrolled in the Photography classes may use the studio; **no children or pets.**
- It is not acceptable to keep a key and leave personal belongings in a studio while attending another class, or otherwise leave the building or campus. Doing so will result in the student losing key privileges.
- Each student is responsible for keys checked out. Keys should never be passed from one student to another. The student who signed for the key is responsible for the key until that student returns to sign out.
- When leaving the Photography studio make sure that your space is clean, all enlarger kits are put away and stored in their proper place, all trash is disposed of, the water is shut off, the chemistry is covered and the lights are turned off.
- Any student who disregards these guidelines will lose the privilege of using the FAC studios.

Open Studio Schedule (also posted on room door)						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Studio Closed	Open studio 12 pm – 5 pm	Open studio 10 am – 1pm <u>5 pm – 9 pm</u>	Open studio <u>4 pm – 9 pm</u>	Open studio 10 am – 1pm <u>5 pm – 9 pm</u>	Open studio 9 am – 3 pm	Class in session 9 AM -3PM; ask instructor

*Note: No extensions will be given because of inadequate studio access. You are aware of the deadlines for each assignment. It is your responsibility to complete your work within the allotted in-class and open studio hours.*

**Emergency Numbers – Accident or Injury: 911**

**HCC Police - (713) 718-8888; [88888]**

## Required Materials:

### ANALOG

- 8" x 10" RC Photo Paper **DO NOT BUY FIBER PAPER, RC ONLY!** Pack of 25 sheets should be enough.  
**Get this ASAP from Houston Camera Exchange (see below)**
- 8" x 10" Plastic Page Protectors
- 3 Ring Binder
- Towel
- Notebook / Journal
- Lock for Lockers
- Large roll of BLACK Duct Tape
- Optional Material for PinHole Project

### DIGITAL

- DSLR camera that can shoot in raw (must have manual settings and working light meter)
- 28mm - 50mm lens for Camera
- Memory card – SD or CF depending on your camera (at least 16 GB)
- USB drive (at least 32 GB)
- Epson inkjet paper

### OPTIONAL

- Anti Static cloth
- canned air
- Tripod
- Apron
- Rubber Gloves
- External / detachable flash
- External Light meter

\*Other material may be required to complete projects on an individual level (props, outfits, lights and accessories, etc.)

### RETAIL

#### **Local:**

Houston Camera Exchange  
5900 Richmond Avenue  
Houston, Texas 77057  
Tel: (713) 789-6901  
Store Hours  
10:00 am - 7:00 pm Monday - Friday  
10:00 am - 6:00 pm Saturday  
<http://hcehouston.com/>

Professional Camera Repair  
4410 Richmond Avenue  
Houston, TX 77027  
(713) 621-3627  
[www.professionalcamerarepair.com](http://www.professionalcamerarepair.com)

#### **Online:**

Search Ebay, Craig's List, OfferUp, and Amazon for used cameras  
B & H Photo Video: <http://www.bhphotovideo.com/>  
Calumet: <http://www.calumetphoto.com/> Adorama: <http://www.adorama.com/>  
Freestyle Photographic Supplies: <http://www.freestylephoto.biz/>