



**Center of Excellence for Visual and Performing Arts
Visual Art**

<http://www.hccs.edu/centers/visual--performing-arts/>

ARTS 2356: Photography I | Lecture/Lab | #18624

Spring 2019 | 16 Weeks (1/14/2019 - 5/12/2019)

In-Person | Central Fine Arts Center 108 | MW 6pm - 8:50pm

3 Credit Hours | 96 hours per semester

Instructor Contact Information

Instructor: Francis Almendarez, MFA

Office Phone: 713-718-6593

Office: N/A

Hours: By appointment

HCC Email: francis.almendarez@hccs.edu

Office Location: Central Fine Arts Center

Arts Center

Please feel free to contact me concerning any 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 to discuss course topics.

Instructor's Preferred Method of Contact

Professor contact is made via HCC email. Allow 24 to 48 hours (excluding weekends and holidays) for a response.

What's Exciting About This Course

This course, an introduction to Art through photography, fosters an appreciation for photography and develops 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 for file management and basic editing.

My Personal Welcome

Welcome to Photography I— My name is Francis Almendarez and I will be your professor this semester. I am here to guide you through this course and answer any questions you may have along the way. This is a hands-on course in which we will learn by doing, through trial and error, thinking creatively and problem solving. I encourage you to keep an open mind, experiment, take risks, ask questions and at the same time have fun. Together we will develop a collective definition of what photography is and what photography can be. I will be here to help you develop a deeper understanding of the photographic process as well as its role and function in contemporary society. Through lectures, exercises, demonstrations and assignments you will be equipped with the knowledge and skills you need to continue developing your own body of photographic work beyond this course.

Prerequisites and/or Co-Requisites

None, but Photography I is a prerequisite for Photography II.

Eagle Online Canvas Learning Management System

This section of ARTS 2316 will use Eagle Online Canvas (<https://eagleonline.hccs.edu>) to supplement assignments, submissions and grading. You are responsible for accessing the course on a regular basis. 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 Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information

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.** I suggest that you separate the page and take it with you when you shop for the materials.

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

ARTS 2356 Photography I (Fine Arts Emphasis): is an 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 (ACGM) produced by the Texas Higher Education Coordinating Board, Spring 2017 (THECB)

ARTS 2356 Photography I: The focus of this class is on manual camera skills, making better photographs and becoming familiar with a Digital Single Lens Reflex Camera and the software Lightroom. An introduction to basic photographic processes including some assignments in the black and white photography darkroom. The student will examine various approaches to photography and in relation to the history of art, visual culture, aesthetics and ethics. Students will demonstrate the ability to critically talk about work in relationship to social, political and historical terms. Students will also demonstrate the ability to examine and explore photography's role in our changing visual culture. 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)

Core Curriculum Objectives (CCOs)

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 in HCC prior to Fall 2014.

Program Student Learning Outcomes (PSLOs)

Upon completion of ARTS 2356, the student will be able to:

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.

These can be found at:

<http://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/art/>

Course Student Learning Outcomes (CSLOs)

Upon successful completion of this course, students will:

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.

Learning Objectives

Learning Objectives for each CSLO can be found at <https://learning.hccs.edu/programs/art>

Student Success

Expectations

Expect to spend at least twice as many hours per week outside of class as you do in class on exercises and assigned work. Most homework will involve shooting photographs. Waiting until the last minute will result in uninteresting work. Plan ahead and devote a solid amount of time to shooting. Additional time will be required for written assignments. Successful completion of this course requires a combination of the following:

- Reading the handouts for each assigned project
- Attending class in person and being on time
- Completing assignments in time for critiques
- Participating in class activities and providing feedback to your peers

There is no short cut for success in this course; it requires working (and probably re-working) and using the course objectives as your guide.

Active 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 your final course grade. Arriving in class without the materials necessary for the day's work impacts not only your project grade but also your overall class preparation grade.

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 lectures, hands-on art projects, activities, discussions and critiques
- Provide a clear description of projects or assignments

- Inform students of policies such as attendance, withdrawal, tardiness and make up work
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange group work

As a student, it is your responsibility to:

- Participate in class, respect deadlines, and be prepared for each class meeting
- Use time wisely to focus on assignments, projects and exams
- Keep and organize copies of all materials, including the syllabus, articles, links and online resources
- Respect other class members
- Clean up thoroughly after each work session, when applicable
- Be prepared for critique: have complete assignments ready on time and be prepared to participate in the verbal critique process
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Written Assignment

At least 1000 words in written assignments will be completed over the course of the semester. Proper grammar and spelling is required. You may see an HCC tutor should you need assistance with writing.

Exams

Exams will be based on vocabulary and concepts covered in class lectures and demonstrations. All material will be reviewed prior to exams making attendance and participation very important.

In-Class Activities

Student should expect a combination of lectures, demonstrations, studio time, presentations, critiques and group work for every class meeting. Attendance and participation is expected.

Grading Formula

- 1. Artist Presentation = 50 points
- 2. Photo Projects (#1-4)
 - a. Project Photographs = 400 points (100 points each)
 - b. Written Project Statements = 100 points (25 points each)
- 3. Exam = 25 points
- 4. In-Class Activities = 25 points
- 5. Critiques #1-4 = 400 points (100 points each)

Grade	Total Points
A	900+
B	800-899
C	700-799
D	600-699
F	<600

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

Course Calendar

HCC Calendar: Per specific Semester; Regular Term - 16 Weeks - Spring 2019

Classes Begin	January 14, 2019
Holidays and Breaks	MLK, Jr Day: January 21, 2019 President's Day: February 18, 2019 Spring Break: March 11-17, 2019
Last day to drop classes with a grade of W	April 1, 2019
Instruction ends	May 12, 2019
Final Examination	May 9, 2019

Dates

Topic / What's Due

Week 1	Introductions, Introduction to course, Supply List + Safety,
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Jan 14	Bring DSLR Camera to next class
Jan 16	Camera Basics, Functions and Manual Operation (ISO, Aperture, Shutter Speed, White Balance, Focus, Focal Lengths, Camera Modes), Assign Project #1 and Artist Presentations
Week 2 Jan 21	MLK, Jr Day - No Class
Jan 23	Review Elements of Art and Principles of Design, Introduction to Lightroom (Setting up catalog, Sorting vs Filtering, Applying Filters, Saving to external hard drive) and Studio Time
Week 3 Jan 28	Review: ISO/Aperture/Shutter Speed, Lightroom Editing (Basic Editing, Cropping and Straightening) and Studio Time
Jan 30	Lightroom (Collections, Metadata, Copyright, Keywords) and Studio Time
Week 4 Feb 4	Critique #1: Photographs and written project statement due
Feb 6	Assign Project #2, Lecture (Basic Lighting and Portraiture: Narrative/Diaristic/Objective), Lightroom Editing (HSL/Color/B&W, Virtual Copies) and Studio Time
Week 5 Feb 11	Artist Presentation #1, Lightroom Editing (Graduated + Radial Filters, Spot Removal Tool, Adjustment Brush, Watermark and Export), Introduction to Photoshop (Duplicate Copy, Exposure, Levels, Curves, Hue Saturation) and Studio Time
Feb 13	Artist Presentation #2, Photoshop (Basic Tools, Image Size vs Canvas Size, Flatten Image, Saving, Printing) and Studio Time
Week 6 Feb 18	President's Day - No Class
Feb 20	Artist Presentation #3 and Studio Time
Week 7 Feb 25	Artist Presentation #4 and Studio Time
Feb 27	Artist Presentation #5 and Studio Time
Week 8 March 4	Review for Exam and Studio Time
March 6	Critique #2: Photographs and written project statement due

Spring Break March 11 March 13	SPRING BREAK
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Week 9 March 18	Exam, Artist Presentation #6, Assign Project #3, Lecture and Demonstration: Use of Darkroom Wet Lab and Photograms
March 20	Artist Presentation #7, Studio Time
Week 10 March 25	Artist Presentation #8, Studio Time
March 27	Artist Presentation #9, Studio Time
Week 11 April 1	Artist Presentation #10, Studio Time
April 3	Critique #3: Photograms and written project statement due
Week 12 April 8	Assign Project #4, Lecture on Photographic Series and Various Methods of Presentation (Prints, Photo Book, Installation, Slideshow, Video, etc)
April 10	Project Proposal Presentations and Individual Meetings
Week 13 April 15	Introduction to Premiere Pro, Continue Individual Meetings and Studio Time
April 17	Studio Time
Week 14 April 22	Individual Meetings to Review Projects and Studio Time
April 24	Individual Meetings to Review Projects and Studio Time
Week 15 April 29	Studio Time
May 1	Studio Time
Week 16 May 6	Studio Time Studio Time
May 8	FINAL CRITIQUE: Critique #3: Photograms and written project statement due

**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 own growth and direction.

Artist Presentation

Once you have selected an artist or photographer, you may begin to do research on the artist's photographic work. You will need to select a photographic series or make a selection from multiple photographic series to present to the class. You must become familiar with the work and be able to speak about its technical, formal and conceptual aspects using the vocabulary and technical terms you have been learning in class. Feel free to incorporate some of the artist's biography into your presentation however the core of the presentation should be on their photographic practice. Here are some questions to guide you:

What is the overall subject matter of the series?

What is its cultural or historical significance?

Why was it relevant at the time? How is it relevant today?

How did it push the boundaries of photography, art, and/or aesthetics?

How was the work shot and why was it shot that way?

What formal decisions were made and how did those decisions contribute to the work?

You are free to present this in any format and to incorporate artist books, slides, video, sound, etc., or any combination of those. The presentation needs to be 15-20 minutes long and will be followed by a short Q&A session. Make sure to have whatever digital materials necessary for your presentation ready on an external hard drive or USB stick that is Mac compatible and ready to connect to the projector.

Project #1

Refining Exposure and Composition

Shoot a series of photographs that display each of the following:

1. Wide depth of field
2. Shallow depth of field
3. Frozen Motion
4. Blur
5. Warm Colors or Cool Colors
6. A pair of Complementary Colors
7. Positive and Negative Space
8. Balance (either symmetrical or asymmetrical)
9. Scale
10. Rhythm or Pattern

Writing Statement will consist of a 300-500 word statement describing your process in getting your most successful photograph. You will need to describe how you achieved this photograph technically and what makes it a strong photograph formally and/or conceptually. You will need to do so by utilizing the vocabulary we've learned in class including the elements of art and principles of design. This statement

needs to be typed and printed on a 8.5x11 inch sheet of white paper using Times New Roman, 12 point font and one inch margins. Be sure to proofread for correct spelling and proper grammar.

Project #2

Lighting and Portraiture

2A. Photograph portraits of a person using the following types of lighting:

1. Front Lighting
2. Side Lighting
3. Top Lighting
4. Under Lighting
5. Back Lighting

2B. Photograph one or more people in three different styles. One portrait must be a narrative (see Eileen Cowin), one must be diaristic (see Nan Goldin), and one should be in purely objectivestyle (see Typologies, such as Thomas Struth). Clothes, props and locations may change but do not confuse this with fashion. The photographs should be about the person, not the clothes.

6. Narrative Portrait
7. Diaristic Portrait
8. Objective Portrait

Each photograph must be printed on 8.5x11" Epson Inkjet Photo Paper. No Exceptions.

Written statement will consist of a 300-500 word statement describing your process in getting your narrative, diaristic and objective portraits. You will need to describe how you achieved these photographs technically and what differentiates the three technically, formally and conceptually. You will need to do so by utilizing the vocabulary we have learned in class including the elements of art and principles of design. This statement needs to be typed and printed on a 8.5x11 inch sheet of white paper using Times New Roman, 12 point font and one inch margins. Be sure to proofread for correct spelling and proper grammar.

Project #3

Photograms

Create a total of 6 photograms using various transparent, translucent and opaque objects. Be sure to play with the placement of objects on your paper and create interesting visual compositions employing the elements of art and principles of design. You will be required to make one photogram for each of the following categories.

1. Composition arranged around a focal point
2. Movement designed around a visual space
3. Visual interest enhanced by use of texture(s)
4. An abstract composition
5. Emphasis of positive/negative space

Written statement will consist of a 300-500 word statement describing your process in composing, exposing and developing your photograms. You will need to describe how you achieved your photogram(s) technically and how the formal and conceptual aspects add to its overall reading/meaning.

You will need to do so by utilizing the vocabulary we've learned in class including the elements of art and principles of design. This statement needs to be typed and printed on a 8.5x11 inch sheet of white paper using Times New Roman, 12 point font and one inch margins. Be sure to proofread for correct spelling and proper grammar.

Project #4

Photographic Series

Create a series of 10-15 photographs on a chosen subject matter that reflects your interests, inquiries, research, etc., and that have an overarching theme that unifies all the photographs. Feel free to:

1. Merge photography with other disciplines (history, architecture, science, anthropology, etc.),
2. Utilize different forms of narrative (linear, non-linear, circular)
3. Incorporate other modes of presentation (book format, slideshow, video, sound, installation)
4. Experiment with the use of color or combination of both color and B&W photographs
5. Play with size and scale, and printing on different sized papers and surfaces

Written statement will consist of a 300-500 word statement describing your process, investigation and presentation. What insight did you gain through making this series of photographs? What are the formal, conceptual and aesthetic concerns being addressed in the work? Who is your target audience for this work? How would you ideally present it? You will need to write your statement utilizing the vocabulary we've learned in class including the elements of art and principles of design. This statement needs to be typed and printed on a 8.5x11 inch sheet of white paper using Times New Roman, 12 point font and one inch margins. Be sure to proofread for correct spelling and proper grammar.

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

If you miss class and cannot complete an assignment by the due date, it is your responsibility to make up the work. Contact me as soon as possible to make a plan. See **Late Policy** below.

Academic Integrity

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.

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/>

Attendance Procedures

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:
April 1 at 4:30 pm**

Student Conduct

As a studio class you will be working creatively and must respect each other as colleagues during critique and in the studio. You must conduct yourself in a manner for learning to occur. Repeated and addressed disruptive behavior that continues will result in the professor contacting the campus police.

Instructor’s Course-Specific Information (As Needed)

Late Policy: 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. **NO PROJECT WILL BE ACCEPTED LATER THAN TWO WEEKS PAST THE DEADLINE** unless the student addresses the issue with the instructor prior to the end of the project.

Grading: The online grade book in Canvas functions as your record keeper for completed tasks and points so far. I will determine your grade via the following criteria:

Individual Projects:

- **Technique, Form, Content and Craftsmanship:** Level of technical difficulty attempted and achieved. More sophisticated Conceptual work may receive higher scores.
- **Following Instructions:** Project completion with adherence to all specific assignment guidelines/content requirements
- **Creativity and Originality:** Solving the assignments in an imaginative and unique way may lead to a higher score.
- **Use of Studio Time / Steady Work Habits:** being organized with work finished and turned in on time. Adherence to deadlines.

Course:

- Participation + Citizenship in daily group discussions, critiques, field trips and daily & end of semester clean up.
- Completion of homework assignments outside of class shooting assignments, readings, research + collecting

Incomplete:

The grade of "I" (Incomplete) is conditional. It will only be assigned if at least 80% of the course work is complete, a valid reason is given and the student would be mathematically able to pass the course if missing 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").

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
 - Complete a minimum of 1000 words in a combination of writing assignments and/or projects
- Demonstrate the ability to present works of exhibition quality
 - Print a series of photographs which exhibit consistency of technique
 - Make a series of prints that convey a sense of time and/or place
 - Make a series of prints that convey your own personal expression
 - 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.

Electronic Devices

Please silence phones and put away all electronic devices during class. No electronics allowed in the darkroom.

Visual Art Program Information

The Visual Art Program offers an Associate Degree in Studio Art that is transferable to 4-year university programs. For more information, visit <http://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/art/>

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

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 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/>

Department Chair Contact Information

Katherine Rhodes Fields, M.F.A., katherine.fields@hccs.edu, 713-718-8264

Required Materials

Digital

- Digital Camera* — DSLR or Mirrorless — that can shoot in Raw, with manual settings
 - Canon Rebel series and Nikon DX series are a good place to start (look for older models)
- 28mm-50mm lens for Camera (or kit lens)
- Memory card – SD or CF depending on your camera – at least 16 GB

- External Hard Drive (unused or Mac formatted) – at least 500 GB
- Epson inkjet photo paper 8.5 x 11” – share a pack of 25 sheets

Analog

- RC paper will be provided for project utilizing the Darkroom

* Other materials may be required to complete projects.

** If you are unable to purchase a camera or other materials for this course, please consult with me about alternative options.

Retail

Local:

Houston Camera Exchange
5900 Richmond Avenue
Houston, Texas 77057
Tel: (713) 789-6901
<http://hcehouston.com/>

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

Online:

Search Ebay, Craig’s List, OfferUp, and Amazon for used cameras (check return policy)

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/>