



PHO 495 Photography Internship COURSE SYLLABUS

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COURSE INFORMATION

Course Description:

Approved work experience in photography with supervision under the guidance of a practicing professional and departmental faculty member. Prerequisite: Photography 210 and approval of the instructor.

Student Learning Outcomes:

At the conclusion of this course students should be able to demonstrate the following:

- Apply academic photography and art skills in professional setting
- Write about how the classroom experience relates in a professional setting
- Cultivate professional relationships with supervisors, coworkers and clients
- Set goals toward personal career interests relative to the internship experience

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

Failing to comply with any of the following steps and dates may result in not receiving full credit for the internship:

1. Intern Director must first approve the internship prior to starting the internship.
2. Complete and return the "Intern Fact Sheet" before you start your internship.
3. The Intern must complete 15 full days on the job with the photographer or other photography professional to receive full credit. *Note: In extreme circumstances the internship time can be split between two internships.*
4. Interns must keep a daily journal recording what activities and things were learned while on the job. The Intern will use this info to write a two to three page summary of their learning experience. The summary paper must be written in first person and be very detailed. Hint: Complete each day's journal entry before the day, itself, is over -- while the day's activities are fresh in your mind! This log must be legible and informative. The Journal Summary Paper and Intern Grade Report must be turned in before or no later than the last day of class during the semester that you complete the internship.
5. Have the supervisor complete the "Intern Grade Report" and email back to the Intern Director. The completed form must arrive before the last class day of the semester prior to exam week.

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Questions: (903) 886-5232

6. The following must be in the hands of the Internship Director before the week of final exams:
1. Intern Fact Sheet – must be sent to the Internship Director before starting the internship.
 2. Daily Journal – Must be not less than 15 entries (15 days)
 3. Summary Paper of the Work/Learning Experience - two to three pages typed (Times, 12 point Font, Single Space) summary of your learning experience, written in first person and be very detailed.
 4. Intern Grade Report – Must be sent to the Internship Director by the supervisor.

Grading: “Grades are not given, they are earned”.

The grade for the internship course will be based on the Intern Grade Report from your supervisor, your daily journal and the quality of your written summary. The Intern Director may also contact your supervisor at any time during your internship to see how you are doing.

Please feel free to contact the Intern Director at any time during the course if you need assistance.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

Please contact me through email
Appointments are encouraged

Email: chad.smith@tamuc.edu

Office Hours: By appointment

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook). Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html)
<http://www.albion.com/netiquette/corerules.html>

Campus Concealed Carry

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M- Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to

((<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer).

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

Your final grade will be derived from the following sources:

1. Students must first secure and be approved by the instructor an internship with a professional photography related company or person.
2. After the instructor's approval and packet with instructions and forms will be emailed to the intern.
3. The Intern must complete 15 full days on the job with the photographer or other photography professional to receive full credit. *Note: In extreme circumstances the internship time can be split between two internships.*
4. Interns must keep a daily journal recording what activities and things learned while on the job.
5. Using the daily journals the Intern will use this info to write a two to three page summary of their learning experience.
6. Supervisor will complete the "Intern Grade Report" and email back to the Intern Director. The completed form must arrive before the last class day of the semester prior to exam week.