



PHO 495: Photography Internship COURSE SYLLABUS: Spring 2020

INSTRUCTOR INFORMATION

Instructor: Leigh Merrill, Associate Professor of Art

Office Location: Journalism Building, Room 300

Office Hours: 12:30 – 3:30pm Thursday (via skye appointment)

University Email Address: leigh.merrill@tamuc.edu

Preferred Form of Communication: email

Communication Response Time: 24 – 48 hours during weekdays

COURSE INFORMATION

No Required Textbooks, Readings, Supplementary Readings

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

The syllabus/schedule are subject to change.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

DSLR cameras exposure, Digital file management and basic principles of working with digital files for online and print format, Printing skills, Basic DSLR video capture, Audio capture, Adobe Premiere Pro, Adobe Lightroom, Adobe Photoshop.

Instructional Methods

Completion of all steps necessary for 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.

Email: leigh.merrill@tamuc.edu

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 or equivalent)
 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.

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GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Assessments

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.

Daily Journal and written summary: 90%

Intern Grade Report: 10%

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

The syllabus/schedule are subject to change.

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

Interaction with Instructor Statement:

Please contact me through email.

Email: leigh.merrill@tamuc.edu

Office Hours: 12:30 – 3:30pm Thursday (by appointment)

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Procedures & Policies for Submission of assignments

Due Date: All assignments and exercises are due on the date and time given by the instructor. Any work that is late will be reduced by one full-letter grade. Assignments will not be accepted if they are more than one week late.

Attendance

Attendance will be taken at the beginning of every class and is important for your success in this course. Please contact the instructor in advance of any absence. Work missed for an excused absence can be turned in at the first class following the absence.

Please Note: A total of 4 absences from any class meetings will result in a failing grade ("F") for the course and you will be dropped from the class.

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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.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

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Students with Disabilities-- ADA Statement

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 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<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.

Campus Concealed Carry Statement

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

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COURSE OUTLINE / CALENDAR

The internship calendar will be determined by both the professional photographer, instructor, and student at the beginning of the semester.

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 or the equivalent (to be determined by instructor) 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.
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