



## PHO2357 Basic Photography COURSE SYLLABUS

### INSTRUCTOR INFORMATION

**Instructor:** Chad D. Smith, Associate Professor  
**Office Location:** J-233  
**Office Hours:** By Appointment  
**Office Phone:** 903-886-5232  
**Office Fax:** 903-886-5987  
**University Email Address:** [chad.smith@tamuc.edu](mailto:chad.smith@tamuc.edu)

**Preferred Form of Communication:** Email  
**Communication Response Time:** Within 48 hours

COURSE INFORMATION
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### Materials – Textbooks, Readings, Supplementary Readings:

*Due to the rising cost of photo textbooks that are outdated by the time of publication, there is no mandatory text. Instead of a textbook, it is recommended that students get a Lynda.com account, an online tutorial for software and photographic information.*

### Course Description:

A foundation course using a mixture of lectures, demonstrations, assignments, field trips and critiques; students learn elements of color photography through an investigation of the basic techniques and aesthetics of digital photography, with an emphasis on creative use of DSLR camera controls, raw file processing, digital imaging software, archiving and an awareness of the critical issues in contemporary photography.

### Student Learning Outcomes:

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

- ï an understanding of the anatomy of a camera, light meter and accessories.
- ï an understanding of aperture/shutter/ISO relationships & their effect on the photographic image.
- ï how to edit, archive and process RAW files using digital asset management software
- ï put into practice the rules of composition & design by demonstrating a grasp of technical solutions & inkjet printing.
- ï how to analyze and interpret photographic images through written essay
- ï an understanding of the photographic vocabulary and color theory by participation in critical evaluation regarding their own work and the work of others.

The syllabus/schedule are subject to change.

## COURSE REQUIREMENTS

### Instructional / Methods / Activities Assessments

This course will consist of a series of photographic assignments and exercises to assist the student in achieving the objectives of this course. Each week students will work on various combinations of shooting and written assignments, critiques of both student and professional work.

### Student Responsibilities or Tips for Success in the Course

Attendance is required and is recorded at all class and lab meetings either online or on campus. Every student will be responsible for all information given during scheduled class and lab times as well as turning in assignments, exercises and written essays on or before due date.

### Handbook & Safety

While the online manual covers specific issues related to the Department of Art, Texas A&M University-Commerce policies must also be followed. All users of Department of Art (DOA) classrooms and facilities are required to follow the health and safety guidelines outlined in this manual at all times. Report any safety issues IMMEDIATELY to your instructor(s), Teaching Laboratory Specialist, or to the DOA Health and Safety Liaison. Each course instructor will discuss their area's inherent risks, procedures, and policies to provide the student with informed consent. These will be reviewed verbally at the start of each semester. A link to the online Handbook: [https://inside.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/art/documents/DOA\\_health\\_safety\\_handbook.pdf](https://inside.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/art/documents/DOA_health_safety_handbook.pdf)

Students that meet in face-to-face Department of Art courses must complete the online form for each course they attend. A link to the online form: <https://dms.tamuc.edu/Forms/ArtLabPolicy>  
This must be completed on-campus while using the University WIFI or ethernet connections.

### Attendance:

Attendance is required and is recorded at all class and lab meetings either face2face or online. Every student will be responsible for all information given during scheduled class and lab times. Attendance counts a maximum of 100 points. Students will start with 100 points and 10 points will be subtracted from the original 100 points for every day missed. You will lose 5 points for arriving after roll is taken. **Note: A total of 4 absences from any class meetings (lecture or lab) could result in a failing grade ("F") or being dropped from the course except for extenuating circumstances, as determined by the instructor.** Excused absences are listed under Class Attendance (A13.02) in the A&M-Commerce Procedures. Verifiable excuses for absences must be turned into the professor in a timely manner.

**Grading:** "Grades are not given, they are earned".

Students will receive points that will be determined by performance on critiques, exercises, quizzes, and classroom/lab participation. These will be added up at the end of the term for the semester's final grade. At the end of the semester all the grades will be determined using the following percentages: All grades will be posted on D2L.

### Total Percentages corresponding to the final letter grades

A = 100 – 90%  
B = 89 – 80%  
C = 79 – 70%  
D = 69 – 60%  
F = 59 – 0 %

### Assessments:

Assignments:	50 Points each
Written Essays:	20 Points each
Final Assignment:	100 Points
Attendance:	100 Points

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## TECHNOLOGY REQUIREMENTS

### WTFA Classroom & Lab

Students will have limited access to a Macintosh computer, print lab equipment and software needs along with access to cameras and tripods to complete photographic assignments and exercises. Students will need to provide the following:

- **35 mm DSLR camera that has a manual setting with minimum of 20 mega pixels**
  - *(If you use your own camera, find the instruction manual and read it.)*
- Note: There are digital cameras in Checkout for students to use on a day-to-day basis.**

### Memory Cards for cameras i.e. Compact Flash (CF), Secure Digital Card (SD card).

**Note: Cameras in Checkout do come with memory cards but it is better to have your own.**

**Note: Students whose cameras use CF card will need to purchase a card reader**

- *(The computers in the lab have built in SD card readers.)*
- **One 500GB external hard drive** *(two hard drives would be better to back up files)*

**Note:**

**Students who are VisCom and Photography Majors or Minors will need as least one 500GB formatted to Mac OS during there time here at TAMUC.**

**Students will need an external hard drive by the 2nd week of class**

- **Other material as needed i.e. inkjet paper**

### 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](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

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](mailto: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.

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## 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

Please contact Mr. Chad Smith through email to set up appointments:

Email: [chad.smith@tamuc.edu](mailto:chad.smith@tamuc.edu)

Office Hours: by appointment

Response time: 24 – 48 hours during weekdays

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures

**Due Date:** All assignments, exercises, and essays are due on the date and time given by the instructor. Work that is late will have its grade reduced for being handed in late. It is the student's responsibility to inform the instructor of any problems that might make a project late well before the due date not five minutes before class begins. If the work is not turned in by the "moratorium" date set by the instructor that assignment will be assigned "0" points and cannot be resubmitted except for extenuating circumstances, as determined by the instructor. It is the student's responsibility to turn the work in.

**Incomplete grades:** An incomplete grade may be granted if a student has some difficulty working on an assignment. The student must inform the instructor of the difficulty before the due date of the assignment to discuss the problem. More than 60% of the assignment must be completed. You will have two weeks from the original due date to complete the assignment. If the work is not turned in by the "moratorium" date set by the instructor that assignment will be assigned a late grade for except for extenuating circumstances, as determined by the instructor. Remember, it is the student's responsibility to get the work turned in on time.

**Resubmission of Assignments:** All students are encouraged to improve upon their work by re-shooting their assignments. Occasionally the instructor may encourage the student to reshoot their assignment. This should not be seen as a negative experience as school is the ideal environment to learn from your mistakes.

**Please note that resubmitting work will not guarantee a better grade.**

### Guidelines for resubmissions:

1. The assignment must have originally been turned in on time.  
*Note: Work handed in late or incomplete may not be resubmitted.*
2. Resubmitted assignments will be accepted up to the "moratorium" date set by the instructor.
3. The new work must comply with the original project guidelines.
4. Make sure work is labeled with the assignment title.
5. Original work that was submitted initially must be included and marked clearly.

### 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>

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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>

### **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](mailto: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

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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.

### **Pandemic Response Statements**

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

Please, click on the following link to access A&M-Commerce Covid 19 Information, <https://new.tamuc.edu/coronavirus/>

### **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

## **COURSE OUTLINE / CALENDAR**

### **Class Participation:**

Students should always be prepared and participate in lectures and labs demos. There will always be time for questions during class.

### **Assignments and Exercises:**

Student will have weekly visual assignments and exercises that are evaluated by not only how well the specific problem has been solved but also by the effort of the student. Each assignment will be grade using the point template online in this syllabus and exercises will be bonus points.

**Assignments** are as follows:

- #1 Color Contrast and Monochromic
- #2 Depth of Field
- #3 Motion and Time
- #4 Black & White image
- Final Assignment

**Exercises** for extra credit

- #1 Jpeg Contact Sheet
- #2 Panorama
- #3 Studio Lighting

### **Essays:**

Students will write 5 essays after watching videos on five different photographers. These will have a maximum of 20 points each.

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