



PHO 390.01E Location & Event Photography COURSE SYLLABUS

INSTRUCTOR INFORMATION

Instructor: Chad D. Smith, 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

Preferred Form of Communication: Email

Communication Response Time: Within 48 hours

COURSE INFORMATION

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Due to the rising cost of photo textbooks that are outdated by the time of publication, there is no mandatory text.

Course Description:

This is an intensive semester long course that addresses the technical and conceptual aspects of photographing on-locations. Students will learn about how to address site-specific issues of lighting and the dynamic nature of working at a wide range of occasions. Students will build a portfolio of work by the end of the semester.

Prerequisites: [PHO 209](#), or permission of instructor.

Student Learning Outcomes:

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

- the ability to use various techniques, methodologies, and visual solutions that apply to location photography by effectively and efficiently use of different types of lighting techniques in a multitude of environments
- the knowledge of how to produce a range of light qualities and ratio by balancing ambient light to strobe equipment on location
- the knowledge of how to produce a range of light quality that is appropriate to the subject or feeling that the photographer wants to convey.
- editing and archiving of digital files and have an advance understanding of the anatomy of cameras, ISO, aperture, shutters, etc.
- put into practice the rules of composition and design with an understanding of the photographic vocabulary and theory though critiques and participating in critical evaluations 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 assignments and participate in critiques of both student and professional works along with discussions, readings, etc.

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 and exercises on the due date.

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:

Total Percentages corresponding to the final letter grades

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

All grades will be posted on D2L.

Assessments:

Assignments:	50 Points each
Final Assignment:	100 Points
Attendance:	100 Points

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 Full Frame Digital camera that has a manual and auto setting.**
- *(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.

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- **One 500GB external hard drive** (*two hard drives would be better to back up files*)
Students will need an external hard drive by the 2nd day of class

Optional:

- **Hand Held Flash or Speed Light**
- **Other materials as needed**

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

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

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

Email: chad.smith@tamuc.edu

Office Hours: by appointment

Response time: 24 – 48 hours during weekdays

COURSE AND UNIVERSITY PROCEDURES/POLICIES
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Course Specific Procedures:

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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 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.

Health & Safety

All students enrolled in face-to-face studio art courses are required to comply with the procedures and policies of the Department of Art's Health and Safety Guidelines. The Guidelines cover activities in all A&M-Commerce art facilities on both the main campus and off-campus sites. Please report any safety issues immediately to your instructor(s), facilities technician / Health & Safety liaison, or studio / lab assistant. At the beginning of each semester in every course, the instructor will discuss with their students the inherent risks associated with art facilities and make sure they have read and completed the online Health & Safety

Guidelines form:

Department of Art, Health & Safety Guidelines

<https://sites.tamuc.edu/art/resources/healthandsafety/>

Health & Safety Form (to be signed online by all students in studio courses)

<https://dms.tamuc.edu/Forms/ArtLabPolicy>

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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>

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,

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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.

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

COURSE OUTLINE / CALENDAR

Your final grade will be derived from the following sources:

1. Class Participation:

The way you conduct yourself in class is extremely important. You should come to lectures and labs with questions from the assigned reading. Note taking during lectures and labs is essential. During critiques I want to hear your thoughts and feelings about the photographs being presented.

2. Demo Participation:

Demo will generally be devoted to learning lighting techniques, software and inkjet printing.

3. Assignments and Exercises:

You will have weekly visual assignments that are graded on how well the specific problems have been solved. Each assignment, unless otherwise noted, will be given a numerical grade. Exercises will be graded on a pass/fail basis.

4. Final Project:

Students will submit a final project that will consist of prints from past assignments and new work.

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