



## PHO 495 Photography Internship COURSE SYLLABUS

**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)

### 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.

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

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.

## **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](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.

### **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

<b>COURSE AND UNIVERSITY PROCEDURES/POLICIES</b>
--

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

### **The following must be completed to receive full credit for this course:**

- Intern Fact Sheet – must be sent to the Internship Director before starting the internship.
- Daily Journal – Must be not less than 15 entries (15 days)
- 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.
- Intern Grade Report – Must be sent to the Internship Director by the supervisor.

### **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>

<b>UNIVERSITY SPECIFIC PROCEDURES</b>
---------------------------------------

### **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](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 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)

<b>COURSE OUTLINE / CALENDAR</b>
----------------------------------

**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.