# PHO 350: Advanced Digital Photography

COURSE SYLLABUS: Spring 2025

## INSTRUCTOR INFORMATION

**Instructor:** Leigh Merrill, Professor of Art
**Office Location:** Wathena Fine Art Building, Room 223
**Office Hours**: By appointment, 10:00 – 10:50 Tuesday and Thursday
**University Email Address:** leigh.merrill@tamuc.edu
**Preferred Form of Communication:** email
**Communication Response Time:** 24 – 48 hours during weekdays

## COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

There are no required textbooks for this course. Supplementary readings will be given throughout the semester.

## Course Description

Students will learn post-production retouching, collaging, and manipulation of photographs. The manipulation of photographs in post-production is an important aspect of both commercial and contemporary art. Students will gain a greater understanding of both the technical and conceptual aspects of digitally manipulated and constructed imagery.

## Student Learning Outcomes

At the conclusion of this course students should be able to demonstrate competence in the following:
1. General working knowledge of Adobe Photoshop
2. Basic editing of images in Photoshop
3. Retouching and image manipulation skills using Photoshop
4. Large format printing

*The syllabus/schedule are subject to change.*

# COURSE REQUIREMENTS

## Minimal Technical Skills Needed

Using D2L learning management system, Digital Photographic capture, basics of digital asset management, Adobe lightroom.

## Instructional Methods

This course will meet in person one day a week. Our face-to-face meetings will consist of:
- Lectures by instructor on photographic techniques and contemporary photographers
- Demonstration of techniques
- Peer reviews of work in progress
- Critiquing of course projects

This course will have assignments that students will participate in each week:
- Independent work towards course projects: making photographs, editing photographs, and printing work.
- Review of video tutorials
- Technical assignments
- Group Discussions

## Student Responsibilities or Tips for Success in the Course

**Participation**:
- Participation in class is critical to your success in this course. This course has weekly deadlines. **Although a face-to-face course, regularly logging into D2L will be necessary to keep up with course expectations, as assignment information, videos, readings, and submission folders will be available there.**

**Critiques:**
- Please be on time and ready to present and discuss your work and the work of your peers.
- Working on a project in class during a critique will result in an absence and a reduced score on your project and critique participation grade. If you have a late project, it is advised to attend and engage in the critique and submit your late work within a week of the original deadline. Being more than 10 minutes late on a critique day may result in a late grade on your project.
- Be respectful and thoughtful of your work and the work of your peers.

**Materials:**
- Students will need to access camera equipment for course assignments (available via university check-out).

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- Students will need to access Adobe Lightroom, Adobe Photoshop, and Adobe Camera Raw for all assignments. Adobe software is free for all students. It is encouraged to download and use the software on a personal computer to allow flexibility when you work on course assignments outside class time.
- **Students will be responsible for printing costs and paper. Prints will be large format. Students will buy paper from the university.** Sizes of prints will vary.

## Attendance Policy

Students are expected to regularly attend class. Attendance is required and is recorded at all class meetings.

**Punctuality:**

It is important to come to class on time and prepared to work. Being more than 10 minutes late four times will result in an absence. Being more than 10 minutes late on a critique day may result in a late grade on your project.

**Please note:**

**A total of 4 unexcused absences from class meetings may result in a failing grade ("F") or being dropped from the class.** Verifiable excuses for absences must be turned in to the instructor.

## 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

Your grade will be a combination of your projects, participation in class, and an exam covering the topics addressed in class.

Projects: 60%

Technical Assignments, Readings, quizzes, and class discussions: 40%

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by East Texas A&M University 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

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

Zoom Video Conferencing Tool
https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

# 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 me through email.
**Email:** leigh.merrill@tamuc.edu
**Office Hours:** By appointment, 10:00 – 10:50 Tuesdays and Thursdays

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# COURSE AND UNIVERSITY PROCEDURES/POLICIES

## Course Specific Procedures/Policies

*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.

## 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

### ETAMU 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 East Texas A&M University 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

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[Undergraduate Student Academic Dishonesty Form](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf)

[http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf)

[Graduate Student Academic Dishonesty Form](http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf)

[http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf](http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf)

[http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.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**
East Texas A&M University
Velma K. Waters Library Rm 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/)

[http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

## Nondiscrimination Notice

East Texas A&M University 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

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Code (PC) 46.035 and ETAMU 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.

## ETAMU Supports Students' Mental Health

The Counseling Center at ETAMU, 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**

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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 via email or d2L.

# Module 1: The Expected and the Unexpected
**Week 1 – January 14**
> **In Class:**
> Student and instructor Introductions, review course expectations, calendar
> **Lecture:** *Project 1: The expected and the unexpected*
> **Demo:** Lightroom to Photoshop, cropping, working with layers, heal, clone
> **Coursework outside of class:**
> Review online videos (Instructor videos and Adobe videos)
> **Due:** Technical Assignment #1 (photoshop, submit layered files)

**Week 2 - January 21**
> **In Class:**
> **Demo:** Review of previous topics, Selections, adjustment layers, masks, transforming objects, manipulating color
> **Coursework outside of class:**
> Review online videos (Instructor videos and Adobe videos)
> Visit the exhibition in the Photography exhibition in the President's Gallery
> **Due:** Technical Assignment #2 (photoshop, submit layered files)
> **Due:** Exhibition response.

**Week 3 – January 28**
> **In Class:**
> **Demo:** Review of previous topics, Printing, making large format prints.
> **Coursework outside of class:**
> **Due:** Quiz – large format printing
> **Due:** Technical Assignment #3 (printing)

**Week 4 – February 4**
> **In Class:**
> Printing! Working with large format.

**Week 5 – February 11**
> **In Class:**
> **Critique:** *The expected and the unexpected*
> *Wathena Project Space*

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# Module 2: The Digital Collage

**Week 6 – February 18**
> **In Class:**
> **Lecture:** Image manipulation and *Project 2: The Digital Collage*
> **Demo:** Basic Collage, Color Channel compositing, Working with stock imagery
> **Coursework outside of class:**
> Review online videos (Instructor videos and Adobe videos)
> Begin capturing, sourcing photographs for Project 2
> **Due:** Technical Assignment #3

**Week 7 – February 25**
> **In Class:**
> **Demo:** Working with selections, masking, smart objects, resizing, light and shadow, shapes.
> **Coursework outside of class:**
> Review online videos (Instructor videos and Adobe videos)
> Begin collaging/editing towards Project 2
> **Due:** Technical Assignment #4

**Week 8 – March 4**
> **In Class:**
> **Demo:** Continued working with selections, masking, smart objects, resizing, light and shadow, shapes. Physical collage.
> **Coursework outside of class:**
> Review online videos (Instructor videos and Adobe videos)
> Collaging/editing towards Project 2
> **Due:** Technical Assignment #5

**Spring Break March 10 – 14**

**Annual Juried Student exhibition drop off – March 18**

**Week 9 – March 18**
> **In Class:**
> Review of Previous topics.
> **Coursework outside of class:**
> Review online videos (Instructor videos and Adobe videos)
> Collaging/editing towards Project 2

**Week 10 – March 25**
> **In Class:**
> **Critique:** *The Digital Collage*
> **Exhibition:** Install exhibition in Wathena Project Space *Works from Digital Collage

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# Module 3: *The expanded photograph*

**Week 11 – April 1**
    **Lecture:** *The expanded photograph*
    **Demo:** Text edit manipulation, amalgamations, anaglyphs, artificial intelligence
    <u>**Coursework outside of class:**</u>
    Begin working towards Project 3
    **Reading:** *The Photograph as Contemporary Art: Chapter 9: Photographicness*
    **Due:** Reading response
    **Due:** Technical Assignment #6

**Week 12 – April 8**
    <u>**In Class:**</u>
    Demo: Beyond the square/rectangle.
    <u>**Coursework outside of class:**</u>
    Continued work towards Project 3
    **Due:** Technical Assignment #7

**Week 13 – April 15**
    <u>**In Class:**</u>
    Demo: Mounting / Installation / Framing
    <u>**Coursework outside of class:**</u>
    Continued work towards Project 3

**Week 14 – April 22**
    <u>**In Class:**</u>
    Demo: Mounting / Installation / Framing
    <u>**Coursework outside of class:**</u>
    Continued work towards Project 3
    **Due:** Technical Assignment #8

**Week 15 – April 29**
    <u>**In Class:**</u>
    Editing, Printing and Print finishing
    <u>**Coursework outside of class:**</u>
    Work towards final project
    **Quiz:** covering topics throughout the semester

**Week 16 – May 6**
    <u>**In Class:**</u>
    **Critique:** *The expanded photograph*

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