



EAST TEXAS A&M
— U N I V E R S I T Y —

PHO 495, Photography Internship

COURSE SYLLABUS: Fall 2025

INSTRUCTOR INFORMATION

Instructor: Leigh Merrill, Professor of Art

Office Location: Wathena Fine Art Building, Room 223

Office Hours: 10:00 – 10:50am T&R (and by appointment via zoom)

University Email Address: leigh.merrill@etamu.edu

Preferred Form of Communication: email

Communication Response Time: 24 – 48 hours during weekdays

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

There is no mandatory text. Supplementary readings may be assigned throughout the semester

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

Students should be familiar with ETAMU's d2L Brightspace learning management system.

Student Responsibilities or Tips for Success in the Course

Active class participation is critical to your success in this course. **This course will meet face-to-face but will utilize ETAMU's d2L Brightspace to share information about the course and for students to submit assignments.** Grades will be posted to d2L. Students should regularly log into D2L for this course.

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.
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.

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4. Intern Grade Report – Must be sent to the Internship Director by the supervisor.

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.

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>

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@etamu.edu.

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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 ETAMU 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@etamu.edu

Office Hours: 10:00 – 10:50 am T&R (and by appointment)

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

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.

The syllabus/schedule are subject to change.

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.etamu.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.etamu.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.etamu.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](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.etamu.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

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@etamu.edu

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

<http://www.etamu.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 East Texas A&M University 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.etamu.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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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.etamu.edu/counsel

COURSE OUTLINE / CALENDAR

The syllabus is a guide. Circumstances and events 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.

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.

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