Sam Houston State University
College of Fine Arts and Mass Communication
Department of Art

DIGITAL PHOTOGRAPHY I
ARTS 2370, SECTION 01 CRN 80655
3 Credit Hours
Fall Semester, 2017

Location of Class Meeting:	Online through SHSU Online
Class Meeting Times:	Course is offered completely online
Instructor:	Dr. Tom Seifert
Office Location:	None
Office Hours:	None
Instructor Contact Information:	(936) 294-1315 (Art Dept. Office)
	E-Mail: tseifert@shsu.edu

Course Description: This course will present to students the tools and techniques of photographic imaging and manipulation using Adobe Photoshop CC on computer workstations. Beginning with a basic understanding of digital cameras and a review of their proper use, the course will present the tools and techniques of Adobe Photoshop through the course text, demonstration videos, and PowerPoint presentations. Each week, students will learn new skills, practice those skills in lessons and graded projects from the text, and periodically put those skills to work on creating an original photographic assignment. The course is divided into the 15 weeks of the semester. Three quizzes will be given online to test learning and absorption of the material. Access to a digital camera or cellphone having sufficient resolution, a personal computer, and the latest version of Adobe Photoshop CC are required. Prerequisites: none

This online version of the course consists of reading and working in the text, completing assignments, contributing to course blog, reviewing PowerPoint presentations, and taking three quizzes.

Course Objectives: After completing this course, students should be able to demonstrate their understanding and use of:

1. The Adobe Photoshop application: its capabilities and limitations, techniques, interface, integration with other applications, and output options.
2. The digital image: size and resolution, color modes and bit depth, and file formats.
3. Raster and vector image types; generating and using them within an image.
4. The proper operation of peripheral equipment including digital cameras, scanners, etc.
5. Health considerations in using the desktop computing environment.
6. Ethical considerations of image capture, manipulation, and use.

Required Text and Materials: Title: Adobe Photoshop Creative Cloud Revealed
Authors: Reding, E.
Edition: 1st, © 2015
Publisher: Cengage Learning
Printed text: ISBN-10 1305260538, ISBN-13 9781305260535
eText: ISBN-13 9781305458864, ISBN-10 1305458869
Publisher: Cengage Learning
Online information about the text from the publisher can be found at:
http://www.cengage.com

NOTE: This text uses image (data) files for lessons and learning. You can gain access to the files used in the text from the publisher online, but I will provide all of the files for you in the Course Content/Weekly Coursework area online.

NOTE 2: the eText version of this book is acceptable and can be found through the publisher at the same link as above. This eText version is the same as the printed one and is less expensive. You would normally have access to the eText online for 180 days.

Software: Adobe Photoshop CC (versions 2015, 2016, or 2017) is required for the course and can be subscribed to separately or together in a suite of Adobe apps (see: https://creative.adobe.com/plans). See the Required Materials section of our course online for more info and buying options.

Computers: You are responsible for having (or having ready access to) a computer running the above software. Many computer workstations around campus and within the Department of Art have the Adobe apps running on them. Check online, with the Help Desk, or in the individual labs for schedule and access times. Again, see the Required Materials area of our website for a better run-down.

Camera equipment: In order to create your own images for use in the course, you must have (or have ready access to) a digital camera with at least 5 megapixels capability. Instead of a stand-alone camera, you may use the camera in your phone if you would like. It should, however, be in good working order and you need to be familiar with its options and controls. I will give you an assignment using it on the first day of class so that you can check the camera for its usability and generate some images for the creative assignments in the course. Make sure you have the required cables and software for downloading the images to your computer, where we will make use of them. Because there are so many different varieties of cameras/phones, together with different downloading software, computers and operating systems, please review on your own how to operate all of these before the course begins. That way we can focus on using and manipulating these images in Photoshop, which is the main focus of this course. *NOTE*: Remember, of course, that I am always here to help you as best I can with any issues you may be having.

COURSE REQUIREMENTS / GRADING POLICY
Students will be evaluated by performance on graded assignments as follows:

Section 1

Chapters 1-6 Projects	72 points
Assignment 1	100 points
Assignment 2	100 points
Quiz 1 -	50 points

Section 2

Chapters 7-11 Projects	60 points
Assignment 3 Photoshop	100 points
Assignment 4 Photoshop	100 points
Quiz 2 -	50 points

Section 3

Chapters 12-13 Projects	24 points
Assignment 5	100 points
Quiz 3 -	50 points

Final Section

Final Assignment	200 points
Course Blog	50 points

Grading Scale

The total possible for the course is 1056 points. Ultimately, letter grades must be assigned to course work. Under the definitions established by Sam Houston State University, students who receive the following letter grades are considered to have reached the level of attainment defining that letter. Thus, letter grades may be interpreted this way:

A= Excellent   D= Barely passing
B= Well above average   F= Failure
C= Average

Final grade	Total points within this range
A	950 to 1056
B	845 to 949
C	739 to 844
D	633 to 738
F	Below 633

NOTES:
1. I will not accept any assignments turned in early. Turn them in the week they are due (Monday through Sunday of that week) and not before.
2. I will penalize you for not getting your work in on time. See the Grading Policy area online.
3. No grades will be "curved' or adjusted.
4. There is no extra credit offered in this course. Make-up work will be accepted under certain conditions. See the Grading Policy area online.
5. I cannot post grades publicly or give them to you over the telephone. All grades will be posted on the SHSU Online/Blackboard course website, however.
6. Check the class schedule online at SHSU.edu for deadlines for dropping courses without a grade of F, and the last day for resignations without receiving WP or WF marks.

Special Notes for this Online course:
- It is your responsibility to perform and complete the work in this class. If you have trouble with your software and/or computer, it is your responsibility to get the problem solved. If I can help you, I will, but I cannot solve all problems that arise, especially those involving your software and computer equipment. It is often better to get computer help from IT people (see the heading "Help & How To" for technical problems with this site and your computer or online help with your equipment. Use the Adobe website for software technical assistance. Use blogs or websites for assistance with your cameras). Also remember the Help pull-down menu always available from inside each of the Adobe applications. Start there.
- Honesty - in order for you to learn the contents of this course, it is necessary that you complete the requirements for each week in order. The work you submit MUST BE YOUR OWN, completed by you during this semester and the quizzes are to be completed by you alone. If you use an image for any of the creative assignments in this course that **you** did not personally take, I will give you a zero for that assignment with no chance of re-doing it.
- Staying on schedule - complete the work assigned in each week of the course sequentially. The material builds on itself. Completing weekly work out of sequence will mess you up. Also, these sections of the course are named weeks because they are to be completed on a weekly basis. If you don't stay up with the schedule, you will miss out on timely information (blog entries etc.). *All Projects must be turned in within 7 days of the close of that week*, otherwise, you will receive a Zero for that work. Again, check the official Grading Policy on our website for the specifics.
- Report problems with the course website or course software immediately to me. If you are having problems, then most likely someone else is as well and I need to get on it ASAP. Email is the fastest way of getting a message to me.

SECTION 1

Pre-Week: During this shortened week, I want you to take out your digital cameras or phones, charge it up and do some shooting. I will provide guidelines for the subject matter that will be most useful.

Week 1: Preface to the text, then CHAPTER 1 - Getting Started with Adobe Photoshop CC (Introduction and 5 lessons, Skills Review and 4 end of chapter projects - Project Builder 1 and 2, Design Project, and Portfolio Project).

Week 2: CHAPTER 2 - Learning Photoshop Basics (4 lessons, Skills Review and 4 end of chapter projects)

Week 3: CHAPTER 3 - Working With Layers (4 lessons, Skills Review and 4 end of chapter projects)

Week 4: CHAPTER 4 - Making Selections (4 lessons, Skills Review and 4 end of chapter projects)

Assignment 1 - Collage

Week 5: CHAPTER 5 - Incorporating Color Techniques (7 lessons, Skills Review and 4 end of chapter projects)

Week 6: CHAPTER 7 - Using Painting Tools (4 lessons, Skills Review and 4 end of chapter projects*)*

Assignment 2 - Colorization

    Quiz 1 covering Chapters 1 - 5, plus Chapter 7

SECTION 2

Week 7: CHAPTER 6 - Placing Type in an Image (7 lessons, Skills Review and 4 end of chapter projects)

Week 8: CHAPTER 8 - Working with Special Layer Functions (6 lessons, Skills Review and 4 end of chapter projects)

Week 9: CHAPTER 9 - Creating Special Effects with Filters (6 lessons, Skills Review and 4 end of chapter projects)

Assignment 3 - CD Cover

Week 10: CHAPTER 10 - Enhancing Specific Selections (7 lessons, Skills Review and 4 end of chapter projects)

Week 11: CHAPTER 11 - Adjusting Colors (4 lessons, Skills Review and 4 end of chapter projects)

Assignment 4 - Image Retouching

    Quiz 2 covering Chapter 6 & Chapters 8 - 11

SECTION 3

Week 12: CHAPTER 12 - Using Clipping Masks, Paths, and Shapes (4 lessons, Skills Review and 4 projects)

Week 13: CHAPTER 13 - Transforming Type (4 lessons, Skills Review and 4 end of chapter projects)

Assignment 5 - Personal History

Week 14: CHAPTER 14 -Liquifying an Image (3 lessons, Skills Review and 4 end of chapter projects) AND CHAPTER 15 - Performing Image Surgery (3 lessons, Skills Review and 4 end of chapter projects)

    Quiz 3 covering Chapters 11 through 15

NOTE: All coursework, with the exception of the Final Assignment (below) will be due on Friday December 1, 2017. That includes all three quizzes. Beyond that no new grades from the above will be added or changed in the gradebook. The only grade remaining beyond that date is the final assignment of five original images which I am calling a Digital Portfolio. that final assignment will be due December 3, 2017 at 12 Midnight.

FINAL ASSIGNMENT

Finals Week: *Final Assignment – Final Portfolio of Five Original Images* This assignment is due December 4, 2017 at 12 noon.

ATTENDANCE POLICY

In accordance with University Policy, regular attendance is required and expected and will be necessary for successful completion of the course. For an online course, this means regular completion of assigned work on a weekly basis. Online attendance (completion of work and contribution to blogs, etc.) will be monitored and used in determining certain grades.

ACADEMIC DISHONESTY (ACADEMIC POLICY 3810213)

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see the above link.

ONLINE DEMEANOR

Students will refrain from behavior in the course that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. In this course, you will be interacting with others in the class through online blogs, evaluation and critiques, and other possible means. It is important that you do so with respect and consideration. I will be monitoring all such online exchange and will deal harshly with anyone who violates this rule. Inappropriate behavior in any aspect of this course shall result, minimally, in grade reduction or loss, or being reported to the Dean of Students for disciplinary action in accordance with university policy. Please take this seriously.

COURSE PARTICIPATION

You are expected to engage in the process of learning the material in this course. This involves the reading of the text, completion of the chapter projects, submission of completed assignments, taking online quizzes, and contribution to our the course blog. All of this is to be completed on a weekly basis. All work for a week is listed on the website and is to be completed during that week. Any assignments not submitted by the due date will be penalized. Weekly work not submitted within one week of its due date will receive a ZERO grade, which will not be changed.

STUDENTS WITH DISABILITIES POLICY (ACADEMIC POLICY #811006)

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see:
http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY (ACADEMIC POLICY 3 861001)

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a

student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20…." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

ACADEMIC GRIEVANCE PROCEDURES POLICY (ACADEMIC POLICY 3 861001)
http://www.shsu.edu/dotAsset/bb0d849d-6af2-4128-a9fa-f8c989138491.pdf

INSTRUCTOR EVALUATIONS
You will be asked to provide feedback on the instructor and this course toward the end of the semester. The link will be provided in the menu bar on our website when the time comes.

DEPARTMENT OF ART BFA REVIEW
The purpose of the BFA Review is to ensure that students have learned basic principles and techniques needed for advanced art courses.

All Art students must successfully complete all of the Art Foundation courses and the BFA Review before being accepted into a BFA program in Computer Animation, Photography, or Studio Art or Graphic Design. Graphic Design students must also pass a separate Graphic Design Review after the BFA Review.

The Art Foundation Courses are WASH, Drawing, and Foundations in Digital Art. (ARTS 1313, 1314, 1315, 1316, & 2313). Students must pass each course with a grade of C or higher to take the BFA Review and proceed to upper level courses.

The semester after all of the Foundation courses are complete, students must sign up for the BFA Review. Students should see an art advisor every semester to ensure they take the BFA Review on time. It should be taken the semester immediately following the completion of the Foundation Courses.

Students who do not pass the BFA Review may re-take it the following semester. Students who do not pass on the second attempt will not be allowed to continue as BFA majors, but may follow the degree plan for the BA in Art. Non-participation after signing up or being advised to sign up will count as a failure of that semester's review.

Graphic Design students must pass the BFA Review, complete Principles of Graphic Design (ARTS 2323) and participate in a BFA Review at the end of the semester that they are enrolled in Typography (ARTS 3322).

For more information on the BFA review see the Department of art web page:
http://www.shsu.edu/academics/art/review/

DEFACING UNIVERSITY PROPERTY
Do not paint on concrete, asphalt, trees, sides of buildings, interior walls or floors of builidngs etc. When using any kind of paint use a drop cloth or tarp to protect the surface from overspray. Defacing university property is prohibited by university policy. Students will be held responsible for the cost of damages to the facilities.

DEPARTMENT OF ART LAPTOP REQUIREMENT
Students in the Department of Art are required to own a laptop as specified by each BFA program. Macintosh laptops are strongly recommended and can be purchased at discounted rates for students. The specifications for each BFA program and links to the Apple Store can be found on the Department of Art website: http://www.shsu.edu/academics/art/resources/laptop-initiative.html . Students will be required to have laptops and the Adobe Creative Suite software in art courses that require computers. Laptops must meet or exceed the specifications described and be capable of interfacing with Department printers and other peripheral devices.