

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

Syllabus

**Digital Photography I
ARTS 2370, Section 02
3 Credit Hours
Spring Semester, 2018**

Location: Art Building F, Room 107
Meeting Times: Mon/Wed 12:30pm – 3:20pm
Instructor: Shaun Griffiths
Office Location: Academic Building III, Room 114E
Office Email: griffiths@shsu.edu
Office Phone: (936) 294-4420
Office Hours: By appointment

Section Links

1. [Course Description](#)
2. [Course Objectives](#)
3. [Material Requirements](#)
4. [Department of Art Laptop Requirement](#)
5. [Lynda.com Account](#)
6. [Attendance Policy](#)
7. [Student Absences on Religious Holy Days Policy](#)
8. [Assignments](#)
9. [Grading](#)
10. [Make-up Policy](#)
11. [Tentative Course Outline](#)
12. [Academic Dishonesty](#)
13. [Academic Grievance Procedures Policy](#)
14. [Visitors in the Classroom](#)
15. [Phone & Instant Messaging Use During Class](#)
16. [Defacing University Property](#)
17. [Students with Disabilities Policy](#)
18. [Department of Art BFA Review](#)

Course Description

This course introduces the student to the tools and techniques used in the scanning, creation, manipulation, and presentation of digital images.

Course Objectives

Upon completion of this course, students will be able to:

- Use a digital camera and/or scanner to capture and create digital images
- Organize, edit, and share images using Adobe Lightroom and Photoshop
- Utilize intermediate/advanced methods of processing and manipulating digital images (layers, selection, adjustments, masks, etc.)
- Use photography as a tool to express ideas and concepts

Material Requirements

- Digital camera with required functionality:
 - Manual control of ISO, aperture, and shutter speed
 - RAW file format capture
- Laptop
- Selected software from Adobe Creative Suite:
 - Adobe Lightroom CC
 - Adobe Photoshop CC
- A mouse for your computer or tablet if you prefer
- Epson Ultra Premium Photo Paper Luster, 50 pack, 8.5 x 11 inches

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.

Lynda.com Account

Lynda.com is an excellent and free resource provided to Art Department students. Each student will have received a request to register to Lynda.com. It is important to activate your account if you have not done so already. Your username and password are the same as Blackboard. If you have used Lynda.com in other previous courses, your account should still be active and ready to use. Please contact Megan Barrett in the Art Office if you have issues with registering:

stdmlh19@SHSU.EDU or (936) 294-1315.

Attendance Policy

- Regular and punctual attendance is expected of each student
- Tardiness exceeding (5) minutes will be noted and (2) instances will be counted as (1) unexcused absence
- Each unexcused absence after (3) will result in a drop of (1) letter grade
- Excused absences will be verified through the Dean of Student's office. Follow the provided link for policy and procedure:

<http://www.shsu.edu/dept/dean-of-students/absence.html>

Student Absences on Religious Holy Days Policy (Academic Policy 3861001)

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.

For a complete listing of the university policy, see:

</dept/academic-affairs/documents/aps/students/861001.pdf>

Assignments

Assignments fall into (3) categories:

- Research – Research assignments posted to the blog
- Labs – Technical projects for practicing and proving newly acquired skills
- Projects – Longer form photographic projects with varying parameters

Grading

Assignment categories are weighted as follows:

- Research = 15%
- Lab = 30%
- Projects = 40%
- Final project = 15%

The individual scores in each category are averaged together to produce the final score for each category, which are then weighted by the above rubric to produce a final grade for the course.

Take note of the following policies:

- No extra credit assignments will be provided
- All submitted photographic work must be new images captured for this class unless specifically required. Violations of this policy will be considered cheating and result in a zero for the assignment.

Please review the following criteria:

- A = Present at every class, completes all assignments, and participates in class discussions. Their work must also demonstrate strong technical and conceptual development.
- B = Well above average, completion of all assignments as well as demonstration of technical and conceptual development.
- C = Average. Complete. Competent.
- D = Below average work. Incomplete assignments and/or failure to show progress will result in a D.
- F = Unacceptable work for college level student

Make-Up Policy

Unexcused late work will not be accepted or graded.

If any work is missed as part of an excused absence (see Attendance Policy above) then an extension equivalent to the duration of the excused absence will be provided. A longer extension may be requested but will only be provided at the discretion of the instructor based on the individual circumstances of the student on a case-by-case basis.

Tentative Course Outline

- Week 01 – Class Orientation
- 02 – Camera function
- 03 – Intro Lightroom and Photoshop
- 04 – Layers
- 05 – Adjustments
- 06 – Selections
- 07 – Masks
- 08 – Advanced Processing
- 09 – Removal
- 10 – Scanning
- 11 – Composites
- 12 – Export
- 13 – Print
- 14 – Creative
- 15 – GIFs

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 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:

<http://www.shsu.edu/dept/dean-of-students/index.html>

Academic Grievance Procedures Policy (Academic Policy 3861001)

<http://www.shsu.edu/dotAsset/bb0d849d-6af2-4128-a9fa-f8c989138491.pdf>

Visitors in the Classroom

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

Phone & Instant Messaging Use During Class

Light from cell phone screens are disruptive to both the instructor and other students. Cell phones must be turned off or silenced prior to the beginning of each class. **Texting is prohibited.** You will be asked to leave and counted absent if you are texting or taking calls in class. Repeated disruptions will result in a reduction of a student's final course grade.

Defacing University Property

Defacing University property is prohibited by University policy. It is also a criminal offense. Students will be held responsible for the cost of damages to the facilities. Violations will be reported to University Police.

Students should not paint on concrete, asphalt, trees, sides of buildings, interior walls or floors of buildings, locker doors, etc. When using any kind of paint use a drop cloth or tarp to protect the surface from overspray.

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>

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/>