

Introduction to Photography - PHTO-1610-03

Fall 2021 – 4 credits

Zoom Lectures:	Mondays & Wednesdays 9:00-9:50 am
Lab Meetings:	Thursdays 1:00-4:50 pm
Instructor Name:	Jennifer Litterer-Treviño
Email:	jen.litterer-trevino@nwc.edu *Best way to communicate
Phone:	307-754-6160 - When you call, please leave a message.
Office:	FAB 16
Office Hours:	Office hours Tuesday 1-3 pm and Friday 9-11 am. Additional time or zoom meetings will have to set up by appointment. Here are other times that I am available; Mondays 10 am-12 pm, Tuesdays 10 am-12 pm or 4:00-5:00 pm, Wednesdays 11 am-12 pm, and Fridays 12:00 -4:00 pm.
Course Fee:	\$120
Department:	Photographic Communication

Course Description and Objectives:

Welcome to Introduction to Photography. This is a beginning photography course designed to introduce students seeking a professional career in photography to the technical and creative aspects of analog and digital image-making practices. This course emphasizes the importance of creativity and style as a way to master, and enhance, ethical business practices and presentation techniques. Additionally, it introduces students to how image production affects the evolving style of marketing and branding, skills necessary for success as a professional or commercial photographer in today's fast paced marketplace.

Through a series of class lectures, group projects and lab demonstrations, students acclimate to the nomenclature and technological aspects of successful camera operation, including: exposure using effective ISO, F-stops and shutter speed combinations. Additionally students are introduced to various lighting techniques. Students will be introduced to the processing and printing techniques used for analog and digital formats. A strong emphasis is placed on esthetics as well as the technical qualities present in the final photographs students' submit in an end-of-year portfolio for grading.

Course Outcomes: By the end of this course, successful students will demonstrate a strong understanding of the following;

- Applicable skills for analog and digital photographic techniques.
- Successful usage of photographic equipment and lighting techniques through class demonstrations, oral presentations, and portfolio production.
- Demonstrate an understanding and proficiency in using professional business practices.

Projects in this course will cover the following;

- The camera
 - Aperture and shutter speed settings
 - Lenses: depth of field and visual perspective
 - Film, sensors, and their corresponding relationship to ISO
 - Light metering systems
 - Lighting and exposure in relation to composition
 - Pre-visualization and creative composition
- Editing Digital and Analog Files
 - Image processing for analog and digital formats
 - Post camera production and manipulation using Lightroom
 - Imaging printing, presentation, and portfolio production
- Business and Marketing
 - Professional business practices and ethical responsibilities
 - Image branding through creative product development

- Professional portfolio development

Required Textbook: A Short Course in Photography: Film and Darkroom, Barbara London and Jim Stone (9th edition or lower) ISBN-13: 978-0205982431

Technology & Supplies Needed:

- DSLR or mirrorless camera with manual controls and RAW file format.....600.00
- 16 G media storage card to fit your camera13.00
- 1" three-ring binder for course documents..... 3.00
- 1-2 Tb Portable External Hard Drive..... 70.00
- Professional Grade Tripod 250.00
- Printing paper (purchased through department)..... 5.00-7.00/sheet
- Access to Adobe Lightroom

Students may purchase an equipment rental card from the business office, (\$50 refundable at end of semester), allowing 24-hour check-out of cameras, lenses, tripods, and other accessories necessary to complete assignments. You will turn in the yellow payment slip (from the business office) to Jayne Johnson to receive your check out card.

Attendance Policy: I do take attendance!! In accordance with Northwest College’s policy; one unexcused absence is allowed for each credit offered. For this course that is **4 unexcused absences**. After the allowed absences have been taken, the instructor has the prerogative to reduce the student’s grade by one grade per absence beyond the number allowed. If you continue to miss class, you can be withdrawn from the course and at the point you will have to appeal to be added back to class.

This class is a learning environment in which we learn from each in both critiques and in the lab. When you miss class, you lose out on the participating in that environment and becoming a better photographer.

Missed Work & Class/Lab Time: Due to the highly specialized nature of classes and equipment, missing one lecture or lab puts the student at a great disadvantage. (Missing a class that provides specific instructions on how to use specialized equipment means loss of access to that that particular equipment and/or lab). That being said, excused absences are granted only for personal illness, traveling for official NWC event (like sports), or death in the student’s immediate family. If this should occur the student should contact the Student Services office immediately.

Being absent from class does not grant you an automatic extension and you are still expected to turn in homework on time. It is the students’ responsibility to notify the instructor PRIOR to class regarding any illness that may result in an absence and to get a note from a doctor’s office for the absence to be considered excused. Here is a link to health services in the Powell area (<https://www.nwc.edu/services/health/>)

Methods of Assessment: Students weekly progress and grade totals towards completion of this course can be accessed through moodle available on your student portal (www.my.nwc.edu).

Grades are based on the quality of your work, your ability to meet each deadline, your ability to work responsibly. I evaluate work on a rubric, and for every project you will receive the rubric.

For me to evaluate your project, you need complete the submission guidelines (both digital and prints when assigned) and turn in the rubric with your name. If you do not complete the submission guidelines you will receive a zero for that project until submission is completed. After grading I return the project with the graded rubric chart and any comments, I might have to improve your photos.

65% Weekly Visual Projects, Reading Questions, Final Project & Compilation Binder: A major aspect of the business of photography is meeting deadlines.

Learn to allocate and control your time to insure you meet your deadlines.

You need to photograph new original work for this class and you cannot turn in images from a previous or current class. If you do turn old work or work from another class, you will receive a zero for the project. You may resubmit new images for partial credit.

Deadlines: paperwork and prints are due at the **beginning** of the following class. **Digital files** are due before class in class project folders in my folder (Jennifer Litterer-Trevino) on the Photo Server. I will evaluate each assignment into the two following categories;

1. *Craftsmanship:* neat and appropriate presentation of projects, use of techniques and procedures presented in class
2. *Creativity:* demonstrated through the student's individual interpretation of concepts, selection of photographic subjects, and photographic composition

Late Work: Project or digital submissions not turned in by the beginning or start of class will be considered late and marked down **one letter grade**. The project will continue to be docked a letter grade for each week it is late.

Resubmissions: There are no extra credit projects to make up for missing work. You can improve your grade by turn in late projects for partial grade and/or redoing projects with a lower grade. Re-do projects will be due at the beginning of class, one week following the original due date or per instructor's request.

Political and sexual content is sometimes found in photographic images generated for visual communication. Therefore, some students may find class discussions or presentations regarding such topics or images offensive. No nude photographs of other students enrolled in the class will be allowed, no exceptions. In cases where nudity appears in a photograph for a class assignment, a model release must be turned in with the image along with a written rationale for the image. Please keep in mind that the legal age in Wyoming is 18. Do not photograph children without parent's prior consent.

20% Quizzes, Midterm & Final Test: These are comprehensive tests and quizzes over the material of the class. You will be notified at least one week in advance of an exam day. If you have an unexcused absent on the test/quiz day, you cannot make up the test or quiz unless the absent has been excused.

15% Professionalism and Participation: In the "real" world, what will make or break you, as a photographer is professionalism. For this course, I have established a professionalism and participation policy in an effort to establish guidelines similar to those one would find in the workplace.

For you to receive a highest grade you must do the following:

1. Actively engaged in lectures, practice exercise, and discussions over readings
2. Cell phones need to remain quiet and out of sight.
3. Prepared to work by bringing required equipment and homework material,
4. Attendance and your ability to make it to class on time, return from breaks on time, and attend class for the entire duration and not packing up early at the end of class.
5. Communication with the instructor. If you cannot make it to class and email me before class.
6. Use language and actions appropriate for a professional setting, including professional and cultural sensitivity.
7. Help others as needed;
8. Use school equipment, time, and resources in a professional manner to produce professional-level projects.

Course Policies:

- PPE such cloth facemasks are highly encouraged if you are not vaccinated, feel sick or been exposed to Covid.
- If you have Covid or have been placed in quarantine, do not attend class but email me as soon as possible. We will work out a plan for you to attend via zoom or make up missing work when you are well enough.
- There is absolutely no eating food or drinking beverages allowed in the computer lab. Please keep drinks on the table near the door.
- No use of cell phones during class this includes sending and receiving text messages. Phones should be put on silence (turned off) and out of sight. If you need to take a call or answer a text, please quietly leave the classroom. If this behavior becomes regular, we will have a chat on how being present is important to success in this course.
- Image making takes time and is not always successful by the first photo. We will be using 1-3 hours of lab time to image making but you may need or want finish projects outside of lab. Give yourself 1-3 hours outside of class each week to make photos and completing reading questions.
- As you will be learning, light has a strong effect on photography. Different times of the day will have various outcomes on your photos. I encourage you to experiment photographing at different times of the day until you find a time that light works well for you. A lot of photographers avoid working when the sun is high such as early afternoon because they find the light unfavorable.
- Not having access to a camera does not excuse you from making images. If you have a problem with getting a camera, please see me immediately.
- This class is a community. Everyone in class should be open, understanding and communicative in the discussions, critiques and conversations we have. We have a great opportunity to support each other and draw on each other's strengths as we work together.
- There will be constructive critiques after all visual projects. This is time for you to receive feedback from classmates and the instructor on camera techniques, composition, image sharpness and use of color. The objective of these critiques is for you to learn what is working and not working in an image in order for you to improve as a photographer. Images must be turned in on time in order for it to be part of the critique.
- Lecture notes – you will be given notes with spaces for you to make notes. These are the step-by-step directions or explain technical aspects of photography. If you miss class to get the blank notes, you can find it in Moodle under the week it was given. You will need to get filled out blank notes from a classmate or the PowerPoint lecture.
- Prints - there are a few projects that you will need to print and mat. Professional photographers are expected to be able to produce high quality prints and like many things in photography printing is a practiced skill. If you can't afford the prints, please talk to me as we can find alternatives for you to get the printing practice. No matter what you will always need to turn in digital files of all your projects and turn those in even if you can't afford to make prints. It's better to get docked points than to receive a zero.
- You are expected to work hard and participate actively in classroom exercises.

Northwest College Universal Information: Click on the link below for Northwest college policy on ADA, Title IX, Nondiscrimination notice, final exam schedule, and other student resources.

<https://nwc.edu/academics/docs/Northwest%20College%20Universal%20Syllabus%20Information.pdf>

Weekly Schedule*

Week One	Introduction and Parts of the Camera & Lightroom
Week Two	The Lens & Focal Length
Week Three	Shutter Speed
Week Four	Aperture & Panoramic images
Week Five	Lightroom – Basic Editing and Panoramas with Printing/Matting
Week Six	Analog Photography – BW Film and Processing
Week Seven	Scanning and Editing Film
Week Eight	Mid-Term Exam, Exposure & ISO Test
Week Nine	Lighting and Difficult Exposures
Week Ten	Photo Story
Week Eleven	Photo Story & Create a digital book
Week Twelve	Introduce Final Project
Week Thirteen	Final Project Development
	Thanksgiving Break (Nov 24-28)
Week Fourteen	Final Project Development
Week Fifteen	Final Project Presentations
Week Sixteen	Final Exam & Final Comp Binder

List of Projects - Due to the pace of the class, the weekly topics and project are subject to change

Project #1 – 40 Views of one subject on of NWC Campus

Project #2 – Images of Powell

Project #3 – Motion

Project #4 – Depth of Field

**Project #5 – Vertical and Horizontal Panoramic

Project #6 – Black and White Film – requires you to buy black and white film

Midterm Comp Binder

Project #7 – Exposure & ISO Test

Project #8 – Difficult Exposures

Project #9 A& B– Photo Story & Digital Book

Final Comp Binder

**Final Project & Presentation – In the style of another photographer

**Indicates projects that require printing and 16x20 black or white window matts. If you can't afford to get projects printed or matted, turn them in digitally as this worth more points than prints.

Introduction to Photography

Fall 2021

By signing below I acknowledge that I have read and understood the syllabus and all of the expectations and policies outlined in the syllabus for Mrs. Litterer-Treviño's **Introduction to Photography** class, including, but not limited to the following details:

- I understand that room and studio cleanliness is necessary, and no food or drinks are allowed near the computers.
- I understand PPE such cloth facemasks are highly recommended if I am not vaccinated, feel sick or exposed to Covid.
- I have read and understood the Attendance/Professionalism policy that I am allowed four unexcused absences before it starts to affect to my grade. I am aware that I am expected to full participate in entirety of the class and keep my cell phone out of sight and on silent.
- If I miss class that has specific instruction to specialized equipment or lab, I understand that I have lost access to that particular equipment or lab until I can be trained.
- I understand for an absent to be considered excused I am required inform the instructor and show required documentation.
- I understand that assignments or digital submissions not turned in by the beginning or start of class will be considered late and docked **one letter grade for each week it is late.**
- I understand I need to photograph new original work for this class, and you cannot turn in images from a previous or current class. If you do turn old work or work from another class, you will receive a zero for the project. You may resubmit new images for partial credit.
- I have read and understood the Grading Policies and am aware that paperwork is due at beginning of class and digital submissions are due before class.
- Written tests and quizzes cannot be made up unless the absent is excused. If I miss the day of a quiz or test, I will receive a zero for that test or quiz.
- I am aware that I cannot expect Mrs. Litterer-Trevino to re-teach the material that I've missed during class. In these cases, I must get notes from someone in class to find out what I missed.

Signed Name:

Printed Name:

Date:

Email: _____

Cell Phone: _____