

— Course Guide / Syllabus—

Photo 191: Photographic Studio Fundamentals I • Spring 2022

College of the Canyons

Whoa...There's a Ton of Info Here

For your first time through, I suggest that you skim the topic headers on the following pages to get acquainted with the range of information. Then return and read the details.

Meet Your Instructor: Syl Arena



Syl rhymes with “Bill.” It’s short for “Sylvester,” which was my dad’s dad’s name. Like my grandfather, I have bright red hair—although mine borders on crazy red hair most days. My wife and I first met when we were young children (she literally was the girl across the street). In April, Amy and I will celebrate our 31st wedding anniversary. We have three sons and have lived on the Central Coast for 24 years.

I hold both an MFA in Visual Art (Lesley University, Cambridge, Massachusetts) and a BFA in Studio Art (University of Arizona, Tucson, Arizona). So, if you are thinking about pursuing a college degree in art, let’s chat!

My photography ranges from abstract fine art work to environmental portraits and commercial projects. Visit my portfolio archive: Projects.SylArena.info

I have taught photography for many years around the US and in Brazil, Canada, Cuba, and Dubai. I am the author of two popular books on photographic lighting: [Lighting for Digital Photography](#) and [Speedlites Handbook](#). NOTE: We will not be using either of these books in this course. I mention them only as background.

I originated the online photography courses for West Valley College (Saratoga/Silicon Valley) and Cuesta College (San Luis Obispo). I earned both of the certificates offered by the [Online Education Initiative](#): the *Certificate in Online Teaching & Design* and the *Advanced Certificate in Online Teaching Principles* and participated in the pilot of the *Peer Online Course Review* program at West Valley.

Contact Options / Response Time

- **Email**—Syl.Arena@canyons.edu Email is the best way to reach me.
- **Canvas Conversations (Inbox)**—After the course starts, you may contact me using the Inbox within Canvas. Based on my Notification settings, I receive all Canvas messages via email; so you do not need to contact me via both methods.
- **Response Time**—Expect to get a response within one school day. Do not wait until the last minute! For messages sent prior to 8:00pm Monday–Thursday, I will do my best to reply the same day, but may not be able to until the following day. Messages sent on Friday and over the weekend will be responded to on the next school day.

Student Success Meetings (Office Hours)

I hold office hours immediately after class on Mondays and Wednesdays. The location of the meeting will be the room in which class was held. If helpful, we can move our conversation to a more private location.

If you wish to meet on another day, please schedule a Zoom meeting by sending [me a message](#). Please share several times on a Tuesday, Thursday, and Friday that work for you. I will reply with a confirmation of our meeting time.

To join a pre-scheduled meeting, click the link you receive in the confirmation email. You will first land in the waiting room. Be patient. I may be helping another student. I will admit you as soon as possible.

Class Specifications

- Section # 61282
- Dates: Monday, February 7, 2022 to Thursday, June 2, 2022
- Duration: 16 weeks
- Class meetings: Mon & Wed, Lecture: 10:30a–11:20a, Studio: 11:30a–12:50p, in either the Classroom Mentry (MENH) 351 or the Studio Mentry (MENH) 121, as announced prior to each class
- Attendance: Required and will be taken at each class meeting
- Prerequisite: None.

Important Dates

- Feb 11—Refund Deadline
- Feb 16—Last day to withdraw without a “W” on transcript
- Mar 22—Last day to withdraw with a “W” on transcript
- [CoC Academic Calendar 2021-2022](#)

Course Essentials

Three Paths To Study Photography At CoC

General Interest—Just take the photography courses that seem most interesting. Another option to consider are CoC’s [non-credit courses in photography](#).

Preparation for / transfer to 4-year degree—Consider CoC’s [Associate of Art in Photography](#). The AA degree requires that you complete general education requirements and a core group of photography courses in preparation for transfer to a bachelor’s degree program elsewhere. [Example: [CalARTs transfer agreement with CoC](#).]

Preparation for direct entry into industry—Consider CoC’s [Certificate of Achievement in Commercial Photography](#). The certificate requires that you complete a wide range of photography courses and will result in a portfolio you can use to seek employment opportunities.

Where Photo 191 Fits

General Interest—This course provides experience in studio photography with continuous lighting.

AA Photography—This course satisfies an elective requirement.

Certificate—This is both a required course and the prerequisite for Photo 192, which is also required.

Our Primary Channels for Learning Studio Photography

- **Creating Photographs**—framing and timing shots, adjusting focus, exposure, lighting, etc.
- **Managing Photographs**—using the Lightroom Classic app to import and process digital photos
- **Presenting Photographs**—critiques of physical prints as well as online presentations
- **Aesthetics of Photography**—foundational concepts involving the elements of art, principles of design, compositional techniques as they apply to studio photography
- **Examples of Creative Photography**—using the works of historic and contemporary photographers that reinforce the use of photography for creative expression in a studio context

Typical Activities for This Course

- **Lectures and Studio Demos**—Lectures and studio demonstrations are the primary means of receiving information in this course. You are expected to take detailed notes on paper or electronically.
- **Online Readings and Videos**—Each week you will have new information to study that is presented as online readings or videos.
- **Class discussions**—You will share your insights and thoughts with your classmates in the classroom/studio and occasionally via Canvas. Civility and kindness are expected at all times. NOTE: Abusive engagement will result in dismissal from the course.
- **Projects**—You will complete several projects this semester that explore a wide range of approaches to studio photography. As the semester moves on, you will have increasing latitude in the creation of your projects.
- **Lightroom Classic**—You will learn to use Adobe Lightroom Classic as the means to manage, process, and present your digital photographs.
- **Presentation of Your Photographs**—We will work through the presentation modules in Lightroom (Print, Web, Slideshow, and Book). You will also have the opportunity to propose other presentation methods for your projects.
- **Written Analysis of Exemplary Photographs**—Throughout the course, you will learn about the lives of noteworthy photographers across a wide range of genres. You will have an opportunity to write an analysis and/or reflection on selected photographs.
- **Other Activities**—Other activities may be assigned on an intermittent or one-time basis.

Plan On 8 to 10 Hours Each Week

To achieve the expectations of the [Course Outline of Record](#), you should plan on 8–10 hours of work each week. This includes in-class time for lectures and studio activities, plus independent time for online study, using your camera, processing your photos, and submitting assignments. Your time requirement will vary based upon your own level of experience with cameras and computers.

Course Outline of Record

You may view the Course Outline of Record on [eLumen](#). Select “Photography” in the departments column to start. Then select “PHOTO191” under courses. Finally, click “Course Outline Report.”

CoC Catalog Description

“Explores the fundamentals of photographic studio techniques, concentrating on continuous lighting equipment and impact of lighting arrangements on the photographic image for portrait and basic product in studio.”

Course Objectives

Lecture

1. Apply terms and vocabulary to describe continuous photographic lighting.
2. Examine principles and effects of light and continuous lighting arrangements.
3. Distinguish proper photographic equipment employed in basic studio arrangements.
4. Define and identify basic photographic studio software and tethering techniques.
5. Distinguish basic critical and aesthetic standards of studio photography.

Continued

Lab

1. Apply effective camera control to assure proper exposure using continuous lighting.
2. Demonstrate the use of basic studio photography equipment.
3. Utilize continuous lighting equipment and modifiers required for basic studio arrangements.
4. Calculate and formulate continuous lighting using various types of light meters.
5. Design and safely construct continuous lighting equipment arrangements for specific circumstances and effects.
6. Apply basic critical and aesthetic standards of studio photography.

Student Learning Outcomes

- **Lecture:** Evaluate diverse types of continuous lighting equipment, modifiers, arrangements, effects, and software to accommodate basic requirements for the photographic studio.
- **Lab:** Apply purposeful continuous lighting formats using appropriate studio cameras and equipment.

Required Software: Adobe Lightroom Classic



This course requires the use of [Adobe Lightroom Classic](#), the leading software for processing digital photographs. Plan on installing the software by Week 2.

Please do not try to get around the requirement to use Lightroom Classic. You will submit your Lightroom catalogs via a free online file transfer service with all of your projects. This enables me to open your work directly on my computer in Lightroom to confirm whether you understand the concepts and workflows.

Important Notes:

1. Lightroom Classic is available in the digital lab during open hours. Bring an external drive.
2. [CollegeBuys.org](#) is a buying co-op of the Foundation of California Community Colleges. Look for a special price of [\\$39.99 for a 6-month subscription](#) to the entire Adobe Creative Cloud suite of apps. Once you subscribe to the Creative Cloud, you will download Lightroom Classic (not Lightroom CC) to your computer. Remember to look for the word “Classic.” It is also available for subscription as part of [Adobe’s Creative Cloud Photography Plan](#) for \$9.99/mo.
3. Use the correct version of Lightroom: There are two Lightroom apps—Lightroom Classic and Lightroom CC. Lightroom Classic is the version that runs on your computer and stores your photos on your machine. Lightroom CC runs in the cloud and stores your photos in the cloud. Again, you must use Lightroom Classic. If your app does not have “Classic” in its name, then you do not have the required version.

Apps included in the Creative Cloud Photography plan.

<p>Lr Photoshop Lightroom Powerful photo editing, anywhere you are.</p>	<p>LrC Photoshop Lightroom Classic Photo editing optimized for desktop.</p>	<p>Ps Photoshop Edit, composite, and create beautiful images, graphics, and art on desktop and iPad.</p>
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Use CoC Photo Gear For Free *(limited availability)*

Digital cameras and other gear may be checked out on a week-to-week basis from the Photo Dept. Plan ahead. The amount of gear is limited and used by many students. Extensions on assignments will not be granted because there are no cameras to check out.

Task 1: Join the Photo Dept Canvas shell—The first step to gaining access to COC’s photography equipment is to “self-enroll” into the Photography Department Canvas shell. To add this shell to your Canvas Dashboard, [click here](#) and then click the “Join this Course” link.

Note: In a self-enrollment Canvas course, you can, when desired, drop the course at any time. On the homepage of the course, look for the “Drop this Course” button.

Task 2: Complete the Photography Equipment Checkout module—This requires a 100% score on the quiz. You may take it as many times as you wish. After you enroll in the Photo Dept shell, to start the checkout module [click here](#).

Once you are authorized to borrow gear, you can review the equipment list online, reserve equipment, and for pickup, either stop by the Photo Equipment cage at the posted hours or contact Juan Renteria, Instructional Laboratory Technician, to schedule a curbside pickup.

The Photo Equipment Cage is located in Mentry Hall (MENH-121). [Valencia campus map](#)

Guidelines for Student-Owned Digital Cameras

If you want to use your own camera, feel free to contact me if you are unsure whether your camera meets the following specifications (include the manufacturer and model).

Your digital camera must have:

- Manual exposure control of shutter, aperture, and ISO.
- A basic zoom lens, such as an 18mm–55mm, or a fixed 50mm.
- Ability to write files in a RAW format (Canon = .CR3, Nikon = .nef, Sony = .ARW, etc)
- 8gb or larger memory card

I strongly recommend that your camera be either a digital single-lens reflex (DSLR) or a mirrorless model (such as a Micro 4/3). You must have a PDF of the user manual by the start of class (search online for it).

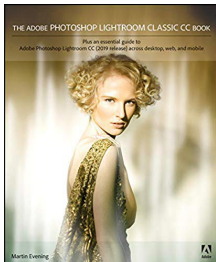
You may not use a film camera for this course. The use of mobile phone cameras is limited to studio and set shots of behind-the-scene views.

No Textbook Required / Optional Resource Books



There is no textbook *required* for this course. Instead, your success with the course material will depend upon how much time you engage in class and with the online resources in Canvas.

Optional Reference 1: Hunter, Biver, et al., *Light, Science, & Magic* (Focal Press, 2021). About \$45, [here on Amazon](#). The classic book on learning the mechanics of light and how to apply them in the studio. The 2021 (6th edition) is pictured here. Used copies of earlier editions are fine too..



Optional Reference 2: Martin’s Evening, *The Adobe Photoshop Lightroom Classic Book* (2nd edition, Adobe Press, 2019). About \$50, [here on Amazon](#). A desktop reference book specific to the software we use.

This Course Uses Canvas For Every Class Meeting

Expect to engage with Canvas for every class meeting this semester. The easiest path to the class materials is the “Modules” link in the course navigation.

I will create a module for each class. They will be listed in reverse chronological order—meaning that the most recent module is at the top of the list. Some modules will be very brief. Others will be extensive.

If you miss a class, I expect you to check the module material before contacting me about what you missed. Then, if you have questions about the material, get in touch.

If you have not worked with Canvas before, explore these resources:

[Canvas Student Guide: Getting Started](#)

[Canvas Browser & Computer Specifications](#)

[Setting Notifications In Canvas](#)

[CoC Canvas Student Orientation Videos](#)



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PHOTO-191

Your Well-Being

Academic Counseling Services

CoC’s Counseling Services provides a wide range of services for students, including academic and career counseling. For more information, see the [Counseling Services site](#).

Learning Center

The Learning Center (TLC) provides tutoring assistance to current COC students seeking to supplement classroom instruction to reach their educational goals. TLC provides Online LIVE! Tutoring via Zoom, Tutoring by Appointment, and On-Campus Face to Face! tutoring. [TLC site](#).

Learning Differences and Accommodations

CoC is here to support you, and we want to make all learning experiences as accessible as possible. This course uses Canvas as an accessible Learning Management System, and course materials have been created with ADA compliance in mind.

If you think you may run into academic barriers because of a learning difference (including permanent disabilities or chronic or temporary medical conditions), please contact the CoC Academic Accommodation Center.

- [AAC info online](#)
- Email: AAC@canyons.edu
- Phone: (661) 362-3341, TTY: (661) 362-3726
- Valencia Campus Location: Seco Hall 103 (SCOH-103) [Valencia campus map](#)

Management of Stress & Mental Health

In our current moment, the pressure on students is significant. You likely are juggling academic goals, family obligations, stressed relationships, and employer expectations. The faculty and staff of College of the Canyons are here to help you succeed. We care about your emotional and physical health.

A broad range of confidential student services, including counseling and mental health services [are available on campus](#). You may get more information by walking into the Student Health Center in the Student Services Building (across from the bookstore on the Valencia campus, [Valencia campus map](#)). At the Canyon Country Campus, the Health Center is in 1B adjacent to Administration, Admissions and Records. [Canyon Country campus map](#).

You may contact Student Health via phone 661-362-3259 or email studenthealthcenter@canyons.edu.

You are encouraged to enter the National Suicide Lifeline number 1-800-273- 8255 into your phone. Use it when you, or someone you know, is having thoughts of suicide or is in severe distress.

You can also use the Crisis Text Line: Just text “Courage” to 741741. Someone will get back to you immediately. Its free, 24/7, and confidential.

Finally, check out [Be The Difference SCV](#) for mental health resources in the Santa Clarita Valley Area,

Course Policies

This Course Welcomes All People As They Are

Our classrooms, studios, and labs are safe spaces for all voices and bodies. Diversity is a strength in the classroom, particularly in relationship to Art. Because Art is a language, our goals should be to communicate openly and honestly, and it is imperative that all participants feel comfortable to express our ideas freely. A commitment to diversity is an active experience and we are committed to fostering an inclusive space where students feel comfortable to respectfully engage with each other, support each other, and grow intellectually.

This Course Welcomes All Viewpoints

As you pursue your higher education it should be noted that an academic environment is based on free and open inquiry and is essential to the well-being of a student’s education as an adult learner. Similar to many college level courses, we may examine potentially controversial subjects.

It is expected that you may view artwork that will include frank consideration of what might be categorized as mature: provocative, emotional, controversial, violent, or sexual in nature. These are subject matters that artists have dealt with for millennia. Themes such as these are also found in the academic areas of human sexuality, religion, and politics.

If you are a student who, for whatever reasons, may have strong personal reservations about participating in the free and open inquiry into such academic areas of discourse, I am happy to have a private conversation to help you decide whether or not you will continue with the class. Otherwise, please be prepared to listen openly and contribute to class discussions respectfully.

CoC Academic Freedom Policies

For CoC’s full statement on Academic Freedom, see [CoC 2021-2022 Catalog, pgs. 340–341](#)

Academic Freedom and the Faculty

“Academic freedom in the course of instruction means that faculty members teaching in the District have the prerogative to present and explore all issues relevant to their disciplines which contribute to the education of students regarding the substance of each course’s content and the student learning outcomes.”

Academic Freedom and Students

“By accepting an academic course of study within the College system, students accept the principle that they will study in an environment that is designed to present the fullest range of academic insight in the subjects they are enrolled in, including contemporary and historical perspectives, and open, thoughtful examination of differing points of view in pursuit of knowledge within general and specific fields of study.

“Academic freedom allows students to take reasoned exception to the concepts and conclusions presented in any course of study. Students are, however, responsible for learning the content of any course in which they are enrolled, and can expect to be tested on their knowledge of such information.”

Student Conduct and Academic Integrity

All students attending Santa Clarita Community College District at any district site (including online access) and when representing CoC in any off-campus activity, assume an obligation to conduct themselves in an acceptable manner compatible with the [Student Conduct Code](#). Further, the *College of the Canyons Statement on Academic Integrity and Plagiarism* describes the standards for and enforcement of academic integrity. See [CoC 2021-22 Catalog pgs 348-351](#).

You Must Work In Color Until Instructed Otherwise

For this course, you are required to work in color unless an exercise or project specifies otherwise. Over the semester, you will have the opportunity to learn several approaches to converting your digital files to black-and-white. If you want a hands-on course that teaches black-and-white film photography in CoC’s darkroom, I suggest that you take Photo 160: Black and White Photography.

You May Be Dropped For Non-Participation

If you do not actively participate during the first week of class, you may be dropped from the course without notice. If you have not submitted 60% of the assignments at any point during the semester, you may be dropped from the course without notice.

You Must Do Your Own Work

You may not submit work created prior to the date an assignment was published or work created by another person. To confirm that you are doing your own work on a timely basis, the following will be standard practices:

- All photographs submitted must contain complete metadata as written by the camera. This includes the date and time shot, the model and serial number of the camera, exposure mode and settings, and the model / focal length of the lens used to make the photograph. Don’t worry. This information is automatically recorded by your digital camera every time a shot is made. I will show you how to see it in Lightroom.
- For every assignment, you will submit evidence of how many photographs you made to complete the work. This sometimes will be a screenshot of the Library Grid view in Lightroom. At other times, I will open your Lightroom catalog directly on my computer.
- Individual photographs may be submitted to Google Image Search for additional verification that an image was not downloaded from the web.

The bottom line here is that the details of how and when a digital photograph was created are easy to verify. As long as you do your own work, these verifications will not be a burden.

Should you submit work that does not meet my expectations for authenticity (such as work created by another person or work done prior to assignment publication), you will be referred to CoC administration for disciplinary action—which may result in dismissal from this class.

Sharing a Camera or Computer

If you share a camera and/or a computer with another student in this class, each of you must:

- Work on your projects separately. This means that the subjects may not be the same and the capture times may not overlap. It is not possible for two students to hand a camera back and forth during an assignment. If two students submit the photographs of the same subject or photographs with image numbers or time stamps that overlap, neither student will receive credit.
- Maintain completely separate catalogs in Lightroom. You will be submitting your Lightroom catalog several times during the semester. Your catalog must contain your work only and may not contain the work of another student.

Late Work Policy

Unless prior arrangements have been made with me (see Extensions / Allowances below), your work will be considered late if it is not submitted by the date and time set forth in the assignment specifications.

Late work will be assessed a penalty based on a percentage of total points possible for the assignment. The percentage is based on when you submit your assignment:

- 1–7 days late = 10% penalty
- 8–14 days late = 25% penalty
- 15 or more days late = 50% penalty

Note 1: You will earn a higher grade for the semester by submitting all work, even if some work is late than you will if you do not submit late assignments.

Note 2: You do not need permission to submit late assignments. Submit them as soon as you can and, if more than a week late, send me a message advising that you have done so.

Extensions & Allowances

You have two broad options if you are unable to submit an assignment on time:

- Submit the work when you can and have it assessed per the Late Work Policy above.
- Ask for an extension.

I am a compassionate person and understand that sometimes other responsibilities make it nearly impossible to meet a class deadline. Still, you are expected to be a proactive self-advocate who communicates regularly.

Here are several tips for increasing your chances of being granted an extension:

- Contact me as early as possible, explain the situation, and tell me when you think you will be able to submit the assignment. If you truly don't know, then let me know about the situation and we can continue the conversation as soon as you are able.
- Be proactive and get in touch as soon as you can. Contacting me well in advance of the assignment deadline is a big plus. Being casual about when you get in touch, especially if the deadline has already passed, will not help your case.
- Don't waste my faith in you. If your situation is truly not extraordinary (for instance, you binge-watched too many episodes of your favorite show or headed out on a spontaneous roadtrip with friends), then be honest about your circumstances and own the situation. In this case, submitting your work subject to the Late Work Policy is the more ethical choice.
- Understand that extensions are granted on a case-by-case basis and there is no guarantee that you will receive one.

- If requests for extensions continue after the first instance, I may switch the conversation over to whether you should take an Incomplete to allow you time to get into a better space to successfully complete the course. Again, I'm a compassionate person. If you are truly in a tough spot, let's talk about it: electronically or in person.

Scoring of Technical Exercises

Technical exercises have a very specific set of tasks that must be achieved. Each technical exercise will have a scoring rubric provided as part of the specifications. If you understand the material and use the rubric as a checklist for your efforts, you will score well.

Scoring of Projects / Feedback

I strive to score projects within one week following submittal. If assignments are not scored in the stated time frame, an announcement will be sent out to all students.

For projects submitted online, you will find that I often provide written or video comments on your work. Please take the time to review these comments. They are intended to help you grow as a student. Also, if you want, you can reply to my comments.

No Weighting of Scores

I do not weight assignments. I do, however, assign more points to more significant assignments. I also increase total points for assignments given in the middle and latter parts of the semester. The total number of points possible for an assignment will be stated clearly in the assignment materials.

No Extra Credit

Sorry. I do not provide extra credit opportunities to make up for points lost on late or poorly done assignments.

Calculation of Semester Grade

Letter grades for the semester will be based on the following percentages of total points earned.

- A 100% to 90%
- B 89.99% to 80%
- C 79.99% to 70%
- D 69.99% to 60%
- F 59.99% or below

Changes to The Course Guide

The *Course Guide* will be changed if the need arises during the semester. All changes will be announced prior to their implementation and posted on Canvas. The version of the *Course Guide* linked on the course home page will be the official version at all times.

Questions? Concerns?

If you have questions or concerns, send me a message. The contact details are on page 1.