

— Course Guide / Syllabus—

Photo 150: Cameras and Composition

Online, 5-Week • Winter 2023 • College of the Canyons

Welcome to Photo 150: Cameras and Composition

This general education course is intended as an introduction to digital photography and the history/culture of creating photographs. It satisfies a requirement for the Photography AA degree. Photo 150 is neither a requirement nor an elective for the Certificate of Achievement in Commercial Photography.

This class will teach you to see the world with a more informed eye and express that vision through photographs. You will also learn the basic mechanics of camera operation and how to process and present digital photos with the Adobe Lightroom Mobile app. Your understanding of historic and contemporary photography will be expanded through the study of significant and lesser-known artists. By the end of the course, you will have created a range of striking photographs that are driven by concept, creativity, and intention.

This 5-week course compresses an entire semester into one-third the time. To be successful, plan on investing 10+ hours weekly in your work (online activities + creating / presenting photographs).



Meet Your Instructor: Syl Arena



Syl rhymes with “Bill.” It’s short for “Sylvester,” which was my dad’s dad’s name. Feel free to call me “Syl.” My wife and I first met when we were young children (she literally was the girl across the street). Last spring, Amy and I celebrated our 31st wedding anniversary. We have three sons and have lived on the Central Coast for 25 years.

I hold both an MFA in Visual Art (Lesley University, Cambridge, Massachusetts) and a BFA in Studio Art (University of Arizona, Tucson, Arizona).

My passion for photography started 50-ish years ago. My eclectic work ranges from environmental portraits and commercial projects to non-representational art and video. You can visit my portfolio archive Projects.SylArena.info, my artist site SylArena.com, and [my Instagram](#).

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 [Speedlitter's Handbook](#). NOTE: We will not be using either of these books in this course. I mention them only as background.

I rely heavily on Canvas for this course because I am an experienced online instructor. I originated the online photography courses for West Valley College (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*.

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) Via Zoom

Student meetings are private and confidential. If you have questions about your camera, Lightroom, or any aspect of the course, schedule a meeting by sending [me a message](#). Please share several days and times 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 #** 65900
- **Dates:** Monday, January 3, 2023 to Saturday, February 4, 2023 (Sat, Dec 30 = early bird access)
- **Duration:** 5 weeks. You will complete a full semester's work in one-third the time. This requires three times the work, about 10+ hours weekly, when compared to a 16-week course.
- **No mandatory class meetings.** You must submit assignments by weekly due dates.
- **Prerequisite:** None.

Important Dates

- Mon, Jan 9—Last day to drop without a “W” on transcript
- Fri, Jan 27—Last day to withdraw with a “W” on transcript
- Sat, Feb 4—Final project due
- [COC Student Calendar Winter-Spring 2023](#)

Course Overview

Align Your Academic Path With Your Goals

Goal: Transfer to 4-year college—Consider COC's [Associate of Art degree 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](#).]

Goal: Work in professional photography—Consider COC's [Certificate of Achievement in Commercial Photography](#). The certificate requires that you complete a wide range of photography courses that prepare you to seek employment opportunities.

Goal: Learn / expand basic camera skills—If you are a recreational learner and prefer not to engage in the rigor of typical college-level activities, consider COC's [non-credit courses in photography](#).

More details on COC's photography courses—See the [COC Photo Department website](#).

Academic Counseling—COC offers great support when deciding which courses best fit your needs. Check out the resources or schedule an appointment at the [Academic Counseling Office](#).

Prerequisite

Photo 150 is an introductory course. There is no prerequisite.

Deciding If Photo 150 Is Right For You

AA Photography—This course satisfies a requirement. Review the [Photography AA Program Mapper](#).

Commercial Photography Certificate—This is neither a required course nor an elective in the certificate program. Review the [Photography Certificate Program Mapper](#).

General Education Requirement—This course can be used for an elective option that accepts “any 100-level course or higher in any department.” This course may be accepted as fine art credit. Check the details of your program and confirm with the [Academic Counseling office](#).

Community Learner—This is an intense, college-level experience. If you just want to learn how to use your camera, consider COC’s [non-credit courses in photography](#).

COC Photo Department Website

You will find many resources about our Photo program and the greater world of photography on our [department website](#).

Our Primary Channels for Learning Digital Photography

- ***Creating Photographs***—framing and timing shots, adjusting focus, exposure, etc.
- ***Managing Photographs***—using the Lightroom Classic app to import and process digital photos
- ***Presenting Photographs***—for Photo 150 this will be online in a variety of venues, (In a studio course this would include physical as well as online presentations.)
- ***Aesthetics of Photography***—foundational concepts involving the elements of art, principles of design, compositional techniques.
- ***Examples of Creative Photography***—using the works of historic and contemporary photographers that reinforce the use of photography for creative expression.

Typical Activities for This Course

- ***Online readings and videos***—Each week you will have new information to study that is presented as online readings or videos. You must commit to engaging with these materials each week.
- ***Class discussions***—Most weeks you will have a required online discussion in which you will share your insights and thoughts with your classmates. Civility and kindness are expected at all times. NOTE: Abusive posts will result in dismissal from the course.
- ***Projects***—You will complete four projects this term. They will explore a wide range of approaches to digital photography. As the term moves on, you will have increasing latitude in the creation of your projects.
- ***Lightroom Mobile App***—You will learn to use Adobe Lightroom Mobile as the means to create, manage, process, and present your digital photographs.
- ***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 opportunities to write an analysis and/or reflection on selected photographs.

Accelerated Schedule / Plan On 10+ Hours Each Week

This course runs on an accelerated 5-week schedule. The normal semester runs 16 weeks. So, you will earn the full 3 units of credit in one-third the time.

To achieve the expectations of the [Course Outline of Record](#), commit to investing 10+ hours each week. This includes time for online study, using your camera, processing your photos, and posting your work online. 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 “PHOTO150” under courses. Finally, click “Course Outline Report.”

COC Catalog Description

“Introduces the fundamental historical development, theory, technology, and basic applications of photography. Examines principles and analysis of artistic and aesthetic qualities of photographic images through group interaction and discussion. Provides demonstration, analysis of function, and technical experience with digital and film single lens reflex cameras. UC credit limitation: PHOTO-150 and PHOTO-160, credit for one course only..”

Course Objectives

Lecture

1. Differentiate major artistic and photographic movements through examining the basic history and principles of photography.
2. Appraise basic theories of artistic and aesthetic standards of photography within the creative process through exploration of varied subject matter and use of color.
3. Identify and visually illustrate the laws of composition within the photographic medium.
4. Apply and compose effective camera control to assure correct exposure.
5. Utilize and differentiate effects of natural lighting in a wide range of environmental conditions.
6. Distinguish and employ basic digital image processing techniques.
7. Comprehend and relate understanding of photographic aesthetics through critique standards and presentation formats

Student Learning Outcomes

- Develop effective understanding of major artistic and photographic movements, theories, and techniques.
- Produce images that demonstrate effective use of the photographic medium applying appropriate critical and aesthetic standards

Schedule and Due Dates

Course Calendar

The preliminary calendar for the course appears at the end of this syllabus. The activities and dates are subject to change during the term. All changes will be published on Canvas. The details on Canvas will be the official specifications.

Weekly Schedule

The weekly modules are published every Saturday.

- You are encouraged to access the new material within a day or two of publication.
- The sooner you start into a new module, the more time you have for the assigned activities.

There are due dates every Wednesday and Sunday for Weeks 1-4. During Week 5 (our last week), the due dates are Wednesday and Saturday.

You should plan your study and work time now. Writing the activities on paper will help you remember them...especially if you are a kinesthetic or textual learner.

To be successful in this five week course, you are encouraged to invest a couple of hours each day working on this course.

Assignments Due on Wednesdays

- **World of Photography discussion**—Your initial posts in these discussions will be based on the content of each week's module
- **Photography/Lightroom**—Your photos for each project will be managed in the Lightroom mobile app. You will have about 10 days to photograph and submit each project.
- **Project discussion**—Your initial posts in these discussions will include photos from and thoughts on your experience with each of the four photo projects

Assignments Due on Sundays*

- **Quiz**—You will confirm your understanding of each week's material via a self-scoring quiz. You may take each quiz "open book" and multiple times, if you wish.
- **World of Photography discussion**—You will engage with the ideas of your peers (may not be started before Thursday)
- **Project discussion**—You will engage with the work of your peers (may not be started before Thursday)
- **Check-in**—The final activity you complete each week will be a check-in where you reply to several prompts about your experiences that week. Only you and I know what you write in your check-ins.

* Week 5 due dates will be Saturday, Feb. 4

Online Attendance / Absences

This course operates on a 100% asynchronous basis. When you engage with the module materials is entirely up to you. Attendance is not taken in the manner it is for an on-campus course. Canvas logs each of your online sessions. Your timely submission of your work is the #1 indicator of your participation in the course.

The greatest challenge with this asynchronous system is that you are 100% in control of your time. If you tend to procrastinate or if you have a very irregular schedule each week, you will find this course to be stressful. If you have a trip planned during the next five weeks, you will find this course to be very stressful.

The sooner you start your work each week, the more time you will have to complete it. Spreading the work over five days each week will greatly reduce stress. Starting your work later in the week and trying to complete everything in a day or two will be very stressful (and unsuccessful).

Make a plan for your work each week and then work that plan!

Photography Projects

My Philosophy—Express Yourself!

Throughout photography's history over the past 170-something years, there has been a perpetual tug-of-war between those who use photography as a technical (or scientific) pursuit and those who use photography as a means of personal expression.

In this course, my emphasis is for you to use your photography as a means of for personal expression. You will find that there is a wide range of options in our four photo projects.

Photography Projects vs. Exercises

There are four photo projects during the semester. Generally you will have 10 days to create, import, and process your photos for each project. Photo projects provide wide boundaries for you to express your creativity.

There are also a few assigned exercises. These are designed with more rigid boundaries as a way to guide you through a specific experience with the technical aspects of your camera. Generally, exercises will be photographed, imported, and processed in the same week.

Overview of Photography Projects

- **Project 1: Photowalk**—After learning about the ideas of master photographer, Jay Maisel, you will take a photo walk and create unique photographs.
- **Project 2: Elements of Art**—What you exclude from the frame is as important as what you include. In this project, you will create graphically-oriented photographs that demonstrate a range of composition principles.
- **Project 3: Portraits**—A single frame as the ability to convey the subject's life and personality. How you place the frame, what you include/exclude in the background, and how you use light and shadow all contribute to the substance of your portraits.
- **Project 4: Personal Showcase**—Your final project will focus on the creation of four portfolio-quality photographs centered on a theme of your choice.

Note: Projects and exercises may change in response to opportunities and resources that arise during the semester.

Our Projects Have Three Components: Create—Process—Exhibit & Engage

Photo 150 projects have three components:

- **Create**—the creation of the original photographs (the “captures”) for the project
- **Process**—importing the captures into your Lightroom catalog, rating / sorting, developing, and exporting
- **Exhibit & Engage**—in our online course, this is typically done via a Canvas discussion. In an on-campus course, this would be done via a critique in the studio.

Each component will be presented as a separate assignment. Typically these assignments are published in two modules (rather than all at once).

Technology

Camera Option 1: Use A Smartphone

One of my goals for your experience in *Photo 150* is that you will learn a set of skills that you can continue using in meaningful ways after the course ends. Given that more photographs are created each day (about 4 billion!) with smartphones than were created during the first 150 years of photography's history, I think it perfectly fine that you use a smartphone for this course. Cameras on compatible tablets are also fine. That said, you **MUST** use the specified app (Lightroom Mobile) on your smartphone. We will get into Lightroom Mobile in a bit.

Camera Option 2: DSLR and Mirrorless Cameras

If you are familiar with the operation of a DSLR or mirrorless digital camera, you are welcome to use it instead of or in addition to a smartphone camera. For instance, if you've already completed *Photo 155 Photography I* and are circling back to *Photo 150 Cameras & Comp* to meet the requirements of the Photography AA degree, you may prefer to continue using the skills you learned previously. If you go this route, you may use Lightroom Mobile or Lightroom Classic for your assignments.

Required App: Adobe Lightroom Mobile (free version)

[Adobe Lightroom Mobile](#) (LrM) is a free app that runs on iOS and Android smartphones, iPads, and Chromebooks. We will use the free version (which is detailed in the Week 1 module on Canvas). There are several versions of Lightroom. Do not set up a “free trial” or pay a fee to subscribe to an Adobe photography plan.

Lightroom Mobile provides the ability to express your photographic vision through the creation of photographs with full manual control of your camera's exposure settings in a RAW (DNG) format. LrM also provides the ability to process, crop, and present your digital photographs—those captured directly in LrM and those captured by other photo apps.

All of the material in *Photo 150* on cameras and digital processing will pertain to mobile devices running Lightroom Mobile. If you want a course that goes deep into the operation of traditional digital cameras, consider enrolling in *Photo 155 Photography I*.

Required: Cloud Storage Folder That Can Be Shared

For each of your projects, you will upload your photographs in a folder that you will share with me. The folder may be hosted on any cloud service that you currently use: iCloud, Google Drive, Dropbox, Microsoft OneDrive, etc. Share the folder with syl.arena@canyons.edu

COC Photo Gear Available For Student Use

If you are already familiar with basic camera operations, COC's Photography Department has a [huge inventory of gear available for student use](#). This is 100% optional and must be a self-guided experience. All of our course activities will be oriented towards the professional camera functions contained within the Lightroom Mobile app. There is no instruction in this course that requires the use of a DSLR or mirrorless camera.

If you want to check out COC photo equipment, you first complete the [Photo Equipment Checkout course on Canvas](#). 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](#)

No Textbook Required

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

Success With Online Education

Internet Access = Getting To Class

This course is conducted entirely online. So, having reliable access to the Internet is essential. You will watch many online videos for this course. If you can watch YouTube without growing impatient with your connection speed, then your Internet access is fast enough.

Canvas Is Your Textbook For This Course

To reduce the cost of being a student, I use Canvas instead of a textbook. Each week's material is published in a module linked on the course home page.

When you first open the weekly module list, you might think "Wow, 41 pages. That's a lot." Most of my pages in Canvas are very short. I use pages in Canvas the way that many instructors use slides in a PowerPoint.

To maximize your success, commit to reviewing every page in each weekly module. Avoid the temptation to skip directly to the scored activities.

Canvas Is Best Viewed On A Large Screen

You will be more successful if you routinely engage with this class via a laptop or desktop computer. As you have likely experienced already, viewing a photo on a small screen is not the same experience as viewing it on a large screen. The keyboard makes typing faster and more accurate. Viewing instructor feedback in Canvas via the desktop app (web browser) is much easier than viewing it on the small screen of the student mobile app.

Canvas Student Mobile App

The Canvas Student mobile app provides quick access your Calendar, To Do, Notifications, and Inbox. It's available for [Apple iOS](#) and [Android](#) devices. Again, for longer readings, videos, assignment submissions, and instructor feedback, I encourage you to access Canvas via a laptop or desktop computer.

Getting Started With Canvas LMS

COC uses Canvas as its learning management system (LMS). 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](#)

Regular Effective Contact

Regular and Effective Instructor Contact will be met through weekly instructor-initiated threaded discussion forums; weekly announcements to students; timely and effective feedback on student assignments; email, phone or messaging to individuals; and virtual office hours.

Your Well-Being

My Personal Commitment

I respect that this course is just one of the many responsibilities that you have in your life. I also want you to know that I have first-hand experience within my family on the impact that personal challenges can have on one's ability to earn an education. Depression, anxiety, substance issues, hunger, housing, transportation, media addiction, relationships—I know that your success as a student can be derailed in so many ways.

Your well being matters to me as much as your success in this course matters to me. If you let me know that you are in need, I will confidentially help you find the proper assistance.

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.

New: 988 National Suicide & Crisis Lifeline, dial 988.

You are encouraged to enter the new 988 Suicide & Crisis Lifeline into your phone. Use it when you, or someone you know, is having thoughts of suicide or is in severe mental distress. This [new, nationwide service](#) replaces the National Suicide Prevention Lifeline number (1-800-273-8255).

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.

Basic Needs Center (BaNC)

CoC's Basic Needs Center provides the following services at no cost:

- Food - grab & go snack items, single serve items, and canned goods
- Clothing - seasonal clothing and business attire for interview
- Personal hygiene products
- CalFresh & Medi-Cal sign up and assistance
- Housing referral assistance.

For more information: see the [BaNC webpage](#) or email banc@canyons.edu.

Academic & Career 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 Office site](#).

The Learning Center—Tutoring

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.

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

Additional Well-Being Material On Canvas

You will find two extra modules in our course on Canvas. Check out 'Self-Serve Tips For Success' and 'How-to Resources'.

Course Policies

Mandatory Online Orientation & Participation—Week 1

You will have early bird access our course in Canvas on Saturday, December 31, 2022 via [COC.instructure.com](#). You will be required to complete an orientation module by Wednesday, January 4, 2023 in order to maintain your seat in the class. If you do not complete the required activities in the orientation module, you will be dropped from the course without further notice.

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 2022-2023 Catalog, pg. 344](#)

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.”

You Must Do Your Own Work / No Prior Work / No Duplicate Submittals

Unless specifically stated in the assignment specifications, you may not submit work created prior to the date an assignment was published, work created for another course, work created previously for this course, 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 digital 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.
- 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.

My Equitable Grading Philosophy

You and I share the responsibility for your success in this course. Beyond designing the course as a series of guided experiences that prepare you to achieve the objectives and outcomes described above, I am committed to providing individualized support that facilitates learning in the manner(s) most relevant to you. Your responsibilities include making a consistent and sincere effort to be successful in this course and to communicate with me when you face challenges that impact your success.

Grades are a necessary part of this course. They serve to help you understand how your skills are developing and how much of the information you understand. Grading will not be a mystery and should not be a source of stress. If you get stressed by grades, get in touch. Let's talk about it.

My criteria for grading will be presented in a rubric for every assignment. Use these rubrics as a step-by-step checklist for what you are to do. I encourage you to review them before starting your work and again before submitting your work.

I accept that not every student defines academic success as earning an A. For some, earning a C is the threshold of success. Know that I will remain non-judgmental and support your efforts to achieve academic success as you define it.

Scoring of Assignments / Feedback

I strive to score assignments 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 assignments submitted online, you will find that I provide written or video comments on your assignments. Please take the time to review these comments. They are intended to help you grow as a student. Also, you may reply to my comments. Resource: [Canvas Student Guide—How Do I View Assignment Feedback From My Instructor](#).

Project Reworks / Resubmission

If I feel that you are capable of delivering a higher quality of work for a project, I will ask you to consider reworking an assignment and resubmitting. Whether you do, is your choice. Likewise, if you feel that the score you earned does not represent your ability, get in touch to talk about a rework. I am willing to reward continued growth and development over the semester.

Late Work Policies

I strive to facilitate your continued growth by providing feedback on your submissions. This feedback can be used to rework an assignment for a higher score.

When work comes in late, my ability to provide feedback is reduced or eliminated. There is often a delay in scoring late submissions as I focus first of scoring timely submissions. Likewise, the time you have to resubmit work submitted late is reduced.

You will always earn points for submitting work—even if the work is significantly late.

The last day to submit late work is the day the final project is due. (Yes, at the end of the term!)

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

Late work may 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 = no assessment
- 8—14 days late = 10% deduction
- 15 or more days late = 15% deduction

Note: No work can be submitted after the last day of the course, which is Saturday, February 4.

No Extra Credit

I do not provide extra credit opportunities to make up for poorly done or missing assignments. You have the opportunity to rework projects and submit late work, as described above.

No Weighting of Scores

I do not weight different types of assignments. Your course grade will be calculated as a straight percentage of total points earned across all assignments divided by total points possible.

Points will always be stated in the assignment materials. You will find that small routine tasks, such as a weekly check-in, have less points available than major project activities.

Also, do not stress if you get off to a rough start in the course. The points for assignments increase as the semester moves along. The orientation activities are worth significantly less than your final project.

Checking / Estimating Your Grade In Canvas

You may check the status of your grades at any time in Canvas. After logging in to our course, click “Grades” in the course navigation.

To see how various scores affect your overall grade, you may enter scores on the Grades page. These, of course, are temporary and will not be counted towards the calculation of your actual grade.

Calculation of Semester Grade

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

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

If you have opted for the pass/no-pass option at registration, a P will be awarded for 70.00% or above and an NP will be awarded for 69.99% or below

You Must Work In Color Unless Instructed Otherwise

For this course, you are required to work in color unless an exercise or project specifies otherwise.

If you want a course that teaches black-and-white film photography in COC’s darkroom, I suggest that you take Photo 160: Black and White Photography.

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 2022-2023 Catalog, pg. 344](#).

You May Be Dropped For Non-Participation

If you do not log in and actively participate during the first week of class, you will be dropped from the course without notice.

At any point during the term, if you have not submitted 60% of the assignments, you may be dropped from the course without notice.

Changes to The *Course Guide*

The *Course Guide* will be changed if the need arises during the term. 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.