

— Course Guide / Syllabus —

Photo 156: Photography II (Online, 8-Week) • Fall 2023

College of the Canyons

Welcome to Photo 156: Photography I (Intermediate Digital Photography)

This intermediate course in digital photography is designed for Photo majors. Many elective courses for the Photography AA degree and required courses for the Certificate of Achievement in Commercial Photography build upon the skills you will learn in this course. If you are not a Photo major, you are welcome in the course too! You will find this to be an intense experience that develops skills in digital photography you can use for years to come.

The recommended prerequisite for this course is *Photo 155: Photography I*.

This course will teach you—how to see the world with a more informed eye and create photos with a digital camera that express your unique vision in a manner that is personally relevant. You will also learn how to use the exposure settings on your camera in a variety of situations; how to look at and comment on photographs with a more informed perspective; and how to use Adobe Lightroom Classic software to import, process, and present your digital photographs.

This 8-week course compresses an entire semester into half the time. To be successful, plan on investing 12–20 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 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* 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)—Via Zoom or On-Campus

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](#).

If you want to connect via Zoom, please share several days and times that work for you.

If you want to meet on the Valencia campus, my walk-in office hours are Tuesday, 1:00p–2:00p in Mentry 318. ([Valencia campus map](#)).

Class Specifications

- **Section #** 71195
- **Dates:** Monday, Oct. 16, 2023 to Thursday, Dec. 7, 2023 (Early bird access opens Oct 14.)
- **Duration:** 8 weeks. You will complete a full semester's work in half the time. This requires twice the work each week, when compared to a 16-week course.
- **No mandatory class meetings.** You must submit assignments by weekly due dates.
- **Prerequisite:** None.

Important Dates

- Oct. 25—Last day to drop (no “W” on transcript)
- Nov. 27—Last day to withdraw (“W” on transcript)
- [COC Student Calendar Fall 2023](#)



Photography II - 2022SP : 65234

PHOTO-156-65234

2022SP



Course Overview

Consider Your Goals: Paths To Study Photography At COC

Goal: Work in professional photography—Consider COC’s new [Commercial Photography AA degree](#) or the [Certificate of Achievement in Commercial Photography](#). The AA degree requires that you complete general education requirements and most of COC’s photography courses.

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 and studio art courses in preparation for transfer to a bachelor’s degree program elsewhere. [Example: [CalARTs transfer agreement with COC](#).]

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 offerings—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](#).

Deciding If Photo 156 Is Right For You

AA Commercial Photography or Certificate—Required course. Resource: [Certificate Program Mapper](#).

AA Photography—Elective option. Resource: [Photography AA Program Mapper](#).

General Education Requirement—This course may fulfill general education requirements.

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](#).

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 156 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

- **Shared Inspiration**—Each week you will contribute a short discussion post in which you share and briefly discuss the work of a photographer who inspires you.
- **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 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 opportunities to write an analysis and/or reflection on selected photographs.
- **Weekly Check-In**—Your final assignment each week is to complete a self-reflection in which you consider what is working well and what could be changed.

Accelerated Schedule / Plan On 12 to 20 Hours Each Week

This course runs on an accelerated 8-week schedule. The normal semester runs 16 weeks. So, you will earn the full 3 units of credit in half the time.

The pace of this course is intense...twice as intense as the full-semester version.

To achieve the expectations of the [Course Outline of Record](#), commit to investing 12–20 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.

If you are not prepared to work 12–20 hours each week on this course, consider whether now is the right time to take this course.

If you are a dual-enrolled high school student with a full load of classes, consider taking another course. The majority of high school students with full loads struggle in this course. It is not an easy path to completing your fine art requirement.

Course Outline of Record

You may view the Course Outline of Record on [eLumen](#). Select “Photography” in the departments column to start. Then select “PHOTO156” under courses. Finally, click “Course Outline Report.”

COC Catalog Description

“Refines and builds upon the fundamental concepts and techniques of photography and camera RAW, integrating basic concept development and execution of the creative process through a thematic approach.”

Course Objectives

Lecture

1. Review artistic principles of photography and relate elements to developing a photographic style.
2. Examine professional equipment and advanced methods for camera RAW, image correction, and output.
3. Define pre-visualization and identify basic pre-visualization techniques.
4. Examine and distinguish basic thematic, interpretive, and illustrative content.
5. Evaluate thematic photographic works using critical and aesthetic standards..

Lab

1. Apply and appraise effective camera control, software, tools, and camera RAW techniques.
2. Develop and apply complex image correction and camera RAW techniques for output.
3. Employ artistic principles and basic pre-visualization skills to compose photographic images.
4. Practice basic pre-visualization techniques to arrange thematic content.
5. Formulate and assemble basic thematic and illustrative photographic images.

Student Learning Outcomes

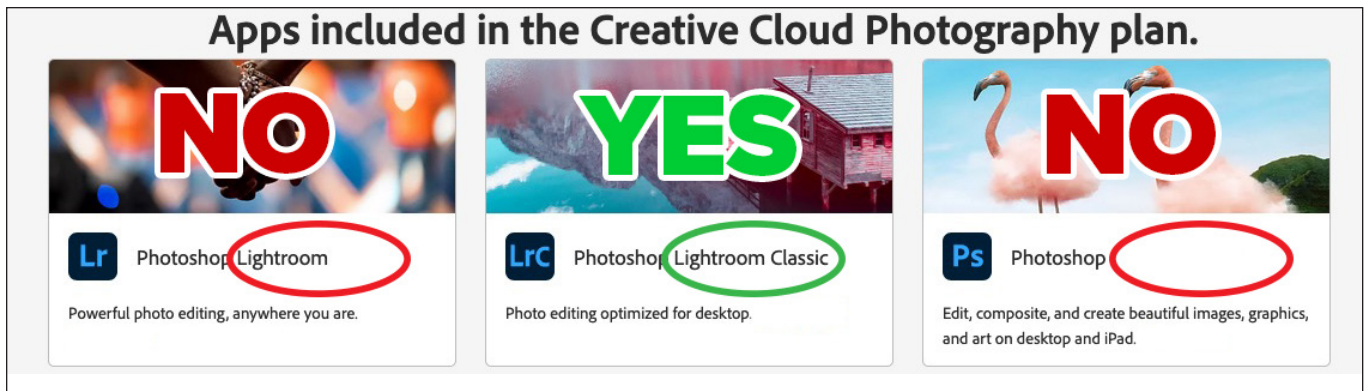
- **Lecture:** Appraise and distinguish techniques, and theory in conceptual and thematic photographic projects
- **Lab:** Apply and demonstrate photographic techniques and creative principles in development of thematic photographic projects.

Required Software: Adobe Lightroom Classic (the “Classic” is important!)



This course will teach you to use [Adobe Lightroom Classic \(LrC\)](#), the leading app for processing digital photographs. A subscription to Lightroom Classic will cost \$40 for six months or \$10/month. Details are provided below in note 3.

You must install the Lightroom Classic in Week 2. Check out the [computer guidelines](#) for running LrC.



To be successful in this class, commit to learning to use Adobe Lightroom Classic. The skills that you learn in this class will be the foundation for your digital photography for years to come.

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 LrC to confirm whether you understand the workflows.

Important Notes:

1. You may not process your digital photos in other software—even if you already know how to operate that software.
2. Use the correct version of Lightroom: There are two Lightroom apps—Lightroom Classic (LrC logo) and Lightroom CC (Lr logo). 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.
3. For the best subscription price on Lightroom Classic, check CollegeBuys.org for a special offer 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. Important: Do not subscribe to the Lightroom (1TB) plan. It does not include access to Lightroom Classic!

On-Campus Computers With Lightroom Classic

If you’re on-campus and want to use a COC computer to work on your Lightroom assignments, you can head to the ASG Computer Lab in the Student Center ([ASG lab location & hours](#)) or The Learning Center ([TLC lab location & hours](#)). Let them know you need a computer with “Adobe Creative Cloud.”

To use a COC computer, you will need to have your Lightroom catalog installed on a [USB 3 flash drive](#). Do not use a USB 2 flash drive because the speed is 10x slower. Repeat: do not use a USB 2 drive.

Use COC Digital Cameras 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 camera with interchangeable lenses. Point-and-shoot cameras generally lack manual exposure control and are not well suited for this course. You must have a PDF of the user manual by week 2 (search online for it).

No Point-and-Shoot, Film, or Phone Cameras

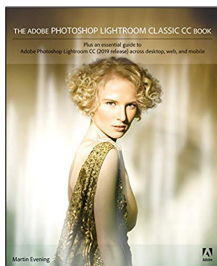
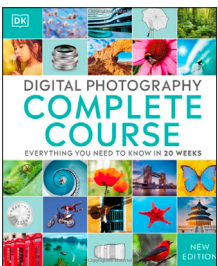
Point-and-shoot cameras generally lack manual exposure control and are not suited for this course. Likewise, film cameras and mobile phones may not be used in Art 249A.

Highly Recommended, but Optional Items.

Third-party brands are fine for the following.

- Lens Hood (≈ \$10)—Buy a hood specific to the model of your lens. ([Example on Amazon](#))
- Tripod (≈ \$30) — A basic tripod will be helpful for some assignments. ([Example on Amazon](#))

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 with the online resources in Canvas.

Optional Reference 1: David Taylor, *Complete Digital Photography Course* (DK, 2015). About \$28, [here on Amazon](#). A heavily illustrated book on the fundamentals of camera operation and other basics of digital photography.

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.

Photography Projects

My Philosophy—Express Yourself!

Throughout photography's history over the past 180-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.

Overview of Photography Projects

- **Project 1: Elements of Color**—In our first project, you will create photographs that exemplify several approaches to color relationships.
- **Project 2: Light & Shadow a La Carte**—Your goal is to make portfolio-quality photographs in three different types of light. You have the option of working in several genres, including: still life, landscape, and portrait.
- **Project 3: Manufactured Persona**—Use chiaroscuro and color to create portraits that convey persona and mood.
- **Final Project: Photography Showcase**—Your final project will focus on the creation of eight portfolio-quality photographs centered on a theme of your choice.

Our Projects Have Three Components: Create—Process—Exhibit

Photo 156 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**—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 or three weekly modules (rather than all at once).

Typical Course Sequence

Weekly Modules

- Oct 16—Orientation and Week 1: Camera & Exposure Review (early-bird start on Oct 14)
- Oct 21—Week 2: Elements of Color
- Oct 28—Week 3: Light & Shadow
- Nov 4—Week 4: Color & Mood
- Nov 11—Week 5: Thematic Photography
- Nov 18—Week 6: Monochromatic (Digital) Photography
- Nov 25—Week 7: Freelance Week
- Dec 2—Week 8: Wrapping Up Photo 156!
- Dec 7—Final Project Due

You will have one week to complete most assignments. To provide a bit of extra time, the weekly modules publish on Saturday, which gives you eight days to the Sunday due dates that follow.

Note: Projects and modules may change during the term.

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 Student Mobile App—Use Large Screens When You Can

You will be more successful if you routinely engage with this class via a laptop or desktop computer. Frankly, the larger your screen, the happier you will be while working on your photo assignments. 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 same is true for photographic prints, of course.

If you must engage with Canvas via a mobile phone or tablet, I strongly encourage you to use the Canvas Student mobile app. It's available for [Apple iOS](#) and [Android](#) devices.

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](#)

Mandatory Online Orientation & Participation—Week 1

Plan on accessing our course in Canvas on Monday, October 16, 2023 via [COC.instructure.com](https://coc.instructure.com). You will be required to complete an orientation module 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. *Note: early-bird access will open on Saturday, Oct 14 if you want to start early.*

Weekly Modules

Each week's content will be organized in a module. A new module will be published each Saturday. Most of the assignments for that module will be due on Sunday of the following week—meaning that you will have 8 days to complete each module. Some assignments have mid-week due dates. So you should check out each new module as early as you can.

To use Modules as a table of contents for the course. 1. Click on “Modules” in the course navigation menu. 2. Expand a specific module by clicking on the triangle at the left on the header bar. To stay focused, you are encouraged to keep the other modules closed (also by clicking on the triangle.)

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

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.

BaNC: Food, Clothing, Housing Assistance

CoC’s Basic Needs Center (BaNC) 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.

On the Valencia campus, the BaNC is located in the Student Center (STCN-123). Hours are Mon-Thu 9a–6p and Fri 9a–1p. On the Canyon Country campus, the BaNC is located in Quad 204. Hours are Mon-Thu 9a–6p and Fri 9a–1p. For more information: [BaNC webpage](#) or email banc@canyons.edu.

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 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

College of the Canyons 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 let me know so we can privately discuss your options.

CoC's [Academic Accommodation Center](#) (ACC) is responsible for arranging reasonable accommodations for all qualified students with a documented learning difference. The process for obtaining reasonable accommodations is an interactive one that begins with the student initiating contact with the ACC.

Student Alliance Groups at COC

Alliances are not clubs, they are affinity groups where students learn to navigate college, connect with faculty and staff mentors meet with counselors/financial aid advisors and other resource specialists, and discuss issues in a safe and brave space.

Groups include:

- Adult Reentry Alliance (ARA),
- Asian American and Pacific Islander Alliance (AAPI)
- Autism Social Alliance
- Black Student Alliance
- Gender Sexuality Alliance
- Latinx Alliance
- Native American and Indigenous Alliance
- STEM Equity Alliance
- Trans Alliance
- Veterans Alliance Organization (VALOR)

For more information and contact options, please see the [COC Alliance page](#)

Course Policies

Mandatory Online Orientation & Participation—Week 1

Plan on accessing our course in Canvas on Monday, October 16, 2023 via [COC.instructure.com](https://coc.instructure.com). To maintain your seat in the class, complete the orientation module during Week 1. If you do not complete the required activities in the orientation module, you will be dropped from the course without further notice. *Note: early-bird access will open on Saturday, Oct 14.*

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 2023-24 Catalog pg. 364](#)

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."

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.

Continued

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](#).

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.

Generous Late Work Policies

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.

I seldom impose penalties for late work...but may if there's a repeated pattern without explanation.

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

- 1–7 days late = no deduction
- 8–14 days late = 10% deduction
- 15 or more days late = 15% deduction

The most significant downside of late submissions is my feedback may be reduced or eliminated. There may also be a delay in scoring the work as I schedule specific sessions for scoring each week. I score on-time work first and then work through late submissions as time allows.

This 8-week course moves at a fast pace. If you must submit work late, strive to not let it become an issue that rolls from one week into all that follow.

You will receive a message from me when you miss due dates. This is my way of checking to see whether you need help with any aspect of being a student at COC. Please reply to the message to let me know whether you are OK and provide an estimate of when you will submit the assignment.

My generous late work policy is intended to help you succeed academically while you navigate your other responsibilities. I understand that family and work obligations often create challenges with your schedule. Please do not use my late work policies as justification to procrastinate.

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

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 Code of Conduct](#). Further, the *College of the Canyons Statement on Academic Integrity and Plagiarism* describes the standards for and enforcement of academic integrity. See [COC 2023-24 Catalog pg. 364](#).

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.

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.

Avoid Plagiarism—Using Words Written By Others

- I expect you to use your own voice and be authentic in your writing for this course.
- There are no circumstances in this course when it is appropriate to copy words written by another and paste them into your writings as if they were your own. The number of words does not matter. Even two or three copied words constitutes plagiarism.
- If you follow the standards for proper citation ([basic guidelines](#)), you may include small portions of writings by others in your writing. Acceptable standards include [MLA](#), [APA](#), Chicago, etc.
- You may not copy the words of another and then change select words to make it appear as an original writing. Every word you submit must be unique to you. They must be an authentic expression of who you are, as you are. You must think the words and then write the words without using the work of another person.
- Violations will be referred to COC administration for disciplinary action—which may result in dismissal from this class.

Academic Authenticity in the Age of ChatGPT

There are many opportunities for me to become acquainted with your communication style: class discussion posts, emails, weekly check-ins, etc. When the style of a writing, such as your artist statement about the photographs you created for a project, differs significantly from the style used in your other submissions, I will assume that it is not authentic.

Also, I always require specific references in your writing: to elements in your photographs, to the speaker in a video, to statements made in an article, etc. If your writing does not include these specific references, I will assume that it is not authentic.

Above all, I ask you to consider why you enrolled in Photo 155 and to think about how a writing bot dilutes your learning experiences as my student.

I asked ChatGPT about this. It replied

“Using ChatGPT or any AI language model as a substitute for personal interaction with teachers and peers can reduce opportunities for critical thinking, problem-solving, and effective communication skills, which are essential for academic success

and future career prospects. Additionally, relying solely on AI-generated answers may prevent students from developing their own understanding and knowledge of a subject, potentially leading to a lack of retention and a decreased ability to apply what they have learned in real-world situations.”

If you enrolled in this course to learn, then trust me to guide you through the learning process with respect and dedication. Do not be afraid of not being perfect in all you do. You will soon learn through my weekly intro videos that I frequently make mistakes. The fact is that we usually learn more from our mistakes than from getting a task right the first time.

If you enrolled because you thought you could skate through with ChatGPT at your side, I encourage to find another academic path before the drop period ends.

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.

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.

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.

Preliminary Calendar

The spreadsheet that follows remains a work in progress throughout the semester. All aspects of assignments (titles, requirements, points, activity format, publication dates, due dates, etc.) are subject to change. All changes will be published on Canvas and shall supersede the spreadsheet.

Orientation	Points	Activity Format	Publish	Days To Submit	Due Date
0-Favorite Dessert Exercise (Submit)	10	Textbox	Monday, October 16, 2023	3	Thursday, October 19, 2023
0-Favorite Dessert Exercise (Reply)	^	Feedback reply	Friday, October 20, 2023	3	Sunday, October 22, 2023
0-Personal Survey	10	Survey	Monday, October 16, 2023	3	Thursday, October 19, 2023
0-Orientation Check for Understanding	12	Quiz	Monday, October 16, 2023	3	Thursday, October 19, 2023
Week 1: Camera & Exposure Review					
1-Shared Inspiration, Week 1	16	Shared Inspiration post	Monday, October 16, 2023	6	Sunday, October 22, 2023
1-Check For Understanding YMMIDD Date Format	5	Quiz	Monday, October 16, 2023	6	Sunday, October 22, 2023
1-Quiz on Week 1 Review Material	24	Quiz	Monday, October 16, 2023	6	Sunday, October 22, 2023
1-Week 1 Check-In	12	Check-in	Monday, October 16, 2023	6	Sunday, October 22, 2023
Week 2: Elements of Color					
2-Shared Inspiration, Week 2	16	Shared Inspiration post	Saturday, October 21, 2023	8	Sunday, October 29, 2023
2-Confirm That You Have Lightroom Classic	3	Textbox message	Saturday, October 21, 2023	8	Sunday, October 29, 2023
2-Screenshot of Your Photo 156 Folder Structure	12	Upload a screenshot	Saturday, October 21, 2023	8	Sunday, October 29, 2023
2-Project 1 Elements of Color (Photography)	30	Photography	Saturday, October 21, 2023	8	Sunday, October 29, 2023
2-Quiz: Week 2	20	Quiz	Saturday, October 21, 2023	8	Sunday, October 29, 2023
2-Week 2 Check-In	12	Check-in	Saturday, October 21, 2023	8	Sunday, October 29, 2023
Week 3: Light and Shadow					
3-Shared Inspiration, Week 3	16	Shared Inspiration post	Saturday, October 28, 2023	8	Sunday, November 5, 2023
3-Assignment: Set Your Lightroom Info Display and Submit a Screenshot	15	Upload a screenshot	Saturday, October 28, 2023	8	Sunday, November 5, 2023
3-Project 1 Elements of Color Lightroom, Part 1: Import, Collect, Color Label, Rate, & Sort (No Direct Submittal)	20	Textbox message	Saturday, October 28, 2023	8	Sunday, November 5, 2023
3-Project 1 Elements of Color Lightroom, Part 2: Export & Submit Your Three Hero Photos	18	Upload JPEG files	Saturday, October 28, 2023	8	Sunday, November 5, 2023
3-Project 1 Elements of Color Lightroom, Part 3: Send Your Lightroom Folder via WeTransfer, Submit Screenshot on Canvas	18	WeTransfer & Screenshot	Saturday, October 28, 2023	8	Sunday, November 5, 2023
3-Project 2 Photography: Light and Shadow a La Carte	50	Photography	Saturday, October 28, 2023	22	Sunday, November 19, 2023
3-Week 3 Quiz: Light and Shadow	15	Quiz	Saturday, October 28, 2023	15	Sunday, November 12, 2023
3-Week 3 Check-In	12	Check-in	Saturday, October 28, 2023	15	Sunday, November 12, 2023
Week 4: Color & Mood					
4-Shared Inspiration, Week 4	16	Shared Inspiration post	Saturday, November 4, 2023	8	Sunday, November 12, 2023
4-Project 2 Light & Shadow Lightroom, Part 1: Import, Collect, Rate, & BTS (No Direct Submittal)	20	Textbox message	Saturday, November 4, 2023	15	Sunday, November 19, 2023
4-Project 2 Light & Shadow Lightroom, Part 2: Develop Your Hero Photos and Submit Screenshots	30	Upload screenshots	Saturday, November 4, 2023	15	Sunday, November 19, 2023
4-Project 2 Light & Shadow Lightroom, Part 3: Export & Submit Your Three Hero Photos	18	Upload JPEG files	Saturday, November 4, 2023	15	Sunday, November 19, 2023

4-Project 2 Light & Shadow Lightroom, Part 4: Send Your Lightroom Folder via WeTransfer, Submit Screenshot on Canvas	18	WeTransfer & Screenshots	Saturday, November 4, 2023	15	Sunday, November 19, 2023
4-Project 2 Light & Shadow: Gallery & Artist Insights	25	Post & discuss photos	Saturday, November 4, 2023	15	Sunday, November 19, 2023
4-Project 3: Manufactured Persona (Effort, Exploration, & Mood)	45	Photography	Saturday, November 4, 2023	22	Sunday, November 26, 2023
4-Week 4 Half-Way Check-in	18	Survey	Saturday, November 4, 2023	8	Sunday, November 12, 2023
	12	Check-in	Saturday, November 4, 2023	8	Sunday, November 12, 2023
Week 5: Thematic Photography		Points	Activity Format	Publish	Days To Submit
5-Shared Inspiration, Week 5	16	Shared Inspiration post	Saturday, November 11, 2023	8	Sunday, November 19, 2023
5-Final Project (Preliminary Statement & List of Photo Ideas): Final Project Personal Showcase	30	Upload a text file	Saturday, November 11, 2023	8	Sunday, November 19, 2023
5-Project 3 Manufactured Persona Lightroom, Part 1: Import, Collect, and Rate, and Sort	25	Textbox message	Saturday, November 11, 2023	15	Sunday, November 26, 2023
5-Project 3 Manufactured Persona Lightroom, Part 2: Develop Your Hero Photos and Submit Screenshots	20	Upload screenshots	Saturday, November 11, 2023	15	Sunday, November 26, 2023
5-Project 3 Manufactured Persona Lightroom, Part 3: Export & Submit Your Two Hero Photos	18	Upload JPEG files	Saturday, November 11, 2023	15	Sunday, November 26, 2023
5-Project 3 Manufactured Persona Lightroom, Part 4: Send Your Lightroom Folder via WeTransfer, Submit Screenshot on Canvas	18	WeTransfer & Screenshots	Saturday, November 11, 2023	15	Sunday, November 26, 2023
5-Project 3 Manufactured Persona Self-Reflection	24	Post & discuss photos	Saturday, November 11, 2023	15	Sunday, November 26, 2023
5-Confirmation: Project 3 Manufactured Persona Hero Photos Posted For Critique Group	1	Textbox message	Saturday, November 11, 2023	15	Sunday, November 26, 2023
5-Project 3 Manufactured Persona Critique Group Comments	40		Saturday, November 11, 2023	22	Sunday, December 3, 2023
5-Week 5 Check-in	12	Check-in	Saturday, November 11, 2023	8	Sunday, November 19, 2023
Week 6: Monochromatic (Digital) Photography		Points	Activity Format	Publish	Days To Submit
6-Shared Inspiration, Week 6	16	Shared Inspiration post	Saturday, November 18, 2023	8	Sunday, November 26, 2023
6-Black-and-White Conversion Exercises	45	Upload screenshots	Saturday, November 18, 2023	15	Sunday, December 3, 2023
6-Discussion: Thoughts on Color vs. Black-and-White	30	Post & discuss photos	Saturday, November 18, 2023	15	Sunday, December 3, 2023
6-Week 6 Check-in	12	Check-in	Saturday, November 18, 2023	8	Sunday, November 26, 2023
Week 7: Freelance Week		Points	Activity Format	Publish	Days To Submit
7-Shared Inspiration, Week 7	16	Shared Inspiration post	Saturday, November 25, 2023	8	Sunday, December 3, 2023
7-Final Project Personal Showcase Photography: Effort & Curiosity	48	Photography	Saturday, November 25, 2023	12	Thursday, December 7, 2023
7-Final Project Personal Showcase Lightroom, Part 1: Import, Collect, Rate, Sort, and Develop	40	Textbox message	Saturday, November 25, 2023	12	Thursday, December 7, 2023
7-Final Project Personal Showcase Lightroom, Part 2: Export & Submit Your Hero Photos	27	Upload JPEG files	Saturday, November 25, 2023	12	Thursday, December 7, 2023
7-Yes, Syl. I have created Smart Previews for all my photos.	15	Textbox message	Saturday, November 25, 2023	12	Thursday, December 7, 2023

7-Final Project Personal Showcase Lightroom, Part 3: Send Your Lightroom Folder via WeTransfer, Submit Screenshot on Canvas	27	WeTransfer & Screensh-	Saturday, November 25, 2023	12	Thursday, December 7, 2023
7-Final Project Personal Showcase Gallery Presentation (Discussion)	58	Post & discuss photos	Saturday, November 25, 2023	12	Thursday, December 7, 2023
7-Week 7 Check-in	12	Check-in	Saturday, November 25, 2023	8	Sunday, December 3, 2023
Week 8: Wrapping Up Photo 156!					
8-Week 8 Check-in (The Last One!)	15	Check-in	Saturday, December 2, 2023	5	Thursday, December 7, 2023

Points Activity Format Days To Submit Due Date

Total Points Possible for Course > 1113

PROJECTS . Points As % of Course Points

Project 1 Elements of Color >	86	8%
Project 2 Light & Shadow a la Carte >	161	14%
Project 3 Manufactured Persona >	191	17%
Final Project Personal Showcase >	245	22%
Total Project Points >	683	61%

WEEKLY & OTHER ACTIVITIES . Points As % of Course Points

Shared Inspiration Posts >	112	10%
Check-ins >	99	9%
Orientation & Basic Skill Assessments >	67	6%
Assessments on Module Contents >	77	7%
Black and White Conversion Exercises >	75	7%
Total Weekly & Other Activity Points >	430	39%