— Course Guide / Syllabus—
Photo 177: Video Capture (On-Campus, 16-Week) • Spring 2023
College of the Canyons

Welcome to Photo 177: Video Capture for Still Photographers

This introductory course in video capture is intended for Photo majors. It may be used as an elective option for the Photography AA degree and is required for the Certificate of Achievement in Commercial Photography. It requires that you have completed Photo 155: Photography I or Photo 150: Cameras & Composition as a prerequisite.

If you are not a Photo major, you are welcome in the course too (if you've completed a prerequisite course)! You will find this to be a creative experience that develops foundational skills in videography that you can use for years to come.

This course will teach you a range of video capture techniques that build upon the basic concepts learned in an introductory photography course. Prior experience with video is not required.

Meet Your Instructor: Syl Arena

Syl rhymes with "Bill." It's short for "Sylvester," which was my dad's dad's name. If you are comfortable, I am happy if you 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 when I was a young kid. 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 Speedliter'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)

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 to a private location.

If you wish to meet on another day, please schedule a Zoom meeting by sending me a message. In your meeting request, share several days and times that work for you. I will reply with a confirmation of our meeting time and link to join the meeting.

Class Specifications

- **Section #** 66824
- **Prerequisite:** None.
- **Dates**: Monday, February 6, 2023 to Wednesday, May 31, 2023
- **Duration:** 16 weeks.
- **Class meetings:** Mon & Wed, Lecture: 1:00p–1:50p, Lab/Studio: 2:00p–3:20p, in Mentry 145
- **Attendance:** Required and will be taken at each class meeting

Important Dates

- Feb 19—Last day to withdraw without a "W" on transcript
- May 5—Last day to withdraw with a "W" on transcript
- COC Student Calendar Spring 2023

Course Overview

Align Your 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 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 177 Is Right For You

AA Photography—This course satisfies an elective option. Review the Photography AA Program Mapper.

Commercial Photography Certificate—This is a required course in the certificate program. Review the Photography Certificate Program Mapper.

General Education Requirement—This fulfills some general education requirements. Talk with your academic counselor

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 Video Capture

- *Creating Video*—framing and timing shots, camera movements, adjusting focus, exposure, etc.
- *Preparing Stills for Video*—we will use Lightroom and Photoshop to prepare still photographs for use in video projects
- *Editing Video*—we will work our way up to using Adobe Premier Pro to edit video
- *Presenting Video*—this will include physical as well as online presentations.
- *History of Filmmaking*—we will learn a bit about the history of filmmaking as a means of understanding historical and contemporary contexts of videography.
- *Video Genre Examples*—we will study videos from a wide range of genre, including: how-to, interview, event, and art house.

Typical Activities for This Course

- *Lectures and Demonstrations*—Lectures and lab/studio demonstrations will be the primary means of presenting information relating to the creation of video and its digital workflows from video capture to presentation.
- *Readings and videos*—In addition to class lectures and demos, 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.
- *Projects*—You will complete several video projects this term. They will explore a wide range of approaches to videography and provide broad opportunities for you to express yourself.
- *Exercises*—Some technical lessons are taught via exercises that guide you through a specific set of actions such that you arrive at a specific outcome.
- *Editing*—You will learn to use Adobe Premiere Pro as a means to manage, process, and present your video projects.
- *Presentation of Your Video Project*—We will work through a range of presentation techniques, both in-person and online.
- *Other Activities*—Other activities may be assigned on an intermittent or one-time basis.

Weekly Schedule / Mandatory Attendance / Absences

You are required to attend the twice weekly, on-campus class meetings for the entire 16-week semester. We meet in Mentry 145 from 1:00p–3:20p on Mondays and Wednesdays. To create an attendance record, you will sign the "autograph collector" (attendance sheet) for each class.

In addition to our on-campus classes, you should plan on 4 hours each week to complete homework (which includes online reading, watching videos, and creating photographs for projects).

Our classes are a combination of lectures and demonstrations along with lab/studio time to work on your assignments and projects. Missing class means that you miss these important experiences.

Of course, in the new era of endemic Covid, we all must remain flexible with scheduling. So, if you (or I) have a health matter that prevents one's presence during class, we will work something out.

Please send me a message as soon as you can to let me know that you will miss (or have missed) class. You are able to access materials presented in class via the Modules list in Canvas.

Student Learning Outcomes

- *Lecture:* Analyze and discern technical and compositional variances in capturing HD video in DSLR format while applying critical and aesthetic standards.
- *Lab:* Assess and execute photographic projects integrating basic DSLR HD video functions within a still photography environment.

Course Objectives

Lecture

1. Assess and differentiate appropriate camera controls and software for still photography / video.
2. Identify appropriate composition and lighting to HD video and still photography.
3. Develop project plans for capturing HD video to supplement still photographic projects.
4. Distinguish the visual and auditory narrative using continuity in combined still and video projects.
5. Appraise and evaluate still images and video using critical and aesthetic standards.

Lab

1. Create effective still photographic projects integrating short form video.
2. Select and adapt appropriate still photography equipment and lenses to HD video capture.
3. Apply appropriate organizational, import, and output techniques to HD video and still photography

COC Catalog Description

"Explores video as a tool in preparing still photographic projects and provides the basic technical skills to capture video content, utilizing a DSLR camera. Develops the skill set to record video in tandem with still photography including photographic and video narrative, still and basic HD video camera techniques, lighting, and basic sound recording."

Course Outline of Record

You may view the Course Outline of Record on eLumen. Select "Photography" in the departments column to start. Then select "PHOTO177" under courses. Finally, click "Course Outline Report."

Projects

My Philosophy—Express Yourself!

Throughout photography's history over the past 180-something years and filmmaking's history over the past 145-ish years, there has been a perpetual tug-of-war between those who use these media as a technical (or scientific) pursuit and those who use them as a means of personal expression.

In this course, my emphasis is for you to use your photography skills as a means of stepping into the world of filmmaking. You will find that there is a wide range of options in our projects.

Overview of Projects

*1. First Thousand Frames—*As a stepping stone between our experience making still photographs and the world of moving pictures, we will create a series of 1000+ still photos and then use Lightroom Classic and Photoshop to convert them into a stop-action video

*2. Moving and Framing—*We will combine a demonstration of the six fundamental camera movements with standard ways to compose the frame. Good news! You already know "Rule of Thirds."

*3. Everything You Want To Know About... (How-To)—*The creation of a how-to video provides the opportunity to incorporate pre-production planning, audio, and basic lighting with our emerging cinematography skills. By the end of this project, you will have the a marketable skill.

*4. Significant Life Lesson (Interview)—*This project asks you to produce a 5-minute documentary in which a significant life lesson is shared. The project introduces multi-camera recording and the use of stills and b-roll footage to keep the view engaged with the verbal narrative.

*5. Five Minutes of Awesomeness (Final Project)—*Your final project provides the opportunity to create a video in any genre of your choosing. Think of this as a personal showcase of your skills as a filmmaker!

Our Projects Have Four Components: Plan—Create—Edit—Present

Photo 177 projects have four components:

- *Plan*—in contrast to "going out to make photos", video projects typically require the creation of a list of shots (often from specific viewpoints) to maximize efficiency during capture and editing. In addition to story boards and shot lists, locations, props, and talent may need to be scheduled.

- *Create*—the creation of the original video and audio files (the "footage") for the project

- *Edit*—importing the captures into your editing app, inventory, assess, arrange, trim, etc.

- *Present*—project will be presented in class for critique and occasionally online.

Assignment Sheets For Projects

The details of each project are presented on an assignment sheet that will be distributed in class and posted on Canvas as a PDF. Keep the assignment sheets in your class notebook.

^ An example of an assignment sheet.

Required & Optional Items

We Will Explore a Range of Editing Apps

This course will introduce you to use several editing apps, from simple smartphone apps (such as Filmic Pro) to Adobe Premiere Pro, the leading software for professional video. COC provides free access to Adobe apps on the computers in the photography digital lab (Mentry 145, our classroom).

Optionally, you may want to run the editing apps on your own computer. This enables you to continue your work at home and to set up an editing system that you can use for your own work after the conclusion of this course. Check out Adobe's system requirements for Premiere Pro before you make a decision. Again, you must work on Lightroom Classic, which is not available for netbooks, mobile phones, and tablet devices. Other versions of Lightroom are available for these devices, but not LrC.

For the best price on Adobe Creative Cloud apps, check CollegeBuys.org . As a COC student, you are entitled to 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 Premiere Pro to your computer. This need not be done for the first few weeks of class and only if you want to work at home.

If your computer does not have an card slot, you will benefit from a card reader that will work with the memory cards used in your camera (typically either SD–Secure Digital or CF–Compact Flash). Tethering your camera to your computer is much slower. (Examples on Amazon, $9–$18).

Required USB 3 Drive

You must provide an external drive on which to store your video footage and projects. Treat this drive as a precious tool. If you lose or damage the drive, you will lose all of your work!

By Monday of Week 3, you must have at least 128 gigabytes of storage on a USB memory device. Bring the drive to every class.

• Option 1: a USB 3 flash drive (aka "thumb drive"). Important: Be certain the package says "USB 3" or "USB 3.1". Most of the flash drives in the COC bookstore are USB 2, which is 10x slower.

• Option 2: 1TB USB 3.0 hard drive (such as the Western Digital Passport) will provide faster access and a much larger capacity (about $50 on Amazon).

Required Digital Camera *(May be checked out from COC)*

This course requires the use of digital cameras that provide:

• Manual exposure control of shutter, aperture, and ISO.

• A basic zoom lens, such as an 18mm–55mm, or a fixed 50mm.

• Ability to write video files

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

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

Recommended, but Optional Camera Items.

Third-party brands are fine for the following. May be checked out from COC when borrowing a camera.

- 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)

Recommended Notebook / Organizer For Handouts And Class Notes

You will receive many handouts during the semester. You are expected to keep your class notes and handouts organized for the entire semester. The handouts will be punched for a 3-hole binder. A 1" to 1½" ring binder is sufficient. You do not need to lug a huge binder around. Some students prefer to use a blank 9" x 12" sketchbook and then tape or staple the handouts onto the pages. Whichever system you select, make sure it is portable, durable, and one that you will use for the entire semester.

No Textbook Required

There is no textbook *required* for this course.

This Course Uses Canvas For Every Class Meeting

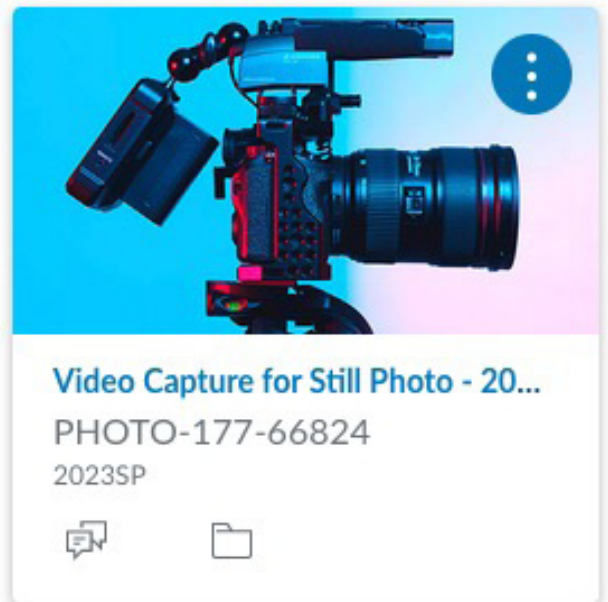Expect to engage with Canvas for every class meeting this semester.

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

Video Capture for Still Photo - 20...
PHOTO-177-66824
2023SP

Module For Every Class

I will create a module for each class. Look for "Modules" in the course navigation menu. The class modules 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.

Announcements, Inbox Messages, and Instructor Feedback

I frequently use the communication tools in Canvas to communicate with students individually and on a class-wide basis. Resist the temptation to ignore these messages. Confirm that your Canvas notification settings deliver announcements, inbox messages, and instructor feedback immediately.

Canvas Student Mobile App

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.

Use Large Screens Whenever 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.

Success Tip: Study the Rubrics On Canvas / Use Them As Checklists

Every project and assignment (including discussions) will have a rubric on Canvas that shows you how your work will be scored. To maximize your results, be sure that you review the details of the rubric. Use the rubric as a checklist to plan your work. Then, review the rubric again at the end to confirm you completed all tasks before you submit.

How To Check Your Grades & Instructor Comments In Canvas

You can check your grades and instructor comments via the Canvas Student app and via the desktop browser. Look for Grades in the course navigation menu. Be certain you learn what the various icons mean so that you can tell the difference between Not Submitted, Submitted, and Graded. You will find more details online in the Orientation module.

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. 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.

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).

Check out Be The Difference SCV for mental health resources in the Santa Clarita Valley Area.

Basic Needs Center (BaNC)—Food, Clothing, Housing Assistance

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; and *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: see the BaNC web page 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

Everyone learns differently. This course is designed using 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

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 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."

Continued.

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 *Photo 201*. 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.

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

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 before the final project is due. (Yes, at the end of the summer 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

In terms of learning, instructor feedback is more informative than a grade. Late work will receive reduced or no instructor feedback.

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.

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 2022-23 Catalog pg. 354.

You May Be Dropped For Non-Participation

If you do not actively participate (attend class) during the first week of the semester, you will be dropped from the course without notice.

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

I am a compassionate person. If challenges come up that prevent you from attending class, please send me a message at your earliest opportunity.

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.

Other Helpful Resources Online

At the top of the Modules list, you will find "Self-Serve Tips For Success" and "How-To Resources". I encourage you to cruise these modules and acquaint yourself with their contents.

Questions? Concerns?

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