

— Course Guide / Syllabus—

Photo 195: Color Photography (Online, 8-Week) • Fall 2022

College of the Canyons

Welcome to Photo 195: Color Photography

This course in digital color photography is intended for Photo majors. It satisfies an elective option for the Photography AA degree. While not a requirement for the Certificate of Achievement in Commercial Photography, the course will help you develop professional-grade skills in the creation of portfolio-quality photographs.

This class will teach you to see the world with a more informed eye and express that vision through color photographs. You will also learn essential skills in Adobe Lightroom Classic. Your understanding of color's role in 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 color photographs that are driven by concept, creativity, and intention.

If you are not a Photo major and have completed the prerequisite, 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 your own projects.

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 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 #** 68938
- **Dates:** Monday, Oct 17, 2022 to Saturday, December 10, 2022
- **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:** *Photo 195 Photography I* (recommended) or *Photo 160 Black & White Photography*.

Important Dates

- Oct 26—Last day to drop without a “W” on transcript
- Nov 28—Last day to withdraw with a “W” on transcript
- [COC Student Calendar Fall 2022](#)

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 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 195 Photography I is the suggested prerequisite for this course. It provides a solid foundation in digital photography workflows for this course.

While *Photo 160 Black & White Photography* is also listed as a prerequisite in the catalog, if you do not know the basics of using [Adobe Lightroom Classic](#), you will have a steep learning curve at the beginning of this course. Essentially you will need to learn the basics of digital photography in a week and the basics of Lightroom in another week. Not impossible, just intense. If you have not completed *Photo 195*, send me a message right now so that we can discuss the expectations of this course.

Deciding If Photo 195 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](#). However the course will help you develop professional-grade skills in the creation of portfolio-quality photographs.

General Education Requirement—This course can be used for an elective option that accepts “any 100-level course or higher in any department.” 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 195 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 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.

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 postponing this course until you have the necessary time in your schedule.

Course Outline of Record

You may view the Course Outline of Record on [eLumen](#). Select “Photography” in the departments column to start. Then select “PHOTO195” under courses. Finally, click “Course Outline Report.”

COC Catalog Description

“Presents the principles of light and color in digital or film photography and the practice of exposure and color printing. Students are recommended to furnish a fully manual/adjustable 35mm film or digital SLR camera.”

Course Objectives

Lecture

1. Explain the principles of camera control and composition.
2. Trace the history of color photography.
3. Differentiate the photographic visual vocabulary.
4. Evaluate and distinguish lighting types and situations and their effects on color tint.
5. Examine and assess self-expression, art appreciation, and commercial uses within color photography.

Lab

1. Apply color theory to constructing appropriate exposure of the color image.
2. Differentiate and illustrate color lab practices and camera usage for color photography.
3. Propose and construct creative lighting techniques utilizing the lighting studio, filters, and color gels.
4. Formulate and demonstrate the use of color processing and printing techniques.

Student Learning Outcomes

- **Lecture:** Differentiate conceptual creative practices in color photography
- **Lab:** Construct and apply the concepts of color theory to proper exposure, demonstrating technical skills to create a color photographic portfolio

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 two or more weeks 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: Vibrant Colors**—To get started, you will create photographs of different colorful subjects and then use color theory to describe the relationship of the colors within the frame.
- **Project 2: Inspired Colors**—You will design a project inspired by the work of a noteworthy photographer whom you admire and then create photographs based on your project design.
- **Project 3: Moody Color**—You will use lighting, either found or added, as a significant component in creating two portfolio-quality photographs that convey distinctly different moods.
- **Final Project: Color In A Big Way**—You will design a final project that focuses on the creation of six portfolio-quality photographs connected by a theme/concept that expresses your personal vision as a color photographer.

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

Photo 195 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).

Technology

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



This course will teach you to use [Adobe Lightroom Classic](#), the leading software for processing digital photographs. As an online student, COC will provide you a license to use Lightroom Classic for free. You must install the software 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 Lightroom 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. If you want to run Lightroom Classic on your own computer, check [CollegeBuys.org](#) for a special price of **\$39.99** for a 6-month subscription to the entire Adobe Creative Cloud suite of apps. Once you subscribe to the Creative Cloud, you will download Lightroom Classic (*not* Lightroom CC) to your computer. Remember to look for the word “Classic.” It is also available for subscription as part of [Adobe’s Creative Cloud Photography Plan](#) for \$9.99/mo.

Apps included in the Creative Cloud Photography plan.

<p>NO</p> <p>Lr Photoshop Lightroom</p> <p>Powerful photo editing, anywhere you are.</p>	<p>YES</p> <p>LrC Photoshop Lightroom Classic</p> <p>Photo editing optimized for desktop.</p>	<p>NO</p> <p>Ps Photoshop</p> <p>Edit, composite, and create beautiful images, graphics, and art on desktop and iPad.</p>
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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. A USB 3 device will have a blue plastic tab inside the metal connector. If your USB flash drive has a white or black plastic tab, it is not USB 3 and should not be used.

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 / No Film or Phone Cameras

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

Your digital camera must have:

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

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

You may not use a mobile phone or a film camera for this course.

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

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 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 17, 2022 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.

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

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

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](#)

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,

Course Policies

Mandatory Participation—Week 1

Plan on accessing our course in Canvas no later than Monday, October 17, 2022 via [COC.instructure.com](https://coc.instructure.com). You will be required to complete the assignments in the Orientation and Week 1 modules in order to maintain your seat in the class. If you do not complete the required activities, you will be dropped.

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."

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.

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 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

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 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.

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.