

# — Course Guide / Syllabus—

## Photo 201: Independent Projects • Summer 2022

### College of the Canyons

#### Welcome to Photo 201: Independent Projects In Photography

This intermediate/advanced course in photography is taught 100% online via Canvas, CoC’s learning management system. There are no scheduled class meetings. You will engage with the course materials and complete the work according to your schedule—provided that you meet the weekly assignment deadlines. So, if you are a morning person, great! If you are a night owl, that’s great too! Need to do everything on weekends, no problem.

#### Meet Your Instructor: Syl Arena



Syl rhymes with “Bill.” It’s short for “Sylvester,” which was my dad’s dad’s name. Like my grandfather, I have bright red hair—although mine borders on crazy red hair most days. My wife and I first met when we were young children (she literally was the girl across the street). In April, Amy and I 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 photography ranges from non-representational art and video to environmental portraits and commercial projects. Visit my portfolio archive: [Projects.SylArena.info](http://Projects.SylArena.info)

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

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

#### Contact Options / Response Time

- **Email**—[Syl.Arena@canyons.edu](mailto: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.

#### Class Specifications

- **Section #** 61933
- **Dates:** Monday, June 13, 2022 to Saturday, August 6, 2022
- **Duration:** 8 weeks. You will complete a full semester’s work in half the time. Plan on investing 15 hours each week on your work for this course.
- **No mandatory class meetings.** You must submit assignments by weekly due dates.
- **Prerequisite:** Photo 150 -or- Photo 155 - or- Photo 160 -or- equivalent.

## Important Dates

- June 18—Refund Deadline
- June 24—Last day to drop (no “W” on transcript)
- July 25—Last day to withdraw (“W” on transcript)
- [CoC Academic Calendar 2021-2022](#)

## Course Essentials

### Three Paths To Study Photography At CoC—Consider Your Goal

- **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 commercial photography**—Consider CoC’s [Certificate of Achievement in Commercial Photography](#). The certificate requires that you complete a wide range of photography courses and will result in a portfolio you can use to seek employment opportunities.
- **Goal: Learn / expand basic photo skills**—If you do not want to engage in typical college-level activities, consider CoC’s [non-credit courses in photography](#).

More details—See the [CoC Photo Department website](#).

### Deciding If Photo 201 Is Right For You

- **AA Photography**—This course fulfills [3-units of the 6-unit elective requirement](#). There are many other Photo courses that also satisfy the 6-unit elective requirement. You may wish to use this course to create work for your transfer application portfolio.
- **Commercial Photography Certificate**—This is neither a required course nor the prerequisite for other [required courses in the certificate program](#). As a Certificate student you could approach Photo 201 as an opportunity to expand your commercial portfolio.
- **General Education Requirement**—This course does not satisfy any 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 basic photography](#).

### Our Primary Channels for Learning Digital Photography

- **Creating Photographs (digital or analog)**—framing, timing shots, adjusting focus, exposure, etc.
- **Managing Photographs**—If you are working in digital photography, you are encouraged to use Adobe Lightroom Classic to import and process your digital photos. If you are working in analog photography, you will need to occasionally digitize your contact sheets and work prints for online submission.
- **Presenting Photographs**—for PHOTO 201 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.
- **Shared Inspiration (weekly discussion)**—Each week you will have a required online discussion in which you will share the work of a photographer whose work provides inspiration for your summer project.
- **Project**—You will propose and complete a photo project of substance and personal significance.
- **Weekly Check-In**—Each week you will respond to a few prompts about the status of your project and your plan for the coming week.
- **Other Activities**—Other activities may be assigned on an intermittent or one-time basis.

## Accelerated Schedule / Plan On 15 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.

To achieve the expectations of the Course Outline of Record (linked below), commit to investing an average of 15 hours each week. This includes time for online activities, 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 15 hours each week on this course, please consider other options to move your photography forward this summer.

## Planning A Summer Vacation?

The pace of this course makes summer vacations a challenge. Please be realistic about what you can accomplish during a vacation. Most students significantly over-estimate their productivity while away from home. Extensions will not be granted because of vacations.

## Course Outline of Record

You may view the Course Outline of Record on [eLumen](#). Select “Photography” in the departments column to start. Then select “PHOTO201” under courses. Finally, click the link “Course Outline Report.”

## CoC Catalog Description

“Provides intermediate and advanced photography students an opportunity to research, propose, revise and complete individual photographic projects.”

## Student Learning Outcomes

- **Lecture:** Propose, revise, and complete a collection of unique goals formulated individually for implementation of photographic projects.
- **Lab:** Compose, assess, and assemble photographic projects achieving appropriate technical, critical and aesthetic expression of individually formulated goals

## Student Learning Objectives

### Lecture

1. Examine and develop individual student photographic project plans.
2. Analyze, interpret and revise individual photographic project plans.
3. Appraise and assess individual photographic projects applying appropriate critical process and standards.

**Lab**

1. Assemble research on arts and photographic grants in conjunction with project development.
2. Evaluate and refine individual photographic concept and output based on grant research.
3. Apply specific photographic techniques as planned individually for each proposed photographic project.
4. Employ unique skill sets necessary to specific photographic techniques through completion of individual projects.
5. Develop and formulate effective expression of the self through photographic techniques.

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



If you will work with a digital camera, I recommend [Adobe Lightroom Classic](#), the leading software for managing and processing digital photographs.

While this course is not designed to teach digital photography workflows as its main focus, I can provide guidance on using Lightroom Classic.

**Important Notes:**

1. You may process your digital photos in other software—if you already know how to operate that software. I am not able to provide support for other apps.
2. There are two Lightroom apps—Lightroom Classic and Lightroom CC. Lightroom Classic is the version that runs on your computer and stores your photos on your machine. Lightroom CC runs in the cloud and stores your photos in the cloud. If your app does not have “Classic” in its name, then you do not have the recommended version.
3. Lightroom Classic and other Adobe apps are available for student use on certain computers in the AGS Computer Lab and in the Learning Center. See the Orientation module for details.
4. If you want to run Lightroom Classic on your 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 can download Lightroom Classic and any other app in the Adobe Creative Cloud suite 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.

**Use CoC Photo Gear For Free** (*limited availability*)

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 Cameras

The nature of your project will determine whether you need a digital or a film camera for this course. If you want to use your own digital 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 should 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 long exposures. ([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 \$24, [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.

# Your Independent Photography Project

## 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.

## What Are Your Motivations?

- If you are a Photo AA student who will apply to a four-year program, you may wish to use this course to create photographs for your application portfolio.
- If you are a Certificate student, you may wish to create photographs that can be used in a commercial portfolio.

## Project Expectations

- Commit to investing a total of 120 hours, or an average of 15 hours per week, on your project.
- Create and submit for approval a written Independent Project Proposal (form will be provided)
- Suggested production goals (may be adjusted based on the individual project):
  - Produce at least 500-1000 frames
  - Create a portfolio of 15-20 exhibition quality photographs
  - Note: If your project includes learning a new process or technique, you may produce a smaller portfolio
- Submit the work required to fulfill the production goals approved in your project proposal
- Present work for two peer critiques and one final review
- Provide input on other students' work
- Submit a Self-evaluation (form will be provided) assessing your accomplishments

## Weekly Project Activities\*

- June 11—Week 1: Orientation and Start Research
- June 18—Week 2: Proposal Draft
- June 25—Week 3: Proposal Revision / Photography
- July 2—Week 4: Photography / Progress Report 1 / Peer Critiques 1
- July 9—Week 5: Photography Continues
- July 16—Week 6: Photography / Progress Report 2 / Peer Critiques 2
- July 23—Week 7: Portfolio Selects
- July 30—Week 8: Finalize Your Independent Project
- August 2—Final Project and Self-Evaluation Due

\*Subject to change based on needs, resources, and additional opportunities.

# Success With Canvas In Online Education

## Internet Access = Getting To Class

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

## Getting Started With Canvas LMS

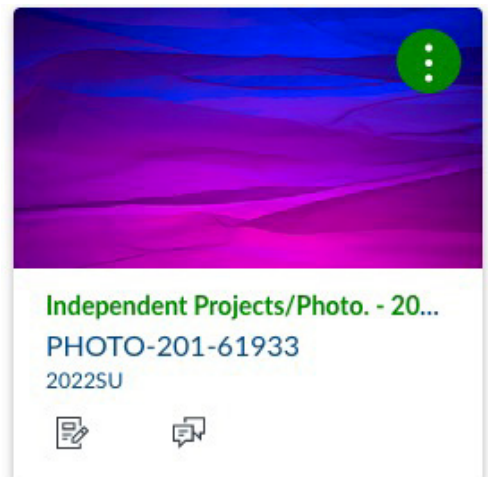
CoC uses Canvas as its learning management system (LMS). If you have not worked with Canvas before, explore these resources:

[Canvas Student Guide: Getting Started](#)

[Canvas Browser & Computer Specifications](#)

[Setting Notifications In Canvas](#)

[CoC Canvas Student Orientation Videos](#)





## Weekly Modules = Table of Contents

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 and
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.)

## This Course Is Not Optimized For Mobile Devices

While it is possible to access Canvas and the course content via a mobile device (such as a cell phone or tablet), this course is not optimized for mobile devices. 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.)

## 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 Services site](#).

## The Learning Center

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

## Learning Differences and Accommodations

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

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

- [AAC info online](#)
- Email: [AAC@canyons.edu](mailto: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](mailto:studenthealthcenter@canyons.edu).

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

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

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

## Course Policies

### Mandatory Participation—Week 1

Plan on accessing our course in Canvas no later than Monday, June 13, 2022 via [coc.instructure.com](http://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.

### 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.

### This Course Welcomes All People As They Are

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

### This Course Welcomes All Viewpoints

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

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



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

## **CoC Academic Freedom Policies**

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

### ***Academic Freedom and the Faculty***

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

### ***Academic Freedom and Students***

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

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

## **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 Pass/No Pass (P/NP) Grade

This course is only offered on a Pass / No Pass basis. Your final grade will be based on the following percentages of total points earned.

Grade	Percentage
P	100% to 70%
NP	69.99% 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

## 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 2021-22 Catalog pgs 348-351](#).

## 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. If you have not submitted 60% of the assignments at any point during the term, 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.