

Syllabus: Art 250 Photography

CSUN Spring 2021

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Course #: 11104, section 03

California State University Northridge

Zoom Appointments/Zoom Camera Consultation/Zoom Office Hours: Meet with instructor for questions

- On-Line: Friday 10:45 AM to 12:45 PM and Thursday 11AM to 1PM
- Send me an e-mail or Canvas Message to schedule an appointment during these times
- Or by appointment at another time
- Send me an e-mail or Canvas Message to schedule an appointment at another time

Syllabus & course schedule subject to change at the instructor's discretion.

Catalog Description for Art 250: Photography I (3)

Preparatory: Art majors; Art 140. Non-art majors consult department for equivalency.

Basic instruction in the creative use of the camera. Instruction in basic principles. Emphasis on photography as a fine art, stressing beginning visual awareness and craftsmanship. 9 hours lab.

Art Department Program Goals:

- Students will acquire competent knowledge and skills in various art media, concepts and methodologies.
- Students will solve visual problems at a competent level, including understanding/application of the elements of art and principles of design.
- Students will acquire historical and contemporary knowledge of diverse cultural and aesthetic contexts, including political, visual and material culture.

Art Department Student Learning Outcomes:

1. Acquire knowledge of basic photography fundamentals including: camera anatomy and operation, exposure components (ISO, aperture, shutter speed) and their relationship to one another.

2. Understand and apply the elements and principles of design as they relate to photography's ability to impose a frame upon the three-dimensional world and translate it into two dimensions.
3. Create, design and produce photographic images with specific attention to concept, technique and aesthetics.
4. Acquire visual literacy through viewing, discussing and evaluating the work of both historical and contemporary photographers.
5. Critique, analyze and compare personal work, the work of peers and professionals.
6. Use this knowledge as a means of communication and expression.
7. Approach image making from a conceptual perspective by using the camera to produce content.

Overview of Course Activities:

In this course you will use your DSLR or mirrorless digital camera system to photograph four major shooting assignments. The fifth/final assignment will involve an analog component. There will be a critique for each assignment. Weekly online assignments, quizzes, reflections and discussions will be due on Canvas.

Because this is an asynchronous online class involving the acquisition of technical camera skills, it is imperative that you complete all the Canvas weekly assignments **in order** and **on time**. Completion of the weekly assignments **in a sequential manner** will allow you to learn the skills you need to be successful in this class.

If you skip assignments or complete them out of order, it will be very frustrating for you because you won't have the necessary skills to successfully complete the next phase of the course, and this will be reflected in your assignment grades. Successful completion of this course depends on your careful and orderly completion of all the Canvas components of the course on a **weekly basis**. That being said, if you get behind, please Canvas message me so I can help you catch up.

Zoom appointments/Zoom Camera Consultation/Zoom Office Hours

I encourage you to reach out to me to make an appointment to "see" me for a **camera consultation** during my Zoom "office hours" if you are experiencing any technical challenges (or even if you are not). Have your camera with charged battery and room on your SD card and your camera manual (paper or downloaded PDF) with you so I can help you. Email me the pdf of your camera manual. Turn your video on so I can see your camera settings.

If I provide a grade comment that indicates that you are experiencing technical challenges, please make an appointment to visit me for a camera consultation during my Zoom "office hours." If you choose not to and the technical problem persists, you can expect to see that reflected in your next assignment grade.

I understand that it can be intimidating to reach out to me to set up an appointment. Many of you are experiencing challenges in your work or home lives during this unprecedented time, and it can seem “too much” to add one more thing to your weekly schedule.

But there are many side benefits to reaching to set up a Zoom appointment with me. You will get to know me a little bit better. And I will get to know you a little bit better. And as we all know, if you know me and I know you, it makes it that much easier for us to communicate and for you to be successful in the class. Also, if you ever need a letter of recommendation from an instructor, if you have met with them via Zoom, they feel that they know you that much better and can write that much stronger of a letter. It takes courage to reach out, but it will pay off.

I am happy to set up an appointment that works with your schedule if you let me know when you are available. I look forward to meeting you virtually via Zoom.

Safety First, Please!

In this class, you are encouraged to go out into the world to photograph and to photograph models for certain assignments. However, we are in the middle of a global pandemic. **I will never ask you to do something to fulfill an assignment that doesn't feel safe to you or that violates the law where you live.** However, this does not mean that you will be excused from the assignment. Contact me immediately and you and I will work together to find a safe alternative. If you need to stay inside, then I will work with you to find something exciting to photograph in your house. If you don't have anyone living with you that you can photograph, then you can photograph self-portraits to fulfill the assignments.

- Stay safe, follow CDC guidelines
- Socially distance, especially when taking photographs for this class
- Wear a mask
- Wash your hands
- Don't share equipment with someone outside your household unless you properly clean it first

Assessment and Evaluation (grading):

- Image Analysis Assignment (50 points)
- Five main assignments will be given (Assignments 1 to 5). (70 points each)
- Each of these photography assignments will help you learn two things: how to use a different component of your camera and how to use a new type of formal device to make more effective photographs.
- Weekly online assignments, quizzes, reflections and discussions, due on Canvas. (points values vary)
- Assignment rubrics are available on Canvas.
- I will ask you to develop a series project, shoot 8-10 "finished" photographs (in *addition* to the photographs you produce for asg. 1 to 4) and complete an *analog* component in which you choose from:

1. shooting 3 to 4 rolls of 35 mm film and scanning the negatives to produce image files
2. printing a magazine or book of your work (using Blurb)
3. printing 5-8x 10" or larger prints using a professional print vendor
4. printing 5 cyanotype photographs (prints from OHP transparencies printed on a home printer).

A- Outstanding, excellent attention to detail, excellent concept for the level of the assignment (4)

B- Above average work, good attention to detail, some technical issues, good concept (3)

C- Work meet the requirements of the assignment, though without individual innovation (2)

D- Barely meets the requirements of the assignment (content, technique and presentation) (1)

F- Does not meet the requirements of the assignment (0)

Final grade breakdown (from Canvas):

Assigns percentages to final course grades. This is copied from Canvas.

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C
72.99 %	70.00 %	C-
69.99 %	67.00 %	D+
66.99 %	60.00 %	D
59.99 %	0.00 %	F

Attendance and Participation:

Because this is an entirely online, asynchronous class with **no** on-campus (face to face) or synchronous virtual meetings each week, we will **not** meet together as a group at any point during the class. Therefore, your attendance is your participation. You should expect to spend about 9 (nine) hours of work each week to complete all of the requirements. It is your responsibility to log on to Canvas at least twice a week to check course deadlines and announcements and to submit your weekly assignments. Assignments will be due on **Thursday**

by 10 PM and Sunday by 10 PM. If you fall behind, please contact me as soon as you are able so we can work out a plan for you to successfully complete the course requirements. Turning on Canvas Notifications and downloading the Canvas Student App on your phone will help you succeed in this class.

Professional Attitudes and Practices:

- Please be courteous to the instructor and to fellow students in your online community.
- Please refer to the student code of conduct on the CSUN website for information on the professional attitudes and practices you are expected to uphold in the virtual classroom:

<https://www.csun.edu/studentaffairs/students>

<https://catalog.csun.edu/policies/student-conduct-code/>

<https://calstate.policystat.com/policy/6742744/latest/>

<https://calstate.policystat.com/policy/6742449/latest/>

- Please logon to Canvas at least two times each week to review lecture material, review upcoming assignment prompts, complete quizzes, assignments, reflections and discussions.
- Upload your assignments in a timely manner.
- Maintain your camera equipment in working order.
- We each have many responsibilities for family, job etc. It can be a challenge to fulfill all of these responsibilities. If you are experiencing challenges in your personal or work life, please get in touch with me before you have missed too many assignments. This is a good strategy so that I can help you manage the class workload.
- Dropping: It is the student's responsibility to make sure they have officially dropped the class if a grade of 'W' is desired.
- Grade Disputes: Grades will be posted on Canvas. Check the accuracy of your grades and let me know about any issues within two days of posting.
- Grade Disputes: Students have until the end of the semester following the one in which they are enrolled in the course to resolve any and all grade disputes. It is the student's responsibility to keep and maintain any materials needed to challenge the grade.

Late Work:

Assignments 1 to 4 will be accepted for 1 week after they are due, and you will not be eligible to participate in the critique. 10 points will be deducted for late assignments. Late assignments will not be accepted for Assignment 5 or for the weekly online assignments, quizzes, reflections and discussions. Late assignments are not eligible for redo.

The only exception for late assignments would be in the case of a University-approved absence with documentation, eg. A doctor's note for a medical emergency, for you, your children, your

spouse, siblings or parents. Any such documentation must be presented in a timely manner, within two weeks after scheduled due dates or by or before the due date for the final assignment.

Revised Work (redo):

Assignments 2 to 4 may be re-done within one week of receiving graded work back from me for a new grade. If your assignment is late or incomplete, you may **NOT** re-do it for a better grade. So please turn it in on time.

Special Needs:

Students with disabilities must register with Disability Resources and Educational Services (DRES) in order to receive accommodations. If you feel that you qualify for the services provided by DRES, contact them at (818) 677-2684 or stop by the office located in Bayramian Hall (BH 110). Faculty cannot provide assistance to students seeking disability accommodations unless they have disability documentation and are registered with DRES. Any student who feels that he or she may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs. National Center on Deafness (NCOD) is located in Jeanne Chisholm Hall and can be reached at (818) 677-2054.

Plagiarism:

Please refer to the Student Academic Integrity Policy Statement in your schedule of classes on the CSUN website. Any suspected incidents of cheating/plagiarism will be reported to the Office of the Vice President for Student Affairs/Academic Dishonesty. Any disputes will be turned over to the Office of the Vice President for Student Affairs/Academic Dishonesty for resolution.

<https://catalog.csun.edu/policies/student-conduct-code/>

- Please take and turn in your own photographs. You can use your self-timer or remote or camera app for your camera on your phone to take a photograph. You can even have someone else press the shutter button for you. But you must set up the camera on a tripod or stable surface, frame the composition the way you want it, set up the formal elements and lighting and then ask the other person to press the shutter.
- Please don't turn in another person's photographs for an assignment.
- Question: Can I turn in photographs that my sister took of me for an assignment? No, these are not your photographs.
- Question: Can I turn in photographs that my mother, who is a wedding photographer, took? No, these are not your photographs.
- Question: Can I turn in photographs that I download from the Internet? No, these are not your photographs. The only exception to this is for the Image Analysis Assignment.
- In this class you are developing your own eye for photography and your own identity as a photographer so please take your own photographs.
- Please don't turn in the same photographic work for two classes.
- Please take new photographs specifically for every assignment in this class.
- Please don't turn in photographs that you took before the assignment was assigned.

- Please don't turn in photographs that you took of someone else's photographs.

In order for your images to count towards your assignment, I must be able to verify that the image was taken by your camera and that it was taken after the assignment was assigned. I must be able to verify the date the photograph was taken. If I am not able to verify this information, you will receive a grade of zero on your project. You will have the opportunity to redo the assignment, but your grade will be subject to any late penalties, and the assignment must be completely redone to be considered for credit.

If you turn in images that I cannot verify for a second time during the semester, you will receive a grade of zero on the assignment and you will forfeit your ability to redo the assignment.

Suggested Texts:

- A Short Course in Digital Photography, (ed. 4, ISBN 978-0134525815) by London/Stone is **suggested** for the class. You can usually rent this book for a reasonable cost, and you don't need the book to succeed. I would rather have you purchase a tripod than spend money on the book, but if you are a book learner then this is an excellent book.

Required Materials:

- Digital camera with **manually adjustable aperture, shutter speed and ISO** (this is mandatory). You may use a DSLR or mirrorless camera system. Some digital point and shoot cameras have manually adjustable aperture, shutter speed and ISO. If you are not sure, please email me the BRAND and MODEL NUMBER of the camera you are considering so I can confirm the camera's capacity.
- **Camera lens:** I recommend either a prime lens (which doesn't zoom) like a **50mm** or **35mm** or **28mm** *or* a zoom lens which includes 50 mm or 28 mm (for example, an **18-55mm zoom lens** or a **24-70mm zoom lens**). This lens needs to "talk to" your camera body so make sure you are purchasing a lens which works with the camera body you selected. You will usually do better in this class if you don't use a telephoto lens. Anything *under 80 mm* is usually best. Stick with a wider lens in this class. Of course, if you have more than one lens, then a telephoto is fine as an auxiliary lens.
- If you don't already have a camera, try to borrow one from a family member or friend. You will need your camera each week. You will use your camera for the demo/exercises and for your main assignments.
- If you are purchasing a new digital camera and you are a CTVA major, you may want to consider the video capacity of the camera, although we won't use video in this class. Read the reviews and you can ask me questions.
- You also need a battery and charger for the camera.
- Memory card (that works in your camera). You need room on the memory card, so if you are borrowing a camera, make sure there's enough room on the memory card for you to take new photos.
- Card Reader that works with your memory card or USB cable to download images from your camera to your computer/laptop/tablet.

- Some place to put your photos after you take them. This could be your laptop/computer or a USB drive, external hard drive or cloud storage.
- Access to a desktop or laptop computer and a fast, reliable Internet connection is essential to complete online assignments. <https://www.csun.edu/it/device-loaner-program>
- Don't wait until the last minute! If your Internet connection fails at home, you will still have time to find an alternate Wifi connection or way to access the Internet. <https://www.csun.edu/it/internet-connectivity-users-who-do-not-have-it>
- Depending on which project you select for Asg. 5, you may need access to Photoshop from the Creative Cloud suite. As a CSUN student, you can get access for free, through IT, follow the directions here. <https://www.csun.edu/it/adobe-creative-cloud-students>
- **Analog materials for Assignment 5.** Expect to spend **\$40.00 to 80.00** on your final project to purchase analog supplies for your final portfolio presentation. **Please DO NOT purchase these materials until you speak with me.**
- Download the Canvas App on to your phone.
- **Optional: Tripod.** A tripod can be purchased on eBay or Amazon for a little as \$25.00. Try to borrow one from a relative or friend who is "into" photography.

Some notes on the required materials:

- Please, please let me know as soon as you can about any challenges you are experiencing technically.
- While I encourage you to borrow a camera from a friend or family member, remember that you will need to borrow the camera for the entire semester. You will need access to the camera daily to complete your assignments and you will turn in photographs you take using the camera for credit each week.
- Please note: At the beginning of the course, I will ask you to tell me which camera you will use to create the images you hand in for your main assignments. Please use this camera to take all of the photos you turn in for the course (except Image Analysis Assignment).
- If you need to use a different camera at some point in the semester, it's your responsibility to let me know.
- Be aware that I will verify that the photographs you hand in were taken with your camera. I will also verify that the photographs you hand in were taken AFTER the assignment opens on Canvas. In other words, except for the Image Analysis Assignment, all the photographs you hand in must be taken specifically for the assignment you turn them in for. You MAY NOT use photographs you have taken in the past.
- And if you are using an external app (or even if you aren't) you must make sure that I can read the metadata on your photographs. This is required! Images turned in to me for the major assignments must be uploaded to Canvas using the file upload tab (not embedded.)
- Images turned in for the critique discussions must be embedded. You will learn these two skillsets during the first weeks of class.

Digital resources to help with technical camera challenges:

- At CSUN you can use LinkedInLearning for free, so that's also a great resource for help with your camera. <https://www.csun.edu/it/linkedin-learning>Links to an external site.
- There are many YouTube videos which can walk you through the different features on your camera. If you send me the brand and model of your camera, I will send you a link to a YouTube video that I like.

Recommended Photographic Supply Stores:

Resources for Assignment #5: Analog. Contact each vendor to check store hours and availability during Covid-19.

Freestyle Photo (Hollywood)

5124 Sunset Blvd.

Los Angeles, CA 90027

(323) 660-3460

Freestyle Photo pick up only (Santa Fe Springs)

12231 Florence Ave

Santa Fe Springs, CA 90670

(323) 660-3460

Samy's Camera (Santa Ana)

3309b S. Bristol St. Santa Ana,

CA 92704 (714) 557-9400

Samy's Camera (Culver City)

4411 Sepulveda Blvd.

Culver City, CA 90230

(310) 450-4551

Samy's Camera (Hollywood)

431 S. Fairfax

Los Angeles, CA 90036

(323) 938 – 2420

Samy's Camera (Pasadena)


1759 E Colorado Blvd


Pasadena, CA 91106


(626) 796-3300


[Blurb on demand printer](#)


Support Services for Students: Check to see which are operating during Covid-19.


 [Food Pantry](#) at CSUN: Anybody who faces challenges securing food or housing and believes this impacts course performance, should contact CSUN's Food Pantry website and the corresponding contacts.

 [Emergency MataCare grants](#), one-time grants to prevent evictions, urgent child care issues, etc.

 [University Counseling Center \(USU\)](#): Did you know part of your tuition covers a certain number of free counseling sessions each year? Once you leave CSUN, these sessions can cost up to \$200 per hour.



 [Help lines](#) (after hours when the USU is closed) for numerous topics/needs (e.g., suicide, drug, rape, LGBTQ, military, or any crisis). You don't have to handle intense feelings alone!


 [Sexual Assault & Violence](#): CSUN offers the support you or a friend may need.

 [Matador Escort](#): You don't have to walk alone on campus- call an escort.


 [Learning Resource Center](#) offers tutoring, a writing center, & more.


 [Campus computer labs](#)

 To de-stress, go to the [spa-like Oasis](#) for relaxation or our  [Student Recreation Center \(SRC\)](#). Many professors wish they could use these two places for free like you can.

 [Disabilities Resource Educational Services \(DRES\)](#). If you had an IEP in the past, you can receive assistance in college too. OR, maybe you are still curious to know if you have undiagnosed learning challenge; get tested and start using DRES assistance before you graduate.

 [Student Health](#)

 [Career Center](#) for resume writing & interviewing

 [Clubs & Organizations](#): Hopefully a dozen people have already advised you to "[get involved](#)" at CSUN in something that interests you.

Topics and Activities:

Please refer to Canvas for most up-to-date semester schedule.

Bibliography:

Ask me if you would like more reading material on digital or analog photography.

Practical hints for achieving success in this class:

- This class is all about using your camera to take photographs. So, it's a little bit different than your other classes.
- To be successful in this class, you need to photograph using your camera several times a week so you can complete the on-line assignments.
- Some days, you will need to arrange with a model to take photographs of them (or you can take self-portraits, but you still need to arrange time to photograph yourself.)
- Some days you will need to take photographs at different times of the day and night to complete the assignment. You might need a specific type of light like sunrise or lights at night.
- Some days you will need to have more or less light (midday or late in the day or early in the morning) to successfully take the type of photographs you need.
- This means that you need to plan ahead to leave time in your schedule to take your photos. As the semester gets busier, this can present challenges.
- Please contact me if you are experiencing challenges so I can help you plan your photo shoots.
- You need to charge your camera battery and make sure you have room on your memory card to take photos.
- If your camera breaks, this will cause you problems. Contact me immediately if this happens.
- Acceptable file formats for this class. For the main assignments, please hand in .jpg image files which have been renamed according to the directions on the assignment (usually Lastname_Firstinitial_asg.jpg) Canvas does not allow RAW files, so if you shoot RAW, make sure you convert to JPG before you upload.

- Occasionally you can also turn in screen shot files (.png) and image files from your mobile phone (convert to .jpg if your phone saves files in the .heic format.)
- If you use a newer iPhone your files format may be .heic. At the moment, Canvas can't show these files as images so you will need to convert your files to .jpg files. Sometimes you can set this on your phone, or you can download or email your phone files to your Mac and convert them:

How to Convert HEIC to JPEG on Mac with Preview

1. Open the HEIC image in Preview app on the Mac
2. Pull down the "File" menu and choose "Export"
3. Open the submenu for "Format" and choose "JPEG" or some other file type as the file format, adjust the quality as desired then choose "Save"

SYLLABUS STATEMENTS REGARDING SEXUAL MISCONDUCT DISCLOSURES AND MAINTAINING A RESPECTFUL LEARNING ENVIRONMENT

Students and faculty each have responsibility for maintaining a respectful space to express their opinions. Professional courtesy and consideration for our classroom community are especially important with respect to topics dealing with differences in race, color, gender and gender identity/expression, sexual orientation, national origin, religion, disability, and age. In this course, the topic of sex (including sexual misconduct/sexual violence) may emerge either purposefully or inadvertently in readings, films, class discussions or other class materials. We recognize that such topics may be particularly upsetting for some survivors; we encourage all students to seek the support they need. While making personal connections with the topics studied in any course can be a meaningful and important endeavor, please be aware of the following policy regarding confidentiality and disclosures of incidents of sexual misconduct/sexual violence. As your instructor, one of my responsibilities is to help maintain a respectful learning environment on our campus. In the event that you choose to write, speak or otherwise disclose about having experienced sexual misconduct/sexual violence, including rape, sexual assault, sexual battery, dating violence, domestic violence, or stalking and specify that this violence occurred while you or the perpetrator were a CSUN student, federal and state laws require that I, as a "responsible employee," notify our campus Title IX Coordinator. The Title IX Coordinator will contact you to inform you of your rights and options as a survivor and connect you with support resources, including possibilities for holding accountable the person who harmed you. Know that you will not be forced to share information and your level of involvement will be your choice. CSUN's Title IX Coordinator is: Barrett Morris University Hall, Room 285 Phone: (818) 677-2077 E-Mail: barrett.morris@csun.edu If you do not want the Title IX Coordinator notified, instead of disclosing the experience to me, you can speak **confidentially** with CSUN's Care Advocate.* CSUN's Care Advocate can be contacted at (818) 677-7492

For more information regarding your university rights and options as a survivor of sexual misconduct/sexual violence, please visit the University's Title IX website at:

<http://www.csun.edu/eqd/title-ix> *Note: If it is determined that an alleged perpetrator poses an imminent threat to self or others, or if person(s) under 18 years of age are involved, our Care Advocate is required to notify our Department of Police Services.