PHOTOGRAPHY I

Instructor: Assistant Professor Christopher Meerdo (he/him)
Meeting Time: Wednesday 11 am – 1:50 pm
Fall Semester 2021
Classroom Meeting Place: CVAD, 3rd Floor, Room Number ART 358
Course Number: ASTU 2501 - 504
Contact: christopher.meerdo@unt.edu

UNT COURSE DESCRIPTION

Beginning Photography: Photo I. 3 hours (0;6). Beginning photographic materials, techniques, software and digital cameras. Assignments, lectures, demonstrations and critiques expose students to the necessary tools for creative image making and expression using photography. Students will gain technical competencies with DSLR cameras, Adobe Lightroom, and Inkjet printing. Prerequisite(s): 2 of the following: ART 1600, ART 1700, ART 1800.

CLASS OBJECTIVE

To implement a greater understanding of the contemporary photographic process as it relates to the historical, physical, digital, professional, and conceptual realms of practice.

LEARNING OUTCOMES

Students will engage with a multitude of photographic discourses, which will result in many areas of growth and professional development. By the end of the course, active and committed participants will have garnered expertise in the technical workings of a manual camera, processing and printing of images, formal analysis and the construction of visual culture, and be able to actively speak about image making through both an art historical and theoretical framework. Specific skills you will learn include:
● project development in the context of contemporary photography.
● knowledge of contemporary photography and discipline vocabulary used to analyze artworks.
● DSLR camera functions including aperture, shutter speed, ISO and equivalent exposures.
● file management and tonal/color correction in Adobe Lightroom.
● basic inkjet printing (tonal and color correction for prints).
● basic studio lighting using LED lighting
● competencies using a Tripod.

METHODOLOGY

In class demonstrations, lectures, classroom critiques, field trips, guest critics, group Lightroom exercises
Outside class work will require photographic assignments, printing, and reading and writing assignments.

STUDENT EQUIPMENT RESPONSIBILITIES

All students must meet all equipment and supplies requirements of the course. This includes:

● Hard Drive - a 1TB or greater USB 3.0 portable hard drive is recommended. Your hard drive will need to be formatted to work on Mac computers. See instructor if you need help.
● DSLR Camera - (digital single lens reflex) camera with Manual override and RAW capabilities. A DSLR is necessary for completing all of the projects. If you do not have a DSLR camera you can check one out from CVAD IT. For more information see: https://itservices.cvad.unt.edu/
● Memory Card - you will need at least one memory card for your camera. I recommend 64gb cards and up
● Tripod - a tripod is necessary for all projects. If you do not own a tripod you can check one out from CVAD IT. For more information see: https://itservices.cvad.unt.edu/
● Camera accessories - battery charger, camera bag
● Inkjet Paper - You will need 50 sheets of 8.5” x 11” or 11” x 17” satin or luster inkjet paper. Epson Luster and Red River Ultra Pro Satin are recommended. Do not purchase photo paper from office supply stores like Office Depot etc. Here are two different recommended links for paper: http://www.redrivercatalog.com/browse/68lb-ultrapro-satin.html https://www.bhphotovideo.com/c/product/219807-REG/Epson_S041405_Ultra_Premium_Luster_Photo.html
● Laptop - with Adobe Lightroom installed. We will be using Mac in the classroom but you are welcome to use PC laptops.
● Notebook/Folder – For note taking notes during critiques and keeping handouts organized.

CVAD IT EQUIPMENT/SOFTWARE

As part of being enrolled in Photo 1, you have access to checking out DSLR cameras, tripods, and other related equipment through CVAD IT. To make a reservation ahead of time to ensure that equipment is available, visit: https://checkout.unt.edu/patron

You can check out, pick up, and drop off equipment in person at the CVAD IT checkout desk located in CVAD room 375. Hours for the Lab and more information can be found through Microsoft Teams by following this link.

You have access to the Adobe Creative Suite (including Lightroom and Photoshop) on your personal computer while on campus only. The campus license agreement for students does not include off-site access to the Adobe Creative Cloud. In order to use the software remotely you must purchase a license from Adobe directly at this time.

If you would like to use Adobe products at home there is currently a “back to school” special on Adobe’s website for $15.99 a month for all apps (regularly $52.99/mo).

GRADING/REVIEWS

I will be calculating your projects and assignments based on percentages. Late work is not accepted.
Participation is a critical element of the course; this applies doubly for readings and reading responses. Failure to fully participate in the course will cause you to fail this class.
The course content you will be responsible for includes:

- Reading Summaries - 10%
- Weekly Photo Journal - 10%
- Exercise Files and Quizzes - 10%
- Shooting Projects 1-4 - 40% (10% each)
- Artist Research Project - 10%
- Final project - 20%

Projects are assessed based on their technical, formal, and conceptual merit. All work in this class must demonstrate a high level of engagement with the medium.

**COMMUNICATION**

My Office Location: CVAD, 3rd Floor, Office Number 345H
In-Person Office Hours: Monday 12:00 p.m. – 1:00 p.m.
Virtual (Zoom) Office Hours: by appointment
Zoom Number: 283 597 0912
Email: christophermeerdo@unt.edu

I am always available to be reached by email or office hours but I ask that you are respectful and professional in your communication and don't use it as your first go-to for getting an answer to your question. Please refer to this helpful resource that outlines professional communication with your professor. Before you contact your professor ask yourself:

Have I looked on canvas, in the syllabus, or assignment prompt for the answer?
Have I reached out to a fellow student for the answer?
Would this be a helpful question for the entire class to receive clarification on?
If you have a private question, please contact me via email and I will respond within 24 hours on weekdays. Please do not expect a response over the weekend.

**CLASSROOM POLICIES**

All students will adhere to rules of attendance and punctuality. Attendance and punctuality is strongly considered and counts towards your class standing. Attendance will be noted at the beginning and end of each class.

- 3 Unexcused Absences = Failure of the course
- 3 Times Tardy = 1 Absence.
- Leaving class early counts as an Unexcused Absence.
- Missing a critique counts as 2 absences and failure of the course.
- Refrain from walking out of class in the middle of activities. We have a break in the middle of class – schedule yourself accordingly.

An unexcused absence is any missed class without a doctor’s note. Simply emailing if you are sick is not an excused absence. In the case of any type of emergency, I also require official documentation.

Laptops, cell phones, iPods, and other personal electronics are not to be used for personal use during class times. If you do not follow this classroom policy, you will be asked to leave and given an unexcused absence.

**Class Participation Expectations**

I expect you to attend every class. You are responsible for completing all of the required assignments. I expect all students to participate in class discussions, contributing ideas and perspectives on topics or art. All your work should incorporate aspects or issues addressed in class in relation to your personal or professional interests.

You are expected to assist in maintaining a classroom environment that is conducive to learning. In order to assure that everyone has an opportunity to gain from time spent in class, unless otherwise approved by the instructor, you are prohibited from using cellular phones, checking your email or surfing the internet, updating your social networking sites, eating or drinking in class, making offensive remarks, reading newspapers or magazines, sleeping or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in, minimally, a request to leave class, which will be counted as an unexcused absence.
COVID POLICIES

This class is listed in the course catalog as 100% in person and you are expected to participate in this capacity. Considerations will be made for individuals who have a confirmed positive COVID test. If you are interested in participating in this semester from home, contact your academic adviser who can assist you in enrolling in online courses.

UNT encourages everyone to wear a face covering when indoors, regardless of your vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines may change throughout the semester based on updated guidelines.

Personal Protective Equipment (PPE) will be made available if you forget your own mask and there are hand sanitizing stations throughout the CVAD building.

Emailing me telling me that you aren’t feeling well is not an excused absence. Makeups and extensions will only be provided for individuals that have tested positive for COVID. If you have symptoms of COVID and are unsure what to do, testing is available free on campus. If you have not been vaccinated and would like to prevent the virus, vaccination is available free on UNT’s campus. More information: https://studentaffairs.unt.edu/student-health-and-wellness-center/covid-19-vaccine-information

PRINTING IN THE LAB

All work must be printed by you in the Photography Lab at UNT. Printing cost $0.01 per square inch of image. For example, a 6 x 9 inch image will cost $0.54 to print. The first $30 of printing has been paid for by your student fees. You will receive a bill from Kristina, the photography lab manager, for any printing over $30. You should expect to spend an additional $10 - $35 depending on how much you print and the size of your final prints. We will talk more about this when I demo printing in the lab.

Prints made outside of the Photography Lab will result in a failing grade. Printing at CVAD IT, home, or work printers is not permitted.

REQUIRED READING:

There will be various readings provided in .pdf format. You may choose to print the readings if you work more efficiently by noting or highlighting the physical pages. The readings have been specially selected to coincide with the theme of the course and will help us think about making images or other types of projects and a vocabulary to do so. Each week we will discuss the readings at length and I expect that you will have read everything in entirety. A summary response is required for each of the readings and will be turned in before class starts on canvas.

CONTENT DISCLAIMER

Content in the arts can sometimes include works, situations, actions, and language that can be personally challenging or offensive to some students on the grounds, for example, of sexual explicitness, violence, or blasphemy. As the College of Visual Arts and Design is devoted to the principle of freedom of expression, artistic and otherwise, and it is not the college’s practice to censor these works or ideas on any of these grounds. Students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

LOCAL EQUIPMENT RESOURCES

Denton Camera Exchange - 117 Piner St, Denton, TX - dentoncameraexchange.com
Photographique - 3111 Canton St Suite 100, Dallas TX - photographique.com
Red River Paper - 8330 Directors Row #100, Dallas, TX - redrivercatalog.com

ONLINE EQUIPMENT RESOURCES

These stores offer great prices on used and new cameras and other related gear

B & H Photo and Video  bhphotovideo.com
Pro Photo Supply  prophotosupply.com
RECOMMENDED PHOTOGRAPHY WEBSITES

International Center of Photography (NY) icp.org
FOAM (Fotografiemuseum Amsterdam) foam.org
Museum of Contemporary Photography (Chicago) mocp.org
Aperture (NYC) aperture.org
TOP Museum (Tokyo) topmuseum.jp
American Suburb X (NYC) americansuburbx.com
Fotomuseum Winterthur (Switzerland) fotomuseum.ch/en
Pier 24 (San Francisco) pier24.org
The Photographer’s Gallery (London) thephotographersgallery.org.uk
SF MOMA (San Francisco) sfmoma.org/artists-artworks/photography
Light Work (Syracuse) lightwork.org
Center for Creative Photography (Tucson) ccp.arizona.edu
Society for Photographic Education (US) spenational.org
Magnum Photo (International) magnumphotos.com

CANVAS

This course is integrated with UNT’s Canvas learning management system. It is your responsibility to check our class page regularly to keep an eye out for announcements, communicate with the professor and fellow students and keep track of your overall class standing. This is also where each assignment must be handed in and where you have access to assignment sheets and readings.

CLASS TIME COMMITMENT

This class will require a full intellectual and time commitment from you in order to pass with full marks. There are 6 hours per week that you should schedule for yourself - 3 in the classroom and 3 outside of the class. You should expect to have a comparable amount of time outside this window to complete homework assignments (an additional 6 hours). Realistically, you should budget between 10-20 hours per week on this class. Make sure you are mindful of this as you begin the semester so that you stay on track throughout and are successful in the end.

Outside of our designated 3 hour in-class time, you are expected to complete a full 3-hour time period outside of class producing work for the class each week. This out-of-class (asynchronous) time is designated so that you do not have to meet in-class in person twice a week so that you have studio time to produce artwork for the class. You will be turning in date and time stamped images as part of credit in the class to make sure you are using this time and not producing photographs last-minute. This format requires that you schedule your time effectively.
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<th>WEEK ONE</th>
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<tr>
<td>Wed Aug 25</td>
<td><strong>In Class</strong></td>
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<tr>
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<td>Introductions/ Syllabus</td>
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<td>Survey of digital experience</td>
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<td>Introduction to manual camera controls</td>
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<td>Weekly Photo Journal Introduction</td>
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<td><em>Project 1: Six Street Exercises</em> - assigned</td>
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<td>Presentations of your photographic interests in images and words</td>
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<td><strong>Out of Class</strong></td>
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<tr>
<td></td>
<td>PHOTOGRAPH: Project 1: <em>Six Street Exercises</em></td>
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<tr>
<td></td>
<td>READ: <em>Photography is Easy, Photography is Difficult</em> by Paul Graham</td>
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<td>SUBMIT: A reading response on Canvas</td>
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<td>POST: Weekly Photo Journal</td>
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<th>WEEK TWO</th>
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<tr>
<td>Wed Sept 1</td>
<td><strong>In Class</strong></td>
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<td><em>Project 1: Six Street Exercises Due</em></td>
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<td>Class screen-share critique</td>
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<td>Introductory Lightroom Workshop</td>
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<td>Advanced camera technique</td>
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<tr>
<td></td>
<td>READ: <em>Edge of Vision</em> by Lyle Rexer</td>
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<td>SUBMIT: A reading response on Canvas</td>
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<td>POST: Your favorite 5 images from Project 1</td>
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<td>POST: Weekly Photo Journal</td>
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<td>Wed Sept 8</td>
<td><strong>In Class</strong></td>
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<td>Advanced Lightroom Workshop</td>
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<td><em>Project 2: Intervention presented</em></td>
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<td>Digital Workflow: Lightroom to Print</td>
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<td>Contact Sheet Workshop</td>
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<td>RAW conversion Lab</td>
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<td>PRINT LAB tour</td>
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<td>Printing Workshop 1 - Orientation</td>
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<td><strong>Out of Class</strong></td>
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<td>PHOTOGRAPH: Project 2: <em>Intervention</em></td>
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<tr>
<td></td>
<td>READ: Ch. 1 from <em>Light and Lens</em></td>
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<td>SUBMIT: A reading response on Canvas</td>
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<td>Wed Sept 15</td>
<td><strong>In Class</strong></td>
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<tr>
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<td>Introduction to Photoshop</td>
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<td>Digital Workflow: Pre-flight</td>
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<td>Printing Workshop 2 - proofing, test strips, &amp; contact sheets</td>
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<td><strong>Out of Class</strong></td>
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<td>PHOTOGRAPH: Project 2: <em>Intervention</em></td>
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<td>POST: Weekly Photo Journal</td>
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<td></td>
<td>READ: Ch. 2 and 3 from <em>Light and Lens</em></td>
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<td>SUBMIT: A reading response on Canvas</td>
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<td>WEEK FIVE</td>
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<th>WEEK SIX</th>
<th>Wed Sept 29</th>
<th>In Class</th>
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<tr>
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<td>Research Project Artist signup due</td>
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<td>Project 3: <em>Be Brave</em> presented</td>
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<td>Out of Class</td>
<td>PHOTOGRAPH: Project 3: <em>Be Brave</em></td>
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<td>RESEARCH: Midterm Research Project</td>
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<td>POST: Weekly Photo Journal</td>
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<td></td>
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<td>READ: <em>Images a la Sauvette (The Decisive Moment)</em> by Heri Cartier-Bresson</td>
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<td>SUBMIT: A reading response on Canvas</td>
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<th>WEEK SEVEN</th>
<th>Wed Oct 6</th>
<th>In Class</th>
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<td><strong>Midterm Research Project Presentations Due</strong></td>
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<td>Out of Class</td>
<td>PHOTOGRAPH: Project 3: <em>Be Brave</em></td>
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<td>POST: Weekly Photo Journal</td>
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<td>READ: <em>On Photography</em> by Susan Sontag</td>
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<td>SUBMIT: A reading response on Canvas</td>
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<th>WEEK EIGHT</th>
<th>Wed Oct 13</th>
<th>In Class</th>
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<tr>
<td></td>
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<td>Printing Workshop 3</td>
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<td>Out of Class</td>
<td>PRINT: Project 3: <em>Be Brave</em></td>
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<td>POST: Weekly Photo Journal</td>
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<td>Midterm Grades Provided</td>
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<th>WEEK NINE</th>
<th>Wed Oct 20</th>
<th>In Class</th>
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<td><strong>Project 3: Be Brave Due</strong></td>
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<td>Class Print Critique</td>
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<td>Equipment Demos</td>
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<td>Out of Class</td>
<td>POST: Weekly Photo Journal</td>
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<td>POST: Your favorite 5 images from Project 3</td>
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<tr>
<td></td>
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<td>READ: <em>The Photograph As Contemporary Art</em> by Charlotte Cotton</td>
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<td>Introduction &amp; Chapter 1</td>
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<td>SUBMIT: A reading response on Canvas</td>
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| WEEK TEN     | In Class  | Project 4: *Tableau Vivant* Presented  
|             |          | Lighting Demo in Photo Studio  
|             | Out of Class  | PHOTOGRAPH: Project 4: *Tableau Vivant*  
|             |          | POST: Weekly Photo Journal  
|             |          | READ: A through D from “Photo No-Nos”  
|             |          | SUBMIT: A reading response on Canvas  
| WEEK ELEVEN | In Class  | Printing Workshop 4  
|             |          | Future Digital Workflow: Bridge + Adobe Raw + image adjustment  
|             | Out of Class  | PRINT: Project 4: *Tableau Vivant*  
|             |          | POST: Weekly Photo Journal  
|             |          | READ: In Defense of the Poor Image by Hito Steyerl  
|             |          | SUBMIT: A reading response on Canvas  
| WEEK TWELVE | In Class  | Project 4: *Tableau Vivant* Due  
|             |          | Class Print Critiques  
|             |          | Final Project Presented  
|             | Out of Class  | WRITE: Final Project Proposal  
|             |          | POST: Weekly Photo Journal  
|             |          | POST: Your favorite 5 images from Project 4  
|             |          | READ: Criticizing Photographs by Terry Barrett  
|             |          | SUBMIT: A reading response on Canvas  
| WEEK THIRTEEN | In Class  | Final Project Proposal Due  
|             |          | In-Person: Individual meetings  
|             | Out of Class  | POST: Weekly Photo Journal  
|             |          | ZOOM: Individual Meetings  
| WEEK FOURTEEN | In Class  | Final Critique - Group 1  
|             | Out of Class  | POST: Weekly Photo Journal  
| WEEK FIFTEEN | In Class  | Final Critique - Group 2  

Academic Integrity
According to UNT Policy 18.1.16, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

ADA Accommodation
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu

Health and Safety Program
Students are required to follow the Department of Studio Art Health and Safety guidelines and are required to complete training for each studio course. The goal of the Studio Art Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of North Texas’ Office of Risk Management. Please visit the website for details and the departmental handbook:
https://art.unt.edu/healthandsafety

Health & Safety
Health & Safety Area Specific Information: Photography
1. Hazards of Materials
There are many hazards associated with photographic materials. An effort to minimize the hazards associated with photographic chemicals begins with the understanding and following of darkroom rules and procedures, and with familiarity with the Material Safety Data Sheets and proper handling and disposal of these chemicals.

Stop Baths: The acetic acid commonly found in stop baths can cause dermatitis and skin ulceration and can severely irritate the respiratory system. Contamination of the stop bath by developer components can increase inhalation hazards.

Fixers: Fixer contains sodium thiosulfate, sodium sulfate and sodium bisulfite. It may also contain potassium aluminum sulfate as a hardener and boric acid as a buffer. Fixer solutions slowly release sulfur dioxide gas as they age. However, when these solutions are contaminated with acid from the stop bath, the gas sulfur dioxide is released at a more rapid rate.

Hardener: in most darkrooms, hardeners are added to fixer for use in film processing. Although we do not use hardeners at this time you should be familiar with the hazards. They often contain formaldehyde, which is poisonous, very irritating to the eyes, throat, and breathing passages, and can cause dermatitis.

Fixer Removers: also known as Hypo Clear or Perma Wash. Many hypo eliminators are skin and respiratory irritants. Some are corrosive to skin, eyes, nose and throat.

Toners: toner usually involves the replacement of silver with another metal such as gold, selenium, uranium, lead, cobalt, platinum or iron. These highly soluble toxic compounds are more dangerous since they can be readily absorbed in the body and immediately affect internal organs. We do not use toners of any kind.

This is not an exhaustive list of all the types of chemistry that is used in darkroom work, nor does it cover all of the risks. Please familiarize yourself with the chemistry you will be using by reading all instructions associated with their use, and their corresponding MSDS sheets.

2. Best Practices
The darkroom is a shared workspace filled with expensive, sensitive equipment and corrosive chemicals. How you conduct yourself directly effects both you and your fellow students. It is very important to take care of equipment, and safely handle chemicals for both your safety and the safety of others. This is a lab and cleanliness is important for safety. This includes keeping darkroom equipment and finishing areas separate from chemicals hence designated dry and wet areas. Different chemicals have different ways they are handled and disposed of, and these are clearly outlined on signs in each area.

The following points are a guide to basic darkroom safety and etiquette. To use these facilities, you must adhere to these safety guidelines and always leave the darkrooms clean and orderly.
• Know the locations of all exits, emergency eye and body wash stations, fire extinguishers, MSDS sheets, emergency spill kits and the H&S safety station. A first aid kit is available in the H&S station.
• Never place trays or chemistry on enlarger stations or on dry areas. Dry areas include enlarger stations, drying racks, cutting areas, finishing areas, light tables, and worktables.
• Never place darkroom equipment, paper, negatives, or personal belongings on wet areas. Wet areas include the stainless sinks in the darkroom, the counter and sinks in the film processing/print washing room, and anywhere chemistry is used. It is important that you do not place any wet materials in the dry area.
• Do not leave your equipment or university equipment unattended.
• Wear nitrile gloves, chemical aprons, and safety goggles when using hazardous materials. Nitrile gloves are recommended for film processing and printing.
• Tong use is mandatory for printing. Be sure that you are using the properly labeled tongs for each tray and rinse if you contaminate them.
• Avoid splashing or spilling chemicals. Immediately wipe up any spills, splashes or dribbles. Chemicals dry into a powder and become airborne, contaminating all areas of the darkroom and may get on your clothes, shoes (in which case you will carry the chemicals home) or in your lungs.
Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean.

Acceptable Student Behavior

- Always use a plastic tray to transport wet prints, and avoid dripping chemicals on the floors, if your print has not been washed for 30 minutes, then it is contaminated with chemicals. Wet floors mean you may get chemicals on the soles of your shoes and transport chemicals to your home.
- If a splash occurs and affects you bodily, flush affected areas (15-20 minutes for eyes) immediately with water using the eyewash station.
- The following may not be poured down the drain: fixer, potassium bichromate. Both have specific waste collection containers and policies.
- Rinse all lab ware and trays before and after use with hot water. Return items to their proper place, and invert to dry.
- Keep the darkroom uncluttered and free of chairs, backpacks and stools to avoid tripping hazards in the dark.

4. Area Health & Safety Rules

All users of thestudio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

- Follow all CVAD Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: https://art.unt.edu/healthandsafety
- Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines posted
- In case of emergency, call campus police at (940)565-3000 or cell 911
- File an incident report (forms may be found in the CVAD H&S handbook and in the main office) within 48 hours of the event
- Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation work properly
- No food or drink in the studio
- There is absolutely no food or drink allowed in the darkroom at any time.
- Your class and experience level determine the level of your darkroom privileges and access to certain equipment and processes.
- Be mindful and respectful of all darkroom rules and procedures, designated wet and dry areas, and use properly labeled equipment appropriately.
- If you cross contaminate chemistry or an area, please inform an instructor, lab tech or student worker immediately.
- If you do not know how to use a piece of equipment or are unsure of proper procedures please ask someone.
- Do not use force on any piece of equipment.
- Clean up after yourself- wipe down surfaces.
- Do not block doorways or block access to lights.
- Do not remove furniture from rooms or borrow furniture from rooms without permission.
- If something breaks, please tell the lab worker or a Faculty member immediately.
- You must leave enough time at the end of open lab or class time to properly wash your prints, clean up, and return equipment.
- Do not create “daisy chains” with multiple electric cords.
- No hazardous materials down sinks.
- Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
- First aid kits are found in each studio. Notify your instructor or technician if supplies are low.
- Report any safety issues IMMEDIATELY to your instructor.
- All courses must engage in an end of the semester clean up.

Lighting Studio

The lighting studio is a shared space with its own set of rules. It is most important that you respect the time you have signed up for, especially during the busy hours. It is also important to keep the area clean and orderly. If you take an item from the closet, you want to make sure you return it to the same place. You also want to create a space for yourself to work in that is not cluttered with cords.

- If anything breaks for any reason, please let the lab worker on duty know immediately.
- While the studio is a space that can be used by many people, there are some pieces of lighting equipment reserved for students who are enrolled/have completed the Advanced Lighting Techniques. It is always better to ask if you are not sure if you can use a piece of equipment or not.
- All lighting that needs to be plugged in must be plugged into one of the power strips in the studio. Never plug anything but a power strip into the wall.
- When using the C-Stands it is important to understand how heavy the equipment is and you want to make sure you are using the sandbags to weight the stand down.
- Make sure you are keeping the cords clear.
- Never mix water and electricity. If you are photographing a liquid, make sure you are careful to keep it away from the equipment.
- When you are changing the light modifiers, be careful of the flash tubes.
- Do not put heavy objects on the cyclorama.
- Leave the studio cleaner than you found it.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean.
of Students to consider whether the student’s conduct violated the Code of Student Conduct. The University’s expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

Student Evaluation Administration Dates
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from “UNT SPOT Course Evaluations via IASystem Notification” (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

Incomplete Grade
An Incomplete Grade (“I”) is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students.

Sexual Discrimination, Harassment & Assault
UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources. UNT’s Student Advocate she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.
PERMISSION TO USE STUDENT ARTWORK

We would like to use your work to spread the news about the amazing art made at CVAD! Please help us put your talent on display by allowing us to photograph and exhibit your art on CVAD's social media, websites and paper advertising. Thank you!

I hereby grant permission to UNT and CVAD to use, copy, reproduce, publish, distribute or display any and all works created in my classes while at UNT. Additionally, I consent to the use of my name to coincide with images of my artwork.

1. Scope of Permission. This permission extends to the use of the described work and images of such work: (1) for academic purposes in order to demonstrate examples of student work to current and future UNT students; (2) for public display in the galleries or on the campus of the UNT or on the UNT website; (3) for promotional materials created by UNT in all forms of media now known or later developed, including but not limited to exhibition catalogues, direct mail, websites, advertising, social media, and classroom presentations. My permission is on-going, but can be revoked by giving the professor of record for this course written notice of my wish to revoke permission and use of any images of my artwork. UNT will have three months from the date of my notice to stop all use agreed with this permission.

2. Certificate of Ownership. I am the owner of all work submitted and the work is not subject to any restriction that would prevent its use consistent with this permission. All aspects of the work are original to me and have not been copied. I understand that as owner of the work I have the right to control all reproduction, copying and use of the work in accordance with U.S. copyright laws.

3. Privacy Release. I hereby authorize and consent to the release, maintenance, and display of my name if necessary and any other personally identifiable information that I have provided in connection with the work and its use described in this Agreement.

4. Signature. By signing below, I hereby grant the permissions indicated above. I understand that this grant of permission relates only to the use of the described work. This is not an exclusive right and I may sell, give or otherwise transfer the rights to such work to others on a non-exclusive or exclusive basis. However, in the event that I do sell, give or otherwise transfer ownership or the exclusive right to use my work to another party, I will notify UNT immediately in writing through the professor of record for this course. UNT will have three months from the date of my notice to stop all use in accordance with this permission.

Printed name: _____________________________________________________________

Signature: __________________________________________________________________

Date: _______________________________________________________________________

Course Number and Title: ____________________________________________________