Instructor: Paho Mann  
E-mail: paho.mann@unt.edu  
Office hours: TTH 2:00-3pm

Catalog Description  
Beginning course providing a combination of lecture and studio with an introduction to photographic materials, techniques and digital cameras.

Course Structure  
This is a studio class. You will be expected to plan ahead and work during class time. Generally class time will be split evenly between lectures and studio time. There will be four critiques, and technical assignments/quizzes.

Textbook and Readings  
There will be no textbook for this class. Lynda.com videos will be assigned that correlate with in-class demos. As part of your CVAD course fees you have access to lynda.com. Please make sure your account is activated and that you are able to login.

Other readings may be assigned throughout the semester.

Grading:  
- Technical assignments / quizzes 20%  
- Quizzes 10%  
- 4 critiques/ projects 70%

A = Excellent (100-90%)  
B = Above Average (89-80%)  
C = Average (79-70%) [passing but not qualifying students for Photography II]  
D = Inferior (69-60%) [passing but not necessarily satisfying degree requirements]  
F = Failure (59% or below)

Late Work / Make-up Policy  
Late work may be subject to a penalty of 10% deducted from the assignment’s value per day the work is late, unless the student provides proof of an acceptable mitigating circumstance: serious illness, death of a family member, or other circumstance if approved by the instructor.

Objectives  
1. Students will learn basic project development in the context of contemporary photography.  
2. Students will gain knowledge of contemporary photography and discipline vocabulary used to analyze artworks.
3. Students learn to analyze and critique artworks using knowledge of contemporary photography and discipline vocabulary.
4. Students learn to describe the subject and form of their photographs using knowledge of contemporary photography and discipline vocabulary.
5. Students will learn DSLR camera functions.
6. Students will be introduced to equivalent exposure.
7. Students will learn file management and tonal/color correction in Adobe Lightroom.
8. Students will learn basic inkjet printing (tonal and color correction for prints).
9. Students learn basic studio lighting using LED lighting
10. Students gain competencies using a Tripod.

**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 Tom, 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.

**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 or beepers, 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.

**Attendance Policy**
- Regular and punctual attendance is mandatory.
- Three absences will be tolerated.
- More than three absences will require a note from a doctor or a note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences) in order to be counted as excused.
- More than three absences will lower your final grade by one letter grade per additional absence (4 or more)
- Most lectures, demonstrations, and assignments will occur at the beginning of class
periods and will not be repeated for those who come in late. If you are late to class, you
will need to notify me at the end of the class period to replace an absence with a tardy.
Three tardies will constitute an absence.
- A tardy is considered to be arrival 5 minutes after the beginning of class.
- Assignments that are turned in late will receive one letter grade lower per day for each
day they are late.
- Examinations, quizzes, and in-class assignments missed may only be made up with an
official doctor’s excuse or note from the art office excusing the absence for a reason
covered under UNT policy 06.039 (Student Attendance and Authorized Absences).
- Critiques missed may not be made up and grades will reflect the student’s failure to
participate in the critique discussions.

Equipment and Supplies
Required:
- **Hard Drive** - a 1TB or greater USB 3.0 portable hard drive is recommended. Your hard
drive will need to formatted to work on Mac computers. See instructor if you need help.
- **DSLR Camera** - A DSLR is necessary for completing many of the projects. If you do not
have a DSLR camera you can check one out from CVAD IT. For more information see:
https://cvadit.unt.edu/equipment-checkout
- **Memory Card** - you will need at least one memory card for your camera.
- **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. Other papers
may not work in our lab.
- **Inkjet Print Storage** - you need a folio or envelops for storing inkjet prints and turning in
critique prints.

Recommend:
- DSLR Camera
- Color balance cards
- Backup hard drive or online backup

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 sulfite 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.

- 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.

3. Links for Safety
   - MSDS sheets can be found here. https://untphotolab.wordpress.com/msds/

4. Area Health & Safety Rules
   All users of the studio 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 call 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 object on the cyclorama.
• Do not use the scissor lift.
• Make sure the studio is as clean as it was when 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
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_0. 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.
## Course Calendar

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<tr>
<th></th>
<th>Class</th>
<th>Date</th>
<th>Topics and Assignments</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td>1</td>
<td>1/4</td>
<td>Course Introductions, go over syllabus and equipment needs</td>
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<td>Lecture on ‘New Color Photography’ and ‘The Everyday’.</td>
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<td>Introduce the Everyday Project - <strong>Shoot everyday from here until the end of class.</strong></td>
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<td><strong>Observing/Curiosity (use phone or DSLR)</strong></td>
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<td><strong>Week 2</strong></td>
<td>2</td>
<td>1/16</td>
<td>Exposure / DSLR</td>
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<td><strong>In class shooting /Technical Assignment: (DSLR).</strong></td>
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<td><strong>SCAVENGER HUNT</strong></td>
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<td><strong>Week 2</strong></td>
<td>3</td>
<td>1/21</td>
<td>More Exposure / DSLR</td>
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<td><strong>Introduce Technical Assignment: Depth of Field and Motion</strong></td>
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<td><strong>Introduce Technical Assignment: Equivalent Exposure</strong></td>
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<td>Lynda.com for next class: <em>Up and Running with Lightroom 6 and Lightroom CC</em> by Jan Kabili:</td>
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<td></td>
<td>● Introduction;</td>
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<td>● Chapter 1. Importing Photos;</td>
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<td>● Chapter 2. Working in the Library Module; and</td>
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<td>● <a href="https://it.unt.edu/lynda">https://it.unt.edu/lynda</a></td>
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<td>Week</td>
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<td>4</td>
<td>1/23</td>
<td>Introduce Lightroom: Working with Lightroom: Library and Develop module</td>
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<td>Tech Assignment Due: <strong>Scavenger Hunt</strong></td>
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<td>Tech Assignment Due: <strong>Depth of Field and Motion</strong></td>
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<td>Tech Assignment Due: <strong>Equivalent Exposure</strong></td>
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<td>Week 3</td>
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<td>Lecture: Deadpan, Intimate Life, and Constructed Images</td>
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<td>1/28</td>
<td>Introduce Inspiration Project - from Deadpan, Intimate Life and Constructed Images</td>
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<td>Lynda for next class: <em>Up and Running with Lightroom 6 and Lightroom CC</em> by Jan Kabili:</td>
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<td>● Chapter 4. Global Editing in the Develop Module;</td>
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<td>● Chapter 5. Local Editing with Adjustment Tools, Chapter</td>
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<td>6</td>
<td>1/30</td>
<td><strong>Everyday Project Checkpoint #1 Bring - Everyday Files to import</strong></td>
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<td><strong>Technical Assignment: Titles, Captions and Metadata</strong></td>
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<td>Week 4</td>
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<td>Printing from Lightroom</td>
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<td>9</td>
<td>2/4</td>
<td>Field trip to the Library to see print study collection. Meet in classroom, then walk to Library.</td>
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<td>In Progress review for Inspiration Project.</td>
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<td>Week 5</td>
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<td>Printing from Lightroom</td>
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<td>2/11</td>
<td><strong>Technical Assignment: Three prints of one file.</strong></td>
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<td><strong>Quiz One: The Camera and Exposure (in class)</strong></td>
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<td>Week 6</td>
<td>11</td>
<td>2/13</td>
<td><strong>Critique: Inspiration Project</strong></td>
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| Week 7 | 12 | 2/18 | **Critique: Inspiration Project**  
Read Bill Jay, *The Thing Itself* for next class (Jay, Bill - *The Thing Itself*.pdf) |
|        | 13 | 2/20 | **Field Trip to Fort Worth** |
| Week 8 | 14 | 2/25 | Lecture: Finding and developing ideas. Rigor and ambition. Reading and Listening.  
Introduction to the Lighting Studio  
**Technical Assignment: File Management** |
|        | 15 | 2/27 | More Lighting Studio |
|        | 16 | 3/3  | Review open project one.  
Review camera and lightroom. |
|        | 17 | 3/5  | Printing for Open Project One. |
|        | 18 | 3/9 - 3/13 | Spring Break |
| Week 9 | 18 | 3/17 | **Critique: Open Project One** |
|        | 18 | 3/19 | **Critique: Open Project One** |
| Week 10| 20 | 3/24 | Introduce Open Project Two  
Using Lightroom with Photoshop: File management with Lightroom and Photoshop |
|        | 21 | 3/26 | Basic Image Editing in Photoshop I |
| Week 11 | 22 | 3/31 | **Quiz Lightroom and Printing and Camera**  
|        |    |      | Printing |
|        | 23 | 4/2  | **Printing for Every Day Project** |
| Week 12 | 24 | 4/7  | **Critique: Everyday Project** |
|         | 25 | 4/9  | **Critique: Everyday Project** |
| Week 13 | 26 | 4/14 | **Check Point for Open Project Two** |
|         | 27 | 4/16 | **Printing for open project two** |
| Week 15 | 28 | 4/21 | **Printing for open project two** |
|         | 29 | 4/23 | **Printing for open project two** |
| Week 16 | 30 | 4/28 | **Critique: Open Project Two** |
|         | 31 | 4/30 | **Critique: Open Project Two** |
| Finals  | 32 | Online | Final Quiz Online |