Beginning Photography: Photo I
ASTU 2501 Section 506
Course Meeting Location: Paho Mann
Course Meeting Days: HYBRID/TuTh
Course Meeting Times: HYBRID/2-4:50pm
Fall 2020

Paho Mann
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Office Location - ART 345M
Office Hours - Wednesday, 12-2p

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

COURSE CONTENT & SCHEDULE CHANGES
The course schedule reflects expected class progress in course subject matter and is considered tentative. The course schedule is subject to change in content and scope at the Course Instructor’s discretion.

COURSE OUTCOMES & OBJECTIVES
● Students will learn basic project development in the context of contemporary photography.
● Students will gain knowledge of contemporary photography and discipline vocabulary used to analyze artworks.
● Students learn to analyze and critique artworks using knowledge of contemporary photography and discipline vocabulary.
● Students learn to describe the subject and form of their photographs using knowledge of contemporary photography and discipline vocabulary.
● Students will learn DSLR camera functions.
● Students will be introduced to equivalent exposure.
● Students will learn file management and tonal/ color correction in Adobe Lightroom.
● Students will learn basic inkjet printing (tonal and color correction for prints).
● Students learn basic studio lighting using LED lighting
● Students gain competencies using a Tripod.

COURSE REQUIREMENTS
Students will participate in critiques, complete technical assignments, and participate in group discussions. Students are expected to complete all the assigned course work to successfully complete this course.

ASSIGNMENT & ASSESSMENTS
● Technical Assignments 25%
● Critiques/ Projects 60%
● Quizzes and Participation 15%

COURSE SCHEDULE
This is an overview of all of the course activities. Due to the hybrid nature of our course please check CANVAS regularly for specific delivery methods (zoom, online, in-person, etc.)

Week 1:
Course overview and Welcome
Tech Assignment One - Observing your environment
Quiz One
Week 2:  
Demo - getting to know your camera  
Demo - Setting up your harddrive and making a Lightroom Classic Intro.  
Tech Assignment - Scavenger Hunt

Week 3:  
Demo - More Camera and Lightroom Classic  
Tech Assignment Two - Focus and Depth of Field

Week 4:  
Introduce Project One - Inspiration Project  
Demo Lightroom Classic Develop Module Part 1

Week 5:  
In-progress Review - Project One - Inspiration Project  
Demo Lightroom Classic Develop Module Part 2

Week 6:  
In-progress Review - Project One - Inspiration Project

Week 7:  
Critique - Project One - Inspiration Project

Week 8:  
Introduce Project Two - Constructed Images

Week 9:  
Review - Project Two - Constructed Images

Week 10:  
Introduce - Project Three - Everyday and the Interior Landscape

Week 11:  
Review - Project Three - Everyday and the Interior Landscape

Week 12:  
Introduce - Project Four - Open Project

Week 13:  
Review - Project Four - Open Project

Week 14:  
Review - Project Four - Open Project

Week 15:  
Critique - Project Four - Open Project

Week 16:  
Individual Meetings by Appointment

REQUIRED COURSE MATERIALS / TEXTBOOKS

This page covers the equipment and materials you will be required to buy or access to successfully complete this course. While we work to provide you with access to equipment through check out, Studio Art courses can be expensive. Please review this information thoroughly at the beginning of the course and plan accordingly. Not purchasing or having access to required equipment and materials will negatively affect your ability to complete this course and your grade. You will need a computer with a webcam and good internet access for the online portions of this class.

Camera requirement

You will need access to a DSLR or Mirrorless camera with full manual control of exposure and focus. There is a wide range of cameras that will meet these requirements, running from introductory level cameras to expensive professional cameras.
● If you plan on buying a camera for this class, it is recommended that you email your instructor the name, model and a link to where you plan on purchasing the camera before you make your purchase. This will help avoid buying a camera that does not meet the requirements.
● If you already own a camera, it will likely work for this course. Email your instructor the brand and model to verify.
● If you do not own a camera and want to check a camera out to use for assignments rather than buying one, please see: https://itservices.cvad.unt.edu/equipment

Miscellaneous Required Camera Equipment

In addition to a camera, you will need a charger, battery, and memory card. You will also want a carrying case or camera bag. If you are checking out a UNT camera, it will come with all of these accessories, although you may want to consider buying your own memory cards.

I recommend buying a few smaller memory cards rather than one very large memory card. This strategy can be more cost-effective, and you do not have all of your images on the same card, so if you lose one, you do not lose everything.

For example two of these SD cards would work well for this class (verify they fit your camera, they will work for most cameras, including the checkout cameras): Link to B&H Photo Memory Cards.

Hard Drive requirement

You will need a portable external hard drive for this class. It must be mac compatible and a minimum of 1tb (it is fine to format the drive to work on both a Mac and PC. You can use a PC for all of the course work done outside of the printing lab if you want). It should be powered by the USB cable, not an AC power cord.

If you already own a hard drive:

● Does it already work on a Mac? Great, it will work for this class! You do not have to buy a new hard drive.
● Does it work on a Windows computer? You may need to reformat it. **It is very important that you do this carefully, and back up any information on your hard drive first to avoid losing your files.** The ExFAT file system will work on both Mac and PC computers.
● If you are not sure if your hard drive works on a pc or mac, follow this link to directions on how to find out:

If you need to buy a hard drive, here are some things to consider:

● Buy a known brand and read the reviews.
● Often, it is not much more expensive to get a significantly larger hard drive.
● Once you buy your hard drive, make sure it is formatted to work on a mac before you start to use it (you can set it up to work on both a Mac and PC by formatting it using ExFAT):
I spent some time looking at options on popular websites. Here is a list of external drives that would work. Remember to shop around to get the best price and read reviews. Remember, you should format your new drive to work on a Mac and PC using the ExFAT file system before using it.

- WD 2TB Elements Portable External Hard Drive - USB 3.0
- Seagate Expansion Portable 4TB External Hard Drive Desktop HDD
- LaCie 4TB Rugged Mini USB 3.0 External Hard Drive

Software requirements

Adobe Lightroom Classic will be the software we use for this class. If you are using a computer on campus in the CVAD computer lab, you will not need to buy this software. If you are planning on using your laptop for this course, you will need to buy a student license - this might be a good idea and will give you access to a large range of Adobe software. More information about his can be found on Adobe’s website:  
https://www.adobe.com/creativecloud/buy/students.html?sdid=1SOHD8RP&mv=search&ef_id=Cj0KCQjwpNr4BRDYARIsAADlx9zS5R3VJN9F2RukzZEAxEv5pxY0WzcC8fBDdwoZ_mlOehZbhKKhk8aA

Note: Lightroom and Lightroom Classic are not the same software. When you buy a student license you get access to both programs, we will use Lightroom Classic.

Other Material Requirements

**Inkjet paper** - you will need at least 25 sheets of 8.5x11 inch RedRiver UltraPro Satin 4.0 or Epson Luster. If you want larger prints you can buy upto 11 x 14 for this class.

- [https://www.redrivercatalog.com/browse/68lb-ultrapro-satin.html](https://www.redrivercatalog.com/browse/68lb-ultrapro-satin.html)

**Inkjet Print Storage** - you will need an 8.5 x 11 print storage box or portfolio. Here are some portfolio options:

- [Cachet Studio Portfolios](#)
- [Archival Methods Black Proof Box for (8.5 x 11.0" Prints)](#)
- [Century Archival Storage Century Box #1114 Clamshell - 11 x 14 x 1"](#)
- [Itoya ProFolio Magnet Closure Case, 8.5x11" Letter Size, Black](#)

REQUIRED READINGS

There are no required readings. Supplemental readings and video interviews will be assigned through the semester.

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.
- COVID-19 impact on attendance:
  - While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent as to what may be preventing you from coming to class so I may make a decision about accommodating your request to be excused from class.
  - If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.
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.

GRADING

Grades will be provided regularly through the semester and at mid-term. You can see your grades on Canvas.

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

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.

DISABILITY ACCOMMODATION

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at http://www.unt.edu/oda. You may also contact ODA by phone at (940) 565-4323.

HEALTH & 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.
BEST PRACTICES FOR HEALTH & SAFETY / STUDIO RULES

Please see https://forms.cvad.unt.edu/sites/default/files/studioforms_photography.pdf for photography specific best practices when working in our labs and studios.

EMERGENCY NOTIFICATION & PROCEDURES

UNT Emergency Guide: https://emergency.unt.edu/about-us

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the course management system for contingency plans for covering course materials.

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 [insert administration dates] 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 GRADES

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, HARRASSMENT & 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](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.
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: __________________________________________________________________
Name of Course: _________________________________________________________