ASTU 4290 - 502 Topics in Photography - PROF & BUSINESS PRACTICES

Room: ART 358, MoWe 2:00AM - 4:50PM, Fall 2018  
Instructor: Paho Mann  
Email: paho.mann@unt.edu  
Office Location: TBD  
Office Hours: MoWe 10am - 11am

COURSE DESCRIPTION
Topics in Photography.  3 hours.  An advanced and comprehensive exploration of selected topics and projects in photography.  May be repeated for credit as topics vary.

COURSE CONTENT
Introduction to professional and business practices as related to photography. Students will gain an understanding of the potential career and outcomes of photography. Through lectures, assignments, and readings students will be introduced to best practices in Studio Art, Commercial and other professional outcomes of photography.

Topics covered will include:
1. Professional Development
2. Professional Website
3. CV and Resumes
4. Writing - Project Proposals
5. Reading - Professional and business practices in photography.

COURSE REQUIREMENTS AND STRUCTURE
This class is a hybrid class and consists of both scheduled in person meeting times as well as online assignments and discussion forms. Students are expected to fully participate in both in person meetings and online assignments. Self guided field trips are required as part of this course.

ASSIGNMENT & ASSESSMENTS
Reading discussions and quizzes (online)  20%  
Field trip discussions (online)  20%  
Website discussions (online)  10%  
Statement, Resume and Bio (In class)  20%  
Website (In class)  20%  
Final Exam  10%

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
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)

TEXTBOOKS
ASMP Professional Business Practices in Photography

REQUIRED & OPTIONAL COURSE MATERIALS
*Hard drive
Back-up Hard drive
*Inkjet paper
*DSLR Camera
Other materials may be required depending on individual projects

*Required

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.

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 & 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 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 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, 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 OUTCOMES & OBJECTIVES

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<th>Outcomes</th>
<th>Objectives</th>
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<tbody>
<tr>
<td>Knowledge: What students should know</td>
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<tr>
<td>Understand the history, current issues, and direction of the artistic discipline</td>
<td>Expert knowledge of photographic history and theory, the relationship of photography to the visual disciplines, and its influence on culture, Including an understanding of the industrial and commercial applications of photographic techniques</td>
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<td>Place works in the historical, cultural, and stylistic contexts of the artistic discipline</td>
<td>Professional knowledge of basic tools, techniques, technologies, and processes sufficient to work from concept to finished product. This involves mastery of the materials, equipment, and processes of the discipline, including but not limited to uses of cameras, film, lighting/digital technologies, processing in black and white, and color, printing, and work with non-silver materials</td>
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<tr>
<td>Use the technology and equipment of the artistic discipline</td>
<td>Professional knowledge of photographic history and theory, the relationship of photography to the visual disciplines, and its influence on culture, Including an understanding of the industrial and commercial applications of photographic techniques</td>
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<td>Skills: What students should be able to do</td>
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<tr>
<td>Use the elements and principles of art to create artworks in the artistic discipline</td>
<td>Expert understanding of the visual forms and their aesthetic functions, and basic design principles, with attention to such areas as design, color, and lighting.</td>
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<td>Create artwork that demonstrates perceptual acuity, conceptual understanding, and technical skill</td>
<td>Produce professional-quality photographs demonstrating knowledge of composition, aesthetic principles, and technical skill, including advanced work in experimental and manipulative techniques, candid and contrived imagery, documentary photography, archival processing, and interpretive studies.</td>
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<tr>
<td>Analyze and evaluate works of art in the artistic discipline</td>
<td>Demonstrated ability to analyze and evaluate photographs with skill and proficiency.</td>
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<td>Synthesis: How students will combine knowledge and skill to demonstrate learning</td>
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<tr>
<td>Produce artworks demonstrating technical skill and disciplinary knowledge</td>
<td>Advanced skill in the use of basic tools, techniques, technologies, and processes sufficient to work from concept to finished product. This involves mastery of the materials, equipment, and processes of the discipline, including but not limited to uses of cameras, film, lighting/digital technologies, processing in black and white, and color, printing, and work with non-silver materials</td>
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Use knowledge of art and disciplinary vocabulary to analyze artworks

Application of the vocabularies of photography and of art and design in order to critique own work and the photographs of others with skill and proficiency.

Participate in critiques of own work and work of others

COURSE SCHEDULE

Week One
Monday 8/27/2018
● Welcome and Class Business

Wednesday 8/29/2018
● Pecha Kucha presentations - your work and what you look at.

Week Two
Monday 9/3/2018 - Labor Day (no classes; university closed)

Wednesday 9/5/2018
● Goal Setting Workshops day one
● Guidelines for writing artist statements

Week Three
Monday 9/10/2018
● Goal Setting Workshops day two

Wednesday 9/12/2018
● Workshop artist statements

Week Four
Monday 9/17/2018
● Guidelines for What is a Resume and Bio
● Final Artist Statements Due

Wednesday 9/19/2018
● Online only: Self Guided Field Trip to Holly Johnson Gallery and BDNB Gallery and online discussion forum

Week Five
Monday 9/24/2018
● Building a Website.
Wednesday 9/26/2018
- Online Assignment - Identify 3 websites and share in an Online Discussion Forum

Week Six
Monday 10/1/2018
Building a Website

Wednesday 10/3/2018
- Online - Review Resume and Bio

Week Seven
Monday 10/8/2018
Building a Website

Wednesday 9/10/2018
- Online - Inprogress review of websites

Week Eight
Monday 10/15/2018
- Crit Websites in class

Wednesday 9/17/2018
- Field trip to the Library

Week Nine
Monday 10/22/2019
Visiting Professional or Alumni

Wednesday 10/24/2018
- Online Book Discussion Forum

Week Ten
Monday 10/29/2018
- Visiting Professional or Alumni

Wednesday 10/31/2018
- Online Book Discussion Forum

Week Eleven
Monday 11/5/2018
- Visiting Professional or Alumni

Wednesday 11/7/2018
• Online Book Discussion Forum

Week Twelfth
Monday 11/12/2018
• Visiting Professional or Alumni

Wednesday 11/14/2018
• Online Book Discussion Forum

Week Thirteen
Monday 11/19/2018
• In classes book Discussion and visiting professional Discussion

Wednesday 11/21/2018
• Online - Final Resumes and Bios Due.

Week Fourteen
Monday 11/26/2018
• Building a Promotional Packet and Refinding Portfolio Materials

Wednesday 11/28/2018
• Building a Promotional Packet and Refinding Portfolio Materials

Week Fifteen
Monday 12/3/2018
• Building a Promotional Packet and Refinding Portfolio Materials

Wednesday 12/5/2018
• Building a Promotional Packet and Refinding Portfolio Materials

Week Sixteen
• Final - Professional Practices Monday Dec 10, 1:30 p.m. - 3:30 p.m.