ASTU 2501- 505, Beginning Photography - Photography I

Instructor Contact

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Communication Expectations: Communication for this class will be done via CANVAS and email. It is expected that you check both email and CANVAS regularly. If you have a question or need to contact me please email me at paho.mann@unt.edu. I try to respond to email within 24 hrs during the week. Grades will be posted to CANVAS and should be available within one week of assignment deadlines.

Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT’s full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

Course Description

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

Course 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 Structure
This is a 16 week hybrid course. Students will be required to come to campus during four weeks this semester, participate in weekly zoom meetings and complete online assignments on CANVAS. The dates for our face to face meetings can be found in CANVAS.

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.

- Technical Assignments 25%
- Critiques/Projects 70%
- Quizzes and Participation 5%

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
Tech Assignment - Hard drive and Catalog

Week 3: Face to Face - sign up on CANVAS
Introduce Project One - Inspiration Project
Demo - More Camera and Lightroom Classic
Tech Assignment Two - Light Journal

Week 4: Review 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: Crit - Project One - Inspiration Project
Check Point Quiz

Week 7: Introduce Project Two - Interior Landscape
Week 8: Review Project Two - Constructed Images
Week 9: Cirt - Project Two - Constructed Images
Week 10: Face to Face - Signup on CANVAS - Printing
Week 11: Face to Face - Signup on CANVAS - Printing
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
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 this can be found on Adobe’s website:
https://www.adobe.com/creativecloud/buy/students.html?sdid=1SQHD8RP&mv=search&ef_id=Cj0KCQjwpN4BRDYARisiAADjx9zS5R3VJn9F2RukzZEAExEv5pxY0WzyC8fBDdwoZ_mlOehZbIKKb0k8aAp2PEALw_wcB:G:s&s_kwcid=AL!3085!3!376201835896!b!!g!!photoshop%20download%20for%20students.

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 up to 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](https://www.redrivercatalog.com/browse/68lb-ultrapro-satin.html)
- [Archival Methods Black Proof Box for (8.5 x 11.0" Prints)](https://www.redrivercatalog.com/browse/68lb-ultrapro-satin.html)
- [Century Archival Storage Century Box #1114 Clamshell - 11 x 14 x 1"](https://www.redrivercatalog.com/browse/68lb-ultrapro-satin.html)
- [Itoya ProFolio Magnet Closure Case, 8.5x11" Letter Size, Black](https://www.redrivercatalog.com/browse/68lb-ultrapro-satin.html)

Course Policies

**Attendance Policy**
Attendance in all zoom meetings is required. To be counted as attending you need to participate using video and audio and be present for the entire meeting. You can miss one course meeting without negatively affecting your grade. After one unexcused absence, Your final grade will be lowered by ½ letter grade (5%) for each class meeting you miss. If you feel like your absence is excusable based on UNT policy please contact your instructor as soon as possible. You can see the policy here:
(https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_.19.pdf)

**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 so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any 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 PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**Statement on Face Covering**

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

**Late Work**

Late work will be graded down ½ letter grade for being up to 12 hours late. After the first 12 hours, late work will be graded down one full letter grade for each week that it is late.

**Assignment Policy**

Assignment instructions and assignment details will be found on CANVAS. The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

**Syllabus Change Policy**

The instructor reserves the right to modify the syllabus as needed throughout the course of the semester. Any changes will be clearly communicated to students in a timely manner via email and CANVAS.

**UNT Policies**
**Academic Integrity Policy**

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, 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. [Insert specific sanction or academic penalty for specific academic integrity violation.]

**ADA Policy**

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 (https://disability.unt.edu/).

**Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

**Emergency Notification & Procedures**

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 Canvas for contingency plans for covering course materials.

**Retention of Student Records**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.
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. Visit UNT’s Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

Access to Information - Eagle Connect

Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

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, 14 and 15 [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 (http://spot.unt.edu/) or email spot@unt.edu.

Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

Federal Regulation
To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

**University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

**Student Verification**

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.
See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

**Use of Student Work**
A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Download the UNT System Permission, Waiver and Release Form

**Transmission and Recording of Student Images in Electronically-Delivered Courses**

This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students’ images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.

**Class Recordings & Student Likenesses**

Synchronous (live) sessions in this course may be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this
restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

Academic Support & Student Services

Student Support Services

Mental Health
UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center
  (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services
  (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team
  (https://studentaffairs.unt.edu/care)
- UNT Psychiatric Services
  (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling
  (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names
A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Pronouns
Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and
in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can add your pronouns to your Canvas account so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

- What are pronouns and why are they important?
- How do I use pronouns?
- How do I share my pronouns?
- How do I ask for another person’s pronouns?
- How do I correct myself or others when the wrong pronoun is used?

**Additional Student Support Services**

- Registrar (https://registrar.unt.edu/registration)
- **Financial Aid** (https://financialaid.unt.edu/)
- **Student Legal Services** (https://studentaffairs.unt.edu/student-legal-services)
- **Career Center** (https://studentaffairs.unt.edu/career-center)
- **Multicultural Center** (https://edo.unt.edu/multicultural-center)
- **Counseling and Testing Services** (https://studentaffairs.unt.edu/counseling-and-testing-services)
- **Pride Alliance** (https://edo.unt.edu/pridealliance)
- **UNT Food Pantry** (https://deanofstudents.unt.edu/resources/food-pantry)

**Academic Support Services**

- **Academic Resource Center** (https://clear.unt.edu/canvas/student-resources)
- **Academic Success Center** (https://success.unt.edu/asc)
- **UNT Libraries** (https://library.unt.edu/)
- **Writing Lab** (http://writingcenter.unt.edu/)