Instructor: Shellye Tow

Office hours: Wednesdays 5:00-6:00 office hours are on zoom or in our classroom

Meeting times and location: Wednesday 2:00pm-4:55pm Room 358 CVAD

E-mail: shellitatow@my.unt.edu

Communication: please only email via UNT email or canvas. Emails will be replied to in 2 business days.

Description:

Beginning course introducing students to photographic materials, techniques, software and digital cameras. Assignments, lectures, demonstrations and critiques expose students to the necessary tools for creative image making and expression using photography. Students will gain technical competencies with DSLR cameras, Adobe Lightroom, and Inkjet printing.

Course Structure

This is a studio class. You will be expected to plan ahead and submit work weekly. The course is set up as a hybrid studio class. We will meet together once a week in room 358 during our class time and in person during the semester. There will be three critiques, technical assignments, project journal, and 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 - 15% - small assignments designed to reinforce material and skills covered in class.
- Assignments and projects 65% - 4 projects and critiques centered around a theme or topic. Assignments are supplemental activities of the 4 designated projects.
- Quizzes and journal 15% - a quiz will be available on canvas every in-class meeting. The quizzes are 5 questions reviewing the-previous class material. Every Monday throughout the semester a journal entry is required. Specifics are posted on the prompt.

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)

Prerequisite(s): Any two of the four foundations courses

Objectives:

1. Students will learn basic project development in the context of contemporary photography. Critique.
2. Students will gain knowledge of contemporary photography and disciplinary vocabulary to analyze artworks.
3. Students learn to analyze and critique artworks using knowledge of contemporary photography and disciplinary vocabulary.
4. Students learn to describe the subject and form of their photographs using knowledge of contemporary photography and disciplinary vocabulary.
5. Students will learn DSLR and Mirrorless camera functions.
6. Students will learn camera shooting modes, aperture settings, shutter speeds and ISO settings.
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
11. Writing - describing photographic prints from the study collection
12. Writing - project statements
13. Introduce extended photography project (scanner as camera, amalgamations, appropriation, etc).

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.

Technical assignments with a grade lower than a 70 may be repeated once. Resubmission must take place within 1 week of receiving your grade. Any assignment resubmitted after 7 days will not be graded. All required components must be submitted. Assignments are required to be submitted on time- a late assignment cannot be resubmitted. This only applies to the following assignments: workflow and file management, Editing Technical Assignment, and progress journal entries.

Printing in the Lab

One assignment will be printed by you in the Photography Lab at UNT. Printing cost $0.01 per square inch of image. For example, a 6 x 9inch image will cost $0.54 to print. The first $30 of
printing has been paid for by your student fees. You will receive a bill from Kristina, the photography lab manager, for any printing over $30. We will talk more about this when I demo printing in the lab.

**Class Participation Expectations**

I expect you to attend every class meeting. You are responsible for completing all of the required assignments inside and outside of class. 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. 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 3 absences will lower your final grade by one letter grade per additional absence (4 or more).
- Assignments that are turned in late will receive one letter grade lower per day for each day they are late.
- Critiques missed may not be made up and grades will reflect the student’s failure to participate in the critique discussions.

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

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 Team at
COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

Face Coverings

UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

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 COVID-19 including symptoms, potential exposure, pending or positive test results, or if you have been given specific instructions to isolate or quarantine from a health care provider or a local authority. 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 (Links to an external site.) 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.

Course Materials for Remote Instruction

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a [webcam and microphone – faculty member to include what other basic equipment is needed] to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: [list specific software, supplies, equipment or system requirements needed for the course]. Information on how to be successful in a remote learning environment can be found at https://online.unt.edu/learn

Equipment and Supplies

- Required: You do not have to use my links It is to help finding materials easier
  - DSLR Camera or Mirrorless Camera–
    - Must work on Manual mode.
    - If you do not have a DSLR camera you can check one out from CVAD IT.
      For more information see:https://itservices.cvad.unt.edu/equipment(Links to an external site.)
• Hard Drive –
  o 1TB or greater USB 3.0 portable hard.
    ▪ Your hard drive will need to be formatted to work on Mac computers.
    ▪ We will format these together
    ▪ Link(Links to an external site.) - 2 tb option
    ▪ 1 TB option(Links to an external site.)
• Memory Card –
  o 1 minimum but I recommend 2
  o Here is an option
• Inkjet Paper – UNT photo is covering this for the Fall 2021 Semester
• Inkjet Print Storage –
  o Envelopes are also an economical option I will allow this semester.
    ▪ Clasp Envelops from Amazon(Links to an external site.)
    ▪ Clasp Envelops from Walmart(Links to an external site.)
  o Recommended:
    ▪ Card Reader-
      ▪ Depending on the model of your computer you may need a card reader.
    ▪ Adapter-
      ▪ Please be aware that the IT computers have USB-C not USB .
      ▪ You will need to request one from IT or purchase your own adaptor or you will not be able to use your hard drive on the computer.
      ▪ https://www.amazon.com/nonda-Adapter-Thunderbolt-MacBook-Surface/dp/B07XYTHCXV/ref=sr_1_1_sspa?crid=2SBAXWP0DNFZ1&dchild=1&keywords=usb+c+adapter&qid=1596727353&s=appstore&sprefix=usb+c%2Caps%2C177&sr=8-1-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyVUEyNzJRR081UTQ0RUZUJmVuY3J5cHRlZElkPUEwOQzMwcM1M2VlhaRE8zRFIXUyZlbmNyeXB0ZWRBZElkPUEwNzc2NzA2M1FHR1ExMEo2TUJNUSZ3aWRnZXRoyW1IPXNwX2F0ZiZhY3Rpb249Y2xpY2tlZWRobmVjdCZkb05vdExvZ0NsaWNnPXRYdWU=(Links to an external site.)
  o Camera accessories –
    ▪ battery charger, camera bag
    ▪ always charge borrowed cameras
Software requirements

- Adobe Lightroom Classic Required (Please install the Lightroom Classic version not the plain Lightroom)
- Campus computers and laptops have this available for you
- If you are using your own computer/ laptop you will need to purchase:

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 (Links to an external site.).

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.

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.

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

**Student Evaluation Administration Dates**

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

**Incomplete Grade**

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule.

In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students

**Sexual Discrimination, Harassment & Assault**

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support
you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_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.

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<thead>
<tr>
<th>Date</th>
<th>Week</th>
<th>Class</th>
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<th>Class Activity</th>
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<tr>
<td>Wednesday, August 25</td>
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<td>Syllabus, Intro to Photography and function, daily quiz, introduce progress journal and Everyday Project, Introduce Discover a New Photographer Presentations, Introduce Project 1</td>
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<td>Exposure lecture, technology lecture, Set up hard drives and Lightroom, and contact sheets, collections, editing, and exporting</td>
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