I. Instructor Information
David Carpenter
dcarpenter@pulaskitech.edu
Office: 501-812-2364
Mailbox location: CHARTS 4th Floor, Fine Arts and Humanities

Office hours:
Monday 3:00-4:30
Tuesday 3:00-4:30
Wednesday 3:00-4:30
Thursday 3:00-4:30
Friday appointment only

Mailbox location: CHARTS 4th Floor, Fine Arts and Humanities
Email: dcarpenter@pulaskitech.edu

II. Catalog Description : This course is an introduction to the basic skills of using a digital camera and its techniques and procedures. The course also addresses composition and lighting and gives each student hands-on, practical experience. Students learn about a variety of types of photography, including landscape, portrait and photojournalism. Each student is expected to provide his or her own camera. (3 credit hours)

III. Course Resources : Required textbooks: A Short Course in Photography Digital 3rd Edition - by Barbara London and Jim Stone

Required materials:
• Digital camera (point and shot cameras are okay. No cellphone cameras.)
• Flash Drive (8gb minimum)
IV. Institutional Learning Outcomes  PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication  
2. Critical Thinking  
3. Cultural Awareness  
4. Information Literacy  
5. Professionalism  
6. Quantitative Literacy  
7. Technology Literacy  

For more information, please consult the following website: [http://www.pulaskitech.edu/sla/mission.asp](http://www.pulaskitech.edu/sla/mission.asp)

V. Department/Program Learning Outcomes  The successful student will be able to:

1. Visual Literacy  
2. Cultural & Historical Awareness  
3. Critical Thinking  
4. Communication Through Discussion & College Level Writing  
5. Independent Thought and Practice  
6. Academic Integrity  

COURSE OBJECTIVES  Upon completion of this course, the student will have completed seven photographic assignments. Through this experience, students should be able to:

1. Understand how digital cameras work.  
2. Take digital photographs using basic and advanced composing techniques.  
3. Use Photoshop to enhance, resize, and alter images.  
4. Have a basic understanding of the role of light in capturing an image.

COURSE RESOURCES  For this course students will need a digital camera. Students do not need a high end Digital SLR to be successful in this class. A simple point-and-shoot camera will suffice. It is the students’ responsibility to learn how it operates. Students will also need a flash drive that has at least 8 gigabytes of storage space.

COURSE CONTENT  Students will complete seven photographic assignments. They will also resize, alter, and enhance some of the assignments using Photoshop. Four exams will assess the students’ overall knowledge of digital cameras, lighting, composition, and Photoshop. Course exercises will incorporate problem solving into the creative process as students work with design principles. In this course we examine all of the elements and principles as listed below. Complete definitions can be found at the Kennedy Center website. By the end of the course a successful student will be able to demonstrate a strong understanding of the elements and principles of art both visually and verbally.
Students are expected to spend at least three hours outside of class a week on projects and other course work.

IV. Institutional Learning Outcomes
PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

Communication
Critical Thinking
Cultural Awareness
Information Literacy
Professionalism
Quantitative Literacy
Technology Literacy

For more information, please consult the following website: http://www.pulaskitech.edu/sla/mission.asp

V. Department/Program Learning Outcomes
The Visual Arts department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

1. Visual Literacy
2. Cultural and Historical Awareness
3. Critical Thinking
4. Communication Through Discussion and College Level Writing
5. Independent Thought and Practice
6. Academic Integrity

VI. Attendance Policy
Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences.

Any student who misses two consecutive weeks of class may be administratively withdrawn from the class.

Any student who does not attend class within the first two weeks of class will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class.
Teachers have the right to enforce PTC’s administrative drop policy for days of consecutive nonattendance. Such particulars as determined by the instructor are detailed in the paragraph below.

I reserve the right to drop any student who accrues more than 6 absences in this class.

Students more than 10 minutes late run the risk of missing the roll, and will be counted absent if they do.

VII. Classroom Policies
The PTC Catalogue rules and regulations will be enforced in this class at all times. Please consult the following website for more information: http://www.pulaskitech.edu/admission/web_catalog/
Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below. Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

VII. Grading
Letter grades will be based on the following scale:

Grades will be based on:

| Participation worth 100 points total: | 100 |
| 7 Assignments worth 100 points each for a total of: | 700 |
| 4 Exams worth 100 points each for a total of: | 400 |
| Total Points Possible: | 1200 |

Letter grades will be based on the following scale

A 100% - 90% - Exceptional/ Superior: participation not only fulfills the objectives of the project in a satisfactory manner, but is also exceptionally rich in inventiveness, unique character, and ambition.

B 89% - 80% - Above Average/ Good: participation satisfactorily fulfills the basic objectives of the given assignment in ways that enthusiasm, diligence, and special effort is demonstrated
C 79% - 70% - Average/Satisfactory: participation fulfills the basic objectives of the assignment and shows an understanding of the project’s intent

D 69% - 60% - Below Average/Poor: participation barely or partially

F 59% - 0% - Fail: participation is unacceptable

Grades will be available on myPTC (the portal) during the semester. To access grades navigate to pulaskitech.edu, login to myPTC, click the academics tab. Your schedule and courses will be listed there. Click on each individual course to see your grade for that class.

Assignments and Critiques

Submitting assignments:
All assignments are evaluated using a scoring rubric. These scoring guidelines will be included with each assignment handout. Clear expectations are given for what type of work will receive the highest score. Please consult these guidelines when preparing your assignments.

Each photo assignment will be submitted in person on a flash drive.

On critique day you need to bring a flash drive with all of your images for the assignment stored on it. Please have of the images in one folder. Make sure the folder title includes your name and the name of the assignment.

All course work should be on your flash drive and submitted to the instructor by the start of class on critique days. Late assignment will receive a loss of a letter grade for everyday it is late after the deadline. **That means if you come to class 20 minutes late on critique day your assignment has already been dropped a later grade.**

Critiques: A critique is the discussion and assessment that takes place as a group when your finished assignments are shown to the class. Similar to an exam, it is absolutely integral to the art making process and counts as an important part of your participation grade.

To get full credit for your project, you must:
- Finish your project
- Bring your finished project to class on the day we will be critiquing it
- Prepared to talk about your own project in an intelligent and thoughtful manner
- Prepared to talk about everyone else’s project in an intelligent and thoughtful manner

VIII. Academic Integrity
It is expected that all students who attend PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”
The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy can be found in the PTC code of conduct.

**Academic Integrity** It is expected that all students who attend PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The complete Academic Integrity Policy can be found in the PTC Student Handbook.

**Instructor’s Policy Concerning Plagiarism and/or Cheating:** Any plagiarized assignment will receive a zero and the student will be immediately dropped from the class with a final grade of “F.” “Plagiarism” will be noted on the official drop slip. Plagiarism is “offering the work of another as one’s own without proper acknowledgement. Therefore, any student who fails to give appropriate credit for ideas or material he/she takes from another, whether fellow student or a resource writer, is guilty of plagiarism.” Turing in photos not taken by you or photos saved from the internet is plagiarism and these students will be dropped from the class.

*Any evidence of cheating on exams will be handled in the same manner. Students will receive a zero on the exam and will immediately be dropped from the class with a final grade of “F.” “Cheating” will be noted on the official drop slip.*

**IX. Accommodation Policy** Services for Students with Disabilities: PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Coordinator of Disability Services in Counseling Services (501-812-2220 or www.pulaskitech.edu) prior to the semester of planned enrollment, and must provide recent documentation of medical, educational, and/or psychological records. Students who need accommodations should inform the instructor at the beginning of the course. Accommodations will only be provided if the instructor receives a letter of approved accommodations from the Coordinator of Disability Services. Failure to provide sufficient notification may result in a delay of services.

**X. Sexual Misconduct** No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the PTC Title IX Deputy Coordinator for Students:
XI. Course Evaluations - Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

XII. Information Literacy - PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
### Introduction to Digital Photography - Tentative Schedule Spring 2018/ This will change

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Introduction to Course</th>
<th>Introduction to Assignment #1 Scavenger Hunt</th>
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</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Camera mechanics</td>
<td>In class editing</td>
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<tr>
<td>Week 3</td>
<td>A#1-Scavenger Hunt Due</td>
<td>Introduction to Assignment #2 Elements of</td>
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<td>Critique Scavenger Hunt</td>
<td>Art</td>
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<td>Week 4</td>
<td>Continue Critique Scavenger Hunt</td>
<td>Exam 1 - How a Camera Works</td>
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<td>Week 5</td>
<td>A #2 Elements of Art</td>
<td>Introduction to Assignment #3 Design your</td>
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<td>Critique #2 Elements of Art</td>
<td>shot Principals of Art</td>
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<td>Week 6</td>
<td>Critique #2 Elements of Art</td>
<td>In class editing</td>
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<td>Week 7</td>
<td>A#3-Due-Design your shoot</td>
<td>Introduction to Assignment #4 Create Visual</td>
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<td>Critique Design your shot</td>
<td>Interest (Mid-Term)</td>
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<td>Week 8</td>
<td>Continue Critique Design your shot</td>
<td>Exam 2 - How Design Works</td>
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<td>Mid Term</td>
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<td>Week 9</td>
<td>A#4 Due- Create Visual Interest (Mid-Term)</td>
<td>Intro to Assignment #5 Landscape Photography</td>
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<td>Week 10</td>
<td>Continue Critique-Creat Visual Interest</td>
<td>In class editing</td>
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<td>Week 11</td>
<td>A#5 Due Landscape Photography</td>
<td>Intro to Assignment #6 Pictures of People</td>
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<tr>
<td>Week 12</td>
<td>Continue Landscape Photography</td>
<td>Exam 3- Types of Photography</td>
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<tr>
<td>Week 13</td>
<td>A#6 Due Pictures of People</td>
<td>Introduction to Assignment #7 -Introduction to Photo Manipulation</td>
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<td>Critique Pictures of People</td>
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<tr>
<td>Week 14</td>
<td>Photoshop Work Day</td>
<td>A#7-Due Intro Photo Manipulation</td>
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<td>Critique Intro to Photo Manipulation</td>
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<td>Week 15</td>
<td>Introduction to Assignment # 8 Advance Photo Manipulation (Final)</td>
<td>Photoshop Work Day</td>
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<td>Week 16</td>
<td>Photoshop Work Day</td>
<td>Photoshop Work Day</td>
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Grading Rubric: Total Possible: 100 Points

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible Points</th>
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<tbody>
<tr>
<td>Completing the Assignment</td>
<td>/20</td>
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<tr>
<td>Composition / Aesthetic Appeal</td>
<td>/20</td>
</tr>
<tr>
<td>Creativity / Exportation or the Process</td>
<td>/20</td>
</tr>
<tr>
<td>Overall Quality of work/Variation in Subject Matter</td>
<td>/20</td>
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<tr>
<td>Participation in the Critique Process</td>
<td>/20</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>/100</strong></td>
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</tbody>
</table>

Comments:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
XII. Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for David Carpenter PHOT 1330 - Introduction to Digital Photography class at Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester: _________________________________________________

Date: _____________________________________________________

Print name: ________________________________________________

Signature: _________________________________________________

Email address: : ____________________________________________
(please use your PTC email address)
THE ELEMENTS OF ART

Line - Is the most basic building block of formal analysis. Line can be used to create more complex shapes or to lead your eye from one area in the composition to another.

Value - is the degree of light and dark in a design. It is the contrast between black and white and all the tones in between. Value can be used with color as well as black and white. Contrast is the extreme changes between values.

Shape - are created when lines are combined to form a square, triangle, or circle. Shapes can be organic (irregular shapes found in nature) or geometric (shapes with strong lines and angles such as circles, triangles, and squares).

Forms - are three-dimensional shapes with length, width, and depth. Balls, cylinders, boxes and pyramids are forms.

Space - is the area between and around objects. Increasing or decreasing the amount of space around an object affects the way we view that object.

Color - differentiates and defines lines, shapes, forms, and space. Even black and white images have a huge number of different shades of gray.

Texture - is the surface quality that can be seen and felt. Textures can be rough or smooth, soft or hard. Textures are often implied. For instance, a drawing of a rock might appear to have a rough and hard surface, but in reality is as smooth as the paper on which it is drawn.

THE PRINCIPLES OF ART

Balance - is created in a work of art when textures, colors, forms, or shapes are combined harmoniously.

Contrast - is the use of several elements of design to hold the viewer's attention and to guide the viewer's eye through the artwork.

Movement - is the way a viewer's eye is directed to move through a composition, often to areas of emphasis. Movement can be directed by lines, contrasting shapes, or colors within the artwork.

Emphasis - is created in a work of art when the artist contrasts colors, textures, or shapes to direct your viewing towards a particular part of the image.

Pattern - is the repetition of a shape, form, or texture across a work of art.

Proportion - is created when the sizes of elements in a work of art are combined harmoniously.

Unity - is created when the principles of analysis are present in a composition and in harmony. Some images have a complete sense of unity, while some artists deliberately avoid formal unity to create feelings of tension and anxiety.
Directions: Acquire a camera if you do not already have one, and take a lot of pictures between now and the assignment’s due date. Turn in a photograph for each of the prompts listed below.

These 13 photographs must be an example of:

1. Landscape or cityscape.
2. Under a Tree.
3. Something Funny.
4. Something Flat.
5. A piece of a Building.
7. Object inside.
8. “Home”
9. “Work”
10. Window in the morning from inside.
11. The same window in the evening before sundown
12. An unusual prospective
13. “Packed”

This assignment will be due at the start of class. All work for this assignment and future course work will be turned in via flash drives. Make sure to label the assignment folder and each photo. Below I have examples of how course work should be labeled. We will be critiquing everyone’s images after the lecture portion of class.

Your assignment folder should start with A1, this stands for Assignment 1. After A1 include your full name. Folder name example: A1.DAVID.CARPENTER each photo should be labeled in a smaller manner. The file name should start with A1 followed by the question number of the corresponding photo, with your full name at the end. File name example: A1.1.DAVID.CARPENTER

<table>
<thead>
<tr>
<th>Grading will be broken down as follows:</th>
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</thead>
<tbody>
<tr>
<td>Completing the Assignment</td>
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