CASPER COLLEGE COURSE SYLLABUS
ART 1150-01 PHOTOGRAPHY I

Semester/Year: SP 2016
Lecture Hours: 2  Lab Hours: 4  Credit Hours: 3
Class Time: 9:00am-11:50 am  Days: Mon & Wed  Room: VA 127
Instructor’s Name: Michael Keogh
Instructor's Contact Information:
Office Phone: 268-2697  Email: mkeogh@caspercollege.edu
Office Hours: M-TH 1-2 p.m.

Course Description: A beginning course in still photography covering the operation of cameras and photographic equipment, processing of black and white films and prints, design and the history of photography. Assignments stress a variety of subjects emphasizing the fine art of photography.

Statement of Prerequisites: None

Goal: Participants will gain a good working knowledge of high quality black and white camera and printing controls.

Outcomes:

1. Demonstrate effective oral and written communication
2. Solve problems using critical thinking and creativity
3. Appreciate aesthetic and creative activities
4. Use appropriate technology and information

Course Objectives: This is a beginning course in traditional wet, black & white film photography. Throughout this course, participants are given the opportunity to develop their own personal and responsible visual expression through black and white photography. Primary emphasis is placed on visual creativity, but technical proficiency is essential when developing ideas, photographing, working in the darkroom, and in the final print. Instruction will include lectures, demonstrations, critiques, videos and slides.

Methodology: Instruction will include lectures, demonstrations and audio/video presentations.

Your feedback is valuable as the instructor uses course evaluations in determining course
methodology.

Evaluation Criteria: Participants will be graded according to their understanding of photographic aesthetics and the production of high quality printing. See Grading Policy.

Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade: withdrawal deadline; see: “Admission and Registration – Schedule Changes” in the catalog. 

The instructor reserves the right to make verbal changes at any time on any course policies and procedures.

PHOTOGRAPHY PROGRAM POLICIES

1. Only currently enrolled students are allowed to use the film developing and printing rooms.
2. In all cases, class use of the photo facilities has priority over open lab use.
3. If you encounter a problem with the equipment, let the instructor or lab assistant know immediately. Do not attempt to adjust or force any equipment! No equipment is to be taken apart by students.
4. When through with the enlargers, check to see if the power is turned off and that your negative has been removed and replace the plastic dust cover.
5. Keep the dry work areas dry and use the wet areas for wet things. Handle all equipment with dry hands only. Nothing wet is to be placed on or around the enlargers, especially chemicals, trays or wet prints.
6. Always use a tray when carrying wet prints anywhere. Do not take wet prints and trays into the instructor’s office.
7. All students are expected to assist in maintaining the cleanliness of the photo facilities. If you spill a tray or drip fixer or developer on the floor, please wipe it up immediately. The chalky residue from the fixer makes it difficult to keep the room clean. Fixer should be rinsed from hands and prints, and must not drip from trays.
8. Students are required to have their own hand towel for use in the darkroom. Paper towels are not allowed in the darkrooms.
9. The lab assistants are responsible for the numerous functions of the lab while they are on duty. If they ask for help, please cooperate and most off all, be patient.
10. Do not turn safelights on and off. They are turned on in the morning and should be left on all day until the last person is through in the evening.
11. Be sure to follow proper procedure for the print washers. Failure to do so can contaminate an entire batch of your work as well as others.
12. **Mat knives are not allowed in the darkrooms!** Use only the designated cutting tables
when trimming your prints and mats. Do not cut on any other surfaces! Throw away your trimmings and trash after you've finished.

13. The dry mount press takes about 15 minutes to heat up. If you don't use it correctly, it can damage your prints. The press is to be used only for flattening and mounting photographs. Do not put wet or damp stuff in or near the press. When finished, be sure the press and tacking iron are turned off.

14. One half hour before the darkroom closes, everyone will be asked to stop printing and the white lights will be turned on for darkroom clean up.

15. Neither the lab assistant nor custodian will be allowed to let students remain past closing time.

16. _These are working, educational facilities. These are not private photo facilities._ Cell phones and pagers are not allowed in the classrooms, labs or studio. Radios and CD players, iPods or tape players of any kind are not allowed in the darkrooms or other processing areas or classroom. No exceptions!

17. Students are not allowed to store any of their stuff in the darkrooms, studios or instructors office, so don't ask.

18. No darkroom equipment is to be kept in lockers or at home.

19. Mat knives, scissors, tape, pencils, thermometers, etc. will not be loaned out by the department.

20. Counter tops and tables are work surfaces, not seats and shelves.

21. Local phone calls may be made from the student telephone located near the sculpture studio. Students are not allowed access to faculty telephones so don't ask to use them.

22. No one is to enter the photo areas through the emergency exits! They are for emergency exit only!

23. All students must wear shoes and shirts in all photo areas.

24. _No food, drink or smoking is allowed in the photo areas._

25. When working in the photo areas, please try to conduct yourself in a mature, responsible, intelligent manner. This is part of being an artist. If you need to lounge, play, smoke or eat, do it outside or in the student center.

Students are responsible for following all photography program policies. Failure to comply with any of them may result in suspension of your darkroom privileges for the semester (i.e., withdrawal from the course).
EQUIPMENT CHECKOUT

1. All equipment must be signed out and signed in with the instructor.
2. All overnight checkouts will be limited to seven days on camera equipment and tripods. If however, when you return the equipment and no one else has reserved it, you may check it out again for an additional three days.
3. The only equipment requiring special permission for checkout are cameras.
4. Students are responsible for the equipment they use. All equipment must be returned clean, dry and undamaged. If the equipment is destroyed or damaged while in the students’ possession, the student will be required to reimburse the college for the cost of the equipment.
5. There are items of equipment that require care and experience to operate properly. Do not attempt to use a piece of equipment unless you have been instructed by the instructor or the lab assistant in the care and use of that particular piece of equipment.

STUDIO POLICIES

1. Use of the studio is reserved primarily for commercial photo students, but other advanced students may have access with the instructor's permission when circumstances warrant it. Lighting equipment however, is to be used only by advanced students who have had proper instruction on their use.
2. Use the sign-up sheet to reserve studio time. When a time slot is reserved, it will be available on a first-come, first-served basis. Don't overuse the time available. Share a little and everyone will have a chance to complete their work. Work with a partner. It may prove to be more productive.
3. Handle all equipment in a safe and responsible manner. Damaged and abused equipment must be removed from service. When our repair budget is exhausted, the damaged items are stored and will no longer be available for use.
4. If equipment breaks down, don't mess with it. Report it to the instructor or lab assistant immediately so it can be repaired. Do not under any circumstances try to service the equipment yourself. Report burned out bulbs immediately so the next person can work without delay.
5. No school equipment is to be kept in lockers or at home. Everyone should have an equal chance to use the equipment, so check it back in immediately when finished.
6. No fires of any kind are permitted in the studio. No exceptions!
7. If you need to lock the studio while working, remember that the faculty must have access to the storage area at all times. When they knock, stop working, let them in and resume work when they're gone.
8. Clean up after yourself. It is the very least you can do to assist your friends and associates in the department. Think of the next person and don't be a slob.
9. The studio closing times will be adhered to. No exceptions!

Failure to comply with photo policies or to cooperate with faculty or fellow students may result in loss of equipment checkout and studio privileges.

**GRADING POLICY**

Work for all photography classes is expected to be work in progress, not printing and presenting work done previously, or work used to satisfy requirements for other classes. Copying or presenting someone else’s artwork constitutes plagiarism and is grounds for a failing grade.

**Grading Prints**

Prints will be graded on the following:

1. **Creativity** (composition, originality, content)
2. **Technique** (technical control)
3. **Concept** (how well does it fulfill the assignment)
4. **Presentation** (craftsmanship)

See Photography Evaluations policy.

**Late Assignments and Redos**

All unexcused late assignments will be dropped one letter grade and must be turned in no later than one week from the due date otherwise a failing grade will result. If students choose to ignore any assigned project it will be reflected in the final grade. See Final Grades policy.

*Any assignment may be redone for a possible better grade, but it must be submitted and shown to the class on the due date before it qualifies for a redo.* There is no guarantee that a better grade will result from work that is redone. All redos must be turned in no later than the assigned date prior to the end of the course. Redo requirements are the same as project prints except that the original print must accompany the redo as well as a new data sheet and evaluation.

The standard data sheet, complete with all relevant data and project evaluation, along with a complete contact sheet is required for each assignment and must be in a plastic sleeve securely taped to the back of the print or the print will be considered incomplete and receive a grade drop when completed (within one week).

**Final Grades**

Final grades are determined by the following:
1. Completion of **ALL** assignments regardless of total points accrued.
2. Degree of growth of the individual and his ability to express himself visually and to demonstrate an understanding of the medium. Students work is not evaluated in competition with other class members.
3. Cumulative weekly assignment grades.
4. Tests and other writing scores.
5. Contribution to critiques and discussions.
6. Final portfolio grade.
7. Attendance.
8. Participation in facility maintenance.
9. Attitude. A poor or disruptive attitude will not be tolerated and will count against you.

**GRADES AND ATTENDANCE**

1. Attendance is mandatory since lectures, demonstrations and critiques will not be repeated.
2. **Four unexcused absences (two weeks) constitutes one grade drop on the final grade.**
3. **Six unexcused absences (three weeks) constitutes one additional grade drop on the final grade.**
4. **More than six unexcused absences may ultimately result in a failing grade but no higher than a D grade and students should withdraw from the course or may be withdrawn from the course by the instructor.**
5. The only excused absences are for childbirth, death in the family, jury duty, military obligations or legitimate religious observances. Anything else is at the discretion of the instructor. Required work must be completed as directed by the instructor.
6. In order to receive full credit for projects, you must attend the critiques.
7. Students are expected to utilize assigned lab hours for lab work or other course related activity, not leaving to photograph. Shooting for assignments is to be done outside of scheduled class hours unless otherwise directed by the instructor. It is essential that all scheduled lab hours are utilized and that appropriate time is spent completing the projects, as well as obtaining assistance from the instructor.
8. If students arrive late, or choose not to stay for their class or lab time and leave early, or both, or otherwise choose not to participate it will be reflected in the final grade. Arrive late = -25 points ea. Leave early = -25 points ea. Arrive late and leave early = -100 points ea.
9. **Extreme late attendance or leaving extremely early counts as an absence.**

**LETTER GRADES**

It is the policy of this college that students (except those auditing) be given letter grades for
each class. In compliance, the following criteria must be met for specific grades*:

A  This grade is earned only by completing all assignments, meeting all deadlines and all other course requirements at a level far above average. It requires an extreme amount of effort on the part of the student who demonstrates a conspicuously high performance and understanding of the challenges presented.

B  This grade is earned only by completing all assignments, requires considerable effort on the part of the student in the resolution of the challenges presented.

C  Earned only by completing all assignments and other course requirements, this grade represents work produced at an average level of acceptance.

D  If a course requirement is incomplete, or work is produced below an average level of acceptance, expect this grade regardless of total points earned.

F  When course requirements are not met, or work is produced inadequately, or both, this is the resulting grade.

I  Used only when the student, for reasons beyond the student’s control, is unable to finish the work of the course, and in such instances only when the student would otherwise have received a passing grade.

Audit  Auditors are expected to attend class regularly and participate or may be dropped from the course.

*NOTE: ALL course work must be completed in order to qualify for a letter grade C or better.

PHOTOGRAPHY EVALUATIONS

Students are required to submit an evaluation with each project. It is to be a written, detailed explanation of what was attempted or accomplished. This is part of the project grade. The following are guidelines on which the project grades are determined:

**CREATIVITY**

30 points

Originality

Simplicity
Understanding of design elements: balance, focal point, etc.

**CONTENT**: What are we looking at?
What are you telling us?
Is it worth looking at? Why?
Is it important? Why?

**TECHNIQUE**
30 points
Evidence of technical control
Correct negative and print exposure
Correct negative and print development
Clean negatives
Sharp focus (camera and enlarger)

**CONCEPT**
10 points
Does it fulfill the assignment? How well?

**PRESENTATION**
30 points
Clean print and mat
Print spotted and trimmed properly
Print mounted straight
Proper photo / mat proportions
Clean and complete contact sheet
Data sheet completed
Evaluation completed

Total: 100 points

<table>
<thead>
<tr>
<th>30 point areas</th>
<th>10 point area</th>
<th>100 point scale</th>
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<tbody>
<tr>
<td>28 - 30 points = A</td>
<td>10 points = A</td>
<td>93 - 100 points = A</td>
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<tr>
<td>24 - 27 points = B</td>
<td>8 - 9 points = B</td>
<td>85 – 92 points = B</td>
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<tr>
<td>19 - 23 points = C</td>
<td>6 - 7 points = C</td>
<td>77 – 84 points = C</td>
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<tr>
<td>15 - 18 points = D</td>
<td>5 points = D</td>
<td>70 – 76 points = D</td>
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<tr>
<td>0 - 14 points = F</td>
<td>0 - 4 points = F</td>
<td>0 – 69 points = F</td>
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**Student Rights and Responsibilities**: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command**: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty**: (Cheating & Plagiarism) Casper College demands intellectual honesty.
Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is also, where you will find course evaluation links during course evaluation periods.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.