Casper College Course Syllabus

ART 2255-01 Digital Photography II

Spring 2019

Lecture Hours: 2  Lab Hours: 4  Credit Hours: 3

Class Time: 9 – 11:50am  Days: Monday & Wednesday  Room: VA 119

Instructor’s Name: Shawn Bush

Lab Assistant: Von Lafave (307) 256-6023

Instructor Contact Info:  Office Phone: (307) 268-2697  Email: shawn.bush@caspercollege.edu
Call anytime during office hours. Email anytime to only the Casper College address, not on Moodle or MyCCinfo

Response Time: I will respond to emails within 24 hours and expect you to do the same.

Office Hours: Monday through Thursday 8-9 am.

Course Description: Investigation and application of some of the fundamentals of pictorial arrangement and expression within the realm of digital photography. Assignments are based on compositional problems. Some of the primary concerns are pictorial structure, balance, movement, contrast, theme, spatial relationships and color relationships. Additionally, the design and conceptual development of an assignment are emphasized coupled with high quality execution, originality and clarity of presentation. As this is an advanced class, we will be doing innovative work in masking, composites, experiment with printing on different medias and presentation methods.

Prerequisites: 2245 Digital Photography 1.

Goal: Upon successful completion of this class, students will have a solid foundation in the operation of digital cameras and post-processing and high-quality printing procedures. In addition, through field and lab assignments, students will gain insight into how photography acts as a means of communication through film and internet media. All prompts will need to fall under the umbrella of a single idea or concept. The culmination of the works produced will be a cohesive body of photographic work.

Outcomes: This course will fulfill the follow Casper College General Education outcomes:
4. Demonstrate knowledge of diverse cultures and historical perspectives.
5. Appreciate aesthetic and creative activities.
Course Objectives:
1. Understand the fundamentals of image editing and management using Adobe Photoshop.
2. Advanced understand how Adobe Bridge and Camera Raw are used.
3. Understand how different camera settings affect the resulting image using manual controls.
4. Understand how to make a proper camera exposure.
5. Understand the principles and practices of both basic and advanced image editing and masking.
6. Understand the principles and practices of making digital inkjet prints.
7. Understand the importance and use of adjustment layers and layer masks.
8. Refine and improve your photographic composition.
9. Understand the various output options for image files, such as web use and offset printing.
10. Experiment with different inkjet media.
11. Create a body of personal work that shows an increased synthesis between technical precision and conceptual thinking.
12. Gain a stronger understanding of how to look and speak about visual art.

Methodology: Lectures, class discussion, critique, assigned fieldwork, readings, viewings and lab time will be the crux of this course. Quizzes and tests will be given when deemed necessary.

Critique Etiquette: Critiques will be conducted as open, informal forums where you discuss and comment upon other student’s work in a constructive, critical and intelligent manner. I expect you to openly question your fellow students on their decisions in regard to concept, design and presentation. Be prepared to answer questions about your creative decisions. Group critiques are designed to improve presentation skills, provide insight into how work is understood by different pupils and to develop a professional attitude about your work. No aggressive, disrespectful or inappropriate comments or behavior be tolerated in class under any circumstance. Any student causing disruption or acting in an aggressive manner towards the instructor or fellow students will be removed from the class. That being established, please provide both critical and supportive feedback during critique.

Materials: Archival Inkjet Paper up to 17 inches wide. 8.5x11” Epson Premium Luster paper will be supplied for the first assignment only. You will need a minimum of 50 sheets of Epson Premium Luster paper to complete this course. Do not buy Canon paper. Contact me with any questions about compatible papers. Sample pack of Inkjet Paper from Red River. ($22 for ALL papers including Lightweight and Specialty selections)

Contact me with any questions about compatible lenses.

DSLR (Digital Single Lens Reflex) or Digital Rangefinder camera that has manual controls (ISO, Shutter Speed, Focus & Aperture). iPhones and other phone/tablet devices with manual control applications will not be considered.

Contact me with any questions about compatible lenses.

Memory card for camera. Contact me with any questions about compatibility.

8.5 x 11 print sleeves, which can be purchased at locally at Walmart.
Optional: Archival Binder
Tripod
Light Meter

Purchase the best materials possible given your budget. Like many things, quality comes at a price. Expect to spend $60 on paper, $5 on print sleeves, $25 on lab free, $25 on a memory card and around $300-400 on a camera & lens.

Suppliers:
Wyoming Camera Outfitters – 128w. 2nd St. Casper, WY
BH Photo Video
Freestyle Photo
Adorama

Where to Buy a Used Camera: (contact me with any questions prior to purchasing)
KEH Camera
BH Photo Video used section
eBay
Craigslist
Facebook Marketplace (digital SLR or DLSR)

Lab Fee: There will be a $25 lab fee for printing on the inkjet printers to partially cover ink costs. You cannot print on the printers until you pay the fee and you can only print images for assignments.

Lab Equipment:
1. All school equipment is to be used with courtesy. Broken equipment is costly to repair and means that the class has less resources to use.
2. Printing paper and ink is supplied by the department until stock runs out. Printing is only allowed for class assignments that relate directly to your course work. Printing for other classes is not allowed.
3. These computers are new, so treat them gently.
4. Please turn off printer when done. The printing head is in a fixed position and needs rest like you. If you do not know how to turn it off, contact the instructor of lab assistant.

Printing:
The printers in the classroom may ONLY be used for classwork. These printers are expensive and the ink is even more expensive, so please respect your fellow classmates and only print work for assignments. When the ink is out, it is out. Any students found printing extraneous images will serve a probationary period before being allowed to print again.

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 additional time. If the equipment is checked out over a holiday it can exceed the 7 day period until the next class.
3. Equipment requiring special permission for checkout include lenses, tripods and flashes.
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 the instructor or the lab assistant has instructed you in the care and use of that particular piece of equipment.

Lab Time: Lab time will be spent in the classroom, not photographing out in the world or working on photos from your home computer. Students are expected to stay the duration of class, even if the entirety of the class is lab time.

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.

Any assignment may be redone for a possible better grade, though must be submitted and shown to the class on the due date before it will qualify as a redo for credit. There is no guarantee that a better grade will result from work that is redone. All redone work must be turned in no later than the week after the assigned date. This does not omit participation in the next weeks assignment, but is in addition. Redo requirements are the same as project prints except that the original print must accompany the redo as well as a new contact sheet and evaluation. The contact data sheet along with a work statement is required for each assignment and must be in a plastic sleeve or the print will be considered incomplete and receive a full letter grade drop when completed within one week. After one week, the assignment grade will be susceptible to additional deterioration in grade.

Attendance will be part of your grade so attend every class, on time.

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)

Grade Breakdown:
A (90 to 99.9%): Strong work. Work at this level is robust, though there may be some inconsistencies. Shows a synthesis between technique, invent and concept. Displays a grasp of the elements of making and printing a photograph.

B (80 to 89.9%): Good work. Work at this level shows some sense of direction, but is not be fully resolved. Shows some manipulation of ideas with adequate attention to technique that may not match the concept.

C (70 to 79.9%): Moderate work. Work at this level shows a sense of effort though technical and theoretical problems are not successfully resolved. May be more
accomplished technically than conceptually. Demonstrates an emerging awareness of the elements of art/principles of design.

D (60 to 69.9%): Weak work. Work at this level is weak in technique and concept. It is simplistic, too obvious or a cliché’ solution with no clear concept.

F (59.9% and below): Poor work. Work at this level shows little to no evidence of critical thinking, is unsatisfactory in technique and does not address the detailed assignment. The work(s) lacks composition and unsuccessfully incorporates the elements of making and printing a photograph.

*If you come to every class, participate, submit all your assignments on time with all necessary materials, you will do well in this class. The easiest way to lose points is to not come to class or turn in assignments. There are not many assignments, so be sure to turn them in and on time.*

**Attendance Policy:** What we are learning is extremely hands on, technical and requires feedback from your peers. Attendance is mandatory for each and every class. Two absences are allowed. Three absences will result in a half letter grade. Four will result in a full lower letter grade. Each absence after will result in a lower half grade. A school nurse can clear absences if ill, but must be done so 24 hours in advance of class. Being more than 50% late to a class or leaving with more than 50% of the class remaining will result in an absence for that day.

Class will begin on time each week and students will be expected to be on time, with the necessary materials as outlined in the syllabus. Cell phone usage **is permitted and encouraged** to document printed works, books and technical demonstrations but **prohibited all other times during the class**.

While working in the classroom/studio environment, the language used must be thoughtful and respectful. The classroom is a safe space where students should be encouraged to speak their mind and share ideas. Disruptive behavior in class will not be tolerated and can result in a lower final grade.

**Classroom Expectations:** Classroom expectations will model professional work place behaviors based on mutual respect. Our goal is to create a climate similar to a professional design studio. We will do that by using the following format.
- Work hours during this course are to complete assignments for THIS course only. If you have finished your work, then and only then do you have permission to work on other assignments. Projects can always be further refined and perfected.
- Having too much homework in another instructor’s class is not an excuse for not doing the work for this class. Time management is key in this profession.
- Music may be played to inspire students’ creativity. Students may make requests. If this is not to the student’s liking, please bring headphones. For the student’s own safety and the consideration of other students in the room, if I can hear the music through your headphones, I will ask you to turn it down.
- You may listen to music while working in class. HOWEVER, you may NOT watch YouTube or other videos unless they are instructional and pertain to the current project.
- Gaming is not permitted.
- Ask informed questions. Often other students have the same questions.
- Please be respectful to each other and to me, as I will give you the same courtesy.
- You are responsible for acquiring information you missed during an absence or if you come to class late. Make friends with your neighbors sitting next to you they will be a good source of missed information. Lectures will not be repeated to accommodate a single student’s absence.

**Work Statements:** Many assignments will require a statement up to 250 words and minimum of 100 to accompany the work created. These writings should describe artist intent and provide clarity for the development of a continuity evolving personal visual language. These writings must be uploaded to the appropriate Google Team Drive folder by the time of class on the assignment due date. Failing to submit text will result in a lower grade for the assignment. If assistance is needed with writing, please visit the Writing Center at Strausner Hall, Room 215.

**Contact Sheets:** Each assignment will require a digital contact sheet to accompany your prints. Contact sheets must show all photo shot for assignment and be uploaded to the appropriate Google Team Drive folder by the time of class on the assignment due date. Failing to submit a contact sheet will result in a lower grade for the assignment.

**Required Text, Readings, and Materials:**

**Recommend Texts:** *Camera Lucida* by Roland Barthes, ISBN 0374532338 *(available on the class Google Team Drive)*

*On Photography* by Susan Sontag, ISBN 0312420099 *(available on the class Google Team Drive)*


**Last Date to Change to Audit Status or to Withdraw with a W Grade:** April 18th

**Automatic Withdrawal Statement:** Students who have not attended and/or participated in a class they are enrolled in during the first week of the semester will be automatically dropped from that class at the beginning of the second week. If you have questions about this matter please contact your instructor.

**In case of Emergencies:**
- In case of fire, please evacuate to the Thunderbird statue to the east of the Visual Arts building.
- In case of shelter in place, if possible please use VA 127 (Photography lecture classroom) or the Kiln Room beyond VA 110 (Ceramics classroom).
- For any emergency or to report an accident, please call Campus Security at 307.268.2688.

**Student Rights and Responsibilities:** Please refer to the 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 Chair/Program Director Justin Hayward, jhayward@caspercollege.edu, the Dean Eric Unruh, unruh@caspercollege.edu and lastly the Vice President for Academic Affairs.

**Academic Code Violations:** (Cheating and Plagiarism) Casper College demands academic honesty. Academic code violations focus on academic dishonesty, which includes but is not limited to, cheating, plagiarism, buying, selling, or stealing exams; substituting for another person, collusion when collaboration is not approved; knowingly furnishing false information; and copyright violations. Violations of the college's academic code can result in a range of negative consequences from failing a graded assignment to expulsion from the college. See the Student Code of Conduct for more information on this topic (www.caspercollege.edu/student-handbook)

**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.

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**January 23rd** - Syllabus overview. **Homework:** Write a statement up to 250 words about how your ideas about photography have or have not changed in the past year. Also, what is artistic photography to you? Due January 28th. Upload written document to Google Team Drive.

**January 28th** - Discuss writings as a class. Introduction to Google Team Drive. Camera basics lecture, demonstration and handout. Affordable cameras lecture. List of photographers handout. **Homework:** Prepare a 5-10 minute Powerpoint lecture on one photographer of your choice and one from the list provided. Due February 4th.

**January 30th** - Class overview of cameras. Demo on proper and equivalent exposures. Depth of Field lecture. **Homework:** Prepare a 5-10 minute Powerpoint lecture on one photographer of your choice and one from the provided list. Due February 4th. Prompt #1, three JPGs, upload JPGs & Contact Sheets to Google Team Drive. Due February 13th.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Homework</th>
<th>Due Date</th>
<th>Reading</th>
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<tbody>
<tr>
<td>February 4th</td>
<td>Digital 2 artist lectures. Introduction to LightRoom and creating a contact sheet in Photoshop lecture and handout. Color Space &amp; File Format lecture and handout. Work time. <strong>Homework:</strong> Prompt #1, three JPGs, upload JPGs &amp; Contact Sheets to Google Team Drive. Due February 13th. Read <em>Locating The Self</em> article.</td>
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<td>Reading 01</td>
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<td>February 6th</td>
<td>View contact sheets. Discuss camera/computer issues. One on one meetings. Camera RAW and exporting images for web lecture and handout. Work time. <strong>Homework:</strong> Prompt #1, three JPGs, upload JPGs &amp; Contact Sheets to Google Team Drive. Due February 13th. Reading 02.</td>
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<td>Reading 02</td>
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<td>February 11th</td>
<td>John Divola artist lecture and book viewing. Work time. <strong>Homework:</strong> Prompt #1, three JPGs, upload JPGs &amp; Contact Sheets to Google Team Drive. Due February 13th.</td>
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<td>Reading 03</td>
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<td>February 13th</td>
<td>Critique etiquette discussion and handouts. Critique of Prompt #1. Shutter speed lecture. Composition techniques lecture and handout. Work time. <strong>Homework:</strong> Prompt #2, three prints, upload JPGs &amp; Contact Sheets to Google Team Drive. Due February 25th. Reading 04.</td>
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<td>Reading 04</td>
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<td>February 18th</td>
<td>President’s Day, no classes.</td>
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<td>Reading 05</td>
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<td>February 20th</td>
<td>Setting up files for print and printer demo with handout. InDesign organization demo. Work time. <strong>Homework:</strong> Prompt #2, three prints, upload JPGs &amp; Contact Sheets to Google Team Drive. Due February 25th. Reading 06.</td>
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<td>Reading 06</td>
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<td>February 25th</td>
<td>Critique of Prompt #2. Subject distance lecture. Photographic terms handout. Work time. <strong>Homework:</strong> Prompt #3, three prints, upload JPGs &amp; Contact Sheets to Google Team Drive. Due March 4th.</td>
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<td>Reading 07</td>
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<td>March 4th</td>
<td>Critique of Prompt #3. Context and sequence lecture. Midterm overview. Work time. <strong>Homework:</strong> Midterm, six prints, 200 word statement, JPGs &amp; Contact Sheet to Google Team Drive. Due March 13th. Be ready to speak to the class about your midterm concept(s) next class.</td>
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<td>Reading 08</td>
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<tr>
<td>March 6th</td>
<td>Sharpening for print and web demo and handout. Midterm concept discussion. Photo clichés handout. Work time. <strong>Homework:</strong> Midterm, six prints, 200 word statement, JPGs &amp; Contact Sheet to Google Team Drive. Due March 13th. Reading 09.</td>
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<td>Reading 09</td>
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<tr>
<td>March 11th</td>
<td>Rotatrim demo. Work time. <strong>Homework:</strong> Midterm, six prints, 200 word statement, JPGs &amp; Contact Sheet to Google Team Drive. Due March 13th. Read <em>Creating a Portfolio</em> Article.</td>
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<td>Reading 10</td>
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<td>March 13th</td>
<td>Critique of Midterm. All prints and supporting materials must be submitted by the end of class to receive full credit, including necessary files to Google Team Drive. Attendance and participation are mandatory.</td>
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<td>Reading 11</td>
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<td>March 18th</td>
<td>Spring break, no classes.</td>
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<td>Reading 12</td>
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<td>March 20th</td>
<td>Spring break, no classes.</td>
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<td>Reading 13</td>
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<td>March 27th</td>
<td>Discuss readings. Look at <em>Deep Springs</em>. Work time. <strong>Homework:</strong> Prompt #4, three prints, upload JPGs &amp; Contact Sheets to Google Team Drive. Due April 3rd.</td>
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<td>Reading 15</td>
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<td>Date</td>
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<td>April 1st</td>
<td>Critique of Prompt #4. Still life lecture. Work time. <strong>Homework:</strong> Prompt #5, three prints, upload JPGs &amp; Contact Sheets to Google Team Drive. Due April 10th. Bring in object(s) to include in class still life for next class.</td>
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<td>April 3rd</td>
<td>Still life and artificial lighting demo. Work time. <strong>Homework:</strong> Prompt #5, three prints, upload JPGs &amp; Contact Sheets to Google Team Drive. Due April 10th. Reading 09.</td>
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<td>April 24th</td>
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<td>April 8th</td>
<td>Watch Shieda Solemani artist talk. Shieda Solemani lecture. Work time. <strong>Homework:</strong> Prompt #5, three prints, upload JPGs &amp; Contact Sheets to Google Team Drive. Due April 10th.</td>
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<td>April 10th</td>
<td>Critique of Prompt #5. Collage lecture. Work time. <strong>Homework:</strong> Prompt #6, three prints, upload JPGs and Contact Sheet to Google Team Drive. Due April 24th. Reading 10.</td>
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<td>April 15th</td>
<td>Digital collage demo and handout. Processing the same file multiple times demo. Work Time. <strong>Homework:</strong> Prompt #6, three prints, upload JPGs and Contact Sheet to Google Team Drive. Due April 24th. Bring in Red River sample pack to next class.</td>
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<td>April 17th</td>
<td>Inkjet media demo. Work time. <strong>Homework:</strong> Prompt #6, three prints, upload JPGs &amp; Contact Sheets to Google Team Drive. Due April 24th. Reading 10.</td>
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<td>April 22nd</td>
<td>Physical vs lens rendered collage demo. Work time. <strong>Homework:</strong> Prompt #6, three prints, upload JPGs &amp; Contact Sheets to Google Team Drive. Due April 24th.</td>
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<td>April 24th</td>
<td>Critique of Prompt #6. Work time. <strong>Homework:</strong> Final Project, 6-7 prints, 200 word statement, upload JPGs and Contact Sheets to Google Team Drive. Due May 13th. Reading 11. Be ready to speak to the class about your final project concept(s) next class.</td>
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<td>May 13th</td>
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<td>April 29th</td>
<td>Final concept discussion. Demo on dry mounting and cutting window mattes. Work time. <strong>Homework:</strong> Final Project, 6-7 prints, 200 word statement, upload JPGs and Contact Sheets to Google Team Drive. Due May 13th.</td>
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<td>May 13th</td>
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<td>May 1st</td>
<td>Building a body of work lecture. Paul Graham <em>Whiteness of The Whale</em> at Pier 24 &amp; book viewing. Work time. <strong>Homework:</strong> Final Project, 6-7 prints, 200 word statement, upload JPGs and Contact Sheets to Google Team Drive. Due May 13th. Read <em>The Language of Pictures</em>.</td>
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<td>May 13th</td>
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<td>May 6th</td>
<td>Verb cheat sheet handout. Considering audience and presentation lecture. Work Time. <strong>Homework:</strong> Final Project, 6-7 prints, 200 word statement, upload JPGs and Contact Sheets to Google Team Drive. Due May 13th.</td>
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<td>May 8th</td>
<td>Work time. <strong>Homework:</strong> Final Project, 6-7 prints, 200 word statement, upload JPGs and Contact Sheets to Google Team Drive. Due May 13th.</td>
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<td>May 13th</td>
<td>Final Critique. All prints and supporting materials must be submitted by the end of class to receive full credit, including necessary files to Google Team Drive. Attendance and participation are mandatory.</td>
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*Schedule is subject to change. Students will be notified in class and via e-mail of any changes.*

**Harassment and discrimination:** Casper College seeks to provide an environment that is free of bias, discrimination and harassment. If you have been the victim of sexual
harassment/gender or sex discrimination/sexual misconduct/assault, we encourage you to report this. If you report this to an employee, she or he must notify our college's Title IX Coordinator, Linda Toohey, Associate Vice President for Student Services, 125 College Drive, GW 412, Casper, WY 82601; (307) 268-2667; linda.toohey@caspercollege.edu about the basic facts of the incident. Employee concerns should be directed to the Human Resources Director. For more information about your options, please go to: caspercollege.edu/nondiscrimination

Point Breakdown for each assignment:
Prompt #1: 100 points
Prompt #2: 100 points
Prompt #3: 100 points
Midterm Project: 200 points
Prompt #4: 100 points
Prompt #5: 100 points
Prompt #6: 100 points
Final Project: 200 points
Class participation: 100 points

Digital Photography Program Policies:
1. Only currently enrolled students are allowed to use the printers and computers.
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 using the printers, ensure they are turned off and in good working order.
5. All students are expected to assist in maintaining the cleanliness of the photo facilities.
6. 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 and understanding.
7. Only use the Rotatrim to cut prints, not a razor or scissors unless a crooked edge is desired.
8. 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. When finished, be sure the press and tacking iron are turned off.
9. These are working, educational facilities. These are not private photo facilities. Cell phones, laptops and tablet devices are not allowed in the classrooms, labs or studio unless for documentation purposes.
10. Students are not allowed to store any of their personal belongings in the darkrooms, studios or instructors office.
11. Computers, printers, keyboards, hard drives, mice and other electronics will not be loaned out by the school.
12. Counter tops and tables are work surfaces, not seats and shelves.
13. Local phone calls may be made from the student telephone located near the sculpture studio. Students are not allowed access to faculty telephones.
14. All students must wear shoes and shirts in all photo areas at all times.
15. No smoking or eating in the classroom.
16. Drinks are allowed as long they have secured lids.
17. When working in the mac lab, please try to conduct yourself in a mature, responsible, intelligent manner. This is part of being an artist and a productive human being. If you need to lounge, play, smoke, make a phone call or eat, do it outside, in the student center and preferably prior to class.
Students are responsible for following all photography program policies. Failure to comply with any of them may result in suspension of your privileges for the semester (i.e., withdrawal from the course).

**Photo Studio Policies:**
1. Use of the studio is reserved primarily for advanced photo students, but students currently enrolled in any photography course may have access with the instructor's permission when circumstances warrant it. Lighting equipment however, is to be used only by students who have had proper instruction on their use by the instructor.
2. Equipment is available for rent 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 cannot be used. When the repair budget is exhausted, the damaged items are stored and will no longer be available for use. Treat all the equipment and facilities if they are precious objects.
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 circumstance 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, unless checked out with written consent from instructor and student. Please return school equipment once finished with it to ensure all students have access.
6. No fires of any kind are permitted in the studio, regardless of artistic intent.
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 cohort and associates in the department. Think of the next person.
9. The studio closing times will be adhered to. No exceptions.

**Visual Arts Building Hours:**
- Monday - 8am to 10pm
- Tuesday - 8am to 10pm
- Wednesday - 8am to 10pm
- Thursday - 8am to 10pm
- Friday - 8am to 5pm
- Saturday - 10am to 4pm
- Sunday - 12pm to 4pm

*(registered art students only on weekends)*