**BEGINNING DIGITAL PHOTOGRAPHY**

**PHOTOGRAPHY 111**

**JAPAN STUDY ABROAD PROGRAM  
FALL QUARTER  
5 CREDITS**

**CLASS MEETS:  DAILY    
TIME: TBA     
ROOM: TBA**

**PATRICK NAVIN, INSTRUCTOR**

Kogakuin University  
Hachioji, Japan

**Office/Hours: M, T, Th, F  in classroom before class**

[**pnavin@greenriver.edu**](mailto:pnavin@greenriver.edu)

**Online Monday thru Friday  
24-48 response time, weekend/holiday questions answered on Monday/next work day**

**Japan Phone:  TBA**

**NOTICE OF ALTERNATIVE FORMAT:**This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at [dss@greenriver.edu](mailto:dss@greenriver.edu). Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility).

**RECOMMENDED TEXT:**  
**A Short Course in Digital Photography,** 2nd edition, by Barbara London and Jim Stone.  Prentice Hall Publishing.

**REQUIRED MATERIALS:**  
**\* Digital camera** (**no cell phone or tablet cameras**); owner's manual, (if available)  
**\*** **Camera batteries**-two sets  
**\* Memory cards** (check your camera manual for type)  
**\* Memory card reader  
\* Canvas  
\* Laptop computer-newest operating system installed prior to departure**  
\* **Adobe Photoshop:  Photoshop CC Photography App (various plans and pricing)** [**Link**](https://creative.adobe.com/plans)  **downloaded and installed on your laptop before leaving!**(If you have hard time finding the month to month plan on the website call 1-800-585-0774 and ask for it (try to get a student rate).

**TECHNOLOGY REQUIREMENTS:**  
This course requires a working knowledge of computers and the internet. I will be teaching the content of the course, not computer/Internet skills. Students are expected to have a comfortable grasp of the technology before registering for the course. You are responsible for providing your own hardware, software, Internet provider, and e-mail address. The following lists the minimum preferred requirements for computer hardware and software for both PC and MAC.

1. Laptop computer (less than 3 years old is best).  Newest operating system must be installed  
 prior to departure.   
2. Internet access.  
3. An active Green River Community College email address.  
4. Web browser version stated in Getting Started Module.  
5. Disable all pop-up blockers.

Students should not depend on Green River Community College to provide computer access for this class. It is also recommended that all students have basic computer and internet skills.

**COURSE DESCRIPTION:   
This course stimulates an interest in and furthers the understanding of the techniques and principals of digital photography. The course will introduce the student to camera and lens operation, memory cards, file formats, exposure, white balance, composition, lighting, basic digital imaging software techniques and output options. Digital camera required.**

**PHOTO 111 - Beginning Digital Photography  
Introduces the aesthetic and technical theories and techniques of digital photography. Topics include camera and lens operation, memory cards, file formats, exposure, white balance, composition, lighting, creativity, image editing software and output. Course requires a digital camera. Satisfies Requirement: Humanities/Fine Arts/English**

**INSTRUCTIONAL PROCEDURES:**  
The course may consist of lectures, readings, discussions, group work, research papers, projects and critiques.

**MODALITY STATEMENT:**  
This course is taught face to face and meets daily online and requires your frequent/regular engagement and participation in our Canvas space where you will complete both online activities and assignments.

**CAMPUS-WIDE LEARNING OUTCOMES:**  
Critical Thinking--demonstrated by assignments 1-7 through visual problem-solving and class and group critiques:

\* Students provide reasons for the conclusions they reach or accept and  
   assess the relevant and adequacy of those reasons.  
\* Students apply relevant criteria and intellectual standards when evaluating  
   their thinking as well as the thinking of others.

Responsibility--demonstrated by assignments 1-7 through preparedness for lectures, completion of assignments on time, attitude and behavior in the class:

\* Students demonstratea knowledge of and willingness to comply with  
   stated expectations, policies, and procedures.  
\* Students demonstrate sensitivities to others.  
\* Students demonstrate pride in their work.  
\* Students do their own work when completing assignments.  
\* Students clearly communicate to the instructor any difficulties in completing assignments.

**PROGRAM LEARNING OUTCOMES:**  
Student will demonstrate an understanding of the elements and principles of design. Demonstrated by assignments #1-7

Student will demonstrate responsibility by class attendance and completion of assignments and projects. Demonstrated by assignments #1-7

**COURSE CONTENT LEARNING OUTCOMES:**  
Students who successfully complete this class will be able to:

1. Demonstrate a working knowledge of camera operational controls*. Demonstrated by assignment #1.*2. Demonstrate photographic image editing software techniques. *Demonstrated by assignments #2-7.*3. Demonstrate photographic composition and the elements and principals of design skills. *Demonstrated by assignment #4*.4. Demonstrate photographic lighting skills. *Demonstrated by assignment #5.*5. Demonstrate photographic image printing techniques. *Demonstrated by assignments #2-7.*6. Demonstrate photographic creativity*. Demonstrated by assignments #2-7.*7. Demonstrate photographic craftsmanship. *Demonstrated by assignments #2-7.*

**COURSE POLICIES:**  
Your active participation in all class activities is crucial to your success and to the success of your classmates. When you have questions or are unsure about a course concept, you are the only person you can count on to ask the right questions. **The successful student in this course will be dedicated, responsible and self-motivated.**

Students are responsible for everything that takes place in class, even if you are absent.  You must learn from a classmate what activity or assignments you missed.  Work with your classmates to help keep you informed.

**Attendance is mandatory for all classes, field trips and activities and associated and is justified with the campus wide outcome of Responsibility.  You are expected to attend each class, to appear on time and to stay for the duration of class.   
  
Missing 1-15 minutes of class will equal a late mark.  
Missing more than 15 minutes will equal an absence mark.**

**Coming to class unprepared, sleeping, doing homework for other classes, using unauthorized electronics, etc. will also result in an absence mark for that class day.**

**.10** grade reduction from **final grade** for each absence-missing more than 15 minutes of class **(for any reason)** after the second.  ***This includes all field trips and other assigned mandatory meetings related to this class.***   
  
**The first and/or second absence may not be used on the Final Portfolio presentation day.  -2.0 #7 final portfolio grade for a final portfolio presentation day and/or critique day absence.**  
**.05** grade reduction from **final grade** for each late arrival or leaving early from 1 to 15 minutes **(for any reason)** after the second.  ***This includes all field trips and other assigned mandatory meetings related to this class.***

Documented (written-in full) medical illnesses may be excused.

**RESPONSIBILITY:**  
**This course is not self-paced**--itdoes follow a regular schedule. Remember that you are the only person who can motivate yourself to get your work done on time.

**As a student in this course, you are responsible for learning, being prepared, completing all assigned readings on time, submitting your assignments on time, participating, asking questions, asking for assistance, maintaining an open mind, giving your best effort, controlling your attitude, time and energy and for treating the course and your fellow students with respect and dignity.**

**BEHAVIOR POLICY:**  
Students enrolled in this course are expected to treat each other and the instructor with respect and dignity. Students who use inappropriate language, submit inappropriate photographs, disrespect others' ideas or engage in behavior detrimental to working and learning in this course will be asked to leave and may be reported to the appropriate campus authority for disciplinary action.

\*All assignments are **due at the start of class**.    
**\*Late** **(for any reason) assignments receive a 0.0 grade.  
\*Turn off/silence and stow cell phones and all other electronic devices at the start of class.**\*Electronic devices of any kind may not be used for note taking--paper and pen/pencil only.  
\*The use of personal electronics during class will result in an absence mark for that class.  
\*Come prepared for each class.  
\*Do not talk with other students during lectures and demonstrations.  
\*No sleeping in class.  
\*Do not do homework for other classes in this class.  
\*Do not eat or drink at computer stations.

**Failure to abide by these class rules will result in a verbal warning for the first offense; a written notice and an absence mark for the second; an absence mark and removal for the class for the third and formal removal proceedings from class for any subsequent occurrences.**

**ACADEMIC HONESTY:**  
**All work submitted by students in this course is to be original. This means that plagiarism is unacceptable (0.0).  All work submitted must be photographed and edited by you this quarter specifically for each assignment in this course.  All photographs submitted for assignments must be the original work of the student enrolled in the course. Submitting an assignment that already has been used in another course is also unacceptable (0.0).**

In academically honest writing or speaking, the student documents their source of information whenever: another person's exact words are quoted; another person's idea, opinion or theory is used through paraphrase; and facts, statistics, or other illustrative materials are borrowed.

In order to complete academically honest work, students should: acknowledge all sources according to the method of citation preferred by the instructor; write as much as possible from one's own understanding of the materials and in one's own voice; ask an authority on the subject, such as the instructor who assigned the work; and seek help from academic student services such as the library and/or writing center.

Two types of academic dishonesty are plagiarism and cheating. Plagiarism occurs when you submit someone else’s ideas or words as your own. Cutting and/or copying and then pasting items from the internet, like Wikipedia, into your work are examples of plagiarism. Cheating occurs when you copy someone else’s answers or work and submit them as your own. Taking answers from your peer’s or friend’s work or turning in someone else’s work as your own are examples of cheating.

Should I suspect that you have plagiarized, cheated, and/or fabricated, I will talk with you one-on-one. If you are found guilty of academic dishonesty you will receive a zero for the course.

**Failure to follow the above requirements will result in a grade of 0.0 for the assignment.**

**MANDATORY REPORTER STATEMENT:**  
GRC faculty and staff are mandatory reporters of child abuse and neglect and must report suspected abuse or neglect to the proper authorities.  
[GRC Student Code of Conduct](https://www.greenriver.edu/students/judicial-programs/)  
 (https://www.greenriver.edu/students/judicial-programs/)

**ACCESSABILITY STATEMENT: Green River College is committed to creating a positive, accessible environment for its students, employees, and visitors. The College continues to increase the accessibility and usability of all college resources to meet the needs of its diverse community.**

**ACCOMODATION STATEMENT:   
Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations.**

**Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 210, to request accommodations. For additional information, please visit www.greenriver.edu/dss.**

**The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request.**

**REASONABLE ACCOMMODATIONS for RELIGION/CONSCIENCE:   
Students who will be absent from course activities due to reasons of faith or conscience may seek reasonable accommodations so that grades are not impacted. Such requests must be made within the first two weeks of the course and should follow the procedures listed under Student Procedures on the College Holiday and Leave Policy website. https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-91-college-holiday-leave-policy/. Please note that requests must be made to the office of the Vice President of Student Affairs in addition to your instructor.**

**ASSESSMENT and GRADING:**The instructor as well as the student's peers will assess course content learning outcomes. Assignments for the learning outcomes will contain general and specific objectives. Evaluation criterion will be specific to each assignment.

ASSIGNMENTS: There will be six photographic assignments (Assignments #1--#6), and a Final Portfolio (Assignment #7) for this course.  Quizzes, tests and written papers may also be part of the curriculum.  Each photographic assignment will contain general objectives, specific objectives and evaluation criteria.   
  
The assignments are designed to enhance both your aesthetic and technical skills in photography, and as such, you will be evaluated in both areas. The course Grading Policy in the Getting Started module will explain how assignments are graded.   
  
**All photographs submitted for a grade must be made this quarter for that specific assignment and by you** (see Academic Honesty Policy, below).

All assignments are **due at the start of class**.

Submit all photographs in the JPEG (.jpg) file format. Specific resolutions, file size and image size will be listed in the assignments link. See the Due Dates folder for the specific assignment due dates.

**\*A class absence on an assignment due day or critique day will result in a -1.0 grade deduction for your assignment.**

**\*LATE (for any reason) ASSIGNMENTS ARE NOT ACCEPTED AND RECEIVE A 0.0 GRADE.**

Extra credit assignments are not offered in this course.   
  
The assignments may or may not specify subject matter to photograph.  Photograph subjects in a compelling and creative manner (and legal; see Behavior Policy, below). I have always believed that it is not what you photograph, but **how** you photograph that matters.

Assignment grades will be available on the course website **(for informational purposes only-the Canvas grade book may not accurate).** To view your grades, click on the Grades tab above.

The internet is a dynamic and often unpredictable medium. If you wait until the last minute and something happens that cause you to miss the midnight deadline (server problems, internet traffic, problems with your ISP, loss of power, and/or any number of other possibilities) you will not get credit for your posts. Students in other classes have waited until the last minute to post and had something go wrong and as a result, did not get full credit. I cannot guarantee that the server clock is accurate. It has been as much as 20 minutes fast. It is the server time stamp that determines a late post. This is the only way I can track the time of your post. Avoid problems and post early.

**SUMMARY:**

In brief, here is the minimum that is due in order to complete this course:  
\* Six photographic assignments (Assignments #1--#6)  
\* Final Portfolio (Assignment #7)

**DUE DATES:**  
**Late (for any reason) assignments are not** **accepted and receive a 0.0 grade.**

The due dates for the assignment and final portfolio **are not negotiable**. Due Dates are listed on the Due Dates Page.  Again, the internet is not a predictable medium. If you wait until the last minute and something happens that causes you to miss the deadline you will not get credit for the assignment. It is the server time stamp that determines late. This is the only way I can track the time of your assignment posts. **AVOID PROBLEMS AND POST EARLY!**

**GRADES:**  
Grades are assigned in accordance with the **4.0-0.0 decimal grading system**. Each assignment will have specific objectives, both technical and aesthetic, upon which your grade will be based. **The Canvas Gradebook grade percentage number is not an accurate reflection of your grade in this course.** Go to the Getting Started Module>Grading Policies for more information on how your course grade is determined.

**ASSIGNMENT EVALUATION:**  
ASSIGNMENTS # 1-- # 6 (Four points each):  
Assignments may have technical, aesthetic and/or written components. Each assignment will be graded based on the specific objectives of that assignment. Deductions of -0.5 for missed objectives are from 4.0. Example: photograph for Assignment #1 is out of focus (-0.5), has incorrect color (-0.5), has camera shake (-0.5) and only three of the four critiques were posted (-0.5) = 2.0 for the Assignment #1 grade.

ASSIGNMENT # 7 THE FINAL PORTFOLIO (Four Points):  
Each photograph in the final portfolio will be graded individually (see assignment grading above) based on the portfolio objectives. The grades will then be averaged to equal your portfolio grade. Example: photograph #1 is a 3.0, #2 is a 2.0, #3 is a 4.0 (3 + 2 + 4 = 9 divided by 3 photographs) = a final portfolio grade of 3.0.

**\*A class absence on an assignment due day or critique day will result in a -1.0 grade deduction for your assignment.**

**\*LATE (for any reason) ASSIGNMENTS ARE NOT ACCEPTED AND RECEIVE A 0.0 GRADE.**

**Missed quizzes cannot be made up.**

**FINAL PORTFOLIO AND PRESENTATION:**  
Each photograph in the final portfolio will be graded individually (see assignment grading above) based on the portfolio objectives. The grades will then be averaged to equal your portfolio grade. Example: photograph #1 is a 3.0, #2 is a 2.0, #3 is a 4.0 (3 + 2 + 4 = 9 divided by 3 photographs) = a final portfolio grade of 3.0.

**LATE (for any reason) FINAL PORTFOLIOS ARE NOT ACCEPTED AND RECEIVE A 0.0 GRADE.**

***ATTENDANCE IS MANDATORY ON THE FINAL PORTFOLIO DUE DATE AND CRITIQUE DAYS.  Higher grade reductions are in effect for an absence and lack of presentation.***

***-1.5 grade reduction for absence on  TBA .***

***-1.5 grade reduction for absence on  TBA .***

**-1.5 grade reduction for lack of #7, Final Portfolio presentation.**

**FINAL COURSE GRADE:**  
The average of all assignment grades will be doubled and added to your final portfolio #7 grade. That sum will be divided by three to equal your final course grade. Example: Average of all assignments is 2.5, (doubled equals 5), and the final portfolio #7 average is 3.0 = Final course Grade of 2.7 (5 + 3 = 8 divided by 3 = 2.66, rounded up to 2.7).  However, the student missed five classes so there is a -.3 grade reduction from the final grade=**FINAL COURSE GRADE of 2.4.**

**To view your grades, click on Grades in the Navigation pane on the left.**

**The Canvas Grade book grade percentage number is not an accurate reflection of your grade in this course.**

Grades are assigned in accordance with the 4.0-0.0 decimal grading system. Each assignment will have specific objectives, both technical and aesthetic, upon which your grade will be based. The Canvas Gradebook grade percentage number is not an accurate reflection of your grade in this course. Go to the Getting Started Module>Grading Policies for more information on how your course grade is determined.

3.9-4.0 Excellent demonstration of technical and aesthetic specific objectives.  
3.8-3.0 Good demonstration of technical and aesthetic specific objectives.  
2.9-2.0 Average demonstration of technical and aesthetic specific objectives.  
1.9-1.0 Poor demonstration of technical and aesthetic specific objectives.0.9-0.0 Unable to demonstrate the acceptable demonstration of technical and aesthetic specific objectives.

**COURSE SCHEDULE:**  
This is a general overview of topics for the term. The Lectures, Assignments and Due Dates links will give you the specific topics and requirements for each week.

Week 1: Digital Photography Foundations  
  
Week 2: Camera Controls/ Image Downloading and Editing  
  
Week 3: Essential Image Enhancement

Week 4: Exposure

Week 5: Composition

Week 6: Lighting

Week 7: Creative Image Editing Techniques

Week 8--Finals: Digital Darkroom Techniques/Photograph, Edit and Enhance Final Portfolio

**DISCLAIMER:**  
As the quarter progresses, Canvas may make updates that will change the way you interact in our class. If that happens, I'll let you know what you need to do differently. And I assure you that any changes will not affect your grade in the course. Because these can happen at any time, it's critically important that you check your class regularly for update notifications. Missing a notification will not be an excuse to miss assignments.

Changes in the syllabus and/or Due Dates may be made at any time during the term by announcement of the instructor. A revised syllabus and/or schedule of Due Dates may be posted on the web at the discretion of the instructor. If changes are made in the syllabus, all students will be notified.