



## **Course Syllabus: Photography I**

Fain College of Fine Arts

ART 2013-101

Fall 2026

**T/Th** 9:00am–12:20pm

Fain Fine Arts **C115A**

### **Contact Information**

Instructor: Jordan Funk

Office: C115A

Office hours: M 1:00pm–4:00pm, T/Th 12:30pm–1:30pm

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### **Course Description**

An introduction to the fundamentals of photography using a DSLR 35mm camera. Students will become technically proficient in camera controls, digital capture, introductory lighting, printing, and presentation techniques. Students will learn how to interpret and discuss the visual language of photography. Students must own or have use of a DSLR camera.

### **Textbook & Instructional Materials**

There is no assigned textbook for this course. Readings will be distributed through D2L as accessible PDFs or web links.

### **Student Handbook**

Refer to: [Student Handbook](#)

### **Classroom Conduct and Policies**

- As a student at MSU Texas, you are expected to conduct yourself in a respectful and mature manner. Give your classmates the same grace you want them to give you in return.
- It is imperative that you work in a way that keeps the lab clean and organized and is respectful of other students. You must realize that your actions will affect others. Please be conscientious of your fellow students and be kind.

- **\*NO FOOD OR DRINK IN THE COMPUTER LABS!!!** There is a lot of expensive equipment, and we must respect our shared workspaces. We do not want to encourage critters in our workspace.
- General studio cleanup will be the last 10 minutes of each class session. Students will maintain discipline in studio safety precautions, maintenance and upkeep throughout the semester. The instructor will drop students not willing to take an active part in those goals.
- Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of other students to benefit from the instruction will result in the instructor's removing the disruptive student(s) from the class. The student will be marked as absent and will miss all material covered that day.
- You are expected to come to class prepared, having completed all reading assignments and arriving with any required materials. If you did not complete the reading, you still have to come to class and participate in all class discussions and activities.
- Preparation for Critique: I highly recommend that you print 1-2 days before critique. Printing is part of the process, not just the end point. Technology is fickle—printers jam, ink runs out, IT issues, etc. Please give yourself plenty of time to print. You must have your photos printed BEFORE the start of class. You will NOT be allowed to print during class on critique day.
- Late work is not eligible for a class-wide critique. There are too many moving pieces in this class for us to constantly be going backwards to critique work that is turned in after the project critique is done. Work ineligible for class-wide critique will still get written feedback from the instructor.
- You are expected to contribute to critiques of the assignments and final projects, offering constructive criticism to your peers, and providing useful commentary about the work under discussion. **\*If you come to class and do not participate or simply sit there on your phone the whole time, I will mark you absent.** Simply physically being in the room is not enough to count as participation.
- Help each other, as you will learn as much from each other as you will learn from your instructor. I will do my best to create a safe and fun environment where you feel excited to make work.
- Disruptive and disrespectful behavior will not be tolerated. Tardiness is disruptive, so be on time.
- Be mindful of the lab schedule; you are not permitted to work in the lab during other classes (unless you have permission from that instructor in advance).

- Active participation and involvement during class includes:
  - Giving your full attention to the instructor and your classmates
  - Completing assigned readings, homework, projects, etc.
  - Having an open-minded outlook and hearing others when they speak
  - Participating in exercises and assignments
  - Giving feedback during discussions and critiques, verbal or written
- All work must be made specifically for this class during this semester. No previously taken photos may be used. Failure to do so will result in an "F."
- A grade of "Incomplete" is granted only with a written doctor's excuse or under emergency circumstances such as illness or a death in the family

### **Required Materials**

- Access to Adobe Lightroom Classic and Adobe Photoshop
- DSLR OR mirrorless camera with full manual capabilities (NO point & shoots)
- Tripod
- SD Card
- Notebook & Pen
- External Solid State Hard Drive (We will discuss solid state drives on day 1)
  - 500MB or greater (consider what kind of computer it is formatted for, and know that the computers you will be working on during class time are Mac)
  - A small thumb drive will NOT suffice
- Red River inkjet paper
  - Choose from either [UltraPro Satin or UltraPro Luster](#)
  - 8.5" x 11"
  - Box of 50 or 100 sheets
- One inkjet cartridge for Canon or Epson printers (to be assigned by instructor)
- Portfolio for storage of prints and course materials
  - I recommend finding a flat storage solution that can accommodate the paper size you will be printing on this semester
  - A portfolio or archival box will be ideal

### **Student Resources**

More than anything else, your #1 priority is always your well-being and safety. Learning and progress can't be made if your foundational needs are not being met. If you need support, please use the resources below; your tuition covers them regardless of how much you use them. Remember, if you feel unsafe for whatever reason, you can always call campus police or dial 911 for an emergency.

[Housing](#)  
[Dining](#)  
[Career Closet](#)  
[Mustangs Pantry](#)

[Student Life](#)  
[Tutoring Programs](#)  
[Student Health](#)  
[Services](#)

[Financial Aid](#)  
[Disability Support](#)  
[Services](#)  
[Counseling Center](#)

### **Academic Misconduct Policy & Procedures**

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Please see class AI Policy for information about AI usage. Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

### **Communication Guidelines**

I am always available to be reached by email, and during the day I may be by my office phone, but I expect that you are respectful and professional in your communication with me. Before you contact me, please ask yourself: *Have I first looked on D2L, in the syllabus, or reached out to a fellow student for assistance?*

If you have a private question, please contact me via email, and I will respond within 24 hours on weekdays. Please do not expect a response over the weekend.

### **Moffett Library**

Moffett Library provides resources and services to support students' studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this Moffett Library webpage to explore these resources and learn how to best utilize the library.

### **Grading**

Table 1: Percentage of final grade allocated to each assignment

| <b>Assignments</b>     | <b>% of Grade</b> |
|------------------------|-------------------|
| Participation          | 20%               |
| In-class Exercises (2) | 10%               |
| Technical Shoot        | 5%                |
| Landscape              | 10%               |
| Portrait/Self-Portrait | 15%               |
| Creative Lighting      | 20%               |
| Inspired               | 20%               |

Table 2: Total percentage for final grade.

| Grade | Percentage    |
|-------|---------------|
| A     | 90%-100%      |
| B     | 80% to 89.9%  |
| C     | 70% to 79.9%  |
| D     | 60% to 69.9%  |
| F     | Less than 60% |

### Course Expectations

This class is broken up into major projects, and each student is responsible for managing their time in and out of class to complete their assignments. Time management is an essential part of success in this course, and each student is expected to spend the same amount of time on their projects as the amount of time they are in this course during the week. This means if you spend 6 hours in class twice a week, you should spend 6 hours of your own time that week working on this class's workload. Regular attendance and participation is key to succeeding, and students with repeated absences will find it difficult to pass this course. Remember that if you're absent, you lose points for daily attendance AND participation points.

**\*Only newly created work is allowed to be submitted in this class. Work created before the start of the assignment introduction or for another course will not be accepted, and this is considered academic dishonesty.**

### AI Policy

If you choose to use AI in any way in this class for your assignments, submitting graded material, or while providing critical feedback, documentation must accompany each submission showing the amount of work done by YOU (the student) and the contributions/edits/transformations made by AI. This applies to image editing, writing submissions, image transformation, etc. If there is a prompt inputted/conversation/or a back-and-forth about assignments between an AI and student, this must also be submitted as documentation with the submission. This helps me to understand how much of the core of the work has been altered by AI.

**\*Image generation is not allowed in this class, and you will fail the assignment if you submit AI-generated images. This is a photography class; you MUST take photos to pass this class.**

For example, if you use AI tools in Lightroom/Photoshop for editing, you must also submit the unedited image so that I can see how much has been changed and how much of the final work remains authentic to you. If you use AI to polish your artist statement, then you also need to submit what was written before, and all prompts fed to the AI, as well as all feedback given by AI on that writing.

## Quizzes & Exams

No quizzes, tests, or exams will be given in this course. Instead, each student's progress is monitored through progression of skill, creativity, and concept in each of their assignments over the course of the semester. Students should show visible progress in aesthetics, ideas, or control over their medium by the end of the course.

## Projects Required

**In-class exercises** – 2 in-class exercises that will focus on experimentation, ways of seeing, and embracing the unknown in image making. Students will follow instructions and turn the project in by the specified due date & time.

**Technical Shoot** – A project consisting of 10 images that match technical prompts or specific setting/metering/focusing requirements. Images will be submitted digitally in a PowerPoint presentation of PDF, and will include each images Shutter Speed, Aperture, and ISO values.

**Landscape** – Students will capture 10 unique images of a landscape of their choice. Landscapes that are outdoors are recommended, as is using a tripod. Images will be submitted digitally in a PowerPoint presentation of PDF, and will include each images Shutter Speed, Aperture, and ISO values.

**Portrait/Self-Portrait** – Students will create 10 portraits and/or self-portraits. Students can choose which of the two types they would prefer, or mix and match, but all images must be portraits. Images will be submitted digitally in a PowerPoint presentation of PDF, and will include each images Shutter Speed, Aperture, and ISO values.

**Creative Lighting** – Students will thoughtfully plan and create 10 images that work with lighting in a way that is new to them. All types of lighting are allowed except for strobes and/or hot lights. Images should maintain a consistent aesthetic and feel cohesive. Images will be submitted digitally in a PowerPoint presentation of PDF, and will include each images Shutter Speed, Aperture, and ISO values.

**Inspired** – Students will choose a contemporary or historical photographer and find a group of images or body of work by this photographer that inspires them to create their own set of 10 images. Images will be submitted digitally in a PowerPoint presentation of PDF, and will include each images Shutter Speed, Aperture, and ISO values. No late work will be accepted for the final project.

## Final Exam

There is no final exam in this course. Instead, your final project, "Inspired," will count as your final exam in this class. No late work will be accepted for the final project.

## **Extra Credit**

Extra credit will be offered at the discretion of the instructor.

## **Late Work**

**\*Late work is not eligible for class-wide critique, but written feedback by the instructor will be given.**

Late work will have 5% of the overall project grade deducted per day that the project is late. If you miss the deadline by a couple of hours, then your grade will see minimal points deducted. However, if you waited until the last minute to start a project, and you turn it in 1 week late, then you will see 7 days' worth of late points deducted from your final grade (a 35% reduction of your grade). These late points are *automatically* deducted from late assignments in the gradebook on D2L.

## **Make Up Work**

Make up work is accepted on a case-by-case, instructor-approved basis. An excused, documented absence (from illness, an emergency, family death, etc.) is needed with the submission of the make-up work, or the entire assignment will not be accepted.

## **Important Dates**

- Last day for term schedule changes: 8/27/26
- Deadline to file for December graduation: 9/21/26
- Last Day to drop with a grade of "W": 11/23/26
- Refer to: [Drops, Withdrawals & Void](#)

## **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log in to [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

## **Attendance**

Students enrolled in the Juanita and Ralph Harvey School of Visual Arts must comply with the following department-wide Attendance and Lateness Policy:

- If you are sick . . . Please don't come to class!! We can Zoom/Facetime you in if appropriate
- Students arriving after class begins will be considered late. Students arriving 10 minutes after class begins will be counted absent.
- THREE late arrivals count as an absence.

- Students may be absent from class THREE times without penalty and without providing any documentation regarding the absence.
- **\*If students incur a FOURTH absence, their final course evaluation will be reduced by a full letter grade.**
- If students are absent or late FIVE times, whatever the reason, they will receive a FAILING GRADE, be dropped from the class roll, and be asked to stop attending class.
- Example: after your 4th absence, a 90% (A) will become an 80% (B)
- Example: after your 4th absence and 3rd tardy, an 80% will become an F and you will be dropped from the course.
- Faculty members have the discretion to make exceptions to this policy based on individual circumstances.

### **Inclement Weather**

If the university closes due to inclement weather, or I deem the road conditions to be unsafe for commuting students, our class will not shift to an online format. Any assessments, assignments, or deadlines that coincide with the closure dates will be adjusted as needed once campus reopens. I will communicate any changes or updates via D2L and email. Please monitor official university announcements during severe weather events.

### **Online Computer Requirements**

Taking this class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. The computers in the lab C115 are available to use unless there is another class in progress.

***\*Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center.

### **\*Your computer being down is not an excuse for missing a deadline!!**

There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations, however, they are able to help you get connected to our online services. For help, log into [D2L](#).

### **Recording Classes**

***\*Recording classes is generally prohibited without the professor's explicit permission.***



Recordings of my lectures or demonstrations are recordings of my intellectual, copyrighted material. Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior written consent. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of [Disability Support Services](#) (DSS). Such recordings **may not** be uploaded to the internet or otherwise shared, transmitted, or published. Please speak to DSS to establish accommodations for this class if you need them!

### **Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

### **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Northwestern State University (NSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to NSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Northwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

### **Emergency Aid Resources for Basic Needs**

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be

available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, [student.affairs@mstuexas.edu](mailto:student.affairs@mstuexas.edu).

## **College Policies**

### *Campus Carry Rules/Policies*

Refer to: [Campus Carry Rules and Policies](#)

### *Smoking/Tobacco Policy*

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated smoking areas at each location.

### *Alcohol and Drug Policy*

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### *Campus Carry*

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### *Active Shooter*

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “Run. Hide. Fight.” which may be electronically accessed via the University police department’s webpage: ["Run. Hide. Fight."](#)

## Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

**\*Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

### Course Schedule:

| Week                          | Activities/Assignments/Exams                                                                                                                                                | Assignment Due & Date                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Week 1</b><br>8/25 to 8/27 | Syllabus & Introductions<br>Class Expectations & Policies<br>Supplies overview<br><br><b>Lecture:</b> The Camera                                                            | N/A                                   |
| <b>Week 2</b><br>9/1 to 9/3   | <b>Introduce Assignment:</b> Technical Shoot<br><b>Demo:</b> How to use a tripod<br><br><b>Art Camp 9/3 at 9am</b> (art majors only)                                        | N/A                                   |
| <b>Week 3</b><br>9/8 to 9/10  | In class check in: Technical Shoot<br><b>Demo:</b> File storage<br><b>Video:</b> How Not to be Seen (Steyerl)<br><br>Shooting day - Check in <b>REQUIRED</b> for attendance | N/A                                   |
| <b>Week 4</b><br>9/15 to 9/17 | <b>Critique:</b> Technical Shoot<br><br><b>Introduce</b> Landscape Assignment<br><b>Lecture:</b> Landscape                                                                  | "Technical Shoot" due on 9/15 at 9 am |
| <b>Week 5</b><br>9/22 to 9/24 | <b>In-class exercise:</b> Alphabetography<br><br>Shooting day - Check in <b>REQUIRED</b> for attendance                                                                     | N/A                                   |
| <b>Week 6</b><br>9/29 to 10/1 | <b>Demo:</b> Lightroom & Adobe Bridge<br><br><b>Critique:</b> Landscape                                                                                                     | "Landscape" due on 10/1 at 9 am       |
| <b>Week 7</b><br>10/6 to 10/8 | <b>Introduce</b> Portrait/Self-Portrait Assignment<br><b>Lecture:</b> Portrait/Self-Portrait<br><br><b>Demo:</b> Printing                                                   | N/A                                   |

| <b>Week</b>                         | <b>Activities/Assignments/Exams</b>                                                                                                                                 | <b>Assignment Due &amp; Date</b>              |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>Week 8</b><br>10/13 to<br>10/15  | <b>MOVIE DAY:</b> Rear Window (1954)<br><br><b>In-class Dicussion:</b> Rear Window<br><b>Introduce</b> Creative Lighting Assignment                                 | N/A                                           |
| <b>Week 9</b><br>10/20              | <b>Critique:</b> Portrait/Self-Portrait<br><br><b>Jordan out of office 10/22 for SPE</b>                                                                            | "Portrait/Self-Portrait" due on 10/20 at 9 am |
| <b>Week 10</b><br>10/27 to<br>10/29 | <b>Lecture:</b> Creative Lighting<br><b>Reading Discussion:</b> Who is Speaking thus? - Abigail Solomon-Godeau (1986)<br><br><b>In Class Workshop:</b> Lumen Prints | N/A                                           |
| <b>Week 11</b><br>11/3 to 11/5      | Printing Day<br><br><b>Critique:</b> Creative Lighting                                                                                                              | "Creative Lighting" due on 11/5 at 9 am       |
| <b>Week 12</b><br>11/10 to<br>11/12 | <b>Introduce</b> Final Project: Inspired<br><b>Lecture:</b> Inspired: Photographic Styles<br><br>History of Photography <b>Lecture</b> (Part 1)                     | N/A                                           |
| <b>Week 13</b><br>11/17 to<br>11/19 | History of Photography <b>Lecture</b> (Part 2)<br><br>Printing Day                                                                                                  | N/A                                           |
| <b>Week 14</b><br>11/24             | Thanksgiving break – No class meeting this week                                                                                                                     | N/A                                           |
| <b>Week 15</b><br>12/1 to 12/3      | <b>12/1: Critique:</b> Inspired Assignment<br><br><b>12/3 Critique</b> for Photo 2, 3 & 4 - <b>MANDATORY</b>                                                        | "Inspired" due on 12/1 at 9 am                |