



Course Syllabus: Photography IV
Juanita & Ralph Harvey School of Visual Arts
ART 4013, Spring 2024
T/TH 9:30am-12:20pm

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The information contained in this class syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.

Course Description

The photographer is a multi-tasking, multi-faceted and multi-skilled individual. She or he will need to consider many things when deciding what exactly goes into that 2-dimensional rectangle we call a photograph. Lighting and lighting equipment, camera format, color scheme choices, props, the location and especially concept need to be deftly weaved together and thought through. This class will provide the opportunity for the student to consider these things and further hone their own innate skills.

This is a highly labor intensive course that requires a great deal of time outside the regular class meeting hours. **Students are expected to be creating new work every week; work made previous to this class is not allowed to be turned in for class assignments.**

Course Objectives

- Gain competence in: Digital 35mm image capture, studio lighting equipment, digital workflow, and digital printing.
- Develop an understanding of the elements of visual design such as composition; space, contrast and light through lectures of historical and contemporary photographic artworks.
- Learn to interpret and evaluate photographic works through written reports, group evaluations, discussions, and oral critiques.
- Learn lighting for reflective, textured and transparent surfaces
- Learn to create a portfolio of commercial & fine art work of color photographs through high quality printing and presentation techniques.

Class Format

- Demonstrations
- Presentations/Lectures
- Small and Large Critiques

- Reading Discussions
- Individual Meetings
- In class exercises
- Lab time
- Gallery/Museum visits

Student Handbook

Refer to: [Student Handbook](#)

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Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).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

Artificial Intelligence (AI): The use of generative AI tools (such as ChatGPT) is not permitted in this course; therefore, any use of AI tools for work in this class may be considered a violation of Texas Tech's Academic Integrity policy and the Student Code of Conduct since the work is not your own. The use of unauthorized AI tools will result in referral to the Office of Student Conduct.

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."

Required Materials

- Digital camera with full manual controls (dSLR or mirrorless)
- Memory card compatible with your camera, 64 GB or larger
- USB Drive and/or External Hard Drive
- Notebook/Sketchbook
- Post it notes, 3"x5" minimum size, 100 sheets
- Inkjet compatible photo paper. Recommended: Red River (Satin or Luster) paper, 8.5"x11" and/or larger.
- Portfolio for storage of prints and course materials
- Archival matboard, white. One 24"x36" sheet recommended.
- Foam board. One 20"x30" or larger sheet recommended.
- Acid-free linen tape
- Archival photo corners
- One Inkjet cartridge for Canon or Epson printers (to be assigned by instructor)

Recommended Textbooks

- *A Short Course in Digital Photography* by Barbara London and Jim Stone, 4th Edition
- *Criticizing Photographs*, 5th edition (2011) by Terry Barrett

Attendance

Each student is allowed three absences (excused or unexcused) without penalty. Each additional absence will result in the lowering of a full letter grade. More than five absences will result in a failing grade. Speak with the instructor if you have extenuating circumstances, but do not expect to be excused from this policy. If you are absent, it is your responsibility to find out what you missed in class. Lectures and demonstrations are not repeated.

Entering class late is when the instructor has already started lecture, around 10 minutes into class. Late arrivals and leaving early from class three times will count as one absence. More than 20 minutes late to class will count as an absence.

Absences during critiques will not be tolerated. If you miss or are late for critique (even if your work was already critiqued), you will be assessed accordingly. Be considerate to your classmates and the work they put in.

Weather Closure Policy

For inclement weather school-wide closures, you will be notified through MSU Alert. The instructor will send out an announcement via D2L News if there is class that day. Depending on what is on the schedule, the instructor may hold individual meetings via Zoom.

Office Hours

Students must sign up for office hours via Calendly 4 hours prior to the meeting. Otherwise, meeting may not be guaranteed. Office hours may be in person or over Zoom.

Link: <https://calendly.com/jean-shon/office-hours>

Instructor Class Policies

Classroom Etiquette:

- You are expected to come to class prepared, having completed all reading assignments and arriving with any required materials. **You must shoot outside of class time so that you edit, compile, print, mount, and organize your photos during class time.** Use your class time wisely.
- Preparation for Critique: I highly recommend that you print at 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.**
- You are expected to contribute to critiques of the assignments and final projects, offering constructive criticism to their peers, and providing useful commentary about the work under discussion.
- Be kind and compassionate to each other according to the Charter of Compassion.
- Silence your devices before entering the classroom. If you are found using your phone, tablet or the class computer for something other than class work (i.e. texting, social media, and so on) you will be asked to leave the class and will receive an absence for the day.

- 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, fun environment where you feel excited to make work.
- Disruptive and disrespectful behavior will not be tolerated. Tardiness is disruptive, so be on time. If you must arrive late, make as little noise as possible.
- Be mindful of the lab schedule; you are NOT allowed to work in the lab during other classes (unless you have permission from that instructor).

Active participation and involvement during class includes:

- Giving your full attention to instructor and classmates
- Having an open-minded outlook
- Participating in exercises and assignments
- No headphones, except during individual assignments
- Giving feedback during discussions and critiques, verbal or written

Grading

Grading Scale: A=90-100, B=80-89, C=70-79, D=60-69, F=0-59

Grades of “A” depend on you 1) being absent 3 times or fewer 2) submitting work for all critiques on time with the minimum recommended number of photos or more 3) completing 3 challenges or more 4) self-evaluation assessments per Evaluation Contract, Guidelines, and Charter for Compassion

Grades of “B” depend on you 1) being absent 3 times or fewer 2) submitting work for all critiques on time with the recommended number of photos or more 3) completing 2 challenges or more 4) self-evaluation assessments per Evaluation Contract, Guidelines, and Charter for Compassion

Grades of “C” depend on you 1) being absent 4 times or fewer 2) submitting work for 5/6 critiques on time with 1 fewer than the recommended number of photos or more 3) completing 1 challenge or more 4) self-evaluation assessments per Evaluation Contract, Guidelines, and Charter for Compassion

Grades lower than “C” depends on you 1) being absent 5 times or fewer 2) submitting work for 4/6 critiques on time with 2 fewer than the recommended number of photos or more 3) completing 0 challenges or more 4) self-evaluation assessments per Evaluation Contract, Guidelines, and Charter for Compassion

Assessment

Grading will be based on student engagement of the material (by way of Self-Evaluation) and conversation with the instructor. Self-Evaluation will be due after every critique (both small and large), reading discussions, optional challenge(s), mid-semester, and end of semester.

An **Evaluation Contract** and **Charter for Compassion** will be compiled and agreed upon on the first day of class during class and disseminated the next class, where you will sign. An

Evaluation Guideline will be compiled that will have both concrete and non-concrete qualities to reference for your evaluation.

This course will focus on qualitative, not quantitative, assessment of your own work (something we'll discuss during the class). I will give you verbal and/or written feedback by asking questions and giving comments to engage your work on every assignment.

The intention here is to help you focus on working in a more organic way, as opposed to working as you think you're expected to. If this process causes more anxiety than it alleviates, see me at any point to confer about your progress in the course to date. If you are worried about your grade, your best strategy should be to **consistently** work on your projects, join the discussions, do the reading, and give feedback to your classmates. You should consider this course a "busy work-free zone." If an assignment does not feel productive, we can find ways to modify, remix, or repurpose the instructions.

Self-Evaluation

Self-Evaluation guides will be uploaded on D2L. The guides are meant to help you reflect on your performance, but is not comprehensive and does not mean you must answer every point.

Small Critique: Submit a Self-Evaluation before the end of class on the day of small critique. You will be given class time to complete your self-evaluation. Submit on D2L. I will meet with everyone individually to go over your evaluation and give feedback.

Large Critique: Submit a Self-Evaluation no more than 3 days after you present in large critique. Submit on D2L. I will meet with everyone individually to go over your evaluation and give feedback.

You are allowed to re-submit your project with a Self-Evaluation and meet with me as many times as needed. The only exception is the last project, which you will have only 1 week to re-submit due to time constraints.

Challenges: Submit a Self-Evaluation no more than 3 days after you complete the assignment.

There will be a Mid-Semester and Final Self-Evaluation to track progress.

During finals week, I will meet with everyone individually where a grade will be agreed upon during the meeting.

Late Work

All work is due on the assigned day as stated in the contract. Absence is not an excuse; it is still your responsibility to turn in your assignment on time. You are responsible for contacting the instructor should you submit late work.

Critique Guidelines

- Critiques by their very nature cover this variety of the topics ranging from identity, gender, politics, race and religion. It is the instructor's role to both mediate the critique discussion and expand on the subject matter so all the students in the class can learn. Students must understand that the topics covered in class are not necessarily personal opinions of the instructor or of the students but rather points of debate.
- If a student feels uncomfortable for any reason or subject matter, they should feel secure and safe in contacting the instructor to see what can be done about.
- As useful and informative as critiques hopefully are to a student during a class, they are NOT the determining factor for evaluation.
- All students are expected to be fully engaged and contribute thoughtful comments in critique and discussion. Critically expressing your thoughts about the topic at hand and about other students' work will help you grow as an artist.

Gallery Attendance

Students enrolled in studio or art history courses must attend every gallery opening and sign in at the reception desk. If the student cannot attend the gallery opening, they must meet following requirements below:

- Prior to the reception date, go to the art office, sign the notebook stating your reason for missing, and list your art history or studio class.
- The student must write a paper on the artist exhibited in the Juanita Harvey gallery.
- The paper should emphasize the student's reaction to the work.
- The paper must be formatted in Times New Roman, 12-pt. font, and be double-spaced. The paper must consist of 500 words.
- The paper must be submitted to the art office one week after the exhibition opening.
- If the exhibition extends past the final class day of the semester, the paper will be due one week before the final class day of the semester.
- If a student does not attend the show nor submit a paper, their final grade will be dropped 3.3% per gallery opening.
- If a student misses all of the gallery openings and does not write a paper for each required exhibition, the student's final grade will be dropped by 10%.

Studio Access and Health and Safety Rules

The computer lab is available for your use whenever scheduled classes are not in session. Class schedule is posted on the door of the classroom.

Wearing a mask is encouraged. Use hand sanitizer before using the E26 spray bottle to clean your keyboard and mouse before and after use. No eating or drinking in the lab.

IF YOU ARE IN THE BUILDING AFTER CLASS HOURS, YOU MUST BE ABLE TO PROVIDE YOUR STUDENT ID AND PROOF OF ENROLLMENT IN CLASS IF AN OFFICER ASKS FOR IT. IF YOU HAVE A PROBLEM AND NEED ASSISTANCE, CALL THE CAMPUS POLICE AT 397-4239.

Studio Maintenance

General studio clean up will be the last 15 minutes of each class session. Students will maintain discipline in studio safety precautions, maintenance and upkeep throughout the semester. The instructor will drop those students not willing to take active part in those goals.

Treat the lab as you would your home. Clean up any mess that you make. No personal grooming or hygiene in the lab.

Important Dates

Last day for term schedule changes: January 19. Check date on [Academic Calendar](#).

Deadline to file for graduation: February 12. Check date on [Academic Calendar](#).

Last Day to drop with a grade of "W:" April 24. Check date on [Academic Calendar](#).

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

D2L is an official means of communication and repository for this class's recordings. Please check D2L content and email daily. These include, syllabus, assignments, lectures, grading and attendance.

Make sure that D2L class announcements and information are forwarded to your MSU email. Go to "Account Settings→ Email" and scroll down to "Forwarding Options," check the first box and type in your MSU email address, check "Forward and mark unread in the Inbox folder," and save.

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 into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Contact

You are required to use your MSU email (or D2L) for all communication. Please do not contact me via your personal email. See above under "D2L" to make sure your D2L information is being forwarded to your email.

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 Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU 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) exists 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, Midwestern 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 Clark Student Center, Room 168, (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](#).

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 has 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](#)