



**Course Syllabus: Photography I**  
**Juanita & Ralph Harvey School of Visual Arts**  
**ART 2013, Fall 2023**  
**T/TH 9:30am-12:20pm**

Instructor: Jean Shon  
Office: C107 Fain Fine Arts  
Office hours: T/TH, 2:30-5pm  
Office phone: (940) 397-2801  
E-mail: jean.shon@msutexas.edu

*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**

An introduction to the fundamentals of photography using a DSLR (digital single lens reflex) camera. This course includes digital camera use and basic image manipulation controls using Photoshop. Introductory lighting and artwork reproduction skills are taught. The aesthetics of photography will be discussed in terms of its history, and artistic and technical advancements. Students must own or have use of a DSLR camera.

This is a highly labor intensive course that requires a great deal of time outside the regular class meeting hours. Students will be expected to shoot no less than 50 digital images per week. Ideally, students should allocate time every day to take photographs; learning a new language requires daily practice. Allow more time for to produce conceptually and technically considered images for critiques. In addition, technical failures are a necessary part of the learning process. Therefore, students must allow enough weekly outside lab time (be mindful of lab 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**

- Demonstrate the ability to manipulate shutter speed, aperture, and other camera controls to correctly expose an image using the camera meter.
- Use image manipulation software to optimize image files for web and print purposes.
- Discuss the technical and aesthetic merits of imagery using professional critique vocabulary
- Identify key historic figures and technical developments in the history of the field.
- Develop an understanding of the elements of visual design such as composition; space, contrast and light through slide lectures of historical and contemporary photographic artworks and gain an awareness of the historical quest for color.

## Class Format

- Demonstrations/Presentations
- Class Discussions and Critique
- Lab time/Individual Meetings
- In class exercises
- Gallery/Museum visits

## Student Handbook

Refer to: [Student Handbook-2021-22](#)

### 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.

### Grading

Grading Scale: A=9 to 10, B= 7 to 8, C= 4 to 6, D= 2 to 3, F= 0-1

Evaluation Explanation:

A=Superior work. Excellent development in skill, exploration and expression.

B=Above average development in skill; exploration and expression.

C=Average work. Meeting the assignment requirements. Recommend greater need for study in academic comprehension and technical skills.

D=Below average performance. Requires greater study to improve academic understanding, perceptual and technical skills.

F=Performance indicates little or no progress in academic understanding, perceptual and technical skills. Quality of work not on level of necessary time and study. Showing little willingness or effort to improve skills.

Turning in assignments on time, participating in class discussions and attending class are the basic responsibilities of every student and will result in a "C." You will be graded on Creativity, Craft, and Content. **All work must be made specifically for this class, during this class.**

### Grading Breakdown

Participation:	15%
Technical Assignment:	15%
Projects (2):	30%
Talking Photos:	10%
Visual Source Library:	10%
Journal:	5%
Digital Portfolio:	10%
Presentation:	5%

### **Required Materials**

- Digital camera with **full manual controls** (dSLR or mirrorless)
- Memory card
- USB Drive and/or External Hard Drive
- 8 x 10 Journal/Sketchbook
- Notebook or 3 ring binder for Visual Source Library
- One Inkjet cartridge for Canon or Epson printers
- Inkjet compatible photo paper. Red River or Canson paper recommended.
- Portfolio for storage of prints and course materials
- 11x14 archival matte board, white
- Acid-free linen tape
- Archival photo corners

### **Recommended Textbooks**

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

### **Late Work**

Late assignments will NOT be accepted. All work is due on the assigned day. You are responsible for contacting the instructor if you are absent. Absence is not an excuse; it is your responsibility to turn in your assignment on time.

### **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.

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.

If you are absent, it is your responsibility to find out what you missed in class. Lectures and demonstrations are not repeated.

Absences during critiques will not be tolerated. If you miss or are late for critique (even if your work was already critiqued), your grade for the assignment will be lowered accordingly, unless it is excused in advance or an emergency. Be considerate to your classmates and the work they put in.

### **Critique**

- A critique is an oral or written discussion strategy used to analyze, describe, and interpret works of art. Critiques help students hone their persuasive oral, information-gathering, and justification skills.
- 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 the production grade.

### **Instructor Class Policies**

#### **Classroom Etiquette:**

- Each student must be prepared for class, 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.** In-class performance, work, and participation will be graded. All students will be 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.
- 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, YouTube and so on) you will be asked to leave the class and will receive an absence for the day.
- Be kind to each other
- 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.

#### **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

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**

As an art student in the Harvey School of Visual Arts you are required to attend all gallery receptions. If you are unable to attend, you will be required to write a short exhibition review. Please plan accordingly.

### **Studio Access and Health and Safety Rules**

The computer lab is available for your use whenever scheduled classes are not in session. 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 up keep throughout the semester. The instructor will drop those students not willing to take active part in those goals.

### **Important Dates**

Last day for term schedule changes: Change of Schedule and Late Registration: August 28-31. Check date on [Academic Calendar](#).

Deadline to file for graduation: October 2. Check date on [Academic Calendar](#).

Last Day to drop with a grade of "W:" Last Day for "W", 4:00 p.m. – Drops after this date will receive grades of "F.": October 30. 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.

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.

### **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](#)

## **Deliverables**

*Specific assignment guidelines will be provided for every assignment. Contact sheets due for every photo project. All work must be in final presentation format for critique.*

- 1. Journal: Due Dec 5 (5%)**  
Bring a journal to every class to write down notes, complete in class exercises, projects ideas, feedback, etc. No electronic devices for note taking allowed.
- 2. Visual Source Library: Due Dec 5 (10%)**  
Every week, find a piece of work of one artist who interests you. The artist should be an established, reputable, well-known artist in the fine arts community. Write the artist, title, and brief response to the work. Total of 15 artists by the end of the semester.
- 3. Technical Assignments: Due Sept 26 (15%)**  
Three short assignments that are exercises designed to help you experience the concepts discussed during lectures with your camera. These assignments explore metering, shutter speed, depth of field, moving objects, camera movement and angle.
- 4. Interpreting Photographs Presentation: Due Oct 19 (5%)**  
Pick one of the artists in your Visual Source Library to present to the class. Respond to the artists' work by describing, analyzing, and criticizing their work.
- 5. Emulation: Due Oct 31 (15%)**  
Visit a gallery, museum, Internet or the library and choose an inspirational fine art photographer to research and emulate. Using a 35mm digital camera create a series of photographs in the style of the inspirational photographer.
- 6. Talking Photographs: Due Nov 21 (10%)**  
You will be paired with a student for this assignment for a visual conversation. Email a photograph to your partner, and they will reply with a photograph, and so on. Exchange a minimum of 12 photographs at the end of 6 weeks (24+ total). This project will be printed and critiqued.
- 7. Photo as Metaphor: Due Dec 5 (15%)**  
The photograph is a visual metaphor: showing one thing but meaning (or alluding to) another. These images will seem to have two meanings: one that they show on the visual level, and another that they allude to or suggest.
- 8. Digital Portfolio: Due Dec 12 (10%)**  
Document all photographic works produced during this semester. Include the final images from each critique – minimum 20 images.

<b>Week</b>	<b>Day</b>	<b>Description</b>
1	Aug 29	Introduction: Syllabus, Requirements, Objectives, Supplies Deliverables (Participation, Assignments, VSL, Presentation, Digital Portfolio)
	Aug 31	Visual Source Library Assignment: Library Day <b>11am, Basic Camera Functions Demo</b>
2	Sept 5	<b>Words &amp; Ideas</b> <b>In class: Tech Assignment #1</b> <b>Workflow Demo</b>
	Sept 7	<b>Photoshop Basics</b> Homework: Tech Assignment #2
3	Sept 12	<b>Photoshop Demo: Adjustment Layers, Masks</b> Lab Time: Class editing and printing/Individual meetings Homework: Tech Assignment #3
	Sept 14	<b>Art Camp (No Class)</b>
4	Sept 19	<b>Printing Demo</b> <b>Photoshop Demo: Color Correction</b> Lab Time: Class editing and printing/Individual meetings Tech Assignment #2 Due Homework: Interpreting Photographs Presentation
	Sept 21	<b>Intro to Critique</b> Lab Time: Class editing and printing/Individual meetings
5	Sept 26	<b>Critique I: Tech Assignments 1-3</b>
	Sept 28	<b>Critique I: Tech Assignments 1-3</b>



6	Oct 3	<b>Emulation Presentation</b> Lab Time: Class editing and printing/Individual meetings Homework: Talking Photos Assignment
	Oct 5	Lab Time: Class editing and printing/Individual meetings
7	Oct 10	<b>Photoshop Demo: Selection Tools</b> Lab Time: Class editing and printing/Individual meetings
	Oct 12	<b>Matboard Cutting Demo</b> Lab Time: Class editing and printing/Individual meetings
8	Oct 17	<b>Photoshop Demo: Retouching</b> Lab Time: Class editing and printing/Individual meetings
	Oct 19	<b>Interpreting Photographs Presentation 1</b> Lab Time: Class editing and printing/Individual meetings
9	Oct 24	<b>Interpreting Photographs Presentation 2</b> Lab Time: Class editing and printing/Individual meetings
	Oct 26	<b>Photoshop Demo: Compositing, Special Effects</b> Lab Time: Class editing and printing/Individual meetings
10	Oct 31	<b>Critique II: Emulation</b>
	Nov 2	<b>Critique II: Emulation</b>
11	Nov 7	<b>Photo as Metaphor Presentation</b> Lab Time: Class editing and printing/Individual meetings
	Nov 9	<b>Artist Statement Presentation</b> Lab Time: Class editing and printing/Individual meetings
12	Nov 14	Lab Time: Class editing and printing/Individual meetings

	Nov 16	<b>Small Critique: Talking Photos</b> Lab Time: Class editing and printing/Individual meetings
13	Nov 21	Lab Time: Class editing and printing/Individual meetings
	Nov 23	Thanksgiving: No Class
14	Nov 28	Lab Time: Class editing and printing/Individual meetings
	Nov 30	Lab Time: Class editing and printing/Individual meetings
15	Dec 5	<b>Critique III: Photo as Metaphor</b> Artist Statement Due Visual Source Library Due Journal Due
	Dec 7	<b>Critique III: Photo as Metaphor</b>
16	Dec 12	Digital Portfolio Due
	Dec 14	