course number	course title	course location Center for the Arts	
Art 129	Digital Photography		
meeting day/time	course reference	course website	
Monday: 9:15 am to 1:00 pm	11307	http://wccart129.claudiajacques.com	
instructor's name	contact info	cell/txt	
Claudia Jacques de Moraes Cardoso, MFA, PhD	cmc9@sunywcc.edu	914-924-0703   text	

## course description

This introductory course provides a theoretical, technical, and aesthetic foundation in digital photography. Students learn technical camera usage and principles of design through shooting assignments that focus on the correlation between photography composition and conceptual intent. Lab exercises and demonstrations develop basic digital skills using software to modify and enhance images for digital output and presentation. Theoretical readings, writing assignments, group critique and visual presentation of contemporary digital photography help contextual the student's work and facilitate the development of analytical skills with an emphasis given to the vocabulary of photographic viewing. Class Hours: 4

# course learning outcomes + objectives + measures

Upon successful completion, the student will be able to:

- 1. Understand and utilize basic features of a digital single lens reflex (DSLR) camera:
  - Create photographs demonstrating intentional use and control of exposure, shutter speed, and depth of field. All Exercises and Projects.
- 2. Create photographs demonstrating awareness of compositional principles:
  - Create photographs demonstrating understanding of composition, negative and positive space, visual flow, rule of thirds, emphasis/focal point, foreground, middle ground, background, exposure, depth of field, and shutter speed. All Exercises and Projects, Quiz.
- 3. Use creative visual thinking strategies to communicate meaning:
  - Create a photographic series that makes effective use of subject matter and formal elements to communicate a pre-determined meaning.
     Weekly class critiques, Reading & Research Blackboard posts & E-portfolio self-critiques, Final Project Written Statement.
  - Identify design strategies that are used to communicate a predetermined meaning or emotion (mark-making, high/low contrast, emotive color, composition, geometric/organic shapes).
     Weekly class critiques, Reading & Research Blackboard posts, E-portfolio self-critiques, especially Projects 4 to 6, Final Project.
- 4. Use technical vocabulary to analyze and evaluate photographic images:
  - Evaluate the use of basic photographic concepts and techniques in selected photographs.
     All Exercises and Projects.
  - Critically analyze and "decode" photographic images, and evaluate the relationship between form and meaning. All Exercises and Projects.

### course requirements

This class relies on in-class and at home assignments, design projects, skills exercises, group discussions & critiques, demos, individualized instruction, visual presentations/lectures, assigned research & readings, written responses, self-assessments, online course supplement, and online student e-portfolio. In order to succeed in this class, you are expected to:

- Attend ALL classes on time, complete assignments on time; participate in class critiques & discussions.
- Dedicate approximately six hours of work per week in addition to class time to complete assignments.
- Have regular access to a device with Internet connection to follow the course content online, post to the course discussion board on Blackboard, maintain your e-portfolio and WCC e-mail account. More on the course Technology & Media Access requirements and rules can be found at http://wccart129.claudiajacques.com/media
- Check the course site http://wccart129.claudiajacques.com, Blackboard and your WCC e-mail regularly!
- Keep up with readings and postings, self-evaluations, documenting your artwork, course evaluation and participating
  on a final assessment.
- Have a WCC e-mail account and be able to access it regularly. When contacting your instructors via e-mail, you MUST use your WCC e-mail address no personal e-mail addresses! This is a WCC policy.

#### materials & supplies

http://wccart129.claudiajacques.com/materials

#### supplies

#### digital camera with manual controls

- DSLR camera with at least 10 megapixels\*: Canon Rebel series SLR, Nikon D3000 or D5000 series SLRs. https://www.digitalcameraworld.com/buying-guides/best-camera-for-beginners-best-entry-level-dslr-mirrorless-and-compact-cameras
- You should try the camera before purchasing it. The camera size, weight and controls can positively or negatively impact your photos and practice.

#### tripod

Sturdy tripod to support your camera\*.
 https://photographylife.com/how-to-choose-and-buy-a-tripod-for-a-dslr-camera

## camera digital storage cards

• Two (2) 32 GB cards.

#### universal digital card reader

Make sure the reader is compatible with your camera digital storage card.
 https://www.google.com/search?q=universal+digital+card+reader&source=lnms&tbm=isch&sa=X&ved =0ahUKEwiC\_PTynubfAhWumeAKHYeNA4QQ\_AUIDygC&biw=1553&bih=772

#### transportable storage access

- Cloud access (eg. Dropbox, Google Drive, etc..) to upload photos.
- USB Flash drives or external drives are also acceptable and recommended as back up. If using just physical drives make sure they are always in your possession.

# camera and lens cleaning supplies

- Microfiber lens cloth. (eg. Zeizz)
- Alcohol-Based lens cleaner. (eg. Zeizz)
- Squeeze bulb

https://digital-photography-school.com/clean-care-camera-gear/

#### access to Adobe Photoshop and Bridge

- WCC offers access to Adobe Photoshop and Bridge (Creative Cloud) in certain computer labs in the main campus (Valhalla), at the Center for the Arts (White Plain) and at the Center for Digital Arts (Peekskill) sites. Check the course site for updated locations.
- A free 30 day trial version of Adobe Photoshop CC can be downloaded from Adobe's website after registering: <a href="http://www.adobe.com/downloads.edu.html">http://www.adobe.com/downloads.edu.html</a>
- A discounted student subscription to Adobe Photography (Includes Photoshop) or the entire Adobe Creative Suite can be purchased here: (You will need a valid college email address) https://creative.adobe.com/plans?plan=edu

## photo printing

- You are required to print your contact sheets and photographs.
- WCC offers laser printers in the computer labs. Read WCC Printing Policies.
- Your best photos should be printed in ink jet printers with high quality inkjet paper. WCC offers a few
  ink jet printers in the Valhalla campus, Center for the Arts and Center for the Digital Arts. You should
  consider printing your photos at specialty printing locations such as CVS, Staples, etc.
- Consider using Krylon Preserve It to protect your inkjet prints against moisture, fading and smudges https://www.amazon.com/Krylon-K07027000-Preserve-Aerosol-Finish/dp/B00AQ72JHE

# manila folders for turning in assignments

3-ring presentation binder with clear plastic sleeves for prints/documents

### technology & media access

### http://sunywcc2ddesign.com/technology-media-access

In this class you are required to several times a week access:

- the course website,
- Blackboard,
- your WCC email account, and
- · document your work.

This means that you need access to a device with Internet connection. You can access these tools and resources through a computer, tablet or smart phone.

# Here are the links for

- Course Site: http://wccart129.claudiajacques.com
- BlackBoard: <a href="https://sunywcc.sln.suny.edu/">https://sunywcc.sln.suny.edu/</a>
- WCC Email: https://sunywccmail.sunywcc.edu

- MyWCC: https://mywcc.sunywcc.edu/
- WCC Site: http://www.sunywcc.edu/

### computer & internet access

- WCC offers free Wi-Fi access throughout the campus and extension sites. You need to select the ASGARD wireless
  network, open a browser and accept the college's Terms of Usage to gain access to the Internet.
  http://www.sunywcc.edu/about/it/westchester-community-college-wireless-access-points-asgard/
- The college also offers several open labs with computer and Internet access to ensure that you can complete work
  that requires access to technologies. Harold L. Drimmer Library has several computer working stations with
  Internet access extended hours; Tec 25 and some extension sites also offer computer labs with extended hours.
  Check their locations and hours. Call in advance to ensure that the hours posted are up to date.
  http://www.sunywcc.edu/student-services/library/library-hours/
- The Art Department offers Open Studio for art students in HAAB 403 Design Studio when no class is in session in the studio. Available open studio time will be posted on the studio door in the beginning of the semester and on the course site: <a href="http://sunywcc2ddesign.com/open-studio">http://sunywcc2ddesign.com/open-studio</a>
- WCC Laptop Landing program allows you to borrow a laptop for a 2-hour period during school days (until 2pm). http://www.sunywcc.edu/student-services/library/librarypolicies/

### wcc email account

WCC requires that you must use your college assigned email to communicate with your instructors, peers, administrators and staff. This policy follows the The Family Educational Rights and Privacy Act or FERPA, a U.S. Federal law that protects the privacy of student education records. <a href="http://www.sunywcc.edu/student-services/registering-for-classes/ferpa/">http://www.sunywcc.edu/student-services/registering-for-classes/ferpa/</a>

Please make sure you have access to your college email account as soon as possible. For more information on how to access your email account go to http://www.sunywcc.edu/about/it/

Having regular access to your WCC email account is a requirement for this course as I will be emailing you class updates, reminders and important deadlines. When contacting each of your instructors via e-mail, you must use your WCC e-mail address – no personal email addresses! Remember that this is a WCC policy.

## printing policy

WCC has implemented a print monitoring system. When printing, you will be required to sign-in. Please use your MyWCC login credentials. Your printing account will be credited with \$25 at the beginning of each semester and every time you print the following amounts will be deducted from your printing budget: 5¢ per B&W page and 15¢ per color page. If you run out of money you can request the college to refill your account one more time. The third refill is on you!

Be conscientious about printing! Despite costing your money, the more paper you use, the more trees need to be killed; and the more ink cartridges and toners are needed generating more non-sustainable garbage. Check this article on What Effect Does Ink Cartridge Waste Have On The Environment:

http://globalwarmingisreal.com/2012/07/12/what-effect-does-ink-cartridge-waste-have-on-the-environment/

## communicating through email

I am happy to communicate through email, but again, I can only do so if your email came from your official WCC email account. When emailing your instructors, peers, administrators and staff, please keep the following Email Etiquette in mind:

- First, make sure what you want to communicate is best suitable for an email exchange. Remember that your college email account is an official college record.
- Make sure what you are about to ask or comment on in your email is not addressed on the course site
  and syllabus. Asking a professor to go over a content that is already available on your course site or
  syllabus makes you look like you are not a serious student and only harms your cause. If after going
  over the content you still have questions, by all means, do ask them!
- Type a clear, informative and succinct Subject Line.
- Use a salutation. Instead of jumping right into your message or saying "hey," begin with a greeting like "Dear" or "Hi," and then address the person by the appropriate title and last name, such as "Prof. Jacques" or "Ms. Cardoso." I welcome you to use my first name: "Claudia".
- Use traditional rules of grammar, spelling and punctuation in your message. Read your email aloud to proofread the message yourself, as spell check won't catch everything.
- Please avoid acronyms or abbreviate words for convenience. Use complete sentences and only standard abbreviations.
- Do NOT send file attachments through email that are over 250 kb. If you are not sure what the file size is, don't send it. All artwork should be posted to your e-portfolio and you can send me a link to

- the image page. You can also text me a file if you want me to check your artwork. Reading posts should be embedded in Blackboard's editor.
- Finalize your email with a signature. Instead of concluding with "Sent from my iPhone" or nothing at
  all, include a signature, such as "Thanks", "Best" or "Sincerely," followed by your name (first and last).
   Please include your class name, reference number, semester and year the first time you contact me
  through email.

If you have any questions or need assistance throughout the semester or miss a class, I encourage you to set up an appointment by email at cmc9@sunywcc.edu to meet me. I check email frequently, but always allow 48-hours for a response. Please plan accordingly!

### communicating through text message

I am also happy to communicate through text message to more quickly give you feedback on assignments, and clarify concepts that you do not understand, but again, please be aware of the following texting protocol:

- Make sure what you are about to ask is NOT addressed on the course site, project specifications or syllabus.
- Please do NOT call my cell phone number unless I specifically instructed you to do so.
- Always, start your text message with your name and class reference. This way I know whom I am talking to.
- Please avoid abbreviations. If I can't understand what you are communicating, I can't help you.
- I am very prompt but please do allow me time to answer your text message. It will be faster than
  email but I have a very busy life and I may be tied up for hours before I can give you feedback. Again,
  plan accordingly!
- Be aware that my cell phone does not work properly in the Design studio. This means that if you text me during class time I will only see your message when I am out of the college. Once again, plan accordingly!
- I am constantly editing and improving our course site. I count on you to give me feedback on any broken links, missing content or discrepancy that you come across. Please text me as soon as possible with an URL link to where you encountered the issue or do a print screen of the issue and where I can find it. This way I can fix it right away!
- Any other information related to you, a class or the course that does not involve a specific assignment
  or content should be done through your WCC's email to cmc9@sunywcc.edu.

# other class requirements

- 1. Bring relevant supplies to class.
- 2. Bring all course work to every class.
- 3. Have access to a manual digital camera.
- 4. Clean up any mess that you have created. Return all materials, magazine and supplies to their proper places.
- 5. No cell phones, beepers, iPods, or other electronic devices without permission.

# assessment

This course was designed with different types of learning resources to help different types of learners succeed in the class. Your final course grade will be the sum of each completed step of the individual projects and exercises; research, readings and posts; vocabulary words; and final assessment, along with some possible extra-credit opportunities. See Assessment under Syllabus on the course site: <a href="http://wccart129.claudiajacques.com">http://wccart129.claudiajacques.com</a>

Along with attendance and punctuality, class participation, productivity and effort are also evaluated and they will add or subtract points from your total grade percentage.

Your final grade is a sum of your graded assignments (up to 100 points), plus any added extra-credit points (up to 5 extra points) subtracted by negative attendance, participation, productivity and efforts (up to 40 minus points).

# graded assignments

Unless otherwise noted, all assignments are to be finished and ready at the beginning of each class.

Assignments are **NOT ACCEPTED LATE!** In the case of an absence, email me the link for your e-portfolio with the projects and exercises due that day **BEFORE** the end of the missed class meeting time.

# Values of the Graded Assignments:

### projects (44 points)

Each project is designed to implement the tools and techniques you have learned in class. Projects will be assigned each class and are due the following class unless otherwise instructed. Projects will be evaluated according to their individual grading criteria.

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Project 1: My Camera 6 points
Project 2: Seeing Light: Depth of Field 7 points
Project 3: Same Space, Different Perspective 7 points
Project 4: Exploring Time Through Shutter Speed – Midterm 8 points
Project 5: Conceptual Portraiture 8 points
Project 6: Content, Light & Color 8 points
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# exercises | weekly photographic studies (26 points)

The best way to learn to see behind the camera is by photographing. These weekly exercises help you focus on specific aspects of photography.

### tutorials & quizzes (20 points)

You are required to follow certain tutorials.

# direct reading and research posts on blackboard (5 points)

Reading and research complement your learning and are necessary to help you understand the content visually and intellectually.

#### electronic portfolio presentation(5 points)

You are required to create, maintain and share an e-portfolio on Wordpress with all your projects and present the portfolio at midterm and final presentations. .

#### extra-credit

You can earn a total of up to **three (3) extra-points** on your total final grade by delivering or participating on the following:

course evaluation (2) – The college offer course evaluations and to motivate you to complete it you can earn 2 extra credits points.

art related events (2) – The Art Department regularly offers art exhibitions in the WCC Gallery and field trips to museums and galleries. If you decide to attend one of these WCC events, contact your instructor for an optional extra credit assignment. Each event is worth half (0.5) point up to two (2) points for four events.

# attendance, punctuality, participation, productivity & effort

Positive class participation, effort and productivity, and attendance and punctuality are expected in this class as they are directly linked to your learning, and as such they don't give you points. On the other hand, negative class participation and attendance can affect your success in this class by deducting up to 40 points from your final grade.

#### attendance & punctuality

This is an in-person class and it is important that you arrive to class on time & prepared.

Late arrivals and early departures are disruptive to your peers and yourself. Each tardiness and/or early departure after two will deduct half (0.5) point from your final grade.

Each class we will be learning a new concept and/or technique. When you miss a class it means that you do not learn an essential design concept or skill. In class assignments cannot be made up.

Each unexcused absence above two (2) will result in the loss of two (2) points on your final grade for the course:

two absences	=	0	nine absences	=	-14
three absences	=	-2	ten absences	=	-16
four absences	=	-4	eleven absences	=	-18
five absences	=	-6	twelve absences	=	-20
six absences	=	-8	thirteen absences	=	-22
seven absences	=	-10	fourteen absences	=	-24
eight absences	=	-12	fifteen absences	=	-26

Absences that are documented through medical notes and death certificates should be brought to the Nurse's office in the Student Center so all your instructors can be made aware of your excused absence.

If you miss class, it is your responsibility to obtain any missed handouts, information, and assignments from the course website. Once you have reviewed the class content and homework for the missed day, e-mail or text your instructor with any questions.

You will be expected to turn in any assignments that were given on their assigned due date, as well as keep your digital portfolio up to date. This means that if you are absent, the following class you must turn in the work that was due on the date of your absence **and** the new work that is due that day (this also applies to your weekly writing, reading and posts, and e-portfolio assignments, not only projects and exercises).

### effort & productivity

Effort and class productivity are defined as staying current with the course site, emails and text messages, self-evaluations, and refraining from the following negative class behaviors: sleeping in class, taking longer breaks, doing non-relevant work, having non-related parallel conversations, texting or daydreaming in class.

Every time this occurs I will let you know and deduct half (0.5) point from your final grade.

You are also expected to complete four (4) Self-Evaluations during the semester. Self-Evaluations are designed to help you increase your productivity and take charge of your learning by making you aware of how you are doing in the class and what you need to do to excel. Each Self-Evaluation you don't complete on time will deduct two-and-a-half (2.5) points from your final grade.

You can lose up to twenty (20) points on negative effort and productivity.

### participation

Participation reflects your engagement in critiques, discussions and presentations.

We will hold a critique at the beginning of class each time a project is due. Projects must be hung on the critique wall by the beginning of class; if you are late arriving in class, your project is late. Everyone will show his/her work to the class for discussion. Everyone must engage in these discussions; it is important to learn the vocabulary of design and speak comfortably about the work presented. Be prepared to speak briefly about your piece, what is successful and what is not. Hanging your work in front of your peers can be a vulnerable, but very fruitful experience. Always remember that we learn just as much from our failures as from our achievements – if not more!

The discussions and presentations will focus on the formal concerns and techniques that we have learned in class. It should be apparent that time, effort, and thought went into each of your designs.

Each class critique, discussion or presentation that you are not ready to participate, reduces your final grade by one (1) point.

It is your duty to complete the course evaluation and present the receipt acknowledging its completion. Failure to do so will deduct one (1) point from your final grade.

You can lose up to twenty (20) points on negative participation.

You should notify your instructor of any extenuating circumstances that may affect your performance, attendance and punctuality in this class.

## helping you succeed

Westchester Community College Art Department offers different resources to help you succeed.

# open studio

WCC offers Open Studio times in the extension sites and main campus. I strongly encourage you to take advantage of Open Studio times where you may have access to computers with Adobe Creative Cloud applications, scanners, printers, etc.. Make sure you always clean up after yourself and hold all conversations outside of the studio so as not to disturb your peers.

Open Studio hours are posted in the course website the first week of classes.

# art department news, events & announcements

WCC Art Department has a Facebook page with current news, events and announcements. You should check it frequently: https://www.facebook.com/groups/655838807893226/

#### students with disabilities

Westchester Community College provides services for students with documented learning disabilities, psychiatric disabilities, physical disabilities, visual, hearing, and other health impairments. To learn more about what support services are available visit: <a href="http://www.sunywcc.edu/student-services/disability-services/">http://www.sunywcc.edu/student-services/disability-services/</a>

### emergency aid program

The new Westchester Community College Foundation Emergency Aid Program has been established to assist students who have unforeseen financial hardships that occur during the academic year and endanger their continued enrollment.

Emergency situations may include, but not limited to homelessness or sudden loss of housing, fire; eviction; overdue utility bills; theft of computer, books or clothing, temporary loss of job or income; victims of violence, sudden loss of childcare; and other such situations. To learn more about what support services are available visit: <a href="http://www.sunywcc.edu/about/foundation/support-us-now/emergency-aid-program/">http://www.sunywcc.edu/about/foundation/support-us-now/emergency-aid-program/</a>

#### winter weather delay or closing information

If class is canceled due to any reason, students are responsible for going to the course site <a href="http://sunywcc2ddesign.com">http://sunywcc2ddesign.com</a> and following the instructions on the content and assignments to pursue for that missed class. This information will be posted the same day as the cancelled class. Assignments are due the week immediately following the cancellation.

Weather cancelations are posted on the college website, www.sunywcc.edu, and the WCC Facebook page. For more information on how to receive information via text message, visit: <a href="http://www.sunywcc.edu/about/weather-announcements/">http://www.sunywcc.edu/about/weather-announcements/</a>

# westchester community college student policies

Below you will find the most relevant policies related to this course. As a Westchester Community College student you should familiarize yourself with the college's policies and procedures, which contain your rights and responsibilities. Check WCC's Student Policies web page for a complete list: <a href="http://www.sunywcc.edu/student-services/policies/">http://www.sunywcc.edu/student-services/policies/</a>

# academic integrity

This class will be conducted in accordance with the college's Student Code of Conduct and basic standards of academic honesty. Cheating, plagiarism, or any other form of academic dishonesty will not be tolerated.

For more information about Westchester Community College's Academic Honesty Policy, please visit: http://www.sunywcc.edu/student-services/policies/#honesty

### classroom conduct policy

In the interest of establishing and maintaining an appropriate learning environment, maximizing the educational benefits to all students, maintaining an atmosphere of safety and comfort, and clarifying the faculty and students' expectation of classroom conduct, the College has established the following:

- 1. Students are expected to arrive on time. If you are unavoidably late and the instructor permits you to enter, please do so quietly and seat yourself quickly.
- 2. Students are expected to refrain from participating in personal conversations during class.
- 3. Every student is expected to focus on the class lesson. Please refrain from doing other class work, reading non-course materials, eating, drinking, or sleeping.
- 4. Students are expected to use appropriate language at all times and be polite to one another.
- 5. Students are expected to remain seated during class, unless the student has notified the instructor or case of an emergency.
- 6. Students must turn off all cell phones and beepers prior to the beginning of class.
- 7. Visitors are only allowed with permission from the instructor.
- 8. Students are expected to refrain from packing up and preparing to leave until the instructor has dismissed the class. It is the instructor's responsibility to dismiss the class at the proper time.

http://www.sunywcc.edu/student-services/policies/student-conduct/fags-student-conduct-students/

#### student code of conduct and sanctioning guide

The Student Code of Conduct manual can be found at:

http://www.sunywcc.edu/cms/wp-content/uploads/2018/04/WCC-Student-Code-of-Conduct-2019-edits.pdf

 $\label{lem:content} The Sanctioning Guide can be found at: http://www.sunywcc.edu/cms/wp-content/uploads/2018/04/WCC-Sanctioning-Guide-1.pdf$ 

#### course calendar

This schedule is subject to changes due to inclement weather and other unforeseen circumstances.

Please check the course website for detailed and updated schedule: http://wccart129.claudiajacques.com/calendar

#### Class 1 | 01/28

Intro to Course | History | Components of Art | Photographic Studies

January 28 | Last Day to Add/Drop a Class

#### Class 2 | 02/04

The Camera | History | Technical Aspects | Principles of Organization

### Class 3 | 02/11

Seeing Light | Technical Aspects | Workflow | Design Elements and Principles

February 11 | Census Date

### Class 4 | 02/18

Seeing Light | Photo Editing | History | Quiz 1

First-Quarter Self-Evaluation

February 18 | Attendance Report

#### Class 5 | 02/25

Same Space, Different Perspective | Technical Aspects | Content

### Class 6 | 03/04

Same Space, Different Perspective | Workflow | Photo Editing

# Spring Recess | March 11 to 17

No Class on 03/11

#### Class 7 | 03/18

Review | Midterm Presentations | Quiz 2

Midterm Self-Evaluation

March 18 | Midterm Grades

March 22 | Application Deadline for May Graduation

### Class 8 | 03/25

Exploring Time | History | Technical Aspects | Context

## Class 9 | 04/01

Exploring Time | workflow | Photo Editing

April 1 | Last Day to Withdraw

### Class 10 | 04/08

Portraiture | Technical Aspects | Design Elements and Principles | Quiz 3

**Course Evaluation** 

# Class 11 | 04/15

Portraiture | History | Workflow | Content | Context

Third-Quarter Self-Evaluation

**Course Evaluation** 

### Class 12 | 04/22

Content: Light + Color | Technical Aspects | Design Elements and Principles

**Course Evaluation** 

# Class 13 | 04/29

Content: Light + Color | Photo Editing | Workflow | Content | Context | Quiz 4

Final Self-Evaluation

# Class 14 | 05/06

**Studio | Final Presentations** 

May 17 | Final Grades Due