Class Syllabus

**Instructor:** Lewis J. Crawford  
**Office:** FMAB – RM 100A  
**E-mail:** Via Canvas or lewis.crawford@utah.edu  
**Office Hours:** Tues. & Thurs. 4 PM to 5 PM  
Or by appointment

**Semester:** Fall 2014  
**Class Time:** T, TH 6 PM to 7:20 PM  
**Class Location:** MLI 1745  

**Fulfills:** Fine Arts Exploration (3 Credits).

**Course Description:**
The class introduces the history, mechanics and applications of digital photography as well as basic photographic combination of lectures, viewing the work of master photographers, class assignments and in-class critiques of student work that will be projected on the screen.

**Course Objectives:**
Through this course, students will be taught basic digital photographic practices through the use of in-class lectures, demonstrations, in and out of class assignments and critiques. In return, the students will learn the following skills:

- A basic history of traditional and digital photography and their impact on our world today.
- The fundamentals on how to use a digital camera.
  - Proper expose of a photograph.
  - F-Stop and depth of field.
  - Shutter speeds.
  - White Balance.
  - Differences of light.
  - In camera editing techniques.
  - Transferring images from the camera to a computer.
- A beginning understanding of Adobe Photoshop CC.
  - File types.
  - How to color correct an image using Levels and Curves.
  - Cropping.
  - Spot fixing.
  - Digital presentation of images.
  - Printing digital images.
- The foundations of photographic aesthetics and composition.
  - The art of photography.
  - Different artistic movements within art photography.
  - Beginning applications of photographic theory.
  - Specific rules of composition.

**Class Policies:**

**Class Structure:** We will have a review, lecture, discussion, demonstration or lab time each day; check the schedule. The lectures **will not** be repeated. If you are late, you will need to get the information from someone else in the class. We utilize Canvas for class and some of the lecture slide shows will be posted as a reference.
**University Attendance Policy:** "You may not attend a University course unless you are officially registered and your name appears on the class roll. The University expects regular attendance at all class meetings. You are not automatically dropped from your classes if you do not attend. You must officially drop your classes by the published deadline in the academic calendar to avoid a "W" on your record. You are responsible for satisfying the entire range of academic objectives, requirements and prerequisites as defined by the instructor. If you miss the first 2 class meetings, or if you have not taken the appropriate requisites, you may be required to withdraw from the course. If you are absent from class to participate in officially sanctioned University activities (e.g. band, debate, student government, intercollegiate athletics), religious obligations, or with instructor's approval, you will be permitted to make up both assignments and examinations."

**Attendance Policy:** Class attendance is part of your Participation grade. This is a studio art course and you are required to attend. Four unexcused absences will result in receiving a 0 for participation points. Excused absences will be reviewed on an individual basis. If a student adds the class after the beginning of the semester, the student is required to make up all assignments.

**Tardiness Policy:** Each student is required to be in class on time. A student will be marked late if arriving 10 minutes after we have begun the class. Two late marks will count as one unexcused absence. Sometimes extenuating circumstances prevent you from being in class on time. We will deal with those on an individual basis.

**University Student Conduct and Plagiarism Policies:** "All students are expected to maintain professional behavior in the classroom setting, according to the Student Code, spelled out in the Student Handbook. Students have specific rights in the classroom as detailed in Article III of the Code. The Code also specifies proscribed conduct (Article XI) that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc. Students should read the Code carefully and know they are responsible for the content. According to Faculty Rules and Regulations, it is the faculty responsibility to enforce responsible classroom behaviors, beginning with verbal warnings and progressing to dismissal from class and a failing grade. Students have the right to appeal such action to the Student Behavior Committee."

"Faculty…must strive in the classroom to maintain a climate conducive to thinking and learning." PPM 8-12.3, B.

"Students have a right to support and assistance from the University in maintaining a climate conducive to thinking and learning." PPM 8-10, II. A.

**My Plagiarism Policy concerning photographs:** You can turn in any photograph for any assignment as long as it is taken as of the first day of class. If the image is dated prior to the first day of class, I consider this cheating and you will receive 0 points for that assignment. If I catch you a second time, you will receive a failing grade in the course. If you claim someone else's image as your own, it is plagiarism and I will report you to the university.

**Cell Phones:** All cell phones must be TURNED OFF (this includes alarms on your phone or laptop) at all times during the class. If I hear a cell phone during the lecture, the student will be asked to leave the class and receive an unexcused absence for the day. If you need to have your cell phone on during the lecture, please discuss it with me first.

**Accommodations Policy:** Some of the material discussed and shown during the lectures may conflict with your personal values. Some of the historical images will have nudity or scenes of a graphic nature. Many of these images are important in both art history and historical contexts. There will not be any accommodations made to substitute or censor this information. Also, as a studio art class, I do not know what every student will show for critique. I will try to let the class know prior to the lecture if there are some strong images. If a student wishes to leave prior to the lecture, he or she must get the lecture notes from a fellow student.

If you have concerns about this, please come speak with me as soon as possible.
ADA Statement: “The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Union Building, 801-581-5020 (VTDD). CDS will work with you and the instructor to make arrangements for accommodations. “

Wellness Statement: “Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student’s ability to succeed and thrive at the University of Utah. For help resources contact the Center for Student Wellness; www.wellness.utah.edu; 801.581.776”

Assignments:
We will have a variety of assignments that will help you better understand the how, when, where and why of digital photography.

Photographic assignments: There are numerous photographic-based assignments.
- Skill Sets – There will be several Skill Set assignments. These are technical assignments to help you better understand your camera and Photoshop.
- Projects – These assignments show me your understanding of how to use photography as a creative medium.

Written assignments:
- Book Reports – You will do three book reports. The book reports are a chance for you to learn about important historical photographers, their methods and artwork. For each book report, you will be reviewing two different books by two different photographers, your choice. I will provide you with a list of photographers but if there are other photographers that interest you, feel free to use them as well.
- Gallery/Museum Visit – You will be visiting a gallery or museum and writing a review as if you were a newspaper reporter.

Reading/Quizzes:
- Reading assignments – You will have several reading assignments from the textbook as well as additional sources. Understanding the readings allows you to be part of class discussions (which is part of your participation grade).
- Quizzes – They are based on readings, lectures and discussions.

Class Participation: Points for this are calculated from the following list.
- Discussions & Lectures – You will be asked a lot of questions during lectures, so answer them. We also review all the assignments so feedback is appreciated.
- Critiques – The critique is a valuable learning tool where you hear from your peers and the instructor on what you are doing well or what needs to improve in the artwork. You will be required to stand up in front of the class during a critique.
- Class time usage – I watch how you utilize your time in class.
- Attendance – see Attendance Policy section.

Grading:
Grading Policy: Quizzes and your final project WILL NOT be accepted if turned in late. All other assignments MUST be turned in by the due date and time listed in Canvas. If a project is turned in late, 15% will instantly be deducted. For each day past the due date (that is day of the week not class period), an additional 15% per day will be deducted. After 4 days, the project/assignment/paper will NOT be accepted for grading and you will receive 0 points for the assignment.

If a student is not happy with a grade, the assignment may be reworked and submitted for a re-grade. However, the re-grade points are only worth half. For example, you received 15 out of 20, the difference is 5 points, so you are entitled to earn back 2.5 of those points. To qualify for re-grading, the original assignment must be turned in on time. Late assignments are not eligible for re-grading. If a student wishes to discuss grades, please set up an appointment.
Grading Criteria:

Photography Assignments: Each of the photography-based assignments (Projects and Skill Sets) will be graded on these five criteria:

1. Understand  Did you turn in what was asked?  10% of the grade.
2. Concept/Subject  Do the images fit the assignment?  15% of the grade.
3. Composition  Do the images use compositional rules/pleasing?  15% of the grade.
4. Technical  How well did you handle your camera?  30% of the grade.
5. Execution  Were the images presented professionally?  30% of the grade.

I use Canvas to grade all assignments. You will receive a graded rubric for each of these assignments showing the breakdown for each of the 5 criteria as well as my comments.

All digital images must be turned in using the College of Fine Arts digital drop box. You will create a folder with your last name and the assignment. You can label each file anyway you would like but the folders must be labeled as such.

Folder name example: “Crawford Assignment 4” or “Crawford-WB”.

Critiques: We will have several formal and informal critiques. Informal critiques are conducted anonymously. We will discuss artwork but no one will know if it is your work. Formal critiques involve you standing in front of the class. These will be listed on the class schedule. You are required to be present and participate for these critiques. If you have an excused absence, we will work out some other time to critique the images. If it is an unexcused absence, the points cannot be made up. Some of these critiques can last two days and you must be present for both days to receive any points.

Written assignments: You will be turning in all written assignments using Canvas. For the both types of writing assignments, you will receive a graded rubric with comments. I do grade grammar.

Quizzes: There will be three quizzes. They CAN NOT be made up. They will cover all readings, lectures and discussions. They usually consist of multiple choice, matching, true/false, fill in the blank and short answer questions. The quizzes are conducted via Canvas.

Class participation: Your participation grade is based on the list above. You will receive a grade for this after the last day of class. By default, I start everyone out with a B- for participation. It is your responsibility to prove to me your participation.

Points Total:
The breakdown of points/percentages is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Points Each</th>
<th>Qty</th>
<th>Total</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects</td>
<td>20</td>
<td>5</td>
<td>100</td>
<td>40%</td>
</tr>
<tr>
<td>In-Class Exercises</td>
<td>10</td>
<td>7</td>
<td>70</td>
<td>25%</td>
</tr>
<tr>
<td>Written assignments</td>
<td>10</td>
<td>4</td>
<td>40</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10</td>
<td>3</td>
<td>30</td>
<td>10%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>Various</td>
<td>8</td>
<td>50</td>
<td>15%</td>
</tr>
</tbody>
</table>
Grading Standards:
The final grade is determined by a total of all the points received throughout the semester.

<table>
<thead>
<tr>
<th>Points Range</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 - 100 (%)</td>
<td>A</td>
<td>Superior work, all criteria have been surpassed</td>
</tr>
<tr>
<td>90 - 92</td>
<td>A-</td>
<td>Excellent work all criteria have been surpassed</td>
</tr>
<tr>
<td>87 - 89</td>
<td>B+</td>
<td>Very good work, all criteria have been surpassed</td>
</tr>
<tr>
<td>83 - 86</td>
<td>B</td>
<td>Above average work,</td>
</tr>
<tr>
<td>80 - 82</td>
<td>B-</td>
<td>Adequate, average work</td>
</tr>
<tr>
<td>77 - 79</td>
<td>C+</td>
<td>Adequate, average work</td>
</tr>
<tr>
<td>73 - 76</td>
<td>C</td>
<td>Adequate, average work</td>
</tr>
<tr>
<td>70 - 72</td>
<td>C-</td>
<td>Barely meeting criteria</td>
</tr>
<tr>
<td>67 - 69</td>
<td>D+</td>
<td>Barely meeting criteria</td>
</tr>
<tr>
<td>63 - 66</td>
<td>D</td>
<td>Barely meeting criteria</td>
</tr>
<tr>
<td>60 - 62</td>
<td>D-</td>
<td>Barely meeting criteria</td>
</tr>
<tr>
<td>below 60</td>
<td>E</td>
<td>Failure to meet criteria</td>
</tr>
</tbody>
</table>

Course Materials:

Suggested Items:

Required Items:
- **Camera**: The camera MUST create a 6 megapixel image or larger. Almost all cameras purchased in the last three years will shoot an image larger than the required minimum. A camera with these additional features will make the assignments easier:
  - Ability to control the white balance.
  - Some sort of exposure compensation.
  - Either a shutter-priority or aperture-priority setting.
- **Some way to transfer images from your camera to the computer**:
  - A cable to connect your camera to the computer.
  - OR a portable card reader.
  - OR you will need some sort of portable storage device such as a USB drive, portable hard drive or an iPod.
- **Tri-pod**.
- **Gray Card** (not required, but incredibly helpful).

Server Space:
The College of Fine Arts provides space on a fileserver where you can also store your images. You first need to request an account before the second week of classes. You will be turning in all your digital photographs there. Follow the links below for help.

The fileserver address is **fs.fa.utah.edu**

Go to [http://helpdesk.finearts.utah.edu](http://helpdesk.finearts.utah.edu), select the Students tab and follow the instructions. There are also links on that site on how to connect to the fileserver using a Mac or PC.

“This syllabus is not a binding legal contract. It may be modified by the instructor when the student is given reasonable notice of the modification.”
<table>
<thead>
<tr>
<th>Week</th>
<th>Written Assignment Due Dates</th>
<th>Readings</th>
<th>Tuesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>All in Canvas</td>
<td>Aug 26</td>
<td>Aug 28</td>
</tr>
<tr>
<td>2</td>
<td>Sept 7</td>
<td>Chptr 2 - &quot;Lens&quot; &amp; Chptr 3 - &quot;Depth of Field Decisions&quot;</td>
<td>Lecture: Exposure, Histogram and Depth of Field Demo: CFA Digital dropbox. How to transfer images from your camera using Adobe Bridge. Assign Skill-Set #1: Depth of Field &amp; Proper Exposure.</td>
<td>Sept 4</td>
</tr>
<tr>
<td>3 Due: Book Report #1 by Midnight.</td>
<td>&quot;Resolution Conversion&quot; and Chptr 9 - &quot;Levels &amp; Curves&quot;</td>
<td>Lecture: Light. Assign Project #1: Light - How We See.</td>
<td>Turn in Skill-Set #1 (We'll do together in class) &amp; Show the images. Lecture/Demo: Motion. Assign: Skill-Set #2 - Motion. Due before the beginning of next class.</td>
<td></td>
</tr>
<tr>
<td>5 Due: Book Report #3 by Midnight.</td>
<td>&quot;Seeing Photographs.&quot;</td>
<td>Critique for Project #1: Light - How We See.</td>
<td>Sept 26</td>
<td></td>
</tr>
<tr>
<td>8 Due: Book Report #6 by Midnight.</td>
<td>&quot;The Decisive Moment&quot; by Henri Cartier-Bresson</td>
<td>Class Discussion: John Szarkowski article. Lab Time.</td>
<td>Oct 5</td>
<td></td>
</tr>
<tr>
<td>9 Fall Break</td>
<td>Watch videos on Touch-up tools.</td>
<td>Assign: Project #3 - Street Photography/Portraits.</td>
<td>Oct 14</td>
<td></td>
</tr>
</tbody>
</table>

(Schedule is subject to change and will be revised as we progress through the semester.)