



## COM 1190 BASIC DIGITAL PHOTOGRAPHY

<b>Grading</b>	Grades are determined by completion and quality of shooting assignments, class attendance & participation, exams, midterm and final portfolio. All work must be turned in on the day it is due.
Grading Scale	<p style="text-align: center;">93-100    A</p> <p style="text-align: center;">85-92     B</p> <p style="text-align: center;">75-84     C</p> <p style="text-align: center;">Below 75   F</p>
Criteria	<p style="text-align: center;">30%    Quiz grades, assignments, attendance</p> <p style="text-align: center;">20%    Midterm Exam</p> <p style="text-align: center;">20%    Final Exam</p> <p style="text-align: center;">30%    Final Portfolio</p>
<b>Course Outcomes</b>	
<p>Upon successful completion of this course, students will:</p>	<ul style="list-style-type: none"> <li>○ Identify the standard parts of a digital point &amp; shoot camera and explain each function.</li> <li>○ Apply knowledge of their camera operations to create properly exposed and focused photographs.</li> <li>○ Apply knowledge of aperture settings to achieve photographs that demonstrate both shallow and maximum depth of field.</li> <li>○ Apply knowledge of shutter speeds to achieve photographs that demonstrate stopped and blurred motion.</li> <li>○ Identify and apply the elements of composition used in the creation of successful photographs.</li> </ul>

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## Course Competencies

The following list of competencies is intended to reinforce the course outcomes:

- o Without notes or other materials, identify the basic parts of his / her camera.
- o Without notes or other materials, identify the basic shooting modes icons of his / her camera
- o Without notes or other materials, identify and operate the controls of their digital camera and explain their function.
- o Given specific shooting assignments, demonstrate a working knowledge of basic exposure.
- o Given specific shooting assignments, demonstrate a working knowledge of focus and depth of field.
- o Given specific shooting assignments, demonstrate a working knowledge of shutter speed
- o Given specific shooting assignments, apply compositional techniques in shooting.
- o Given specific shooting assignments, increase the creative aspects of their photographic ability.
- o With notes and other resources, define a set of photographic terminology.
- o Without notes or other materials, evaluate and critique photographs on the merits of their technical and aesthetic components.

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- o Without notes or other materials, list the basic file formats & color modes that the camera captures
- o Without notes or other materials, choose what resolution is appropriate for shooting and demonstrate how to set it on the camera
- o Without notes or other materials, identify the various parts of the histogram and evaluate exposure based on histograms
- o Without notes or other materials, demonstrate how to download files from their storage card and burn files on a CD.
- o With notes or other materials, connect to the NSCC server to upload photographic images.
- o With notes or other materials, locate and select images from their disk using Adobe Bridge in Photoshop, and create a PDF presentation.
- o With notes or other materials, execute simple repair and touch-up on an image, using the healing brush and patch tools in Photoshop.
- o With notes or other materials, demonstrate the use of the crop tool in Photoshop.
- o With notes or other materials, demonstrate how to straighten a crooked image in Photoshop.
- o With notes or other materials, demonstrate the use of Levels to correct the tonal exposure of an image in Photoshop.

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### Student Expectations

- Come to class prepared. Read the assigned chapters. Prior reading will enhance your understanding of the class discussions / demonstrations. Participate in class activities / discussions.
- This is a photography class. 90% of your homework will be shooting assignments that require time, effort, and planning. Do not take this course unless you are prepared to commit to the time and to the purchase and use of a digital camera.
- A make-up test must be scheduled and taken within one week of a missed test. Make-up tests are only available for excused absences. You must contact me prior to or on the day of your absence. Do NOT wait until the following class. Failure to take the test within the one week time period will result in an F.
- Turn off all cell phones and beepers before coming to class. Disruption of class, whether by inconsiderate behavior and/or inappropriate behavior or electronic devices will not be tolerated.
- Maintain a professional attitude. Pay attention and be courteous in class: only one speaker at a time, no side discussions, sleeping, eating, reading other material, or doing other homework.
- Schedule a Help Session with me if you are attending class regularly, participating in class, reading your text, executing the shooting assignments, and still not understanding the photographic concepts.
- After in class shooting assignments, assist with simple cleanup duties when necessary, AND put your chair under your desk!

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<p><b>Assignments &amp; Homework</b></p> <p>Notice of Right to Retain Student Work The Visual Communications Program reserves the right to retain selected examples of student work for teaching purposes, promotional purposes, and as part of its permanent collection.</p>	<p>All assignments are due on assigned due date even if you are absent. Should you miss a class, you must contact me for instructions on submitting your assignments. Failure to contact me and turn in your assignment will result in a 0 for that assignment.</p> <p>Writing assignments are expected to be well written using your own words and correct grammar. If you need help with this aspect of the class, there are tutors available in the Library's Learning Center: 353-3551 or <a href="http://www.nsc.edu/lc">www.nsc.edu/lc</a>.</p> <p>Images will be reviewed on a weekly basis and graded on the following criteria: exposure, focus, composition, and performance of assignment. For each shooting assignment, you will turn in a certain number of images (this number will vary depending on the assignment).</p> <p>Late Work Policy:</p> <ul style="list-style-type: none"><li>○ Late assignments will not be accepted and will be given a 0.</li><li>○ Quizzes will be given during the first 15 minutes of class and cannot be made up if you are late or absent.</li><li>○ Midterm and Final tests cannot be made up if you are absent.</li></ul>
<p><b>Attendance Policy</b></p>	<ul style="list-style-type: none"><li>○ Absences and tardiness for any reason will affect your daily grade</li><li>○ 3 absences will lower your final grade 1 letter grade.</li><li>○ 4 non-consecutive absences will result in a WF</li></ul> <p>You are expected to attend all classes, to be on time, and stay until class is dismissed. Any student arriving late or leaving class early will be considered tardy: two such occurrences will count as one absence. Students missing more that one-third of a class will be counted absent even if they attend the remainder of the class session.</p> <p>If you have been absent, you must check with the instructor for permission to make up any missed test or assignments. If permission is denied, a zero will be recorded. If you stop attending class for any reason, you should officially withdraw from the course.</p>

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## Conduct Policies

**A. Student Conduct:** All students are expected to maintain acceptable standards of personal conduct and honesty. Any student whose conduct is considered harmful to the rights of others or to the reputation of the school shall be subject to suspension or expulsion. Any student expelled, suspended, or has received other disciplinary action will receive written notification stating the exact reason(s) for disciplinary action. The student is entitled to a conference with the Vice President of Academic Affairs to determine whether a hearing shall be conducted. The student must request a conference within five class days of the date of the disciplinary action. The Vice President of Academic Affairs will notify the student of the time and location of the conference proceedings.

**B. Disciplinary Offenses/Sanctions:** Misconduct may be grounds for suspension, expulsion, or other disciplinary action. See TBR Policy 3:02:00:01 for examples of misconduct and definitions of disciplinary sanctions.

### C. Academic and Classroom Misconduct:

Nashville State has a zero tolerance policy for disruptive conduct in the classroom.

- The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity.
- He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct, or conduct which violates the general rules and regulations of the college.
- Disruptive behavior in the classroom that obstructs or disrupts the learning environment is defined as:
  - Offensive language
  - Harassment of students or professors
  - Repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught
  - Failure to cooperate in maintaining classroom decorum
  - Continued use of any electronic or other noise or light emitting device which disturbs others: cell phones, electronic games, palm pilots, laptop computers, etc.
- Students who are removed from class for disruptive behavior will not be allowed to return until the issue is resolved.

**D. Academic Dishonesty:** Plagiarism, cheating and other forms of academic dishonesty are prohibited.

- Students guilty of academic dishonesty, either directly or indirectly through participation or assistance are immediately responsible to the instructor of the class.
- Possible disciplinary sanctions may be imposed through the regular institutional procedures as a result of academic misconduct.
- The instructor has the authority to assign an "F" or "ZERO" for the exercise or examination, or to assign an "F" for the course.

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**Non Discrimination Policy:** Nashville State does not discriminate in any form against student, employees, or applicants in the basis of race, color, sex, national origin, religion, age or handicap. Nashville State Community College complies with nondiscrimination laws Title VI, Title IX, Section 504, and the ADA. This discriminatory policy and practice extends to cover all educational programs and activities conducted by Nashville State Community College. Procedures for filing grievances can be obtained from the college's Affirmative Action Officer.

**ADA Policy:** Nashville State complies with the Americans with Disabilities Act (ADA) of 1990, as amended, and Sections 503 and 504 of the Rehabilitation Act of 1973 which prohibit job discrimination because of a disability and require affirmative action to employ qualified individuals with disabilities who, with reasonable accommodations, can perform the essential functions of their jobs. Individuals requiring accommodations should contact the college's ADA Coordinator. They will be required to complete an Employee ADA Self-Disclosure/Accommodations Request form and have their treating physician complete a Certification of Physician form (after reviewing the employee's job description). The Certification of Physician form should be returned directly to the ADA Coordinator from the treating physician. The employee should fill out his/her name, signature and date on the form prior to providing the form to his/her treating physician for completion.

Upon receipt of the Certification of Physician form, a determination will be made relative to the request for an ADA accommodation.

**Student Disability Services:** SDS is administered through Student Services and assists students who have documented physical, emotional, or learning disabilities. The Student Disability Services staff provides counseling, advocacy, and assistance to ensure that all students have equal access to a quality education. Students will be assisted with Academic adjustments and modifications to ensure that the requirements do not discriminate on the basis of a disability. Academic requirements that are essential to the program of instruction or directly related to licensing will not be considered as discriminatory. For further information, contact the Disabilities Coordinator at 615-353-3592 in D-13A.

As a public higher education institution, Nashville State Tech adheres to the American disabilities act. If you require an accommodation in order to function effectively in this class please notify me immediately.

**Harassment Policies:** Sexual harassment and racial harassment have been held to constitute forms of discrimination prohibited by Title VI, Title VII of the Civil Rights Act of 1964, as amended and Title IX of the Educational Amendments of 1972. An institution or technology center may be held liable pursuant to Title VI or Title VII and/or lose federal funds pursuant to Title IX for failure to properly investigate and remedy claims of sexual or racial harassment. Generally, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. (see full policy for more detail)

Generally, racial harassment is defined as any person's conduct which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile, or offensive working or educational environment. Harassment on the basis of race, color, or national origin, includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a group to which that individual

## Inclement Weather Procedures

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In the event of Inclement Weather the following procedures will be followed:

1. A decision to delay or cancel classes will be made as soon as practicable. Should inclement weather occur early in the morning, the initial decision will be for day classes. A decision for evening classes will be made by 3:00 p.m.
2. The decision will be announced through the following:
  - Channel 2      Snow Tracker
  - Channel 4      Snowbird
  - Channel 5      Snow Watch
  - WLAC Radio,            1510 AM  
WRVM Radio            107.5 FM  
WNRQ Radio            105.9 FM  
WUBP Radio            101.1 FM  
WSIX Radio            97.9 FM
  - Nashville State Community College Website, [www.nsc.edu](http://www.nsc.edu)
  - Nashville State Community College Call Processor, (615) 353-3333
3. Deans will be informed of the decision and will be responsible for informing coordinators in their divisions.
4. Cookeville Campus and Waverly Campus Directors will make decisions based on conditions in their respective counties.
5. For other off campus locations the following applies:
  - High school sites will follow Metropolitan Davidson County Public School closings
  - Sites that are not high schools will follow main campus decisions
6. NSCC is open even if classes are canceled and employees, other than faculty, must report to work, take annual leave, or use compensatory time. As a rule, NSCC will be closed only if the Governor closes state government offices. Only the President has the authority to close the college. In the case of a college closure, Dr. Van Allen will notify appropriate personnel and the media will be notified and other employees as appropriate.
7. During wintry weather, faculty and students must use their own judgment in deciding whether or not to travel to campus. Faculty who cannot meet their classes should notify their dean or coordinator. Faculty should develop a written plan, approved by their dean, for making up all classes missed due to inclement weather. Faculty are encouraged to provide students an opportunity to make up work missed for legitimate weather-related travel problems and should inform students about their policies.