

**Nashville State Community College**  
**English, Humanities and Creative Technologies**  
**Visual Communications**

**Fall 2021 Master Course Syllabus**

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the semester, you will be notified.

**Course Information:**

Course Title: COM 2240 Digital Imaging II Photography

3 Credits

3 Class Hours

**Course Description:**

A continuation of [COM 1230](#) using Adobe Photoshop®. Topics include manipulation of photographic images in a digital format, digital asset management, digital workflow, cropping, tone and color correction, selection techniques, masking, colorization, image enhancement, and sharpening techniques.

**Prerequisite(s):** [COM 1230](#) with a grade of "C" or higher or program permission

**Instructor Information:**

**Required Materials: External Hard Drive, USB connection, 250 GB MINIMUM**

**Supplies: Folder for handouts, material for taking notes**

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the bookstore's website (<https://www.bkstr.com/nsccestore/shop/textbooks-and-course-materials>) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or [accesscenter@nscc.edu](mailto:accesscenter@nscc.edu)

**Digital Course Materials:** These ensure you pay less for your course materials and have easy access through D2L throughout the semester. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials

embedded in NS Online, you can opt out of the program **un6l the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit [www.nscc.edu/dcm](http://www.nscc.edu/dcm).

**Honors Option:** Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

### **Course Outcomes:**

#### **Upon successful completion of this course, students should be able to:**

- Assess and determine an effective and efficient digital workflow and demonstrate the processes to assist in the digital workflow.
- Demonstrate methods to adjust tone, contrast, optimal exposure, and color correction.
- Produce an optimal black and white image and apply different colorization techniques to tone the image.
- Execute an advanced level repair of an image that uses layer masking skills.
- Adjust, repair, enhance, and sharpen an image to a sellable state.
- Utilize an efficient, non-destructive workflow appropriate to the specific project and industry standards.

### **COURSE COMPETENCIES:**

- Without notes and other materials, demonstrate proficiency on the Photoshop basic skills checklist.
- Without notes and other materials, recall and identify 20 keyboard shortcuts to increase productivity.
- Without notes and other materials, connect to the NSCC server to download/upload specified class files.
- Without notes and other materials, locate and open specified images from the hard drive or server using Adobe Bridge.
- With notes and other materials, assess and determine an effective and efficient digital workflow process.
- Locate, evaluate, and use multiple sources then analyze the differences between RAW versus jpeg workflow.
- Without notes or other materials, select a group of images to apply actions using Adobe Bridge.
- Without notes or other materials, process a RAW image and apply the correct white balance and exposure and efficiently apply those adjustment parameters to process multiple images.
- Given a set of images, demonstrate the methods to adjust tone, contrast, and optimal exposure using Levels, Curves, Shadow/Highlight.
- Given a set of images, demonstrate color correction of images using Levels, Curves, Color Balance.
- Given a set of images, alter and enhance the color and saturation of an image using Hue and Saturation.

- Without notes or other materials, identify the basic items of the following adjustment layers Levels, Curves, Hue & Saturation.
- Given a set of images, refine their layer masking skills and apply that knowledge to new situations.
- Given an image, execute repair and touchup on an image, using the Spot Healing, Healing Brush and Patch tools.
- Given an image, execute an advanced level repair of an image.
- Given an image, create an optimal black and white image and apply different colorization techniques to artistically tone the images.
- Given an image, assess an image and determine what corrections/adjustments/enhancements are needed and then execute.
- Given an image, demonstrate a safe method for effectively dodging and burning areas of an image.
- Given an image, adjust, repair, enhance, an output for print a portrait to sellable state.
- Without notes or other materials, demonstrate the use of the Crop tool.
- With notes or other materials, demonstrate how to straighten a crooked image and correct perspective distortion.
- Without notes or other materials, calculate the resolution requirements for different output devices and correctly resize images.
- Without notes or other materials, determine the color profiles required for specific output of images.
- Given a set of images, apply different sharpening methods that will produce a desirable result.

**The following are general education competencies intended to support the course outcomes:**

- Given certain course assignments especially the content videos, students will use and adapt current technologies to complete the assignments.
- Given in class assignments, participate as team members to solve and answer specific problems.
- Given certain course assignments especially the content videos, students will use and adapt current technologies to complete the assignments.
- Students will locate, evaluate and use multiple sources of information to find additional sources of tutorials and information on Photoshop.

**TOPICS TO BE COVERED:**

Topics include manipulation of photographic images in a digital format, digital asset management, digital workflow, cropping, tone and color correction, selection techniques, masking, colorization, image enhancement, and sharpening techniques.

**Course Assessments:** We will use the following assessments to demonstrate your understanding, knowledge, and skills:

Percentage	Assessment
10%	Prac9ce Assignments
30%	Unit Quizzes
30%	Unit Prac9cals
15%	Final Prac9cal
15%	Final Exam

Prac9ce Assignments are Pass/Fail to allow for student learning and feedback. Each Unit will have an online exam and a hands on por9on to demonstrate both skill and knowledge of topic. The Final will be a review of all topics covered. Class par9cipa9on will also factor into your overall final adjusted grade.

#### **Grading Policy:**

Grades will be posted in NsOnline Gradebook. If you have a ques9on about the grade, please contact your instructor to discuss. **Check your updated grade weekly.**

#### **Grading Scale:**

LeUer Grade	Percentage Range
A	93-100
B	85-92
C	77-84
D*	70-76
F*	0-69

**A:** Excellent, above-average work. Student successfully achieves course outcomes and competencies. Assignments exceed requirements and are turned in on 9me.

**B:** Above-average work. Achieves course outcomes and competencies. Assignments meet or exceed requirements and are turned in on 9me.

**C:** Average work. Achieves most course outcomes and competencies. Assignments meet requirements or and are turned in on 9me.

**D:** Below-average work. Majority of graded work does not meet assignment expecta9ons.

**F:** Failure to meet course outcomes and competencies. Failure to complete assignments as required. Poor aUendance and par9cipa9on.

\*Note, students must earn a C or above for the class to count toward the degree and to be permitted to take the courses for which this course is a pre-req.

## **FA**

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

**10/29/21 - Last date to withdraw and earn a "W" – Last day to earn an "FA"**

## **FN**

An FN is awarded if you have never attended your course or done any of the work in an online course.

## **Late Work Policy & Make-up Procedures for Missed Assignments and Work:**

If you have to miss class you should let me know PRIOR TO CLASS TIME. All information from class is accessible through NSOnline, therefore there is no excuse for submitting assignments of any kind past its due date. You must communicate with me at [wendyjophoto@gmail.com](mailto:wendyjophoto@gmail.com) if you will miss class for any reason. Failure to do so will result in a 0 for that week's assignments.

## **AAttendance Policy**

### **General Policy**

If you have been exposed to COVID-19 or have tested positive, you must email [virusinfo@nscc.edu](mailto:virusinfo@nscc.edu).

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

## Instructor's Policy

### Instructor's AXendance Policy

You are expected to attend all classes, to be on time, and to stay until class is dismissed: absences or tardiness for any reason will affect your class performance and may result in a failing grade for the class.

- Absences are counted from the first scheduled meeting of the class.
- Any student arriving late or leaving early will be considered tardy. Three such occurrences will count as one absence.
- The student is responsible for all assigned work in the course regardless of excused or unexcused absences. It is the student's responsibility to find out what is missed by looking at the online course shell and/or talking with other students in the class. *It is not the instructor's responsibility to contact students or make sure they got all of the missed materials.*
- Students missing more than 1 hour of any class will be counted absent. This includes late arrivals or early departures.
- If you stop attending class for any reason, you should officially withdraw from the course.

10/29/21 - Last date to withdraw and earn a "W" – Last day to earn an "FA"

For financial aid purposes, attendance is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

### Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.

- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction-free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on this website: <https://www.nscc.edu/current-students/student-online-resources/access-to-internet-and-technology>.

## **Computer Labs**

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

## **D2L/NS Online and myNSCC**

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.

## **ADA Compliance Statement**

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail [accesscenter@nscc.edu](mailto:accesscenter@nscc.edu).

## **Classroom Misconduct**

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as

“disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be les unauthorized on campus.

## **Academic Misconduct**

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the semester grade.

*(Each instructor will outline his/her expectations for academic integrity and provide individualized information about consequences for academic misconduct.)*

## **Copyright Statement**

Any images that students use for class assignments and projects must include clear permissions (image license) to use the images. Students will be expected to document the source of all of their images to ensure that proper rights have been secured to use the images. Using images that you do not have rights to use is similar to plagiarism and constitutes academic misconduct. *(added for VisCom)*

## **Academic Early Alert System**

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

## **RAVE Emergency Alert System**

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses: <https://www.getrave.com/login/nscc>. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.
- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

## **Student Wellness**

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring: <https://www.nscc.edu/current-students/on-campus-resources/learning-center-and-tutoring>

- NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses: <https://www.nscc.edu/current-students/student-online-resources>
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance: <https://www.nscc.edu/current-students/on-campus-resources/student-support-services>

## **Equity Statement**

We are taking steps to become more aware of the many different needs of students. Faculty, staff and administrators are committed to helping students find ways to meet their needs so that ALL students can reach their goals. Please ask for things you need.

### **Preferred Name and Pronoun:**

Courtesy and sensitivity are important with respect to individuals and topics dealing with differences of race, culture, religion, sexual orientation, gender, and nationalities. Class rosters are provided to the instructor with the student's legal name, but I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the semester so that I may make appropriate changes to my gradebook and roster. Please use your preferred name on screen in the Zoom class, and gently correct me if I mispronounce your name or use the wrong pronoun.

### **Inclement Weather & Campus Closings**

You get notices about campus closings in these places: text messages from RAVE and [www.nscc.edu](http://www.nscc.edu). Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

### **Class Cancellation Policy**

Our instructors post messages about cancelling classes in the D2L/NSOnline course shells and/or on the classroom door on campus. These messages can be found in the **News** and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade. Please turn on text or email notifications for News items.

### **No Right to Retain Student Work**

The Visual Communications Program reserves the right to retain selected copies of student work for teaching purposes, promotional purposes, and as part of its permanent collection.