Nashville State Community College  
English, Humanities & Creative Technologies  
Visual Communications

PHO 1110 Basic Photography

Course Information:
Course Title: Basic Photography  
Credits: 3  
Class Hours: 3

Course Description: An introduction to the fundamentals of Digital SLR camera operation. Topics include camera controls, exposure, lenses, and composition. A digital SLR camera is required.

Instructor Information:  
Name:  
Email:  
Office Phone:  
Office Location:  
Office Hours:

Required Textbook & Other Materials: for Spring 2019 there will be different textbooks used for different course sections. Be sure you are purchasing the correct textbook based on the section for which you are registered.


Reference Materials: Student Lynda.com subscription provided by NSCC.

Supplies: Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the NS Online shell for the course. If you are registered with the Access Center and require 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.
1110 Supplies: Supply list and where to buy will be discussed the first week of class.

- Digital SLR Camera: bring to class every week
  - You must have this by the 2\textsuperscript{nd} week of class
  - 10MP minimum
  - Must have Manual exposure mode
  - Must have at least 1 interchangeable lens
- Camera manual: bring to class every week
- 2 camera batteries & 1 charger
- Camera bag
- Tripod
- Lens Cleaner & tissues
- 2 memory cards, 2+GB each
- USB card reader (unless you have one built into your computer)
- USB flash drive 4 GB minimum
- 3 ring binder (1-2”)

Note: Photography is an expensive field! The listed supplies cost on average a minimum of $200, not including the cost of a camera and textbook. A detailed equipment list will be handed out the first week of class.

Course Outcomes:
Upon successful completion of this course, students should be able to:
1. Identify the standard parts of an SLR camera and explain their function.
2. Apply knowledge of their camera operations to create properly exposed and focused photographs.
3. Apply knowledge of aperture settings to achieve photographs that demonstrate both shallow and maximum depth of field.
4. Apply knowledge of shutter speeds to achieve photographs that demonstrate stopped and blurred motion.
5. Recognize and apply the elements of composition and lighting used in the execution of successful and creative photographs.

Course Competencies:
The following are detailed course competencies intended to support the course outcomes:
1. Given a diagram or a model SLR camera students will correctly identify standard parts and functions, including:
   - Viewfinder
- Shutter Release / Remote Release method
- Aperture (and where it is controlled)
- Shutter (and where it is controlled)
- Lens
- Mirror/Prism
- Hotshoe

2. Given independent shooting assignments students will demonstrate successful operation of a SLR camera to control:
   - Exposure
   - Focus
   - Depth of Field
   - Motion

3. Given independent shooting assignments students will demonstrate successful operation of an SLR camera in manual metering mode to make appropriate choices of f/stop & shutter speed to achieve the desired result, including:
   - Bracketing
   - Equivalent Exposures

4. Given independent shooting assignments students will demonstrate knowledge of metering methods for difficult to meter scenes, including:
   - High Key Scenes
   - Low Key Scenes
   - Backlit Scenes

5. Given a series of photographs students will be able to identify the lens choice made by the photographer:
   - Normal
   - Wide-angle
   - Telephoto
   - Macro

6. Given a series of photographs students will be able to recognize:
   - Elements of composition
   - Qualities of light
   - Temperature of different light sources

7. Given independent shooting assignments students will demonstrate the ability to produce photographs that are technically correct and display elements of good composition and lighting.
**Topics to Be Covered:**
Topics include camera controls, exposure, lenses, and composition. A digital SLR camera is required.

**Course Assessments:**
The following performance assessments will be used to demonstrate students’ understanding, knowledge, and skills:

**Quizzes:** Multiple choice, identification and short answer quizzes will be given at the beginning of the class or assigned as homework for the following week. All quizzes will be taken on the computer using NS Online, but some may also include a hands-on component. In class quizzes cannot be made up if you are late or absent.

**Assignments:** 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. Late work will not be accepted. Students will be expected to shoot a minimum of 20 images for 8 assignments. Images will be reviewed on a weekly basis.

Images will be analyzed and graded on the following criteria:

- Exposure
- Focus
- Composition
- Originality / Artistic Merit
- Assignment Objectives

Short writing assignments will accompany 3 of the shooting assignments. I expect them 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

**Midterm & Final Exams:** will be a combination of multiple choice, short answer, and identification of photographs. Midterm and final exams will be given in class using NS Online. Exams cannot be made up unless arrangements are made prior to the exam date.

**Final Portfolio:** Criteria for portfolios will be discussed in class. Late portfolios will not be accepted.

**Grading Policy:**
A grade of “C” or above must be earned in all COM and PHO courses to meet prerequisite and graduation requirements.
25% Quizzes

25% Assignments & Participation

20% Final Exam

30% Final Portfolio

**Late Work Policy & Make-up Procedures for Missed Assignments and Work:**
Quiz grades, weekly assignments and in class assignments cannot be made up if you are absent or late to class. If you know before class that you will be absent, you must get prior permission to submit the work early. Final Portfolios will not be accepted if more than one week late. If late work is accepted, the grade will be reduced by 10 points. Exams cannot be made up unless arrangements are made prior to the exam. No exceptions will be made for medical emergencies without a note from a verifiable medical facility.

**Attendance Policy**
Students are expected to attend all scheduled classes and laboratories. Absences in a course may affect a student’s final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student’s final grade.

Instructor’s Attendance Policy:
- Absences are counted from the first scheduled meeting of the class.
- Any student arriving late or leaving early will be considered tardy. Two 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 have received 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.
**Grading Scale:**

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<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>100-93</td>
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<tr>
<td>B</td>
<td>92-85</td>
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<tr>
<td>C</td>
<td>84-77</td>
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<td>D</td>
<td>76-70</td>
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<tr>
<td>F</td>
<td>Below 70</td>
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FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. 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).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN

An FN is awarded to students who never attended class.

**Student Expectations**

- This is a photography class. Your homework will require time, effort, planning and money. Do not take this course if you are not willing to commit to these requirements.
- Come to class prepared. Bring processing and printing supplies as well as your textbook to class every week unless otherwise noted. Coming to class without these things will put you behind in class and reflect poorly on your participation.
- Participate in class activities / discussions. Not participating will rob your peers of your valuable input and will reflect poorly on your participation.
- Turn off all cell phones 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: no side discussions, sleeping, eating, reading other material, or doing other homework.
- Food / Drink Policy: no food in the class, and only water with a screw top allowed at the center tables.

**Technology Statement**

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online
discussions, and access various course materials through NS Online course shells. Computers are available for student use at each campus during campus open hours.

**NS Online and myNSCC**
It is students’ responsibility to check NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. NS Online contains specific course information and myNSCC contains information important for other purposes.

**ADA Compliance Statement**
Nashville State complies with the Americans with Disabilities Act (ADA). 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. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

**Classroom Misconduct**
Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

**Academic Misconduct**
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the Academic Misconduct Policy in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “zero” for the assignment, exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

**Academic Early Alert System**
Nashville State Community College uses an Early Alert System to let students know of a faculty member’s concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student’s academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

**RAVE Emergency Alert System**
Emergency events can happen at any time and Nashville State Community College wants to be able notify students if and when they occur. For this reason, all students have been enrolled in
the free RAVE alert system. If you have not already done so, please log in at
https://www.getrave.com/login/nscc to confirm and update your contact information and
notification preferences. It is critical that your information be correct so that you will receive
any emergency notifications. 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.

Inclement Weather & Campus Closings
Nashville State will use the RAVE alert system to send a text message to students, staff, and
faculty about adjusted hours of operation and/or closings at individual campuses. All students
should check the Nashville State web site home page at www.nscc.edu for announcements on
campus closures, which may vary from campus to campus. Campus closures will also be
announced on local television stations. Students should use their own best judgment in
determining whether to report to campus during inclement weather when classes are not
cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work.
When classes are cancelled, faculty will post online assignments and any additional instructions
in the NS Online course shell. Check NS Online for a message from your instructor regarding
your online assignment requirements. Faculty have discretion over adjusting deadlines or due
date for assignments, but students are responsible for completing all assigned work by the due
date established by the instructor.

Class Cancellation Policy
If the class is cancelled, the instructor will notify all students by posting in the NS Online course,
e-mailing through NS Online, and/or by posting a sign on the classroom door. In the event of
class cancellation, students must access NS Online to complete classwork and the assignment
that will be posted in the NS Online course site.

Notice of Right to Retain Student Work
The Visual Communications program reserves the right to retain copies of selected examples of
student work for teaching purposes, promotional purposes, and as part of the permanent
collection.

Food / Drink Policy: no food in the class or darkroom, and only water with a screw top
allowed at the center tables.