This master course syllabus is meant simply as a guide and overview of the course.

Course Title:
Credits: 3  
Class Hours: 2  Lab Hours: 2  
Course description: An intensive introduction to hand-applied emulsions onto various types of art papers. Students study and work with methods that pre-date silver-gelatin photography.  
Prerequisite(s): PHO 1210 with a grade of “C” or higher.

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

Textbook and Other Materials:
Textbook: The Book of Alternative Photographic Processes by Christopher James  
Required Supplies:
- 1 pair of chemical proof gloves; you can get them at Home Depot or Lowes  
- Hot press watercolor paper (we will discuss this first class)  
- You will need a Holga Camera, available from Freestyle and other suppliers  

*Additional supplies may be added

Reference Materials:  
Suggested Supplies:  

Suggested Supplies:
- If you want to try printing on other surfaces besides paper, you bring other substrates.  
- You will need a printing frame. We have several for you to use, but you may want your very own. I will tell you how to make one that is inexpensive, or you can purchase one from a supplier.  
- Other supplies will be discussed, as they are needed.

Course Outcomes:
Upon successful completion of this course, students should be able to:

- Investigate historical processes of photography  
- Acquire a working knowledge of chemical reactions that make up each process
Classify and compare characteristics of each process evaluated
Identify inventor and compare techniques used for each process performed and evaluated in class
Integrate knowledge of each process covered in class into a final portfolio

Student Expectations
- Keep a notebook of every procedure we do in class with an example of the procedure. You will need a brief history of the process as well as the chemistry that makes up the process.
- I will be giving you websites and other information pertaining to our work. This also needs to be in your notebook.
- The notebooks are for your benefit so in 10 years when you want to do one of the alternative processes, you can pick up your notebook and it will be perfectly clear how to get the print done.
- If we have an alternative show from the work done in this class, students will be responsible for getting their prints matted and framed and also for the planning and execution of the show.
- I am available to answer questions by email. I will try to answer phone messages promptly.
- I am a firm believer in 'thinking outside the box' so we may do exercises to increase your awareness of your own creativity.
- Everyone will be responsible for clean-up and putting up of equipment at the end of the class period. I will know if you don't help and it will be a consideration in your final grade.
- If you have any questions or suggestions regarding this class, I would be happy to discuss them with you.

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

Grading Policy:
Semester grades are determined by calculating weighted averages for projects, quiz scores, and participation. Zero scores for missing projects or tests will drastically affect your semester average. Relative weights are indicated in the chart below:
- 25% Homework/Professionalism
- 25% Journal/Projects
- 25% Quizzes
- 25% Final Exam
There will be a quiz for each module in this course. You can take these on a computer, and they will be graded instantly. You must take the exams during the scheduled week or receive a zero. If you are an on-site student your instructor must provide a password to grant you access to the exams. Online students must go to the NSCC Testing Center where a proctor will enter a
password for your exam. Practice quizzes (if provided) do not affect your semester grade. They are used to help you prepare for the graded exams.

**Grading Scale:**

100–93 = **A** (excellent work)
92–85 = **B** (above average)
84–77 = **C** (average work)
76–70 = **D** (below average)
Below 70 = **F** (below minimum standards)
non-attendance = **FA**, or **FN**

**Notice of Right to Retain Student Work:**

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

**Attendance Policy**

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. 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.

Failure to attend class will result in a final course grade of “FA” or “FN” (see explanation below) depending on the individual instructor’s course policy.

**FA=** failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.
**FN=** failure, never attended class (unofficial withdrawal)

**Student Communication Channels**

It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes. lack of classroom participation. Please note that Early Warning Alerts do not affect a student’s academic standing.
ADA Compliance Statement
Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 353.3721.

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 sanctions. Please consult your Student Handbook for more specific details.

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 in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and 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, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

Academic Dishonesty (Honor Code)
Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. “Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else’s work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor’s permission, allowing someone else to copy or use your work, using someone else’s work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member’s signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty the instructor has the authority to assign an “F” or a “Zero” for the exercise, paper, or examination or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.
Inclement Weather Policy
In the event of an inclement weather event, check the Nashville State web site home page at www.nscc.edu for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.