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

Fall 2021 Master Course Syllabus

PHO 1490- Advanced Digital Photography

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: PHO 1490- Advanced Digital Photography

- Credits: 3
- Class Hours: 4

Course Description:

A continuation of PHO 1110 - Basic Photography. Topics include advanced camera settings and equipment, color theory, color management and printing. Students will learn Adobe Lightroom® to process, develop and export RAW files for a variety of output. **Prerequisite(s):** PHO 1110 with a grade of "C" or higher in all listed prerequisites.

Instructor Information:

Name: Emily Naff
Email: emily.naff@nscc.edu
Office Phone: 615-353-3079
Office Location: C-107D
Office Hours:
Instructor Zoom Room link: https://nscc-edu.zoom.us/my/emilynaff

Communication:

Use this link to schedule appointments. **https://calendly.com/emily-naff/student-advising**

Email (Emily.naff@nscc.edu) is the best way to reach me, and you can expect a response within 48 business hours.

Required Textbook(s) & Other Materials:

Light and Lens, 3rd Edition by Robert Hirsch

ISBN-13: 978-1138213029

ISBN-10: 9781138213029

Reference Materials: See NsOnline Course Shell

Supplies and Equipment:

- Digital SLR or MIL Camera
- Computer with Adobe Lightroom Classic
- External hard drive
- White backdrop material (seamless white paper or fabric)
- Objects to photograph

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/nsccstore/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

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: At the end of the semester, this is what you should know and/or be able to do:

- Use advanced camera settings to capture images in a variety of scenarios.
- Navigate Adobe Lightroom Classic with basic keyboard shortcuts and properly identify the standard icons of the interface, tools, panels and explain their function.
- Capture and process RAW files.
- Understand how to test photographic equipment and analyze/evaluate the characteristics of different materials.
- Process and print color-corrected images using appropriate color management and non-destructive digital workflow.
- Practice professional habits for file management and preparation of files for a variety of output devices.
- Produce professional quality photographic prints on a variety of professional printers.

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

During in-class exercises and shooting assignments, students will demonstrate understanding of the following aspects of working with a Digital SLR Camera:

- RAW Files
- White Balance
- Lenses
- Exposure Compensation

During in-class exercises and shooting assignments, students will demonstrate understanding of the following aspects of working with Lightroom Classic:

- Setting Up Catalogs and Preferences
- Importing, Organizing, Rating and Sorting Images
- Using Collections and Virtual Copies
- Developing / Processing RAW files
- Syncing Develop Settings
- Presets
- Sharpening
- Exporting for a variety of outputs

When submitting final portfolio, students will demonstrate knowledge of the following aspects of printing:

- Color Correction
- Preparing files with correct color space and image size parameters.
- Preparing files for print and web

Topics to Be Covered:

Advanced Digital SLR Settings

Adobe Lightroom Classic

Color Theory and Color Management

E-commerce product photography

Architectural photography

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

Percentage	Assessment
20%	Quizzes and Tests
40%	Weekly Shooting Assignments
30%	Final Portfolio
10%	Final Exam

Grading Policy:

Grades will be posted in NsOnline Gradebook (Evaluation>Grades.) If you have a question about the grade, please contact your instructor to discuss.

Grading Scale:

Letter 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 time.

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

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

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

F: Failure to meet course outcomes and competencies. Failure to complete assignments as required. Poor attendance and participation.

**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:

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.

Projects/Assignments counting 10% of grade or more will only be accepted one week after the due date and, 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.

Standard NSCC policies are also adhered to —provided in the content below.

Attendance Policy

General Policy

If you have been exposed to COVID-19 or have tested positive, you must email
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 Attendance 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.

- Graded in class activities may not be available outside of class time.
- 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 got all of the missed materials.
- Students missing more that 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.
- Students missing more than 3 class meetings may receive a grade of FA or F.

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.
- Students enrolled in VisCom classes will be provided with a user license for the Adobe Creative Suite. The instructor will provide information on the first day of class.

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.

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 left unattended 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.

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.

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 a Zoom class, and gently correct me if I mis-pronounce 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.
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.

Notice of 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. Students are expected to have model releases signed for images that contain people unless the photo is strictly for editorial purposes.

Orphaned work: Student work not picked up at the end of the semester will be stored in C-115 for 1 semester only. Work not picked up by the end of the next semester will either be discarded or become part of our permanent collection.