

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

Pho 2850 Special Topics

This syllabus sets forth the expectations for course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. Students will be notified if any changes are made. Though changes are possible, it is expected that the course will be conducted as described in this syllabus.

Course Information:

Course Title: PHO 2850 Special Topics

Credits: 3

Class Hours: 4

Course Description:

An independent and in-depth exploration of advanced photography techniques. Students develop a cohesive body of work while refining their technical skills.

Prerequisite(s): Students must have completed a minimum of 30 credit hours in PHO courses with a grade of "C" or higher in all PHO courses. Instructor approval required.

Instructor Information:

Name: Emily Naff

Email: emily.naff@nsc.edu

Office Phone: 615-353-3079

Office Location: C-115

Office Hours:

Instructor Zoom Room link: <https://us02web.zoom.us/my/emilynaff>

Class Session Zoom Link Information (if virtual):

[Zoom Virtual Classroom Link](#)

Required Textbook(s) & Other Materials:

Textbook(s): None required

Recommended:

Supplies: Camera equipment as needed to complete required projects.

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/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@nsc.edu.

Course Outcomes:

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

- Apply advanced photographic techniques to create images that match the intent of their proposed project.
- Work with the instructor and classmates to edit and critique the work to create a cohesive body of work.
- Apply digital imaging techniques including cropping, color and exposure adjustments to selected images.
- Write a descriptive proposal and professional Artist Statement.
- Present their finished projects to the class / student body.

Course Competencies:

Upon successful completion of this course, the student should be able to:

- articulate the intentions of their proposed portfolio project.
- demonstrate a clear understanding of photographic terminology.
- demonstrate knowledge of principles of composition and design in their photographs. Evaluate and critique photographs on the merits of their technical and aesthetic components.
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- demonstrate sound workflow techniques for exposure and color correction of images.
- develop and strengthen problem-solving skills related to digital imaging.
- correctly size and resample images for desired output.
- demonstrate an understanding of color management and apply that knowledge to their workflow.
- demonstrate strong editing skills.
- produce a completed portfolio of images online.

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

- Write clear, well-organized documents.
- Know how to locate, evaluate, and use information sources.
- Prepare and deliver well-organized oral presentations.

Topics to Be Covered:

Course Assessments:

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

30%	Weekly Shooting Assignments
40%	Images in the Portfolio
20%	Quizzes and Written Assignments
10%	Participation

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

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 should contact instructor and make arrangements with the instructor to submit work early. Final Portfolio will not be accepted late. No exceptions will be made for medical emergencies without a note from a verifiable medical facility.

Attendance Policy

Students who have been exposed to COVID-19 or who have tested positive must email virusinfo@nsc.edu.

The College is not an attendance taking institution as defined by 34 CFR 668.22(b)(1) in the Code of Federal Regulations; however, students are expected to attend all scheduled classes and laboratories.

- Absences in a course may affect a student's final grade.
- Tardiness may also affect a student's final grade.
- Students are responsible for all work/tests that occur during any missed class session(s) regardless of reason(s) for absence.
- Students who are sick or not well enough to attend class must notify the instructor as soon as possible before the scheduled class time, unless incapacitated or unable to do so. In that case, students must contact the instructor as soon as reasonably possible.
- If a student has an unavoidable conflict with a scheduled class session, students must notify the instructor, preferably before the class session, or as soon as possible.

For purposes of financial aid continued attendance is determined via engagement in the course. This can be accomplished in several ways including, but not limited to, continued attendance and/or participation in on-ground class sessions, participating in D2L as prompted (e.g., responding to an instructor's email, posting to a discussion board), and/or completing and submitting assignments.)

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric.

The attendance policy for this class is:

- Absences are counted from the first scheduled meeting of the class.
- Absences will impact the Participation Grade

- Any student arriving late or leaving early will be considered tardy. Two such occurrences will count as one absence.
- 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.
- Three absences of any kind may result in a F for the semester grade.

Grading Scale:

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

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.

Technology Statement

- All classes at the College are web enhanced.
- It will be essential for students to 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.
- Students may also be required to use free video conferencing platforms (ex: Zoom, Teams) for classes and meetings.
- Students will be responsible for appropriate dress while on video, to ensure a distraction free environment (mute sound as needed) and to ensure their background is neutral for others to view.

- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information available: <https://www.nsc.edu/current-students/student-online-resources/access-to-internet-and-technology>.
- Certain publisher materials may not work on cellphones.

Computer Labs

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

Students should check NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is students' responsibility to check D2L/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. D2L/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) and so provides accommodations for students with a documented physical, emotional, and/or learning condition. 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@nsc.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 exercise, paper, or examination, or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

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

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 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/nsc> 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.

Student Wellness

- The general well-being of students is an important component of their academic success. With this in mind, Nashville State Community College has several resources available to provide support when needed:
 - Tutoring options and appointments: <https://www.nsc.edu/current-students/on-campus-resources/learning-center-and-tutoring>
 - Academic and student resources for school: <https://www.nsc.edu/current-students/student-online-resources>
 - Support services: <https://www.nsc.edu/current-students/on-campus-resources/student-support-services>

Equity Statement

Nashville State Community College has a relentless commitment to the transformation of our institution through the intentional design of college experiences that expect and promote excellence from students, faculty, staff and administration. We consider equity to be an obligation of higher education. We strive to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We do this through an evidence-based and collaborative effort, understanding that our student population has diverse needs that must be addressed. We recognize that this effort may not always be comfortable and that partnering with students is the driving force to overcome barriers to success.

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 don't hesitate to correct my pronunciation of your name.

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.nsc.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 D2L/NS Online course shell. Check D2L/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 D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.

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.