



PHO 350: Advanced Digital Photography
COURSE SYLLABUS: Fall 2015
Class Room: UCDP408

Instructor: Leigh Merrill, Assistant Professor of Art

Office Location: Journalism Room 300

Office Hours: Tuesday and Thursday 2:00 – 3:00pm

University Email Address: leigh.merrill@tamuc.edu

COURSE INFORMATION

Course Description:

In this course, students will learn intermediate and advanced editing, retouching and compositing of photographs in Adobe Photoshop CS6. The manipulation of photographs in post-production is an important aspect of both commercial and contemporary art photography. Students will gain a greater understanding of both the technical and conceptual aspects of manipulating and editing images in Photoshop, and will create a portfolio of photographs by the end of the semester.

Materials – Textbooks, Readings, Supplementary Readings:

There is no mandatory text. Supplementary readings may be assigned throughout the semester.

Student Learning Outcomes:

At the conclusion of this course students should be able to demonstrate competence in the following:

- General working knowledge of Adobe Camera Raw
- General working knowledge of Adobe Photoshop
- Basic editing of images in Photoshop
- Retouching and image manipulation skills using Photoshop
- Photographic compositing skills in Photoshop
- A portfolio of work of photographs related to topics of this course. This portfolio will be built throughout the semester from course assignments
- Effective critiquing by participation in critical evaluation regarding your own work and the work of your peers

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This course will consist of a series of assignments and exercises to assist you in achieving the objectives of this course. Each class will consist of a combination of some or all of the following activities:

- Technical lectures by instructor on photographic techniques
- Lectures by instructor on contemporary photographers
- Discussion and presentation of readings about contemporary photographers
- Studio time to work on assignments and one-on-one meetings (student/ instructor meetings to discuss assignments)

- Critiquing of course assignments

Grading

Your grade will be a combination of your projects, participation in class, and an exam covering the topics addressed in class.

Project 1: 20%

Project 2: 20%

Project 3: 20%

Technical Assignments: 25%

Exam: 15%

Attendance

Attendance is critical for your success in this course. We meet only once a week and therefore each class will cover a variety of material. Please contact the instructor in advance of any absence. **Note: A total of 4 absences from any class meetings will result in a failing grade ("F") for the course.**

TECHNOLOGY REQUIREMENTS

Students will have access to computer labs with software needed to complete photographic assignments and exercises. However, students will be required to make time to work in the computer lab on assignments outside of class time.

Students will need to provide the following:

- **DSLR camera and SD or CF cards. Cameras are available from the 3rd Floor check out at the Journalism building on the Commerce campus. Note: Find the instruction manual and read it / make sure that the camera is in good working order.**
- **Tripod.** This will be helpful to have for some of the assignments. If you do not own one you can check one out from the 3rd Floor check out at the Journalism building on the commerce campus.
- **An external hard drive**
- **Printing costs**
- **Materials/Props for assignments**

UNIVERSITY TECHNOLOGY REQUIREMENTS

TECHNOLOGY REQUIREMENTS

To fully participate in online courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.

You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:

512 MB of RAM, 1 GB or more preferred

Broadband connection required courses are heavily video intensive

Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

You must have a:

Sound card, which is usually integrated into your desktop or laptop computer

Speakers or headphones.

*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site <http://www.java.com/en/download/manual.jsp>

Current anti-virus software must be installed and kept up to date.

Run a browser check through the Pearson LearningStudio Technical Requirements website. Browser Check
http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browse

Running the browser check will ensure your internet browser is supported.

- Pop-ups are allowed.
- JavaScript is enabled.
- Cookies are enabled.

You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:

- Adobe Reader <https://get.adobe.com/reader/>
- Adobe Flash Player (version 17 or later) <https://get.adobe.com/flashplayer/>
- Adobe Shockwave Player <https://get.adobe.com/shockwave/>
- Apple Quick Time <http://www.apple.com/quicktime/download/>

At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

For additional information about system requirements, please see: System Requirements for LearningStudio
<https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo. <http://www.tamuc.edu/myleo.aspx>

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the "My Courses" tab, and then select the "Browser Test" link under Support Services.
Pearson Learning Studio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the Pearson LearningStudio Help Desk, available 24 hours a day, seven days a week.

The student help desk may be reached by the following means 24 hours a day, seven days a week.

Chat Support: Click on 'Live Support' on the tool bar within your course to chat with a Pearson Learning Studio Representative.

Phone: 1-866-656-5511 (Toll Free) to speak with Pearson Learning Studio Technical Support Representative.

Email: helpdesk@online.tamuc.org to initiate a support request with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the 'Tech Support' icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure MUST be followed:

Students must report the problem to the help desk. You may reach the helpdesk at helpdesk@online.tamuc.org or 1-866-656-5511

Students MUST file their problem with the helpdesk and obtain a helpdesk ticket number

Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number

At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser BEFORE the course begins and to take the Pearson

LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. ONLY Pearson LearningStudio based problems are legitimate.

Internet Access

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. <https://leo.tamuc.edu>

Learner Support

Go to the following link One Stop Shop- created to serve you by attempting to provide as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>

Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success. <http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

FREE Mobile APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone
	Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

Please contact me through email:

Email: leigh.merrill@tamuc.edu

Office Hours: By appointment TR 2:00 – 3:00pm (at the Commerce campus or via Skype if you are based out of the Dallas campus) please make appointments one day in advance.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Procedures & Policies for Submission of assignments

- A. All work must have been created this semester for this class only.

- B. *Due Date:* All assignments are due on the date and time given by the instructor. Any work that is late will be reduced by one letter grade. Assignments will not be accepted if they are more than a week late.

Attendance:

Attendance is required and is recorded at all class and lab meetings. Every student will be responsible for all information given during scheduled class and lab times.

Studio Work Days are built into the semester to allow time for completion of assignments with additional instructor help. Attendance is taken on Studio Work Days.

Note: A total of 4 absences from any class meetings (lecture or lab) will result in a failing grade ("F") for the course. Excused absences are listed under Class Attendance (A13.02) in the A&M-Commerce Procedures. Verifiable excuses for absences must be turned in to the instructor.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures:

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

COURSE OUTLINE / CALENDAR

The Instructor reserves the right to make adjustments and changes to this calendar. Any changes will be relayed to students via either in class or via email.

Week 1 - September 2

Introductions / Review of Syllabus

Lecture: Intro to the Digitally Modified Image

Introduction to Project 1

Readings: TBA

Week 2 - September 9

Lecture/Discussion

Demo: Intro to Photoshop (Adobe raw processing, smart objects, basic workflow, basic adjustment layers, general editing tools: cropping, clone stamping, healing brush, tool modifications)

Technical Assignment #1

Week 3 – September 16

Demo: Continued Photoshop (Layers, masks, basic retouching, basic cleaning up objects, basic cleaning up buildings)

Technical Assignment #2

Week 4 – September 23

Demo: Continued Photoshop (Selection tools, gradients, replacing elements in a photo)
Printing prep, Printing

Week 5 – September 30

Critique: Project 1

Readings for October 7: TBA

Week 6 – October 7

Introduction to Project 2

Discussion: TBA Readings

Demo: Photoshop (manipulation and compositing images. cut and paste, object transform tools, blending modes, manipulating color, text tool)

Week 7 – October 14

Demo: Photoshop (continued image manipulation)

Technical Assignment #3

Week 8 – October 21

Field Trip: Alex Soth and Anne Wilkes Tucker at UT Arlington, 7pm

Week 9 – October 28

Demo: Photoshop (video manipulation)

Technical Assignment #4

Week 10 – November 4

Critique: Composited Images

Introduction to Project 3

Week 11 – November 11

TBA

Week 12 – November 18

Review of Topics for exam

Week 13 – November 25

No Class – Thanksgiving Holiday

Week 14 – December 2

Exam

Week 15 – December 9

Critique Project 3

RESOURCES

Camera Resources:

Competitive Camera, Dallas

Fort Worth Camera

Arlington Camera

Adorama, <http://www.adorama.com>

B&H Photo, <http://www.bhphotovideo.com>

Freestyle, <http://www.freestylephoto.biz>

Calumet Photo, <http://www.calumetphoto.com>

You can also find cameras at Costco, Walmart and other local retailers. Additionally online retailers such as amazon can be retailers to look at.

A good resource to compare cameras is DP Review: <http://www.dpreview.com/>

External Hard Drive Resources

I have found Western Digital to be a good brand and reliable for external hard drives.

NewEgg, <http://www.newegg.com>

Fry's Electronics

Best buy, circuit city or other local electronics supplier

Harddrives and flash drives are sold at many retailers, electronic and computer stores.