Moberly Area Community College  
Common Syllabus  

ART135 Digital Photography  

Current Term

Instructor:
Office number:
Office hours:
Contact information:
Classroom number:
Class days and time:

Catalog Course Description: ART135 Digital Photography (2-4-3)
This course is an introduction to the theoretical and practical aspects of digital photography. Using Adobe Photoshop, students will learn to control, modify, and manipulate digital photographic images for creative purposes. Basic photographic composition and design will also be studied. Students must have access to a digital camera with automatic and manually adjustable features. Additional supplies required for this course will be the responsibility of the student. Basic knowledge of Mac computers is recommended. (FA, SP)

Prerequisite/Co-requisite: None

Text(s): No text required.

Other Required Materials:
Adobe Photoshop Access
Minimum 4 megapixel digital camera (recommended)
250 MB Zip disk, portable digital hard drive, or a pack of CD-R
Printer paper (I will specify)

Purpose of Course: This course is designed to introduce students to the creative possibilities of digital photography. The emphasis will be on creativity, and you will be working in an environment that will allow you to explore individual themes and ideas.

Course Objectives: The course will be broken up into three main sections, the camera, image capture & acquisition, the digital darkroom, and printing and presentation. Students will gain proficiency in using a digital camera and scanner, and create quality prints of their work.

Upon successful completion of this course, students will be able to:
1. Demonstrate control, and manipulate their images and prints.
2. Demonstrate a basic knowledge of digital terms, and techniques.
3. Demonstrate basic skills in critical thinking, and visual expression.
4. Communicate orally at college level standards.
Course Content:
1. Issues and themes
2. Capturing and storing imagery
3. Previewing and editing photos
4. Printing
5. Presentation

Assessment of Student Learning:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In class work ethic</td>
<td>30%</td>
</tr>
<tr>
<td>Projects &amp; individual Assignments</td>
<td>70%</td>
</tr>
</tbody>
</table>

This is a studio class, and students will be graded primarily on the amount of work they do, and the quality and care in which they take in completing your projects. Students will also be graded on participation in mandatory group critiques which we will have throughout the semester. Projects will be assigned on a weekly basis and students will have specific due dates for each one. Students will need to be self-motivated in order to get your work done. Most of the work for the class will be done time outside of the regular class period.

Below is a list of requirements to achieve a specific grade:

Students receiving an “A” will:
1. Arrive on time for class on a regular basis and stay for the duration of the class. Work diligently during the class period.
2. Take initiative when completed with a particular assignment.
3. Make extra effort on all assignments.
4. Hand in work on time.
5. Put a great deal of care and time in your assignments.
6. Listen to and follow instructions.
7. Actively participate in critiques.
8. Do more than the minimum work required for the class.
9. Show improvement over the course of the semester.
10. Have an excellent portfolio of work to show at the end of the semester.

Students receiving a “B” will:
1. Arrive on time for class on a regular basis and stay for the duration of the class.
2. Work diligently during the class period.
3. Hand in work on time.
4. Make extra effort on all assignments.
5. Listen to and follow instructions.
6. Actively participate in critiques.
7. Do more than the minimum work required for the class.
8. Show improvement over the course of the semester.
9. Have a good portfolio of work to show at the end of the semester.

Students receiving a “C” will:
1. Arrive on time for class on a regular basis and stay for the duration of the class.
2. Work diligently during the class period.
3. Do the minimum of work required for the class.
4. Hand in work on time.
5. Listen to and follow instructions.
6. Actively participate in critiques.
7. Show improvement over the course of the semester.
8. Have a fair portfolio of work to show at the end of the semester.

Students receiving a “D” will:
1. Arrive on time for class on a regular basis and stay for the duration of the class.
2. Do the minimum of work required for the class.
3. Listen to and follow instructions.
4. Have a fair portfolio of work to show at the end of the semester.

Grading Scale:
A – 90-100%
B – 80-89%
C – 70-79%
D – 60-69%
F – 0-59%

Expected Study Time Commitments: Students should expect to spend approximately 2 to 4 hours per week studying, reading, and working on assignments for each registered credit hour. For example, 6 to 12 study hours per week may be expected for a 3 credit hour class.

Description of Major Assignment(s)/Project(s): TBA Assignments will be given on a weekly basis.

Schedule of Student Assignments/Activities: Individual assignments will be given during the semester. You will have ample time in class to work on your projects. Specific assignments TBA.

Statement to Connect Course with General Education Outcomes: In compliance with MACC’s General Education outcomes, the student who successfully completes this course will be able to:

- **Higher Order Thinking:** Students will demonstrate the ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; to solve problems by applying evaluative standards; and to reflect upon and refine those problem-solving skills. This outcome involves creative thinking, critical thinking, and quantitative literacy.
- **Managing Information:** Students will demonstrate the ability to discern when there is a need for information; and to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.

College / Instructor Policies:

**Academic Dishonesty:** MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in
any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (Policy Handbook, M.010). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

Attendance Policy: Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.

Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student’s violation of the attendance policy. Additionally, a student’s attendance rate will be calculated based upon the first day the academic session begins (not the student’s date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as “Never Attended.”

Term Length Drop Calculations

16-week: Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

8-week: Any student who misses one (1) consecutive week of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

4-week: Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Intersession: Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

Definition of Course Attendance

| In Seat Course | Physically attending scheduled, face-to-face, class meetings |
Virtual Course
Being present, via appropriate platform, for scheduled class Meetings/activities

Hybrid Course
Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following:

- Completion of quizzes or exams during class meetings and online
- Submission of assignments during class meetings and online
- Participation in discussions during class meetings and online

Online Course
Active participation in an online course includes the following:

- Completion of quizzes or exams
- Submission of assignments
- Participation in threaded discussions

Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. (*Policy Handbook, I.090 & M.095*)

Class attendance is important as I will be giving demonstrations, and lectures that will not be repeated. You are allowed one unexcused absence, use it wisely. Attendance factors into your participation grade, excessive absences and tardiness will affect that grade and your final grade will be affected as follows:

<table>
<thead>
<tr>
<th>Absences</th>
<th>Points Subtracted</th>
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<tbody>
<tr>
<td>2</td>
<td>5 points</td>
</tr>
<tr>
<td>3</td>
<td>10 points</td>
</tr>
<tr>
<td>4</td>
<td>15 points</td>
</tr>
<tr>
<td>5</td>
<td>20 points</td>
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Students are responsible for dropping themselves if they no longer wish to attend the class. Any student who stops attending class and fails to file the proper form with Student Services could receive a failing grade for the class.

Tardiness: Students arriving late, and/or leaving early on a frequent basis will be marked as absent.

Make-up and late work: All assignments will be penalized for each day they are late. Students having problems keeping up with assignments will need to communicate with the Instructor on any make-up work.

Extra-credit work: Additional projects may be done for extra credit in the class, only after assigned work is completed. See instructor for details.

Student Email: MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the
online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

**ADA Statement:** Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access/ADA Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. The Office of Access and ADA Services is located in the Main Library and the phone number is (660) 263-4110 ext. 11240. Students may also contact the Columbia office at 573-234-1067 ext. 12120.

**Title IX Statement:** MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see [http://www.macc.edu/sexual-misconduct-policy](http://www.macc.edu/sexual-misconduct-policy) (links to an external site) or contact Ms. Cheryl Lybarger, MACC’s Title IX Coordinator, at 660-263-4110, ext. 11369 or Cheryl.Lybarger@macc.edu.