Course Description
Digital Photography will develop students’ skills in pixel-based photography. Students will become proficient at the technical use of their digital camera as well as digital darkroom techniques in the use of Adobe Photoshop. Using Adobe Photoshop software, they will access appropriate images for enhancement and creative image manipulation, to equip students to produce satisfying and meaningful art using digital photography.

IMPORTANT: This is a Fine Art course and covers many areas of the art of photography. Lecture examples may at times contain nudity or other subjects offensive to some individuals.

IF YOU ARE UNCOMFORTABLE WITH SUCH TOPICS, PLEASE RECONSIDER TAKING THIS COURSE.

Course Prerequisites:
· There are no prerequisite courses required
· It is recommended but not required that you have some previous knowledge working with a camera.
· It is highly recommended to have a good working knowledge of computers.

Required Textbook:

This is a new text being incorporated into the course and may cause some of the assignment and quiz information to change.

Required Software:
You must have access to the most recent edition of Adobe Photoshop, (Adobe Photoshop Elements is NOT acceptable) Creative Cloud, subscription LINK. The Student Teacher Subscription will give access to most of Adobe’s software. You will need to download and install both Adobe Photoshop and Adobe Bridge, you may install Lightroom as well.
Required Equipment:

Digital Camera:

You must have your own digital camera, your camera must be capable of manual exposure adjustment and RAW file capture. It is highly suggested that you have a Digital SLR or mirrorless camera. You may need to do some research on your own if you don’t know if your camera meets the requirements. Even though some newer smart phones can save RAW images files they are not acceptable for use in this course. A few good places to look are in your camera’s manual and/or the manufacturer’s website as well as websites like https://www.dprouiew.com can also be a good resource. It is highly suggested to have at least 2 memory cards for your camera.

Computer:

Your computer must meet the minimum specifications to run Adobe PhotoShop. These can be found on the Adobe Website. It is highly suggested to have an external hard drive for the storage of images.

IMPORTANT: Along with the text the latest version of Adobe Photoshop CC is required for the course. There is a Student Teacher Edition is available, through Adobe with proof of student status. The Text will only be in stock at the USD Barnes and Noble bookstore, not via the bookstores at any other campus. They can also be ordered from online booksellers.

NO ACCOMMODATIONS WILL BE MADE FOR STUDENTS WHO HAVE NOT PURCHASED BOTH THE BOOK AND THE SOFTWARE.

Instructional Method

This course will be instructed entirely online via Desire2Learn (http://d2l.sdbor.edu) (see also the “Desire2Learn” section below). While this is an online class, it does not mean it is a self-paced or correspondence-like course. Each week you will be required to complete a number of tasks as outlined in the “Assessments” and “Class Schedule” sections below.

Expectations

Students

First and foremost, students are expected to read, understand and abide by all policies and procedures outlined in this syllabus as well as those in the CDE Online Orientation, which can be accessed from the “Getting Started” section on the course homepage. The latter contains important information about the various academic, student and technical resources and services available at USD.

In terms of time commitment, the South Dakota Board of Regents (SDBOR) defines a credit hour as constituting one hour of classroom or direct faculty instruction, and two hours of out of class student work. To that end, as this is a three credit-hour course, students should expect to invest a minimum of nine hours per week in the course.

ART 260: Digital Photography
Because this is an online course, and meant to be an asynchronous experience, we will not be meeting face-to-face, so the SDBOR engagement requirement will be reproduced by the following activities, all of which will be due on specific dates: posting in the weekly discussions; attending the live lecture/watching recorded lecture; completing the weekly, un-graded assessment; other assessments at the discretion of the instructor.

**IMPORTANT:** In order to complete the discussions activities each week, it will be necessary to check into the course on Sunday evenings. Please plan accordingly.

**IMPORTANT:** The instructor will provide regular updates during the week, so students should log into D2L to check for announcements and emails at least three times per week, if not more frequently. You can also, optionally, forward your D2L course mail to your preferred email account to keep updated. See the guide in the course FAQs.

One important thing to remember: when all is said and done, this is your class; it is what you make of it. Your level of participation will be directly proportional to your class experience. In other words, you will get out of it what you put into it.

**Instructor**

The instructor will strive to provide every possible opportunity for feedback and, unless otherwise stated, will respond to all communications within twenty-four (24) hours on weekdays, or within forty-eight hours (48) on the weekends. The instructor will also endeavor to return with feedback and suggestions in a reasonable amount of time—see the “Assessments” section below for more detail. All written assessments will be graded using a standard rubric, which can be found within the course.

Finally, the instructor will also abide by all policies set forth in this syllabus and those by the CDE Online Orientation, The University of South Dakota, and the SDBOR.

**Course Objectives**

Digital Photography will develop students' skills in pixel-based photography. Students will become proficient at the technical use of their digital camera as well as digital darkroom techniques in the use of Adobe Photoshop. Using Adobe Photoshop software, they will access appropriate images for enhancement and creative image manipulation, to equip students to produce satisfying and meaningful art using digital photography.

The overall goals for this course are simple:

- To learn the basics of digital camera operation and proper exposure.
- To learn to incorporate concepts of photographic composition into their images.
- To gain a practical knowledge of Adobe Photoshop and its use in the digital darkroom.

Specific objectives for this course, as well as how they will be assessed, are listed below:

<table>
<thead>
<tr>
<th>Specific Objectives</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate basic understanding of sight, color, camera anatomy, and image transfer.</td>
<td>Exam 1, Assignment 1</td>
</tr>
</tbody>
</table>
Assessments
Because of the online nature of this course, it is important that students receive regular feedback on their progress. To that end, there will be weekly participation requirements and assessments to assure that ample feedback is provided and that ample opportunity is provided to ask questions about the various course topics.

Graded Assessments: Quizzes
Graded assessments will be in the form of three short quizzes covering the reading. Each quiz will be administered via D2L and will be graded immediately within D2L and added to the students grades.

In terms of topics, here is how the exams will breakdown:

| Quiz I | Covers: Chapters 1-5 of reading | 10 Points |
| Quiz II | Covers: Chapters 6-8 of reading | 10 Points |
| Quiz III | Covers: Chapters 9-12 of reading | 10 Points |

TOTAL 30 Points
Exams will NOT be proctored—in other words, you will not need to go to a specific place to take them.

In terms of composition, each exam will consist of multiple choice questions:

- The multiple choice assessment will consist of 5 to 10 question directly related to the reading.

**Graded Assessments: Photographic Assignments**

In addition to the exams, there will be approximately 8 photographic assignments worth 7 points each totaling 56 points. Each photographic assignment with exception of the first will be graded on three parts:

1. Completion of the assignment is worth 2 point.
2. Following assignment objectives is worth 3 point. This could be on content and or technique.
3. Exhibiting and developing creativity is worth 2 points. This is a fine art course and developing ones own creativity is a key component. These 2 points is awarded purely by the discretion of the instructor.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>7</td>
</tr>
<tr>
<td>Five images: Photograph five images of anything you want. This is just to show me how you see and will receive all 7 point just for completion.</td>
<td></td>
</tr>
<tr>
<td>Assignment 2</td>
<td>7</td>
</tr>
<tr>
<td>Bracketing and Depth of Field.</td>
<td></td>
</tr>
<tr>
<td>Assignment 3</td>
<td>7</td>
</tr>
<tr>
<td>Motion, working with blur.</td>
<td></td>
</tr>
<tr>
<td>Assignment 4</td>
<td>7</td>
</tr>
<tr>
<td>Composition, The rule of Thirds and other concepts.</td>
<td></td>
</tr>
<tr>
<td>Assignment 5</td>
<td>7</td>
</tr>
<tr>
<td>Self Portrait &amp; Self Portrait</td>
<td></td>
</tr>
<tr>
<td>Assignment 6</td>
<td>7</td>
</tr>
<tr>
<td>Photo Composite</td>
<td></td>
</tr>
<tr>
<td>Assignment 7</td>
<td>7</td>
</tr>
<tr>
<td>Open</td>
<td></td>
</tr>
<tr>
<td>Assignment 8</td>
<td>7</td>
</tr>
<tr>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

**Graded Assessments: Participation**

Students are expected to contribute 3 appropriate comments and criticisms, worth 2 points each, for each other’s weekly photographic assignments.

**Participation / Attendance**

Participation/attendance is of the utmost importance and will be measured:

- 3 separate critique comments of fellow student images for 7 assignments. These are worth 2 points each. 42 Points

**TOTAL 42 Points**
**Graded Assessments: Final Digital Portfolio**

The final for the course will be a 10 image digital portfolio of the student’s edit and choice. The portfolio should be made up of the very best images from the semester as well as additional images the student has photographed and edited. The final portfolio will be graded on use of techniques learned over the semester as well as creativity.

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**Course Point Total**

Given the types of assessments and number of points each is worth, the total number of points in the course is broken down as follows:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four Quizzes</td>
<td>30</td>
</tr>
<tr>
<td>Photographic Assignments</td>
<td>56</td>
</tr>
<tr>
<td>Participation</td>
<td>42</td>
</tr>
<tr>
<td>Final Portfolio</td>
<td>72</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>300</strong></td>
</tr>
</tbody>
</table>

Note: the actual number of points in the course may slightly vary from this.

**Grading**

Your grade is calculated using straight percentage of total points:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>270-300</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>240-269</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>210-239</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>180-209</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>179 &amp; below</td>
<td>up to 59%</td>
</tr>
</tbody>
</table>

**IMPORTANT:** You can check your current grade at any time during the semester by clicking on the “Grades” link off of the course homepage. You will also be able to check the grades for any assessment, as well as feedback on assessments, using this link as well. Grades for assignments and discussions will be posted 7 to 10 days after the due date.
Lectures / Office Hours
Video lectures are available **Thursday NIGHT STARTING AT 7:00 PM CENTRAL TIME** and will last approximately two hours. For office hours contact me any time via email for questions or to set up a meeting times.

**IMPORTANT**: Because this is an online, asynchronous course, attendance at the weekly live lecture is NOT a requirement; however, students not attending the live lecture are required to review the lecture recording as material will be discussed in the lecture that is not covered in the lecture notes. In short: if you do not attend/review the lectures, you will miss answers on the exams and will also lose participation points.

Additionally, all of the lecture notes, and subsequent recordings of the lectures, will be made available under the “Content” link in the course menu:

Course Schedule:
Please see the “Course Schedule” link under the Getting Started section of the course homepage.

Technology Requirements
The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the CDE Online Orientation document in the Getting Started section of the course homepage.

Aside from the requirements listed in that document, this course has three other requirements:

1. All students should have access to **Word 2010** to use to compose their performance/album reviews, as the instructor will use the comment and proofing features in Word to provide feedback within the reviews themselves. A student version of Microsoft Office can be purchased, at a very reasonable rate, through Microsoft: [http://www.microsoft.com/student/en/us/office/default.aspx](http://www.microsoft.com/student/en/us/office/default.aspx)

2. This course makes use of **Collaborate Ultra** (formerly, Elluminate), a web-conferencing solution, for the live lectures/office hours. If you plan on participating in the live sessions, it is recommended that you purchase a USB multimedia headset—earphones with a microphone—so that you can ask questions instead of typing them. These can be purchased from the bookstore or from your local
3. In order to take the quizzes and exams in this course, you will be required to use the **Respondus LockDown Browser**. This can be downloaded from any quiz or survey, but only needs to be installed once. That being the case, you will need to have the appropriate permissions to install the software on the computer from which you will be taking the exam. Please see “Respondus LockDown Browser Instructions” under the “General Materials” section in the Content area of the course for more detail.

**Desire2Learn (D2L):**
D2L will be used to facilitate all aspects of the course. In D2L, you will be able to:

- Communicate with your classmates and the instructor via discussions and course mail
- View lectures, lecture notes and lecture recordings
- Participate in virtual office hours
- View and complete self-assessment quizzes and exams
- Access additional materials not found in your textbook or your listening CDs, such as interactive learning tools, supplemental listening, videos, etc.
- Access your course progress and grades
- Access weekly video and audio selections; these are purely supplemental resources/activities for your enjoyment and are not required

To access D2L, please visit the following URL: [http://d2l.sdbor.edu/](http://d2l.sdbor.edu/)

**Student Resources:**
The University of South Dakota provides a number of useful services to students:

- **CDE Online Orientation Guide (see link in the Getting Started section of the course homepage):**
  - This contains very important information related to the services provided by the University of South Dakota as well as the University policies. In it, you will find such information as:
    - Academic support services such as the library, writing center, proctor and testing information, book purchasing, etc.
    - Student support services such as advising and enrollment information, financial aid, student life, and counseling, etc.
    - Technology support services like technology requirements, ITS Help Desk contact information, discounts on computers and software, etc.

- **USD Portal ([http://my.usd.edu](http://my.usd.edu)):**
  - The USD Portal is your one-stop place for a majority of services offered to any student taking a USD course—like this course. You can access the following services from the “Academics” tab in the portal:
    - WebAdvisor
    - I.D. Weeks Library

- **The USD Writing Center ([http://www.usd.edu/academics/academic-commons/writing-center.cfm](http://www.usd.edu/academics/academic-commons/writing-center.cfm)):**
  - The USD Writing Center was established to provide writing assistance to students in order to help them become better writers. It is available on campus during regular business hours and online in the evenings. Please visit the URL above for more information.
**Academic Integrity**

The University of South Dakota considers plagiarism, cheating, and other forms of academic dishonesty inimical to the objectives of higher education. The University supports the imposition of penalties on students who have been adjudicated to have engaged in academic dishonesty, as defined in the “Conduct” section of the University of South Dakota Student Handbook, and South Dakota Board of Regents policy 2-33 [www.sdbor.edu/policy/Documents/2-33.pdf](http://www.sdbor.edu/policy/Documents/2-33.pdf).

No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:

a. Given a zero for that assignment.
b. Allowed to rewrite and resubmit the assignment for credit.
c. Assigned a reduced grade for the course.
d. Dropped from the course.
e. Failed in the course.

**Freedom in Learning**

Under Board of Regents and University policy student academic performance may be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled. Students who believe that an academic evaluation reflects prejudiced or capricious consideration of student opinions or conduct unrelated to academic standards should contact the dean of the college or school that offers the class to initiate a review of the evaluation.

**Disability Accommodation**

Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class or as soon as possible after the diagnosis of a disability. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester.

Please note: if your home institution is not the University of South Dakota but one of the other South Dakota Board of Regents institutions (e.g., SDSU, SDSMT, BHSU, NSU, DSU), you should work with the disability services coordinator at your home institution.

Ernetta L. Fox, Director  
Disability Services, Room 119 Service Center  
(605) 677-6389  
Web Site: [www.usd.edu/ds](http://www.usd.edu/ds)  
E-mail: disabilityservices@usd.edu

**Diversity and Inclusive Excellence**
The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected. To learn more about USD’s diversity and inclusiveness initiatives, please visit the website for the Office of Diversity.