Saddleback College
PHOT 50xa: Beginning Digital Photography
Ticket # 12305   Units: 0

Instructor: Professor Laura Hoffman
Email address: lhoffman@saddleback.edu

Class Meetings for term: Thursdays 5/31 – 7/19/18
Class Hours/Availability: 1:00 – 3:50
Division Office: Emeritus Institute; (949) 582-4835

Location of Class: 23501 Via Mariposa E, Laguna Woods, CA 92635
Clubhouse Four, Laguna Woods Village,
https://www.lagunawoodsvillage.com/amenities/clubhouses/clubhouse4

Materials & Textbook(s) required:
- *Textbooks required: 1).* Gatcum, Chris. *The Beginner's Photography Guide*, Dorling Kindersley (DK) Limited, 2016. *2).* Peterson, Bryan: *Learning to See Creatively*, Amphoto Books…2015
  Recommended: Peterson, Bryan: *Understanding Exposure*, Amphoto Books... 2016
- **Camera** with full charge, memory cards, camera's manual; can be printed or a .PDF version
- **Tripod** (recommended)
- *Online access:* Must have access to a computer to view lectures & information on the class website as well as upload images for weekly class assignments.
  ****Check your Saddleback-issued e-mail regularly for updates.

Class web site: https://www.takeaclasswithlaura.com/beg-photo-12305-th.html
Copy and paste the above URL into your navigation bar if the link does not take you directly to the website.

Upload images: https://xinacat.smugmug.com/upload/pLgkRj/Guest19
Note: you are a guest uploader to the course's own photography gallery, hosted by Smugmug.

Catalog Description
Covers technical and creative aspects of using a digital camera for the beginner and intermediate photographer and reviews the importance of composition and lighting in the creation of an image. Also includes portraits, night photography, as well as downloading, storing, organizing and editing images using various software programs and getting the most out of photographic assets. We will go on one field trip. Open repeatability.

Course Objectives:
Practical course designed for lifelong learners to get to know the digital camera and power in preserving one's own artistic vision and memories. Go beyond the "lucky shot" – instead, predict your digital photography results and grow your passion for photography. Design better images using composition skills purposefully, learn how to use light, work in changing lighting conditions and manage and edit your images. Best of all, you'll discover how to see differently and work more creatively. Students participating in this course will begin to analyze composition and appy prinicples and elements of design with increasing visual perception and visual literacy.
Lab time is built in for individual instruction and demonstration. Coursework will include demonstrations, image-rich presentations, spotlights on featured artists and in-class constructive critique.

Students will be introduced to new photographers and artists to inspire them to develop a body of work that reflects that individual student's unique spirit and vision.

Topics Covered

I.   Lecture on the technical aspects of the digital camera
 A. Batteries and Memory cards.
 B. Setting up the Camera
 C. Exposure, Exposure Triangle: Aperture/Shutter/ISO
 D. Manual Modes
 E. White Balance
 F. Flash
 G. Auto, scene modes, Program, Aperture Priority, Shutter Priority and Manual modes.
 H. Panorama, other special controls and effects

II. Lecture and demonstration on the choosing, storing and enhancing of digital images/photographs.
 A. Downloading
 B. Cataloging
 C. Organizing
 D. Labeling
 E. Enhancing
 F. Culling

III. Lecturing and demonstrating the use of various types of computer software as they apply to the manipulation of digital imagery.
 A. Image Editors, e.g. Adobe CC Photoshop, Photoshop Elements
 B. On-line catalog solutions, e.g.: Google Images
 C. Apps on Smart phones.

IV. Lecturing and demonstrating how to view, access and print digital images.
 A. Directly from the camera
 B. Using a computer (uploading and downloading)
 C. Using a printing service

V.   Lecturing and demonstration of image sharing techniques/media.
 A. Using social media (Facebook, Instagram, Twitter)
 B. Using an online service (Smugmug, Google Photos, Shutterfly, Flickr)
 C. E-mailing images
 D. Creating a photo book

VI. Composition and Design:
 A. Rules and guidelines, e.g.: Rule of Thirds, Golden Ratio
 B. Line, shape, form
 C. Patterns, textures
 D. Contrast: positive & negative shapes
 E. Mergers, tangents & tension
 F. Values and color
 G. Focal point (center of interest)
 H. Unity
 I. Visual balance

VII. Lecture and demonstrations on the appropriate use of lighting
 A. The direction of light: Front light, side light, back-light, sillhouettes
 B. The quality of light (hard vs. soft)
 C. Ambient vs. artificial light
 D. Use of reflectors and modifiers

Learning Objectives
Students participating in this class will:
1. Demonstrate ability to use a digital camera and predict their imaging results.
2. Demonstrate ability to download, store and retrieve, analyze and enhance, organize and label, arrange and cull digital images.
3. Demonstrate proficiency in various types of computer software.
4. Manage lighting to photograph a portrait or still life, and photograph on location.
5. Design compelling images with attention to design and detail

Student Learning Outcomes
Students completing this course satisfactorily will be able to:
1. Recognize and understand basics of recording, downloading, labeling, storing and retrieving photographic imagery using a digital camera.
2. Develop technical skills and familiarity with camera functions, lens specifications, file format and image storage.
3. Apply the use of depth of field and shutter speed choices as compositional elements that support image content.
4. Demonstrate technical and artistic competencies of employing available light as well as artificial strobe lighting (flash).
5. Competency in conceptual problem solving and narrative use of photography as a form of artistic expression.
6. Analyze and enhance digital images, as well as evaluate personal work and other students work on the basis of composition for still life, landscape and portrait photography. Develop visual literacy and critical analysis of photography, applying the fundamentals of design (arrangement of elements in the frame).
7. Develop and explore personal interest and aptitudes to enhance mental acuity, fine motor skills, creativity and self-image through class projects and assignments.
8. Demonstrate effective use of intellectual and practical lifelong learning skills and knowledge pertinent to the specific discipline, and the designated Student Learning Outcomes of the course.
9. Respond positively to the intellectual, emotional and physical challenges of aging as a result of their enrollment and participation in the course.

Out of Class Academic Expectations
　　Must submit photography assignments to our class gallery on *Smugmug* (an on-line photography gallery site designed for photographers) for review.
　　You will upload images to this web site as my guest. All metadata must be enabled (EXIF data). Guest upload to this URL: https://xinacat.smugmug.com/upload/pLgkRj/Guest19
View images here: https://xinacat.smugmug.com/2018-Saddleback/Emeritus-Photo-Guest-19
Or simply navigate to our website's page and use the ***Upload Projects Here*** links on:
　　https://www.takeaclasswithlaura.com/beg-photo-12305-th.html
- Have access to Facebook, where we will share the latest and greatest photography information with each other! https://www.facebook.com/groups/38612742174/
- *This is a private Facebook Group and knowledge base devoted to Saddleback photography lifelong learners.*

Course Requirements and Grading Criteria

Active participation and regular attendance is expected. Although Emeritus Institute courses are non-credit, we do evaluate and assess students using Student Learning Outcomes (SLO) evaluations which are due every semester, and keep track of student performance and success in the classroom.

You will get the most out of this course with regular attendance and active participation, which includes uploading each assignment to the class gallery and taking part in class discussions and constructive critiques. Please e-mail me if you have to miss class (travel, doctor appointments, illness) in the first few weeks so I will not drop you from the class. Thank you in advance for communicating with me.

Course Outline: Weekly Topics and Readings

Below are the tentative dates and themes for each week of class. Please complete the readings for each week *before* our meetings for that week.
***Always bring your camera (completely charged) and manual to class unless indicated.

Week/ Date	Topics/ Readings/Activities	Due Dates/Deadlines
Week 1 **5/31/18**	Introduction to class, determine level of expertise. Camera control review: the role of ISO, Aperture & shutter controls. Introduce Class Projects. Camera workshop	Download course syllabus and bring to class. Order textbooks. Bring camera – fully charged. Bring your camera's manual
Week 2 **6/07/18**	Special Guest Speaker: Kara Mahotka-Patterson Topics in Photo Editing Travel Photography	*Read* 1st Chapter: Expanding Your Vision in *Learning to See Creatively;* Read 1st chapter in The *Beginner's Guide to Photography*
Week 3 **6/14/18**	Special Guest Speaker: Kara Mahotka-Patterson Topics in Photo Editing Introduce Project 1: *Fill the Frame; based on Pp. 87-89 Getting in closer; cropping in camera techniques*	*Read* Chapter on Composition in *Learning to See Creatively* ; Read Chapter 2 on Exposure in *The Beginner's Guide to Photography*
Week 4 **6/21/18**	Review results: *Fill the Frame* project Disussion: Horizontal vs Vertical; Pp. 90-91 Backlighting, Aperture control compared - using telephoto lens (long lens, AKA zoom) Depth of Field; Composition & Design; Subject vs. Background	***Fill the Frame*** Project is due Upload to class gallery Field trip signed waivers due.
Week 5 **6/28/18**	Aperture control using Telephoto (Zoom) lens Backlighting, exposure time Portrait Photography Introduction Posing people & pets, group photography Fireworks Photography	***DOF: Aperture Opening Comparison, Using Telephoto Lens*** Project is due Upload to class gallery
Week 6 **7/05/18**	Review Fireworks project Review Portrait Assignment & Final Project Introduce Field Trip	**Fireworks** Project Assignment is due **Portrait** Assignment is due

Week 7 **7/11/18** *Takes place of 7/12/18 class*	Field Trip: Mission San Juan Capistrano: 2:00-5:00 Meet at front fountain at 1:45 for role call. Work on Assignment: Shadows & Patterns; Frames within Frames (based on readings and in-class discussion)	**Meet** on location; we are not meeting in class. **Read** pages 62-63 & 102 in *Learning to See Creatively* **Read** The Magic of Light *chapter in Learning to See Creatively.*
Week 8 **7/19/18**	Review results from Field Trip Review final project DIY (Do it Yourself) solutions, favorite camera gear. Bring in your kit! How we have improved as photographers discussion.	**Field trip** images are due **Final** Project is due. Bring in favorite photography gear.

Field Trips: We will enjoy one field trip. Only enrolled students may attend the field trip, due to Saddleback College policy. Each student must sign the school district's *Voluntary Activity Consent, Assumption of Risk, Release of Liability and Hold Harmless Agreement* form in order to participate in field trips three weeks prior to field trip dates. The form will be e-mailed to each student and will be available on our class web site https://www.takeaclasswithlaura.com/beg-photo-12305-th.html

Reminders:
1.   Order book(s) ASAP – recommend Amazon.com
2.   Complete assignments: Upload only 2 image for each assignment in Smugmug by due dates, <u>unless specified</u>: **Before** and **After** any image editing. Caption with title; naming convention below. Enable *metadata* (which tells us your aperture, shutter speed and ISO choices, as well as a wealth of other information).
(Bring back up images on flash drive every week).

      Here is how we are sharing images:
      To upload your assignment, click on:
https://xinacat.smugmug.com/upload/pLgkRj/Guest19
      To see your images, click on:
https://xinacat.smugmug.com/2018-Saddleback/Emeritus-Photo-Guest-19
This is a special guest gallery created for this class,
called **"**Emeritus Photo Guest 19."

      Labeling Images: Label your images *BEFORE* you upload to class website.
- You will upload your best image and **label it** for every assignment.
- **Drag and drop** your image for each assignment (or browse).
- BE AWARE: You are a guest uploading to my gallery, therefore once your image is uploaded, you cannot edit your image or delete image. (E-mail me if you want to re-upload/delete any images)
- Labeling convention: LASTName_FirstName_Assignment.
      A few examples:
      HoffmanLaura_DOFBefore.jpg HoffmanLaura_DOFAfter
         (other assignments) **HoffmanLaura_FilltheFrame   HoffmanLaura_Portrait**
Goal: to be clear about whom the maker of the image is, and what the project challenge is about.
      Note: Your file must be saved as a .jpg in order to upload to Smugmug.com (not RAW)
Note: **Syllabus is subject to change**, based on class needs.
   Please be advised that the syllabus could be revised as needed, as our class progresses.

Student Resources:
http://www.steves-digicams.com/camera-reviews/
Or Google: Steves Digicams reviews
Find your camera from any of the drop down menus on the left side. For example, if you have a Canon, click on "Canon," then select your camera from the link. Click through and find a thorough review and detailed tour through your own camera.
https://www.dpreview.com/
This is an excellent resource for finding out reviews and news about camera equipment you are interested in.

Request to join the Facebook resource page for lifelong learners / photography enthusiasts:
https://www.facebook.com/groups/38612742174/
Join in the conversation and check out posted resources selected for our class.

Summary: Important Links you need:
Access current files and forms for this class here:
Lecture notes will only be available for one week after course ends 8/01/18.
https://www.takeaclasswithlaura.com/beg-photo-12305-th.html
****Suggestion: Download all lectures and other provided resources on this website to a flash drive, dedicated to this class.

Upload Photos to this link.
You must FIRST label your image(s) according to naming conventions detailed on p. 6 of this syllabus:*
https://xinacat.smugmug.com/upload/pLgkRj/Guest19
View Class Images Here:
https://xinacat.smugmug.com/2018-Saddleback/Emeritus-Photo-Guest-19

REMINDERS
- ✓ Bring backup on flash drive in case our network is down.
- ✓ Always bring your charged camera to class & your manual.
- ✓ Complete assignments: Upload only 1 image (unless more images are specified) for each assignment in Smugmug by due dates. Caption with title; see naming convention. Always enable *metadata* (which tells us your aperture, shutter speed and ISO choices, as well as a wealth of other information).

- ♦ **Materials fee:** $10.00. If you are adding the class, fee must be paid by check or money order (no cash). Make check out to *Saddleback College*. If adding this class on-line with your APC, you may use your credit card.

Student Conduct and Attendance
- In accordance with Saddleback College policies, students may be dropped from a course if they miss eight or more instructional hours during the term.
- Saddleback College students are responsible for regulating their own conduct and for respecting the rights and privileges of others in accordance with the Code of Conduct set by the district Board of Trustees (AR 5401) (SB Student Handbook).

- o During class, you have my full attention, respect and effort. Please give the same to your fellow classmates and to me by keeping a quiet classroom, saving all side-conversations for break, time before class and after class.
- o All phones and other distracting electronic devices <u>must be silenced</u>. Do <u>*not*</u> take or make phone calls during class time, as this is intrusive and disruptive to the learning environment.
- o During critiques and lecture, **opening and closing of the classroom door disrupts the class** and impairs the viewing of images – keep to an absolute minimum.

- **No Recording Without Consent Policy:**
  Other than Disabled Students Programs and Services accommodations, the use of any electronic listening or recording device in any classroom is prohibited without the explicit prior consent of the instructor (CA Ed Code Sec. 78907). It is also a crime to record any private communication, such as a classroom lecture, without the consent of all parties to the conversation (Cal. Penal Code § 632).

Students with Disabilities

If you have a verified learning disability, it is your responsibility to bring me a copy of your Saddleback College Special Services Educational Accommodations form and/or a Special Services Test Proctoring Guidelines form, either of which will indicate the accommodations you are given. (This is usually accompanied by an authorization for academic adjustments/accommodations form which I initial and keep, returning to you the yellow carbon copy on the bottom.)

If you feel that you might have a disability-related educational limitation, contact the main Special Services office (DSPS) at SSC 113, Mondays—Thursdays 8:00 am – 4:30 pm; Fridays, 8:00 am – 12:00 pm.

Phone: (949) 582-4885, **TTD**: (949) 582-4833, **Fax:** (949) 347-1526 http://www.saddleback.edu/dsps/

Other Saddleback College Services

- o Technical Problems (for email, mysite, etc.)
  Call (949) 582-4363, Mondays—Thursdays, 8:00 am – 8:00 pm; Fridays, 8:00 am – 2:00 pm.
  or email scstudenthelp@saddleback.edu
  Check out these great websites for help:
  http://www.saddleback.edu/de/student-technical-support/
  and http://saddleback.edu/oe/student-resources/StudentHelpDirectory.html

- **The Saddleback Library** is the best place to get source material and personalized help from a librarian whether you're on or off campus. Attend the library's free workshops to learn the basics, and take the library's credit courses (**LIB 100**, **LIB 101**, or **LIB 2**) to become a highly skilled at utilizing information technology. You may "ask a librarian" face to face at the Reference Desk on the 2nd floor of the LRC or on the phone at (949) 582-4525 or online, chatting with a librarian during library hours, Mondays through Thursdays from 8:00 am – 8:00 pm and Fridays from 8:00 am – 2:00 pm. For details, visit the library website, www.saddleback.edu/library. You may also have your questions answered within 24 hours by contacting the library on Facebook at https://www.facebook.com/pages/Saddleback-College-Library/310334007473 or by emailing your question to sclibrary@saddleback.edu.

  - **Student Health Center** SSC-177; (949) 582-4606
  All students who enroll in classes held at the Saddleback College campus are required to pay a $19.00 Health Fee per regular semester and $16.00 per summer session. For students who enroll at off-campus classes, students may opt-into the health services by submitting payment at the Saddleback payment office. The Health Fee entitles students to a variety of health services. The Student Health Center provides treatment for acute, short-term illnesses and minor injuries, general health screening and other health maintenance procedures. The Health Center is open from 8:00 am – 7:00 pm Mondays-Thursdays and 9:00 am – 3:00 pm on Fridays. It is closed daily from 1:00 pm – 2:00 pm.

    Mental Health
  The College Mental Health Program helps students meet the personal challenges associated with their academic and life goals. Sometimes problems arise that interfere with students' abilities to do well in college, to continue in classes, and to be emotionally healthy. Personal counseling is provided by advanced graduate school interns under the direct

supervision of a licensed psychologist in the Student Health Center and by generalist counselors in the Office of Counseling and Special Programs. Students must pay the Health Fee to utilize this service.

- **Counseling and Special Services**
  Services are provided for enrolled students with verifiable disabilities. Each semester, Saddleback College serves more than 1500 students with disability-related educational limitations.

  - **Academic/Career/Personal Counseling**
    SSC 167
    (949) 582-4572
    Mondays—Thursdays, 8:00 am – 7:00 pm; Fridays, 8:00 am – 12:00 pm.

  - **Special Services Office**
    SSC 113
    (949) 582-4885 (voicemail)
    (949) 582-4933 (TDD)
    Mondays—Thursdays 8:00 am – 4:30 pm; Fridays, 8:00 am – 12:00 pm

  - **Learning Disability Center**
    SSC 224
    (949) 582-4246
    Mondays—Thursdays 8:00 am – 4:30 pm; Fridays 8:00 am – 12:00 pm.

  - **Alternate Media Production Center**
    Village 23-1
    (949) 582-4885
    msauter@saddleback.edu

- **Campus Safety**
  Off site: in case of emergency off campus contact your local police/paramedics: **Call 911**
  Saddleback College campus:
  Emergency number: (949) 582-4444
  The Campus Safety office is located in the Village between Village buildings 1 and 2.
  Mondays—Thursdays, 8:00 am – 6:00 pm; Fridays, 8:00 am – 3:00 pm.

  The Saddleback College Campus Police is a service-oriented police agency. The Campus Police Department is staffed by fully-sworn peace officers, trained and regulated by standards established by the California Peace Officer Standards and Training (POST) Commission. The officers have the same authority as a municipal police officer or county deputy sheriff.Campus Police Officers are responsible for patrolling campus grounds, taking crime and incident reports, conducting investigations, enforcing all applicable laws, traffic regulations and providing a safe environment for our students, faculty, staff and guests.

  Crimes, suspicious activities, and any emergency should be reported to the Campus Police Department. Campus Police can be contacted at any time by calling (949) 582-4585 or at extension #4585 from any campus phone