

Saddleback College
PHOT 50xa: Beginning Digital Photography
Ticket # 16215 Units: 0

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

Class Meetings for term: Fridays, 8/25 – 12/15/17, No class 11/10 & 11/24/17 (holidays)

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, <http://www.lagunawoodsvillage.com/section.cfm?id=69>

Materials & Textbook(s) required:

- **Textbook(s): required:** Gatum, Chris. *The Beginner's Photography Guide*, Dorling Kindersley (DK) Limited, 2016.
Recommended: Peterson, Bryan: *Learning to See Creatively*, Amphoto Books...2015
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: <http://www.takeaclasswithlaura.com/beg-photo-16215-f.html>

Upload images: <https://xinacat.smugmug.com/upload/JDLmp6/Guest13>

Note: you are a guest uploader to the course's own photography gallery, hosted by Smugmug.

Catalog Description

Covers the technical aspects of using a digital camera and the importance of composition and lighting in the creation of an image. Includes still life set ups, photographing portraits and field trips. Downloading, storing, organizing and editing photographic images using software programs will be emphasized. Best practices of image archival, sharing and accessing digital data will be discussed.

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 apply principles 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, silhouettes
 - 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/JDLmp6/Guest13>

View images here: <https://xinacat.smugmug.com/2017-Saddleback/Emeritus-Photo-Guest-13>

- Or simply navigate to our website's page and use the **Upload Projects Here** links on: <http://www.takeaclasswithlaura.com/beg-photo-16215-f.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.

Our class web page is here: <http://www.takeaclasswithlaura.com/beg-photo-16215-f.html>

Get to know YOUR camera: http://www.steves-digicams.com/hardware_reviews.html

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 8/25/17	Introduction to class, determine level of expertise. Camera operations explained – abandon the ‘Auto’ control forever. Camera set up. <i>Read chapter 1: Equipment</i>	Download course syllabus and bring to class. Order textbook. Bring camera – fully charged. Read chp. 1
Week 2 9/01/17	What camera should I buy? Exposure Control: The Exposure Triangle Aperture / Shutter Priority exercises in class <i>Introduce Depth of Field Assignment</i> <i>Read chapter 2: Exposure</i>	Read chp. 1
Week 3 9/08/17	Review results from motion project; constructive critique Hands-on experience using long and short exposures. When to freeze action and when to allow blur <i>Review pages 62-73 in text</i>	DOF comparison Project due. Upload 2 images, labeled to class gallery see p. 46 & 61 in text See Pp. 54-55 in text
Week 4 9/15/17	Spring challenge review – visual literacy Tripods buying guide Shutter releases Eliminate unwanted blurry images forever	Reviews will continue for DOF & Motion comparison Motion: Freeze & Blur Project due Upload 2 images, labeled to gallery see Pp. 62 - 63 in text
Week 5 9/22/17	Design & Composition, Part 1 Review projects on class gallery Tripod demonstration. Shutter releases	Bring in tripod. Complete suggested readings. Field trip signed waivers due.

Week 6 9/29/17	Design & Composition, Part 2 Focus controls workshop <i>Read chapter 3: Focusing</i>	Complete suggested readings. See Pp. 90-91, p. 94
Week 7 10/06/17	Memorable portraits: Practical portrait photography Spotlight on 20 th century photographers The role of focal length on portraits	Complete suggested readings: chapter on Available Light.
Week 8 10/13/17	Portrait photography continued Prepare for field trip, exposing for great sunsets Back lighting techniques	Portrait Project due Complete suggested readings See Pp. 58-59
Week 9 10/18/17 (Wednesday)	Field trip: <i>Changing lighting at Laguna Beach, Heisler Park</i> 375 Cliff Drive, Laguna Beach, CA 92651-2332 3:00 – 6:00 MEET at Gazebo behind Heisler Park by 3:00pm. <i>Sunset time is 6:13pm.</i> <i>This field trip event is in place of class held on 10/20.</i>	Field trip!! Bring camera, tripod
Week 10 10/27/17	Review results from location photography shoot Review Golden hour, <i>Back lighting techniques</i> <i>Review pages 142-143 in Available Light chapter.</i>	Upload 2 best images from field trip .
Week 11 11/03/17	Continue review of images on class gallery Image Editing best practices Storing and organizing digital assets	Read chapter on Image Enhancement
Week 12 11/10/17	Closed for Veterans Day (observed)	
Week 13 11/17/17	What to do with all your photographs? Image archival, photo books and on-line photo galleries Out-thinking the light meter <i>Review Exposure chapter; Pp. 76-81</i>	Bring in photo books: Digital story telling, Complete suggested readings. See Pp. 80-81
Week 14 11/24/17	Fall Recess, Campus is closed. Enjoy your break!	
Week 15 12/01/17	Continue review of class gallery results Introduce final project	
Week 16 12/06/17 (Wednesday)	Field trip #2: Location TBA <i>This field trip event is in place of class on 12/08</i>	Field trip!!
Week 17 12/15/17	Review results from 2 nd field trip Review final project Wrap up: Discuss how we have grown as photographers	Field trip image results due, final project due

Field Trips: We will enjoy two field trips. More information will follow, including time and location details. 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 <http://www.takeaclasswithlaura.com/beg-photo-16215-f.html>

Image File Labeling convention: LastnameFirstName_Name of assignment.

Example: **HoffmanLaura_Portrait.jpg**

Note: Your file must be saved as a .jpg in order to upload to Smugmug.com (not RAW)

Reminders:

1. Order books ASAP – recommend Amazon.com
2. 9/15 Bring your tripod to class.
3. Complete assignments: Upload only 1 image for each assignment in Smugmug by due dates, unless specified. 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/JDLmp6/Guest13>

To see your images, click on:

<https://xinacat.smugmug.com/2017-Saddleback/Emeritus-Photo-Guest-13>

This is a special guest gallery created for this class, called “Emeritus Photo Guest 13.”

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: (1st assignment)

HoffmanLaura_DOFNarrow.jpg HoffmanLaura_DOFWide HoffmanLaura_Portrait, HoffmanLaura_FastShutter HoffmanLaura_SlowShutter HoffmanLaura_LagunaSunset

Goal: to be clear about whom the maker of the image is, and what the project challenge is about.

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 information 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.

Other 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 12/15/18.

<http://www.takeaclasswithlaura.com/beg-photo-16215-f.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/JDLmp6/Guest13>

View Class Images Here:

<https://xinacat.smugmug.com/2017-Saddleback/Emeritus-Photo-Guest-13>

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).
 - 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.
 - All phones and electronic devices must be silenced. Do not take or make phone calls during class time, as this is intrusive and disruptive to the learning environment.

- 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

- Technical Problems (for email, mysite, etc.) Questions

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: 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.