



PHO 103 Digital Photo I

Professor Lily Colman

colmanl@mccc.edu

This course utilizes digital cameras. If you are a photo major, it is highly recommended that you have a fully manual digital camera. All students will be able to borrow a digital camera for the semester as long as supplies hold out.

PHO 103 is a beginner Digital Photo class. We cover camera basics and Adobe Photo editing software or Adobe-like alternatives, all with an emphasis on looking at your photos and learning to talk about your work. **You will need an external hard drive (or thumb drive at a minimum).**

Please be sure that your college email account is up and running. We will utilize various platforms including, BlackBoard, Microsoft Teams, Microsoft OneDrive. These are all part of your college account that you access using your college email and provided password.

Tutorials (can be watched before or after the session they are listed under)

- [Online](#) Platforms – Teams / Email / MyMercer / Posting Assignments in Teams
 - Tutorials for Resizing your images for PowerPoint/Google Slides can be found on the Photo Edit page
- [Camera](#)
- [Photo Edit](#)
- [Printing](#)

Photography Assignments (60% of your grade)

- [Place](#)
- [Black and White](#)
- [Creative Controls \(Motion + Depth of Field\)](#)
- [What is Home](#)
- [Portraiture](#)
- [Panoramic Landscape](#)
- [What have I Done?](#) (Final Presentations)

Classroom Assignments (10% of your grade)

Classroom Assignments will be done together in-class and may consist of:

- Using Microsoft Teams or Blackboard properly

- Photoshop techniques (editing, resizing, retouching, etc.)
- Using AI for photo manipulation
- Inkjet Printing
- There may be other in-class exercises as needed.

Mimic Presentation (15% of your grade)

Final Presentation (15% of your grade)

Show your best 15 photos from the class.

The No Photographs List:

MCCC Campus or Princeton Univ – Closeup Baby Faces – Closeup Horse Faces – Closeup Flowers – Sunsets without People – Cars without People – Unhoused or other at-risk populations (unless you have a connection or relationship to an at-risk population)

Exceptions can be made to this list if you can demonstrate a genuine connection and interest in the content and make an interesting or different kind of photo of the content.

Accommodations Policy: https://www.mccc.edu/student_services_needs.shtml

Help with email: <http://www.mccc.edu/mymercerhelp.shtml>

WEEK ONE

1.24.24 Course Introduction @ 9:30am, FA 102

- Review all the online platform tutorials
- Download Microsoft Teams either on your phone or computer and login with your student account <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>

WEEK TWO

1.29.24 Check out cameras, lecture on camera functions @ 9:30am, FA 102

1.31.24 Discuss tutorials and Assignment 1: Place @ 9:30am, FA102

- Check out cameras/do forms in class
- Watch Photo Basics in **Camera** tutorials
- Use Camera Simulator to go over exposure and effects:
<http://www.andersenimages.com/tutorials/exposure-simulator/>
- <https://camerasim.com/original-camerasim/>
- At home: Abe Morell and the first Camera: <https://youtu.be/WfRiBSEfCFQ>
- Assignment 1: Place

WEEK THREE

2.5.24 ... Shoot in class, create slideshows in MS Teams, intro to camera and sensors @ 9:30am, FA 102

2.7.24.... How to critique, critique Assignment 1: Place @ 9:30am, FA 102

- Watch the **Online** MS Teams tutorial on creating a slideshow and create a slideshow
- Intro to cameras and sensors

WEEK FOUR

2.12.24.... Review File Formats, Camera RAW demo @ 9:30am, FA 102

2.14.24.... Discuss Assignment 2: Black and White, continue reviewing camera settings @ 9:30am, FA 102

- More on F-Stops, Shutter Speeds, and ISO
 - File Formats and Camera Settings
 - Go over end of the semester Mimic Assignment
 - Start working in Camera RAW with sample photos provided
- Assignment 2: Black and White

WEEK FIVE

2.19.24Continue Camera RAW demos, review camera concerns @ 9:30am, FA 102

2.21.24..... Meet at library to look at books, discuss Mimic Assignment @ 9:30am, FA 102

- Go over any technical concerns with your capture devices
- More Tools in Camera RAW
- Discuss Mimic Assignment

WEEK SIX

2.26.24.... Critique Assignment 2 @ 9:30am, FA 102

2.28.24.... Demo on editing in Photoshop, finish tutorials, Assignment 3: Creative Controls @ 9:30am, FA 102

- Start Layer Adjustments in Photoshop
- Complete the Photo Edit [Photoshop](#) tutorial on Image Adjustments
- Basic Photoshop Retouching: Cloning – Spot Healing – Content Aware
- Using Photoshop (or photopea.com)
 - You should have finished all of the Photoshop Tutorials assigned so far
 - You will need the photos you have made so far for practice
- Assignment 3: Creative Controls (Motion + Depth of Field)

WEEK SEVEN

3.4.24Selection and brush tools @ 9:30am, FA 102

3.6.24..... Review for midterm, Printing Demo @ 9:30am, FA 102

- Photoshop Selection Tools and removing/moving items
- Review Brush Tools
- More on Retouching
- Review for midterm
- Printing Demo

WEEK EIGHT

3.11.24Critique Assignment 3 @ 9:30am, FA 102

3.13.24..... Discuss Assignment 4: Portraiture, Portraiture lecture and shoot in class @ 9:30am, FA 102

- Look at Classic Portraiture Examples
- Don't forget to take midterm on BlackBoard: QUIZ ON CAMERA AND EXPOSURE

SPRING BREAK

3.18.24 – 3.22.24

WEEK NINE

3.25.24 Discuss photographing People and shoot in class @ 9:30am, FA 102

3.27.24..... Critique Assignment 4, Discuss Assignment 5: Panoramic Landscape @ 9:30am, FA 102

- Look at the different genres of photographing People
- Assignment 5: Panoramic Landscape

WEEK TEN

4.1.24 Discuss photo projects, Intro to Lightroom @ 9:30am, FA 102

4.3.24..... In class work: printing, Photoshop questions, etc. @ 9:30am, FA 102

- Open Questions on Adobe Photoshop
- Introduction to Adobe Lightroom
- Look at the different ways of creating a photographic project
- Practice Critique
- Missing or Failed Assignment Amnesty
 - Makeup one of your missing or failed assignments

WEEK ELEVEN

4.8.24 Critique Assignment 5, discuss Assignment 6: What is Home @ 9:30am, FA 102

4.10.24..... Discuss Mimic Presentations, work in class @ 9:30am, FA 102

- Review for end of the semester (finish printing)
- Assignment 6: What is Home

WEEK TWELVE

4.15.24 Discuss sequencing @ 9:30am, FA 102

4.17.24..... Critique Assignment 6 @ 9:30am, FA 102

- Start preparing for final presentations
- Discuss sequencing and your decision making

WEEK THIRTEEN – PROFESSOR COLMAN OUT

4.22.24 Watch *Through A Lens Darkly* @ 9:30am, FA 102

4.24.24..... Work in Class, email with questions @ 9:30am, FA 102

WEEK FOURTEEN

4.29.24 Look at Mimic Presentations @ 9:30am, FA 102

5.1.24..... Look at Mimic Presentations @ 9:30am, FA 102

WEEK FIFTEEN (EXAM WEEK)

5.6.24..... Look at Final Presentations @ 9:30am, FA 102

5.8.24..... Look at Final Presentations @ 9:30am, FA 102

MERCER COUNTY COMMUNITY COLLEGE

Instructor: Lily Colman Email: lilycolman@gmail.com
Office Hours: ½ hour after class

PHO-103 Digital Photography I (3 Credits)

Introductory course for students having basic computer knowledge and interested in gaining knowledge of digital imaging tools and techniques, and improving their creativity. Topics include Photoshop, digital retouching, digital cameras, inkjet printing, resolution, and scanning, and will include lab activities as well as classroom lecture.

Requisites:

None

View Available Sections for PHO-103

Spring 2024 S

- [PHO-103-010](#) Please note that this course section has one or more fees in addition to standard tuition fees. Fee

information is available in Section Details

Digital Photography I

Times	Locations
M/W 9:30 AM - 11:45 AM	West Windsor Campus, Fine Arts FA102
1/23/2024 - 5/6/2024	Lecture

Course Student Learning Outcomes (SLO):

Upon successful completion of this course the student will be able to:

1. Demonstrate the use of a Digital camera with all of its controls, including focusing, viewing, and regulating the shutter speed and aperture control (ILG 4; PLO 1)
2. Utilize natural light in an effective way (ILG 4; PLO 1)
3. Demonstrate proper exposure under different lighting conditions (ILG 4; PLO 1, 4)
4. Demonstrate proper processing and retouching of digital images (ILG 4; PLO 2, 3)
5. Utilize various digital techniques to create pigment inkjet prints (ILG 4; PLO 3, 4)
6. Evaluate how well an image communicates a concept (ILG 1, 11, PLO 5)
7. Criticize and defend photographs in a group setting (ILG 1, 11, PLO 5)

Course-specific Institutional Learning Goals (ILG):

Institutional Learning Goal 1. Written and Oral Communication in English. Students will communicate effectively in both speech and writing.

Institutional Learning Goal 4. Technology. Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals.

Institutional Learning Goal 11. Critical Thinking: Students will use critical thinking skills understand, analyze, or apply information or solve problems.

Program Learning Outcomes for Photography (PLO)

1. Demonstrate proficiency with photographic capture devices;
2. Process, manipulate, and print images in photographic labs;
3. Practice archival image work flow;
4. Integrate different techniques and approaches to photography and digital imaging;
5. Analyze and evaluate images in the context of group critiques;

Program Specific Policies

See **BlackBoard** for college wide policies and procedures.

Attendance

Individual Observances

Please inform your instructor of any holidays or observances with which you will need to miss class time. This must be done during the first two weeks of classes.

You are permitted a specified number of free absences. No notes or excuses are needed. The absences are designed to cover your unexpected events, mental health days, or illnesses so use them wisely. You will fail the course if you exceed the set number of allowable absences without requesting special circumstance excused absences from your instructor. You are responsible for whatever you missed in class. For missed assignments, they must be submitted before the next class or right at the beginning of the next class, otherwise the assignment will be considered late.

Face to Face, Remote, or Hybrid 14 Week Courses

- 4 free absences for twice a week classes (fail on 5th absence)
- 3 free absences for once a week classes (fail on 4th absence)

Summer Class

- One Absence Allowed (fail on 2nd absence)

Deadline extensions and excused absences for prolonged illness, injury or bereavement must be arranged with the Student Affairs office at 609-570-3221.

Assignments / Deadlines

All photographs must be made specifically for this class by you alone. You will not be allowed to use older images for credit unless otherwise agreed upon in advance. When you turn in any assignment, all the requested materials should be present for the assignment to be considered complete. Any assignment submitted in an unfinished state will have points deducted. Work that is not shown during critique on its due date will be considered incomplete. Even if you are not pleased with work you have done, put it up for critique. You can learn a lot from discussing how your solutions could have been better.

Late assignments may be submitted by the next class meeting after the due date for a highest possible grade of B. Assignments or Presentations that are due during the last two weeks of class may not be handed in late at all. For assignments that have more than one due date, the earliest due date will start the clock for late assignment submissions.

Classroom (both online or in-person) Expression

This classroom is a forum for expression and the visual arts often involve very personal expression.

Positive and negative criticism of each other's work is expected but we must do this in a respectful manner.

Sometimes we say things in which we think we are talking about a photograph but the photographer might think that we are being personally critical of their abilities or critical of the person or place in the photograph. We must be clear when we offer criticism that we are talking about the way a photograph is made and how it reads in terms of its meaning.

Avoid comments about personal appearances or home decor unless it is relevant to the meaning of the photograph.

Many of us come from different cultural, educational, generational, and home-life experiences. We must be patient with each other when we are in conversation about the work we are showing. If someone says something that is heard as possibly offensive or differing from our own values, we should share that discomfort and allow for broader dialogue.

Obvious discriminatory acts and hateful speech will be pointed out and corrections will be suggested or students may be asked to leave. The instructor will follow up with those students at a later time.

You may have your mobile devices on vibrate and you may use them to read on-line material, if you need to take an emergency call, you must step outside the classroom.

Academic Integrity

AI (Artificial Intelligence)

Unless otherwise directed by your instructor, representing work created by AI (ChaptGPT, Bard, Adobe Generative tools, etc.) as your own is considered plagiarism and a violation of MCCC's academic integrity policy. Upon suspicion, the assignment will be treated according to MCCC's guidelines for Academic Integrity with potential implications for your final grade.

Cheating will not be tolerated and may result in a zero grade on an assignment, quiz, or for the course and/or your expulsion from the course. All submitted and presented work must be your original work made for the current course assignments and any material used as source must be properly attributed to the author or source. Refer to your student handbook for your responsibilities and information on Academic Integrity.

http://www.mccc.edu/academic_policies.shtml

General Rubric

There will be about 7 assignments/quizzes worth 60% of your grade – The other 40% will come from class-specific work and projects and your final presentation – This rubric does not apply to History of Photo

Technical Quality 60 points

May include some or all of the following: exposure, sharpness, contrast, color, scratches, dust, overall print quality, overall slide quality, matting, framing and any other technical aspects as required by the assignment.

Clarity of Results 20 points

How well you solved the assignment. How clear your point of view, message or goal was expressed to the class through visual elements of your work.

Critique Discussion 20 points

How clear your point of view, message or goal was expressed to the class through verbal communication or translated verbal communication. How well you participated in speaking about work other than your own.

Complete % of total points

All of the requirements of the assignment have been met on time. For example, if 5 photos were due and you only submitted 3 photos, you will get 3/5 of your total points earned from the other categories.

CURRENT SYLLABUS