Orientation Letter for Photo 150- Cameras and Composition

Dear Students:

Hello my name is Donna Pattee-Ballard I am your instructor for this online course. Welcome to a course that will introduce you to the fundamental technology, theory, techniques, applications and art of photography. We will be learning the technology of the camera but I put a very big emphasis on the composition and aesthetics of photography as an art form.

There are several things you should be aware of before we begin:

1. There are NO face-to-face meetings for this course – it is completely online. It is ESSENTIAL that you read through ALL course materials located on the course website. The course website will be available beginning the first day of class (please see the schedule of classes for specific date).

2. This is a short-term fast-paced course. We will be covering a full semester of work in 5 weeks.

3. Course Website: http://bb.canyons.edu/ (note there is NO “www”). Your login is your 7 digit COC student ID number: ID #1234567, would login 1234567. Your Password is “student.” The course will not be available to you until the first day of class. Please be sure to login on the first day or you will be dropped as a “No-show”.

4. For assistance with the Blackboard site: http://www.canyons.edu/Offices/Distance_Learning/ or call 661-362-3344 or direct your question via e-mail to bbsupport@canyons.edu.

5. Additional online course materials provided through MyArtsLab by Pearson publishing online site. In order to comply with student authentication requirements the MyArtsLab Online course ID will be provided through Blackboard when the course begins. Do not enter the MyArtsLab access code you purchased through the bookstore until you have acquired the unique course ID from my Blackboard course site. A MyArtsLab access code can only be used once.

6. Student E-mail - COC provides student email account for all college business and communication. Please go to http://www.canyons.edu/Offices/Admissions/StudentEmail.asp. In order to comply with FERPA, correspondence with the college not coming from your student email account will be disregarded. I will be sending out announcements through the course site and you will miss important information if you forget to check your email. Certain e-mail providers will either block or forward emails automatically to a bulk mail folder. Please double check that course email communications are not in your spam folder.

7. The Minimal prerequisite skills required for the students taking this online course are:
   a. Basic computer operations
   b. Word processing skills
   c. Copy and paste between software programs
   d. Email with the ability to include an attachment
   e. High speed internet accessibility
   f. Ability to navigate and research on the internet
   g. Use proper electronic communication, i.e. Netiquette
   h. Knowledge of burning files to and accessing files from CD-ROM
   i. Ability to download image files from a memory card or Photo CD
j. Ability to communicate clearly in writing using standard English.

8. You must have access to a film or digital, manually adjustable SLR camera as well as imaging viewing software, both of which are necessary for the successful completion of this course.

You must use a SLR camera, **not a compact camera**. If you do not own a SLR camera, the college photo lab, located on the Valencia Campus in Mentry Hall, Room 133, has both film and digital cameras available for 7-day checkout. In order to check out a camera you must present a copy of your class schedule and your valid COC student ID. If you are not sure if your camera is capable of manual exposure then stop by the lab for help.

9. This is an SLR camera with manual settings.

10. All images tuned in for all assignments must be new photographs shot for the specific assignment by you. No work shot before the start of class will be accepted as this class is about learning to take better photographs.

11. All images turned in for assignments shot with a DSLR must be large unaltered JPG files straight from your camera (NO camera RAW images). I will not accept processed or altered images, as this class is about using your camera to take the best photos you can and getting the most from your camera.

12. Readings for this course will be from *A Short Course in Digital Photography (2nd Edition)* by Barbara London and Jim Stone bundled with MyArtsLab access by Pearson publishing available in the COC Bookstore. ISBN # 978-1-256-85098-4. This book has been specifically designed for COC. I do not believe you will find it online.

13. The course will require approximately 10-12 hours of time per week reading and accessing blackboard. Extra time will be spent photographing your assignments.

If you have any questions please do not hesitate to email me.

Sincerely,

Donna R. Pattee-Ballard
Donna.pattee-ballard@canyons.edu