Dear Student:

I would like to introduce myself to you. I am Kevin Jenkins, Department Chair of Graphic and Multimedia Design at College of the Canyons, and your instructor for this online course. Welcome to a wonderful course that will not only introduce you to the fundamental technology, theory, techniques and applications of photography, but one that also touches on the history, artistic and aesthetic analysis of images.

Many students register for distance-learning courses believing that it will require less time. Though you will spend less time in the classroom the art of discovering information, and the responsibility of scheduling learning into your busy lives, will be on your shoulders. In reality, many distance-learning courses are more of a time commitment than a traditional lecture course, and I praise you for being up to the challenge.

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

1. **This is a short-term, intensive section, 100% online, 5 weeks** There are NO face-to-face meetings for this course.
   - **Textbook:** You do not have time to order the book and wait for it to come. Please make sure you pick up a copy of the book as soon as possible:
     Barbara London, “A Short Course in Digital Photography” bundled with MyArtsLab access by Pearson publishing available in the COC Bookstore. ISBN # 9781256790099
   - **Materials:** Because this course 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. **Course Website(s):** http://bb.canyons.edu/ (note there is NO “www”)
   - Websites will not be available until the first day of the class
     - **Blackboard (gratis)**
       Your login is your 7-digit COC Student ID number
       For example COC Student ID # 1234567, would login 1234567. The default password is “student”
       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
     - **MyArtsLab (purchased)**
       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.

3. **Email:** 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.

4. You should be computer literate, with at least basic knowledge of Internet navigation and email procedures. The college can only provide minimal technological support.

5. The course will require approximately 10-12 hours of time per week and your daily presence on the class discussion board is required.

This course is divided in to four Learning Units. Each Learning Unit is approximately one week in length. Generally, for each Learning Unit you can expect to complete the following coursework:

- Read two chapters from your textbook
- Review two to three PowerPoint lectures online.
- Complete one Photo Assignment
- Participate in one (1) online critique and photo challenge
- Take an online Unit Exam covering two chapters.

If you have any questions that cannot wait until the first day of class, please do not hesitate to email me. See you soon.

Sincerely,

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