I am Professor Mark Daybell (call me Mark) and your facilitator for this online course. Welcome to a wonderful course that will introduce you to the fundamental historical development, theory, technology and basic applications of photography.

Many students register for distance-learning courses believing that it will require less of a commitment. To the contrary, distance-learning courses are often more intense than a traditional lecture courses because the responsibility of scheduling learning is placed in your hands. Although this is an extremely beneficial skill to develop, it also requires an organized a well thought through plan. If you’re up to the challenge, online learning can be a positive and rewarding experience.

Here are things to know before we begin.

**Basic requirements**
You must have access to a film or digital manually adjustable camera as well as imaging editing software, both of which are necessary for the successful completion of this course. If you do not own a camera, the college photo lab, located in Mentry Hall, Room 133, has both film and digital cameras available for checkout.

**Photo Lab information**
(661) 362-3267
[https://sites.google.com/site/cocphoto](https://sites.google.com/site/cocphoto)

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. If you do not have access to a computer with image viewing software, then you are welcome to come to the COC photo lab and use our Mac computers.

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

All images submitted for credit must be created with an SLR or DSLR camera. SLR film images should be scanned at a “Large” setting and uploaded as JPEG files. DSLR images should be created at the camera’s “Large” setting and uploaded as unaltered (all meta data included) JPEG files. 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.

**Basic competencies**
You should be computer literate, with at least basic knowledge of Internet navigation and email procedures. The college can only provide minimal technological support.
No face-to-face meetings
There are no face-to-face meetings for this course – it is completely online. Therefore, reliable and consistent access to the Internet is mandatory. **Not having access to the Internet is not an excuse to miss any deadline.** If you’re in any doubt about your consistent and reliable access to the Internet, please consider attempting the course when your circumstance has improved or try a face-to-face alternative.

Instructor Drops and Withdrawals
Because the 100% online nature of this course, the only evidence I have of course participation is your course work. Failure to complete course work may dismiss you from the class.

Drop 1: A student who does not login to Blackboard within 48 hours of the start of the course will be dropped. No exceptions. Although the class is not accessible until the first day of class, I highly recommend logging into Blackboard at least one week ahead of time so reduce any delays in the Blackboard login processes.

Drop 2: A student who does not complete the first introductory assignment will be dropped.

Withdrawal 1: A student who does not complete the first exam will be withdrawn.

Withdrawal 2: A student who does not regularly participate in course work will be withdrawn.

Online and Hybrid Classes (website)
[http://www.canyons.edu/Offices/DistanceLearning/OnLine/Pages/default.aspx](http://www.canyons.edu/Offices/DistanceLearning/OnLine/Pages/default.aspx)

Blackboard (course website)
Course Website: [https://bb9.canyons.edu](https://bb9.canyons.edu) (note there is no “www”)

Blackboard Login
[http://www.canyons.edu/Offices/DistanceLearning/Pages/Blackboard.aspx](http://www.canyons.edu/Offices/DistanceLearning/Pages/Blackboard.aspx)
The first step after your login should include resetting your password and entering your email address. Both of these steps can be completed under the “Course Tools” menu and then click “Personal Information.”

Blackboard Support
[http://www.canyons.edu/Offices/DistanceLearning/Pages/Blackboard.aspx](http://www.canyons.edu/Offices/DistanceLearning/Pages/Blackboard.aspx)
Blackboard “How To” Video Tutorials: [https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU](https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU)

Blackboard individual assistance:
661-362-3344 or [bbsupport@canyons.edu](mailto:bbsupport@canyons.edu)
Resources to test and improve learning
Here are some additional online tools and surveys to help you assess your strengths as an online learner, your strengths as a learner in general and tips on becoming a better online student.

http://www.albion.com/netiquette/corerules.html
http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp
http://www.ion.uillinois.edu/resources/tutorials/pedagogy/tips.asp
http://www.cod.edu/dept/CIL/CIL_Surv.htm
http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp

If you have any questions please do not hesitate to email me at: professordaybell@gmail.com or visit: www.professordaybell.com

Sincerely,
Professor Mark Daybell