Orientation letter for PHOTO 150 – Cameras & Composition
Online Class.

Hello! My name is Clover Leary. I would like to welcome you to Cameras and Composition.

Course Purpose and Description:
This is a fully online course, so there are no classroom meetings. If you would like to speak with me in person you are welcome to make an appointment to speak with me during my office hours. Otherwise you are welcome to email me cloverleary@yahoo.com. I generally respond within 24 hours M-F when classes are in session.

This course provides a practical hands-on introduction to digital and 35mm SLR photography. It introduces the fundamental concepts, terminology, and techniques of photography, including thorough instruction in SLR camera operation, film characteristics, and composition. The fundamental technical and aesthetic principals of photographic processes are addressed.

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

Online Course Materials:
1. This course moves quickly, so you will need to keep careful track of due dates through the Class Calendar as no late work will be accepted.

2. It is ESSENTIAL that you read through ALL course materials located on the Blackboard course website. The course website will be available beginning the first day of class. (please see the schedule of classes for specific date.) If you do not log into class on the first day you will be dropped from the course.

3. This is a fast passed course, we will be covering a semesters worth of material in just 5 weeks. The course will require approximately 10-12 hours of time per week reading and accessing blackboard. Extra time will be spent photographing your assignments.

4. 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. Password is “student”

5. 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.

6. 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. (661) 362-3267 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 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.

6. 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.

7. All images turned in for assignments shot with a DSLR must be Large unaltered JPG files straight from your camera. 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.

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

Sincerely,
Clover Leary
cloverleary@yahoo.com