Orientation letter for PHOTO 140 – History of Photography

Dear Student:

I would like to introduce myself to you. I am Donna Pattee-Ballard your instructor for this online course. Welcome to a wonderful course that will not only introduce you to the history of photography, but one that also touches on the history of technology, American history, and the history of art.

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). Please be sure to login on the first day or you will be dropped as a “No-show”.

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

3. Course Canvas site: [http://coc.instructure.com/login/canvas](http://coc.instructure.com/login/canvas) (note there is NO “www”). Your Username is your MyCanyons username (i.e. jdsmith). Your default password is “student.”

   For assistance with the Canvas site: [http://www.canyons.edu/Offices/DistanceLearning/Pages/CanvasAccess.aspx](http://www.canyons.edu/Offices/DistanceLearning/Pages/CanvasAccess.aspx) or call 661-362-3344 or direct your question via e-mail to cvsupport@canyons.edu

4. 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](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.

5. The textbook for this class is: **Photography: A Cultural History (4th edition) by Mary Warner Marien, ISBN-10: 0-205-98894-6, which can be purchased at the COC bookstore or an online book reseller.**
6. 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. Ability to communicate clearly in writing using standard English.

This course is divided in to five 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 three to four (3-4) chapters from your textbook
• Review three to four (3-4) PowerPoint lectures online.
• Answer review questions online from three to four (3-4) chapters.
• Participate in one (1) online discussion regarding topics from the text and lectures.
• Take an online Test covering three to four (3-4) chapters.

There are a total of five (5) Test for this Course.

• This course will require approximately 10-15 hours of time per week.

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

Sincerely,

Donna R. Pattee-Ballard
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