Orientation letter for PHOTO 150 – Cameras and Composition
Fall 2017 – Brill-Wynkoop: All Sections

Dear Student:

I would like to introduce myself to you. I am Wendy Brill-Wynkoop (pronounced wine-coupe), Department Chair of Photography 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. Although the length of the course is only five weeks the same amount of material is covered as in the normal 16-week semester. **This is a very fast paced, intensive, 5-week course. Each week of course material is equal to three weeks of material covered during a 16-week semester.** While you will spend fewer weeks 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.
   - **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):** https://coc.instructure.com/login/canvas (note there is NO “www”)
   - Canvas (gratis)
     - Your username is your MyCanyons username (i.e. jsmith)
     - The default password is “student”
     - For assistance with the Canvas site: 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
   - **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 Canvas 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 Canvas 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/Pages/StudentEmail.aspx 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. Access to a digital manually adjustable camera as well as imaging editing software is necessary for successful completion of this course. **Acquiring a Camera:** If you do not own a camera, digital cameras are available for checkout from the COC Photo Lab. The Photo Lab is in Mentry Hall, Rooms 121 (Equipment checkout/check-in) and 133 (Lab).

6. 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 into 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 to three (2-3) chapters from your textbook
- Review PowerPoint lectures online
- Complete one Photo Assignment
- Participate in one (1) online critique and photo challenge
- Take an online Unit Exam

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

Sincerely,

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