Orientation letter for PHOTO 150-29547 – Cameras & Composition
Fall 2017/ start date August 21, 2017 and ending September 23, 2017

Dear Student:

I would like to welcome you to the photography course Cameras and Composition.

Course Purpose and Description: 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:

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 Canvas site. The course Canvas site will be available beginning the first day of class (please see the schedule of classes for specific date).

2. This is a short-term fast-paced course.

3. Course Canvas site: 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 or call 661-362-3344 or direct your question via e-mail to cvsupport@canyons.edu

4. The Minimal prerequisite skills required for the students taking this online course are:
   - Basic computer operations
   - Word processing skills
   - Copy and paste between software programs
   - Email with the ability to include an attachment
   - High speed internet accessibility
   - Ability to navigate and research on the internet
   - Use proper electronic communication, i.e. Netiquette
   - Knowledge of burning files to and accessing files from CD-ROM
   - Ability to download image files from a memory card or Photo CD
   - Ability to communicate clearly in writing using Standard English
5. You must have access to a film or digital manually adjustable SLR camera as well as imaging viewing software, both of which are necessary for the successful completion of this course. You must use a SLR camera, **not a compact camera**. If you do not own a SLR camera, the college photo lab, located on the Valencia Campus in Mentry Hall, Room 133, has both film and digital cameras available for 7-day checkout. 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. This is an SLR camera with manual settings.

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 (NO camera RAW images). 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.


   ![Exposure mode: Manual](image)

   The COC bookstore also has the MyArtsLab component. **I do NOT require the MyArtsLab in our class. I suggest buying this book online to avoid the extra MyArtsLab cost at the COC Bookstore.**

9. The course will require approximately 10-12 hours of time per week reading and accessing Canvas. Extra time will be spent photographing your assignments.
10. Student E-mail: College of the Canyons provides a 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, any correspondence with the college not coming from your student email account will be disregarded. All course reminders and announcements will be sent through the course site using your COC email accounts. You will miss important information if you forget to check your COC email. Certain e-mail providers will either block or forward emails automatically to a bulk mail folder. Please double check and insure that course email communications are not in your spam folder.

11. Disabled Students Programs & Services (DSP&S): If you have a documented disability and wish to receive services including special testing conditions, you must register with DSP&S and inform me of your needs at least 1 week prior to the assignment requiring accommodations. For more information, call (661) 362-3341.

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

Donna R. Pattee-Ballard
Donna.pattee-ballard@canyons.edu