Orientation letter for PHOTO 155 – Photography
Online Class.

Hello! My name is Clover Leary. I would like to welcome you to the course Photography. I have been teaching a range of classes in the Photography department since 2003, and I am your instructor for this online course.

Course Purpose and Description:
This is a fully online course, so there are no classroom meetings. If you would like to chat with me online you are welcome to make an appointment to chat 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.

Course introduces the fundamental concepts, terminology, and techniques of photography and camera RAW, including the theory and basic principles of image correction and print technologies. It is recommended that students provide a digital SLR camera capable of manual exposure and adjustment.

Many students register for distance-learning courses believing that it will require less time. Though you will spend less time 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:

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 Canvas course website in the Module - Week 1. 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 short-term, intensive section, 100% online, the course runs either 5 or 8 weeks. There are NO face-to-face meetings for this course. This is a fast passed course, we will be covering a semesters worth of material in just 5 or 8 weeks. The course will require approximately 10-12 hours of time per week reading and accessing Canvas. Extra time will be spent photographing your assignments.

4. Course Website: https://coc.instructure.com note there is NO “www”)  
a. Your Username login is your 7 digit COC student ID number: ID #1234567, would login 1234567. Password is “student”

5. For assistance with the Canvas site: http://www.canyons.edu/Offices/Distance_Learning/ or call 661-362-3344 or direct
your question via e-mail to cvsupport@canyons.edu

6. You must have access to a digital manually adjustable camera as well as imaging editing software, both of which are necessary for the successful completion of this course.
   a. If you do not own a camera, the college photo lab, located in Mentry Hall, Room 133, has digital cameras available for checkout. (661) 362-3267 https://sites.google.com/site/cocphoto/
   b. 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.
   c. 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.

7. 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.

8. All images turned in for assignments shot with a DSLR must be Large unaltered JPG and/or RAW 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.

9. Textbook: Barbara London, “A Short Course in Digital Photography, 3rd edition”. ISBN # ISBN-10: 0205998259. (The 2nd edition, ISBN-10: 0205066429 is also acceptable.) You do not have time to order the book and wait for it to come. Please make sure you pick up a copy of the book as soon as possible, or order online with expedited shipping. NOTE: The COC Bookstore sells a custom textbook bundled with MyArtsLab online access by Pearson publishing. Instructions for accessing the online components are available as a PDF in the Canvas Week 1 announcement and in the Week 1 Module.

10. Email: Student E-mail - COC provides student email account for all college business and communication. You need to access this email account often as all class communication will go through this email account. 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.

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

Sincerely,
Clover Leary
cloverleary@yahoo.com