MCM 250.001-Photographic Journalism I-Spring 2016

Class meeting time and place
Section 001: 1:00 pm - 2:15 pm (MW) Boynton Rm. 202

INSTRUCTOR: Mr. Greg Patterson
Email: gpatterson@sfasu.edu (Subject line should state: MCM 250)
Department: Mass Communication
Faculty Office: BO-201

Office Hours
Monday: 11:00-1:00, 2:15-4:00
Tuesday: 8:15-9:30, 12:15-1:00
Thursday: 8:15-9:30, 12:15-1:00
Other times by appointment

COURSE DESCRIPTION (FROM THE SFA GENERAL BULLETIN):
Study and practice of photography as a major component of journalism. Emphasis on basic photography skills. Learn how words and visuals work together to tell a story while gaining proficiency in industry standard editing software. Incidental fee required.

PROGRAM LEARNING OUTCOMES (PLOs):
1. Demonstrate the ability to write effectively across a variety of platforms appropriate to the discipline.
2. Gather, organize and analyze discipline-appropriate research and communicate information about it.
3. Understand the role of media in society.
4. Comprehend legal and ethical principles relating to media.
5. Demonstrate the application of media technology, terminology and techniques.

JOURNALISM CONCENTRATION PLOS:
1. Demonstrate appropriate writing and editing skills across diverse multimedia platforms.
2. Gather, analyze, organize and synthesize information on contemporary topics to develop a news story.
3. Demonstrate the application of contemporary technology, terminology and techniques in the news gathering process.
4. Understand effective visual language and how to apply it to convey messages and enhance the communication process.

STUDENT LEARNING OUTCOMES (SLOs):
1. Students will learn how photojournalists tell stories with pictures.
2. Students will learn the techniques required to take photographs of publishable quality.
3. Students will know how to write a caption for news photographs which include the 5-W's
4. Students will understand how to crop and edit digital images using photo editing software.

TEXT & SUPPLIES
•Flash drive for backups and transporting images
GRADING
Your grade will be based on 5 photo assignments, 4 Photoshop lessons, 1 Photoshop skills test, and 10 InClass assignments.

- Photo Assignment 1 = 100 pts.
- Photo Assignment 2 = 100 pts.
- Photo Assignment 3 = 100 pts.
- Photo Assignment 4 = 150 pts.
- Photo Assignment 5 = 150 pts.
- Photoshop Lessons (1-4) = 100 pts.
- Photoshop Skills Test = 100 pts.
- Each InClass is worth 20 pts. Total of 200 pts.

Course Total Points = 1000 pts.

The following averages are needed to attain a grade of: A=900 or higher, B=800 to 899, C=700 to 799, D=650 to 699, F=649 and below.

BONUS OPPORTUNITY
A total of (4) tests will be offered during specific date ranges as a class bonus (worth up to 80 additional points toward your Course Total Points of 1000). The tests are OPTIONAL. However the average of all (4) tests will be used to calculate the bonus. Missing or skipping tests would obviously lower your opportunity for additional bonus points. There are no other bonus opportunities, assignment redo’s etc. for this class.

BONUS TEST DATES
Tests will be administered via D2L and will be open from 12:01 a.m. until 11:59 p.m. the dates listed. There are NO makeups for missed tests.

- Test One (PhotoJ text: Chapter 1, Aperture & Shutter) Feb 10
- Test Two (PhotoJ text: Chapter 3 & 4, Composition) Feb 29
- Test Three (PhotoJ text: Chapter 5-6 & 11) April 4
- Test Four (PhotoJ text: Chapter 15 & 16, Light) April 20

ACADEMIC INTEGRITY POLICY (4.1)
Students in this class are expected to read and abide by the university policy on academic integrity. If a student is found in violation of this policy, he/she will be subject to receiving a failing grade for this course, and the violation will be reported to the proper university authorities.

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

DEFINITION OF ACADEMIC DISHONESTY
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information including signing attendance sheets for another student, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

WITHHELD GRADES SEMESTER GRADES POLICY (5.5)
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Please read the complete policy at http://www.sfasu.edu/policies/course-grades.pdf

**ACADEMIC ACCOMMODATION FOR STUDENTS WITH DISABILITIES POLICY (6.1)**

To obtain disability-related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Complete policy at http://www.sfasu.edu/policies/academic-accommodation-for-students-with-disabilities.pdf

**ACCEPTABLE STUDENT BEHAVIOR POLICY (10.4)**

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

**ATTENDANCE AND CLASS CONDUCT**

Cell phones must be turned off during class. Students using their cell phones during class will have them collected by the instructor. Phones will then be taken to the SFA Judicial Office for student pickup. Class time is not a time to update your Facebook status, text your friends or study for another course. Rude behavior including talking during a lecture, leaving during a lecture, making obnoxious comments and use of the computer beyond course use are also prohibited. Violations will affect your grade.

Class WILL begin on time. Please be professional enough to be here and be on time. Three late arrivals will equal one absence. If you must miss a class please let me know PRIOR to the class period to be missed. You may call my office number at any time to inform me of your pending absence. You may also notify me by email. Do not assume you will be allowed to make up work missed during an excused or unexcused absence. It is University policy to excuse students from attendance for certain reasons. Among these are absences related to health, family emergencies and student participation in University-sponsored events. Students with acceptable excuses will be permitted to make up work for absences to a maximum of three weeks of a semester or one week of a summer term. Students are responsible for providing satisfactory documentation for an excused absence. Such documentation must be provided upon the next class attended after the absence. Documentation may include forms verifying visits to the Student Health Service, a statement from a private physician, or an official University listing of excused absences. No make-ups for InClass assignments including excused absences.

Absences from the course which equal or exceed 25% (on the seventh (7) absence) of the class meetings will result in automatic failure of the course. Missing 5-6 classes will result in a deduction of 100 points from your overall grade. If you have perfect attendance, you will be credited with a bonus 20 pts. added to your overall grade.

**EQUIPMENT AND SUPPLIES**

Digital cameras and other misc. equipment are available to check out for use on your photo assignments. You may use
your own DSLR camera if it is 6 megapixel or higher with manual controls. Canon and Nikon both have excellent entry DSLR cameras perfect for this course. If your camera has the following shooting modes, it most likely will work. Look for M, Tv, S modes. If unsure, bring your camera to class for inspection.

If you do use the schools equipment, it must be checked in by the due date and time given. Failure to return the equipment on time will result in a deduction of 10 pts. per day late on your overall course grade. Equipment out for one week or more will result in a deduction of your overall course grade by 100 pts. each week. You are responsible for any and all equipment used and or checked out. If you lose, damage, or destroy the equipment, you will be held responsible. The current market value of the equipment will be determined by the instructor and your university status will be delinquent until the amount is paid. To checkout equipment, you must have a valid student ID.

BOYNTON LAB SCHEDULE
The Boynton lab will be available for weekly use. The lab schedule will be posted by the second week of the semester. Questions, comments, complaints are welcome and should be directed to Mr. Patterson during office hours.

LAB FACILITY, COMPUTERS AND PRINTERS
Food and/or drinks are not allowed in the lab due to the nature of the equipment. Please help us with this policy by being responsible with yourself first. Printing that is unrelated to your registered class (which uses Boynton 202 or 209 labs) may revoke ALL printing privileges. Printing to the Color Printer requires approval and must be for specific class assignments. Lab assistants are available for general assistance. If you experience a problem with computer equipment, please note the problem in detail, computer used and report this information to the lab assistant.

PHOTO ASSIGNMENT DEADLINE POLICY
Any assignment that is not handed in by the due date and time is automatically given the grade “0.” Be sure you understand this. With most jobs, especially media related jobs, deadlines are generally inflexible. A missed deadline is a missed deadline, for whatever reason. This class adheres to professional standards; therefore, THE DATE AND TIME OF THE DEADLINE ARE ABSOLUTE. There are no grace periods.

ASSIGNMENT INSTRUCTIONS AND DUE DATES
This syllabus contains basic information and instructions for each assignment. It is your responsibility to follow these instructions carefully. Be prepared to receive additional instructions for each assignment in class. Questions are encouraged.

The due dates for each assignment are on the class schedule of this syllabus. They are due at the beginning of class for each date given. This means that all parts of the assignment are due before the start of class. Remember that if the assignment is not turned in, the assignment due will receive a 0.

CHEATING, PLAGIARISM AND PIRATING
Cheating and plagiarism will not be tolerated. Intentional and or flagrant disregard of copyright infringement is unlawful and will not be tolerated. Penalties may include reprimand or no credit for the assignment or exam, of the paper/project, or make-up exam, or failure of the course. Collaborative study and research is encouraged, but all work turned in must be new and original. Use of old or dated original work is not allowed. Photos must be taken specifically for this course during this current semester. Always check that the correct date is set in your camera before you shoot!
Assignment 1: Parts of Things (100 pts.)

Purpose:
The problem with seeing is that it is so easy and natural that we rarely give it a second thought. When we
were just toddlers everything was new and interesting. Cupboard knobs, pebbles, leaves were exciting
things for us to look at and even taste. Eventually seeing became old hat and we started to ignore the usual.
As photographers we tend to make snapshots of what appeals to our casual habit of seeing. This project is
intended to rekindle your awareness of the many things to be photographed.

What to Shoot:
Photograph parts of things in a visually interesting way using some of the composition guidelines discussed.
Don’t limit yourself to conventional subjects. Have you ever tried to photograph a washcloth, a tub, a tree
root, an abstract of leaves? This is your chance. Look for shape, color, light & shadow. Compose it in an
interesting way.

When shooting close to a subject, you may want to switch the camera to macro mode to help you shoot
closer. (Some cameras including the Canon Rebel do NOT have this macro feature.)

For this assignment, you will be submitting five photographs. Include Photoshop created BORDERS as
described in class instruction. Must include Image Title and Photographer Name.

Common mistakes:
• Too far away from the subject. • Poor quality. • Boring or no clear subject.
• Not following Photoshop Border Directions.

Recommended steps after photography is complete:
1. Copy photos from camera to your computer.
2. Make a backup or keep the camera card in a safe place until your assignment is complete.
3. Create a contact sheet using Contact Sheet Maker and print to the color laser printer.
4. Proof print quality (focus, sharpness, exposure) using Adobe Bridge.
5. Open your selected photos in Photoshop. Add caption information as directed in class.
6. Print to color laser printer as directed in class.
7. Copy images to class Drop Box
8. Submit notebook.

Tips:
• You will be submitting three images. Don’t make them all horizontal or all vertical. Variety is a key element
  in this assignment.
• Try to focus in on something that can be recognized but closer than one may usually see.
• Make sure you follow directions regarding Photoshop borders.

Submit:
You will be submitting a notebook with the following items in this order:
1. Assignment title page and summary outcome of assignment.
2. Color contact sheets
3. Color prints with captions
You must submit your images placed in a folder then copied to the drop box on the server. Name the folder
“01_AccountName”.

All assignments MUST be edited in Photoshop as directed in class. Photographs submitted that
bypass this required step will result in substantially lower grades. SO... do not attempt to do your
image adjustments and crops directly from camera to lab. Photoshop editing is required.

Assignment Rubric:
45 pts. Creativity of photos submitted
45 pts. Technique/requirements of required photos
10 pts. Assignment notebook & digital submits
Assignment 2: Shooting with Control (100 pts.)

What to do:
Use the three techniques listed below. Shoot in Tv/Av or Manual modes only. Be sure to check the camera DATE and shoot in maximum JPEG resolution.

1. Create a photograph that has strong leading lines, great depth-of-field and a clear subject.
2. Create a photograph freezing fast action with shallow depth-of-field but a clear and strong subject.
3. Last is an open shot however shoot it as if it was black & white film (light & shadows important) as you will be converting this to black & white. To further enhance your newly found camera skills, consider shooting this image with an emphasis to “show motion.”

Common mistakes:
• Shooting in Program mode.
• Not photographing Leading Lines photo with a strong subject.
• Not photographing a subject with clear action or using a shutter speed that is too slow.
• Selecting an image that does not have good tonal range to be converted to black & white.

Recommended steps after photography is complete:
1. Copy photos from camera to your computer.
2. Make a backup or keep the camera card in a safe place until your assignment is complete.
3. Create a contact sheet using Contact Sheet Maker and print to the color laser printer.
4. Proof print quality (focus, sharpness, exposure) using Adobe Bridge.
5. Open your selected photos in Photoshop. Add caption information as directed in class.
6. Print to color laser printer as directed in class.
7. Copy images to class Drop Box
8. Submit notebook.

Tips:
• You will be submitting three images. Don’t make them all horizontal or all vertical.
• Make sure you follow directions regarding Photoshop borders.

Submit:
You will be submitting a notebook with the following items in this order:
1. Assignment title page and summary outcome of assignment.
2. Color contact sheets
3. Color prints with captions
You must submit your images placed in a folder then copied to the drop box on the server. Name the folder “02_AccountName”.

All assignments MUST be edited in Photoshop as directed in class. Photographs submitted that bypass this required step will result in substantially lower grades. SO...do not attempt to do your image adjustments and crops directly from camera to lab. Photoshop editing is required.

Assignment Rubric:
45 pts. Creativity of photos submitted
50 pts. Technique/requirements of required photos
5 pts. Assignment notebook & digital submits
Assignment 3: PhotoTych (100 pts.)

Purpose:
A “Tych” in short is a combination of images that tell a story. There are several: diptych, triptych, quadtych and all other polyptychs. They consists of at least three pictures, merged into one that tells a story. Some ideas: contrasting (good vs evil, man vs woman), explanatory (a detail followed by an overview), time-based (the “before” and “after” pictures), place-based (a view from behind a person and another from in front).

You will be submitting only ONE 8x10 “tych” that combines at least three images. The tych must emphasize telling a story.

or Dreamscape

Purpose:
The purpose is for you to release your creative side and become one with Photoshop. Using Photoshop as a visual laboratory, combine multiple images into one that creates an altered world or dreamscape.

What to do:
Create your dreamscape by using ONLY original photos. You must include a photo of yourself somewhere in the final composition. Be creative. High quality and attention to detail is important. Everything in your dreamscape MUST BE ORIGINAL.

To get started, open Photoshop and create a NEW document with the image size as 9x4” or 4x9” @250 ppi. Create your dreamscape but be sure to keep ALL layers by saving your work as Photoshop/PSD format.

Once the project is complete, you must Flatten, then go to Canvas Size and change the canvas size to 10x8 or 8x10. (Selecting the foreground color before you do this step will create a canvas of that color)

Rename the PSD version of your creations as LastName_Dream.PSD with all of the layers. Then save a flattened version as a JPG for printing. Save both files into a folder “04_AccountName” and copy to class drop box. Your PSD and JPG files saved to the computer will be viewed when grading as well as the prints. Follow additional directions given in class.

Recommended steps after photography is complete:
1. Copy photos from camera to your computer.
2. Make a backup or keep the camera card in a safe place until your assignment is complete.
3. Create a contact sheet using Contact Sheet Maker and print to the color laser printer.
4. Proof print quality (focus, sharpness, exposure) using Adobe Bridge.
5. Open your selected photos in Photoshop. Add caption information as directed in class.
6. Print to color laser printer as directed in class.
7. Copy images to class Drop Box
8. Submit notebook.

Submit:
You will be submitting a notebook with the following items in this order:
1. Assignment title page and summary outcome of assignment.
2. Color contact sheets showing ALL images photographed for assignment.
3. Color print with captions
You must submit your images placed in a folder then copied to the drop box on the server. Name the folder “04_AccountName”.

All assignments MUST be edited in Photoshop as directed in class. Photographs submitted that bypass this required step will result in substantially lower grades. SO...do not attempt to do your image adjustments and crops directly from camera to lab. Photoshop editing is required.

Assignment Rubric: 45 pts. Creativity of submitted composition
50 pts. Quality of submitted composition
5 pts. Assignment notebook & digital submits
Assignment 4: Complete Coverage (150 pts.)

Purpose:
This assignment will introduce you to common photojournalism techniques while capturing images with visual variety and composition.

What to Shoot:
For this assignment, you will be submitting between 5 photographs of an outdoor activity. The activity must include a person(s) doing some form of activity without direction from you the photojournalist. Your goal is to capture visual variety of this outdoor activity. Only photograph ONE activity as all photos should work packaged/published together.

You must include (1) photo showing the overall angle, (1) photo showing an extreme closeup, (1) photo showing medium or normal angle, (1) photo that uses a strong compositional guideline, and (1) photo that shows a clear beginning, end or climax. Under Metadata in Photoshop, Document Title must contain a brief description that describes the above images. Use this as the file name as well. As with the first two assignments, the description should include normal caption according to AP style. Remember that AP style captions contain two sentences. First with the 5-W’s and 1-H. Second sentence provides additional detail.

Recommended steps after photography is complete:
1. Copy photos from camera to your computer.
2. Make a backup or keep the camera card in a safe place until your assignment is complete.
3. Create a contact sheet using Contact Sheet Maker and print to the color printer.
4. Proof print quality (focus, sharpness, exposure) selected images using Adobe Bridge.
5. Open your selected photos in Photoshop. Add caption information as directed in class.
6. Print to color laser printer as directed in class.
7. Copy images to class Drop Box
8. Write short story and submit notebook by deadline.

Tips:
- You will be submitting a minimum of five images. Don’t make them all horizontal or all vertical. Variety is a key element in this assignment.
- Try to focus in on one subject or a group of subjects. If a group, the photos must show that all images tie into one another.
- Practice using different lenses or zooming all the way in and then all the way out. Move in close but don’t forget the image that shows the overall scene.
- Get the subject’s name(s), what they are doing and contact information for caption purposes.
- No Night, Dusk or Sports photos.

Submit:
You will be submitting a notebook with the following items in this order:
1. Assignment title page and summary outcome of assignment.
2. Short (1-3 paragraph) written story.
3. Color contact sheets
4. Color prints with captions
You must submit your images placed in a folder then copied to the drop box on the server. Name the folder “03_AccountName”.

All assignments MUST be edited in Photoshop as directed in class. Photographs submitted that bypass this required step will result in substantially lower grades. SO...do not attempt to do your image adjustments and crops directly from camera to lab. Photoshop editing is required.

Assignment Rubric:
30 pts. Creativity of photos submitted
70 pts. Technique/requirements of required photos
35 pts. Caption information complete
15 pts. Assignment notebook & digital submits
Assignment 5: Night Photography or Candid Children (150 pts.)
You may choose either Night Photography or Candid Children but not both.

Night Photography

Purpose:
Learn how to photograph at night using long exposures.

What to Shoot:
Check out a tripod and a Canon Digital Rebel. You will be shooting at night using a long exposure. Your subject is open however I suggest something interesting, downtown, industrial complex, railroad tracks, etc. You need to photograph somewhere where there is some ambient light.

How to Shoot:
You should shoot at 100 ISO. Set your camera on M mode, shutter for 30" and aperture starting between 5.6-16 depending on the amount of available light. You will also need to turn on the self timer. This will insure the camera doesn’t move during exposure. A tripod is a MUST!

What to Submit:
You will be submitting via dropbox and notebook 3 night photographs using the same guidelines for previous assignments. Include Photoshop created BORDERS as described in class instruction. Must include Image Title and Photographer Name. Submit notebook as you have done for previous assignments.

or...

Candid Children

Purpose:
Candid photography shows people, places, and things as they are naturally without changes due to the photographer’s presence.

How to Shoot:
Shoot outdoors only. The key to a successful candid is in the timing—the critical moment of expression that is captured by the releasing of the shutter. Try to create a photograph that captures the essence of childhood.

What to Submit:
You will be submitting via dropbox and notebook 3 candid kids photographs using the same guidelines for previous assignments. Include Photoshop created BORDERS as described in class instruction. Must include Image Title and Photographer Name. Submit notebook as you have done for previous assignments.

Tips:
•Preset camera controls to avoid being intrusive.
•There may be more than one child, but no more than three.
•Move with the children and learn to be flexible.

Avoid:
Bull's-eye syndrome
Blurred subjects due to slow shutter. Posed or setup

Assignment Rubric:
70 pts. Creativity of photos submitted
70 pts. Technique/requirements of required photos
10 pts. Assignment notebook & digital submits
MCM 250-Basic Digital Photography
Photoshop Border Instructions

Follow these instructions BEFORE sending off your photos to be printed. These should be the LAST few steps before ordering your Assignment Prints.

**Vertical Image:**
1. Go to IMAGE, IMAGE SIZE. Make sure Constrain Proportions and Resample Image are selected. Then change the Resolution to 250 and the Height to 9 inches in that order. Click OK.

2. Press the M key (selects the Marquee tool) and then COMMAND + A (or EDIT, SELECT ALL).

3. Go to Menu, Edit, Stroke and select Width as 1 or 2 px, Color WHITE, Location Center, Blending Normal, Opacity 100%. Click OK.

4. Go to Menu, Image, Canvas Size and change the HEIGHT to 10 and WIDTH to 8. Make sure the CANVAS EXTENSION color is BLACK. ANCHOR should be in the middle. RELATIVE should NOT be checked! Click OK.

5. Using the TEXT tool, change the font to PALATINO, regular, 8pt, WHITE as the font color. Type © YEAR (i.e. 2015) then YOUR NAME. © 2015 Stephen Austin (© = OPTION + G). With the MOVE tool, move this to the bottom RIGHT of the image, just outside the white stroke.

6. Using the same technique, add an image TITLE to the bottom LEFT corner.

7. Go to Menu, Layer, Flatten Image. Save As to your RETOUCHED folder, quality 12 or maximum. This image is now ready to print.

**Horizontal Image:**
1. Go to IMAGE, IMAGE SIZE. Make sure Constrain Proportions and Resample Image are selected. Then change the Resolution to 250 and the Width to 9 inches in that order. Click OK.

2. Press the M key (selects the Marquee tool) and then COMMAND + A (or EDIT, SELECT ALL).

3. Go to Menu, Edit, Stroke and select Width as 1 or 2 px, Color WHITE, Location Center, Blending Normal, Opacity 100%. Click OK.

4. Go to Menu, Image, Canvas Size and change the WIDTH to 10 and HEIGHT to 8. Make sure the CANVAS EXTENSION color is BLACK. ANCHOR should be in the middle. RELATIVE should NOT be checked! Click OK.

5. Using the TEXT tool, change the font to PALATINO, regular, 8pt, WHITE as the font color. Type © YEAR (i.e. 2015) then YOUR NAME. © 2015 Stephen Austin (© = OPTION + G). With the MOVE tool, move this to the bottom RIGHT of the image, just outside the white stroke.

6. Using the same technique, add an image TITLE to the bottom LEFT corner.

7. Go to Menu, Layer, Flatten Image. Save As to your RETOUCHED folder, quality 12 or maximum. This image is now ready to print.
## MCM 250 Spring 2016 Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture Topic</th>
<th>Assignment Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 20</td>
<td>Intro to Course</td>
<td>Email questionnaire</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer accounts. Intro to lab.</td>
</tr>
<tr>
<td>Jan 25</td>
<td>Assignment #1 Intro /Photoshop Lessons Intro</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lecture: Basic Camera Controls</td>
<td></td>
</tr>
<tr>
<td>Jan 27</td>
<td>Lecture: Basic Camera Controls cont.</td>
<td></td>
</tr>
<tr>
<td>Feb 1</td>
<td>InClass 1-Basic Camera Operations</td>
<td>*Bring your camera today and a coat if it's cold as we will be going outside.</td>
</tr>
<tr>
<td>Feb 3</td>
<td>InClass 2-Cropping &amp; Resolution (What you need to know to complete Assignment 1)</td>
<td></td>
</tr>
<tr>
<td>Feb 8</td>
<td>InClass 3-Photoshop Basic Edits</td>
<td></td>
</tr>
<tr>
<td>Feb 10</td>
<td>Photoshop Lesson ONE (we will work on this on together during class)</td>
<td>BONUS TEST ONE</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Lecture: Composition</td>
<td>Photoshop ONE Due</td>
</tr>
<tr>
<td>Feb 17</td>
<td>Assignment One Slideshow</td>
<td>Assignment ONE Due</td>
</tr>
<tr>
<td>Feb 22</td>
<td>InClass 4-Converting to B&amp;W</td>
<td></td>
</tr>
<tr>
<td>Feb 24</td>
<td>Lecture: The Lens</td>
<td>Photoshop TWO Due</td>
</tr>
<tr>
<td>Feb 26</td>
<td>Assignment #3 Intro</td>
<td>Assignment TWO Due</td>
</tr>
<tr>
<td></td>
<td>InClass 5-Retouching &amp; Repairing Old Photos</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assignment TWO slideshow</td>
<td></td>
</tr>
<tr>
<td>Feb 29</td>
<td>Lecture: The Lens cont.</td>
<td>BONUS TEST TWO</td>
</tr>
<tr>
<td>March 2</td>
<td>InClass 6-Colorizing B&amp;W</td>
<td>Photoshop THREE Due</td>
</tr>
<tr>
<td>March 7</td>
<td>Lecture: Seeing the Light</td>
<td></td>
</tr>
<tr>
<td>March 9</td>
<td>InClass 7-Camera Control Practice</td>
<td>*Bring your camera today</td>
</tr>
<tr>
<td>Mar 12-20</td>
<td>Spring Break (labs closed)</td>
<td></td>
</tr>
<tr>
<td>Mar 21</td>
<td>Field trip (carpool if necessary)</td>
<td></td>
</tr>
<tr>
<td>Mar 23</td>
<td>InClass 8-Working with Masks</td>
<td>Assignment THREE Due</td>
</tr>
<tr>
<td></td>
<td>Assignment THREE slideshow</td>
<td></td>
</tr>
<tr>
<td>Mar 28</td>
<td>Assignment #4 Intro</td>
<td>Photoshop FOUR Due</td>
</tr>
<tr>
<td></td>
<td>Lecture: Photoj Captions &amp; Visual Variety</td>
<td></td>
</tr>
<tr>
<td>Mar 30</td>
<td>Lecture: Exposure Essentials</td>
<td></td>
</tr>
<tr>
<td>April 4</td>
<td>Lecture: Exposure Essentials cont.</td>
<td>BONUS TEST THREE</td>
</tr>
<tr>
<td>April 6</td>
<td>InClass 9-Feature Hunting</td>
<td>*Bring your camera today</td>
</tr>
<tr>
<td>April 11</td>
<td>Photoshop Practice Test</td>
<td></td>
</tr>
<tr>
<td>April 13</td>
<td>InClass 10-History Brush Techniques</td>
<td></td>
</tr>
<tr>
<td>April 18</td>
<td>Lecture: Digital Imaging-How it Works</td>
<td></td>
</tr>
<tr>
<td>April 20</td>
<td>Photoshop TEST</td>
<td>Photoshop TEST</td>
</tr>
<tr>
<td></td>
<td>Assignment FOUR Due</td>
<td>Assignment FOUR Due</td>
</tr>
<tr>
<td>April 25</td>
<td>Assignment #5 Intro</td>
<td></td>
</tr>
<tr>
<td>April 27</td>
<td>Lecture: History of Photography</td>
<td></td>
</tr>
<tr>
<td>May 2</td>
<td>Lecture: Ethics of Digital Photography</td>
<td></td>
</tr>
<tr>
<td>May 4</td>
<td>Best of Class Slideshow (Invite your friends!)</td>
<td>Assignment FIVE Due</td>
</tr>
<tr>
<td></td>
<td>Lecture: Wrapping it up</td>
<td>BONUS TEST FOUR</td>
</tr>
<tr>
<td>May 9</td>
<td>Pick up notebooks</td>
<td></td>
</tr>
</tbody>
</table>

*Schedule, Assignment and Dates subject to change.*