

# News Photography

COMM 1316 – Fall 2023

M,W 900 – 1045 a.m.

Room CM 156

Instructor: Margaret S. Kirby Office: Communications Building, Room 154

Phone: 716-2451 E-mail: mkirby@southplainscollege.edu

Office Hours: Face-to-face hours are held in my Levelland office, CM 154. Virtual meetings are on Collaborate.

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- Mondays 830- 9 am; 230- 430 pm
- Wednesdays 830 - 9 am; 230 – 430 pm
- Fridays 9 a.m. – 12 p.m.

**Course Description:** This course introduces the basics of digital photography, and includes instruction in camera operation, techniques and presentation skills.

## Suggested Text:

London, B. & Stone, J. (2017). *A Short Course in Digital Photography. Fourth edition.*

## Required Materials:

- Smartphone with camera
- Storage device for photos (USB Flash Drive)

## Assignments:

**Photography Assignments:** Learning to take photographs is an important part of this course. You will have multiple photography assignments during the semester, each focusing on developing your skills and creativity. Most of the assignments will be submitted into Blackboard. You will also learn to print photos from Photoshop, and you will print what you consider to be your “best” photo of the semester.

**Exams:** You will have quizzes and exams on Blackboard that cover the material presented in lectures and chapters covered in the textbook.

Total points available for the semester = **1000**

The grading scale is:

900 -1000 = A

800 - 899 = B

700 - 799 = C

600 - 699 = D

599 and below = F

## Tutoring Info

## **SPC Tutors:**

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations. <http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

## **Tutor.com**

You also have 180 FREE minutes of tutoring with Tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the tools option from the left-hand menu bar. Click on the Tutor.com link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times:

Monday – Thursday: 8pm-8am  
6pm Friday – 8am Monday morning

**For questions regarding tutoring, please email [tutoring@southplainscollege.edu](mailto:tutoring@southplainscollege.edu) or call 806-716-2538.**

**Course Objectives:** Upon completion of this course, the student should be able to:

- Distinguish the parts and functions of a digital camera.
- Apply knowledge of camera operations to compose and capture digital photographs.
- Apply knowledge of digital imaging and image manipulation utilizing Photoshop software.
- Identify flaws and make improvements to photographs produced.
- Differentiate between aperture and shutter speed and recognize how they work together to produce appealing images.

**Absence Policy:** Students are expected to attend all classes in order to be successful in a course.

## **Instructor's Expectations of the Student**

- You are expected to log into the Blackboard course and check your SPC email **daily** to be aware of possible announcements/reminders and to pace your progress in the course. Grades will be submitted into the My Grades area.
- Higher institutions recommend that students plan to spend 2 hours of outside study for every 1 hour of in class time. For a 3 credit-hour, face-to-face course that means a total time investment of 6 hours per week. Expectations for time investment are no less rigorous for online courses at SPC.

## **Lost/Corrupt/Disappeared Files**

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash

or virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, I will request that you resubmit the files. In other words, if you submit a document to me, and I do not receive it or am unable to open it in the submitted format, you will need to resend it to me, corrected, with little or no "downtime" in regard to the timeline for submission.

### **Missed Work**

Please do NOT assume that I will contact you to tell you about missed work. You can expect new class materials each week.

Keep track of deadlines and submit work when it is due.

Do NOT assume that I will move deadlines for you unless you contact me and offer very good and documented reasons why you cannot meet deadlines that are already in place.

***In the event that you miss an exam, you must notify me within 48 hours about why. You may or may not be able to "make up" the missed exam. If you miss an exam due to COVID-19, you will take the exam the day you return.***

Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance

requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

**Deadlines-** ALL projects will have deadlines. You need to get used to deadlines that exist in the working world. Late assignments may or may not be accepted depending on the assignment and the reasons for missing the deadlines.

**Tardiness Policy:** I enforce a 5-minute rule. I use the clock in the classroom or on my computer. You may come to class **up to** 5 minutes late. That's the cutoff. If you

arrive **after** that 5-minute window, you'll be given one warning. Any time(2) after that, you'll be asked to turn around and leave if you passed the 5-minute window. It will be an unexcused absence. I may or may not have taken attendance already if you arrive 5 minutes late. It's up to you to make sure you are marked present.

**Excuses:** Don't bother to try any. I've heard most of them and have used some of them myself. Only deaths of immediate family members (parents, grandparents, siblings – ONLY), or your own, may be considered for an excused absence. Of course, you will need to provide proof (such as the obituary notice). Student athletes or those participating in other college-sponsored activities that require an absence, will be excused, with prior notice to me and appropriate documentation.

**Withdrawal Policy:** The last day to withdraw/drop with a grade of "W" is November 30<sup>th</sup>. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated frequently, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

**COVID-19 Statement:**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376.

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
  - a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**
2. COVID reporting
  - a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
  - b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).
  - c. A student is clear to return to class without further assessment if they have completed:

The 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.

3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.
4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

**Intellectual exchange, disabilities, non-discrimination, Title IX Pregnancy Accommodations, CARE Team, and Campus Concealed Carry:**

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title IX Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.

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## **Academic Integrity**

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Each student is expected to abide by absolute honesty. Infractions will result in penalties subject to an assignment of a grade of “F” for the course or expulsion from the college. Students should also regard civility online as a requirement to remain on the roll in class.

As future professionals, you are to communicate with each other in a professional and civil manner. Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

**Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

**Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.

**Purpose of ChatGPT and other AI:**

Chat GPT is an advance language model designed to provide assistance and engage in meaningful conversations. It is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities

- **Academic Integrity**  
Using ChatGPT to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of academic integrity policies.
- **Collaboration and Consultation**  
While ChatGPT can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on ChatGPT as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.
- **Ethical Use and Bias Awareness**  
ChatGPT is trained on large amounts of data from the Internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by ChatGPT. Students must verify information from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral.
- **Compliance with South Plains College policies**  
Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties.

Remember, ChatGPT is a tool to support your learning, but it cannot replace the critical thinking, creativity, and independent work that are integral to your academic growth.