



Sahuarita High School

Instructor: Rebecca Warren

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Photography I II III and Digital Communications

<http://sahuaritamustangsphtography.weebly.com/>

1-520-625-3502 ex. 1529

Available for questions between

11:51 – 12:11 and 3:35 – 4:00 M –T-TH-F

Required Materials:

Although many of the materials for this course will be provided, it is absolutely essential that photography students bring a sketchbook for class notes and assignments (Advanced students require an art portfolios as well). It is highly advised that each student bring an SD card to save/store photographs.

Digital Communications students require a notebook (spiral or composition is ok) and a 3 prong folder.

Both courses are yearlong classes and have a \$20 Class Fee

Course Summary:

The purpose of Career and Technical Education is guide and train students to help them obtain the educational and career goals. Digital Photography and Digital Communications (Yearbook) explores and develops skills in the following areas:

- Investigate the history and evolution media, social media, business practices, legal/ethical issues, and emerging technology in relation to photography and digital media
- Create innovative photographs incorporating compositional design elements, run photo shoots, , Photoshop, graphics, color control procedures, lighting and focusing techniques, and large format printers
- Understand computer functions such as: Organize and use a file-based workflow and/or conversion system, image storage, file transfer, data capturing, edit digital images, understand various file formats, create a web proof page for clients, and practice equipment maintenance and workplace safety
- Develop and present a professional portfolio for review/critique and publication, and demonstrate different framing techniques
- Develop communication skills required by the media industry.

Photography Course Units of Study:	Yearbook Course Units of Study:
<ul style="list-style-type: none"> • Photography Terminology/Vocabulary, Communication in the Workplace 	<ul style="list-style-type: none"> • Digital Communications encompasses an abbreviated overview of all Photography Standards
<ul style="list-style-type: none"> • Composition - Photography as Art 	<ul style="list-style-type: none"> • Best Business Practices, Role in the Economy and Safety Standards.
<ul style="list-style-type: none"> • History of Photography / Photographers 	<ul style="list-style-type: none"> • Intellectual Property Laws and Rights Management
<ul style="list-style-type: none"> • Understanding and Using a Digital Camera 	<ul style="list-style-type: none"> • Media industry standards of communication
<ul style="list-style-type: none"> • Computer Transfer and File Systems 	<ul style="list-style-type: none"> • Computer systems, file management, and applications
<ul style="list-style-type: none"> • Light and Lighting 	<ul style="list-style-type: none"> • Engage in the planning, preproduction, production, and post production phase of creating the physical yearbook, advertisements, and postings on multiple online formats.
<ul style="list-style-type: none"> • Beginning to Advanced Photoshop/Software Techniques • Mounting and Presentation 	<ul style="list-style-type: none"> • Evaluate consumer expectations and satisfaction, and monitor for quality assurance
<ul style="list-style-type: none"> • Career Skills Development 	

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Grading Procedures:

Grades are based on a total point system. The following items are taken into consideration in the grading process:

- Student's work successfully meeting stated criteria and objectives for each assignment
- Student's participation in class activities and discussions
- Spelling/Punctuation/Grammar
- Successful completion of a portfolio of work
- Student's cooperation, cleanup, care of photographic equipment, facilities and materials
- Work ethic / participation in a work place simulation
- If a rubric is used in the grading process students will be provided a copy prior to the due date of the assignment.
- The midterm exam will be a written test and students have the option to take a practical final or written test at the end of the course. The final exam is worth 20% of the final grade.
- At any time during the grading period if a student falls under 70% they will attend my class during the Gold Mustang Power Hour. Once students are assigned to attend the Mustang Power Hour they must attend for the entire week and attendance is mandatory.
- Students who need extra help are also welcome to attend the Gold Mustang Power Hour with Mrs. Warren
- Digital communication students will be required to cover a minimum of one after school event per quarter for a total of four events. These events maybe on campus or students may need to travel to a different location.

Late Work and Make-Up Policy:

It is the student's responsibility to see the teacher for missed assignments. It is important for students to do all assignments as each lesson is a building block to the next. All assignments must be completed and submitted on the **assigned date** to receive full credit. Students who have an excused absent are given one additional day to turn assignments in with no penalty for each day missed. Students who do not have equipment at home to complete assignments can do an alternative writing assignment to take place of an in class assignment (not available for class projects). Students may utilize the Gold Mustang Power Hour to make up any missing assignments. Students have a limit of 2 weeks to turn in late work for partial credit, after 2 weeks no credit will be given.

Plagiarism/Ethics

All students are expected to use artistic integrity. All photos submitted for grading must be original. Students will receive a zero for assignments should they elect to submit another person's work.

Classroom Procedures:

All school/district rules will apply.

- Wait quietly outside the classroom door until the instructor invites you into the room.
- Students are not allowed in the classroom unless the instructor or another staff member is present.
- Students are to be in their seats at the bell. Students who are not in their seats at the bell are considered tardy. Students are expected to enter the classroom, go to their workstations and log into their computer before the bell rings.
- Properly dispose of food/drink/gum/candy before entering the classroom.








- When the bell rings students will take out their sketchbooks and begin their vocabulary or other bell work every day independently.
- Begin bell work when the bell rings, and students are expected to work from bell to bell on Photography assignments.
- Lessons begin when the teacher gives you a simple greeting. Students are expected to stop what they are doing, and look and listen to the instructor.
- Demonstrate respect for each other, the teacher, and the equipment and materials.
- This course requires that students spend some class time working outdoors on shooting assignments. Students should always conduct themselves in an appropriate manner. They should NEVER be in the building disrupting other classrooms. Students failing to comply will lose this privilege and it will be their responsibility to complete assignments on their own outside of school time using their own equipment.
- Students are expected to clean their workspace each day before they are dismissed. Students must return all supplies to the location in which they got them and student's work must be put away neatly. The classroom will remain clean and safe at all times. Keyboards are to be pushed under the monitors once they are used to indicate they need to be cleaned.
- Students who demonstrate the ability to follow procedures will be allowed to utilize the supplies and equipment freely, and be able to participate in locational shoots around the school.
- If there is a problem the instructor will give you a, "See me after class card." At the end of class the teacher will discuss the issue with the student to see if there can be a simple resolution.
- Students who are unable to follow classroom procedures will receive a phone call home, possibly lose their privileges to utilize equipment, not allowed to participate in locational shoots, or possibly be given a referral to the administration.
- Students should strive to utilize the restroom on their own time; however, students may utilize 2 restroom passes per quarter. Students must sign in and out on the wall, and students must wash and dry their hands before returning to the classroom.

Legal Notice:

Students may be out of the line of sight of the teacher while participating in photographic events. Students will be responsible for their actions and students who act in a malicious or careless manor in the classroom or at an event setting may be asked to: pay reparations for loss or damages, have administrative action taken against them, and or have legal charges filed. Students may also need to make their own transportation arrangements to events outside of school and parents and students are responsible for their own safety. The instructor may suggest participation in non- school sponsored event to enrich the student learning experience; however, participation in these events is not required nor will the school be responsible for the student at the events.

CAMERA CHECK OUT: It is ideal if students have access to a digital camera outside of school; however, students are welcome borrow equipment from the photography program once their class fees have been paid. Students and their parent or guardian are responsible for AND agree to:

-  ☐ NOT LEAVE CAMERAS UNATTENDED IN CARS
-  ☐ NOT LEAVE CAMERAS IN UNATTENDED BACKPACKS
-  ☐ REPLACE LOST/STOLEN EQUIPMENT
-  ☐ REPAIR BROKEN EQUIPMENT
-  ☐ **RETURN EQUIPMENT ON TIME (in the Morning before School).**

*Sahuarita High School will not be responsible for students' own cameras. If a student brings their own camera to school and it is lost, damaged, or stolen, the student will be held responsible for this.

*It is a privilege to check out equipment and the instructor may revoke privileges if a student shows lack of responsibility with school equipment or work ethics violation.

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TARDY POLICY

When the second bell rings for a class, classroom doors will be closed and locked. Students who are not in class on time will need to report to the ACE room for the remainder of the class period. Attendance will be marked as tardy, and students will be able to make up the work that was missed. However, students will have to be responsible for getting the work either during MPH or when they go to class the next day. **IT IS THE STUDENT'S RESPONSIBILITY TO GET MISSED WORK.**

Electronics will not be used during the time a student is in the ACE room. Students will work on assignments that they can complete using paper and a pencil, an assignment given by the ACE teacher, or may read silently. There is at least one copy of the textbooks from each class available in the ACE room.

The third time that a student is in ACE for a tardy sweep, regardless of which class periods, the student will receive a disciplinary referral. Disciplinary consequences will continue beyond the third tardy. Please look at the "Students Rights and Responsibilities" section to see the consequences. Tardies accumulate **per semester, per class**; however, tardies will be cumulative, regardless of whether or not they are in the same class period or not, for disciplinary purposes.

Mustang Power Hour

When MPH begins, office hours will be from 11:51 - 12:11 (M, T, TH, & F).

Student Responsibilities:

- Attend office hours if you have questions, need help on homework, are assigned by the teacher, have a grade lower than a 65%, or have make-up assignments from absences.
- Check posted grades every Friday.
- Report to office hours for classes in which your grade is below a 65%. If you have more than one class that you have below 65%, you create a plan to attend office hours in these classes.
- Phones may only be used with teacher permission.
- Remain in the classroom for the entire office hour period, or upon dismissal by the teacher.

Consequences for missing mandatory MPH:

The teacher will email and/or call parents if a student misses mandatory MPH, and the teacher will conference with the student.

Administration will be assigning consequences to students who do not attend mandatory office hours. Students will receive a "strike" on a weekly basis if they are absent from mandatory MPH during the previous week.

- 1st strike: warning letter
- 2nd strike: letter sent home to be signed by parent, lunch detention
- 3rd strike: letter sent home to be signed, after school detention
- 4th strike: letter sent home; ACE, parent partnership, or focused MPH for the remainder of the semester

Bathroom policy:

There are passes in the back of your planner for using the restroom. The restroom should not be used during the first or last 10 minutes of class, or during direct instruction. If you need to use the restroom, please fill out your planner pass and I will sign the pass. Your planner is your hall pass, and you may be asked to show it.

If possible, please use the restroom before coming to class. Only one student may use the restroom at a time.

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Simple Expectations:

- Be on time for work
- Turn in your work on time
- No food or drinks in the classroom or lab
- Follow all work related procedures

Students who follow these simple expectations will be successful in my classroom.

By signing below you agree and understand the terms on all 6 pages of the syllabus.

Student Signature: _____

Parent Signature: _____

Parent Email: _____ **Phone Number:** _____

SHS ATTENDANCE POLICY

By state law, parents have the responsibility to send their students to school. Failure to do so may result in a report being filed with appropriate legal authorities. Also, by state law, if a student misses ten consecutive school days and the school has not been notified of the reason for the absence, the school is required to withdraw the student from school.

Attendance is important and vital to a student's education. The attendance phone number is 625-3502 x 1512.