



Syllabus

Course Name: Photography I

Course Number: COMM 1318 WEB

Semester & Year: Fall 2025

Instructor Information:

Pam Owney, M.A. – Associate Professor of Journalism and English (Adjunct)

E-mail: pamela.owney@texarkanacollege.edu

- **Emailing the Instructor:** Email me from your TC email address with any questions or concerns. Please list your name and course in the “Subject” line.
Response to emails typically occurs within 24 hours.

- **Textbook:**

No textbook required. All course materials will be accessed through the Moodle classroom.

- **Required Materials:**

- A cellphone with built-in camera
- A digital camera (Recommended specs: Audio/video input; high resolution; under \$300; Nikon or Canon preferred but not required)

NOTE: If student does not complete the assignment titled “Parts of the Camera Video” that includes the digital camera the student will be using for this course within one week of the due date, the student will be dropped from the course.

- Computer and wifi; access to Internet is required for online classes
- **Course Description:** Introduction to the basics of photography, including techniques and equipment operation.

- **Learning Outcomes:**

Upon successful completion of this course, students will:

1. Demonstrate ability to operate equipment used to capture and edit photographic images.
2. Demonstrate understanding of composition, framing, and perspective in photography.
3. Analyze and discuss aesthetic considerations of visual storytelling.
4. Discuss ethical implications of photographic manipulation.

- **Computer Requirement Policy:**

Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced,

and may be purchased using financial aid funds. If the system is purchased through another source, it is the student's responsibility to ensure the system meets all requirements.

Computer systems requirements:

- Webcam, microphone, and speakers or headphones
- Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
- Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
- Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
- Able to run Microsoft Office which will be provided free to TC students
- Adobe Reader or another PDF viewer
- Antivirus software such as Windows Defender or another 3rd party anti-virus solution
- The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.
- Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

Attendance will be taken weekly per assignment due dates.

All coursework MUST be completed in Moodle.

Help Desk – TC Login Problems 903-823-3030

8:00 a.m. – 5:00 p.m. Mon. -Fri. helpdesk@texarkanacollege.edu

➤ **Student Requirements for Completion of the Course:**

Students will complete both written assignments and photography assignments, along with presentations. Written assignments will include response Paragraphs/Papers and Discussion Forums. Photography assignments will vary. Students will complete a Final Photography Project including an online portfolio and presentation.

Note: If student does not complete the assignment titled “Parts of the Camera Video” that includes the digital camera the student will be using for this course within one week of the due date, the student will be dropped from the course.

➤ **Student Assessment:**

Assignments and Assessments	Percentage of overall grade
• Photography Assignments (other than Final Project)	40%
• Written Responses/Videos/Other	20%
• Discussion Forum Posts	15%
• Final Project	25%

➤ **Grading Scale:**

Grade	
A	90-100
B	80-89
C	70-79
D	60-69
F	59-below

➤ **Class Schedule: (Subject to change-changes will be posted in Moodle classroom)**

Week	Assignments: All assignments are due Sunday at 11:59 p.m. unless otherwise indicated in the Moodle Classroom
Start Here	Introductions Class Information Syllabus Acknowledgement
Week 1	Smartphone Photography Basics of Photography <ul style="list-style-type: none"> • Video: “Camera Parts & Basic Buttons” • Basic Elements of Photography • Vocabulary Assignment • Video Assignment Photo Assignment 1
Week 2	ISO/Shutter Speed/Aperture <ul style="list-style-type: none"> • Video: “Digital Camera Basics” • Video: “ISO/Shutter Speed/Aperture” • Reading Assignment • Week 2 Discussion Forum Photo Assignment 2
Week 3	Compositional Techniques <ul style="list-style-type: none"> • Video: “Mastering Composition” • Reading Assignment • Week 3 Discussion Forum Photo Assignment 3
Week 4	Lighting and Exposure <ul style="list-style-type: none"> • Video: “Light” • Reading Assignments • Week 4 Discussion Forum • Final Project Guidelines Photo Assignment 4

Week 5	Photo Editing with Adobe Lightroom <ul style="list-style-type: none"> • Video: “Lightroom Tutorial Basics” • Lightroom Tutorial • Post Crevado Link • Week 5 Discussion Forum Photo Assignment 5
Week 6	Ethical Considerations in Photo Manipulation <ul style="list-style-type: none"> • Reading Assignment • Research Paper • Week 6 Discussion Forum • Final Project Update • Work on Final Project
Week 7	Final Project/Online Portfolio
Week 8	<ul style="list-style-type: none"> • Course Response

NOTE: No late Final Projects will be accepted for any reason. The due date is 11:59 p.m. Sunday, May 11. Students who have not completed the project must submit what they have completed by the due date.

Class Policies:

- Go online frequently and read the week’s posts and assignments for the course.
- If you have ANY TECHNOLOGY issues, contact Texarkana College IT as soon as possible. The instructor cannot help you with any issues related to your ability to access wifi, your email, or this course.
- Submit assignments before the submission portal closes.
- Post in all FORUMS as they are used to check your attendance and participation.
- Follow online etiquette guidelines.
- Check your TC email at least twice weekly for instructions and clarifications.
- Communicate! If you have any questions, concerns, problems, etc., email me through my TC email pamela.owney@texarkanacollege.edu. I cannot help you if I do not know about your issues.
- Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Catalog/Handbook.

➤ **Attendance Policy:**

Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. **Because you do not come on campus and sit in a classroom, attendance is determined by your active participation and communication in the course.** In accordance with attendance requirements for online classes published in the Online Course Handbook for Students on the Texarkana College website, online students may be dropped for failing to complete weekly activities as assigned by the instructor.

Failure to submit at least one assignment each week will result in an absence for that week. Students are allowed only one absence. Students who do not submit at least one assignment over two consecutive weeks without contacting the professor will automatically be dropped from the course.

Make sure that you log in frequently, participate in your course activities and discussions, and check your TC email regularly. **Students who succeed in online classes keep a schedule just as they would if they were attending class on campus, and they communicate with one another and their instructor frequently.** Attendance is vital to your success. Check TC email and Moodle at least three times per week.

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 2nd Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first day of class; otherwise, the professor may drop the student for not having attended.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W.” Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class. The institution is not required to take attendance with the exception of certain workforce/vocational areas, such as nursing and cosmetology, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

Do not stop attending a class without formally withdrawing from the course by the institution’s published Last Day to Drop. If a student does not attend class and does not withdraw from the class, the student will receive a grade of F in the class. The published Last Day to Drop applies to students; an instructor may withdraw a student for excessive absences at any time during the semester.

Withdrawal from a course(s) may affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short- and long-term consequences of a withdrawal.

Excused Absences:

A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only types of absences that are considered excused by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.

Maximum Allowable Absences:

After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

➤ **Academic Classes**

A COURSE THAT MEETS FOR AN 8-WEEK SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Once a week (Web courses)	1
Twice a week (MW or TR classes)	2
Three times a week (MWF or TRF classes)	3
Four times a week (MTWR classes)	4
Three tardies count as one absence	

➤ **Financial Aid:**

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

➤ **Make-up Policy:**

Any need for assignment deadline extensions should be discussed with the professor.

➤ **Academic Dishonesty Policy/Academic Integrity Statement:**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F." This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

➤ **Financial Aid:**

Attention! Dropping this class may affect your funding in a negative way. You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

➤ **Drop Date:**

The official drop date for the course is **Friday, May 2**, which is the last date for the student to drop this course with a W.

➤ **Viewing Grades:**

Grades are available for viewing throughout the semester under the student's MyTC portal.

➤ **TC Email:**

Students should check their TC Email account on a regular basis (twice weekly) to check for general information sent from campus or instructors. Also, when emailing the instructor, the students should use the TC Email account.

➤ **Student Support, Computer Access, Tutoring:**

- **Library Hours**

M-Th 7:30 a.m. – 9 p.m. F 7:30 a.m. – 4 p.m. Sunday 2-9 p.m.

- **Student Support Services (Tutoring) in library second floor**

M-Th 8 a.m.-7 p.m. F 8 a.m. -4 p.m. Sunday 2-9 p.m.

- **Testing Center (Library first floor)**

M-Th 8:30 a.m. – 6 p.m. F 8:30 a.m. – 3:30 p.m. Sunday 2-6 p.m.

- **Help Desk – TC Login Problems**

903-823-3030 8 a.m. – 5 p.m. Mon-Thursday; 8 a.m.-4 p.m. Friday

Directions for Accessing the Texarkana College Databases:

1. Go to the Texarkana College Website.
2. Click on the Library link at the bottom of the page.
3. Click on Electronic Resources and Databases on the left side of the page.
4. Click on one of the Databases. (General or specific subject databases are available.)
5. Type in your Username and Password.
6. Once in the database, be sure to search for a full text article and be sure to gather documentation information for the article.

Please add the number for Campus Police to your cell phone. The number is 903-823-3330.

All emergency calls should go to TC Campus Police.

I am looking forward to working with you this semester!!

***NOTE:** The above guidelines are subject to amendment at any point during the semester. Students will be notified in class if any changes occur. Students are responsible for any changes after they have been announced in class.*

Attendance Policy 8-Week Courses

Texarkana College attendance policy allows students to be dropped by instructors for excessive absence. TC considers excessive absence to equate to anything greater than 15% of the class. **In an 8-week term, this means that instructors may drop students for attendance if student absences exceed more than one week of class meetings and/or online assignments.** In a 16-week term, instructors may drop students for attendance if student absences exceed more than two weeks of class meetings and/or online assignments.

Special Announcements:

- *Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blase, Director of Student Disability Services, at 903.823.3349 for support. Furthermore, please notify the professor if*

you are comfortable in doing so. This will enable them to provide any resources that they may possess.

- *TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, human.resources@texarkanacollege.edu*

Academic Dishonesty Policy: Academic Integrity Statement

- Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.
- This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Revised 3/14/25

