



**Course Prefix/Number/Title:**

*PHOT 150 - Digital Darkroom*

**Number of Credits:**

*Three (3) Credits*

**Course Description:**

*In this course, students will learn basic digital darkroom techniques and digital workflow. Students will be introduced to processing digital image files using postproduction software including Adobe Photoshop, Bridge, Camera Raw, and Lightroom. Techniques students will learn include workflow, retouching, image correction, color correction, and image manipulation.*

**Pre-/Co Requisites:**

None

**Course Objectives:**

- 1. To understand what a digital darkroom is and how it relates to a traditional darkroom.*
- 2. To learn digital imaging terms and concepts.*
- 3. To understand the differences between RAW and JPG files, and when it is appropriate to use both.*
- 4. To create a productive work flow with digital files.*
- 5. To learn basic image corrections as they apply to a variety of subject matter.*
- 6. To understand how and when to use different software for different purposes.*
- 7. To explore and identify possible changes in the digital darkroom as technologies evolve in the future.*
- 8. To apply critical thinking and problem solving as situations arise when using a variety of different software programs.*

**Instructor:**

Ronni Knepp

**Office:**

Nelson Science Center Room 104

**Office hours:**

Online – Email instructor – usually respond within 24 hours  
On Campus – Friday's during studio time or by appointment

**Phone:**

DCB Photo Studio – 701-228-5657 – The studio manager handles all calls to this number. Clint's cell – 307-702-1368

Ronni's cell – 719-500-6386

**Email:**

[Ronni.Knepp@dakotacollege.edu](mailto:Ronni.Knepp@dakotacollege.edu)

**Lecture/Lab Schedule:**

Online – 24 hours a day, 7 days a week - fall and spring semesters

*On campus - Video communication and Face-to-face -*

*Fall semester – 16 weeks – Thur. Noon to 3:00 pm – Central Time Zone*

**Textbook(s):**

*None – students must purchase Adobe CC for photographers*

*The software can be found at*

<http://www.adobe.com/creativecloud/photography.html?promoid=NQCJRBTZ&my=other>

**Course Requirements:**

Each class will consist of weekly lectures, assignments, discussions, and critiques. Your final grade in the class will be determined by your photo portfolio, critique responses, and professionalism.

All grades will be assessed based on the rubrics outlined below under “GRADES.”

**Tentative Course Outline:**

*Week 1 – Syllabus, getting started*

- *What is a digital image*
- *File Formats for Digital Images*
- *Color Management*
- *Monitor Calibration*
- *Workflow*
- *Lightroom*

*Week 2 – Using Bridge*

- *Using Bridge*
- *Layer renaming*

*Week 3 – Intro to Photoshop*

- *Setting up the desktop*
- *Brushes and layers*

*Week 4– Selection tools and masking*

- *Basic tools*
- *Selection tools*
- *Masking*

*Week 5 – Basic Image adjustments*

- *Adjusting images*

*Week 6 – High Dynamic Range*

- *HDR*

*Week 7 – Cloning, Healing, Restoring*

- *Clone tool*
- *Healing brush*
- *Photo restoration*

*Week 8 – Photo Stitching*

- *Sunsets*
- *Composites*

*Week 9 – Black and white image*

- *With bridge*
- *With photoshop*

*Week 10 – Retouching and actions*

- *Portrait retouching*
- *Creating and using actions*

*Week 11 – Head swaps*

- *Head swaps*
- *Body swaps*

*Week 12 – Advanced masking*

- *Cutting out and masking hair*

*Week 13 – Magazine covers*

- *Text tool*
- *Layout*

*Week 14 – Hawaii poster*

- *Text tool*
- *Layout*

*Week 15 – Creative fun*

- *Creating a film strip*

*Week 16 – Final*

- *Image adjustments*
- *Black and white*
- *Cloning*
- *Retouching*
- *Photo Stitching*
- *Head swap*
- *Text*

**CTE Competency/Department Learning Outcome(s):**

*CTE Competency #1: Employ industry specific skills in preparation for workplace readiness*

*Learning outcome #2 - Students will demonstrate proficiency when using Adobe Suite postproduction software including Lightroom, Bridge, and Photoshop.*

**Relationship to Campus Focus:**

This course addresses the campus focus by having students compare and contrast traditional film methods in photography with current digital technologies while anticipating future changes in photographic technologies.

**Classroom Policies:**

1. *Be respectful of other students, technicians, instructors, and guests.*
2. *You must participate in discussions in order to receive full credit.*
3. *Respect and care for all equipment whether it's yours or the colleges.*
4. *Be on time.*
5. *Be courteous.*
6. *Be humble.*

**Student E-mail Policy:**

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

**Academic Integrity:**

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

**Disabilities and Special Needs:**

contact the instructor and Disability Support Services.

**Title IX:**

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member

about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

**Disclaimer Statement:**

The instructor of this course reserves the right to make changes to this syllabus without prior notice.

**Grades:**

**Grading Philosophy:**

Please understand that I do not care about your grades, I care about your education. My job is to teach you, your job is to learn what I teach you, and hopefully more. If we both do our jobs, grades shouldn't be necessary.

The best way to succeed in my class is to NOT focus on - "what's my grade," or "what do I need to get an A?" - but instead focus on - "how much can I learn." If you embrace this, you won't be doing assignments for grades, you'll be doing them in order to learn, and the grade will become secondary and take care of itself.

**Final Grades:**

Your final grades in this class will be determined by three factors.

1. **Photography Proficiency Grade** – this is determined by your final portfolio grade. This will be an assessment of your photographic skills and growth throughout the semester. See rubric below.
2. **Professionalism** – this will be determined by your weekly professionalism grade. See rubric below.
3. **Instructor Critique responses** – critiques are the most valuable learning tool we have in art and photography classes. As such, your active participation in the instructor critiques is vital to your growth as a photographer and artist. There is no rubric; graded on participation.

**Photography Grades:**

**Weekly Assignments:**

ALL assignments must be created for this class. You **MUST** create new work every week. Work created for other classes, or created in the past, will **NOT** be accepted.

Your weekly photography grades are benchmark grades that will not affect your final photography grade. Study your rubric grades and your critiques each week to evaluate where you need to strengthen the proficiency in your work and make appropriate changes to re-shoot your weekly assignments for your portfolio.

## **Final Portfolios:**

You are here to learn, and not everyone will succeed on their first attempt. As such, not all images will meet a professional standard the first time you tackle a new assignment. Therefore, your final grade for photography will be based solely on your final portfolio grade, and not your weekly assignment grades.

Your final portfolio will consist of examples of your work throughout the semester. You are allowed to re-shoot every assignment for a better grade; therefore, it is expected that your portfolio will contain work of a professional standard.

I will offer critiques on final portfolios up to a week before they are due so students may continue to re-shoot assignments to strengthen their portfolio before submitting them for a grade.

All photography will be assessed using the following rubric and scores.

## **Photography Proficiency Rubric:**

### **Aesthetics – 25% of photography proficiency grade**

We are learning to create professional images that would sell to a magazine, stock photography house, or hang in a client's living room or art gallery. EVERY assignment should be done with this in mind.

*While aesthetics can be purely subjective, there is still a professional standard for appearance that we are striving for. Students must look beyond the subject and consider the entire frame of the image when considering aesthetics. Does this look like a professional image?*

### **Principles of design – 25% of photography proficiency grade**

*Composition and design are basic visual rules that apply to all 2-dimensional art. This part is not subjective. Composition. Color, line, texture, pattern, rhythm, scale, movement, depth, dominance, balance and other principles of design are important when creating a successful image.*

### **Intent – 25% of photography proficiency grade**

*What was the photographer's intent, and did they successfully create an image that expresses that intent?*

*For classes, the intent will be the criteria for the assignment. For example, if the assignment is freezing motion, then did the photographer successfully freeze motion with the camera? Is the viewer interpreting what the photographer wanted to say? Is it clear what the photographer was trying to accomplish?*

### **Technical skills – 25% of photography proficiency grade**

*This one is fairly simple as it's all about using the photography equipment properly. Is the photograph in focus, is the white balance correct, is the exposure correct, were all the camera settings correct, was lighting equipment used properly, was post-production done correctly, etc?*

### **Photography Proficiency Assessment/Grade**

*A = 90% - 100% - The student is showing mastery of the skillset being taught.*

*B = 80% - 89% - The students is showing a high level of competency in the skillset being taught.*

*C = 70% - 79% - The student is showing a basic level of competency in the skillset being taught.*

*D = 60% - 69% - The student is showing a substandard level of competency in the skillset being taught.*

*F = 59% or lower - The student is showing a complete lack of competency for the skillset being taught.*

### **Professionalism Grades:**

Your professionalism rubric/grade is attached to your discussions and critiques each week and will be determined by your professionalism in class each week based on the following rubric.

### **Professionalism Rubric:**

Professional is defined by Merriam-Webster's dictionary as "characterized by or conforming to the technical or ethical standards of one's profession."

### **Punctuality/Deadlines - 25% of professionalism grade**

Meeting deadlines for your clients or employers, and showing up on time for shoots, is the hallmark of an artist. This certainly applies to your class assignments. Was the assignment turned in before the deadline? If it was not, had an extension been granted via email correspondence with the instructor and was the adjusted deadline met? If you are an on-campus student, were you on time for class?

### **Grammar & Spelling - 25% of professionalism grade**

Sadly, in the world of text-messaging and email shorthand, the art of writing is fading into obscurity. Writing well, especially in current times, can separate and elevate an artist above the competition. Good writing is noticed by the reader—consciously or subliminally. Poor writing is also noticed in a negative way. Are the written portions of your assignments crafted with proper grammar, punctuation, and capitalization? Did you spellcheck and proofread your written work before uploading? When sending correspondence to your classmates and instructors, are you using proper writing? Do your emails include a proper subject line, greeting, message, and salutation?

### **Communication - 25% of professionalism grade**

Another hallmark of a successful artist is effective communication. Beyond proper writing, the professional artist must be diligent about replying to emails from their clients and/or employers. Did you receive correspondence inside the classroom or via email from your instructor or fellow students? Did you reply promptly and in a courteous and professional manner? Are you using industry standard terms when discussing your work?

### **Participation/Networking - 25% of professionalism grade**

Creating art can be a solitary activity and many of the world's famous artists were known loners, but, in the virtual classroom, interaction with your instructor and classmates will do more to enrich your learning experience than anything else. Replying to critiques from the instructor and fellow students, engaging your classmates in the discussion section, and having a dialog with your instructor and classmates is critical to you extracting the maximum learning opportunities from the program as well as, potentially, developing live-long friends and professional connections. Use of industry standard terminology is important in this category as well.

### **Professionalism Assessment/Grade**

*A = 90% - 100% - The student is showing mastery of the skillset being taught.*

*B = 80% - 89% - The students is showing a high level of competency in the skillset being taught.*

*C = 70% - 79% - The student is showing a basic level of competency in the skillset being taught.*

*D = 60% - 69% - The student is showing a substandard level of competency in the skillset being taught.*

*F = 59% or lower - The student is showing a complete lack of competency for the skillset being taught.*

### **Late Assignments:**

In the professional world, punctuality and meeting (or beating) deadlines are important to not only impressing those you work for; they are important to keeping your job! You should always strive to upload assignments before they are due. This is a hallmark of professionalism as a student, employee, and employer.

Late assignments will earn a ZERO in the deadline section of the professionalism rubric and cannot be made up.

There are extenuating circumstances that prevent assignments from being turned in on time. If you anticipate one of these circumstances, you must bring it to my attention as soon as possible and get clear, written (email) approval to turn the assignment in late. Never assume that my acknowledgement of receipt of notification that an assignment will be late is permission to turn in an assignment late. When I give you permission to be late with an assignment, I will state it very clearly (Example: "You have permission to turn in the Week 2 assignment late on [new deadline]."). If you do not see verbiage like shown in the example, do NOT



assume you have permission to turn in an assignment late. If you feel that I am unclear, please continue to engage me until we reach clarity.

In online classes, assignments are known well in advance of the deadline. If you see a busy week or weekend on the horizon, you are responsible to manage your time so that you can get your assignments in on time. Getting your photography work done early so that you can concentrate on other classes or extracurriculars is likely always an option.

### **Final Assessment/Grade:**

Your final grades in this class will combine your photography proficiency assessment grade from your portfolio, your instructor critique response grade, and your weekly professionalism grade. The combined score will be graded on the following grading scale.

### **Grading Scale:**

*A (90 – 100%) B (80 – 89%) C (70 – 79%) D (60 – 69%) F (below 60%)*

### **GENERAL INFORMATION:**

#### **Online**

The online classes are available 24 hours a day, 7 days a week. You may log on at any time and watch recorded lectures, interact in discussions, and turn in and view homework assignments. Online students can complete the entire program without ever coming to campus. **Online students are required to own, or have access to, all of the equipment needed to complete the courses. The equipment list is available in the online classroom, or from your instructor.**

#### **On-Campus**

On-campus students live on campus, or in the area of Bottineau, ND. You will meet in the photography classroom during scheduled meetings times for classes. The same as you would for any other on-campus class. On-campus students will have access to all of the camera gear needed to complete the courses, however it is recommended that photography majors purchase their own cameras as soon as possible after entering the program, if they don't already have a camera.

**Photography Lab** — Along with scheduled lecture times, on-campus students are also required to attend photography lab hours. These hours are obtained by working in the studio outside of regular class hours, or photographing college activities and events and assisting the campus photographer on photoshoots.

**Hands-on Learning** — The photography instructor will lead hands-on photo shoots in class and for projects outside of class. On-campus students are required to attend these projects, along with the regularly scheduled lectures as part of their photography lab hours.

## Hybrid Course

A hybrid course combines online, on-campus, and video conferencing education. All on campus photography courses are hybrid.

**Why Hybrid?** – The hybrid courses offer a great deal of flexibility and options to the photography students.

**Lectures** – With the hybrid courses, online students will now have the option of joining in on the live lectures via telecommunications, while the on-campus students will now have access to all of the online recorded lectures to use when needing a refresher.

**Homework** – All homework, whether an online or on-campus student, will be turned in online. This allows for more interaction and learning with a larger group of photo students who will share and critique each other's work.

**Critiques/discussions** – All critiques and discussions will take place in the online forum. This allows for larger group participation, more feedback from your peers, networking and building photographic relationships for future collaborations, and a broader perspective of peers offering feedback on your work. The instructor will critique live, via telecommunications during regular class times, through recorded video critiques, or a combination of both.

**Hands-on Learning** – (see description above) On-campus students are required to attend all hands-on learning projects as part of the lab component of the on campus program. All online students are invited, although not required, to attend all hands-on learning projects held each month on campus.

## Attendance:

If you aren't in class, you aren't learning the material.

**ONLINE STUDENTS** - The main advantage of online courses is that you can "attend" class whenever you want. This is also one of the largest disadvantages to online education because, without a set meeting time, it takes a great deal of self discipline to make sure you log in and get your work done.

Moodle tracks your log in time and, if you don't log in enough hours, you cannot pass the class. Credit hours are based on a certain number of hours spent in the classroom, you are required to have a certain number of hours per credit in order to pass.

**ON-CAMPUS STUDENTS** – along with the daily lectures, on campus students work together doing hands-on practice for each assignment during class. If you are not in class, you are missing out on a great deal of information and practice that is impossible to "make up" later.

Credit hours are based on a certain number of hours spent in the classroom, you are required to have a certain number of hours per credit in order to pass.

### **Photography Program Internship/Field Study Guidelines (Practicum)**

- *Student's in Dakota College at Bottineau's (DCB) photography classes will do internship or field study experiences as part of their educational training. These applied experiences will help them to be "job ready" when they enter the profession. The classes for which internship or field study instruction will be provided are as follows:*

- 

*PHOTO 180  
PHOTO 190  
PHOTO 240  
PHOTO 250  
PHOTO 285  
PHOTO 210*

*PHOTO 292  
PHOTO 234  
PHOTO 232  
PHOTO 290  
PHOTO 289*

- *The DCB photography program will not assertively or opportunistically promote its services outside of the campus environment in order to not be in competition with the private sector. The program will take measures that will help prevent it from requisitioning work otherwise accomplished by persons in the profession.*
- *Pictures taken by photography students as part of their course of study will not belong to them. Ownership rights will lie with the parties for whom the photographs have been taken. Students will sign a waiver stating that the product of their internship or field study photography work belongs to the subjects of the photos or to their representatives.*
- *All revenue generated by students' internship or field study experiences will be invested back into the program to cover operation and equipment costs. Dakota College students, instructors, or staff will gain no monetary benefit from their participation.*
- *Students participating in an internship or field study exercise will be supervised and provided guidance by their instructor and advisor. No applied training event will be approved that does not have proper authorization from the photography program's instructor/advisor. However, although the students will be taught and directed by the institution, the actual engagement in the educational experience may or may not be done under direct supervision of their instructor.*
- *Transportation to the locations where the photos will be taken will not be provided by the institution.*