Course Description:
This course focuses on the fundamental aesthetics and techniques of photography, concentrating on camera operation, image capture and photographic printing practice. This course equips students with the technical, intellectual, conceptual, and creative skills essential to making a photograph as part of a fine arts curriculum.

This monochromatic course will introduce students to both the darkroom and the digital photography lab, through photograms and pinhole photography. Students also work with 35mm SLR film cameras to create monochromatic photographs while learning standard camera controls and developing traditional darkroom printing techniques. Students will move into a hybrid work environment with the scanning of film for the purpose of digital output. Additionally, students will use digital cameras to capture imagery by exploring the capabilities of contemporary cameras, from DSLRs to cellphones. Assignments pertain to historical and contemporary photographic practices, and address both technical and aesthetic concerns through classroom demonstrations, short readings, discussions, and group critiques. The course provides students, through a series of lectures, demos, and assignments; a sound knowledge of the history of photography as an art form, understanding of the aesthetics of photography (emphasizing the elements and principles of design), and growth as a conceptual image-maker.

Pre-Requisites:
ART 253 students must have successfully completed ART 101, ART 106, and ART 108; or Film 116 and Film 117 to be enrolled in this class. If students do not meet all of the pre-requisites, please meet with the instructor at the end of the first class session to discuss enrollment in this course. ART 107 students – no pre-requisites required.

Course Structure:
Class sessions will be devoted to lectures, discussions, critiques, technical demonstrations, lab days, and field trips. Students will receive feedback on their work in the form of group critiques, as well as written evaluations of each assignment and individual meetings with the instructor at mid-term and at the end of the semester, if the instructor deems it necessary. Students are expected to actively participate in all aspects of the class, including online activity and reading assignments. Critique is the primary component of the course and will take place regularly throughout the semester. At each critique students will be responsible for having a predetermined number of new prints/works ready for review. The amount of required work will initially be determined by assignment, followed later in the semester by a quantity agreed upon between the instructor and student. This 3-credit course meets for 5 hours per week during the semester. Students are expected to devote an additional 6 hours per week outside of class to studying and working on assignments in order to achieve the learning goals of this course.

Course Objectives:
This course focuses on four areas of study:
1) basic camera and analog / digital techniques
2) historical development of photography
3) artistic criticism and evaluation of the image
4) aesthetic/social relevance of the photograph
Students will be provided with instruction and guidance on how to produce quality black & white and digital photographic prints that express a conceptual and aesthetic vision by referencing traditional and contemporary topics within the medium. The course will emphasize concept development through assigned readings, historical and contemporary photographic examples, and class critiques. Assignments will stress the photograph’s role as a medium of personal artistic expression. This class is intended to expand the student’s creative, technical, and conceptual capacities within the medium of photography.
Course Content:
Students will be evaluated through a combination of assignments, tests, research, and participation. This course approaches photography as fine art, a medium for conceptual/emotional expression and communication.

Course content will include:
- assigned and independently-directed projects
- regular reading and writing assignments and accompanying quizzes on D2L
- technical demonstrations of black & white darkroom and monochromatic digital processes
- lectures, slide presentations, film viewings, gallery visits, and group discussions
- individual meetings that address learning process, participation, upcoming assignments, etc.
- individual and group critiques of in-progress and finished works

Course Competencies:
- Students will demonstrate basic manual photographic capture controls and concepts with an SLR camera, including shutter speed, aperture, ISO, focusing, light metering, bracketing, equivalent exposure, depth of field, point of view, and framing.
- Students will understand how light affects photographic film & digital sensors and will use this knowledge to see and capture reflected light for the creation of their monochromatic photographs.
- Students will apply aesthetics and craftsmanship to create photographic prints, both digital within a color controlled digital environment and in black and white with true blacks, detailed highlights, and a range of gray tones in between.
- Students will gain an understanding of the history of photography, including current photographic practices within contemporary fine art.
- Students will develop and execute a series of conceptually motivated photographic images using traditional black & white and digital photographic tools, including final archival presentation.
- Students will discuss their own and others’ projects in a critical and productive manner, and will develop a vocabulary to describe the works within a fine art context.

GER (General Education Requirements) ART 107:
GER Assignment/Assessment: See GER Rubric for Relation of Learning Outcomes to UW System Shared Learning Goals (SLG) and Arts Criteria

This course addresses UW System Shared Learning Goals (SLG):
1. Knowledge of Human Cultures and the Natural World including breadth of knowledge and the ability to think beyond one’s discipline, major, or area of concentration. This knowledge can be gained through the study of the arts, humanities, languages, sciences, and social studies.
2. Critical and Creative Thinking Skills including inquiry, problem solving, and higher order qualitative and quantitative reasoning.
3. Effective Communication Skills including listening, speaking, reading, writing, and information literacy.

This course addresses Arts Divisional Criteria Definition: A branch of learning focusing on the conscious use of skill and creative imagination in the production of artistic objects or performances that stress values that stand outside conventional ideas of utility.

Arts Divisional Criteria:
1. Students will demonstrate comprehension of historical, philosophical, theoretical or aesthetic perspectives commonly used in the understanding of a specific art.
2. Students will apply knowledge of artistic principles, conventions, methods, and practices through the creation or production of works of art.
3. Students will demonstrate an ability to compare and contrast the expressive and formal features of different artistic media and/or cultural traditions.

Introduction to Photography satisfies the GER Arts Divisional Criteria by:
1. Analyzing photographs and photography’s historical and social context as well as the theoretical significance of a variety of related and integrated artistic expressions. (Criterion 1)

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2. Creating directed skill-building and independently-driven works, as well as building a series of related images and photography portfolio. (Criterion 2)

3. Discussing their own and others’ work through critiques and statements to identify technical developments, practices, genres and trends in photography. (Criterion 3)

These criteria are met through class lectures, assignments, and critiques.

**Grading Breakdown:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>4 Assignments</td>
<td>40%</td>
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<tr>
<td>4 Exercises</td>
<td>10%</td>
</tr>
<tr>
<td>Reading Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Artist Presentation</td>
<td>10%</td>
</tr>
<tr>
<td>Final Portfolio</td>
<td>5%</td>
</tr>
<tr>
<td>Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Attendance</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Grading Policies:**

**Attendance Policy:**

Attendance at all scheduled meeting times is mandatory, including scheduled open lab periods. All students are expected to be punctual and prepared to engage with the course material at the start of class time. It is important that students are present at all lectures/demos and participate in discussions. If a student is absent from class for any reason, he/she should notify all instructors via email as soon as possible. Late arrival (tardy) or early departure of up to 15 minutes will count towards absences, so that two such incidences will result in one absence. Late arrival or early departure exceeding 15 minutes is considered an absence. All absences, late arrivals, and early departures will result in loss of participation points for that day.

Students are allowed 3 absences over the course of the semester. If students are permitted to remain in the class after 3 absences, their final grade will be lowered by 5% (tardies and early departure will be lower grade by 2.5%) for each subsequent absence, up to 15% of their final grade. **After the sixth absence the student will be asked to withdraw or automatically receive a failing grade for the course.**

Excused absences are permitted in severe circumstances, and must be documented. It is the student’s responsibility to provide documentation. Examples of excused absences: hospitalization, emergency doctor visits, death in the family, etc. Scheduling a medical or dental appoints during class time will not necessarily constitute an excused absence. **Excused absences will not allow students to retain participation points for that day, nor will the student be allowed to exceed six absences.** Students who are not able to attend for an extended period of time may consider doing a medical withdrawal. Students are also encouraged to discuss their situations with the Assistant Dean of Students for Student Support.

Students are responsible for identifying content missed during their absence. Generally, the instructor will not have time to review class material individually or to provide instruction over email. If the student has to miss a class, they should contact classmates first to determine what was information was covered that day. If the student has further questions after speaking with someone in the class, they should then contact the instructor. Although students are allotted 3 absences, do not think of them as days to freely take off. **Not being here is not being here, and any missed class time will negatively impact the student’s performance and grade.**

**Image Capture During Class:**

Those needing to utilize class time for image capture must submit a request in advance of the class period to the instructor in the form of a proposal, outlining their rationale, including plan to utilize the time, and goals for the session. The student must have verification that they can utilize class time prior to not attending class or risk being counted absent for that day. In addition, photo documentation of the capture session is to be emailed to the instructor within 12 hours of the class session.

**Electronic Device Usage:**

Turn off all cell phones, etc. before coming to class. Text messages, unrelated web browsing, etc. are not permitted during class time. If students are distracted or otherwise not engaged with the class, they will be given one warning for the semester, after which the student’s final grade will be penalized. If the student has an emergency that

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requires cell phone contact, notify the instructor before class starts and silence the phone.

**Adherence to Deadlines:**
All missed work (lecture / demo notes, assignments, exams, and assigned readings) is the responsibility of the absent student and must be made up within a week of returning to class. **All late assignments and exercises will be accepted the following class period and will receive a 10% reduction in the project grade. Late assignments will not be accepted following that time.** Additionally, turning in your work late deprives you of critical feedback from both the instructor and your peers, and also deprives your peers of the opportunity to develop their ability to talk about your photographs. The instructor generally will not have time to review course material individually.

**Criteria for Evaluation:**
- Strength and complexity of your concepts
- Level of energy and initiative devoted to your work
- Technical quality of your work and knowledge of traditional black and white photographic processes
- Evolution and development of your work with regards to photography as a tool for visual expression
- Understanding of the history and issues related to photography
- Acquisition of critical and artistic vocabulary
- Evidence of effort and risk undertaken in the work
- Originality in thought and execution
- Positive response to feedback and critique sessions

**Participation:**
Students are expected to actively participate in all aspects of the class, including responses to D2L class discussions. Class participation includes the active contribution to class discussions and critiques, including online components that facilitate the sharing of ideas. Appropriate classroom behavior and attitude is essential to contributing to a productive atmosphere.

**Critiques:**
Students are required to display work on their assigned critique day and to prepare / revise a statement if assigned. All students are required to vocally participate in all critique days. Number of images will be based on assignments, and will subsequently be based upon the student’s proposal and agreed upon by the instructor prior to the critique.

**Outside Work:**
Students are required to complete work outside of the classroom setting and class time in order to finish projects and assignments on time. For every hour spent in-class, students can anticipate spending at least an hour outside of class doing readings, completing quizzes, printing photographs during open lab hours outside of class, and particularly capturing photographs in the field. Printing days are provided for students to print their photographs in the darkroom or digital lab. Processing film during these times is not acceptable.

**Grading Opportunities:**
Grading in art classes is different from non-art classes in a variety of ways. You will gain the most from this course if you concern yourself less with your grade, and focus on investing yourself in the process of art making. Your work will be graded based on creativity, content, technical proficiency, and your ability to develop ideas and discuss your work.

All homework, assignments, projects, individual meetings, final project, and final portfolio will be graded on their fulfillment of the prescribed guidelines, technique, presentation, originality, and written statement. All work that is turned in late will only be eligible for a grade of a B or lower, regardless of when it is turned in, and is not eligible for resubmission. **Incomplete, improperly labeled/captioned, missing files/prints or misplaced work will be considered late.** Resubmission of work initially turned in on time is available, but will not necessarily guarantee an improved grade. **All resubmits and late works are due by the end of week 3.** Finished pieces must be the work of the student receiving the grade. **No service bureaus can be used without the express permission of the instructor.**
Grading System:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Equivalent</th>
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<tbody>
<tr>
<td>A/4.00</td>
<td>Superior Performance</td>
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<tr>
<td>- Truly exceptional work</td>
<td></td>
</tr>
<tr>
<td>- Successfully brings visual and/or conceptual insight and demonstrates mastery of technical skills. Surpasses expectations.</td>
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<tr>
<td>95-100 points</td>
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</tr>
<tr>
<td>A-/3.67</td>
<td>89.5-94.9 points</td>
</tr>
<tr>
<td>B+/3.33</td>
<td>86.2-89.4 points</td>
</tr>
<tr>
<td>B/3.00</td>
<td>Above Average</td>
</tr>
<tr>
<td>- A thoughtful interpretation of visual and/or conceptual ideas with skilled (or improving) technique</td>
<td></td>
</tr>
<tr>
<td>- Exceeds the requirements of the assignment and/or class</td>
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<tr>
<td>82.8-86.1 points</td>
<td></td>
</tr>
<tr>
<td>B-/2.67</td>
<td>79.5-82.7 points</td>
</tr>
<tr>
<td>C+/2.33</td>
<td>76.2-79.4 points</td>
</tr>
<tr>
<td>C/2.00</td>
<td>Average Performance</td>
</tr>
<tr>
<td>- Meets the guidelines established for the assignment and/or class, with minor demonstration of visual and/or conceptual ideas, with room for improvement</td>
<td></td>
</tr>
<tr>
<td>- Minimal attendance and incomplete assignments</td>
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<tr>
<td>72.8-76.1 points</td>
<td></td>
</tr>
<tr>
<td>C-/1.67</td>
<td>69.5-72.7 points</td>
</tr>
<tr>
<td>D+/1.33</td>
<td>66.2-69.4 points</td>
</tr>
<tr>
<td>D/1.00</td>
<td>Below Average</td>
</tr>
<tr>
<td>- Poor technique and little to no visual and/or conceptual ideas. Need for more careful preparation</td>
<td></td>
</tr>
<tr>
<td>- Poor attendance and incomplete and/or non-submitted assignments</td>
<td></td>
</tr>
<tr>
<td>62.8-66.1 points</td>
<td></td>
</tr>
<tr>
<td>D-/0.67</td>
<td>Lowest Passing Grade</td>
</tr>
<tr>
<td>F/0.00</td>
<td>Failing</td>
</tr>
<tr>
<td>- Incomplete assignment, dreadful technique, no evidence of reflection and/or preparation</td>
<td></td>
</tr>
<tr>
<td>- Poor attendance and non-submitted assignments</td>
<td></td>
</tr>
<tr>
<td>0-59.4 points</td>
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</tbody>
</table>

These grades are not computed in the GPA:

- W: Course dropped by student after fourth week of semester or first quarter of shorter session
- I: Incomplete (see policy below)

What is a C:

A grade of C is considered a passing grade and is given to deserving students who put forth average effort. Plus and minus marks will be added to each letter grade for further differentiation. Expect that no more than one-third of students in the class will receive an A. Attending all classes and completing all coursework in a timely manner will not guarantee an A. Grades are not subject to negotiation; if you are worried about the possibility of receiving less than an A, you are welcome to arrange meetings with me to discuss what you can do to improve your grade on future assignments. Alternatively, you may simply drop the course.

Drops and Incompletes:

A student may drop a full-term course(s) through the end of the eighth week of classes. Incompletes will be considered ONLY for situations in which the student is maintaining a “B-” or better grade, and is unable, because of illness or other circumstances beyond one’s control, to complete the coursework. Students must complete coursework for an Incomplete during the first eight weeks of the next semester’s enrollment (excluding summer sessions). Access to department facilities for the purpose of completing course requirements is extended two weeks into the next semester. More information about Incompletes is available at http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S31.pdf

Purchasing Resources:

- B&H Photo: www.bhphotovideo.com 1-800-947-6650
- Freestyle: www.freestylephoto.biz 1-800-292-6137
- Adorama: www.adorama.com 1-800-223-2500
- Calumet (Chicago): www.calumetphoto.com 1-312-440-4920

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Online Resources:

Digital Truth  
Digital Review  
Lynda.com

iOS Light Meter App  
Android Light Meter App  

Required/Recommended (*) Materials/Software:

----------Overall Needs
Your own interests will determine much of the material needed for the class. Basically, you are responsible for acquiring the resources you deem necessary for successfully executing your ideas.

----------Camera and Accessories
- 35mm manual film camera with working light meter and lens capable of capturing 50mm angle of view (contact instructor if you need recommendation)
  Owner’s manual for above camera  
  extra battery (if needed)
- Camera capable of digital captures and exports to a computer for editing within Adobe software. Preference is given to a camera with all manual controls and light meter (contact instructor if you need recommendation)
  Owner’s manual for above camera  
  extra battery  
  card reader or cable to connect camera to computer

----------Darkroom Printing and Film
- 12-18 rolls of 36-exposure traditional black & white film ***DO NOT purchase B&W film that is for C-41 process***
  select a variety of 100 and 400 speed ISO (Kodak Tri-X, Kodak T-Max, Fuji Neopan, Ilford HPS, Ilford FP4)
  recommend buying film in 10 roll blocks for consistency
- Black & white printing paper: 8x10 Ilford Multigrade IV RC.
  recommend at least 100 sheets
  additional paper may be required
  consult instructor if you intend to print larger or on fiber based paper
- Can of compressed air/ anti-static brush
- 1 cotton hand towel
- Penlight
- 2 sheets of archival mat board, 32x40 inches (Available at Utrecht)
- Sharpie for marking up contact sheets and prints

----------Digital Printing and Storage
- 50 sheets of Epson Luster 8.5x11
  additional paper may be required
  consult instructor if you intend to print larger
- 10-25GB of external hard drive space
- 4 gigabyte Jump Drive
**Basic Class Needs**
- 3-ring binder for class handouts and notes
- Clear plastic sheets to store prints in a binder (or a portfolio / box to store prints)
- 6 pocket folders for submitting assignments
- Sketchbook for class notes and brainstorming
- Pen or pencil for taking notes

**Recommended Class Needs**
- Tripod
- Cable release or remote for long camera exposures (to prevent camera shake)
- Photographic 18% gray card

**Required Reading:**

**Note:** Additional readings will be assigned that correspond to projects, class activities, and labs.

**Readings of General Interest / Places to Start:**
Wells, Liz The Photography Reader, 2003
Evans, Jessica and Hall, Stewart. Visual Culture: The Reader, 1999
Mirzooff, Nicholas. The Visual Culture Reader, reprinted 2002

**Lab Fee:**
There is a $75 lab fee for this course which is applied toward the use of the darkroom and digital labs.

**Disabilities Accommodations:**
In the spirit of providing equal access to students with disabilities and in compliance with state and federal laws, UWM is required to provide accommodations to students with documented disabilities. If you have a learning disability, a chronic illness, or a physical or psychiatric disability that may have some impact on your work for this class and for which you may need accommodations, please notify Student Accessibility Center (SAC) to receive Verified Individual Services and Accommodations (VISA) at x5822 or go to their website at http://www4.uwm.edu/sac/ preferably before the end of the drop/add period so that appropriate adjustments can be made. Policy available at http://www.uwm.edu/Dept/DSAD/SAC/SACltr.pdf

**Additional University Policies and Procedures:**
Accommodation for Religious Observances:
Students will be allowed to complete examinations or other requirements that are missed because of a religious observance. http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S1.5.htm

Students Called to Active Military Duty:
Both the University of Wisconsin System and UWM have policies in place to accommodate students who must temporarily set aside their educational pursuits when called to active duty in the military. http://www3.uwm.edu/des/web/registration/militarycallup.cfm

Revised August 2016
Health Insurance:
It is strongly recommended that all students have health insurance that includes emergency room and hospitalization coverage. The UWM Student Association offers a Student Health Insurance Plan (http://www4.uwm.edu/studentorg/sa/executive/student_health_insurance.cfm), which covers most major medical illnesses or injuries. The University does not provide blanket medical coverage to students. Students are strongly encouraged to secure their own health insurance, either through their parents, the Student Health Insurance Plan or some other program.

Academic Misconduct:
The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. http://www.uwm.edu/Dept/OSL/DOS/conduct.html

Discriminatory Conduct (Including Sexual Harassment):
The University will not tolerate discriminatory conduct. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. http://www4.uwm.edu/secu/docs/other/S47.pdf

What is Copyright?
Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to use their materials. You must get permission to use copyrighted original works of authorship if you plan to make your project available to the public in any way. For more on gaining permission see. http://www4.uwm.edu/ltc/copyright/getting-permission.cfm

Grade Appeal Procedures:
A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides. These procedures are available in writing from Kyoung Ae Cho, Chair, Department of Visual Art. http://www4.uwm.edu/secu/docs/other/S28.htm

Drops & Incompletes:
No drops are permitted after the 5th week of the semester. A notation of “incomplete” may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student’s control, has been unable to take or complete the final examination or to complete some limited amount of term work. http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S31.pdf

Complaint Procedures:
Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy. http://www4.uwm.edu/secu/docs/other/S49.7.htm

FERPA:
http://www4.uwm.edu/current_students/records_grades/ferpa.cfm

Grading & Grade Records:
http://www4.uwm.edu/academics/grades.cfm

Final Examination Policy:
https://www4.uwm.edu/secu/docs/other/S22.htm

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University Policies Pertaining to Students:
Regarding Students with disabilities, Religious observances, Students called to active military duty, Incompletes, Discriminatory conduct (such as sexual harassment), Academic misconduct, Complaint procedures, and Grade appeal procedures please refer to: http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf

**Academic Misconduct Policy:**
- Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing assigned work.
- Academic work submitted by students shall be the result of their thoughts, research, or self-expression. Plagiarism will not be tolerated and will result in automatic failure of the course, along with possible expulsion from the University.
- Academic work is defined as, but not limited to tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework.
- The software programs that you use in the labs are licensed to the college as the original purchaser and as such are not available for students to duplicate for their personal use. Do not use university equipment to duplicate software for other students or to produce work-for-profit. Do not copy or scan copyrighted material for use in your projects.
- For more information on Academic Misconduct, go to http://www4.uwm.edu/osl/dean/conduct.cfm

**Professional Behavior in the Classroom:**
- You must be punctual and completely ready to engage with the class at the start of class. **Turn off and stow away all cell phones and other non-course related electronic devices before coming to class.** Text messages, unrelated web browsing, chatting, posting, etc. are not permitted during class time. If you have an emergency that requires cell phone contact, notify the instructor before class starts and silence your phone.
- Demonstration of a professional attitude is required. This includes, but is not limited to arriving to class on time, participating for the whole period, and turning in projects on time. Students are expected to show professional courtesy to other students, as well as to the instructor, in class and via online discussions.
- Behavioral issues will be handled with discretion (typically one warning), and if they continue, the student will be asked to leave the class and will be counted absent for the day. Continued behavioral problems will be reported to the Dean of Students.
- Lab attendance is mandatory and **is recorded at the beginning of and throughout every workday.** There are demonstrations, sharing sessions, quizzes, and possibly guest lecturers that require your attendance.
- Students are encouraged to meet with the instructor to discuss professional behavior during office hours. In the event of an unsatisfactory resolution, students are invited to contact the department head.
- Your opportunities for success in this course will be enhanced by your ability to conduct yourself in a professional manner at all times and to work cooperatively with other students and faculty.

**Facility Access:**
The student photo lab requires that you submit a signed work permit for the semester, along with a signed contract of responsibility (sign-in/out sheets) for any photography equipment that you borrow. MIT B49 & B51 are only available when a class is not scheduled. MIT B84 & B74 are available during posted lab hours. Those who are wanting 24-hour access can apply to be a Lab Attendant. In exchange for voluntary service (two 2.5 hour shifts per week and lab clean-up) the student receives unlimited access to the labs! For more information, ask your instructor or contact area head, Joseph Mougel (mougel@uwm.edu).

**Lockers:**
PSOA Box Office will handle both locker rentals and student MAM passes. Students ID is required to verify enrollment status. A pop-up Student Services/Info Desk will be set up in the Theater Lobby: open 9am-4pm M-R and Fri 9am-2pm through September 16th. There students can get lockers and MAM membership stickers on their student ID. Lockers are $7 per semester and can be paid in credit or debit if students prefer that to cash. Lockers are to be cleared at the end of the Winterim and Summer semesters, unless arrangements have been made with the Box Office staff.

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The Photography area provides merit based flat file drawers, with seniors having priority, followed by advanced & intermediate photography students, and then Lab Attendants. Please see your instructor for details. Flat file drawers are to be emptied at the end of the semester if the student does not anticipate enrollment the following semester.

**Health and Safety:**

UWM, PSOA, the Department of Art and Design, and the photography area are committed to providing students, faculty, and staff with a safe and healthful learning and work environment and to complying with all applicable safety laws and regulations and safe work practices. Rules and safety guidelines for maintaining a safe working environment in this shop/studio/class will be provided to you at the beginning of the course (i.e. students must wear protective eyewear, students may not eat in the studio, etc.) **Students are expected to keep the photo lab clean and ABSOLUTELY no food is allowed in the computer labs and darkrooms.**

**B84 DARKROOMS AND FINISHING AREA GUIDELINES:**

**GENERAL**
+ No food or drink (water in a sealable container is allowed in the white-light lab).
+ No cellular devices.
+ Clean up all work areas when finished.
+ If you would like to use the lab outside of class, you must ask the instructor before the class begins.
+ Return all equipment clean and dry.
+ Respect “wet” and “dry” areas. Do not place trays on counters or tables!
+ Music is allowed only by consensus of those who are working in the lab.

**FILM PROCESSING / DARKROOM**
+ Knock on all darkroom doors before opening.
+ Vinyl gloves are available for handling photographic chemicals.
+ Immediately alert the lab attendant if you cross contaminate chemistry – this will prevent damage to other’s film / paper.
+ Turn off film drying cabinet before opening the door.
+ No light-emitting devices in the darkrooms (this includes MP3 players . . . yes, your mobile phone).
+ Handle enlargers, condensers, easels, lenses, filters, negative carriers, filters and grain magnifiers with dry hands and extreme care.
+ Before turning on the enlarger, make sure the lens is in place and the condenser is lowered with its door closed.
+ Always use trays when viewing prints.
+ Rinse out viewing trays.

**FINISHING**
+ No razor blades on the light table.
+ Roto-trim is for photographic paper only.
+ Mat cutter is for mat board only.
+ Window Mat cutter is for ALL other media.
+ When you are finished printing, lower condenser and turn off timer.
+ Squeegee fiber-based prints and place face down on drying screens.
+ Do not squeegee resin-coated prints before drying.
+ Feed prints face up into RC dryer. Wait 10 seconds before feeding next print.
+ Leave dry mount press open while pre-heating.
+ Unplug the tacking iron and dry mount press when finished.
+ Any materials (negatives, prints, etc.) left behind will be disposed of.

If you encounter any problems in the lab, consult the lab attendant / instructor. In an emergency contact UWM Police (414-229-9911 / 9911 from campus phone) or area head, Joseph Mougel (706-424-1947).

Failure to follow these rules will result in a loss of lab access.

Revised August 2016
Campus Safety:
UWM Police non-emergency phone: 414-229-4627, from campus phone: 4627
Lab Attendant Office 414-229-2874
Photo Area Office 414-229-2893

B74 DIGITAL LAB GUIDELINES:

SECURITY
+ Students and faculty access B74 via lock box code.
+ The door must be kept closed/locked at all times [DO NOT PROP OPEN THE DOOR].
+ Downloading, installing, or changing any computer settings is strictly prohibited.
+ There is to be no food or non-water drink allowed in the lab [EVER] (water in a sealable container is allowed in the digital lab).
+ Use of cell phones is not permitted.
+ Failure to follow these rules will result in a loss of lab access.

ACCESS
+ During scheduled class times, students enrolled in the class have priority in the lab.
+ Outside of scheduled class time, current photo students have equal access to use individual workstations.
+ If you would like to use a workstation during a class, you must ask the instructor for permission before the class begins. Do not come in during class to ask for permission. It is up to the individual instructor to grant permission to computers for students not in their class.
+ Only students enrolled in a photography class (with digital requirements) are allowed to use the lab.
+ Intro Photo students will need to see Lab Attendant for access to the digital lab.

SAVING FILES
+ It is required that students purchase an external drive for backup.
+ The university provides storage via OneDrive, part of the 365 Outlook.
+ This is temporary/in process storage and will be periodically deleted as the drive fills up.
+ Students are to be conscientious and delete their files when they are done with them.
+ Files saved to the Main Drive or the Desktop are automatically deleted at log-out.

PERIPHERALS & INKS
+ Each of the workstations has specialized peripherals for printing and scanning.
+ If you do not know how to use the equipment ask one of the instructors for assistance.
+ Do not modify the cables on the peripherals – ask an instructor for help.
+ Only change an ink cartridge when the red light is solid.
+ Remove the empty cartridge and exchange it for a full cartridge at the Photo lab cage in B84.
+ If you are unsure of how to change an ink cartridge, don’t hesitate to ask.
+ Intro Photo students will have a Lab attendant change ink cartridges.

FINISHING
+ Save your files (back-up, back-up, back-up!)
+ Log out of the computer.
+ Push in your chair.
+ Make sure that the door closes (locks) behind you.

HOUSEKEEPING is everyone’s responsibility: never touch the LCD screen, recycle and/or throw away all trash, paper scraps, etc. Turn off the viewing lights when not in use, and turn off room lights when leaving the lab.

Syllabus subject to change
* Continued enrollment in the class constitutes an agreement between the student and instructor to adhere to the policies and procedures outlined in this syllabus.
** Instructor reserves the right to make adjustments to this syllabus as the semester progresses, should the needs of the class require such a change.

Revised August 2016