Instructor: Allen Morris
Office: Mitchell B78
Office hours: M/W 3:00 – 4:00 P.M. or by appointment
Email: morrisab@uwm.edu

Course Prefix: ART
Course #: 458
Section: 501
Course Title: Photographic Materials and Processes
Credit Hours: 3.00

Building: Mitchell Hall
Room: B49
Meeting days and times: T/TH 12:30 P.M. – 3:00 P.M.

Course Description:
Exploration of experimental methods and aesthetics of the photograph as object from image capture to print, including darkroom manipulation, historical processes, hybrid practice, and alternative presentation strategies.

Pre-Requisites:
Junior Standing, ART 253 (P) & ART 350 (P) or 358 (P); or ART 291 (P) & ART 391 (P) or 392 (P) or 394 (P); or ART 212 (P) & ART 312 (P); and Admission to Art & Design Program or Pre-Film/Film Program or Inter-Arts/IAT program; or Photography minors with ART 350 (P) or ART 358 (P) or ART 357 (P); or Graduate Student

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 both group and online 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 pre-determined 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 7 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 will challenge students to use traditional darkroom, alternative, and digital photography techniques as a means to communicate expressive personal statements. Advanced students will learn a range of experimental, historical, and traditional darkroom processes, as well as digital techniques for the creation photographic objects and installations. Students will be encouraged to develop strategies for converting ideas into examples of effective visual communication. Students will be introduced to the theoretical, critical, and conceptual issues surrounding contemporary and historical modes of creating photographic works.

Course Content:
This course approaches photography as a fine art and a medium for conceptual expression and communication. In this context we will be exploring image construction, content, and the unique abilities of the photograph to communicate information, concept, and emotion. Class content will include:

- assigned, collaborative, and independently-directed projects, along with regular reading and writing assignments
- technical demonstrations
- introduction to aspects of various historical and experimental processes
- lectures, slide presentations, film viewings, gallery visits, group discussions
- individual meetings that address learning process, participation, project development
- exploration of the language of photographic analysis and criticism through individual and group critiques of in-progress and finished works
Course Competencies:
- Students will gain knowledge of historical and traditional darkroom photographic practices
- Students will demonstrate skills for researching ideas and solving problems
- Students will develop strategies for research as it applies to photographic processes and techniques as they apply to photographic object making
- Students will develop the ability and vocabulary to conceptualize, verbalize, and execute images
- Students will demonstrate an increasing capacity for self-criticism and evaluation, leading to independently conceived and executed studio work

Estimated Time Commitment:
Time in class: 5 hours per week x 15 weeks = 75 hours
Time outside of class: approx. 7 hrs./week x 15 weeks = approx. 105 hours
Total time estimate: approx. 180 hours (approx. 12 hours/week)
Please note that this is an estimation of time investment. Students are evaluated on performance. To successfully complete the assigned coursework and meet the course objectives, student time investment may be more.

Grading Breakdown:
Undergraduate:
- Thematic Assignments – 65%
- Reading Responses – 15%
- Attendance – 10%
- Participation / Professional Practice – 10%

Graduate:
- Thematic Assignments – 50%
- Participation / Professional Practice – 5%
- Reading Responses – 10%
- Research Paper / Graduate Project – 35%

Grading Policies:
Attendance Policy: Attendance at all scheduled meeting times is expected. Students must be punctual and completely ready to engage with the course material at the start of class time. It is important that students are present at all lectures and participate in discussions. All students are expected to come prepared to every class session. Late arrival (tardy) or early departure of up to 15 minutes will count toward 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% 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. 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, contact classmates first to determine what was covered that day. If the student has further questions after speaking with someone in the class, please contact the instructor. Although students are allotted 3 absences, do not think of them as days they can freely take off. Not being here is not being here, and any missed class time will negatively impact the student’s performance and grade.

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 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 work not turned in by the due date will automatically be downgraded one full letter grade. Work not turned in within one week following the original due date will be downgraded a second letter grade.
Participation:
Students are expected to actively participate in all aspects of the class. 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.

Criteria for Evaluation:
- Strength and complexity of concepts
- Level of energy and initiative devoted to coursework
- Technical quality of work
- Evolution and development of 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

Critiques:
Students are required to display work on their assigned critique day and to prepare / revise a statement. 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.

Grading Opportunities:
All responses, discussions, quizzes, individual meetings, and final project will be graded on their fulfillment of the prescribed guidelines. Incomplete, improperly labeled/captioned, missing files/prints or misplaced work will not be considered. Resubmission of work initially turned in on time is available, but will not necessarily guarantee an improved grade. All resubmits are due by the end of week 14.

Grading System:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/4.00</td>
<td>Superior Performance</td>
<td>95-100 points</td>
</tr>
<tr>
<td>A-/3.67</td>
<td>Truly exceptional work</td>
<td>89.5-94.9 points</td>
</tr>
<tr>
<td>A-/3.67</td>
<td>Successfully brings visual and/or conceptual insight and demonstrates mastery of technical skills. Surpasses expectations.</td>
<td>89.5-94.9 points</td>
</tr>
<tr>
<td>B+/3.33</td>
<td>Above Average</td>
<td>86.2-89.4 points</td>
</tr>
<tr>
<td>B/3.00</td>
<td>A thoughtful interpretation of visual and/or conceptual ideas with skilled (or improving) technique</td>
<td>82.8-86.1 points</td>
</tr>
<tr>
<td>B-/2.67</td>
<td>Exceeds the requirements of the assignment and/or class</td>
<td>79.5-82.7 points</td>
</tr>
<tr>
<td>C+/2.33</td>
<td>Average Performance</td>
<td>76.2-79.4 points</td>
</tr>
<tr>
<td>C/2.00</td>
<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>72.8-76.1 points</td>
</tr>
<tr>
<td>C-/1.67</td>
<td>Minimal attendance and incomplete assignments</td>
<td>69.5-72.7 points</td>
</tr>
<tr>
<td>D+/1.33</td>
<td></td>
<td>66.2-69.4 points</td>
</tr>
</tbody>
</table>
**Grading System:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
</table>
| F/0.00| Below Average  
- Poor technique and little to no visual and/or conceptual ideas. Need for more careful preparation  
- Poor attendance and incomplete and/or unreceived assignments | 62.8-66.1 |
| D-/0.67| Lowest Passing Grade  
- Incomplete assignment, dreadful technique, no evidence of reflection and/or preparation  
- Poor attendance and unreceived assignments. | 59.5-62.7 |
| F/0.00| Failing  
- Incomplete assignment, dreadful technique, no evidence of reflection and/or preparation  
- Poor attendance and unreceived assignments. | 0-59.4 |

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, with the exception of graduate students, for whom a grade of a C is considered below expected standards. 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 students are worried about the possibility of receiving less than an A, they are welcome to arrange meetings to discuss what they can do to improve their grade on future assignments. Alternatively, they 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](http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S31.pdf)

**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)

---------- **Darkroom Printing and Film**

- 10-30 rolls of 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 HP5, Ilford FP4)
  - all film needs to be 36 exposures
  - recommend buying film in 10 roll blocks for consistency
- Black & white printing paper: 8x10 Ilford Multigrade Fiber or Resin Coated, 100 sheets to start
  - additional paper may be required
  - consult instructor if you intend to print larger
- 1 Can of compressed air / anti-static brush
- 1 cotton towel
- Penlight

Revised January 2017
- 10-30 Negative sleeves (available at most camera stores and the UWM Craft Center)
- Sharpie for marking up contact sheets and prints

---------------------- Digital Camera and Accessories
- DSLR camera (see instructor if you need recommendation)
- two 4-8 gigabyte memory card for your camera
- card reader or cable to connect camera to computer
- extra battery
- card reader

---------------------- Computer and Software
Laptop Computer with newest update of Adobe Creative Cloud Photography (Photoshop, Bridge, and Lightroom)

---------------------- Digital Printing and Storage
- 25 sheets of Pictorico OHP for digital negative
  consult instructor if you intend to print larger consult instructor if you intend to print larger
  additional paper may be required for book project and/or other projects
- 25-50GB of external hard drive space
- CD-R and/or DVD’s with cases or envelopes as needed or 4 gigabyte Jump Drive

---------------------- Alternative Process Printing Paper & Supplies
- 9” x 12” Lenox 100 Paper Pad
- A Selection of the following Papers
  - 22” x 30” Rives BFK
  - 22” x 30” Stonehenge
  - 22” x 30” Lenox 100
  - 22” x 30” Arches Platine
  - 25” x 33.5” Legion Mulberry Paper
  - 25 sheets (8.5” x 11”) of Epson Ultra-Premium Presentation Paper Matte
  - 25 sheets (8.5” x 11”) of Epson Presentation Paper (*Not the same as Ultra-Premium Presentation*)
  - 6 2-inch Foam Brushes
  - Roll of 2” clear packing tape

---------------------- 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)
- Portfolio book
- 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
- 6 Hake Brushes

Required Reading:

SUGGESTED TEXTS:

There will be assigned critical readings and articles. Students are expected to have articles read and be prepared to participate during group discussions.

Revised January 2017
Readings of General Interest


Wells, Liz. The *Photography Reader*, 2003


Lab Fee:

There is a $75 lab fee, which covers the use of the darkroom and digital labs.

Purchasing Resources:

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<thead>
<tr>
<th>Resource</th>
<th>Website</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>B&amp;H Photo</td>
<td><a href="http://www.bhphotovideo.com">www.bhphotovideo.com</a></td>
<td>1-800-947-6650</td>
</tr>
<tr>
<td>Freestyle</td>
<td><a href="http://www.freestylephoto.biz">www.freestylephoto.biz</a></td>
<td>1-800-292-6137</td>
</tr>
<tr>
<td>Adorama</td>
<td><a href="http://www.adorama.com">www.adorama.com</a></td>
<td>1-800-223-2500</td>
</tr>
<tr>
<td>Mike Crivello’s Cameras (local)</td>
<td><a href="http://www.mikecrivellos.com">www.mikecrivellos.com</a></td>
<td>1-262-782-4303</td>
</tr>
<tr>
<td>KEH (used camera &amp; repair)</td>
<td><a href="http://www.keh.com/">www.keh.com/</a></td>
<td>1-770-333-4200</td>
</tr>
<tr>
<td>Red River (low cost inkjet paper)</td>
<td><a href="http://www.redriverpaper.com/">www.redriverpaper.com/</a></td>
<td></td>
</tr>
<tr>
<td>LexJet (inkjet paper supplier)</td>
<td><a href="http://www.lexjet.com/">www.lexjet.com/</a></td>
<td>1-800-453-9538</td>
</tr>
<tr>
<td>Zebra Color</td>
<td><a href="http://www.zebracolor.com">www.zebracolor.com</a></td>
<td>1-727-521-3456</td>
</tr>
<tr>
<td>E-6 of Atlanta</td>
<td><a href="http://www.e-sixlab.com">www.e-sixlab.com</a></td>
<td>1-404-885-1293</td>
</tr>
<tr>
<td>The C Lab</td>
<td><a href="http://www.theclab.com">www.theclab.com</a></td>
<td>1-212-228-2522</td>
</tr>
<tr>
<td>The Lab</td>
<td><a href="http://www.tomfritz.com/pages/lab.html">www.tomfritz.com/pages/lab.html</a></td>
<td>1-414-344-8300</td>
</tr>
<tr>
<td>Photographers Formulary (chemicals)</td>
<td>stores.photoformulary.com/StoreFront.bok</td>
<td></td>
</tr>
<tr>
<td>Bostick and Sullivan (chemicals)</td>
<td><a href="http://www.bostick-sullivan.com/techart.php">www.bostick-sullivan.com/techart.php</a></td>
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</tr>
</tbody>
</table>

Online Resources:

Digital Review                  www.dpreview.com
Lynda.com                       www.lynda.com
PSOA Online Slide Library       www.uwm.edu/Library/digilib/art/index.html

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/referably 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%28admin_policies/S1.5.htm](http://www.uwm.edu/Dept/SecU/acad%28admin_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

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

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

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

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

Final Examination Policy:
https://www4.uwm.edu/secu/docs/other/S22.htm
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 are distracted or otherwise not engaged with the class you will be given one warning for the semester, after which your final grade will be penalized. 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; this will be a factor in overall grading.
- 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.** Failure to show up for class and work during lab time will automatically impact the course grade, regardless of work quality. 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. MITB49 is only available during class time. MIT B84 & B74 are available during posted lab hours. We can always use labbies! Volunteer to be one & receive a key (and unlimited access!) to the labs!

**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.
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 or drink in the studio, etc.). Students are expected to keep the photo lab clean and ABSOLUTELY no food or drink is allowed in the computer labs and darkrooms.

B84 DARKROOMS AND FINISHING AREA GUIDELINES:

GENERAL
+ No food or drink.
+ 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!

FILM PROCESSING / DARKROOM
+ Knock on all darkroom doors before opening.
+ Vinyl gloves are available for handling photographic chemicals.
+ Immediately alert the lab monitor 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 iPod).
+ 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 monitor or contact Joseph Mougel at 706-424-1947.

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

Campus Safety:
University Police Phone: 229-4627, from campus phone: 4627
Emergency, from campus phone: 9-911

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.