Course Prefix: ART
Course #: 253
Section: 803
Course Title: Introduction to Photography
Credit Hours: 3.00

Building: Mitchell Hall
Room: B49
Class Meeting Information: Tuesday and Thursday 2:00 – 4:30 p.m.

Catalog Description:
Fundamental aesthetics/techniques of darkroom/digital photography using digital cameras & 35mm SLR film cameras; focus on camera operation, image exposure, printing practice for b/w compositions.

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

Further, this monochromatic course will introduce students to both the darkroom and the digital photography lab spaces. Students will 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 and learn to scan 35mm film for the purpose of digital output and archiving. Additionally, students will explore the capabilities of contemporary digital capture devices, from DSLRs to smartphones, to create photographic images.

Assignments in this course examine 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 a sound knowledge of the history of photography as an art form through a series of lectures, demos, and assignments. Further, this course enhances the understanding of the aesthetics of photography (emphasizing the elements and principles of design) and encourages growth as a conceptual image-maker.

Pre-Requisites:
Art 108(P), or 118(P), or 152(P), or Film 117(P); Math 102(C), or Math 103(C), or Math 105(C), or Math 108(C), or Level 30 on Math Placement Test; or instructor consent.

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 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 be determined by assignment. 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

Revised January 2019
Course Content:
This course will provide instruction and guidance on the production of high quality black & white analog and digital photographic prints that express a conceptual and aesthetic vision with strong technical proficiency. Further, discussions that reference historic and contemporary topics and practitioners within the photographic medium will help students expand upon the ideas that drive their work. The course will emphasize concept and technical development through the incorporation of the following components:

- assigned photographic projects
- regular reading assignments and accompanying quizzes on Canvas
- technical demonstrations of black & white darkroom and digital photographic processes
- lectures, slide presentations, film viewings, gallery visits, and group discussions
- research of historic and contemporary photographers relevant to individual student interests
- demonstrations of traditional display and presentation techniques for photographic prints
- individual and group critiques of in-progress and finished works

Students will be evaluated through a combination of assignments, tests, research, and participation. This course approaches photography as fine art and as such the assignments presented in this course are designed to not only develop the technical aspects of photography, but to also stress the role of the medium as a method for conceptual/emotional expression and communication.

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.

Students are expected to complete all image capture, online quizzes, assigned readings and their related discussions outside of class time. Lab Days are provided to allow students the opportunity to make prints in a facilitated manner with instructor assistance. Processing film should take place outside of class time.

Course Competencies:
- Students will demonstrate basic manual photographic capture controls 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 aesthetic choices and refined craftsmanship to create detailed photographic prints that exhibit rich blacks, vivid highlights, and a full range of gray tones, both a digital environment and in the darkroom.
- Students will gain a basic understanding of the history of photography that also includes current photographic practices and artists 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.
Grading Breakdown:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Assignments</td>
<td>40%</td>
</tr>
<tr>
<td>5 Exercises</td>
<td>20%</td>
</tr>
<tr>
<td>Reading Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Reading Responses</td>
<td>10%</td>
</tr>
<tr>
<td>Participation</td>
<td>10%</td>
</tr>
<tr>
<td>Attendance</td>
<td>10%</td>
</tr>
</tbody>
</table>

Grading Policies:

Criteria for Assignment and Exercise Evaluation:
- Strength and complexity of your concepts
- Level of energy and initiative devoted to your work
- Technical quality of your work and use of traditional or digital 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

Attendance Policy:

Attendance at all scheduled meeting times is expected. Students must be punctual and completely prepared to engage with the course material at the start of class time and stay until the end of the class time. It is important that students participate in all demonstrations, lectures, and critiques, and that they use lab days to their benefit.

All students are expected to come prepared to every class session. Students must plan to have their materials available for every class session (lockers are available for rental in the basement of Mitchell Hall). On scheduled lab days, students are required to have a plan and the necessary materials for working on their project in the lab.

Failure to come to class prepared or leaving lab sessions early due to lack of work or supplies, will be counted as a full absence. All image capture and film development will be completed outside of class meeting times unless otherwise stated by your instructor. 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 for 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.

Critique of assignments will take place during class, with students and instructor offering feedback, and all students’ contributions to this activity will be noted. Students must be present for all critique sessions. Critiques are an integral component of the course specifically intended for students to develop critical vocabulary, exercise ways of seeing, and share among themselves their own experiences in art making. Students who fail to be present and participate on critique days will receive a deduction of 20% of the assignment grade (10% for late work submission and 10% for not participating in the critique) in addition to any loss of points for late work or other deductions of final grade as a result of the absence.

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 e-mail. If a student has to miss a class, they should contact classmates first to determine what was covered that day. If the student has further questions after speaking with someone in the class, they may then contact the instructor. Although students are allotted 3 absences, it is wise to not think of them as days you 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. When you are absent you are not only depriving yourself of the opportunity to receive feedback; but you are also removing your perspective from the critique of your classmate’s work.

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 (lectures/demo notes, assignments, exams, assigned readings, quizzes and discussion posts) is the responsibility of the absent student and must be made up when 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, unless otherwise stated by your instructor. Late assignments will not be accepted later than one week past their due date and will be given a grade of 0%. Beyond the point deduction, turning in your work late deprives you of critical feedback from both your instructor and your peers; it also deprives your peers of the opportunity to develop their ability to talk about your photographs.

Online quizzes and reading discussions are set to close after their due dates. **Once a quiz or reading discussion board is closed, it will not be re-opened again. Be sure to plan ahead for these class components.**

Participation:
Students are expected to actively participate in all aspects of the class. Class participation includes contributing to in person class discussions and critiques, along with interacting with online course components that facilitate the sharing of ideas. Appropriate classroom behavior and attitude is essential to contributing to a productive atmosphere in this class.

Critiques:
Students are required to display work on their assigned critique day and to prepare or revise a statement if assigned. All students are required to vocally participate in all critique days. The number of images a student is required to display will be based on assignments.

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 your energy 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, exercises, and projects will be graded on their fulfillment of the prescribed guidelines, technique, presentation, originality, and written statement if required. 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.

Assignments that are incomplete, improperly labeled or captioned, have missing files, prints, or components will be considered late.

Resubmission of work initially turned in on time is available but will not necessarily guarantee an improved grade. **All resubmissions are due by the end of week 12.**

Finished pieces must be the work of the student receiving the grade. **No outside printing services can be used without the express permission of the instructor.**
### Grading System:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Equivalent</th>
</tr>
</thead>
</table>
| A/4.00 | Superior Performance  
- Truly exceptional work  
- Successfully brings visual and/or conceptual insight and demonstrates mastery of technical skills. Surpasses expectations. |
| 94-100 points |
| A-/3.67 | 89.5-93.9 points |
| B+/3.33 | 86.2-89.4 points |
| B/3.00 | Above Average  
- A thoughtful interpretation of visual and/or conceptual ideas with skilled (or improving) technique  
- Exceeds the requirements of the assignment and/or class |
| 82.8-86.1 points |
| B-/2.67 | 79.5-82.7 points |
| C+/2.33 | Average Performance  
- Meets the guidelines established for the assignment and/or class, with minor demonstration of visual and/or conceptual ideas, with room for improvement  
- Minimal attendance and incomplete assignments |
| 76.2-79.4 points |
| C/2.00 | 72.8-76.1 points |
| C-/1.67 | 69.5-72.7 points |
| D+/1.33 | Below Average  
- Poor technique and little to no visual and/or conceptual ideas. Need for more careful preparation  
- Poor attendance and incomplete and/or non-submitted assignments |
| 66.2-69.4 points |
| D/1.00 | 62.8-66.1 points |
| D-/0.67 | Lowest Passing Grade  
- Incomplete assignment, dreadful technique, no evidence of reflection and/or preparation  
- Poor attendance and non-submitted assignments |
| 59.5-62.7 points |
| F/0.00 | Failing  
- Incomplete assignment, dreadful technique, no evidence of reflection and/or preparation  
- Poor attendance and non-submitted assignments |
| 0-59.4 points |

### 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 [https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE GRADES.pdf](https://www4.uwm.edu/secu/docs/other/S_31_INCOMPLETE_GRADES.pdf)
Purchasing Resources:

<table>
<thead>
<tr>
<th>Name</th>
<th>Website</th>
<th>Phone</th>
</tr>
</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>Calumet (Chicago)</td>
<td><a href="http://www.calumetphoto.com">www.calumetphoto.com</a></td>
<td>1-312-440-4920</td>
</tr>
<tr>
<td>Mike Crivello’s Cameras</td>
<td><a href="http://www.mikecrivellos.com">www.mikecrivellos.com</a></td>
<td>1-262-782-4303</td>
</tr>
<tr>
<td>UWM Craft Center</td>
<td><a href="http://www.craftcentre.uwm.edu">www.craftcentre.uwm.edu</a></td>
<td>1-414-265-8433</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>Goodwill (used camera)</td>
<td><a href="http://www.shopgoodwill.org">www.shopgoodwill.org</a></td>
<td></td>
</tr>
</tbody>
</table>

Online Resources:

<table>
<thead>
<tr>
<th>Name</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Truth (Massive Developer Chart)</td>
<td><a href="http://www.digitaltruth.com">www.digitaltruth.com</a></td>
</tr>
<tr>
<td>Digital Review (Camera Reviews &amp; Info)</td>
<td><a href="http://www.dpreivew.com">www.dpreivew.com</a></td>
</tr>
<tr>
<td>Lynda Tutorials</td>
<td><a href="http://www.lynda.com">www.lynda.com</a> (Log in through UWM System/Credentials)</td>
</tr>
</tbody>
</table>

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. Below is a list of required supplies for this course and their recommended quantities.

----------------------------- 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 capture 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 (if needed)
  - Card reader or cable to connect camera to lab computers

----------------------------- Darkroom Printing and Film -----------------------------
- 10-12 rolls of 36-exposure traditional black & white film

***DO NOT purchase B&W film that is for C-41 process***
- Select from a variety of 100 and 400 speed ISO (Kodak Tri-X, Kodak T-Max, Ilford HP5, Ilford FP4)
- We recommend buying film in 10 roll blocks for consistency.
- Black & white printing paper: 8x10 Ilford Multigrade IV RC Pearl Finish
- We recommend at least 100 sheets
  - Additional paper may be required
  - Consult instructor if you intend to make larger prints in the darkroom
- 1 cotton hand towel
- Sharpie for marking up contact sheets and prints
Digital Printing and Storage
- 50 sheets of Epson Ultra-Premium Photo Luster Paper 8.5x11
  - No other paper type will be allowed
  - 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 slim 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
Mirzoeff, Nicholas. The Visual Culture Reader, reprinted 2002

Lab Fee:
There is an $81 lab fee for this course which is applied toward the use of the darkroom and digital labs.

Lab Fee Waiver:
If the Student wishes to opt-out of the College acquiring their program materials, the Student may contact their instructor on or before September 7, 2018; if no contact is made by that time, the Student will be deemed to have opted-in. Students opting out of this process will be reimbursed for the cost of program materials and will be personally responsible to acquire these materials. Note that materials may cost significantly more when not obtained through the College. Students may not opt-out of fees that pay for darkroom chemistry, digital lab ink, or darkroom or digital lab hardware.
Disabilities Accommodations:
The University of Wisconsin Milwaukee supports the right of all enrolled students to a full and equal educational opportunity. The Americans with Disabilities Act (ADA), Wisconsin State Statute (36.12) require that students with disabilities be reasonably accommodated in instruction and campus life. Reasonable accommodations for students with disabilities is a shared faculty and student responsibility. Students are expected to inform the course instructor of their need for instructional accommodations by the end of the third week of the semester, or as soon as possible after a disability has been incurred or recognized. The course instructor, will work either directly with the student [you] or in coordination with the Accessibility Resource Center to identify and provide reasonable instructional accommodations. Disability information, including instructional accommodations as part of a student’s educational record, is confidential and protected under FERPA. More information may be found at https://uwm.edu/arc/connect/.

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. https://www4.uwm.edu/secu/docs/other/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://uwm.edu/active-duty-military/

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. https://uwm.edu/deanofstudents/conduct/conduct_procedures/academic-misconduct/

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.

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 Christine Woywod Veettil, chair of the Department of Art and Design. http://www4.uwm.edu/secu/docs/other/S28.htm
Drops & Incompletes:
No drops are permitted after the 8th 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.

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. https://www4.uwm.edu/secu/docs/other/S_47_Discriminat_duct_Policy.pdf

FERPA:
http://uwm.edu/registrar/ferpa/

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://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/

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 B-51 is only available during class time. MIT B-84 & B-74 are available during posted lab hours.

**Lockers:**

PSOA Box Office will handle both locker rentals and student MAM passes. Students ID is required to verify enrollment status. There students can get lockers and MAM membership stickers on their student ID. Lockers are available for student use at a cost of $15 per year and can be paid in credit or debit if students prefer that to cash. Lockers are to be cleared at the end of the Spring semester, 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.
- Turn off film drying cabinet before opening the door.
- No light-emitting devices in the darkrooms (this includes digital audio devices, iPods, iPads, iPhones).
- 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 viewing 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 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 Robert Johnson at 414.899.3796. 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 punch code lockbox
+ The door must be kept closed 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 drink allowed in the lab [EVER].
+ 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.

**SAVING FILES**
+ It is required that students purchase an external drive for backup.
+ The university provides storage via OneDrive, part of Microsoft Office 365.
+ This is temporary/in process storage and will be periodically deleted as the drive fills up.
+ Be conscientious and delete your files when you 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.
+ Do not plug in any cellular devices, tablets, etc. to lab computers without permission from instructor.
+ Only change an ink cartridge when the red light is solid.
+ If you are unsure of how to change an ink cartridge ask an instructor or lab attendant for assistance.

**FINISHING**
+ Save your files OFTEN (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 &/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.