Instructor: Allen Morris
Office: Mitchell B78
Office hours: Tue/Thur. 1:00 PM – 2:00 PM or by appointment
Email: morrisab@uwm.edu

Course Prefix: Course #: Section: Course Title: Credit Hours:
ART 552/412 501/504 Studio Practice and Research 3.00
553/612 501/502 Senior Project

Building: Room: Meeting days and times:
Mitchell & KSE B-51 & 403/494 Mon 5:00 – 8:00 PM / Wed 5:00 – 7:00 PM

Course Description:
Research and development of a body of self-driven photography or digital media, leading to the final a final project for the B.F.A. Exhibition.

ART 412 Prerequisites: Junior standing or greater; admission to Art & Design program or IAT program; & Art 312(P); or Graduate standing

ART 552 Prerequisites: Senior standing or greater, admission to Photography program; a grade of B- or greater in Art 452(P), & two of the following: 451(P), 454(P), 456(P) or 458(P); or Graduate standing; or Special Students.

ART 553 Prerequisites: Senior standing or greater; a grade of B- or greater in Art 552(P); or Graduate standing; or Special Students.

ART 612 Prerequisites: Senior or Graduate standing; or Special Students.

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 you 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:
In this course students will undertake an in-depth study of photographic theory and practice that is geared towards preparing you for a successful career in the arts. The semester will be structured to give the student the time, space, opportunity, and support to pursue individual work and research. By the end of the semester, students should have made significant progress towards realizing an independent body of work in photography, based on themes and subjects that have emerged out of previous courses (photo or otherwise) and which are significant to the student. The work the student pursues this semester will transition into ART 553 and the bi-annual Photography BFA exhibition in the following semester. Because the class will have a variety of diverse interests, needs, and expectations, each student’s study in this class will be more self-directed than in previous semesters. It will be important that students apply themselves in developing an independent professional fine art practice in order to succeed – not only in this course, but also in building and sustaining their artistic career outside of the academic environment.
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.

Course Content:
- assigned and independently-directed projects, along with regular reading and writing assignments
- introduction to aspects of a professional photographic practice, including artist statement, exhibition proposal, portfolio development, image curation
- technical demonstrations
- lectures, slide presentations, film viewings, gallery visits, group discussions
- individual meetings that address learning process, participation, project development
- individual and group critiques of in-progress and finished works

Course Competencies:
- Students will foster personal commitment to their work
- Students will demonstrate an increasing capacity for self-criticism and evaluation, leading to independently conceived and executed studio work
- Students will demonstrate skills for researching ideas and solving problems
- Students will develop the ability and vocabulary to conceptualize, verbalize, and visually communicate ideas in images as well as in language
- Students will produce a coherent and consequential body of work in which technical and conceptual issues are well resolved

Grading Breakdown:

552 & 412 Grading: 553 & 612 Grading:

Creative Assignments – 40% Creative Assignments – 40%

Attendance – 20% Attendance – 20%
- Lab Attendant Participation - Lab Attendant Participation
- Class Attendance - Class Attendance

Research & Professional Practice – 40% Research & Professional Practice – 40%
- Research Presentation - In-Progress Presentation
- Curatorial Assignment - BFA Exhibition Participation
- Exhibition and Lecture Reviews - Exhibition and Lecture Review
- Final Research Essay and Portfolio - Final Presentation and Portfolio

Grading Policies:

Attendance Policy: Attendance at all scheduled meeting times is mandatory, to include schedule open lab periods. All students are expected to be punctual prepared to engage with the course material at the start of class time. It is important that students are present to 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 due to severe circumstances and must be documented and are subject to instructor’s discretion. It is the student’s responsibility to provide documentation. Examples of excused absences: hospitalization, doctor’s note, 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, 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 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.

Students absent on Critique days will receive an initial 20% deduction from their grade for the corresponding assignment.

Image Capture During Class:
Those needing to utilize class time for image capture must make a request in advance to the class period to the instructor in the form of a proposal, outlining their rationale, 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 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 receive an initial 10% deduction. All work turned in on time, regardless of the completeness of the assignment, will avoid the 10% deduction and will be eligible for resubmission. It is highly recommended that all students attend the assignment critique to avoid an additional 10% deduction (totaling 20%) for the assignment.

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. Failure to participate will result in deduction of participation points.

Criteria for Evaluation:
- Strength and complexity of concepts
- Level of energy and initiative devoted to coursework
- Technical quality of work and knowledge of studio lighting
- 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 verbally participate on 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 System:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Equivalent</th>
<th>Description</th>
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</table>
| A/4.00 | 95-100 points | Superior Performance  
- Truly exceptional work  
- Successfully brings visual and/or conceptual insight and demonstrates mastery of technical skills. Surpasses expectations. |
| A-/3.67 | 89.5-94.9 points | 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 |
| B+/3.33 | 86.2-89.4 points | 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 |
| B/3.00 | 82.8-86.1 points |  |
| B-/2.67 | 79.5-82.7 points | 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 |
| C+/2.33 | 76.2-79.4 points |  |
| C/2.00 | 72.8-76.1 points |  |
| C-/1.67 | 69.5-72.7 points |  |
| D+/1.33 | 66.2-69.4 points |  |
| D/1.00 | 62.8-66.1 points |  |
| D-/0.67 | 59.5-62.7 points | Lowest Passing Grade  
- Incomplete assignment, dreadful technique, no evidence of reflection and/or preparation  
- Poor attendance and unreceived assignments |
| F/0.00 | 0-59.4 points | Failing  
- Incomplete assignment, dreadful technique, no evidence of reflection and/or preparation  
- Poor attendance and unreceived assignments |

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:**

Revised August 2018
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

Required/Recommended (*) Materials/Software:

------------------ Overall Needs
Standard darkroom/digital lab supplies will be provided as in past semesters. However, 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.

The student’s work for this class (and continuing into ART 553) must be executed and presented at a professional standard. It is advisable for students to make a plan at the beginning of the year that accounts for the costs involved with their project (fabrication, framing/presentation, transportation, exhibition costs) to avoid problems in the future. If you anticipate any financial concerns associated with the class and the project you are producing, please speak with me as soon as possible.

------------------ Camera and Accessories
Students are required to have a camera with manual controls. Please keep in mind that those students shooting film must budget their time and materials in order to meet the dead line set forth by the course outline. (see instructor if you need recommendation)

------------------ Computer and Software
Laptop Computer with Adobe Photoshop & Bridge and/or Lightroom CC

------------------ Digital Storage
- 250-500 gigabyte portable hard drive for image storage (this drive comes to school)
  (50+ gigabytes dedicated to this class)
- 1-2 terabyte external hard drive for image backup (this drive stays at home)
- 8-16 gigabyte Memory Stick as needed

------------------ Basic Digital Printing and Final Portfolio
Students are expected to have prints for critique (digital files are acceptable for in-progress critique). (see instructor if you need recommendation)

------------------ Basic Class Needs
- Sketchbook for class notes and brainstorming
- Pen or pencil for taking notes
- Sharpie for marking up prints
- Portfolio for turning in work
- Web Portfolio (carbonmade, squarespace, wix, indexhibit, wordpress)

Required Reading:
- There is no required text for this class.
- Handouts (PDF on D2L)
- Additionally, students will be required to develop his/her own reading list. Familiarity with relevant texts should be reflected in all aspects of your performance, including studio work, classroom discussions, artist statements, etc.

Readings of General Interest / Places to Start:


### Lab Fee:

There is an $81 lab fee for students enrolled in ART 552, ART 553 and ART 612 which covers the use of the darkroom and digital labs.

If the student wishes to opt out of the University acquiring their program materials, the student may contact the instructor of the class, Allen Morris, on or before September 14th, 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 for which they have elected to provide at their own expense and will be personally responsible to acquire these materials at equal or greater quality. Note that materials may cost significantly more when not obtained through the University. Students may not opt out of fees that pay for darkroom chemistry, digital lab ink, or darkroom/digital output lab hardware, as this would either or both pose a safety risk to the student or significantly hinder the student’s ability to participate in the class.

### Purchasing Resources:

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<tr>
<th>Resource</th>
<th>Website</th>
<th>Phone</th>
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<tbody>
<tr>
<td>B&amp;H Photo (Jewish calendar)</td>
<td><a href="http://www.bhphotovideo.com">www.bhphotovideo.com</a></td>
<td>1-800-947-6650</td>
</tr>
<tr>
<td>Freestyle (slow to ship)</td>
<td><a href="http://www.freestylephoto.biz">www.freestylephoto.biz</a></td>
<td>1-800-292-6137</td>
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<tr>
<td>Adorama</td>
<td><a href="http://www.adorama.com">www.adorama.com</a></td>
<td>1-800-223-2500</td>
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<tr>
<td>Calumet (Chicago)</td>
<td><a href="http://www.calumetphoto.com">www.calumetphoto.com</a></td>
<td>1-312-440-4920</td>
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<tr>
<td>Mike Crivello’s Cameras (Brookfield)</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>
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<tr>
<td>Red River (low cost inkjet paper)</td>
<td><a href="http://www.redriverpaper.com/">www.redriverpaper.com/</a></td>
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<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>
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<tr>
<td>Art’s Camera Plus</td>
<td><a href="http://www.artscameras.com">www.artscameras.com</a></td>
<td>1-262-542-6222</td>
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<tr>
<td>Allied Digital Photo (Germantown)</td>
<td><a href="http://www.allieddigitalphoto.com">www.allieddigitalphoto.com</a></td>
<td>1-262-251-8805</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>
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<tr>
<td>Bostick and Sullivan (chemicals)</td>
<td><a href="http://www.bostick-sullivan.com">www.bostick-sullivan.com</a></td>
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### Online Resources:

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<thead>
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<tbody>
<tr>
<td>Digital Review</td>
<td><a href="http://www.dpreview.com">www.dpreview.com</a></td>
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<tr>
<td>Lynda.com</td>
<td><a href="http://uwm.edu/lynda">http://uwm.edu/lynda</a></td>
</tr>
<tr>
<td>UWM Photography Research Page</td>
<td><a href="http://guides.library.uwm.edu/photography">http://guides.library.uwm.edu/photography</a></td>
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### 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. 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

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/oa/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 Jessica Meuninck-Ganger, 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

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. MIT B49 & B51 are only available when a class is not scheduled. MIT B84 & B74 are available during posted lab hours. As a Lab Attendant the student receives unlimited access to the labs! Additionally, Students will have 24-hour access to KSE 403 (Senior Photography Shared Studios).

**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 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.

The Photography area provides merit based flat file drawers, with senior having priority, followed by advanced & intermediate photography students, and then Lab Attendants. Please see instructor for details. Flat file drawers are to be emptied if a student by 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 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 (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
+ 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 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 interim area head, Allen Morris (503-551-6752).

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

**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 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.

KSE422 LIGHTING STUDIO GUIDELINES:

SECURITY
+ Students and faculty access KSE via punch code lockbox
+ The door must be kept closed at all times when the space is not occupied [DO NOT PROP OPEN THE DOOR]
+ There is to be no food or drink allowed in the lab [EVER].
+ Failure to follow these rules will result in a loss of studio access.
+ Upon exiting the room, please lock the door and replace the key into the lock box

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 the lab outside of class time you must reserve a three-hour block in advance.
+ Failure to be present at the start of your three-hour block will result in you forfeiting your studio time. a
+ Only students enrolled in a photography class (with lighting requirements) are allowed to use the lab.

SAFETY
+ Closed toe shoes are to be worn while using the lighting studio.
+ A spotter must be present when up on the ladders.
+ Be mindful of all trip hazards within the space while setting up lights.
+ Turn off and unplug all lights when leaving the space unattended.

HOUSEKEEPING is everyone’s responsibility: place all equipment back to its proper location, sweep the floor, remove any and all prints and marks from the backgrounds, etc.
+ Music is allowed only by consensus of those who are working in the lab – but be mindful that the ceiling is open and others appreciate silence!
+ The room HAS to be left in good condition, has to be clean and neat; if you enter KSE 422 and it is messy and untidy please notify area head, Allen Morris as soon as possible (morrisab@uwm.edu).
+ Do not leave stuff in the studio, no props -- nothing -- can be left and stored in the space without prior approval.
+ The footwear of talent must be washed in the bathroom near 463, and any marks left by talent need to be lightly cleaned with dry rag.
+ All technical folks (camera, lights, etc.) must move with extreme caution as to markup background. If necessary, clean footwear.

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 adjust this syllabus as the semester progresses, should the needs of the class require such a change.**