Course Requirements

Introduction to photography is a course designed to introduce a basic working knowledge of the Black and White Photographic technique and concepts of photography as an art form. Prerequisites for this course are the completion of all foundations required courses and your admittance into the Department of Visual Art, or the instructor’s permission for enrollment.

The course requirements include six photographic projects, which will be presented throughout the semester. Each project is to be handed in following each respective critique for grading in a folder with your name and the name of the assignment. Late assignments and incomplete projects will be subject for a 1/2-letter grade reduction for each class period it is late. The final portfolio will consist of 30 or more of your best prints, placed accordingly to their assignments, in individual clearly labeled file folders. One of the six projects will be dry-mounted or window matted.

It is required that each Student must achieve a 70% or higher on the technical exam and pass the printing / spot toning test.

This Photography course is a collective creative process. Participation during lectures, demonstrations and critiques is required. Only through the sharing of comments and ideas will we be able to strengthen our understanding and knowledge of the photographic and visual experience.

Attendance and promptness are required for all lectures, demonstrations and critiques. Any student who is absent, late or leaves class early, without documentation, may have their final grade reduced. Tardiness is a disruption to the entire class and is unacceptable. Students who are absent during a lecture or demonstration, are responsible to find out what was covered. Three or more absences may result in being dropped from the course. Students are expected to notify me as soon as possible if they are going to miss a class. This can be done by phone or e-mail. Lab periods are to be used for developing, printing or shooting photographs and attendance is not required, but attendance will be noted and applied to class participation.

If you need special accommodations in order to meet the requirements of this course; please contact me as soon possible.

All students are required to follow the safety rules and guidelines of the student photography lab. Any Students found misusing the lab will have their lab privileges revoked and in extreme cases may be dropped from the class.

IT IS MY POLICY TO NOT ISSUE “INCOMPLETES” FOR THIS COURSE!

Additional course and Departmental Policies:

Special Needs and Questions: If you need special accommodations to meet any of the requirements of this course, please contact me as soon as possible. Feel free to visit me at my office during office hours to discuss assignments or any questions or requests you have.

The Department of Art and Design follows UWM academic policies which are posted on the departmental bulletin board, or available online at:
http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf
http://www4.uwm.edu/secu/docs/faculty/1895B.pdf

- All students are required to follow the safety rules and guidelines of the student photography lab. Any Students found misusing the lab will have their lab privileges revoked and in extreme cases may be dropped from the class.
- Cleanliness. Some techniques may be extremely messy. Each student must clean up thoroughly: no exceptions, no excuses. Students who do not maintain cleanly habits will be denied use of the student darkroom.

B- or better policy:
Before you may progress on to the next advanced level course in the photography curriculum, you must receive a grade of B- or better in the photo course that precedes it. An appeals procedure is in place for students who receive a grade lower than B. See the Photo Area Head, Hans Gindlesberger, with any questions.

Personal conferences:
I am available for personal conferences during office hours, upon appointment, and during lab periods for any of my other courses. I expect and encourage you to ask me for help, get further clarification of assignments, get additional critical feedback on your work, and seek any kind of technical assistance you may need. If you are not getting something that you want from the class, it is your responsibility to talk with me about it. There will be two mandatory progress meetings during the semester.
**Health and Accident Insurance:**
The Dean’s office of the School of Fine Arts has asked that this statement be included in the syllabus: "The UW-System does not automatically provide health and accident insurance to students. Individual students are responsible for providing their own coverage. Some programs in the university require proof of insurance coverage." The Photography Area does not require proof of insurance coverage. Our lab situation is relatively safe. If you have health and safety concerns, please talk with me.

**Use of Copyrighted Material:**
Use of copyrighted material is strictly prohibited unless the images, sounds, texts, etc. are being significantly altered and it is clear in the opinion of the instructor that the original material is being studied, analyzed and commented upon by the student. Grades for work failing to satisfy this requirement for copyrighted materials will be significantly lowered. The instructor reserves the right to determine what constitutes fair use of copyrighted material.

**Grading Policy**
For this course I will grade work on an assignment basis along with, your attendance and your participation in class. I will view all work displayed in critiques as *finished projects* with the exception of assignments which require an instructional O.K. in order to proceed or on going projects.

Your work will be assessed on the following:

1) the technical quality of the prints  
2) the conceptual quality of the work  
3) the care with which you present your work  
4) your attendance record  
5) your participation in class.

*Grades will be based on the following percentages:*

<table>
<thead>
<tr>
<th>Project</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project 1</td>
<td>10%</td>
</tr>
<tr>
<td>Project 2</td>
<td>10%</td>
</tr>
<tr>
<td>Project 3</td>
<td>10%</td>
</tr>
<tr>
<td>Project 4</td>
<td>15%</td>
</tr>
<tr>
<td>Project 5</td>
<td>20%</td>
</tr>
<tr>
<td>Project 6</td>
<td>25%</td>
</tr>
<tr>
<td>Attendance/Participation</td>
<td>10%</td>
</tr>
</tbody>
</table>

Final grades are determined according to the following definitions:
A: Exceptional performance, effort, attendance and participation; accomplishment beyond expectations.
B: Very good work, consistent effort, participation and attendance.
C: Satisfactory work, meets class expectations, good attendance.
D: Poor work, effort, and attendance.
F: Unacceptable work, excessive absence.

Final Grades will be posted on PAWS. After the grades are posted, if you have questions or concerns about your final grade, or your work, you can make an appointment to meet with me (tel. 899-3796: bib@uwm.edu). I will be happy to go over your portfolio with you and discuss your work and your grade at a time that is convenient for the both of us.
Photographic suppliers

B&H Photo Video, www.bhphotovideo.com, 1-800-947-9941
Calumet, www.calumetphoto.com, 1-800-calumet
Freestyles, www.freestylecamera.com, 1-800-616-3686

Mike Crivello’s Camera Center 1700 East Capital, Shorewood (414) 332-1550 529 E Silver
Spring Dr., Milwaukee (414) 962-7080 18110 / W Bluemound Rd., Brookfield (262) 782-4303

Art's Cameras Plus: 4981 S. 76th Street, Greenfield WI 53220-4305 11037 W. Oklahoma
Ave., West Allis WI 53227 2130 W. Silvernail Road, Pewaukee WI 53072

Xerox Services
Kinko’s Copies 1703 N. Farwell 272.2679
Clark Graphics 2915 North Oakland 962.4633

UWM Library

Art Materials and Paper Supplies
Utrecht 2219 North Farwell 220.9063
Tradewind Products 2020 South Kinnicinnic 482.2992
Stephen Kinsella, Inc. POBox 32420 St. Louis, MO 1800445.8865

Light Modulators & Stuff
American Science and Surplus 6901 W. Oklahoma (414) 541-7777 http://www.sciplus.com