**PHOTOGRAPHIC TECHNOLOGY DEPARTMENT  
PHTC 2343 Portfolio Development**

10-2011

###### **Section/Synonym:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester/Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

##### **Instructor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

##### **Office Hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Office Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appt. Only:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OBJECTIVES AND DESCRIPTIONS**

**PHTC 2343 PORTFOLIO DEVELOPMENT (3-2-4).** A culmination experience for the evaluation of the student's photographic competencies. Includes association with a professional photographic organization, skills in resume creation, completion of portfolio, professional self-presentation, comprehensive exam, and seminars in areas of photographic interest. May not be used for laboratory support for other advanced courses. Offered in the Summer. **Capstone Course.**

**End-of-course Outcomes:** Produce a professional portfolio composed of a variety of subjects and approaches. Use a variety of advanced lighting techniques.

The Photography Class is a seminar, workshop, individual practice and research educational experience. The foregoing makes student participation a role of substance and significance. This is a "Capstone Experience" as required by the THECB.

This class will introduce the student to photographic procedures utilizing B/W and color negative/positive and color reversal materials as well as digital image capture when appropriate. The training may include miniature, medium, and large formats as well as digital image capture. Assignments will range from the technical to the artistic, demanding the use of straightforward and artistic camera and laboratory procedures and techniques.

Students are required to participate ***fully*** in classes, assignments, and projects, there is no related subject in this field too diverse to be discussed profitably.

Students are encouraged to consult with any and all of our instructors, in class or out, concerning this class or any subject in which it is felt that the instructor may be of assistance.

**PREREQUISITES**

21 hours of advanced photo courses or departmental approval

**REQUIRED TEXTS**

As assigned by instructor

**SCANS COMPETENCIES**

Departmental scans skills for this course are: Reading, writing, speaking and listening, thinking skills, personal qualities, workplace competencies, and basic use of computers. Students will demonstrate their mastery of these skills through the use of class discussions, written assignments, demonstrations, operational assignments, and test taking.

**INSTRUCTIONAL METHODOLOGIES**

At the discretion of the various instructors, there will be lectures, videos, slide shows, class discussions, research papers, photographic assignments, class projects, guest lectures, and field trips among other communications. .

**ATTENDANCE POLICY**Attendance is critically important on several levels. This is a vocational/technical curriculum conducted primarily on a seminar and workshop basis. Most of the material taught is developed in lecture/demonstration, hands on practice, round table discussion, visiting experts, and accomplishment of assignments involving both practice and research. There is no substitute for being present.

Additionally, we train students as business professionals and prepare them for success in the workplace. Punctuality and attendance will be expected of each student as it would be in a professional environment.

It is the policy of this department that the instructor may withdraw a student for 3 absences that equal 2 absences and 1 excused absence or a series of tardies calculated as 2 tardies, more than 30 minutes late, equals one absence.  A student may also be withdrawn by the instructor for excessive tardiness in completing assignments as well as for class disruption, plagiarism, theft, violence or other harmful acts as described within ACC policy (see the ACC Student Handbook).

Instructor-generated withdrawal from class may be appealed through procedures outlined in the ACC Student handbook.

In the event of absences, students must acquire notes and other data from fellow classmates.  With regard to serious emergency absences, the instructor may elect to grant a grade of “I” (incomplete) in accordance with ACC policy if deemed appropriate.

**STUDENTS WITH DISABILITIES**

Each ACC campus offers support services for students with *documented physical or psychological disabilities.*  Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.

#### **COURSE RATIONALE**

The final course in completion of the AAS degree. It includes portfolio production, interaction with at least one professional photographic association, and the student must enter a professional association photographic competition while attending a convention or seminar.

**SAFETY STATEMENT**

Austin Community College is committed to providing a safe and healthy

environment for study and work. You are expected to learn and comply with ACC

environmental, health and safety procedures and agree to follow ACC safety policies.

Additional information on these can be found at http://www.austincc.edu/ehs. Because

some health and safety circumstances are beyond our control, we ask that you become

familiar with the Emergency Procedures poster and Campus Safety Plan map in each

classroom. Additional information about emergency procedures and how to sign up for

ACC Emergency Alerts to be notified in the event of a serious emergency can be found

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**USE OF ACC EMAIL**

All College e-mail communications to students will be sent solely to the student’s ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of an college related emergencies using this account. Likewise, students should use their ACCmail account when communication with instructors and staff. Instructions for activating an ACCmail account can be found at <http://www.austincc.edu/accmail/index.php>

**GRADING POLICY**

***Student work is both objectively and subjectively evaluated by the instructor.*** The instructor may modify the requirements as listed in the course syllabus and handouts according to class needs, simply by notifying the subject class population in writing. This may either reduce or add needed exercises to the course, ***but may not reduce the course content***. Disagreements of significance (at impasse) may be appealed to the Department Chair or his/her designee whose decision is final and binding. Students are often withdrawn for poor grades or falling far behind. This will, in most instances, protect the student’s transcript from a score of D or F but may be appealed through procedures outlined in the ACC policy manual. All grades will be scored on a 100% perfect basis, although, the transcript will reflect a letter grade.

Following is the system used in this department.

###### Numerical vs. Letter Grading

|  |  |
| --- | --- |
| 90 - 100 | A |
| 80 - 89 | B |
| 70 - 79 | C |
| 0 - 69 | F |

|  |  |
| --- | --- |
|  | Student Participation |
|  | Tests & Research Projects |
|  | Assignments |

|  |  |
| --- | --- |
| 75% | TPPA Summer Seminar |
| 25% | Portfolio |

**CRITICAL PHILOSOPHIES**

Due to the Vocational/Technical nature of our department, certain operating philosophies have been found to be effective in training people in the skills of photographically "making a living", some of which follow:

We are an intentionally informal organization. We function on a first name/nick name, highly personal basis, regardless of age or position. If this presents any discomfort for you, personally, speak to your instructor, outside of class, and arrange for a communication style which is more comfortable for you.

As a vocational/technical class, **there will be no penalty for failure to fulfill a non-time sensitive assignment on the first attempt at the desired competency level, provided a bona fide attempt is made.** The assignment may be repeated as many times as the photographer wishes (within the time constraints of the session length) with the grade based on the highest quality submission. We don’t play mind games, we attempt to teach lessons and the students acquisition of the needed skills is paramount in our educational philosophy. Speed develops in the workplace, in the educational setting we teach competencies***. In the case of the summer seminar in this class, there is no excuse for failure to participate, this would result in a W, U, or F.***

Every instructor and staff person in this department **is your personal instructor** and is available to you at his/her convenience, regardless of the class in which you are enrolled. It is felt that such a philosophy contributes to the broad spectrum education deserved by the student and insisted upon by our department. **It is our intent that each student be a fully evolved photographer, not a clone!**

Feel free to speak to Professors, Lynn Jones, at any time about any subject in confidentiality or in public forum.

**PHOTOGRAPHIC TECHNOLOGY WEB PAGE and Facebook Page**

www.austincc.edu/photo

**Facebook Fan Page:** Austin Community College Photographic Technology

**STUDENT HANDBOOK**

A copy of the student handbook can be located on the ACC Internet page under Student Services. Students are encouraged to review the handbook to familiarize themselves with college roues and policies which may affect them.

**COLLEGE CATALOG**

Students may purchase a copy of the ACC catalog at any of the school stores.

**COUNSELING**

Professional services are available for many concerns needed by students.

**EQUIPMENT CHECKOUT**

This course does not authorize the use of any ACC equipment off-campus.

***Requirements***

Membership in the ***Texas Professional Photographers Assn.*** is required (reduced rate

student memberships are available).

**Convention:** ***Summer Seminar participation*** with the Texas Professional Photographers Association is required. This is always from Sunday through Tuesday in Kerrville, TX.

***Students will be required*** to compete in the TPPA photographic show.

***Students will be required*** to attend the TPPA print judging.

***Students will be required*** to attend at least 2 lecturer workshops.

***Students are responsible*** for their own transportation and lodging.

***Students are required to have a hard plastic or fiber carrying case.*** Standard archival boxes are unacceptable.

***Students are required to use mount boards 1/8th to 3/8th thick.*** Window mounts, sub mounts, etc. are acceptable but cannot exceed 3/8th thick. The 1/8th minimum thickness cannot be achieved by lamination.

***Students are required to submit 2 - 16x20 prints to the end of semester student print show.***  These can be the images already printed for the Kerrville show.

***All prints are to be mounted on 16x20 boards, + - ¼"and the prints must be 80 square inches or more within the board size.***

***AAS: Commercial, Advertising, Fashion***

1. mounted photographs on 11x14 boards (min. size), the prints b/w and color

will be flush mount unless unusually shaped (different aspect ratio).

4 prints 16x20 on heavy weight boards (see requirements above) for competition

and class use, mounted medium or large format mounted transparencies may

be substituted.

CD’s for leave behinds

Business card

Samples of your “leave behinds” postcard or brochure

Mock website – can be used on your CD leave behind

2-16x20 prints to the end of semester student print show. These can be the images already printed for the Kerrville show.

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***AAS: People, Portrait, Wedding***

4-16x20 mounted photographs, heavy weight boards

(see TPPA requirements above).

At least12, 8x10 or larger prints on 11x14 boards

**or**

A photographic display album containing 12 pages of photos

CD’s for leave behinds

Business Card

Samples of your “leave behinds” postcard or brochure

Mock website – can be used on your CD leave behind

2-16x20 prints to the end of semester student print show. These can be the images already printed for the Kerrville show.

***Post Graduate Training (Brooks, Art Center, School of Visual Arts, etc.):***

In addition to the foregoing, at least 20 mounted photographs including transparencies. Include restorations if appropriate. Present a CD demonstrating your digital skills