

## Photography Rules and Procedures

Instructor: Mrs. Rhoades

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### Goals: What will we learn?

- ◆ Learn the fundamental **skills** and **concepts** of the B&W Photography
- ◆ Improve habits of the mind (new ways of thinking and seeing).
- ◆ **Think critically** and use **problem-solving** methods through photographic and photo critique processes
- ◆ Use vocabulary, technical skills for composing images, measuring light, and the chemical processes.
- ◆ Make informed decisions and judgments about photographic works
- ◆ Use photography as a communication tool for self-expression as well as a means to **promote positive messages** to our community and larger world
- ◆ Develop **self-confidence** and **self-discipline**

### Course Objectives: What will we do?

- ◆ Create meaning and emphasize ideas through the photographic medium using the elements and principles of design.
- ◆ Begin your photography portfolio.
- ◆ Discuss and analyze photographs
- ◆ Students will strengthen reading, vocabulary, and creative thinking and writing skills to enable improvement their standardized test scores.
- ◆ Students will conduct an independent research project on photographer of their choice to deepen their knowledge of art history and art critique while also developing their own personal taste and style in photography
- ◆ Students will mount and mat their strongest works for presentation.

### Required Materials:

It is the responsibility of the student to obtain and bring to class all required materials by Monday, week 2.

- ✓ One 3-ring Binder for prints and film to be kept in the classroom for the semester.
- ✓ Notebook for notes and writing assignments. Keep all notes and handouts organized. You'll need them.
- ✓ Writing utensil – blue or black ink.

**Classroom Rules:**  
*Be Prepared for Class*  
*Participate*  
*Be Productive*  
*Be seated &*  
*on task by the bell*  
*Clean up after yourself*

**Expectations:**

Students are expected to adhere to all *rules* and *procedures* in this classroom, as well as those outlined in the PSM student handbook, including the Consequence Continuum.

**Art Classroom Procedures:**

(Participation grade)

|  | Conversation  | Help seeking   | Activity  | Movement   | Participation                                      |
|--|---------------|--|---|--|--|
| <b>Warm-ups followed by discussions</b>                    | None          | Raise Hand   | Follow all directions on screen   | Seatwork   | Fulfill entire assignment as outlined              |
| <b>Demos and Discussions</b>                               | Speak in turn | Use textbook, your notes<br>Raise hand   | Learn technique by watching teacher. Take notes<br>Q & A                  | Demos- gather in a group; otherwise seated                       | Listen<br><b>Take notes</b><br>Ask/Answer Q's      |
| <b>Students at Work (this applies to the darkroom too)</b> | None          | 1. handouts<br>2. use notes<br>3. ask teacher<br>4. ask a peer<br>5. refer to text | Work quietly.   | 1. Gather supplies<br>2. Seatwork<br>3. View work from distance  | Focus on task<br>Keep area neat<br>Refer to rubric |
| <b>Critiques and Reflect</b>                               | Speak in turn | Raise Hand   | Upon project completion:<br>Complete handout followed by group discussion | None – only students presenting may be out of seat at that time. | Active listening and joining in discussion         |
| <b>Clean-up</b>  | None          | Approach teacher   | Return all supplies and wash all equipment.                               | Be careful   | Everyone helps                                     |

**\*Finished Early?**

Here's what you'll do next:

1. View your work from a distance. You'll be surprised by what you see.
2. Evaluate your work using rubric and/or photo evaluation handout
3. Start the next task as outlined by teacher if applicable:
  - a. This could include art homework, artist statement, reflection sheet, etc.
4. Practice printing other frames! You can never get enough practice.
5. Organize/clean your work space.
6. Ask about extra credit opportunities

**Homework Policy** *HW must be turned at the beginning of the class period.*

*Written homework:* All written work must be in blue or black ink unless you are directed to type it. Many assignments will be emailed and must be submitted electronically via edmodo or google docs (to be shared with rhoadesj@psmnow.com). Use the PSM heading format as shown in your handbook.

*All work* must be in complete sentences, using Standard English, and neat. Work not completed to my expectation will not be accepted. Written assignments serve as a study guide for quizzes and exams. No name = no credit—No exceptions.

**Late Homework**

Anything turned in after the bell will be considered late. Homework that is one day late receives half credit of the grade. Missing or improperly presented assignments will result in a zero. Projects lose 10% for each day turned in late. (3 days = 30% off)

**Absences:**

- The **student is responsible** for communication with the instructor to find out the assignment missed.
- Absent on the due date? The assignment must be turned in when presenting the admit slip, otherwise it will be considered late.
- Going on a field trip? Makeup work/quizzes must be arranged *before* the field trip. It is also the **responsibility of the student** to communicate this information in order to avoid loss of credit.
- Exclusion day absences will result in zero for all graded work that day.

**Evaluation**

In order to successfully complete the course students must obtain an average of ‘C’ or better on class assignments, class performance, homework and quizzes and quarter exams.

- Incomplete assignments will not be accepted and result in a 0.
- All quizzes must be passed! You will have to retake failed quizzes before moving on.
- Students must complete a self-evaluation rubric for every studio assignment and this must be done with the same seriousness as the project. Students are also graded on their time management, effort, clean up and presentation for studio projects.
- Learn from your mistakes, but do not repeat them! Carelessness will cause you to get behind in class, which will have detrimental effects on your grade. If this happens, you will have to arrange a time with me to finish your work after school.
- Class discussion/Critiques count as quiz grades! Participate!
- Homework grading varies upon assignment

**Your grade** is broken into the following four categories:

- 25% Homework
- 25% Tests (participation, warm-ups, tests or quizzes)
- 25% Projects
- 25% Quarter Exam

**Grading Scale**

- A+ 97-100%
- A 93-96%
- B+ 88-92%
- B 83-87%
- C+ 78-82%
- C 73-77%
- D+ 69-72%
- D 65-68%
- F below 65%

**Cheating and plagiarism** = automatic 0 and an immediate referral to all parties involved. This includes written work as well as artwork.

### **Creativity and Ethics**

Art has always been and continues to be an important and vital form of expression for human beings. There are controversial, ethical and moral questions that arise during the study of art work. It is expected that you conduct yourself in a mature and cultured fashion. You are in this class to learn skills that will help you develop new ways to express yourself. Art work can be thought provoking and powerful without being negative, violent or offensive. Your artwork is expected to be positive and at your highest level of work. Any gang symbols or negative imagery is not tolerated at PSM or in this classroom.

### **Outstanding student conduct deserves to be rewarded!**

Rewards include, but are not limited to:

- Music during working
- Terrific photography grades look great to college admissions!
- Improving skills in Photography! This WILL happen with hard work.
- Increased observation and problem-solving skills!
- Learn how to use thinking and seeing skills in a new way
- Extra credit opportunities
- Art Contest submissions
- Letters of Recommendation
- Possible submission of photos to yearbook committee

### HONOR CODE AND EXPECTATIONS

The rules and regulations which appear herein, as well as day-to-day instructions from faculty, staff, and administration, are developed to give expression to the philosophy on which PSM is based: maximum development of the student -- academically, socially, emotionally and morally. Thus it is expected that all students will comply with instructions, both verbal and written, given them by members of the PSM faculty, staff, and administration. These instructions apply when students are in the building, on the immediate grounds of the school, and/or representing the school on any trip or function. Language that is respectful and conducive to the academic setting is expected to be used by everyone during school and school associated events. Failure to comply with these directives may result in disciplinary action or dismissal of the student. Parents are expected to support policies and procedures of the handbook. Administration reserves the right to perform a search that is deemed reasonable to ensure compliance of rules and the safety of students and staff.

Furthermore, in keeping with the school's philosophy which states that ". . . the moral development of our students . . . (is) a central concern for us at Providence-St. Mel . . .," we declare that a PSM student does not lie, cheat, or steal. Those who engage in such actions may be subject to disciplinary action and/or forfeiture of the privilege of attending PSM.

### OBJECTIVES

1. To provide an educational program which will prepare students for further academic work and careers.
2. To develop in students basic skills in critical reading, writing, thinking, and problem solving.

3. To provide an educational program which encompasses both remedial and advanced courses.
4. To challenge each student to attain his/her fullest potential.
5. To maintain a standard of excellence through consistent evaluation and update of both curriculum and instructional methods.
6. To create and maintain a community atmosphere based on mutual respect and concern between and among students, faculty, staff, and administration.
7. To instill in students a sense of pride in their accomplishments and the determination to overcome obstacles.
8. To instill in students personal discipline and self-direction.
9. To facilitate in each student the development of a Christian moral value system.
10. To challenge students to gain admission into a top tier college or university.

### CONSEQUENCE CONTINUUM FOR GRADES 6 - 12

Although certain extreme behaviors may result in immediate removal of a student from the classroom, teachers in most instances will employ a Consequence Continuum in dealing with inappropriate behavior. The continuum starts over every school day. Steps 1 and 2 must be followed before moving on. However, teachers may issue automatic immediate referrals to students engaging in repeated offenses involving extreme inappropriate behavior. The Principal has the right to change the continuum at any time.

#### The steps of the Consequence Continuum

- Step 1: With the first instance of inappropriate behavior, the student receives a verbal warning from the teacher.
- Step 2: If the inappropriate behavior continues, the student receives a teacher-requested meeting slip for an after-school conference. The teacher will also call the parent/guardian. Failure to appear for the conference is a class cut.
- Step 3: If the appropriate behavior persists, the student receives an immediate referral from the teacher and is sent to the Dean of Students. The teacher will also call the parent/guardian in a timely manner.

#### Consequences

A student's first referral of the academic year results in a minimum of 3 consecutive days of detention after school.

A student's second referral of the academic year results in a parent-teacher conference with the Dean of Students. The student will receive appropriate disciplinary action at the discretion of the dean.

A student's third referral of the academic year results in the student being placed on behavior contract. The parent must meet with the dean.

If the contract is broken, the student and a parent meet with the Principal. After being on contract for the designated period, the student will be reviewed and possibly removed from the contract if overall improvement has occurred. If another referral occurs while on contract, the student may be expelled.

If a student is removed from the contract, but then receives another referral, Saturday work detention and an immediate parent conference will take place followed by the renewal of the contract for the remainder of the year. If the student breaks the contract, expulsion will occur.

SAMPLE PHOTOGRAPHY PRINT RUBRIC:

| <b>Photography</b>  |                  |             |                |                          |                          |                         |
|---|------------------|-------------|----------------|--------------------------|--------------------------|-------------------------|
| <b>Student Name:</b>  |                  |             |                |                          | <b>Class Period: ART</b> |                         |
| <b>Assignment: Shooting Assignment #1 Point of View</b>   |                  |             |                |                          | <b>Date Completed:</b>   |                         |
| Circle the number <b>in pencil</b> that best shows how well you feel that you completed that criterion for the assignment.                                | <b>Excellent</b> | <b>Good</b> | <b>Average</b> | <b>Needs Improvement</b> | <b>Rate Yourself</b>     | <b>Teacher's Rating</b> |
| <b>Concept</b> — Vary the angle / perspective for all exposures. -----Subject --- People  | 10               | 9 – 8       | 7              | 6 or less                |                          |                         |
| <b>Technical Skills</b> —Demonstrate your ability to manipulate the Depth of Field and Shutter Speeds.  | 20               | 18 – 16     | 14             | 12 or less               |                          |                         |
| <b>Properly Exposed</b> —<br>F/stop _____ Shutter Speed _____<br>Evidence of bracketing shots.  | 20               | 18 – 16     | 14             | 12 or less               |                          |                         |
| <b>Composition</b> —Has strong compositional qualities. Contains a focal point and uses the positive and negative space effectively. Get close to subject | 10               | 9 – 8       | 7              | 6 or less                |                          |                         |
| <b>Focus quality</b>  | 10               | 9 – 8       | 7              | 6 or less                |                          |                         |
| <b>Print Quality</b> – Free of scratches, dust, fingerprints, etc.  | 10               | 9 – 8       | 7              | 6 or less                |                          |                         |
| <b>Good range of values / contrast</b>  | 10               | 9 – 8       | 7              | 6 or less                |                          |                         |
| <b>Aesthetics and Creativity: Thought-provoking, interesting, engaging to the viewer.</b>   | 10               | 9 – 8       | 7              | 6 or less                |                          |                         |
| <b>Total: 50<br/>x 2 = 100</b><br>(possible points)   | <b>Grade:</b>    |             |                |                          | <b>Your Total</b>        | Teacher Total           |

## Art Contract – page 1

I have read and understand the course syllabus and guidelines describing the objectives and expectations of members of the Providence St. Mel High School Art Department. I promise to follow the mission of this course to the best of my ability. I pledge to challenge myself daily and develop into the best artist I can be.

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Many homework assignments will require internet/computer use. Do you have internet access from home? Yes \_\_\_\_\_ no \_\_\_\_\_

Please provide numbers for me to reach your parents/guardians so that I may call home and share student progress. Please specify names next to the numbers.

Home phone number: \_\_\_\_\_

Names of parents/guardians at this number

Cell phone number (of parent) \_\_\_\_\_

Work phone number (or alternate number) \_\_\_\_\_

**Art Contract – page 2**  
**Contract for Camera Check Out**

Dear Photography Students, Parents and Guardians,

As a student enrolled in Photography class at Providence-St. Mel School your child will be able to check out a school camera to use for required class projects. Each camera is either new or recently refurbished and is worth \$400.00 *minimally*. The cost of camera repair is also expensive. Your child will be financially responsible for the camera should it become lost or stolen. If the camera is returned damaged, your child will be responsible for the cost of repair, regardless of the circumstances involved. This cost will be reflected in your tuition bill and grades will be withheld until payment is made in full.

I am confident that students will take care when handling these cameras. With caution and care it is easy to prevent problems. Sensible camera practices are: replacing the lens cap after each use, using protective cases for the cameras when not in use, carrying carefully and not dropping or banging the camera, not touching the lens and never forcing any function on the camera. Cameras should also be kept away from extreme temperatures, sand, and water. Following all operating directions given in class in regards to the cameras will also prevent any misuses. FYI: Most damages occur while in book bags. Please find a more careful way to transfer your camera to and from school. Only the Photography teacher will be responsible for checking cameras in and out and noting their condition.

Please sign and return this form in acknowledgment and acceptance of this contract with the \$30.00 lab fee for this class (as listed in the Providence-St. Mel School course descriptions). This fee covers all chemicals needed for developing film and processing photographs, photographic paper and all tools, materials and equipment in the darkroom.

Thank you for your cooperation and if you have any questions or concerns please contact Mrs. Jennifer Rhoades (Photography instructor) at 773-722-4600 x 4101 or email: rhoadesj@psmnow.com

**I understand the above contract and will take full responsibility for the value of the camera, should it be lost, stolen or damaged. I understand the safe camera practices outlined above and promise to adhere (and help my child adhere) to all procedures outlined by the Photography teacher.**

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Student name (print) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian name (print) \_\_\_\_\_