

2017-18 Castro Valley High School  
**PHOTOGRAPHY**



**INSTRUCTOR • MR. JEFF VENDSEL • ROOM #206 • EMAIL [jvendsel@cv.k12.ca.us](mailto:jvendsel@cv.k12.ca.us)  
PLEASE VISIT OUR PHOTOGRAPHY CLASS WEBSITE AT [newcvhsphoto.com](http://newcvhsphoto.com)**

**P**hotography will introduce you to the fundamentals of visual literacy through the medium of digital photography. The objectives of this course are to help you become technically and aesthetically proficient with the digital photography process, so it becomes an extension of your expression and communication. With that goal, you will learn how to operate a digital camera, manipulate images using Adobe Photoshop, use a photography studio, and create a website to showcase your photography portfolio and resume. This course will also explore the aesthetic, technical, cultural and historical aspects of photography and its role as a form of visual communication. This is a CTE class (Career Technical Education), and in addition to photography, one of our common goals is helping you acquire the self-directed workplace skills and professional demeanor that you will need in the future.

**EQUIPMENT PROVIDED FOR THIS CLASS:**

**DIGITAL CAMERAS:** We have a number of Canon T3i and T5 digital SLR cameras and a variety of lenses available for checkout. These “pool” cameras and lenses are available to any student enrolled in photography –once you and your parent/guardian have signed the Equipment Use Agreement and have been instructed in the proper care and use of DSLR cameras. The cameras are not insured, and the provisions of the Equipment Use Agreement state that you take responsibility for the proper care and use of the photo equipment entrusted to you, and that you are financially responsible for replacement of any lost or damaged equipment. Of course, there is the Smartphone digital camera. We will use those too. We don’t provide those, but we will explore how to make awesome photos with these amazing devices.

**THE “DIGITAL DARKROOM” LAB FACILITIES:** The CVHS Photography class has a Mac-based computer lab, equipped with 33 iMac desktops and software, such as Photoshop and Photo Mechanic, needed for this coursework. In addition, there is a photo studio outfitted with state of the art lighting equipment and backdrops. There is also a “traditional” B&W film processing and printing lab, which we will use during the initial coursework. A general rule of thumb, and common sense, is to use care and consideration whenever you are using any of the photography department equipment and facilities. We are all in this together. The “pool” camera equipment, computer lab, studio and darkroom

facilities only work if we all look out for the best interests of each other –the equipment is not insured & there is no \$ for replacement, so if something is damaged or lost, then and we all lose.

**CLASSROOM EXPECTATIONS.** Life after high school, whether it is college or a career, is a very short time away. Regardless of the professional path you choose after high school, it will be dominated by self-directed work. Self-directed work is also the nature of this class. I will help you acquire the skills and direction needed to complete the assignment(s), then let you try it, and I'll help you along the way. You're an adult, so it's up to you to manage your time and complete the assignment on deadline. It sounds easy, but in reality, it is one of the most challenging aspects of your transition from high school to the "real world." Consider this class your head start on acquiring those self-directed skills you'll need in the future.

That said, some of you might have a different mindset, so here are some expectations of civil behavior in a communal learning environment.

- This first expectation is assumed, but I'm going say it anyway: Be on time to class each day.
- Please be respectful of your instructor, your classmates, yourself and our time together. We will do the same for you.

#### •PHONE POLICY

I feel that the phone is with us and will remain a part of our future lives. As part of your ROP training, I want help you learn to use your phone in a courteous and responsible manner while you are in a workplace environment. You'll be using your phone frequently... to shoot photos, and perhaps to listen to music while working on assignments in the darkroom or at your computer.

#### •Here are the provisions for phone use:

- Phones off and stashed in pants, purses, backpacks when you enter the class –completely out of sight.
- Same with ear buds and "cans."
- Phones stay off and out of sight until after roll and daily announcements are finished -this usually takes about 10 min.
- They are NEVER to be seen or used during assignment lectures or demonstrations.
- Use your phone to shoot photos –as you probably already know, it's an amazing camera.
- Use your phone to listen to music while working on photos at your computer, (must wear ear buds).
- Use your phone responsibly... not texting or playing your favorite video game for an entire class period.

#### •FOOD & DRINK

**BEVERAGES WITH CAPS ARE OK –BUT THE CAPS SHOULD BE ON. WE SHOULD BE ABLE TO KNOCK YOUR DRINK OVER WITHOUT SPILLAGE...**

**THERE IS ABSOLUTELY NO FOOD ALLOWED IN THE CLASSROOM, LAB OR STUDIO! NOT IN THE MORNING... AND ESPECIALLY NOT AFTER LUNCH!** You must finish all food or drink outside the classroom, darkroom, or computer lab. If you arrive with food brought from your off-campus lunch excursion, you will be required to eat it in the hallway, then go to the office and get a tardy slip. You will receive an automatic 10-point deduction from your grade total for every time you are late from lunch or bring food into the class. THIS IS NOT NEGOTIABLE.

#### •LEAVING CLASS TO TAKE PHOTOS

- You will be allowed shoot photos on campus during class. The provisions for this privilege are detailed in the "Photo Pass Behavior Contract." You and your parents must read, sign the agreement and return it to me before you are allowed to shoot during class.
- You must always WEAR YOUR PHOTO PASS, sign out and sign back in when shooting during class.
- The photo pass is not a "hall pass" to go hang out with friends during class... you are to be actively taking photos when you are away from the classroom. If you are not actively taking photos, you will be asked by campus security to return to class. Violation of this policy will result in a conference with your AP and a conference with your parents or guardian.
- When shooting photos, you must ALWAYS return to class 5 minutes before the bell rings –failure to do so is a "cut" and automatic referral to your AP. THIS IS NON-NEGOTIABLE, THERE ARE NO "WARNINGS."
- Bathroom pass. You're an adult, wait until it's appropriate to leave, take a bathroom pass (there are two), sign out, and go. Think about the next person and return the pass when done. Be chill. It's not an all-period pass to visit friends.

#### •PLAGIARISM (A NICE WORD FOR CHEATING)

Plagiarism, or cheating of any kind will result in a failing grade for that assignment –no discussion, and that grade cannot be made up. A second offense will result in failing the course for the semester. Plagiarism includes "copying" or "borrowing" images that you have not shot and claiming them as your own work, as well as copying words and ideas from others and claiming them as your own.

#### •COURSE GRADING:

Your course grade will be based on the percentage of total points you've earned (from assignments, quizzes/tests and class participation). Each semester is graded separately. The best way for you to get a good grade in this course is to take notes during lectures and readings and to invest effort and care on the assignments. The surest way to get a poor grade is to try to knock off the assignments at the last-minute. Because there are many of you and only one of me, you must take the initiative to seek help from me about concepts you do not understand, or skills you are having trouble mastering. Please don't be reluctant; I welcome the chance to help you individually.

## •ASSIGNMENT DEADLINES

You will have photography assignments, Photoshop assignments as well as reading and in-class exercises. You will be graded on your effort, creativity, and ability to complete each assignment in the time allotted. There is ample time to complete the assignments, and most students finish their work well before the deadline. This is an ROP class, and one of the ROP requirements is teaching workplace behavior standards. For that reason, there is a strict deadline policy for submitting assignments.

## •DEADLINE AND LATE WORK POLICY:

All work is due on deadline –this includes the required number of photos and the self-evaluation rubrics. After the initial deadline, there is a three-day grace period during which you may submit work, **BUT** during that 3-day grace period, the highest grade you can receive for submitted work is a “C.” Unless, of course, you have a documented, excused absence, such as sickness or family emergency... (but not “cuts”) –with a documented excused absence, you can turn in the late work for full credit.

**AFTER THE 3-DAY GRACE PERIOD, NO LATE WORK IS ACCEPTED! YOU WILL RECEIVE 0 POINTS FOR THAT ASSIGNMENT AND THE MISSING WORK CANNOT BE MADE UP. THERE ARE NO “EXTRA CREDIT” ASSIGNMENTS GIVEN IN THIS CLASS. (Provisions can be made for extended school trips, such as the annual D.C. trip or Outdoor School.)**

**To summarize: All work is due on deadline. Late work will be accepted for three days after deadline, but late submits can earn no higher than a “C.” No work is accepted after the three-day grace period and there are no opportunities for a make-up. Exceptions to this policy are as follows: a documented, verified excused absence (illness, medical issue or family emergency). An unexcused absence, i.e. a “Cut” or unexcused absence is not a valid excuse for late submission.**

## •FINAL EXAM, PORTFOLIO & RESUME

At the end of each semester there will be a final exam, and you will turn in a portfolio & resume. It will consist of your best work from all of your assignments. Presentation of your portfolio & resume will be discussed in class.

## •PHOTO ASSIGNMENTS GRADING:

The photos you turn in for each assignment will receive two grades based on the results of your technical and creative efforts:

**TECHNICAL EVALUATION:** The first grade is an evaluation of the technical content of the work, based on the criteria of the assignment. Technical considerations include: do the images meet the criteria of the assignment... did you shoot the required assignment and required number of images, are the images that are submitted for a grade focused, properly exposed and properly toned in Photoshop with the correct contrast, color balance, cropping, burning & dodging techniques, are the images free from dust and spots....

**CREATIVE EVALUATION:** The second grade is an evaluation of the creative content of the photo. It is not enough to be technically sound, you should strive to be creative in your image making as well. Creative considerations include: did the photographer “work” the assignment... have you employed creative techniques discussed in class... have you combined elements to tell a story, or used light, interesting composition, unusual angle, depth of field or moments to make your image more compelling...?

•**TESTS & QUIZZES:** In addition to photography, there are a variety of quizzes and writing assignments, which are an important percentage of your grade. These quizzes and writings are based on lectures and readings, so I strongly urge you to take notes in class during lectures and while reading. The writing in the textbook is straightforward, and there are lots of pictures and graphics to help you understand each concept. A final exam is given at the end of the first and second semester. The final is based on the lessons, lectures & readings given throughout the semester.

## •DAILY PARTICIPATION & CLASS CITIZENSHIP

Daily participation is key to getting the most out of this class. Strive to be actively engaged and go beyond the minimum requirements of the assignments. Seniors sometimes fall into the malaise know as Senioritis, characterized by behaviors such as excessive texting, watching YouTube on their phones or the desktop computers, playing video games or doing homework for another class, all of which will have a negative impact on your grade.

## PHOTO CLASS DONATIONS

Photography can be expensive, and the photo department welcomes any contributions to help provide students with needed materials and equipment. Please be advised that *all donations are voluntary and have no bearing whatsoever on a student’s eligibility for class enrollment or their grade.* But for those who can help, donations in any amount are much appreciated. Checks can be made out to CVHS Photography, or you can donate through the CVHS WebStore link at: [castrovalleyhigh.org](http://castrovalleyhigh.org). Even small donations, when multiplied by 165 students, has a tremendous positive effect on our ability to provide students with supplemental materials. For those who are able to donate \$5, \$10, \$20 or more, thanks in advance for you for your support of the CVHS photography department!



# PHOTO PASS BEHAVIOR CONTRACT

Name \_\_\_\_\_

Period# \_\_\_\_\_

TAKING PHOTOS ON CAMPUS DURING PHOTOGRAPHY CLASS IS A PRIVILEGE, AND SHOULD BE TREATED AS SUCH. I HAVE READ AND AGREE TO ABIDE BY THE RULES STATED BELOW. I UNDERSTAND THAT VIOLATION OF THESE RULES WILL RESULT IN THE LOSS OF MY PHOTOGRAPHY PASS AND FORFEITURE OF PHOTOGRAPHY PRIVILEGES. FLAGRANT DISREGARD OF THIS CONTRACT WILL RESULT IN DISCIPLINE BY THE ADMINISTRATION, SUCH AS, BUT NOT LIMITED TO, AFTER SCHOOL DETENTION OR SATURDAY SCHOOL.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT • GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## “PHOTOGRAPHY PASS” CONTRACT

1. PHOTO PASS MUST BE CLEARLY VISIBLE AND WORN ABOVE THE WAIST AT ALL TIMES WHILE OUTSIDE OF CLASS AND ON ASSIGNMENT.
2. PASSES ARE NOT “TRANSFERABLE” TO ANY OTHER STUDENT.
- 3. RESPECT ALL CVHS CAMPUS SECURITY PERSONNEL, FACULTY, STAFF, FELLOW STUDENTS AND YOURSELF.**
4. PASS IS TO BE USED FOR PHOTOGRAPHING ASSIGNMENTS ON CAMPUS ONLY. TAKING PHOTOS IN THE PARKING LOT OR OUTSIDE CAMPUS GATES IS PROHIBITED!
5. DO NOT DISTURB OTHER CLASSES OR THEIR ACTIVITIES.
6. DO NOT INVOLVE STUDENTS FROM OTHER CLASSES WITHOUT THE TEACHER’S PRIOR WRITTEN APPROVAL.
7. PHOTO CREWS CANNOT INCLUDE MORE THAN 3 PEOPLE.
8. YOU MUST SIGN OUT WHEN LEAVING AND SIGN IN WHEN RETURNING TO CLASS. YOU MUST SIGN OUT AND IN YOURSELF, ANOTHER STUDENT CANNOT SIGN THE CHECKOUT SHEET FOR YOU. YOU MUST RETURN TO CLASS AT LEAST 10 MINUTES BEFORE THE BELL RINGS –FAILURE TO SIGN IN WHEN RETURNING TO CLASS WILL RESULT IN A “CUT.”
9. DO NOT LOSE YOUR PASS. AFTER SCHOOL LAB CLEANUP WITH “MR. V” WILL BE REQUIRED BEFORE ANOTHER PHOTO PASS IS PROVIDED.
10. USE THIS PASS IN A WAY THAT MAKES US APPRECIATE HOW TRULY AMAZING YOU ARE...

# Photography Digital Camera/Technology Usage Release Form

I \_\_\_\_\_ understand that as a student in Photography class, I may check out school photo equipment (digital cameras, lenses, memory cards, lithium batteries, camera bags, and accessories) for school assignments. I understand that it is my responsibility to take care of the equipment that I have checked out. I may not turn that responsibility over to anyone during the time that the equipment is checked out to me, and I understand that I will be required to pay for the replacement cost of equipment if it is lost, and/or be held responsible for repair costs if equipment is broken, or damaged.

- Point and shoot digital cameras are valued at \$350
- Canon Rebel T3i replacement (no longer made, now it is the T5i, which is valued at \$700).
- Lenses are valued at \$450-\$1,000
- Camera repairs start at \$150 minimum; these are not minor costs.
- Compact Flash High Speed Memory Card 16GB is valued at \$45
- SD High Speed Memory Card 32GB is valued at \$30
- Lowepro Nova Sport Shoulder Camera Bag is valued at \$50
- Cannon Battery Charger is valued at \$43 battery for T3i is \$25.

Personal photography or video equipment may be used for photography assignments. But, if you choose to bring your own equipment, you are responsible for its care. Although all reasonable efforts will be made for the protection of your equipment, neither the school, nor the teacher may be held responsible for the care, repair or replacement of your equipment if it is lost, stolen or damaged.

By signing this release form, I agree that if my child loses or breaks CVHS camera equipment or accessories the child/family will pay for the replacement charges incurred within six months from the time the equipment has been reported lost or damaged.

I have read and understand all of the above and will follow the policies to the best of my ability. Students/Parents/Guardians, please sign the digital camera/technology usage and release form below and return this form to Mr. Vendsel.

Student's printed name \_\_\_\_\_ Period # \_\_\_\_\_

Student's signature \_\_\_\_\_

Student cell phone # \_\_\_\_\_ Date \_\_\_\_\_

Parent or guardian printed name \_\_\_\_\_

Parent or guardian signature \_\_\_\_\_

Parent or guardian cell phone# \_\_\_\_\_ Date \_\_\_\_\_