**TRIAL COURSE OR NEW COURSE PROPOSAL**

**SUBMITTED BY:**

<table>
<thead>
<tr>
<th>Department</th>
<th>JRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared by</td>
<td>Joshua Jason Lazarus</td>
</tr>
<tr>
<td>Email Contact</td>
<td><a href="mailto:jjlazarus@uaf.edu">jjlazarus@uaf.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College/School</th>
<th>CLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>474-6020</td>
</tr>
</tbody>
</table>

**1. ACTION DESIRED**

(Check one):

- [ ] Trial Course
- [ ] New Course

**2. COURSE IDENTIFICATION:**

- Dept: JRN
- Course #: 204
- No. of Credits: 3

- This is an introductory course which justifies it being lower division. There are 3 hours of contact per week via lecture, as well, all other photo courses are 3 credits a piece.

**3. PROPOSED COURSE TITLE:**

Digital Basic Photography

**4. CROSS LISTED?**

- YES/NO: no
- If yes, Dept: 
- Course #: 

**5. STACKED?**

- YES/NO: no
- If yes, Dept: 
- Course #: 

**6. FREQUENCY OF OFFERING:**

Every Fall & Spring. Summer only as Demand Warrants.

(Every or Alternate) Fall, Spring, Summer — or As Demand Warrants

**7. SEMESTER & YEAR OF FIRST OFFERING** (if approved) 

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2010</td>
</tr>
</tbody>
</table>

**8. COURSE FORMAT:**

- NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

<table>
<thead>
<tr>
<th>COURSE FORMAT: (check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

- Mode of delivery (specify lecture, field trips, labs, etc): Lecture

**9. CONTACT HOURS PER WEEK:**

- 3 LECTURE hours/week
- LAB hours/week
- PRACTICUM hours/week

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See: [http://www.uaf.edu/uafgov/faculty/cd/credits.html](http://www.uaf.edu/uafgov/faculty/cd/credits.html) for more information on number of credits.

**OTHER HOURS (specify type):**

**10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):**

**JRN 204  3.0 credits**

Digital Basic Photography

This class serves as an introduction to the technical and aesthetic aspects of basic digital photography via Digital SLR cameras and editing through digital photo suites such as Adobe Photoshop. Students will be expected to have intermediate computer knowledge prior to class. Students will learn how to control Digital SLRs on manual settings, increasing their ability to creatively photograph as well as basic and advanced editing techniques, negative scanning and digital printing. $75 lab fee.
11. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities  N = Natural Science  S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core?  YES  NO

IF YES, check which core requirements it could be used to fulfill:
O = Oral Intensive, Format 6  W = Writing Intensive, Format 7  Natural Science, Format 8

12. COURSE REPEATABILITY:
Is this course repeatable for credit?  YES  NO

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit?
T I M E S

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?
C R E D I T S

13. GRADING SYSTEM:

LETTER:  X  PASS/FAIL:

RESTRICTIONS ON ENROLLMENT (if any)

14. PREREQUISITES

None.

These will be required before the student is allowed to enroll in the course.

RECOMMENDED

Classes, etc. that student is strongly encouraged to complete prior to this course.

15. SPECIAL RESTRICTIONS, CONDITIONS

None.

16. PROPOSED COURSE FEES

$75

Has a memo been submitted through your dean to the Provost & VCAS for fee approval? Yes/No

Yes

17. PREVIOUS HISTORY

Has the course been offered as special topics or trial course previously? Yes/No

Yes

If yes, give semester, year, course #, etc.: Spring 2008, Fall & Spring 2009 & Summer 2009.

18. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

Will utilize Bunnell 128 – Digital Darkroom Lab, upgraded with TAB funds.

19. LIBRARY COLLECTIONS

Have you contacted the library collection development officer (flkj@ual.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No:  X  Yes

Contacted Library Collection Development Officer on September 15, 2009. This class will not have any direct or indirect affect on the library's resources. The impact of the course will be contained within the Journalism Dept.

20. IMPACTS ON PROGRAMS/DEPTS

What programs/departments will be affected by this proposed action?

Include information on the Programs/Departments contacted (e.g., email, memo):

Journalism Department Head has been briefed and has approved the creation of this course. Contact Brian O'Donoghue at 474-7761.

21. POSITIVE AND NEGATIVE IMPACTS

Please specify positive and negative impacts on other courses, programs and departments resulting from the
Positive impacts: as photography has gone more towards digital, we need to provide a basic course in digital photography that mimics what we teach in our chemical-based courses.

JUSTIFICATION FOR ACTION REQUESTED
The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

Changes in the field of photography have created a need to complement our film photography classes with digital equivalents. This class intends to help fill that need.

APPROVALS:

Signature, Chair, Program/Department of: 

Date: 09/15/09

Signature, Chair, College/School Curriculum Council for: 

Date: 09/20/09

Signature, Dean, College/School of: 

Date: 10/01/09

Signature of Provost (if applicable)
Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

Signature, Chair, UAF Faculty Senate Curriculum Review Committee

Date

ADDITIONAL SIGNATURES: (If required)

Signature, Chair, Program/Department of: 

Date

Signature, Chair, College/School Curriculum Council for: 

Date

Signature, Dean, College/School of:

Date
ATTACH COMPLETE SYLLABUS (as part of this application).

Note: syllabus must follow the guidelines discussed in the Faculty Senate Guide [http://www.ua.ched/ua.php/faculty/cell/syllabus.html](http://www.ua.ched/ua.php/faculty/cell/syllabus.html). The department and campus wide curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course change will be denied.

**SYLLABUS CHECKLIST FOR ALL UAF COURSES**

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. **Course information:**
   - Title, number, credits, prerequisites, location, meeting time (make sure that contact hours are in line with credits).

2. **Instructor (and if applicable, Teaching Assistant) information:**
   - Name, office location, office hours, telephone, email address.

3. **Course readings/materials:**
   - Course textbook title, author, edition/publisher.
   - Supplementary readings (indicate whether required or recommended) and any supplies required.

4. **Course description:**
   - Content of the course and how it fits into the broader curriculum;
   - Expected proficiencies required to undertake the course, if applicable.
   - Inclusion of catalog description is strongly recommended, and Description in syllabus must be consistent with catalog course description.

5. **Course Goals (general) and Student Learning Outcomes (more specific)**

6. **Instructional methods:**
   - Describe the teaching techniques (e.g., lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

7. **Course calendar:**
   - A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g., it is not adequate to say “lab.” Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

8. **Course policies:**
   - Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

9. **Evaluation:**
   - Specify how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated into grades (on a curve, absolute scores, etc.)

10. **Support Services:**
    - Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

11. **Disabilities Services:**
    - The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials.
    - State that you will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities."
JB204 Basic Digital Photography
3.0 credits, No Pre-reqs.
Jason Lazarus, adjunct
Room 102b, Tel 474-6020, fyjbtech@uaf.edu
Office hours: 3-5 Wednesdays
Wednesday 5:15-8:15 PM, 128 Bunnell

COURSE PURPOSE
Basic Digital Photography is an introductory class in photography that includes correct operation of a digital SLR in manual mode as well as precision editing techniques through Adobe Photoshop and other photo editing suites. Class discussions will concentrate on creative vision, composition, equipment, and camera handling. Weekly in-class critiques will provide feedback on students’ work. Since we have a lot of ground to cover and a short time to cover it, student attendance and participation in all classes is imperative and will be considered in the final grade.

EQUIPMENT AND EXPENSES
If you cannot provide your own digital SLR, you will be loaned a Canon Digital Rebel SLR camera with an 18-55mm lens and will be required to only use it on manual (“manual setting” means that you can set the shutter speed and the aperture yourself). Electronic or “point and shoot” cameras, which set themselves and cannot be controlled by the photographer are NOT ACCEPTABLE for this course. You are also expected to use only the camera provided for the class to limit confusion during discussions. If you have questions about using your own camera and its abilities, ask.

The lab fee ($75) covers the cost, maintenance and upgrades to the computer lab, camera as well as any additional equipment you may use throughout the extent of the course. You will need to provide your own means of archiving your files – from writable CD/DVD’s to keychain/thumbdrives to external hard drives – these are all viable options. Expect to spend $50-$100 on these options.

RULES OF CLASS
NO FOOD, DRINK, SMOKING, GUESTS or CHILDREN IN THE DARKROOMS AT ALL. NO CELL PHONES IN CLASS.

Attendance in all classes is required and will be considered in the final grade. Assignments are due AT THE BEGINNING OF CLASS on the dates listed. Late assignments WILL NOT BE ACCEPTED unless PRIOR arrangements have been made with the instructor.


EXPECTATIONS: Students are expected to have intermediate knowledge of computers – preferably of the Macintosh operating system (or at least the ability to translate PC experience to Macs). This class is not intended as an introduction to computers but is expected to be an in-depth discussion of camera use and function, basic and advanced
editing techniques, negative scanning and digital printing. If you are questioning your current level of understanding of computers, please do not hesitate to discuss this with the instructor.

**Weekly assignments also require weekly use of the Journalism Department computer lab to complete assignments.** Although most of the work can potentially be done on your home computer, much of it requires specific programs and equipment you may not have at home. You will be given 24/7 access to the computer lab to facilitate your individual needs.

**COURSE SCHEDULE: Subject to change and revision.**

**January 30th** - Welcome to Basic Digital Photography, equipment and supply needs and expenses, expectations of class, journal, basic digital workflow example, and how independent work in the labs will function.

**February 6th** - Basic Camera Operation – learn how to use your camera on manual settings. Explain transferring files, necessity of digital archiving. Save and save often! Basics of shooting techniques.

**ASSIGNMENT #1: DUE 2/13**
Carry your camera around everywhere you go this week, when you see a picture take it. Remember to crop with your feet. Fill the frame with your subject. Finish a whole roll of “film” (at least 36 exposures).

**February 13th** - Basic Digital Editing Technique – demo of Photoshop techniques to make your photos just a bit better. Discuss minimal reliance on editing – take the photo right the first time! Demo and Class Project: Digital workflow and example of expected weekly uploading routine and critique. Lesson: Depth of Field.

**ASSIGNMENT #2; DUE 2/20**
Depth of Field. Make five series of two shots that show the exact same subject but very different depth of field. One will have almost everything sharply in focus and the other will have almost everything out of focus. Use a “normal” lens and remember that both distance from your subject and the aperture affect the depth of field.

**February 20th** - Critique of depth of field. Discuss composition, metering, bracketing, bending your knees, point of view. Begin discussion on self-portraits, portraits, lighting, model releases.

**ASSIGNMENT #3: DUE 2/27**
Upload at least two Wacky POV shots. This is your chance to get wild. Put your camera on the ground or hold it high to get an unusual point of view. It is not unusual to shoot up at a building or down at a dog, these are examples of how we always look at things.

**February 27th QUIZ. Journal check.** Again have your journals in class with your clips to discuss. Critique of wacky point of view. Discussion on how color can add / detract from your composition – demo deleting color information from files and upload
examples that are best/worst with and without color. Demo scanning negatives and archiving them.

**ASSIGNMENT #4: DUE 3/5**

Bring in and scan an entire roll of film (36 frames) before next week’s class. Make sure the roll you choose is not full of snapshots – bring in well composed images and share them with the class! Select four pictures to edit and turn in.

**March 5th** Critique of the scanned negatives. Discuss shutter speed, motion blur, stop action, and panning. Use of a tripod necessary for this assignment – make sure you check one out from Journalism or the Library!

**ASSIGNMENT #5: DUE 3/19**

Motion. Make three prints showing motion. Two of each type of motion: stop action, blur, and pan. **No photos of cars please!** These should be photographs of people in motion. This can also be mushing (dogs in motion). Watch out for this assignment – It’s far too easy to take snapshots and poor compositions for this assignment!

**March 12th – NO CLASSES – Spring Break – Keep shooting!**

**March 19th** Critique of motion assignment. Midterm Discussion. What makes a nice portrait? Portrait Demo. Low budget ways to achieve a studio look (the garage door). Catch lights, environmental portraits.

**MIDTERM ASSIGNMENT: DUE 3/26**

These are not snapshots. They should have great light and clean backgrounds and be well thought out. Be sure to get a model release for your friend – you’re expected to for this assignment – 10% of the grade relies on it!

1. Self-portrait (2 photos, different background, poses, settings)
2. Portrait of a friend. (2 photos, different people, backgrounds, poses, settings)

**March 26th** Critique of midterm assignment. Discuss photojournalism, the 5 W’s, model releases, media law, privacy. Discuss photographing strangers and confidence behind the camera.

**ASSIGNMENT #6: DUE April 2nd**

Photograph at least eight strangers, turn in your four best shots. Write a cutline. These should be like feature shots for a newspaper. They should be **candid**; you are spying and grabbing a little slice of everyday life in Fairbanks.

**April 2nd – QUIZ. Journal check.** Critique of strangers assignment. Discuss night photography, long exposures.
ASSIGNMENT #7: Due April 9th
Shoot at least 50 frames during low light / night conditions. Use a tripod on this assignment to insure steady pictures – play around with extremely long exposure shots – see what you get! Don’t just shoot the aurora!

April 9th – Critique of night shot. Discuss Final Assignment – start working on this now! Discuss negative space and its use in composition. Discuss shadows as a graphic element.

ASSIGNMENT #8: Due April 16
Shoot at least one roll of film using negative space as a compositional element – use this technique to make your subject matter pop out of the picture – place it at odds with an empty background to intensify it!

April 16th – Critique of negative space. Further Discussion of Finals, approval of Final Ideas – start working on it! Discuss flash. Demonstration of Vivitar 283.

ASSIGNMENT #9: Due 4/23 Flash. Using a vivitar 283 that you check out of the office, or your own flash, shoot some direct flash portraits and some using the techniques shown in class. Choose four to turn in – making sure that they showcase a variety of flash techniques.

April 23rd  Critique of flash photos. DIGITAL PRINTING DEMO. Discussion of complete digital workflow, need for color calibration and costs associated with entire personal digital workflow.

ASSIGNMENT #10: Triptych Assignment.
Choose subject matter that would complement themselves if shot and displayed together. Edit and turn in three shots that work well together. Expect to print all three and display them.

April 30th- DIGITAL PRINTING DAY. Print out your triptychs and display them – mount them on mat board, hang them in the display. Expect this much work – and more – for the final!

FINAL ASSIGNMENT DUE 5/7 BY 5pm, NO EXCEPTIONS.
The photo essay: 5 prints printed, mounted and edited. Journal due as well. Set up a time with your instructor (schedule a meeting) to print your final prints. Have them ready to go!

May 7th – FINAL DUE. Finals due at the start of class. Group critique followed by hanging the show.

GRADING: This is a hands on course, grading is broken down as follows. You will be graded on an absolute point scale that is derived from the following breakdown. You will not be graded on a curve.

10 regular assignments, 15 points each. 150 points
Midterm 30 points
2 quizzes, 15 points each 30 points
Journal 10 points
Class participation 30 points
Final Project 50 points
Total: 300 points

Grading will follow UAF guidelines:
A = (270-300 points out of 300) An honor grade, indicating originality and independent work, a thorough mastery of the subject, and the satisfactory completion of more work than is regularly required.
B = (240-269 points) Indicates outstanding ability above the average level of performance.
C = (210-239 points) Indicates satisfactory or average level of performance.
D = (180-209 points) The lowest passing grade, indicating work of below average quality and performance.
F = (below 180 points) Indicates failure to meet lowest standards.

Note: I do not give an incomplete grade.

If you have any additional needs for this class, please do not hesitate to talk with me. Reasonable accommodations will be made for students with disabilities – I will fully work with the Office of Disabilities Services (203 WHIT, 474-7043).

In the field of print and electronic journalism, accuracy and clarity are essential. The ability to communicate information clearly and correctly is the cornerstone of effective communication. Every course in the Department of Journalism and Broadcasting emphasizes developing strong writing skills. Therefore a percentage of each course will be based on writing, with grading criteria determined for individual courses by individual instructors.

High ethical standards are essential for maintaining credibility. Every course taught in the UAF Department of Journalism and Broadcasting seeks to maintain these standards, starting with an emphasis on producing original and factual work.

Plagiarism is defined as appropriating passages or ideas from another person’s work and using them as one’s own. Fabrication is the inclusion of an invented statement within the body or work.

Neither plagiarism nor fabrication will be tolerated at the Department of Journalism and Broadcasting. Any student found to have plagiarized or fabricated statements in a Department of Journalism and Broadcasting class will receive, at minimum, an automatic “F” for the class. Further action, such as expulsion, also will be considered.
MEMORANDUM

DATE: Sept. 15, 2009

TO: Susan Henrichs, Provost
Ro-Bailey, VCAS

FROM: Brian O’Donoghue
Journalism Dept. Chair

THRU: Eric Heyne
Dean CLA

RE: Lab Fees for JRN 204: Basic Digital Photography
(New Course)

We request approval for a $75.00 lab fee for the new course JRN 204, Basic Digital Photography. Students in this class will use our digital photography lab. All students with access to our digital “darkroom” pay this same fee. It covers ink and other supplies, and the upkeep of the lab.

Please contact Charles Mason at 6217 with any questions or concerns about this fee.