This course will be divided into three sections: 1-Technique, 2-Visual Literacy, and 3-Photo Essay. Your final grade will be the average of the three section grades (30% each) - the remaining 10% will be based on attendance and participation in class discussion.

In addition to the final Photo Essay (more on that later), I will be assigning approximately 6 written photo critiques, and about as many photo assignments. Written assignments are to be typed (and stapled if more than one page) with your name and the assignment title at the top of the page. All photo assignments should be delivered in an 8.5 x 11 envelope with your name and assignment title clearly indicated. Assignments turned in after 5:00 pm on the due date will be docked one letter grade. No assignments will be accepted more than three working days after the due date (except with medical documentation in the case of legitimate illness).

There will be one scheduled quiz and a section exam for sections 1 and 2. There will also be two random pop quizzes.

Section one: Technique

This section will be hands on. You will learn:

- the basic operation of your camera
- how film works
- how to properly expose and process film
- how to make contact sheets and prints.

Topics:

a. 35mm camera/lens overview (Schaefer p. 38 - 44)

b. Film - how it works (Schaefer chapter 4)

c. exposure calculation (Schaefer chapter 6)
   1- relationship of ISO, shutter-speed and aperture (Schaefer p. 91 - 95)
   2- metering
      1- reflected
      2- incident
3. grey card
4. film box
5. f-16 rule
6. polaroid

d. film processing (Schaefer Chapter 7)
   1. determining proper dev. time and temp
   2. loading film onto reel - placing into dev. tank
   3. pre-wetting
   4. development
   5. stop bath
   6. fixer
   7. 1st wash
   8. hypo-clear
   9. final wash
   10. photo-flo
   11. squeegee
   12. drying
   13. cut and sleeve
   14. clean-up

e. documentation/filing

f. printing (Schaefer chapter 8)
   1. loading enlarger
   2. sizing/focusing enlarger
   3. loading paper
   4. exposure/contrast determination (test strip)
   5. processing print
      a. develop
      b. stop bath
      c. fixer
      d. wash
      e. dry
      f. clean-up