

2019-20 Castro Valley High School

# PHOTOGRAPHY



**INSTRUCTOR • MR. JEFF VENDSEL • ROOM #206 • EMAIL [jvensel@cv.k12.ca.us](mailto:jvensel@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**

**We provide everything you will need for this class! But there are a couple of items you may want to purchase, that you may find helpful.**

- Although I will provide you a set of **earbuds**, they are not very durable and the sound is not of the highest quality. Many of the lessons use videos that you will watch at your computer. Purchasing earbuds for class might be preferable.
- Many students want to bring their images home to share with friends and family from their personal computer. Some students use their Google Drive account for this, while others use a **flashdrive**, A.K.A. a thumbdrive. Using your personal Flashdrive provides a quick and efficient means of sharing images -and might be a better option than the Google Drive.

•**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” 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 we all lose.

## **CLASSROOM EXPECTATIONS.**

**Be careful with your words, think before you speak, take your time and listen. Respect yourself, your classmates, your educator and environment/community.**

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), 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 & COMPUTER POLICY (AND OTHER PERSONAL ELECTRONIC DEVICES...)**

**["The number of texts being sent is on the rise, especially among teenagers age 13 to 17. According to Nielsen, the average teenager now sends 3,339 texts per month."](#)**

The smartphone is an amazing invention and has become an integral part of our lives... Unfortunately, the phone is so captivating that it has become a near-constant source interruption and distraction. To illustrate that point, here is are some interesting stats, published by [TEXT REQUEST](#) (an online text service for business), about our cell phone use. Based on studies done by [Experian](#), [Statistic Brain](#) and data compiled from the Pew Research Center study in 2015, an estimated 26 BILLION TEXTS PER DAY were sent by people in the U.S. Estimates of [teen social media usage](#) vary widely. Some studies (like the Nielsen study cited above) claim teen texting averages are more than 100 a day, while Pew's 2015 report of [teen social media usage](#), found teens 13-17 send & receive an average of 67 texts per day, but the median estimate put the texting at only 30 messages daily.

Regardless of the exact number, that's a lot of interruptions... so to help us all focus, here's the classroom phone policy.

### **PHONE POLICY**

- To help you succeed in this course, here are the provisions for phones (electronic devices) in Photography:**
- You must check your phone in the "Phone Booth" when you arrive in class. THERE ARE NO EXCEPTIONS.**
- When you enter class, Phones (and headphones) should be off, or switched to airplane mode.**
- You will exchange your phone for a numbered "Photo I.D." that corresponds with your seat/computer number, and your phone will be stored in a secure, locked, classroom "Phone Booth" for the duration of class.**
- The "Phone Booth" has multi-port phone charger slots, so bring a charging cable if you need to give your phone a charge during class.**
- Phones will be retrieved approx. 5 minutes before the end of the class.**
- YOU WILL NOT BE ALLOWED TO PHOTOGRAPH OUTSIDE THE CLASSROOM IF YOU DO NOT CHECK YOUR PHONE.**
- Use of your phone (or any other portable electronic device) during class will result in the following:**
  - First offense -an immediate referral to your AP for a technology violation, and email to parents/guardian.**
  - Second offense –same as above, an immediate referral to your AP for a technology violation, and the reduction of your course grade by ½ letter grade for the quarter.**
  - Third offense –same as second offense, and a mandatory teacher-parent conference.**
  - Sometimes you will use your phones for class assignments, and at that time, I will explain the guidelines for phone use.**

### **COMPUTER USE IN PHOTOGRAPHY**

- Listening to music while you work at your computer is OK, but you must use your earbuds.**
- Music must off and earbuds must not be worn during lecture & demonstrations.**
- Computers are to be used for coursework assignments, or research related to coursework.**
- Gaming, watching YouTube or streaming TV shows, updating social media, etc... will result in the following:**
  - First offense -an immediate referral to your AP for a technology violation, and email to parents/guardian.**
  - Second offense -same as above, an immediate referral to your AP for a technology violation, and the reduction of your course grade by ½ letter grade for the quarter.**
  - Third offense -same as second offense, and a mandatory teacher-parent conference.**

## **FOOD & DRINK**

**BEVERAGES WITH CAPS ARE OK –BUT THE CAPS SHOULD BE ON. YOU 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. **THIS IS NOT NEGOTIABLE.**

## **TAKING PHOTOS OUTSIDE THE CLASSROOM**

Experiential learning frequently takes place in an outdoor or campus community setting. Through this experience you develop leadership, team building and photographic skills in an environment that is outside the classroom.

**•You will be allowed take 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 PHOTO PASS AGREEMENT and return it to me before you are allowed to take photos outside of class.**

**•YOU MUST CHECK-IN YOUR PHONE BEFORE YOU CAN TAKE PHOTOS OUTSIDE THE CLASSROOM!**

**•You must always WEAR YOUR PHOTO PASS, sign out and sign back in, when photographing outside class.**

**•The photo pass is not a “hall pass” to go hang out with friends during class... the pass is for 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/guardian.**

**•When leaving class to take 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 BIG WORD FOR CHEATING)**

I encourage students to collaborate, to help other with assignments and concepts. But the work you submit needs to be entirely yours. Plagiarism, or cheating of any kind will result in a failing grade for that assignment –no discussion, and that grade cannot be made up, and a letter home to parents. A second offense will result in failing the course for the semester. **Plagiarism includes “copying” or “borrowing” images that you have not taken and claiming them as your own work, as well as copying other students’ PowerPoints or presentations, or using 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**

There is ample time to complete the assignments, and most students finish their work well before the deadline. This is an CTE class, and one of the CTE 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, LATE WORK IS NOT 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.)

•AFTER PROGRESS REPORT, QUARTER AND SEMESTER GRADING DEADLINES, LATE SUBMISSIONS TO “MAKE UP” WORK OR MISSING ASSIGNMENTS WILL NOT BE ACCEPTED.

#### 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.

#### ADDITIONAL COURSEWORK

##### 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 taking photographs, there are a variety of quizzes and presentation assignments, which are an important percentage of your grade. These quizzes and presentations are based on lectures and readings, so I strongly urge you to take notes when learning a new concept. 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. Behaviors such as: food in class, excessive tardiness, texting or cell phone use, inappropriate use of technology (spending the day gaming, watching YouTube), inappropriate use of the photo pass, doing homework for another class, etc.... will have an adverse 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 Web Store 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 your support of the CVHS photography department!

# 2019-20 Photography Syllabus Agreement

Please return this page to Mr. Vendsel by the end of the first week.

Feel free to contact me with any questions: Mr. Vendsel • [jvendsel@cv.k12.ca.us](mailto:jvendsel@cv.k12.ca.us) •

## CLASSROOM POLICIES & EXPECTATIONS

•**Student:** I have read & understand the classroom policies & expectations, described in the syllabus.

\_\_\_\_\_  
(Please Print) Student Name

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

\_\_\_\_\_  
Date

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

•**Parent/Guardian:** I have read & understand the classroom policies and expectations on the syllabus.

\_\_\_\_\_  
(Please Print) Parent / Guardian Name

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

**Parent/ Guardian cell:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

## PHOTO USE PERMISSION

Many of our assignments involve photographing other students in class. Please sign below if you give permission for Castro Valley High School to use these photos in school publications, school gallery shows, and the CVHS Photography websites. **(For an example of such use, go to our class website at [newcvhsphoto.com](http://newcvhsphoto.com))**

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

## EQUIPMENT USE

Students frequently check out the photo department's cameras and other photo-related equipment. This equipment can be delicate and expensive to replace. Please sign below if you give your student permission to check out equipment, with the acknowledgement that they/you assume full financial responsibility if equipment entrusted the student is lost or damaged. -See attachment for a more detailed description of equipment use agreement.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

## DEADLINE POLICY

All work is due on deadline –this includes the required number of photos and the self-evaluation rubric. 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 late work is a “C.” (Unless, of course, you have a documented, excused absence, such as sickness or family emergency... (this does not include “cuts”) –If you have a documented, excused absence, you can submit 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.**

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

## DONATIONS

Photography can be expensive, and the photo department welcomes any contributions to help provide students with additional 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, no matter how small, make a huge difference and are much appreciated!** Checks can be made out to CVHS Photography, or you can donate through the CVHS Web Store link at: [castrovalleyhigh.org](http://castrovalleyhigh.org). For those who can donate, thanks in advance for your support of the CVHS photography department!

**Yes, I would love to help the CVHS photography program! Enclosed please find my contribution in the amount of \$\_\_\_\_\_, made payable by check to CVHS photography, or Web Store donation receipt.**

# PHOTO PASS BEHAVIOR CONTRACT

Name \_\_\_\_\_

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

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

# Photography Equipment / 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 damaged. Additionally, I understand that equipment can be checked out for only one day at a time, and must be returned PRIOR TO 1ST PERIOD. Failure to return equipment by the due date will result in the suspension of equipment borrowing privileges.

- Canon Rebel T3i, T5, T5i or T6i replacement is approx. \$700.
- Lenses are valued at \$250-\$1,000
- Camera repairs start at \$150 minimum.
- SD High Speed Memory Card 16GB is valued at approx. \$15-20.
- Lowepro Nova Sport Shoulder Camera Bag is valued at \$50
- Cannon Battery is valued at approx. \$45.
- Tripod replacement is \$75.

Personal photography or video equipment may be used for photography assignments. But, if you choose to bring your personal 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 student loses or breaks CVHS camera equipment or accessories, the student/family will pay the replacement charges incurred within six months from the time the equipment has been reported lost or damaged. As with textbooks, if payment for unreturned, lost or damaged equipment is not received by the end of the school year, a "hold" will be placed on the student's academic records.

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 \_\_\_\_\_

(used to contact student if borrowed camera or equipment is overdue)

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

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

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

