

Syllabus
PHTC 1345. 001-002
Illustrative Photography I
Fall 2025 • Spring 2026

Instructor: Delany Jackson

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South Plains College

Illustrative Photography I

Instructor: Delany Jackson

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COVID-19 Policy

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

Cough, shortness of breath, difficulty breathing

Fever or chills

Muscles or body aches

Vomiting or diarrhea

New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

Proof of a positive test is required. A home test is sufficient, but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

Course Description: This course is a rigorous introduction to digital photography and the use of digital single lens reflex cameras, capturing images, composition, elements and principles of art, lighting systems, computer processing with Adobe Photoshop and image management.

Objectives:

General Requirements:

Graduation from high school.

An 80 or higher on 4 point scale completion of high school photo course.

TSI compliant, as defined by SPC requirement, Math, English, and Reading.

Communication Skills:

Adapt language for audience, purpose, situation, and intent.

Organize oral and written information.

Interpret and communicate information, data, and observation.

Give formal and informal presentations.

Apply active listening skills.

Problem solving- the student will use critical thinking and interpersonal skills independently and in groups to solve problems.

IT applications- students will demonstrate proficiency in basic information management through image management and storage, email, social media, writing and publishing, presentation, and database application.

Safety:

Use good judgement related to specific environments used for photography projects.

Understand basic emergency procedures.

Professional development:

Employ leadership skills.

Employ teamwork and conflict management

Participation in meetings

Employ mentoring skills

Ethical decision making:

Exhibit ethical conduct related to client confidentiality, privacy of sensitive content, and providing appropriate credit for ideas and images.

Understand copyright laws in relation to use and duplication of images.

Respect of intellectual property when manipulating, morphing, and editing digital images.

Analyze the impact of photography on society, including concepts related to persuasiveness, marketing, and point of view.

Time management, student will utilize time management and efficiency skills.

Know and understand the basic functions of an SLR camera as demonstrated by the use of manual mode to create photographic compositions using the Rule of 3rd and depth of field.

Understand simple lighting values associated with back light, front light, side light, shading, and highlights of basic lighting patterns.

Understand ISO, shutter speed, and aperture settings of the exposure triangle as demonstrated by composition and appeal of images.

Create a portfolio of diverse subject matter using basic principles of photography.

Assessments: Grading is based on evaluation critiques and rubrics of photographs captured for lessons, research papers, projects, prepared portfolios, and tests on digital photography concepts and technical terms. The class is rigorous. You must complete the lessons and show evidence of your learning. Do not expect to just take some pictures and pass. **Enroll in this class only if you want to learn Commercial Photography skills and are willing to do the work to gain credit.**

I embrace your mistakes and expect them. Learning is messy and it takes time and practice.

Jump into the process and be willing to redo your work. The focus of assessments is on students showing evidence of their learning.

Grading Scale:

A = 90-100%	B = 80-89%
C = 70-79%	D = 63-69%
F = lower than 63%	

Percentage categories

Photo projects participation.	50%	Class
Assessments/Tests	30%	
Attendance	10%	10%

Due dates for assignments will be clearly posted in the classroom. It is critical to turn in work on time to stay on top of the workload. Students will complete most work in class, but class time is limited.

Assignments	Reading	Due Date	Quizzes
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Unit 1: What is Digital Photography?

Defining digital photography - Capturing images: How did we get here?

Overview of Photography History

Features and Specifications in Digital Cameras:

How do camera's work?

Camera types-point and shoot and SLR

Orientation to camera

Camera controls for Exposure (time), Aperture (light), Priority and focusing

ISO settings

White Balance

Saving images

Basic computer photo file management

Copyright law and the "fair use doctrine"

Student Contract assignment -Due end of class day 1

Reading assignment: HYPERLINK "<http://www.geofflawrence.com>"

www.geofflawrence.com all sections

Photo Assignment			
1a: The Frame - Controlling Exposure			
1b: Photography Terms units 1-3			

Unit 2: What makes a good photograph?

Composition Factors- Elements and Principles

Rule of thirds (Golden Mean)

Formal (centered and symmetrical)

Work with the image frame
Strategic placement (asymmetrical)
Lines of movement (diagonal)
Foreground frame (emphasize the subject)
Get close to your subject
See the image in your mind
Take many photos

Research Paper: Famous photographer/presentation dates

Reading assignment: HYPERLINK "http://www.kenrockwell.com" www.kenrockwell.com

How to make great Photographs

HYPERLINK "http://www.geofflawrence.com"

www.geofflawrence.com all sections

Photo Assignment			
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<p>2b:</p> <p>Composition</p> <p>photo shoot <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>			
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Unit 3: Why is the lens the most creative tool?

Simple and compound Lenses:
 Focal length, resolving power, aberrations
 How a lens focuses
 The speed of a lens: F-stop
 Angle of view
 Perspective: Compression and expansion
 Macro Lenses
 Wide angle Lenses
 Telephoto Lenses

Lens Hood to control flare

Depth of Field

Reading assignment: HYPERLINK "http://www.geofflawrence.com"
www.geofflawrence.com all sections

<p>Photo Assignment 3: Controlling depth of field</p> <p>Test 1: Photography terms and concepts units 1- 3.</p> <p><input type="checkbox"/></p>			
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Unit 4: How can a still photograph capture motion?

Electronic shutter systems
 Hand holding limitations and shutter speed
 Judging shutter speeds
 Pre focusing techniques
 Panning and zooming
 Long exposures- tripods
 Capturing moving lights at night

Reading assignment: HYPERLINK "http://www.geofflawrence.com"
www.geofflawrence.com all sections

Photo Assignment: 4a: Capturing Motion <input type="checkbox"/> 4b: Photography Terms units 4-6 <input type="checkbox"/> <input type="checkbox"/>			
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Unit 5: How does light and shadow affect images?

Basic properties of light: Color, Value, Intensity

Available Light

Adding Light- Direct and fill flash

Reflectors

Light Metering

Back vs. Front Lighting

Light and Color in Composition

Reading assignment: HYPERLINK "<http://www.geofflawrence.com>"

www.geofflawrence.com all sections

Photo Assignment 5: Manipulating Light, Shadow and Color <input type="checkbox"/> Test 2: Terms and concepts for units 4-6. <input type="checkbox"/>			
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Unit 6: How do I improve my photographs with Photoshop?

Photoshop Workflow

Fix brightness/contrast

Levels

Curves

Shadows/Highlights Tool

Fix Colors

Levels (by channel)

Curves (by channel)

Fix imperfections (dust, blemishes, etc)

Healing brush

Clone Stamp

Other Fixes, improvements, modifications

Perspective

Layers

Black and White Conversion

Size for Output

Use Bicubic Smoother for going bigger

Use Bicubic Sharper for going smaller

Sharpen (unsharp mask)

Output/Print

Reading Assignment: How to use Photoshop

HYPERLINK "http://www.geofflawrence.com"

www.geofflawrence.com all sections

Photo Assignment 6: Work 6 photos through the Photoshop Workflow and Journal all of your Steps □ □			
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Unit 7: Who is this person anyway?

Portrait –composition, props, studio, on location
 -lighting
 -lenses (depth of field)

Directing models
Photographing individuals
Photographing groups

Reading assignment: HYPERLINK "http://www.geofflawrence.com"

www.geofflawrence.com all sections

Photo Assignment 7: Portraits □			
<u>Unit 8: What is my best work?</u> Photo Assignment 8: Final Portfolio Best Work 10 images presented in a power point presentation to the class 10 images printed and professionally presented in a portfolio Write a statement that describes your rational for choosing your best work. What makes it your best			

work? Final Test on terms and concepts:			
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Graphic Arts Attendance Policy

The South Plains College attendance policy is stated in the General Catalog (see above).

Punctual and regular attendance in class is required of all Graphic Arts students. Each student is responsible for all class work covered while he or she was not in class. At the discretion of the instructor, a student may complete makeup work assignments for unavoidable absences if the student has adequately notified the instructor of the absences. The instructor uses their discretion to administer an “X” or “F” grade when a student has excessive absences. In the event a student is not able to complete course work, he or she is expected to take initiative to initiate a student withdrawal notice that results in a “W” grade when completed before the last college “Drop date.” All students must complete or remain in compliance with TASP requirements.

The Graphic Arts program has modified the absentee policy as follows: After a student has missed **three** regular days of class, his or her final grade will be **dropped one letter grade** for each additional absence. A student who has missed **four** class days may be dropped at the instructor’s discretion. Tardiness for two class days equals one absence and will be used to consider this policy.

It is at the instructor’s discretion to allow a student to do additional work to make up for absences.

The lab is an intricate part of a class. If a student attends the class but misses the lab, the student will be marked absent for the whole class period.

The chairperson of the Creative Arts, Administration, or Counseling Department must approve, in writing, any deviation from the attendance policy.

Students may be required to attend events on and off campus for additional grades at various times. Failure to attend will result in an absence at the instructor’s discretion. Students must be notified at least two weeks in advance of the event.

Procedures and classroom guidelines:

Follow Best Work Practices and common sense for everyone’s Health and Safety, especially when using the equipment.

Show respect, kindness, compassion and caring for others and yourself

Take care of the cameras, computers and equipment, yours and others. Damaged or missing school property is your responsibility and will be replaced at your expense.

Food and drink are not allowed in the classroom and computer lab. (It can damage equipment and work).

Cell phones and personal music devices will be kept in your bag

Course Requirements:

Access to a digital camera outside of class time at least 8 mega pixels, ideally with manual settings to override auto features. New cell phone cameras are amazing. It may be a point and shoot or SLR. Do not run out and buy a digital camera for the class if you do not already have a camera. Come to class and learn about digital cameras to help inform your purchase.

Notebook: Students will need to take notes in class from lectures and readings to be successful in retaining and applying their knowledge to practice.

Have a dedicated 16B drive for this class.

Computer Access Students need to have access to computer and photo editing software.

Digital Memory and Storage: Students will need a large UBS drive or external hard drive for storage of images. I recommend students obtain at least 16GB memory stick or thumb drive as a more convenient method of saving and transporting images.

Printing students are responsible for printing of all assigned print projects.

Academic Integrity: It is the aim of the Graphic Arts faculty to foster a spirit of complete honesty and high standard of integrity. The attempt of any student to present his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences, possibly suspension. Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism (see “Academic Integrity” and “Student Conduct” sections of the college catalog.) At times, working with other students is encouraged for some assignments and meets SCANS competencies C-9 through C-14. If you have any questions as to whether you may work with other students on any assignments ASK YOUR INSTRUCTOR.

IV. Intellectual Exchange Statement

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

V. DISABILITIES STATEMENT

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

VI. Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

VII. Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education.

To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

VIII. CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a CARE Team referral. You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

IX. Campus Concealed Carry Statement

Texas Government Code 411.2031, et al. authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains

College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

X. COVID-19

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.

a.

Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.

2. COVID reporting

a.

Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.

b.

The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

c.

A student is clear to return to class without further assessment if they have completed:

- The 5-day isolation period, symptoms have improved and
- they are afebrile for 24 hours without the use of fever-reducing medication.

3.

Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.

4.

Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

XI. Artificial Intelligence Statement

Purpose of Artificial Intelligence (AI) Applications:

AI applications such as ChatGPT, OpenAI, Bard, Grammarly, WordTune and others are advanced language models designed to aid and engage in meaningful conversations, as well as, generate and revise content. AI is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

Academic Integrity:

Using AI to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of SPC academic integrity policies. Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, synthesis, and analysis and appropriately cites all sources, including AI.

Collaboration and Consultation:

While AI can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on AI for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing AI as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.

Critical Thinking and Originality:

AI usage can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on AI for answers deprives students of the opportunity to develop their analytical and problem-solving skills. In assignments where originality, creativity, and independent thinking are valued, AI would be detrimental to the student learning process. Critical thinking and originality emphasize the importance of independent thinking in all academic endeavors as part of the student's learning experience apart from outside influence and offers the student the opportunity to refine their unique, individual voice through academic discourse with other students and faculty.

Ethical Use and Bias Awareness:

AI is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by AI. Therefore, when using AI, just like with using any other database, students must verify that the information is from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

Responsible Engagement:

Students should engage with AI in a respectful and responsible manner and avoid using offensive language, discriminatory remarks, or engaging in any form of harassment or inappropriate behavior. Students should also uphold the standards of respectful communication in addressing both AI and fellow classmates.

Compliance with South Plains College Policies:

Policies regarding the appropriate use of AI in South Plains College courses are set by instructional departments and individual instructors. Appropriate use of AI may range from strict prohibition to assignments they may require the use of AI. Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Students are expected to familiarize themselves with the specific course policies regarding the use of AI and adhere to them throughout the semester.

Remember, AI can be a tool to support your learning in certain courses and assignments, but it cannot replace the critical thinking, creativity, and independent work that are integral to your overall academic growth.

Syllabus Acknowledgement

I, _____, have read the syllabus for PHTC 1345 [Illustrative Photography I]. I understand I am responsible for meeting the criteria as found in this syllabus and the SPC Student guide.

I further understand I am responsible for providing the listed supplies, and providing appropriate care for any and all equipment used in this class including but not limited to technology provided by SPC and or fellow classmates.

I will conduct myself with professionalism and ethical standards while “shooting” images and using images in any format/project.

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____