



students through Adobe. Subscriptions can be purchased, and software can be downloaded for a modest monthly cost.

STUDENTS SHOULD EXPECT TO PRODUCE THEIR OWN DIGITAL IMAGE CAPTURE FILES DURING THE TIME-FRAME OF THE COURSE. SUBMISSION OF IMAGES FROM A PREVIOUS ARCHIVE IS STRONGLY DISCOURAGED AND COULD RESULT IN A VERY REDUCED GRADE.

All other course material will be posted to OWL: <http://owl.uwo.ca>.

If students need assistance with the course OWL site, they can seek support on the OWL Help page. Alternatively, they can contact the Western Technology Services Helpdesk. They can be contacted by phone at 519-661-3800 or ext. 83800.

2. Course Overview and Important Dates:

Delivery Mode	Dates	Time
Online*	Released Tuesdays	9am

*Details about design and delivery of the course are listed below in Section 5

Classes Start	Reading Week	Classes End	Study day(s)	Exam Period
Jan 9	Feb 18-26	April 10	April 11-12	April 13 – 30

* 2023: Last day to drop a first-term half course

3. Contact Information:

Instructor	Contact Information
Professor Kelly Wood	kwood@uwo.ca



Students must use their Western (@uwo.ca) email addresses when contacting their instructors.

4. Course Description and Design:

This course is a continuation of study of contemporary approaches to photography studio practice in various exterior and interior situations using natural and available light. This will include types of Public, Street, Travel (or site specific), Landscape, Gallery, Museum and Architectural Photography. The class will be organized around various lectures, technical demonstrations, workshops and studio tutorials online. A one hour, drop-in live worksession time with the professor is offered every week in the digital lab.

This class will offer tutorials and demonstrations of digital photographic techniques using small format photography (DLSR). Introductory lectures and historical studies will be organized thematically. Students will benefit from exposure to a diverse, and wide-ranging, field of approaches to photography and are presented with productive evaluative modes of interpretation.

This course will primarily involve the production of photographic exercises and projects. Students will gain transferable photographic skills necessary for further study, employment, community involvement and/or other activities.

The course will deliver online tutorials in digital photography post-production through OWL lesson pages. Video tutorials will be posted in the class portal. The online platform will allow students enrolled in this course to work through a digital process at their own pace, and, under their own control. Specific dates for online learning tutorials are listed in your course content page and schedule posted to OWL at the commencement of the class.

The student is expected to spend some extra time, in addition to the courses' assigned 3-hour weight, working towards meeting course requirements.

Contingency plan for an in -person class pivoting to 100% online learning

In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, affected course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will not change. Any remaining assessments will also be conducted online as determined by the course

7. Evaluation:

Below is the evaluation breakdown for the course. This breakdown is subject to change*. Any deviations will be communicated.

Assessment	Format	Weighting	Due Date
Weekly Assignments	8 projects	10% each	Due (most) weeks
Reading Assignment	Short response	5%	Due Feb 28th
Final Project	Independent project	15%	Due April 10th

All assignments are due at 11:00 pm EST unless otherwise specified

After an assessment is returned, students should wait 24 hours to digest feedback before contacting their evaluator; to ensure a timely response, reach out within 7 days

Click [here](#) for a detailed and comprehensive set of policies and regulations concerning examinations and grading. The table below outlines the University-wide grade descriptors.

Information about late or missed evaluations:

Late assessments without illness self-reports will be subject to a late penalty 1%/day up to a 10% limit. In this class, extensions are granted for missed assignments.

Late assessments with illness self-reports should be submitted within 48 hours of submission of the last illness self-report

For work totalling 10% or more of the final course grade, you must provide valid medical or supporting documentation to the Academic Counselling Office of your Faculty of Registration as soon as possible. For further information, please consult the University's medical illness policy at

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf.

The Student Medical Certificate is available at

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

9. Office Hours:

Office hours will be held Tuesdays 3:30-4:30pm; or, by using Zoom by appointment

10. Resources:

All resources will be posted in OWL

11. Professionalism & Privacy:

Western students are expected to follow the [Student Code of Conduct](#). Additionally, the following expectations and professional conduct apply to this course:

Students are expected to follow online etiquette expectations provided on OWL

All course materials created by the instructor(s) are copyrighted and cannot be sold/shared

Recordings are not permitted (audio or video) without explicit permission

All recorded sessions will remain within the course site or unlisted if streamed

12. Accommodation and Accessibility

Religious Accommodation

When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request accommodation for their absence in writing at least two weeks prior to the holiday to the course instructor and/or the Academic Counselling of (ac)-8 8.1 nhet

the centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at their official university address is attended to in a timely manner.

Digital Student Experience

Western University is committed to a thriving campus as we deliver our courses in the mixed model of both virtual and face-to-face formats. We encourage you to check out the Digital Student Experience website to manage your academics and well-being: <https://www.uwo.ca/se/digital/>.

USC

Additional student-run support services are offered by the USC, <https://westernusc.ca/services/>.

14. Arts and Humanities Academic Policies and Statements

Copyright and Audio/Video Recording Statement

Course material produced by faculty is copyrighted and to reproduce this material for any purposes other than your own educational use contravenes Canadian Copyright Laws. You must always ask permission to record another individual and you should never share or distribute recordings.

Rounding of Marks Statement

Across programs, we strive to maintain high standards that reflect the effort that both students and faculty put into the teaching and learning experience during this course. All students will be treated equally and evaluated based only on their actual achievement. **Final grades** on this course, irrespective of the number of decimal places used in marking individual assignments and tests, will be calculated to one decimal place and rounded to the nearest integer, e.g., 74.4 becomes 74, and 74.5

Visual Arts Department Policies and Regulations

Prerequisite Checking :

You are responsible for ensuring that you have successfully completed all course prerequisites

to time, your professor may ask the class to turn off all computers, to facilitate learning or discussion of the material presented in class. Unless explicitly noted otherwise, you may not make audio or video recordings of lectures – nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.

Normal Building Access (September 1st to April 30th) (Subject to change):

The John Labatt Visual Arts Centre will be closed at 10:00pm each night Monday to Friday. There will be no after-hour access for undergraduate students. The Centre is open weekends 12:00pm-5:00pm unless otherwise posted; access by side entrances only. Students should be prepared to vacate the building promptly at 10:00pm and 5:00pm. You must also sign-in with the building monitors when working in the workshop areas outside of regular office hours.

Permission re: Promotion :

You grant permission for Western University to reproduce your name, information describing your artwork, representations of your work and any other information you have provided for the purpose of display, promotion and publicity either now or in the future.

By installing your artwork in the John Labatt Visual Arts Centre, you grant Western University an irrevocable, perpetual, royalty-free world-wide licence to photograph your artwork and use such photograph(s) for the promotion of your artwork and/or Western University, including, without limitation, advertising, display, editorial, packaging, promotion, television, social media, the Department of Visual Arts website, flickr, Twitter, Instagram etc.). Students wishing to not have their work photographed should not exhibit it in the Visual Arts Centre, Artlab Gallery or Cohen Commons. As the area is open to the public, students, faculty, staff and other visitors will not be prohibited from photographing your artwork while on exhibit at the John Labatt Visual Arts Centre. You otherwise retain all ownership in your artwork.

Artwork Installation Liability Release :

You understand that the area where your artwork will be hanging or displayed is unsupervised

Campus Recreation Centre. Further information regarding health and wellness-related services available to students may be found at

VISUAL ARTS STUDIO GRADE DESCRIPTORS:

90-100 (Outstanding, A+) - The studio work shows significant originality and exhibits a high degree of critical engagement. Sophisticated analysis and synthesis involving complex theoretical and conceptual thinking are demonstrated. Mastery of complex ideas is immediately evident. The studio work has originality, clarity and ambition. The project is treated with sensitivity and subtlety of thought. The quality of the background preparation and research, engagement with process and outcome of the studio production is exemplary.

80-89 (Excellent, A) - The studio work shows originality and exhibits a high degree of critical engagement. The work is clearly focused and intelligently presented. Mastery of complex ideas is demonstrated. The studio work has clarity and ambition. The quality of the studio production