

AD 11700/ FALL 2020
Black and White Photography
Purdue University, Department of Visual and Performing Arts

Class Information:

AD 11700 Black and White Photography
Tuesday / Thursday 2:30am – 5:20pm

Section 001 - CRN# 44032 - 3 Credits
Pao Hall – Room B162R

PAO Building Hours:

Monday-Friday 6:30 AM- 12:00 AM
Saturday and Sunday 6:30 AM- 7:00 PM

Photo Lab Card Swipe Access Hours

Monday-Friday 7:15 AM- 10:00 PM
Saturday and Sunday 7:15 AM- 7:00 PM

Instructor's Information:

Name: Eli Craven
Email: ejcraven@purdue.edu

Office Location: Pao Hall - B194
Office Hours: By Appointment

Email Policy:

Response to emails will be made as quickly as possible.

- Emails received Monday – Friday will be responded to within 24 hours
- Emails received Saturday - Sunday will be responded to by Monday morning.
- All email correspondence must take place through your Purdue email account.
- It is your responsibility to check your email, prior to attending every class.

Course Description:

This is an introductory studio and lecture course on **Black and White Photography**. This course will emphasize the development of basic camera, digital and darkroom skills, the understanding of photographic imagery and meaning, and the use of the medium as a means for creative expression. Course structure will include laboratory demonstrations, printing sessions, critiques, reading assignments, class discussion, and slide lectures on historic and contemporary black and white photographers.

Course Materials:

Camera:

Please wait to make any purchases until we talk the first week of class. We will provide supplies to get you started on the first projects.

- You must have access to a 35mm film camera. The department has a small number for checkout, but access can be unreliable. Serious photographers should consider purchasing their own.
 - Camera must have **ALL MANUAL** settings: focus, aperture, and shutter speed.
 - Must be in good working condition.
 - Fresh batteries will help trouble shoot any camera issues.
 - Try borrowing a camera from a relative or previous class participant.
- If you need to buy one, try buying used from B&H Photo Video or Adorama.

Paper and Film:

Your course fees provide chemistry and darkroom supplies, eventually will need to supply your own photo paper and film. I would recommend Ilford RC Paper. You may choose Ilford Black and White 400 speed – 35mm film, 36 exposures, or Kodak t-max. Check with me before making any major purchases.

Required Texts:

Black and White Photography by Henry Horenstein

Workbook for Black and White Photography by Kim Mosley

Course Amendments

Due to Covid-19

- Lab sessions will be divided into A and B Groups. “A” group uses the labs on Tuesdays and “B” uses the labs on Thursdays.
- In the case that our instruction shifts to remote or online format, the amount of lab work and darkroom work may be reduced and digital work may increase.

Attendance Policy:

Absences

- Attendance to all class sessions is essential to your success in this course.
- Special in class attention will not be given at a later date to students who miss class. It is the student’s responsibility to contact the instructor about information missed while absent.
- It is the student’s responsibility to keep a record of total absences. You may request information from the instructor, but it is not the instructor’s duty to inform the student.

If absences become an issue, plan ahead of time, and keep documentation to present to the Dean of Students.

Minimum

Course

Requirements:

Successful and timely completion of all assignments is required.

- Assignments not turned in on the due date may be turned in the following class period for a grade reduction of 10%. Failure to turn in the late project at this time, will result in a failing grade for the project.
- Active participation in class. Come to class prepared to work. Failure to come prepared will result in an absence for the day.
- Active participation in peer critiques. Points are awarded for every project and failure to participate will result in points lost.
- Completion of Artist Presentation and Final Exam.

Readings and Workbook Assignments

- Readings will be assigned periodically at the beginning of the semester. Reading summary responses will comprise **7.5 % of your final grade.**
- Corresponding Workbook work will comprise **7.5 % of your final grade.**

Film and

Darkroom Work

- You are required to shoot and process a minimum of **5 rolls** of 36 exposure black and white film (this number could drop depending on how the semester goes)
- Contact sheets for these rolls of film are due periodically throughout the semester and will be turned in with your final portfolio
- You are required to produce a portfolio of **10 finished darkroom prints**. The prints will showcase various topics presented in class as well as your own creative ideas.
- You will be graded on technical quality, creativity, composition, and participation.
- All Darkroom work will be created during designated lab sessions throughout the semester

Digital

Homework

- You are required to shoot creative homework assignments digitally throughout the semester. There will be 5 digital homework assignments.
- This can be done on your phone or with a digital camera.
- You are required to produce a digital portfolio of **10 Digital Images**. The images will be submitted electronically and will address specific creative homework assignments
- You will be graded on technical quality, creativity, composition, and participation.
- All Digital work will be created outside of the lab as homework, but you will have access to the mac computer lab for post processing and film scanning

Artist

Presentations

- An 8-10 minute PowerPoint presentation covering no less than 10 images from an artist chosen from a list of artists provided by your instructor. Arrangements must be made prior to the presentation date for accommodations. **NO make-up presentations will be offered.** Artist Presentations are worth **5% of your final grade.**

Final Exam

- A technical exam including information that will be provided through in class lectures, demonstrations, and reading assignments.
- Arrangements must be made prior to the exam date for accommodations. **NO make-up exams will be offered.** Final exam is worth **10% of your final grade.**

Final Portfolio

- Prints and images must demonstrate formal and conceptual coherence.
- This final portfolio will comprise of a minimum of 10 darkroom prints and 10 digital images.
- Multiple deadlines will be given, and must be met for this assignment.
- You will be graded on technical quality, creativity, cohesion, participation, Submission of final portfolios will have no make-up opportunities. **Late final portfolio submissions will not be accepted. Final Portfolio will be work 30% of your grade.**

Course Work and Grade Distribution

Projects will be introduced individually and will be evaluated/graded for both technical proficiency and creativity. Projects will be reviewed by class peer critiques and submitted for individual comments and grading to the instructor. Class sessions will be devoted to darkroom and lab workdays and homework and most lectures will take place on Brightspace. Students should expect to spend additional time on digital homework and on image capturing every week.

□ | Grade Dispersion

Assignment	Final Grade Percentage
Workbook	7.5%
Reading Summary Responses	7.5%
Assignments (5 darkroom assignments and 5 digital homework assignments 4% each)	40%
Artist Presentation	5%
Final Exam	10%
Final Portfolio	30%
Total	100%

Letter Grade/ Percentage Points					
A	93-100	B+	87-89.9	C+	77-79.9
A-	90-92.9	B	83-86.9	C	73-76.9
		B-	80-82.9	C-	70-72.9
				D+	67-69.9
				D	63-66.9
				D-	60-62.9
				F	0-59

A&D Locker Policy and Procedures

Locker Policy:

- Purdue University is not responsible for the contents of lockers in the PAO building
- Art & Design students may reserve only **one locker**
- Students must purchase their own **combination lock** prior to reserving a locker. **NO key locks are allowed.**
- Contents of and lock on **unauthorized lockers** or **locks with key combinations** will be removed without prior notification.
- No open food or drink may be stored in lockers.
- All materials left in vacated lockers will be discarded.

Locker Procedures:

- Students must show their PUID in order to reserve a locker.**
- All regular lockers are assigned in the Art & Design Main office (3121) on a first-come, first-serve basis. Records of all locker assignments, including padlock combinations, are securely kept on file in the Art and Design Main Office.
- NOTE:** There are specially- designed larger lockers on the second floor designated for printmaking students only. These lockers are checked out for one semester only and must be cleaned out at the end of each semester.
- Lockers must be **cleaned out** at the end of the **Spring** semester. A reminder notice will be posted. Failure to clean out lockers will result in the lock being cut off. At that time, all materials will be removed and discarded.
- Reminder:** Take your padlock with you when you go!

COURSE FEES STATEMENT:

COURSE FEES FOR STUDIO-BASED COURSES IN THE DEPARTMENT OF ART & DESIGN

Course fees for A&D studio-based courses enhance the educational experience of all students enrolled in studio-based courses in the Department of Art and Design.

The objectives of the course fees are:

1. To provide and maintain the best state-of-the-art equipment and support possible for optimal learning in all programs in the department.
2. To obtain and distribute course materials that are more economical to purchase in bulk, are more environmentally friendly, or that may not be available locally.

Course fees do not cover all costs associated with a studio-based course. Students may have additional materials and/or texts to purchase in addition to what is supplied by the instructor.

DEPARTMENT OF ART AND DESIGN COURSE FEE REFUND POLICY

If an Art and Design course with course fees is dropped within the first week of classes the fee will be removed from the student's account at 100%. If the student drops the course after the first week of classes the fee is considered non-refundable. If the student chooses to appeal this, they would need to contact the Chair of the Department of Art and Design; if an exception were approved then the Department Chair would email the Comptroller & Bursar Office to adjust the fee as appropriate.

DISABILITIES AND ADAPTIVE PROGRAMS STATEMENT

Students with disabilities must register with Adaptive Programs in the Office of the Dean of Students before classroom accommodations can be provided. If you are eligible for academic accommodations because you have a documented disability that will impact your work in this class, please schedule an appointment with the instructor as soon as possible to discuss your needs.

NONDISCRIMINATION POLICY STATEMENT

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. Purdue University views, evaluates, and treats all persons in any University related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics. Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Purdue's Equal Opportunity, Equal Access and Affirmative Action policy which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities and veterans through its affirmative action program.

COURSE EVALUATIONS STATEMENT

During the last two weeks of the semester, you will be provided with an opportunity to evaluate this course and your instructor(s). Purdue now uses an online course evaluation system. Near the end

of classes, you will receive an official e-mail from administrators with a link to the online evaluation suite. You will have up to two weeks to complete this evaluation. Your participation in an integral part to this course and your feedback is vital to improving education at Purdue University. I strongly urge you to participate in the evaluation system.

ACADEMIC INTEGRITY

Academic integrity is one of the highest values that Purdue University holds. Individuals are encouraged to alert university officials to potential breeches of this value by either emailing integrity@purdue.edu or by calling 765-494-8778. While information may be submitted anonymously, the more information that is submitted provides the greatest opportunity for the university to investigate the concern.

ACADEMIC DISHONESTY STATEMENT

Purdue prohibits “dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty.” [Part 5, Section III-B-2-a, of University Regulations] Furthermore the university Senate has stipulated that “the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest.” [University Senate Document 72-18, December 15, 1972]

PLAGIARISM STATEMENT

The Office of the Dean of Students will investigate instances of reported plagiarism and take appropriate actions. All acts of plagiarism are violations of the University Academic Dishonesty Policy and will be dealt with according to procedures established by the university. (See the Dean of Students web page for descriptions of plagiarism and university plagiarism policies.) <http://www.purdue.edu/univregs/studentconduct/regulations.html>

REPRODUCTION OF STUDENT WORK STATEMENT

The Purdue University Department of Art and Design (School of Visual & Performing Arts) retains a non-exclusive right to reproduce all undergraduate and graduate student projects for the purpose of education, publication, promotion, illustration, advertising, trade in any manner or medium now known or later developed in perpetuity.

CAPS INFORMATION

Purdue University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, such individuals should contact Counseling and Psychological Services (CAPS) at (765) 494-6995 and <http://www.purdue.edu/caps/> during and after hours, on weekends and holidays, or through its counselors physically located in the Purdue University Student Health Center (PUSH) during business hours.

CLASS ATTENDANCE STATEMENT

Purdue University policy states that all students are expected to be present for every meeting of classes in which they are enrolled. All matters relative to attendance, including the make-up of missed work, are to be arranged between you and the instructor. Only the instructor can excuse you

from classes or course responsibilities. In the case of an illness, accident, or an emergency, you should make direct contact with your instructor as soon as possible, preferably prior to class. If the instructor cannot be reached directly a message should be left in the instructor's departmental mailbox or with the department secretary. If you will be absent for more than five days, and have not been able to reach the instructor in person or by telephone or through leaving notification of your circumstances with the divisional secretary, you or your representative should notify the Dean of Students (765-494-1254) as soon as possible after becoming aware that the absence is necessary. Be advised, you may be asked to provide documentation from an authorized professional or agency, which supports an explanation for your absence.

EMERGENCY STATEMENT

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances. Here are ways to get information about changes in *this* course: Blackboard web page or a classemail.

EMERGENCY PREPAREDNESS SYLLABUS ATTACHMENT

EMERGENCY NOTIFICATION PROCEDURES are based on a simple concept – if you hear a fire alarm inside, proceed outside. If you hear a siren outside, proceed inside.

- **Indoor Fire Alarms** mean to stop class or research and immediately evacuate the building.
 - Proceed to your Emergency Assembly Area away from building doors. **Remain outside** until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.
- **All Hazards Outdoor Emergency Warning Sirens** mean to immediately seek shelter (Shelter in Place) in a safe location within the closest building.
 - “Shelter in place” means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, a civil disturbance including a shooting or release of hazardous materials in the outside air. Once safely inside, find out more details about the emergency*. **Remain in place** until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

**In both cases, you should seek additional clarifying information by all means possible...Purdue Emergency Status page, text message, Twitter, Desktop Alert, Albertus Beacon, digital signs, email alert, TV, radio, etc....review the Purdue Emergency Warning Notification System multi-communication layers at http://www.purdue.edu/ehps/emergency_preparedness/warning-system.html*

EMERGENCY RESPONSE PROCEDURES:

- Review the **Emergency Procedures Guidelines**
https://www.purdue.edu/emergency_preparedness/flipchart/index.html
- Review the **Building Emergency Plan** (available on the Emergency Preparedness website or from the building deputy) for:
 - Evacuation routes, exit points, and emergency assembly area
 - When and how to evacuate the building.
 - Shelter in place procedures and locations
 - Additional building specific procedures and requirements.

EMERGENCY PREPAREDNESS AWARENESS VIDEOS

- **"The Coming Storm"** The Coming Storm is a movie that dramatizes the aftermath of a campus shooting,

weaving within the story the best practices and lessons learned from active shooter incidents that have occurred throughout the United States. View FBI Short Movie [\[here\]](#).

- **"Run. Hide. Fight.®"** [YouTube Video](#) Produced by the City of Houston Mayor's Office of Public Safety and Homeland Security through a grant provided by a Department of Homeland Security Grant Funded Project of the Regional Catastrophic Planning Initiative, provides critical options for consideration to survive an active shooter event.
- **"Run. Hide. Fight.®"** [Text Version](#).
- Department of Homeland Security Active Shooter web site...resources and tips on how to prepare for this type of horrific incident...[learn more](#)
- **[Ready: Whenever, Wherever](#)**—A public service campaign, from the Indiana Department of Homeland Security, which encourages Hoosiers to practice reasonable awareness and develop a plan for action in the event of an emergency

MORE INFORMATION

Reference the Emergency Preparedness web site for additional information:
https://www.purdue.edu/ehps/emergency_preparedness/

The [Protect Purdue Plan](#), which includes the [Protect Purdue Pledge](#), is campus policy and as such all members of the Purdue community must comply with the required health and safety guidelines. Required behaviors in this class include: staying home and contacting the Protect Purdue Health Center (496-INFO) if you feel ill or know you have been exposed to the virus, properly wearing a mask [in classrooms and campus building](#), at all times (e.g., mask covers nose and mouth, no eating/drinking in the classroom), disinfecting desk/workspace prior to and after use, maintaining appropriate social distancing with peers and instructors (including when entering/exiting classrooms), refraining from moving furniture, avoiding shared use of personal items, maintaining robust hygiene (e.g., handwashing, disposal of tissues) prior to, during and after class, and following all safety directions from the instructor.

Students who are not engaging in these behaviors (e.g., wearing a mask) will be offered the opportunity to comply. If non-compliance continues, possible results include instructors asking the student to leave class and instructors dismissing the whole class. Students who do not comply with the required health behaviors are violating the University Code of Conduct and will be reported to the Dean of Students Office with sanctions ranging from educational requirements to dismissal from the university.

Any student who has substantial reason to believe that another person in a campus room (e.g., classroom) is threatening the safety of others by not complying (e.g., not wearing a mask) may leave the room without consequence. The student is encouraged to report the behavior to and discuss next steps with their instructor. Students also have the option of reporting the behavior to the [Office of the Student Rights and Responsibilities](#). See also [Purdue University Bill of Student Rights](#).

Related Considerations:

1. *A listing of recommended safe practices for the specific class or laboratory setting (other PPE or safety behavior) can be found at the links below.*
 - [Overarching SOP for Classrooms, Instructional Laboratories, and Experiential Courses](#)
2. *References Supporting Protect Purdue Compliance:*
 - Office of the Dean of Students [Protect Purdue Compliance Plan: Ask, Offer, Leave, Report](#)
 - Office of the Dean of Students [Managing Classroom Behavior and Expectations](#)

Emergency Preparation During Covid

During COVID-19, we are urging all courses to have a presence in and maintain a point of contact in Brightspace. A link to Purdue's Emergency Preparedness resources is located on the Brightspace shell under University Policies; this webpage includes a link to resources on COVID-19. Your syllabus can outline what students should do in emergency situations. Define procedures for communicating with the students and submitting assignments.

For example:

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Relevant changes to this course will be posted onto the course website or can be obtained by contacting the instructors or TAs via email or phone. You are expected to read your @purdue.edu email on a frequent basis.

Related Considerations and Guidelines

1. *If you experience any symptoms of COVID-19 or suspect you may have been exposed to someone with COVID-19 stay home and call the Protect Purdue Health Center at 765-496-INFO.*
2. *Keep your cell phone on to receive a Purdue ALERT text message.*
3. *Log into a Purdue computer connected to the network to receive any Desktop Popup Alerts.*
4. *If you have a "no cell phone" in class policy, allow one or two students who have signed up for Purdue ALERT to keep their phones on to receive any alerts*
5. A two-page supplement (see Appendix B) at the end of this document provides resources to communicate or engage with your students in case of unexpected emergencies that affect the West Lafayette campus. Emergency notification is vital! Please consider allowing one or more of the options below to ensure you are quickly notified of an emergency.

