

### ACADEMIC FREEDOM STATEMENT

Brooks Institute is committed to protecting and encouraging the principles of academic freedom. Academic freedom provides the foundation for scholarship, teaching and learning, and reflects the Institutes fundamental mission to promote collaboration, critical thinking, and creativity. Essential elements for the intellectual vitality of a college include: the ability to exchange ideas and concepts freely, to explore and disseminate new knowledge, and to speak openly as a professional and as a private citizen. All are encouraged to promote a learning environment that provides opportunities for the free exchange of ideas between faculty, staff and students.

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### Programmatic Student Learning Outcomes/Mission

The mission of the Bachelor of Fine Arts Degree in Professional Photography program is to prepare students for careers in the field of professional photography through a philosophy of “learning by doing.” The program is designed to educate all students in basic and intermediate photographic skills through a shared Lower Division. Students develop a creative style and visual problem-solving skills while engaging in specialized market areas and techniques in the Upper Division. The program integrates liberal arts, professional business practices and ethics with a core photography and media production curriculum that prepares students for the creative, business, and technical challenges of a professional photography career.

### Program Description

The 120 semester credit Bachelor of Fine Arts in Professional Photography prepares students for careers in the field of professional photography. The cross-platform philosophy combined with the experiential learning provided by professional photographers/ instructors provides a unique and innovative technical education that develops graduates with a creative style and unique visual problem-solving skills. The program combines 75 semester credits of core photography classes, including business course work, and 45 semester credits of general education studies.

Upon Completion of the Professional Photography Program, students should be able to:

- Effectively use contemporary photographic tools. (Visual Literacy, Adept)
  - Effectively use photographic media and asset management software. (Adept)
  - Effectively collaborate to accomplish professional goals. (Collaboration)
  - Develop and implement an effective marketing program. (Problem Solver)
  - Understand professional business and ethics standards. (Ethics)
  - Apply creative and sophisticated visual solutions to the challenges of producing visual media. (Problem Solver, Visual Literacy)
  - Apply effective professional communication skills. (Communication)
  - Develop a lifelong learning pattern. (Adept)
  - Understand the principals of business management. (Problem Solver, Adept)
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**Course Title**                      **Digital Imaging I: Digital Asset Management**

**Course Code**                      **PTT124**

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Credit Hours                      1 Semester

Contact Hours                      2 Hours

Prerequisites                      None

# Course Syllabus

Course Type	Lab
Instructor	Dean DePhillipo
Email	DDePhillipo@brooks.edu
Telephone	(805) 275-5628
Term Start/End Date	September 8 – December 18, 2015

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## Course Description

This course emphasizes current theories, concepts and research in the field of digital asset management. The course focuses on understanding the platforms and applying the applications, hardware and general practices to control and manage digital files.

## Learning Objectives

Upon completion of this course the student should be able to:

1. Apply the use contemporary research tools.
2. Choose to adopt current industry standards for managing digital image files, including using hardware and software tools effectively to capture, download, catalog, export and securely archive digital image files (Effectively use photographic media and asset management software)
3. Meet submission standards for image files including embedded copyright, keywording and file formatting (Understand professional business and ethics standards)
4. Use an understanding of digital hardware and connectivity to effectively establish the physical components of a personal workflow process (Effectively use contemporary photographic tools)

## Required Textbook(s)

Evening, Martin. *The Adobe Photoshop Lightroom 3 Book: The Complete Guide for Photographers*. Adobe Press: June 8, 2010. ISBN-13: 978-0-321-68070-9. *Note: The electronic text version of this book is available at no charge on the Cybrary that can be accessed on the my.Brooks.edu portal.*

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## Course Outline

**Week 1:** Course overview and orientation to facilities and school technology resources.

Discussion of hardware, operating systems, FTP and Hub as related to Digital Asset Management (DAM). File formats and file browsers.

**Week 2:** Hardware and cataloging software introduction. Methods for managing metadata. Shooting assignment.

**Week 3:** Why use DAM. Hard drive formatting. Basics of image ingestion into cataloging software. Raw files. Working with presets. Shooting assignment.

**Week 4:** Building the image catalog for workflow efficiency. Shooting assignment.

**Week 5:** Rating images. Backup methods. Shooting assignment.

**Week 6:** Development of keywording and captioning methods. Collections and image searching. Shooting assignment.

**Week 7:** Academic Integrity Seminar. Shooting assignment.

**Week 8:** Production week – work on projects, including cataloging of older images.

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**Week 9:** Review of file browsers, software preferences, Raw file manipulations / Parametric Image Editing (PIE) introduction.

**Week 10:** Assessment of student progress. Shooting assignment.

**Week 11:** Practice workflow process. Creating slide shows, working with video clips, video formats and basic editing.

**Week 12:** Parametric Image editing – basic methods. Using publishing services for image distribution.

**Week 13:** Production week – work on projects

**Week 14:** Discussion of assigned production projects. Shooting assignment.

**Week 15:** Final assessments: practical exam.

## GENERAL ASSESSMENT CRITERIA AND METHODS OF EVALUATING STUDENTS

Letter grades (A, A-, B+, B, etc.)

The student's overall grade for this class is derived from a combination of online instructional activity, class participation, assignments, quizzes and exams, projects, and final project/final exam. A student's grade will be adversely affected by being tardy to class and by any unexcused absence. Only the instructor can authorize exceptions to class policies, deadlines or grades. Students must confirm (in writing) any exceptions to class policies or deadlines with the instructor. Class work is weighted as follows:

Grade Weighting		Grading Scales		
Course Area	%	Percent	Letter	Numeric
		93–100	A	4.00
		90–92	A-	3.70
		87–89	B+	3.30
		83–86	B	3.00
Quizzes	37%	80–82	B-	2.70
		77–79	C+	2.30
Class Participation	8%	73–76	C	2.00
		70–72	C-	1.70
Final Exam	55%	67–69	D+	1.30
		60–66	D	1.00
Total	100%	0–59	F	0.00

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## DEFINITIONS OF CRITERIA USED IN GRADING

Outstanding = A	Outstanding work, showing insight and demonstrating excellence in skill and craft. Work goes well beyond what is required
Superior = A-, B+	Superior work, shows clear understanding and thorough demonstration of skill and craft
Good = B, B-	Competent work, clear understanding, often showing creativity and good use of skills
Satisfactory = C+, C, C-	Adequate understanding, inconsistent demonstration of skills, some elements missing or problems with priorities
Unsatisfactory = D, F	Lacks understanding, inadequate amount of time and effort demonstrated, many missing elements, inconsistent participation, skill and craftsmanship not demonstrated

## ATTENDANCE POLICY

Each faculty member takes attendance for each class period and posts it to the student's record through the portal. Once absences equal 20 percent of the total number of class meetings, faculty may lower the final grade for the course one full grade and may drop the grade again for each absence after the 20 percent has been reached. Students may review their attendance through the student portal under each course the student is enrolled in.

Students who do not attend during the first week of class may be subject to withdrawal. Brooks Institute may also withdraw any student who has not been in attendance for 14 consecutive days. However, the institute will withdraw any student who has had non-attendance for 35 consecutive days; this timeframe may be extended due to extraordinary circumstances that affect the entire student population. Students will be responsible for all financial obligations incurred if and when they are withdrawn for lack of attendance

Regular classroom attendance is not only an essential ingredient for academic achievement, but it is also a fundamental building block for success. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the internship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled Institutional holidays or breaks, and/or students who officially withdraw from all current courses may be administratively withdrawn from the Institution.

## Academic Integrity

Brooks Institute expects all students to exemplify integrity in all academic work. Brooks Institute will not permit students to engage in the following dishonest acts:

- **Cheating** – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, electronic or other devices not authorized by the instructor. Using or borrowing information from another person, or submitting someone else's work as one's own work including

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images and motion clips. Using work previously submitted for another purpose, without the instructor's permission, is prohibited. Duplicated use of copyrighted material in violation of federal copyright laws is prohibited.

- **Plagiarism** – Submitting as one's own work, in whole or in part, words, ideas, art, designs, text, drawings, images, motion clips, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgement; paraphrasing ideas without quotation marks or without citing the source.

- **Accessory to Dishonesty** – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly.

- **Falsification or Alteration of Records and Official Documents** - The following are examples of acts under this category, but the list is not exhaustive: altering academic records, forging a signature or authorization on an academic document, or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulations or to exempt from compliance.

- **Software Code of Ethics** – Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization's standards of conduct. Brooks Institute disapproves of such copying and recognizes the following principles as a basis for preventing its occurrence:

- Brooks Institute will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.

- Brooks Institute will only use legally acquired software on our computers.

- Brooks Institute will comply with all license or purchase terms regulating the use of any software we acquire or use.

- Brooks Institute will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measure for violation of these standards.

- **Communication Devices**-To maintain academic integrity and to eliminate distractions for other students the use of electronic devices in the classroom is dictated by the instructor.

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## CREDIT ASCRIPTION ADDENDUM

**PTT124 – Digital Asset Management - 1 semester credit hour**

**Type: Studio**

**Credit Ascription – The amount of hours spent outside of class and the assignment alignment with Course Learning Objectives**

Course Learning Objectives:

1. Apply the use contemporary research tools.
2. Choose to adopt current industry standards for managing digital image files, including using hardware and software tools effectively to capture, download, catalog, export and securely archive digital image files (Effectively use photographic media and asset management software)
3. Meet submission standards for image files including embedded copyright, keywording and file formatting (Understand professional business and ethics standards)
4. Use an understanding of digital hardware and connectivity to effectively establish the physical components of a personal workflow process (Effectively use contemporary photographic tools)

The following indicates the **minimum** number of hours per assignment:

Week	Assignment Title	Homework Hours	Assignment Objectives
1	Reading assignment– response paper	2	1
	Research digital card readers	2	1, 2
2	Reading assignment– response paper	2	1
	Research external and portable hard drives	2	1, 2
	Photograph boat harbor	2	3
3	Reading assignment– response paper	2	1
	Photograph public parks	2	3
4	Reading assignment– response paper	2	1
	Photograph doors and entryways	2	3
5	Reading assignment– response paper	2	1
	research file backup software and employ it	3	1,2,4
6	Reading assignment– response paper	2	1
	Shoot video footage	2	2,3
	Keyword library digital files	3	2,3,4
7	Photograph 10 portraits	3	3
	Ingest and add metadata to images	3	2,3,4
8	Group Project Production	3	1,2,3,4
9	Photograph flowers	2	3
10	Photograph cool wheels	2	3
11	Reading assignment– response paper	2	1
12	Reading assignment– response paper	2	1
	Photograph for picture story project	6	3
13	Group Project Production	3	1,2,3,4
14	Photograph Pacific ocean	2	3
15	Portfolio presentation	6	1,2,3,4
<b>Total</b>		64	