

SYLLABUS
Revised: December 6, 2011

PHCT 1311 FUNDAMENTALS OF PHOTOGRAPHY

Tuesday & Thursday: 01:00 - 01:50
Lab T&T 02:00 - 02:50
Spring 2012

SEMESTER HOURS: 2

INSTRUCTOR: David Sullivan
Coastal Bend College - Protective Services Division
Alice Campus - Room 160
361-664-2981 - EXT 3051
E-Mail sullivan@coastalbend.edu

OFFICE HOURS: By Appointment

TEXTBOOKS: 1. Staggs, Steven 1997. Crime Scene and Evidence Photographers Guide. Second Printing
2. London, Barbara and Stone, Jim 2006. A Short Course in Photography, Sixth Ed

EQUIPMENT: 35mm SLR or Digital camera (with adjustable aperture & shutter speed)

SUPPLIES: We will be doing digital work . I anticipate the photo paper purchases or printing to cost approximately \$75.00. This does not include the (final) practical or mounting boards. The photos can be printed locally at Wal-Mart, CVS or Walgreens.

1. Photo paper for Digital Cameras
2. Mounting Boards
3. Mounting tissue
4. Binder for final project

COURSE DESCRIPTION: This course is designed to give the criminal justice and photography student a thorough understanding of theories and practices involved in various forensic photographic techniques. Emphasis will be placed on the photographic techniques used to record a crime scene, accident scenes and physical evidence in a laboratory setting. Special attention will be given to the use of 35 mm cameras and lenses, specialized lighting, video and digital photography. In addition, legal aspects and courtroom presentation will be covered.

COURSE OBJECTIVES:

- a) To define and explain the forensic investigative process as it relates to crime.
- b) To provide practical experience with the forensic photography techniques

used by evidence technicians and investigators.

- TEACHING METHODS:**
1. Facilitation
 2. Class Discussion
 3. Reading assignments
 4. Audio visual aids
 5. Practical Exercises

- EVALUATION METHODS :**
1. Examination
 2. Class Engagement
 3. Hands on Assignments

1. Assignments	600	A = 900 - 1000 points
2. Final Project	400	B = 800 - 899 points
3. Class Engagement	<u>150</u>	C = 700 - 799 points
	1000pts	D = 600 - 699 points

F = 599 points and
below

- Late assignments will be penalized 20 points per day/partial day late. (assignments are due at the beginning of the class assigned).
- Bonus points: Perfect Attendance 50 Points
- Final Project is a Photo Shoot.
- You may get your grades on-line at: <http://www.coastalbend.edu>

Forensic Photography (Practical) Final Examination

The practical final examination will consist of photographic techniques that have been demonstrated during the semester. There will be a mock crime scenes that you will document using digital cameras. Tripods, shutter release cords and other equipment can also be used as needed. A shooting schedule will be published. You must be on time and not go over the allotted time.

The crime scene and laboratory photography will have to meet the requirements as outlined during this course. Each student will submit a portfolio that will contain the following:

1. The photographs will be placed in a binder. Information concerning each photograph will be placed with each photo and a photo log will be attached.
2. The log will include all the technical settings used to take the image and any extra notes explaining the attended, desired result. If the picture fails to develop or is less

than ideal, a note to the possible problem will be made.

3. Methods learned during the instruction period will be demonstrated. The more methods that are pictured will result in a better grade. Examples are; close-up photography, oblique lighting, fill flash, distant flash, establishing shots and any other techniques we discussed.
4. This is an examination. You must do your own work!

Exams : Exams & final exams may include multiple choice and true false. Exams will cover both lecture and book/reading materials. Exams can ONLY be made up in the direst of circumstances, and at the Instructor's discretion.

- Tests will be collected on test days after we have gone over the test.
- Tests will be given back one week prior to the final. In order to take the final each student will turn in all tests on finals day. Those students who do not turn in all tests will not be allowed to take the final. That means you will probably fail the course.

Class Engagement: This counts as 15 percent of your final grade. It is NOT the same as attendance. It includes intelligent statements and sincere questions, and clear preparation for class. Please see the Class Engagement Rubric for a guide to your evaluation.

Reading: Readings will be assigned for certain days of class. Not all of the reading assignments are listed in the syllabus. These are to be read **before** coming to class and you are to be prepared to discuss your reactions to the readings, as well as to any of the current events, as they are applicable to class. Your class engagement grade relies heavily on this preparation.

ATTENDANCE: Attendance is expected at all class meetings and please do not confuse attendance with "participation" (which I refer to as "engagement" – see the rubric). Class begins at TIME. You are expected to be on time. Roll is taken, and if you are not in your seat, you will be counted absent. Leaving class early without prior permission will result in your being counted absent for the class session. The penalty for missing class **for any unexcused reason** is as follows:

1st absence = no penalty

2nd absence = no penalty

3rd absence = no penalty

4th absence = 2-3 page paper on the topic for the day missed OR 2 points off your FINAL grade

5th absence = 2-3 page paper on the topic for the day missed AND 2 points off your FINAL grade OR 1 letter grade drop on your FINAL grade

6th absence = Failing grade in the class

Communicate with the instructor if there are extenuating circumstances.

STUDENT RESPONSIBILITY: Students with special needs, including physical and learning disabilities, who wish to request accommodations in this class, should contact the Counseling Office as soon as possible to make arrangements. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Special Needs Counselor. For more information, please go by the Counseling Office, or contact the following Counselors at each campus:

Beeville, Eddie Rojas, edrojas@coastalbend.edu (361) 354-2731

Alice, Dee Berthold, deede@coastalbend.edu (361)664-2981 Ext. 3025

Kingsville, Pete Trevino, ptrevino@coastalbend.edu (361)592-1615 Ext. 4077

Pleasanton. Lauren Denver, ldever@coastalbend.edu (830)560-4222 Ext. 1203

The last day to drop this course with a "W" is 12:00 noon on **April 23, 2012.**

Academic Integrity: You are expected to practice the highest possible standards of academic integrity. Any deviation from this expectation will result in a minimum of your failing the assignment, a possible failing grade in the course, and may result in additional, more severe disciplinary measures. This includes improper citation of sources, using another student's work, and any other form of academic misrepresentation. When in doubt on collaboration, citation, or any issue, please contact me before embarking on a perilous path. Please see www.coastalbend.edu for more information.

General Rules:

1. No eating in class – this includes snack foods. You may drink soda, water, etc. but all cans or bottles that may make noise should be opened PRIOR to class beginning so as not to disturb the class. Violations of this rule will result in your immediate dismissal from class.
2. This class will engage in open discussion – all students are to address one another and the instructor with respect and courtesy, this includes speaking when recognized by the professor. The proper way to be recognized is to raise your hand and wait until you are called on. This is not Parliament – you never “have the floor.” I will let you know when you have been recognized and when your turn to speak is complete. If you disagree with a point or classmate, you are expected to express yourself in a principled and dignified fashion. Debate in America today is seemingly dissolving into an “all-or-nothing, with-us-or-against-us” mentality, which undermines the value of dissenting opinions and free expression on which our country was founded. Zero sum arguments also tend to ignore the nuance and subtlety of legal arguments, social issues, and governmental policy challenges. I trust and feel confident we will engage in discussion and debate that exemplifies the ideals and spirit of the founders of our country. I will accept no less.
3. Any name-calling (e.g., fascist, socialist, ignorant, etc.) during debate will

result in your immediate dismissal from class. Name calling is an indication of a lack of ideas and civility – it will not be tolerated in this forum.

4. Any disrespectful or disruptive behavior – including, but not limited to: sleeping, reading, side discussions, overt disruptions, harassing behaviors, etc - will result in your dismissal from the class, and may result in your dismissal from the course with a “WF” (Withdraw Failing), and/or a referral to the Office of Student Conduct.
5. If you miss a class it's up to you to make up all course work by the next class. If you miss a test, it will be taken on the next class date. If you fail to do this you will receive a zero for that test.
6. **CELL PHONES (READ THIS TWICE, PLEASE).** There are NO cell phones permitted to be out and/or in my (or your) sight in this class. This class requires your engagement, and cell phones serve to detract from that engagement. Additionally, your phone should be not only put away, but on “silent” (NOTE: vibrate is NOT silent). If your phone is out and/or in sight, you will be asked to put it away, and you will lose 2 points off of your FINAL grade. Should your phone ring/vibrate during class, you are dismissed for the day. You are to silence it immediately, and quietly leave the class session. You will be counted absent for the session. Failure to adhere to this will result in more stringent disciplinary action.
7. I am to be addressed as “Professor” or “Mr.” Sullivan. Decorum in emails and other communications should reflect the same professionalism.
8. The instructor reserves the right to amend these rules as necessary throughout the term.

Note: This syllabus is a guide. Circumstances may alter the reading and/or test schedules. You are required to check your email at least once a week.

CAMPUS RESOURCES

COUNSELING CENTER – (361-664-2981 ext. 3025)
ACADEMIC SUPPORT CENTER - (361-664-2981 ext. 3025)
STUDENT CONDUCT OFFICE - (361-664-2981 ext. 3025)
STUDENT CODE OF CONDUCT WEBSITE - www.coastalbend.edu
ACADEMIC INTEGRITY WEBSITE - www.coastalbend.edu

COURSE OUTLINE:

TENTATIVE READING ASSIGNMENTS: See reading schedule below. We may

very from this method and you will be given prior notice of any changes. There may also be additional outside reading assignments as the requirements may dictate.

IMPORTANT DATES:

<u>DATE</u>	<u>ITEM</u>
Jan 19	Class begins
March 15 - 19	Spring Break
April 2 & 5	Spring Holiday
April 16	Last Day to Drop with a "W"
May 10	Last Day of Class
May 11 -17	Finals

READING ASSIGNMENTS and IMPORTANT DATES

DATE **READING ASSIGNMENT**

The readings listed below are from the Staggs book. London book readings will be announced in class

WK. 1	1 st class – Intro, misc. paperwork Reading; London: 6,-11; 14:15
WK. 2	Reading: Staggs: 8 - 11 Reading; London; 18-25, 43-47
WK. 3	Reading: Staggs: 63 – 64
WK. 4	Reading; London: 130-147
WK. 6	Open
WK. 7	Reading: Staggs: 11 - 18, 42 – 44 Reading London: 29 -44
WK. 8	Reading: Staggs: 19 - 25, 27 -
WK. 9	Reading Staggs: 45 - 47
WK. 10	Reading: Staggs: 51 - 52, 58 - 59
WK. 11	Open
WK. 12	Open
WK. 13	Open
WK. 14	<u>Practical Examination</u>
WK.15	<u>Examination Continued</u>
WK. 16	Final Exam Week - TBA

WARNING-DISCLAIMER: This class will deal with some **very adult subjects** and **very adult language.** We will may be discussing murder, rapes, gang rapes, homosexuality, race, gangs, drugs, nudity, women in prisons, capital punishment, and other highly controversial topics that may offend certain people.

If you are offended by frank adult discussions of these topics *please take another course*. Your professor has worked 39 years in various parts of the criminal justice system. He has seen and heard some things that are not very nice. He will be presenting some of his experiences in class.

TEST QUESTION EXAMPLES: The tests in this class are your photographs. So it's real important that they are turned on time.

Scan Skills, Foundation Skills, and Workplace Competencies:

1. Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
2. Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
3. Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
4. Receive, attend to, interpret, and respond to verbal messages and other cues.
5. Organize ideas and communicate orally.
6. Generate new ideas.
7. Specific goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
8. Recognize problems and devise and implement plan of action.
9. Organize and process symbols, pictures, graphs, objects, and other information.
10. Use efficient learning techniques to acquire and apply new knowledge and skills.
11. Discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
12. Exert a high level of effort and persevere toward goal attainment.
13. Believe in one's own self-worth and maintain a positive view of oneself.
14. Demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
15. Assess oneself accurately, set personal goals, monitor progress, and exhibit self control.
16. Choose ethical courses of action.
17. Select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
18. Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
19. Acquire, store, allocate, and use materials or space efficiently.
20. Assess skills and distribute work accordingly, evaluate performance and provide feedback.
21. Contribute to group effort.
22. Teach others new skills.

23. Work to satisfy customers' expectations.
24. Communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
25. Work toward agreements involving exchange of resources, resolve divergent interests.
26. Work well with men and women from diverse backgrounds.
 1. Acquire and evaluate information.
 2. Organize and maintain information.
 3. Interpret and communicate information.
 4. Use computers to process information.
 5. Know how social, organizational, and technological systems work and operate effectively with them.
 6. Distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
 7. Suggest modifications to existing systems and develop new or alternative systems to improve performance.
 8. Choose procedures, tools or equipment including computers and related technologies.
9. Understand overall intent and proper procedures for setup and operation of equipment.
10. Prevent, identify, or solve problems with equipment, including computers and other technologies.

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.

PHCT 1311 FUNDAMENTALS OF PHOTOGRAPHY

I _____ have read the syllabus
(print your name CLEARLY)

for this course, on January _____, 2012 and completely understand the syllabus.
(Date)

(Signature)

CBC #