

# PHOTO 4

# syllabus

Instructor: Ngoc (Alice) Schrynmeeckers  
Email: [ngoc.schrynmeeckers@houstonisd.org](mailto:ngoc.schrynmeeckers@houstonisd.org)  
Room: S121  
Conference Period: 2nd  
Credit hours: 1 credit, 1/2 per semester

**Course Description** This course works more independently and requires you to do research on artists and techniques. Students will continue working on their independent bodies of work and developing their own personal style. You are responsible for searching for information that will make you a better artist. Mrs. Schrynmeeckers is always there to help as well.

---

**Photo Fee (\$55):** Make payment on SchoolPay (<http://bit.ly/photofee2019>). As stated in the Westside High School Course Catalog, students are required to pay an art fee if they take an art class. This fee is to help supplement equipment and materials that might run out in the middle of the year (photography paper, ink, lost lens caps, etc.) Due September 30, 2019.

**What to Buy:** Students are required to purchase the following camera accessories:  
☒ SD Card: (Recommended: 32 GB and above)  
☒ (Optional) DSLR Camera - Class cameras will be provided, but students are welcome to bring their own to use. We use Nikon D3300 and D3500 cameras in class.

**Grading:** Student work is assessed upon composition standards, and creativity. Trying your hardest and putting in the effort is noted during grading. Active participation in class discussions, technical accuracy, critiques, and group work is essential and is considered part of each project grade and final evaluation. There are demonstrations, group work, and competitions that require your attendance.

**Deadlines:** All assignments can be completed outside of class time, and are to be turned in on time through Google Classroom. Do not wait until the night before an assignment is due to start it. There is ample time between assignments to have each one completed, on time and to the best of your ability. No make ups unless there is an absence or special accommodation.

**Late Work:**  
☒ Major grade projects - Grade of 50 will be given.  
☒ Minor grade assignments - No credit given.

# CAMERA POLICY

All Westside High School digital cameras and the accessories are to be treated with care and respect. Camera equipment and materials are expensive and cost hundreds to thousands of dollars. School budgets are tight and most camera and studio equipment has taken years of fundraising efforts by students who have taken this class before. When things break, they're not likely to be replaced. The loss of a camera or equipment affects everyone in all four classes for the rest of the year or longer. **Students can become liable for damages if it's determined that loss/damage was due to the student's negligence.**

---

## CAMERA RULES

1. Always use the camera strap and keep it around your neck prevent drop damage.
2. Never swing the camera around by the strap.
3. Be careful when giving a camera to another student so that it does not get dropped.
4. Never engage in horseplay (pushing, chasing, play-fighting, etc.) while holding a camera or with a person holding a camera.
5. Non-Digital Photo students are not allowed to use the cameras. They don't have the same training or level of respect for the equipment that you will.
6. Do not leave cameras or accessories unattended.

## BEST PRACTICES FOR HANDLING CAMERAS

Before you walk out of the classroom:

- ✓ Make sure your ID with the photo pass sticker is around your neck.
- ✓ Power the camera on and take 2 or more pictures with it. Play back the pictures. This will verify that the camera has a battery, it's currently functioning, and the memory card is inside.
- ✓ Check the lens to make sure autofocus is working.
- ✓ See if the battery has a full charge.
- ✓ Check for smudges on the lens. Clean the lens if it becomes dirty using one of our lens wipes. Keep your fingers off the lens.

If there is something wrong with the camera, you must tell the teacher **immediately before stepping outside of the classroom**, or you will be liable for damages if it is reported later.

## IF YOU ARE OUTSIDE OF THE CLASSROOM TAKING PHOTOS:

1. Never ask to pull a student from some other class out.
2. Never create a disturbance that is distracting to other teachers, even if you are outside.
3. Never go into the admin building, counselor's office, PE, or other teachers' classrooms without prior approval.
4. Always treat our equipment and other people with respect.

# Student/Parent Contract for Borrowing School Cameras

I will return the camera equipment in the same condition in which I received it. If not, I will be responsible for any damages. I agree to pay all assessments, damage, or replacement fees, and any non-warranty repair costs up to the full replacement cost per item. The school uses Nikon D3500 digital cameras that are \$500 each. Lens cost \$100 each.

I realize that the school cameras are a shared resource and that other students are depending on the cameras being returned on time. I acknowledge that I will pay a late fee of \$1/per day if I fail to return the equipment as agreed the next school day after I check out said camera.

I also agree to:

- Keep the equipment locked or otherwise secured from theft at all times.
- Keep equipment in a padded case at all times unless actively using the equipment.
- Keep water and sand from coming into contact with the equipment.
- Handle equipment carefully and prevent it from becoming damaged.
- Report any mechanical problems, and any needed repairs.
- Never lend the equipment to another person, or allow another person to use the equipment.

## Classroom Expectations

I am expected to follow the three classroom rules:

1. Be respectful - Respect teacher, fellow students, equipment, and classmates' photographs.
2. Follow directions - Listen to teacher or read the instructions.
3. Stay on task - Listen when I'm supposed to be listening. Work when I'm supposed to be working.

Failure to meet these expectations for the first time will result in a warning, the second time in a loss of participation points/privileges, and the third time parent notification. I will also follow the school's attendance policy, tardy policy, and other rules.

**Student Name (Print):** I, \_\_\_\_\_ have read Mrs. Schrynemeekers's syllabus/camera policy document and understand and agree to abide by the rules, policies, and procedures outlined.

**Student Signature:**

\_\_\_\_\_ Date: ( \_\_\_ / \_\_\_ / \_\_\_ )

**Parent/Guardian Name (Print):** I, \_\_\_\_\_ have read Mrs. Schrynemeekers's syllabus/camera policy and agree to abide by the rules, policies, and procedures outlined.

**Parent/Guardian Signature:**

\_\_\_\_\_ Date: ( \_\_\_ / \_\_\_ / \_\_\_ )

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_