

# Course Outline

Special Projects Digital Photography | PHO 2453  
Instructor Carrie Acosta, Email: [class@carriecosta.com](mailto:class@carriecosta.com)  
Online: [www.carriecosta.com/class/specialprojects](http://www.carriecosta.com/class/specialprojects)

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## COURSE DESCRIPTION

Students will develop a digital photography series based on an student-elected theme. The final series will then be published in "Special Projects," a photo magazine published each semester on [lulu.com](http://lulu.com) by the instructor, Carrie Acosta. The goal is for each student to learn how to create and edit a strong body of work (which evolves throughout the semester) as well as prepare a professional artist statement and artist biography to accompany their series. Students who wish to opt-out of the book publishing and/or theme must still create a body of work, artist statement and artist biography, but will not be required to adhere to a theme or book format.

## COURSE EXPECTATIONS

Each student must become a member of the Special Projects Digital Photography Flickr Group for updates and instructions on the class work, and it is their responsibility to keep up to date on these messages and fulfill any directions therein.

Students must meet with the instructor at the Final Critique. It is the responsibility of the student to make arrangements for this scheduled time. It is the only required date for attendance.

This course requires significant self-motivation. Students are expected to invest approximately 4 hours per week working on their photo series project, including logging into the Special Projects Flickr Group at least once per week. Your final photographic series should reflect this time investment.

## MATERIALS

Large envelopes, to turn in your work in one package  
CD-R or DVD-R discs, to turn in your work files

## ADA NOTIFICATION:

Students requiring special assistance (including those affected by Americans with Disabilities Act) should contact the PASS office, which will inform the instructor of any special conditions pertaining to their learning.

## FAMILY EDUCATION RIGHTS & PRIVACY (FERPA):

No information regarding a student's grades or class standing will be given out over the phone or via email. All interactions of said nature will be restricted to discussions between the instructor and the student.

## GRADING WEIGHTS:

Photography Series --- 60%  
Artist Statement --- 5%  
Artist Biography --- 5%  
Final Critique --- 15%  
Flickr Group Participation --- 15%

## GRADING SCALE

Percentage	Grade
100% to 95%	A
94% to 90%	A-
89% to 86%	B+
85% to 82%	B
81% to 80%	B-
79% to 76%	C+
75% to 73%	C
72% to 70%	C-
69% to 66%	D+
65% to 63%	D
62% to 60%	D-
59% and under	F

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## DETAILS & EXPECTATIONS

- All photography must be new and shot for this class, unless approved by the instructor.
- All photography must be digital in some form (i.e. shot digitally or edited digitally).
- Students are required to login to the Special Projects Flickr Group to post photography and critique group photographs. All posting deadlines are on Mondays and are approximately one month apart.
- Flickr Group Participation includes voting and posting your Photo Series Concept in the Discussion section, posting and critiquing photography on the due dates, and checking the group discussion weekly for news or updates related to the class.
- The Special Projects Flickr Group is located at: [www.flickr.com/groups/specialprojects/](http://www.flickr.com/groups/specialprojects/). A free Flickr account is required to join the group. A complete tutorial is provided for Flickr at the class website at: [www.carriecosta.com/class/specialprojects](http://www.carriecosta.com/class/specialprojects).
- The Final Critique is required for all students to attend. It is the student's responsibility to make arrangements to participate in the Final Critique. Since this class has no set meeting time, it is impossible to accommodate each student's individual schedule.
- The instructor's office hours are Tuesdays 5:00 pm to 6:00 pm at room D204. Individual appointments may be arranged by email ([class@carriecosta.com](mailto:class@carriecosta.com)) based on the instructor's availability.
- It is the student's responsibility to keep track of the due dates and plan ahead to meet deadlines. Late work will be marked down one letter grade for each week it is late.
- Students have access to the digital photography lab at room D204 from 9am to 10pm Monday through Thursday, and Friday 9am to 4pm, and some Saturday hours. Check with the digital parapro for the current lab schedule. Students may use the computers and internet access to complete any class work/postings.
- The digital photography studio is available by reservation in person or by phone at 248-246-2471. Students may also reserve and check out a digital SLR at the same location for overnight use, or for the weekend.
- The instructor reserves the right to make changes, as circumstances require. Changes will be announced in Special Projects Flickr Group.
- The syllabus and all handouts for the class are available online as pdfs at the class website: [www.carriecosta.com/class/specialprojects](http://www.carriecosta.com/class/specialprojects).
- As the book editor, the instructor reserves the right to edit each student's Photography Series, Artist Biography, and Artist Statement as deemed necessary. This may include omitting or cropping photos, correcting grammar or omitting text. If the Artist Statement and Artist Bios are missing or unacceptable at the time the final package is due, the photo series will not be published in the book.
- Late projects will not be used in the published book.
- You must participate throughout the semester. Work submitted only during the last few weeks will not be considered for a grade. Incompletes will only be issued for extreme circumstances which are documented.
- Any work that needs to be delivered to the instructor may be dropped off during office hours, or to the Faculty Secretaries Office. The Faculty Secretaries Office is located at room B253 at the Royal Oak Campus and open Monday through Friday from 8am - 8pm.
- The published book is sold from [lulu.com](http://lulu.com) at cost. There are no profits incurred from sales.

# Syllabus

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SESSION	DEADLINES	ASSIGNMENT DETAILS
Week 1 1/7	<p><b>Class Introduction Monday at 12:00 pm in D204</b>            Receive at the meeting, or download from the class website:</p> <ul style="list-style-type: none"> <li>• Special Projects Assignment Sheet</li> <li>• Syllabus</li> <li>• Course Outline</li> <li>• Flickr Tutorial</li> <li>• Model and Property Releases</li> <li>• Artist Statement and Artist Bio Handouts</li> </ul> <p><b>Sign-up for the Special Projects Flickr Group ASAP</b></p>	<ul style="list-style-type: none"> <li>• View previous books online.</li> <li>• Create a (free) Flickr account and/or become a member of the Special Projects Flickr Group.</li> <li>• Determine the theme for this class by viewing the Theme Bank and/or adding your own suggestion.</li> <li>• <b>NEXT: Sign up for the Special Projects Flickr Group.</b></li> <li>• <b>Submit your ROUND 1 VOTES for the theme at the Special Projects Flickr Group by Wednesday.</b></li> </ul> <p>References:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.lulu.com/about">www.lulu.com/about</a></li> <li>• All handouts available online at: <a href="http://www.carriecosta.com/class">www.carriecosta.com/class</a></li> <li>• To view previous Special Projects issues, go to <a href="http://lulu.com">lulu.com</a>. The direct link is: <a href="http://www.lulu.com/specialprojects">www.lulu.com/specialprojects</a></li> </ul>
Week 1 1/9	<p><b>Your ROUND ONE VOTE is due Wednesday</b></p>	<ul style="list-style-type: none"> <li>• To submit your vote, click on the “Round One Voting” topic in the discussion section of the group. Reply to the posting with your votes. You may vote for up to two themes including write-ins.</li> <li>• Round One Votes will be calculated and reported in the “Round Two Voting” topic in the discussion section of the group at approx. 6pm. There, the top three elected themes, plus write-ins, will be offered for the Round Two Vote.</li> </ul>
Week 1 1/10	<p><b>Your ROUND TWO VOTE is due Thursday</b></p>	<ul style="list-style-type: none"> <li>• To submit your vote, click on the “Round Two Voting” topic in the Discussion section of the group. Reply to the posting with your votes. You may vote for only one theme.</li> <li>• Results from the Round Two Vote will be calculated at approx. 6pm and the top two themes will be offered for the Final Vote in the “Final Voting” topic in the discussion section of the Special Projects Flickr Group.</li> </ul>
Week 1 1/11	<p><b>Your FINAL VOTE is due Friday</b></p>	<ul style="list-style-type: none"> <li>• To submit your vote, click on the “Final Voting” topic in the Discussion section of the group. Reply to the posting with your votes. You may vote for only one theme.</li> <li>• The elected theme will be determined and announced Friday at approx. 6pm.</li> <li>• <b>NEXT: Submit your photo series concept.</b> Post a small paragraph explaining: 1) how you will interpret the theme for the book with the concept for your photo series; 2) who/what/where you plan on shooting; and 3) how you intend to shoot it stylistically.</li> </ul>
Week 2 1/14	<p><b>Your PHOTO SERIES CONCEPT is due Monday</b></p>	<ul style="list-style-type: none"> <li>• Submit your Photo Series Concept in the “Photo Series Concept” topic in the Group Discussion by Monday. If you are choosing to opt-out of participating in the book, indicate so and submit what you intend to work on during the semester.</li> <li>• Begin work on your series.</li> <li>• <b>NEXT: You have three weeks to work on your photo series before the first posting is due in the group pool.</b></li> </ul>

SESSION	DEADLINES	ASSIGNMENT DETAILS
Week 5 2/4	<b>GROUP POOL</b> First posting of photography work due in the Special Projects Flickr Group	<ul style="list-style-type: none"> <li>• Post a minimum of 5 photos from your first shoots to the Special Projects Flickr Group Pool. See the Flickr tutorial for help (if necessary). Check out your fellow classmates photography and leave feedback for them by commenting on their photos. You should critique at least 10 photos.</li> <li>• You are required to post photography in the pool and comment on your classmates photography the first Monday of each month.</li> <li>• <b>NEXT: You have four weeks to work on your series before the Second Posting is due.</b></li> </ul>
Week 9 3/4	<b>GROUP POOL</b> Second Posting of Photography Work Due in Special Projects Flickr Group	<ul style="list-style-type: none"> <li>• Post a minimum of 5 photos from your current shoots to the Special Projects Flickr Group Pool. View everyone's newly posted photography and leave feedback for them by commenting on their photos. You should critique at least 10 photos.</li> <li>• <b>NEXT: Write your Artist Statement and Artist Biography.</b> Email your Artist Statement and Artist Bio to <a href="mailto:class@carriecosta.com">class@carriecosta.com</a>. File formats accepted are: .doc, .pages, .pdf, .rtf.</li> <li>• <b>You have four weeks to work on your series before the Third Posting is due.</b></li> <li>• Consider attending the optional Work-in-Progress Review next week if you would like in-person feedback and technical help.</li> </ul>
Week 13 4/1	<b>GROUP POOL</b> Third Posting of Photography Work Due in Special Projects Flickr Group  Artist Statement and Artist Biography also due	<ul style="list-style-type: none"> <li>• Post a minimum of 5 photos from your current shoots to the Special Projects Flickr Group Pool. View your fellow classmates photography and leave feedback for them by commenting on their photos. You should critique at least 10 photos.</li> <li>• <b>NEXT: Revise Artist Bios and Artist Statements based on feedback and resubmit for further feedback.</b> Final versions of the Artist Statement and Artist Biography are due with the Final Series Package.</li> </ul>
Week 15 4/17	<b>FINAL CRITIQUE</b> Wednesday at 5pm in the Digital Studio  All final packages due for book projects and independent study projects	<ul style="list-style-type: none"> <li>• The Final Package: all files including your Photography, Publishing Contract, Artist Biography and Artist Statement must be turned in together on disc (CD-R or DVD-R). The Publishing Contract must be printed, filled-out, dated and signed. Bring this to the Final Critique in a large envelope.</li> <li>• For the Final Critique: bring prints of your final photo series no smaller than 5" x 7". These do not have to be high-quality prints, and they do not have to be matted.</li> </ul>
Week 16 4/22	<b>Book Design / Publishing</b> <a href="http://lulu.com/specialprojects">lulu.com/specialprojects</a>	<ul style="list-style-type: none"> <li>• Please allow up to three weeks for the book design to be published. A link to the published book will be posted in the Special Projects Flickr Group when available.</li> </ul>