Welcome Message

The Creative Photography still+motion program stands out from the rest as it specializes in the new definition of photography; both still image and video capture using DSLR cameras. The industry has spoken loud and clear and Mohawk College has listened with the goal of getting you employed in this ever-evolving industry. Learn from industry pro’s and establish state of the art photographic techniques.

The Creative Photography still+motion faculty, have been chosen for their team efforts and exceptional individual experience in the photographic industry. Their accumulated knowledge has helped to develop the Creative Photography still+motion program to encompass all aspects of photography from concept to final completion.
As you begin your journey at Mohawk College it is important to maximize your experience by attending all classes and develop a strong work ethic to learn life and business skills that will serve you throughout your career. This starts by building your listening and note taking skills, then managing your time and life. Your class time is also to get to know your peers, who should encourage and inspire each other in a friendly competitive manner. This is the time to build relationships and create networks that will last a lifetime.

The expectations of you are high and you are expected to act in a professional manner at all times. For many it is a hard adjustment and a culture shock coming from the public school system. There are many distractions and freedoms to be explored. However, it is important to dedicate your time here and make the most of the education offered. The responsibility is yours to manage, focus on the workload in class and completing projects and assignments in the time between classes. One of the biggest lessons to be learned is meeting deadlines!

When you are on-campus and off-campus, you are representing both Mohawk College and yourself. Your professors are here to help you succeed. If you are experiencing any difficulties, please see Susan Peniuk, Student Success Advisor, your professors, or go to Counseling Services. Please take some time to review the rules and regulations in this student handbook and make sure you understand them. If you wish further explanation, ask your faculty, class advisor or the coordinator.

Please enjoy your time here at Mohawk College; we encourage you to get involved in all the exciting new opportunities around you. Before you know it you will be walking across the stage at convocation. Let your journey begin!

**Creative Photography Program Contacts**

Ken Wallis, Associate Dean  
ken.wallis@mohawkcollege.ca  
Room F174

Lisa MacDonald, Administrative Assistant  
lisa.macdonald@mohawkcollege.ca  
Room F174

Scott Kenney, Program Coordinator, Professor  
scott.kenney@mohawkcollege.ca  
Room F172E
Program of Studies 277

Develop essential photographic skills in still & video through lectures, shoots and critiques to work in this quickly evolving industry.

SEMESTER ONE

Fundamentals of Digital Photography
Explore the essential practices of photography using a DSLR. Apply core exposure, light and composition techniques to capture photographic images.

Event Photography
Explore and develop techniques when documenting images in various venues and occasions. Capture images that express poignant moments under multiple photographic scenarios.

Studio 1
Introduces the student to the photo studio and teaches the basic practices from understanding how to use strobes, setting up backgrounds and understanding how to use a handheld light meter. Through lecture, shoot and critique this course is designed to prepare the student with a strong foundation of the proper workings of the studio environment.

Light and Colour
Utilize light in photography through the understanding of how the eye and lens perceive the colour spectrum.

Introduction to Editing Software
Apply workflow techniques when using industry standard photographic editing software.

Image and Inspiration
The recognition and evaluation of artistic achievements enhances one’s cultural and self-awareness. Learners will identify and critique art while considering how, when and why inspiration occurs. Gen Ed Theme: Arts in Society.
SEMESTER TWO

Creative Photography Techniques
Explore the creative aspects of photography as well as advanced camera and lighting techniques.

Creative Lighting Techniques
Employ advanced lighting techniques using flash in studio and on location.

Studio 2
Guides the student to the next level of studio photography, including an introduction to commercial photography and the ability to create stylized lighting set ups. Through lecture, shoot & critique this course is designed to give the student a better understanding of the working of a photo studio on a professional level.

Digital Still Image Editing
Apply basic image editing, photo retouching, colour correction, sizing, and formatting techniques using industry-standard software.

Motion Photography Basics
Demonstrate basic camera operation, composition and techniques for motion.

Introduction to Motion Editing
Apply basic motion editing techniques using non-linear editing software.

SEMESTER THREE

Promotional Photography
Develop your photographic style to promote your brand in the industry. Produce photo shoots from initial concept to final product to meet the needs of the client.

Studio 3
Hone your skills in the studio by narrowing in on very specific light set-ups for a variety of subjects. Through lecture, shoot & critique this course is designed to generate a selection of images to use for your portfolio.

Advanced Digital Image Editing
Apply advanced image editing techniques using industry standard photographic editing software.

Motion Photography Techniques
Incorporate creative expression and style by using fundamental and advanced camera and lighting techniques.
Sound Recording and Reproduction
Apply proper techniques to record, reproduce, alter and enhance audio through the use of different professional recording equipment and sound editing software.

Advanced Digital Video Editing
Apply advanced video editing techniques using industry standard non-linear editing software.

SEMESTER FOUR

Self Promo & Portfolio Design
Build your photographic brand and prepare to launch your professional career by showcasing your strongest still and motion content.

Business of Photography
Explore careers and entrepreneurial options within the photographic industry. Analyze and use proven business, legal, and ethical practices adopted by professionals in this field.

Conceptual Photography
Discover everything you need to know from the time you are awarded the job to delivery of the files. Quoting, budgets, pre-production, production, shot lists, schedules, casting, location scouting, permits, releases, contact, building crew, styling and art direction

Studio 4
Perfecting studio techniques and creating a series of images for their portfolio, students will focus on building their personal photographic style. Through concept, shoot & critique this course is designed to prepare the students for work in a professional studio environment.

Creative Productions
Apply creative process to tell a story, taking the idea from concept through to final production.

Field Placement - Creative Photography
Gain valuable work experience and strengthen your photography knowledge, skills, and abilities in a real world environment.

Laptop Program
As indicated in our promotional material, a mandatory Apple Macintosh laptop program has been implemented. This initiative was started by our department to enhance the
student learning environment and increase student satisfaction, providing each graduate with industry leading hardware and software to assist with obtaining their exciting career goals. If you currently own an Apple laptop, which meets our minimum standard and is capable of running the required software, a new purchase will not be required. We have a partnership agreement with Apple Canada and will be advising students of which MacBook Pro they will need to purchase once Apple releases their fall products during the spring/summer timeframe.

**Student Success Guidelines**

1. Progression in the Graphic Design Program requires the successful completion of all courses in each level. This pertains to all core Graphic Design courses and the mandatory English, Elective and Gen Ed courses.

2. All courses in each level must be passed in order to continue on to the next level. If a course is failed, the student has the option to retake the course at the first available offering. If this results in a student jumping into another stream’s intake then they must then remain in that stream until they graduate.

3. A grade of “F” is final and cannot be upgraded. A student receiving a final grade of “F” in any course must repeat that course and attain a passing grade to allow for Progression/Graduation.

4. Courses are typically delivered in-class, which may include supportive on-line demonstrations and/or lectures; therefore, any missed lectures will result in the student missing valuable content information. It is the responsibility of each student to stay current with and understand all course content and lecture material, lectures will not be repeated for individual students. It is highly probable that absence from 3 or more classes will jeopardize average or above average grades and may cause failing grades. If you find yourself falling behind or not understanding course content, then discuss your alternative learning options with your professor.

5. Not all coursework can be completed in the time allotted in class, therefore homework may be assigned or required to complete some coursework not completed during class time.

6. Students are expected to attend all classes, field trips and lectures. It is the responsibility of the student to be prepared for each class with the necessary materials and equipment.

7. Students are responsible for purchasing their own supplies and materials. For the most part these supplies and materials are expensive and students are advised to devise and adhere to a self-directed budget for the purpose of purchasing such. A list of these supplies and materials will be provided at the beginning of the
semester. Substitutions are not permitted unless approved by the course professor.

8. Students are expected to hand in ALL assignments to the course professor via eLearn dropbox on the due date. Neither the course professor nor any College staff can be held responsible for assignments not submitted directly to your course professor via eLearn dropbox.

9. Course specific additional supplies and materials may be required and will be specified by the course professor in advance.

10. Properly maintain and update your Macbook laptop and software. It is recommended that all student digital files be “backed-up” with at least one copy of their files – by the student. Digital files that are claimed damaged or lost will not be accepted as a reasonable excuse for incomplete or late assignments. Likewise system or equipment failures will not constitute a reason for incomplete or late assignments. The need to develop alternative resources for all digital production is recommended. Professional procedure and advice on this digital issue is:

• always plan for the very worst• back up all your files—including applications— then back up the back ups • allow extra time for the possibility of problems• have an alternative method of working/production

11. It is highly recommended that you purchase additional warranty directly from Apple. Third party warranty packages may result in a “loss of use” of your computer while it is being serviced. A College Apple warranty support process is available, discuss this option with one of the program coordinators if a problem arises.

12. During course teaching hours, classrooms are restricted to scheduled class students only, except by permission of course professor.

13. Questions or issues concerning course content or day to day issues should be discussed firstly with the course professor and then, if required, with the program Coordinator.

14. All Labs and Studio rooms are available for the use of students to complete assignments. Please respect this privilege and space by cleaning up after yourselves.

15. It is the responsibility of students needing a Confidential Academic Accommodation Plan (also referred to as a CAAP) to contact the Accessible Learning Services department before the start of every semester. It is important that students understand that a new CAAP needs to be implemented every semester they are in the program.
Classroom Conduct

The following procedures apply to classrooms as well as student interactions with staff in class, the photo studio, offices and other campus learning environments.

Mohawk College recognizes that students play a major part in creating and supporting the educational environment and believes that students have a right to learn and a responsibility to participate in the learning process. While Mohawk College is committed to the fundamental principles of freedom of speech, including controversial positions taken in the classroom, all types of speech and behaviour must be balanced with principles of appropriate classroom behaviour. Furthermore, course professors have a right to establish clear expectations in this regard, and students share the responsibility for maintaining an appropriate, orderly learning environment. Students who fail to adhere to the behavioral expectations outlined by the professor (either in the course outline or at the time the behavior occurs) may be subject to discipline in accordance with the procedures described in the Student Behaviour Policy (AC757). Students and professors are expected to follow the procedures described in this policy when a concern about inappropriate behavior in the classroom arises. This does not replace or preclude any Mohawk policies or local, provincial or federal laws concerning unlawful behaviors, whether inside or outside the classroom, including those concerning the health and safety of class members or the professor.

Some examples of what constitutes disruption:

- Persistent speaking without permission
- Engaging in activities not related to the class
- Inappropriate use of electronic devices, cell phones, or tablets
- Sleeping in class
- Chronically entering class late or leaving early
- Eating/drinking in class without permission
- Disputing authority and arguing with faculty and other students
- Threats of any kind
- Harassment
- Physical altercations
- Destruction of property
- Any behavior that puts the health or safety of the professor or other students in the classroom in jeopardy

For more on Mohawk’s Student Behaviour Policy as well as procedures: (Policy Number: AC757)

http://www.mohawkcollege.ca/Assets/Policies/AC+757+Student+Behaviour+Policy.pdf

Assignments, Tests & Exams

PHOTOGRAPHIC & WRITTEN ASSIGNMENTS

All work in any course delivered by faculty within the Creative Photography department, which is prepared outside the classroom, must be submitted to the instructor on or before the designated deadline.
Late submissions after the deadline will be graded “zero”. Should genuine, extenuating circumstances exist, they must be communicated IMMEDIATELY to the professor in that course (a penalty proviso might be an alternative and would be at the discretion of the professor).

Projects will not be accepted via e-mail. Assignments will only be accepted through the dropboxes in eLearn.

LATE ASSIGNMENTS

FIRST SEMESTER: Late submissions are subject to a 10% deduction. You will have a one week extension; if the extension is missed the grade will result in a 0%.

SECOND SEMESTER: Late submissions are subject to a 20% deduction. You will have a one week extension; if the extension is missed the grade will result in a 0%.

THIRD SEMESTER: Late submissions are subject to a 35% deduction. You will have a one week extension; if the extension is missed the grade will result in a 0%.

FOURTH SEMESTER: Late submissions are subject to a 50% deduction. You will have a one week extension; if the extension is missed the grade will result in a 0%.

TESTS & EXAMS

Students must arrive on time for all tests, quizzes and exams. Late arrivals will be penalized as follows:

- 1-15 minutes late:
  The student will be permitted to take the test but must complete it within the time frame originally set for the test. For example, if a practical test is scheduled to be completed within 20 minutes, a student who arrives 10 minutes late will have only 10 minutes.

- More than 15 minutes late:
  The student WILL NOT be permitted to take the test (in some situations there will be no admittance to the testing room) and will receive a "0" (numerical grade).

Borrowing Equipment & Booking Facilities

All students enrolled in any of the Creative Photography still+motion program must register with staff in the Media Resource Centre (Equipment Room in F108L) during the first week of classes. Students must provide staff with a valid student ID card, know
their section number, a local contact number, and a valid college e-mail address. This information is only used by staff to inform the student in the event of a booking conflict or if equipment returns are past due. Once a student has registered, is on file, and is in good standing with the Resource Centre (Equipment Room), equipment and facilities in the Creative Photography still+motion department (e.g. open studio, slider, rig) can then be booked out. It is important to remember that college facilities must be used only for practice or class projects. The use of facilities after hours and on weekends is a privilege, not a right. Equipment is not for use for any personal reason whatsoever.

All equipment and facilities must be booked in advance on a first-come, first-served basis with the Resource Centre Technologist (Craig Hogg) or other staff members in the Resource Centre (Equipment Room). All bookings must be made in person with a valid student ID card. It is advisable to pre-book days in advance for projects considering the number of students and demands on equipment and facilities. The student is responsible for writing down and keeping track of bookings made when it is booked with Resource Centre staff.

Equipment must be returned on or before the due date and time. No equipment or facilities will be loaned to a student with a record of overdue equipment. If no previous notice is given (either by phone or in person) to Resource Centre staff to cancel or change a booking time, after 10 minutes (grace period) from the start of your allotted time, your booking is cancelled. The next person to walk in the door can take over your subsequent time and equipment for the duration of your booking. A record of the incident will be forwarded to the faculty member in charge of that project and repeated infractions may result in booking and/or after-hours privileges being revoked after consultation with faculty.

Each student is responsible for all equipment and facilities signed out under his or her name. Without exception, equipment and facilities booked must be picked up and used by the individual(s) whose names are listed with the booking.

All defective, missing, lost, or stolen parts and equipment must be reported immediately to the Resource Centre (Equipment Room). The phone number is: 575-1212, ext. 3267 if off campus. Upon returning, a Fault Report (available outside the Resource Centre/Equipment Room) must be filled out completely that must include how and under what circumstances the equipment was damaged. It is important for the engineers to understand the circumstances under which the fault occurred to correctly assess the problem. Fault reports and equipment are to be handled through staff in the Resource Centre (Equipment Room). Staff may then advise a student to see an engineer in maintenance for further consultation. Failure to report damage or deficiencies will result in the student being held accountable for them. Lost and deliberately damaged equipment will be replaced at the student’s cost.

**It’s a Wrap**

The Creative Photography program wishes you much success in this quickly evolving industry. Should you need any assistance throughout your time in the program please
don’t hesitate to ask. Get you trigger fingers ready and be prepared for your first lecture, shoot and critique… KEEP SHOOTING!