

FUNDAMENTALS OF  
**PHOTOGRAPHY**

AVT 252.002  
TUESDAY/THURSDAY  
1:30-4:10PM

CREDITS: 4  
ARTS AND DESIGN BUILDING  
ROOM: L015

**Text:** Black and White Photography: A Basic Manual, 3rd Ed. Rev., Henry Horenstein, Publisher, Little, Brown and Company

**Course Description:** Introduction to basic technical and aesthetic principles of black and white photography, from learning how to operate 35mm film to processing and developing film, and printing both in the darkroom and digitally.

**INSTRUCTOR**

NANCY DALY  
NDALY4@GMU.EDU  
703.994.1103

**OFFICE HOURS**

WEDNESDAY 12-1PM  
OR BY APPOINTMENT  
ADJUNCT FACULTY  
OFFICE

This course will introduce students to and engage them in the practice of fundamental aspects of black & white analog photography as an art medium. Students will develop technical skills in all steps of the photographic process, starting with manual camera functions and continuing through film processing, darkroom printing, print presentation, digital scanning, editing and printing. The primary objective of the course is for students to understand and apply various compositional and technical skills in order to create strong final prints. For the final project, students will be able to conceptualize an idea and employ the technical skills learned and practiced throughout the semester in order to achieve an aesthetic goal.

No previous experience in photography is necessary, however Studio Fundamentals I and II are prerequisites and serve as strong foundation courses. For the purpose of this course, it is assumed that you know nothing about photography. Although it is very likely that you do

# COURSE REQUIREMENTS

know something, it is better that I make this assumption on the grounds that it will give everyone a common background to work from.

**Objective:** By the end of the semester you will be able to print in the darkroom, process film, scan negatives, use software to manipulate your negatives digitally and operate your SLR camera. You will learn how composition, point of view, choice of film and print contrast help shape the image and the message communicated by the photographic print. You will also examine photography via assignments based in contemporary thought using examples from current practices specifically in photography as it exists in contemporary art.

**Course Structure:** Class time will be divided into class demonstrations, lectures and darkroom time. In class darkroom time is mandatory. Plan on attending the class for the entire time and come prepared with supplies to work each day. There will be an open lab schedule posted for extra lab time throughout the week. You will not be allowed to use the darkroom during other photography classes.

**This class fulfills a Mason Core Core requirement for Arts.**

Arts goal: Courses aim to achieve a majority of the following learning outcomes: students will be able to identify and analyze the formal elements of a particular art form using vocabulary appropriate to that form; demonstrate an understanding of the relationship between artistic technique and the expression of a work's underlying concept; analyze cultural productions using standards appropriate to the form and cultural context; analyze and interpret material or performance culture in its social, historical, and personal contexts; engage in the artistic process, including conception, creation, and ongoing critical analysis.

**Blackboard:** This syllabus, the class schedule (the most updated version), assignments, announcements, etc will be posted on the Blackboard site for this class. I will announce changes to this syllabus but it is your responsibility to check Blackboard regularly to stay on track.

**General Assignments:** Shoot a minimum of two rolls (72 exposures) of film a week unless otherwise noted. The more you shoot the better of a photographer you will become. Roll requirements are listed below and on each assignment sheet. These are minimum requirements. Each week you will be given a different shooting assignment focusing on a different aspect of photography. Full assignment descriptions will be passed out during class and posted on Blackboard.

Assignment 1: Tone/ Value (2 rolls min)

**1: 13%**

Assignment 2: Time (2 rolls min)

**2: 13%**

Assignment 3: Space (2 rolls min)

**3: 13%**

Assignment 4: Day/Night (film stock) (2 rolls min)

**4: 13%**

Assignment 5: Stranger/Self Portraiture (Digital Prints) (2 rolls min)

**5: 13%**

Assignment 6: Final Project (Digital or Darkroom prints) (4 rolls min)

**6: 20%**

**Critiques:** Prepared work is due at the beginning of class on the day of the scheduled critique. If you are late for critique, your assignment will be considered late as well. There will be no exceptions. Whether or not work is completed, attendance is mandatory for the entire critique. Part of your grade will include participation at these critiques. Contact sheets for each assignment are due during this time. Check individual assignment sheets for full critique requirements.

**Readings:** Students are responsible for finishing the readings assigned on the due date. Quiz questions will be taken from these readings. If you have any questions, bring them to class.

**Quizzes:** Quizzes will be given out two times during the semester. There will be no make-ups for missed quizzes. They will cover lectures, readings and the lab.

**Quiz 1: 2.5%**

**Quiz 2: 2.5%**

**Gallery Review:** Near the end of the semester a gallery review of a current photography exhibit will be due. Guidelines will be given in a separate assignment sheet.

**Gallery Review: 10%**

**Attendance:** You are expected to attend all meetings of each class. You are expected to be ready to start work at the opening of class and to remain for the entire class session. Attendance is taken at the beginning of the class and periodically at lab time. It will be the student's responsibility to make up any work that is missed. **Three absences will result in an automatic 10% reduction of your final grade. Four absences will result in a failing grade in the course.** Three tardies or early departures will result in one unexcused absence. It is very important to come to class on time and to remain for the entirety of the class session. Coming to class without the necessary supplies to work in the darkroom during open lab will be considered an early departure.

In the case of any type of absence, you are responsible for getting notes and assignments from a classmate or from Blackboard, and for completing the assignment by the original due date. Being absent does not automatically grant an extension to the assignment that was due that day.

In case of extended illness, it is your responsibility to contact your advisor and make necessary arrangements.

**Participation:**

# LAB RULES

Class participation is an integral part of the collaborative environment in this class. Everyone needs to be an active participant in discussion, critique and during activities and open work times. Share what you know, ask for help and tell us what you are thinking so we may all benefit from your incite. Being punctual and prepared for class at the beginning of class is an absolute necessity. It is assumed that students will clean up after themselves and be respectful of studio equipment and furniture.

Texting, emailing, gchatting, Facebooking, Tweeting, surfing the web, etc. will not be allowed unless directly related to the assignment. Bring paper or a notebook and a pen or pencil to take notes. You may need your notes in the darkroom and they will be useless to you if they are on a screen. No laptops.

### **Open Lab Time:**

You will be given a substantial amount of open lab time during class throughout the semester but you should still expect to spend 3-5 hours each week outside of class shooting and working in the darkroom.

The lab is run on a first come first served basis. Students wishing to use the darkroom will report to equipment checkout and hand over their id cards in exchange for enlarger equipment. Be considerate of others in the lab, as well as other's work. When a lab tech tells you it's time to start the process of finishing up at the end of open lab time, please be considerate of their time and do so quickly. Don't start another print.

Open lab hours will be posted on the door of the photography area. There are open lab hours every evening and on weekends. You must sign up for weekend hours during the week. A sign-up sheet will be posted outside the equipment check-out room.

**A Note About Snow Days:** The spring semester often results in a number of snow days so checking blackboard and your email will become imperative for keeping up with requirements. If the university cancels class, I will make every effort to post announcements and revisions to the schedule by our class time. It is your responsibility to look out for communications from me in this case.

- **University Policy - Assumption of Risk:** There are inherent risks that you assume as a student participating in a laboratory course. You are responsible for observing both safety precautions and specific guidance when working in a GMU photo lab. Laboratory hazards to which you may be exposed may include, but are not limited to the following: toxic and chemical substances, mounting presses and cutters, and the operation of electrical equipment in an environment containing water (shock potential). Individuals who suffer allergic reactions, are pregnant, have sensitive skin, or have other medical issues, must make these concerns known to the course instructor before being exposed to the laboratory environment. Course descriptive materials and the course instructor will address specific hazards to which you will be exposed. Material Safety Data Sheets (MSDS) for hazardous materials used in the laboratory are available for review through the course instructor or the laboratory manager.

# GRADING POLICY

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ZELLE

- Darkroom use is a privilege. Misuse of chemistry or equipment may result in suspension from the darkroom area.
- All late penalties for loaned equipment and fees for damaged equipment will apply.
- Disrespectful or disruptive students will be asked to leave the classroom.
- NO GUESTS, only the class is allowed to work during their designated lab time. We ask you not to bring any guests to the work area.

Rubrics for individual assignments will be posted on Blackboard with the assignment sheets. The general guidelines for grades are as follows:

**The grade of A** is awarded for excellence, the best work in the class. The A student turns in all work on time with clear and consistent quality, creativity, and original thinking. Tests and assignments average at least A-/B+

**The grade of B** is given to students who have turned in all work on time; when the work shows creative thinking, extra effort, and care in presentation; and when there is an average of B on tests and assignments.

**The grade of C** is given when all of the class work has been turned in, there is an average of C grades on the exams and exercises, and overall evidence that the students has mastered the basic material and skills of the course. This is the average grade in the class.

**The D or F** grade is given for work that is below standard, incomplete, or consistently late.

**FOR EACH CLASS PERIOD WORK IS LATE, IT WILL BE GRADED ONE LETTER GRADE LATE. AFTER 3 CLASS PERIODS LATE WORK WILL NOT BE ACCEPTED.**

A: 95-  
100%  
A-: 90-  
94.9%

B+: 86-89.9%  
B: 83-85.9%  
B-:80-82.9%

C+: 76-79.9%  
C: 73-75.9%  
C-: 70-72.9%

D+: 66-69.9%  
D: 63-65.9%  
D-:60-62.9%  
F: below 60%

# REQUIRED SUPPLIES

35mm Camera with fully manually adjustable controls (shutter speed and aperture) and a normal 50mm lens

- Cameras may be rented for the semester from the equipment checkout area. They cost \$125 upfront in MasonMoney but you will get \$75 of that back when you return it at the end of the semester.
- Good sources for 35 mm cameras include but are not limited to the stores listed at the end of this syllabus, a parent/grandparent/aunt/uncle's old camera that's been sitting in the basement or a friend that took photo in high school.

A light meter, either built-in to the camera or hand held

## Film

Kodak TRI X 400: at least 15 rolls with 36 exposure

Kodak TMAX 100 or PLUS X 125: 1 roll (needed by 3/2)

Ilford 3200: 1 roll (needed by 3/2)

Ilford Multigrade RC paper 8 x 10" any surface (glossy or pearl is best. **no matte**)  
100 sheets. DO NOT OPEN EXCEPT UNDER DARKROOM SAFELIGHTS. (needed  
by 2/2)

A manila envelope or portfolio able to contain at least 4-6 11"x14" pieces of mount  
board (envelope MUST be larger than 11"x14") - MUST HAVE FOR SUBMISSION OF  
1st ASSIGNMENT on February 16 (Sold at SoA print.)

Negative Sleeves for 35mm film, 36 exposures at least 25 (needed by 1/31)

White Mounting Board 11 x 14 inches: At least 20 (4 needed by 2/28)

Dry Mount Tissue paper 8 x 10 inches: 25 sheets (4 needed by 2/28)

3 ring binder or 8 x 10 inch photo box

Scissors

Canned Air

Flashdrive or External Harddrive

At the end of the semester you will be required to make 2-3 digital prints. Each  
print costs about \$7 in SOA print. You may also choose to complete your final  
digitally although it is not required.

## USEFUL SUPPLIES

Lens cleaning tissue and fluid or lens cleaning cloth

China marker or grease pencil or sharpie

Ilford Antistatic Cloth for cleaning negatives

Old hand towel

During such a short period of time, use of flash or other variables are not  
expected. You will be free to experiment later in the semester, but it is suggested  
that you try to gain control over the basics before trying to branch out.

**\*Note: Kodak Tri-X 400 film, mat Board, mounting tissue and negative  
sleeves can be purchased from SoA Print but it's recommended that you buy  
in bulk from an outside vendor for lower costs.**

# SCHEDULE OF CLASSES

WEEK 1

## TUESDAY, JANUARY 24

Introduction to the course, tour of facilities

**Lecture:** How Cameras Work: The Camera Obscura

**HW:** Read Chapters 1 and 3 (skim chapter 2)

**Bring camera and owner's manual to class next class.** (If you don't have the paper manual, you can find it online and email yourself the link.)

Get 1 roll of Kodak TriX 400 film and bring it to class. (I recommend getting the first 2 rolls from a physical store or SOA Print to ensure that you have them in time.)

Order Supplies-most importantly- textbooks, camera, Kodak TriX 400, Negative sleeves

## THURSDAY, JANUARY 26

\*\*\*\*Bring your camera, owner's manual and 1 roll of film to class. You do not need to load your roll of film before class.\*\*\*\*

**Lecture:** How Cameras Work: basic camera controls, metering and exposure  
Camera Trouble-shooting

**HW:** Shoot one roll for Assignment 1: Light and Value. 1 roll of exposed film due Tuesday, January 31. 2<sup>nd</sup> roll of exposed film due Thursday, February 2.

Order more supplies

Obtain Ilford Multicontrast RC Paper 8"x10" (needed for Thursday, February 2)

WEEK 2

## TUESDAY, JANUARY 31

\*\*\* Bring negative sleeves, homework roll from last week, camera and scissors\*\*\*

Demo: Film Developing

Open Lab: Developing your first roll of film

Discussion of chapters 1-3 and Q&A about manual camera functions

Troubleshooting the first roll.

**HW:** Read Chapters 5, 9

2<sup>nd</sup> roll of exposed film for Assignment 1 due Thursday, February 2.

Obtain Ilford Multicontrast RC Paper 8"x10" (needed for Thursday, February 2)

WEEK 3

## THURSDAY, FEBRUARY 2

\*\*\* Bring Ilford Multicontrast RC Paper\*\*\*

**Lecture:** Composition, Motion Capture

**Demo:** Introduction to the darkroom: Contact Sheets

**Open Lab:** Developing your first contact sheets. Developing your second roll for Assignment 1.

**HW:**

Reshoot Assignment 1 if needed.

Finish processing negatives for Assignment 1. Organize into sleeves.

Contact sheets for Assignment 1 due at the start of next class.

Begin shooting Assignment 2: Time

WEEK 3

## TUESDAY, FEBRUARY 7

\*\*\* Bring Ilford Multicontrast RC Paper\*\*\*

**Demo:** Introduction to the darkroom: Printing, Paper and Film, Filters

**HW:** Read Chapter 4, 6

1 test print due at the start of next class.

Continue shooting Assignment 2: Time

## THURSDAY, FEBRUARY 9

\*\*\* Bring Ilford Multicontrast RC Paper\*\*\*

**Demo:** Continue Introduction to the darkroom: Burning and Dodging

**Filter Test:** Due at the end of class (Don't panic. The filters are the ones being tested.)

**HW:** Read Chapter 4, 6

Continue shooting Assignment 2: Time

WEEK 4

## TUESDAY, FEBRUARY 14

Open Lab: Developing prints for Assignment 1

**HW:** Read Chapter 2, 6

Critique 1 for Assignment 1 next class. See assignment sheet for details on everything that is due as part of this critique.

## THURSDAY, FEBRUARY 16

FIRST CRITIQUE: ALL PHOTOGRAPHS and contact sheets DUE!! (See assignment sheet for details.) Must be turned in in a manila envelope.

Lecture: Depth of Field

**HW:**

Contact sheets for Assignment 2 due at the start of class on Tuesday, February 21.  
Begin Assignment 3: Space/Object

WEEK 5

**TUESDAY, FEBRUARY 21**

Review Contact sheets for Assignment 2 due at the start of class today.  
Open lab  
Review of Quiz #1 Material

**HW:**

Continue shooting Assignment 3: Space/Object

**THURSDAY, FEBRUARY 23**

Quiz #1  
Open Lab

**HW:**

Although not strictly required, I will be doing a spotting and mounting demo on Tuesday. If you are finished with your first print by the start of class on Thursday, it might be helpful for you to bring mounting tissue and matt board to class to mount your print for critique with me there.  
Continue Developing for Critique 2: Assignment 2

WEEK 6

**TUESDAY, FEBRUARY 28**

Open lab  
**Demo:** mounting and spotting

**HW:** Critique 2 for Assignment 2 is next class. See assignment sheet for details on everything that is due as part of this critique.

**THURSDAY, MARCH 2**

Open Lab

**HW:** Contact sheets for Assignment 3 due at the start of next class.  
Begin shooting Assignment 4: Day/Night. Undeveloped film due March 21.

WEEK 7

**TUESDAY, MARCH 7**

Review Contact sheets for Assignment 3 due at the start of class today.  
Open lab

**HW:** Critique 2 for Assignments 2 and 3 is next class. See assignment sheet for details on everything that is due as part of this critique.

## **THURSDAY, MARCH 9**

SECOND CRITIQUE: ALL PHOTOGRAPHS for Assignments 2 and 3 and contact sheets DUE!! (See assignment sheet for details.) Must be turned in in a manila envelope. ALL prints must be spotted and mounted.

Open Lab

**HW:** Shoot Assignment 5: Stranger/ Self.

WEEK 8

## **TUESDAY, MARCH 14**

SPRING BREAK. NO CLASS.

## **THURSDAY, MARCH 16**

SPRING BREAK. NO CLASS.

WEEK 9

## **TUESDAY, MARCH 21**

Assignment 4: Day/Night undeveloped film due at the start of class.  
Assignment 4 contact sheets due at the end of class.

## **THURSDAY, MARCH 23**

Open Lab

WEEK 10

## **TUESDAY, MARCH 28**

Open Lab

**HW:** Critique 3 for Assignments 4 is next class. See assignment sheet for details on everything that is due as part of this critique.

## **THURSDAY, MARCH 30**

THIRD CRITIQUE: ALL PHOTOGRAPHS for Assignment 4: Day/Night and contact sheets DUE!! (See assignment sheet for details.) Must be turned in in a manila envelope. ALL prints must be spotted and mounted.

**HW:**

Negatives for Assignment 5 MUST be developed and put into sleeves by the start of next class.

WEEK 11

**TUESDAY, APRIL 4**

Digital Lecture: Scanning Negatives and Prints, Digital Camera controls, White Balance, File formats, resolution, burning, dodging, rubber stamp, histogram, contrast, layers, levels

Open Lab: Scanning negatives

**HW:** Create digital contact sheets for Assignment 5

**THURSDAY, APRIL 6**

Digital Lecture: Scanning Negatives and Prints, Digital Camera controls, White Balance, File formats, resolution, burning, dodging, rubber stamp, histogram, contrast, layers, levels

Digital Lecture: Printing

**HW:** Assign final project. Proposals. Shoot 1 roll of film that demonstrates your final concept. Contact sheet due April 13.

WEEK 12

**TUESDAY, APRIL 11**

FOURTH CRITIQUE: ALL PHOTOGRAPHS for Assignment 5: Stranger/Self and contact sheets DUE!! (See assignment sheet for details.) Must be turned in in a manila envelope. ALL prints must be spotted and mounted.

**HW:** Develop 1<sup>st</sup> contact sheet for final project. Finish writing artist statement for final series. Due next class.

Review for Quiz #2.

**THURSDAY, APRIL 13**

Quiz 2: Digital

Lecture: Working in Series

Meetings to discuss final projects. (1 contact sheet and artist statement for final project due.

Open lab

WEEK 13

**HW:** Continue shooting and developing Final Project.

## **TUESDAY, APRIL 18**

Open Lab

**HW:**

Work on final project

## **THURSDAY, APRIL 20**

Open Lab

2 Contact sheets due at the start of class.

**HW:**

Work on final project

WEEK 14

## **TUESDAY, APRIL 25**

Open Lab

Last day to turn in Gallery Review

**HW:**

Work on final project

## **THURSDAY, APRIL 27**

Open Lab

2 Contact sheets due at the start of class.

**HW:**

Work on final project

WEEK 15

## **TUESDAY, MAY 2**

Open Lab.

**HW:**

Finish printing, matting, and artist statement for Final Projects. Has your concept shifted since you began this assignment? When you look at the final images that

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you decided to use, do they reflect your concept? You will be graded on how closely your artist statement matches your series.

## **THURSDAY, MAY 4**

FINAL PROJECT DUE ALL WORK SPOTTED AND MOUNTED

Bring digital versions (TIFFs) of all the work from your final series. Even if you chose to print your final in the darkroom, you are responsible for turning in TIFFs.

### **STUDENTS WITH DISABILITIES AND LEARNING DIFFERENCES**

If you have a diagnosed disability or learning difference and you need Academic accommodations please inform me at the beginning of the semester and contact the Office of Disability Services (SUB I room 234, 703-993-2474). You must provide me with a faculty contact sheet from that office outlining the accommodations needed for your disability or learning difference. All academic accommodations must be arranged in advance through the Office of Disability Services.

### **TECHNOLOGY POLICY**

In accordance with George Mason University policy, please silence all cellular telephones and other wireless communication devices at the start of class. The instructor of the class will keep his/her cell phone active to assure receipt of any Mason Alerts in a timely fashion; or in the event that the instructor does not have a cell phone, he/she will designate one student to keep a cell phone active to receive such alerts.

### **COMMITMENT TO DIVERSITY**

This class will be conducted as an intentionally inclusive community that celebrates diversity and welcomes the participation in the life of the university of faculty, staff and students who reflect the diversity of our plural society. All may feel free to speak and to be heard without fear that the content of the opinions they express will bias the evaluation of their academic performance or hinder their opportunities for participation in class activities. In turn, all are expected to be respectful of each other without regard to race, class, linguistic background, religion, political beliefs, gender identity, sex, sexual orientation, ethnicity, age, veteran's status, or physical ability.

### **STATEMENT ON ETHICS IN TEACHING AND PRACTICING ART AND DESIGN**

As professionals responsible for the education of undergraduate and graduate art and design students, the faculty of the School of Art adheres to the ethical standards and practices incorporated in the professional Code of Ethics of our national accreditation organization, The National Association of Schools of Art and Design (NASAD).

### **OPEN STUDIO HOURS**

SOA teaching studios are open to students for extended periods of time mornings, evenings and weekends whenever classes are not in progress. Policies, procedures and schedules for studio use are established by the SOA studio faculty and are posted in the studios.

## ARTSBUS

ArtsBus: Dates for Spring 2017

February 18

March 25

April 15

ArtsBus Credit and Policies:

You are responsible for knowing and following Artsbus policies and rules. Please go to the ArtsBus website: <http://artsbus.gmu.edu> "Student Information" for important information regarding ArtsBus policy. For credit to appear on your transcript you must enroll in AVT 300. This also applies to anyone who intends to travel to New York independently, or do the DC Alternate Assignment.

If you plan/need to go on multiple ArtsBus trips during a semester and need them towards your total requirement, you must enroll in multiple sections of AVT 300.

Non-AVT majors taking art classes do not need Artsbus credit BUT may need to go on the Artsbus for a class assignment. You can either sign up for AVT 300 or buy a ticket for the bus trip at the Center of the Arts. Alternate trips must be approved by the instructor of the course that is requiring an ArtsBus trip.

## VISUAL VOICES LECTURE SERIES SPRING 2017

Visual Voices is a year-long series of lectures by artists, art historians and others about contemporary art and art practice. Visual Voices lectures are held on Thursday evenings from 7:20- 9:00 p.m. in Harris Theater:  
<http://soa.gmu.edu/visualvoices/>.

Dates for Spring 2017

January 26, February 9, March 9, March 23, March 30

## IMPORTANT DATES

<i>January 1 Day of Week</i>	<i>Sunday</i>
Martin Luther King Day (no classes)	Mon Jan 16
<b>First day of classes:</b> last day to submit Domicile Reclassification Application; Payment Due Date; full semester waitlists removed	Mon Jan 23
<b>Last day to add classes</b> —all individualized section forms due Last day to drop with no tuition penalty	Mon Jan 30
<b>Last day to drop with a 33% tuition penalty</b>	Mon Feb 13
<b>Final Drop Deadline (67% tuition penalty)</b>	Fri Feb 24
Immunization Record Deadline	Wed Mar 1
Midterm progress reporting period (100-200 level classes)—grades available via <a href="#">Patriot Web</a>	Mon Feb 20 – Fri Mar 24
Selective Withdrawal Period (undergraduate students only)	Mon Feb 27 – Fri Mar 31
Spring Break	Mon Mar 13 – Sun Mar 19
<b>Incomplete work from Fall 2016 due to Instructor</b>	<b>Fri March 31</b>
<b>Incomplete grade changes from Fall 2016 due to Registrar</b>	<b>Fri April 7</b>
Dissertation/Thesis Deadline	Fri May 5
<b>Last day of classes</b>	Sat May 6
<b>Reading Days</b> Reading days provide students with additional study time for final examinations. Faculty may schedule optional study sessions, but regular classes or exams may not be held.	Mon May 8 – Tue May 9
<b>Exam Period</b> (beginning at 7:30 a.m.)	Wed May 10 – Wed May 17
<b>Commencement and Degree Conferral Date</b>	May 20

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### **MASONLIVE/EMAIL**

Mason uses electronic mail to provide official information to students. Examples include communications from course instructors, notices from the library, notices about academic standing, financial aid information, class materials, assignments, questions, and instructor feedback. Students are responsible for the content of university communication sent to their Mason e-mail account, and are required to activate that account and check it regularly.

### **ATTENDANCE POLICIES**

Students are expected to attend the class periods of the courses for which they register. In-class participation is important not only to the individual student, but also to the class as a whole. Because class participation may be a factor in grading, instructors may use absence, tardiness, or early departure as de facto evidence of nonparticipation. Students who miss an exam with an acceptable excuse may be penalized according to the individual instructor's grading policy, as stated in the course syllabus.

### **HONOR CODE**

Students must adhere to the guidelines of the George Mason University Honor Code. Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

### **WRITING CENTER**

Students who are in need of intensive help with grammar, structure or mechanics in their writing should make use of the services of Writing Center, located in Robinson A116 (703-993-1200). The services of the Writing Center are available by appointment, online and, occasionally, on a walk-in basis. The Collaborative Learning Hub Located in Johnson Center 311 (703-993-3141), the lab offers in-person one-on-one support for the Adobe Creative Suite, Microsoft Office, Blackboard, and a variety of other software. Dual monitor PCs make the lab ideal for collaborating on group projects, Macs are also available; as well as a digital recording space, collaborative tables, and a SMART Board. Free workshops are also available (Adobe and Microsoft) through Training and Certification; visit [ittraining.gmu.edu](http://ittraining.gmu.edu) to see the schedule of workshops and to sign up.

### METRO D.C. AREA

#### **DOMINION CAMERA**

[www.dominioncamera.com](http://www.dominioncamera.com)

112 West Broad St, Falls Church, VA

#### **DISTRICT CAMERA AND IMAGING**

[www.ephoto.com](http://www.ephoto.com)

6025-C Burke Centre Pkwy, Burke, VA

OR

1735 Connecticut Ave NW, DC

**ACE PHOTO**

**[www.acephoto.net](http://www.acephoto.net)**

44710 Cape Court Ste. 122, Ashburn, VA

**McCLANAHAN**

**[www.mccamera.com](http://www.mccamera.com)**

306 W. Lee Hwy, Warrenton, VA

**RITZ Camera**

**[www.ritzcamera.com](http://www.ritzcamera.com)**

6917 Arlington Rd., Bethesda, MD  
(301) 652-5646

**CAMERA REPAIR & SERVICE:**

**STRAUSS Photo Technical Service**

**[www.straussphototech.com](http://www.straussphototech.com)**

8504 Dakota Drive, Gaithersburg, MD  
(202) 529-3200

**PRO Photo**

**[www.prophoto-dc.com](http://www.prophoto-dc.com)**

2000 Pennsylvania Ave, N.W., Washington D.C.  
(202) 223-1292

ONLINE/ NEW YORK CITY

**ADORAMA**

*\* Observes Jewish Holidays – may have irregular store hours*

**[www.adorama.com](http://www.adorama.com)**

42 West 18th Street New York, NY10011  
1-800-223-2500

**KEH Camera - great for used equipment**

**[www.keh.com](http://www.keh.com)**

1-800-342-5534

**[www.freestylephoto.biz](http://www.freestylephoto.biz)**