
ACADEMIC FREEDOM STATEMENT

Brooks Institute is committed to protecting and encouraging the principles of academic freedom. Academic freedom provides the foundation for scholarship, teaching and learning, and reflects the Institutes fundamental mission to promote collaboration, critical thinking, and creativity. Essential elements for the intellectual vitality of a college include: the ability to exchange ideas and concepts freely, to explore and disseminate new knowledge, and to speak openly as a professional and as a private citizen. All are encouraged to promote a learning environment that provides opportunities for the free exchange of ideas between faculty, staff and students.

Programmatic Student Learning Outcomes/Mission

Graduates of the MS in Scientific and Technological Imaging are prepared to meet the challenges of communicating science, technology, and innovation, through visual media. Graduates will leverage skills in project management to assure the effective production, integration, archiving and distribution of media content in support of scientific research, education, museum collections and research documentation, preservation, and communication.

Program Description

The Master of Science in Scientific and Technological Imaging (MSSTI) is a four-semester, 36-credit, low residency master's program. The program provides an advanced course of study that requires students to explore and effectively apply scientific and technical media imaging methods to meet the challenges of communicating scientific knowledge, technological innovation, research findings, museum collections, and related content to a diverse global audience. The program stresses project and production management skills to assure the effective production, integration, archiving and distribution of media content.

Learning Outcomes:

Upon completion of the program, students should be able to:

- Apply critical thinking skills to analyze and create effective visual media to educate, inform, and communicate to a global audience (Visual Literacy, Problem Solver)
- Create media content using diverse scientific and technical imaging methods and tools to communicate, interpret and document subject matter (Adept, Global)
- Effectively manage media assets to assure efficient workflow, distribution, sharing and stable archiving (Adept)
- Identify, articulate and apply ethical principals in relation to visual and verbal media representations, and business/professional practices (Ethics)
- Communicate clearly and effectively, both orally and in writing, in a professional environment (Communication)
- Apply an understanding of project and business management to successfully organize and complete projects as an individual and in collaborative teams (Collaboration)

Course Title	Collection, Artifact and Documentary Photography
Course Code	MSS522

Credit Hours	2 Semester
Prerequisites	MSS512 Technical Image Capture

Course Syllabus

Course Type	100% Online Delivery
Instructor	Scott Miles
Email	smiles@brooks.edu
Telephone	805-966-3888
Term Start/End Date	9/8/2015 – 12/18/2015

Course Description

We communicate artistic, cultural, historical and scientific artifacts largely through media images that can be distributed to a global audience. This course focuses on the technical demands of documenting two- and three-dimensional artwork and other items typically found in museum collections. This class will also call upon the student's capabilities in Digital Asset Management to facilitate organization, distribution and archiving of images of collections.

Learning Objectives

Upon completion of this course the student should be able to:

1. Integrate image capture methods, practices, theories and technologies in order to find solutions to accurately and objectively documenting subject matter related to science, technology, and collections
 2. Apply media asset management practices to effectively organize and archive media
 3. Document and analyze production practices and systems testing and use that documentation as a reference for future work
 4. Apply lighting skills effectively to record dimensional and flat subjects in a studio or location environment
 5. Use studio and location imaging methods to produce images that will contribute to developing the student's capabilities portfolio
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Required Textbook(s): Harnischmacher, Cyrill. *Tabletop Photography: Using Compact Flashes and Low-Cost Tricks to Create Professional-Looking Studio Shots*. Santa Barbara, CA: Rocky Nook. 2012 ISBN 978-1-937538-04-0 (Available at no charge on the Brooks Institute online library at ProQuest / Safari Books Online)

Levine, Joe and Bartholomew, Brad. *Light Right: Learn How to Create Images, Set Up a Studio, and Launch Your Photography Career*. Peachpit Press. 2013. ISBN-13: 978-0-321-86385-0 (Available at no charge on the Brooks Institute online library at ProQuest / Safari Books Online)

Course Outline

Week 1: Course introduction; Lesson: The Work Environment and Expectations. Synchronous meeting for course orientation and introduction.

Week 2: Lesson: Tabletop Photography

Week 3: Lesson: The Production Notebook: Review and continuation

Week 4: Lesson: Media Asset Management: Development of effective systems

Week 5: Lesson: Networking: You have a lot to offer – put it to use

Week 6: Lesson: Taking your skills on the road: Imaging on location

Week 7: Lesson: Location challenges. Synchronous meeting for check-in and discussion.

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Week 8: Lesson: Simulation: On location with a research team

Week 9: Lesson: Mid-term critique

Week 10: Lesson: Case Study: Mural Imaging

Week 11: Lesson: Webquest: Inspiring examples and deconstructing the techniques

Week 12: Lesson: Distribution: Effective online sharing of media

Week 13: Lesson: Production Notebook presentation and discussion

Week 14: Lesson: Portfolio presentation and discussion

Week 15: Lesson: Final assessment and summative discussions

GENERAL ASSESSMENT CRITERIA AND METHODS OF EVALUATING STUDENTS

Letter grades (A, A-, B+, B, etc.)

The student's overall grade for this class is derived from a combination of online instructional activities, class participation (discussion forum postings), assignments, quizzes and exams, projects, and final project/final exam. Only the instructor can authorize exceptions to class policies, deadlines or grades. Students must confirm (in writing) any exceptions to class policies or deadlines with the instructor. Class work is weighted as follows:

Grade Weighting		Grading Scales		
Course Area	%	Percent	Letter	Numeric
Course Area	%	93–100	A	4.00
Participation	10	90–92	A-	3.70
Production Documentation	15	87–89	B+	3.30
Media Portfolio	75	83–86	B	3.00
		80–82	B-	2.70
		77–79	C+	2.30
		73–76	C	2.00
		70–72	C-	1.70
		67–69	D+	1.30
		60–66	D	1.00
Total	100%	0–59	F	0.00

Revision Date April 20, 2014

Author Scott Miles

DEFINITIONS OF CRITERIA USED IN GRADING

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Outstanding = A	Outstanding work, showing insight and demonstrating excellence in skill and craft. Work goes well beyond what is required
Superior = A-, B+	Superior work, shows clear understanding and thorough demonstration of skill and craft
Good = B, B-	Competent work, clear understanding, often showing creativity and good use of skills
Satisfactory = C+, C, C-	Adequate understanding, inconsistent demonstration of skills, some elements missing or problems with priorities
Unsatisfactory = D, F	Lacks understanding, inadequate amount of time and effort demonstrated, many missing elements, inconsistent participation, skill and craftsmanship not demonstrated

ACADEMIC INTEGRITY STATEMENT

Brooks Institute expects all students to exemplify integrity in all academic work. Brooks Institute will not permit students to engage in the following dishonest acts:

- **Cheating** – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, electronic or other devices not authorized by the instructor. Using or borrowing information from another person, or submitting someone else’s work as one’s own work including images and reels. Using work previously submitted for another purpose, without the instructor’s permission, is prohibited. Duplicated use of copyrighted material in violation of federal copyright laws will not be tolerated.
- **Plagiarism** – Submitting as one’s own work, in whole or in part, words, ideas, art, designs, text, drawings, images, reels, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgement; paraphrasing ideas without quotation marks or without citing the source; submitting work that resembles someone else’s beyond what would be considered a tolerable coincidence; ideas, conclusions, information found on a student paper which the student cannot explain, amplify or demonstrate knowledge upon questioning.
- **Accessory to Dishonesty** – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly.
- **Falsification or Alteration of Records and Official Documents** - The following are examples of acts under this category, but the list is not exhaustive: altering academic records, forging a signature or authorization on an academic document, or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulation or to exempt from compliance.
- **Software Code of Ethics** – Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization’s standards of conduct. Brooks Institute disapproves of such copying and recognizes the following principles as a basis for preventing its occurrence:
 - Brooks Institute will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
 - Brooks Institute will only use legally acquired software on our computers.
 - Brooks Institute will comply with all license or purchase terms regulating the use of any software we acquire or use.
 - Brooks Institute will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measure for violation of these standards.

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CREDIT ASCRIPTION ADDENDUM

MSS522 Collection, Artifact and Documentary Photography - 2 semester credit hours
Type: 100% Online Delivery

Credit Ascription – The amount of hours spent to participate in the course and complete projects, and the assignment alignment with Course Learning Objectives

Course Learning Objectives:

1. Integrate image capture methods, practices, theories and technologies in order to find solutions to accurately and objectively documenting subject matter related to science, technology, and collections
2. Apply media asset management practices to effectively organize and archive media
3. Document and analyze production practices and systems testing and use that documentation as a reference for future work
4. Apply lighting skills effectively to record dimensional and flat subjects in a studio or location environment
5. Use studio and location imaging methods to produce images that will contribute to developing the student's capabilities portfolio

The following indicates the **minimum** number of hours per assignment:

Week	Assignment Title	Hours	Assignment Objectives
1	• Synchronous online meeting	1.5	1
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5
2	• Online multimedia presentation and/or research	1.5	1,3,4
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5
3	• Online multimedia presentation and/or research	1.5	1,3,4
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5
4	• Online multimedia presentation and/or research	1.5	1,3,4
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5
5	• Online multimedia presentation and/or research	1.5	1,3,4
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5
6	• Online multimedia presentation and/or research	1.5	1,3,4
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5

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7	• Online multimedia presentation and/or research	1.5	1,3,4
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5
8	• Online multimedia presentation and/or research	1.5	1,3,4
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5
9	• Online multimedia presentation and/or research	1.5	1,3,4
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5
10	• Online multimedia presentation and/or research	1.5	1,3,4
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5
11	• Online multimedia presentation and/or research	1.5	1,3,4
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5
12	• Online multimedia presentation and/or research	1.5	1,3,4
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5
13	• Online multimedia presentation and/or research	1.5	1,3,4
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5
14	• Online multimedia presentation and/or research	1.5	1,3,4
	• Discussion Forum participation	1.5	1,3
	• Assignment Production	2	1,2,3,4,5
15	• Summative discussion and final review / Looking forward	3	1,2,3,4,5
Total		73	