



UNIVERSITY OF
WEST GEORGIA

Digital Photography: MEDT 7466

Summer 2025 | Section E01/02 | 3 credits | June 2 to July 13, 2025

Description

An exploration of the principles of photography including the elements of light, subject, camera, and composition. Instructional applications of digital photography in the workplace and instructional settings, shooting high-quality digital photographs, and how to manipulate digital photographs are covered. Further, the emergence of the participatory culture and how that social shift translates to media literacy needs, as well as demonstrating an incorporation of such shifts into lesson planning is included.

Credit Hours: 3.0

Prerequisites: None but preferred that students have taken MEDT 7461 or 7464 courses

Co-requisites: N/A

Contact Information

Instructor: Dr. Danilo Madayag Baylen

Class Meeting Time & Location: Online. Assignment completion may require online consultations.

Office Location: Education Annex 152

Telephone (direct): None; instead, send an email for a web or phone conference appointment. Professor will contact you.

Telephone (department): NO PHONE CALLS

Online Hours: By appointment

University email: dbaylen@westga.edu

Meeting Times

Since this is an online course, there will be no scheduled onsite meetings. However, virtual meetings will be available for consultations at a student's request.

Materials

The course does not require a textbook. The professor will provide readings supporting specific activities. The students need access to Grammarly to improve the quality of papers submitted for review in place of books.

Reference Text(s)

Purdue University. (2016). *Purdue Online Writing Lab (OWL)*. <https://owl.english.purdue.edu/owl/> (APA 7th edition)

Digital Photography LibGuide

<https://libguides.westga.edu/DigitalPhotography>

Outcomes

Students will:

1. Develop competencies in operating equipment needed for taking and editing digital photographs for use in the workplace (i.e., digital camera, tripod, flash, computer, mouse, and editing software such as Photoshop).
2. Discuss the various applications of digital photography by students, teachers, and administrators and its role and importance in the teaching/learning process as a means of enhancing learning and motivation with all types of learners.
3. Utilize features of digital editing software to improve digital image quality and to promote learning and creativity.
4. Select, and utilize Internet based photography tools and resources that can be integrated into the workplace and instructional settings to meet the varying and diverse needs of all learners.
5. Discuss, and model safe, legal, and ethical practices for taking, sharing, using, and citing digital photographs.
6. Engage collaboratively and reflectively.

Evaluation

The course is delivered 100% online.

Professor's Note: Expect to work approximately 9 – 15 hours per week to complete the course requirements. The time needed will vary according to your prior knowledge, technical skills, and the time necessary to read assignments, plan your work, and complete your tasks. The professor expects students to use the CourseDen for information and the professor's university email for communication.

Criteria

Grading Policy: Students must attempt all major tasks and projects for this course to qualify for a passing grade. **If you still need to complete and submit a discussion or project in the designated drop box after the deadline, then there is a strong possibility that you will receive a lower grade.**

The professor reviews and grades students' submissions using the following scale:

A = 90-100%
B = 80-89.99%
C = 70-79.99%
F = Below 70%

*** No rounding off to whole numbers.**

Assignments

Always refer to CourseDen for additional assignment details and due dates.

Task 1 Demographic Profile Survey (1 point)
Task 2 Technology Fluency Survey (1 point)
Task 3 Video Introduction (4 point)
Task 4 Course Content Quiz (covers the syllabus and website content) (3 points)
Task 5 Midterm Feedback Survey (1 points)

Share & Discuss 1 (Reimagining Old Photographs) (10 points)
Share & Discuss 2 (Your Phone as the Camera) (10 points)
Share & Discuss 3 (Applying the Basics) (10 points)
Share & Discuss 4 (Sharing a Visual Story) (10 points)

Project 1 Showcase (20 points)
Project 2 Workshop (20 points)
Project 3 Assessment of Student Learning Paper (10 points)

TOTAL POINTS = 100

NOTES

- If correct APA formatting is part of the instructions, **at least one inaccurate APA citation** (in-text and reference) = **a point deduction for every incorrect in-text or reference entry from maximum points earned for the category (APA).**
- If part of the instruction includes an expectation for correct writing and submission protocol, then **by not following at least one writing or submission protocol = a point deduction for every incorrect or missing execution from maximum points earned for the category (Protocol).**

Schedule

See Tentative Schedule as a separate file link in Courseden.

**** Note:** Dates may change at the instructor's discretion. The professor will post all changes in the News/Announcements section of CourseDen.

Web Conferencing Access Information

All web conferencing activities related to course delivery and consultations will be accessed using the ZOOM application unless specified as Google Meet.

Course Policies and Resources

Approaching Generative Artificial Intelligence in Student Work

The University of West Georgia (UWG) expects responsible and ethical use of Generative Artificial Intelligence (Gen AI) in student coursework. At UWG, the instructor decides whether to permit or deny the use of Gen AI tools based on the needs and requirements of the different academic disciplines. Students are responsible for reviewing the Gen AI guidelines in the syllabus and contacting the instructor for specific guidance.

In this course, Gen AI tools are permitted in the following coursework: Project 1 and 2.

Use of Gen AI tools to generate or complete coursework must be clearly marked, cited, and acknowledged, as failure to do so could constitute plagiarism. Gen AI output must be supported, documented and cited with scholarly research from print sources and/or digital databases. The following links contain information on how to cite Generative AI material:

- [APA Style Blog on citing ChatGPT](#)
- [MLA Style Center on citing Generative AI](#) and per faculty guidelines

Any violations of these guidelines will be subject to the academic and disciplinary policies listed in the UWG Honor Code (see: [Student Handbook](#)).

Attendance Policy

The professor will consider students as attending class if they complete the two surveys (i.e., Task 1 and 2) on or before the stated deadline in the course schedule. There is a possibility of being dropped from the class for non-attendance due to non-completion of the two surveys. Students who add courses during the drop/add period are responsible for contacting the professor and completing all surveys for verification as attending the class.

Extra Credit

No extra credit work for this course UNLESS announced and specified by the professor in CourseDen.

Late Work

Late submissions for up to three days after the deadline, including weekends, will be accepted with possible deductions (at least 20%) on professor's discretion. Please check the instructions for specific assignments—**no late submission for discussions.**

Late work (after the deadline or not in the designated assignment folder) will be accepted (via the LATE assignment folder or email as approved by the professor). The professor will not entertain any excuses. An automatic 20% deduction will be applied based on the maximum points earned (e.g., A 100-point assignment will have a 20-point deduction for late submission). The professor reviews late submissions during FINALS week.

It is the student's responsibility to ask questions if they need clarification about the instruction from the professor at least three business days before the assignment deadline.

Professional Conduct

As appropriate, every unprofessional behavior will merit a maximum deduction of 10% of the total points earned for a specific item.

- Recurring late or non-submission is considered to be unprofessional behavior.
- Incomplete submission based on guidelines or rubrics is also considered unprofessional behavior.
- Other unprofessional behaviors include not responding to the professor's email and complaining to university authorities about course activities before discussing the issue with the professor.

Communication Rules

Your professor will ONLY respond to your email sent via the university (westga) account within 24-48 hours from Monday afternoon to Thursday morning after reading it. The communication rule stated above is not applicable if the university is on a holiday break or your professor is away from campus.

Your professor's office hours are by appointment only this term. You can connect with him via web conferencing, Google Meet, or Zoom. If you choose to do this, please email him at least 24 hours in advance with a day and time you will be available to talk while in front of your computer.

Your professor can also talk to you over the phone, but he will call you. If you choose to do this, please email him at least 24 hours in advance with a phone number to call and a day and time that you will be

available to talk over the phone. Please do not set an appointment and try to speak to your professor while driving.

Finally, be aware that your professor does not have Internet access after 5:00 pm from Monday to Thursday and Friday from noon to Monday at noon. He will respond to emails starting Monday afternoons. **He will not respond to emails sent via CourseDen.**

Network Etiquette

Communication in an online class takes special consideration. Please read the shortlist of tips below:

- Follow instructions! If things are unclear, don't hesitate to contact your professor for clarification.
- Be sensitive and reflective of what others are saying.
- Don't use all caps. It is the equivalent of screaming.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back!
- Don't use offensive language.
- Use clear subject lines.
- Only use abbreviations or acronyms if the entire class knows them.
- Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional.

Expected Response Times

Your professor will attempt to return major assignments with feedback, but the input required may extend that time. After a job is due, the professor will provide feedback within 7-12 business days (about two weeks if possible). Your professor will post all changes in the News/ Announcements section of CourseDen.

College/Course Policies

College of Education Vision

The College of Education at the University of West Georgia will be recognized for Leading a New World of Learning with relevant and innovative programs that change lives and contribute to the betterment of society.

College of Education Mission

Locally connected and globally relevant, the Mission of the College of Education is to prepare graduates for meaningful, professional careers in diverse settings within three dynamic areas of focus: *Teaching, Leadership, and Wellness*. With programs that range from undergraduate through doctoral study, the College of Education is committed to excellence in pedagogy, professional service, engaged partnerships and applied research.

Diversity and Inclusion Statement for the College of Education

The College of Education (COE) embraces diversity across dimensions, including, but not limited to, age, religion, creed, education, ethnicity, gender expression, national origin, physical and cognitive ability, race, sex, sexual orientation, socioeconomic class, and veteran status. Building on these identities, we support empathy, social and environmental justice, and an ethical framework for our actions. By the University of West Georgia and all of our departments, the COE denounces institutional and systemic racism and other biases and is committed to taking actionable steps toward dismantling these systems and working toward equity and inclusion. The students may view the COE Diversity and Inclusion Statement on the College of Education website homepage.

Institutional Policies

Academic Support

UWG is committed to student success, and the following resources will help you be more successful in your classes.

Center for Academic Success: The Center for Academic Success provides tutoring, academic coaching, and supplemental instruction to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

University Writing Center: The University Writing Center assists students with the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if the student needs to make special arrangements in case of a building evacuation, then the student should notify their instructor in writing and provide a copy of their Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty can only offer accommodations with timely receipt of the SAR. The professor will provide no retroactive accommodations. For more information, please get in touch with Accessibility and Testing Services.

Online Course Content

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG, and students have the right to know the privacy policies of these entities. For help with your online classes, additional online tutoring and other student success services, information on privacy and accessibility, and technology requirements, visit this [UWG Online Help site](#).

UWG's online virtual tutoring service is Tutor.com, which replaces Smarthinking. Tutor.com provides 24/7, on-demand, 1-to-1 tutoring and homework help in over 250 subjects. The expert tutors at Tutor.com can help students work through tough homework problems, improve their writing skills, study for a test, review difficult concepts, and so much more! Tutor.com can be accessed in CourseDen under the Resources dropdown menu and is available to all UWG students, regardless of course modality. Students can find more information on UWG Online's Tutor.com: Tutoring Service Knowledge Base article.

Students enrolled in online courses can find answers to many of their questions in the Online/Off-Campus Student Guide.

Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based on honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the Honor Code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include but are not limited to plagiarism*, cheating*, fabrications*, the aid of academic dishonesty, lying, bribery or threats, and stealing. When a student chooses to enroll at the University of West Georgia, students pledge the following:

Having read the honor code of UWG, I understand and accept my responsibility to uphold the values and beliefs described and to conduct myself in a manner that will reflect the institution's values in such a way as

to respect the rights of all UWG community members. As a UWG student, I will represent myself truthfully and complete all academic assignments honestly.

I understand that if I violate this code, I will accept the penalties imposed should I be found responsible for violations through the processes because I am a University community member. These penalties may include expulsion from the University. I also recognize that my responsibility includes being willing to confront University community members if I feel there has been a violation of the Honor Code.

Please visit the Office of Community Standards site for more information on the University of West Georgia Honor Code.

UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of promptly communicating important university-related information to UWG students. It is the student's responsibility to check their email.

Mental Health Support

If you or another student find that you are experiencing a mental health issue, free, confidential services are available on campus in the Counseling Center. Students who have experienced sexual or domestic violence may receive personal medical and advocacy services with the Patient Advocates in Health Services. To report a concern anonymously, please go to UWGcares.

Online counseling is also available for online students.

ELL Resources

If you are a student struggling with English language skills and the U.S. culture differs from your home culture, specialized resources are available to help you succeed. Please visit the ELL resource page for more information.

Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify, via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the above requirements (e.g., AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance:
<https://www.usg.edu/policymanual/section6/C2675>

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php>

Additional Support Information

Technical Support

You can find technical support for CourseDen and the technological requirements at [UWG Online Student Help](#). The web page also has information on accessibility statements, privacy statements, tutorials, and others.

Support for Courses

- [CourseDen D2L Home Page](#)
- [D2L UWG Online Help](#) (8 AM – 5 PM) Call: 678-839-6248 or 1-855-933-8946 or email: online@westga.edu
- [24/7/365 D2L Help Center](#) Call 1-855-772-0423
- [University Bookstore](#)
- [Student Services](#)
- [Center for Academic Success](#) 678-839-6280
- [Distance Learning Library Services](#)
- [Ingram Library Services](#)
- [Accessibility Services](#) 678-839-6428 or email counseling@westga.edu

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Starts	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Jun 2	Summer Term begins	Task 1 Learner Profile Survey DUE Add/Drop ends	Task 2 Tech Fluency Survey DUE Withdrawal "W" period begins	Task 3 Video + Narrative DUE	Discuss 1 starts		
Jun 9	Faculty Roster Verification ends		Discuss 1 ends	Task 4 DUE Course Quiz Survey	Discuss 2 starts		
Jun 16			Discuss 2 ends	Juneteenth Holiday	Discuss 3 starts		
Jun 23	Last Day to Withdraw with a grade of W		Discuss 3 ends	Task 5 DUE Mid-Course Feedback Survey	Discussion 4 starts		
Jun 30			Discuss 4 ends		July 4 th Holiday		
Jul 7		Project 1 Showcase DUE July 8					Project 2 Workshop DUE July 13
Jul 14			Last Day of Classes	Project 3 ASL DUE July 17			
July 21							
July 28	Grades DUE in Banweb						