

<http://www.herschelmair.com/people/index.html>

**DEPARTMENT OF APPLIED PHOTOGRAPHY
HCT**

PHOTOGRAPHY STUDENT HANDBOOK

Photography, as a powerful medium of expression and communications, offers an infinite variety of perception, interpretation and execution.

Ansel Adams

I am enough of an artist to draw freely upon my imagination. Imagination is more important than knowledge. Knowledge is limited. Imagination encircles the world.

Albert Einstein

Learning to use a camera, especially a digital camera, takes a matter of hours. With some dedication a student can learn all he or she needs to know about how to use a digital camera in a week or two of full-time study.

Learning to see and think critically, photographically, takes years.

Learning to integrate your visualization with the technology of digital imaging to the extent that you are producing state of the art images that reflect a personal vision, can take a lifetime.

Herschel Mair

Herschel Mair is your student advisor and he will try and help you solve any curriculum problems you may have.

Department of photography; Vision

The Photography Department intends to be a wellspring of inspiration for its students and for the Photographic and media industries and society in Oman.

Department of photography; Mission Statement

The mission of the Photography Department is to achieve and sustain an ongoing level of excellence in teaching, informing and inspiring our students. The department is dedicated to the delivery of high quality technical instruction as well as a sophisticated level of aesthetic education and aims to produce graduates who have the professional and personal skills to operate in the global media/advertising market or enter employment with confidence, contributing effectively to the Sultanate's ongoing creative and economic development.

A note of caution

Very few graduating photographers will find jobs as employees with salaries. This applies not only here in Oman, but throughout the world. We study photography because we love the process or the medium. Not because it is an employment opportunity. If your highest priority is to get a job after graduation, there are probably better courses to take. It is also true that you don't need a diploma to be a good photographer and most of the photographers currently operating in Oman, both nationals and ex-patriots, are unqualified. That does not mean they are bad photographers. They may have a very valuable thing that graduates lack – experience!

The overwhelming majority of the world's photographers work for themselves as freelance operators, often in specialized fields that they mastered *after* graduation. (Many of the world's greatest photographers never received any formal education) It is for this reason that a photographer must develop a creative vision that sets him or her apart from other photographers. A STYLE that identifies his or her work as something unique.

What you will experience here are the first steps on a long path towards becoming a professional image-maker. It is a fact that, other than educational facilities and some government departments, nobody will ever ask to see your diploma. They will, however, always ask to see your portfolio. So, it is on this expression of your time here that we focus most of our attention. We need to bring out, from inside you, a personal imagery that expresses your individual visualization and encourages you to interpret subject matter beyond the literal.

Aside from the courses we teach within the department, there are other courses which are taught by the English dept. and the IT department, which **MUST BE** completed before a diploma, can be issued. These are called "College requirements" and include the ICDL (International computer driving license) which is divided into 7 modules and Technical writing I and II.

When do we work?

Outdoor photography is, above all, governed by the rule of the golden light. This light is available from sunrise to 3 hours after sunrise and from 2 hours before sunset to sunset.

Your course starts each day at sunrise. You are expected to shoot images through the early morning light and then arrive at college to start your academic day at 09:00.

You then leave the college at 16:00 and shoot again till sunset.

You need to learn to love light and enjoy being out and working when the light is beautiful. So if this seems like a lot of work, then you are right. It is. When we look at your pictures in Critique class, we will check when they were taken.

We teach the following courses, which comprise the requirements for the Diploma:

Semester 1 (First Year)

PHOT1101: Basic Photography (4 Credit Hours)

Taught by Bruce Boyd in the caravan classroom Saturdays

PHOT1102: Adobe Photoshop (4 Credit Hours)

Taught by Gavin Smit in the Mac Lab – new building Tuesdays

PHOT1103: History and Aesthetics of Photography (2 Credit Hours)

Taught by Kath MacDaid in the caravan classroom Sunday mornings

PHOT1104 Photo Tech (2 Credit Hours)

Taught by Herschel Mair in the caravan classroom Monday mornings

PHOT1105 Class critique and Assessment (2 Credit hours)

Taught by all staff and all student's interactive critiquing in caravan classroom Monday afternoons

WEDNESDAY WORKSHOPS Taught by Herschel Mair in the caravan classroom or his studio Wednesdays. There may also be guest lecturers and/or outings planned for the Wednesday workshop session

Semester 2 (First Year)

PHOT1201: Basic Photography II (4 Credit Hours)

Taught by Bruce Boyd in the caravan classroom Saturdays

PHOT1202: Adobe Photoshop II (4 Credit Hours)

Taught by Gavin Smit in the Mac Lab – new building Tuesdays

PHOT1203: History and Aesthetics of Photography II (2 Credit Hours)

Taught by Steve Crescenzo in the caravan classroom Sunday mornings

PHOT1204 Photo Tech II (2 Credit Hours)

Taught by Herschel Mair in the caravan classroom Wednesday afternoons

PHOT1205 Class critique and Assessment II (2 Credit hours)

All staff and all student's interactive critiquing in caravan classroom Monday afternoons

WEDNESDAY WORKSHOPS Taught by Herschel Mair in the caravan classroom or his studio Wednesdays. There may also be guest lecturers and/or outings planned for the Wednesday workshop session. Students will be informed of events during the week.

Summer Semester (First Year)

PHOT1301: Basic Portfolio development (6 Credit Hours)

Semester 1 (SecondYear)

PHOT2101: Advanced Photography I (6 Credit Hours)

Taught by Bruce Boyd and Herschel Mair in the studios **Sundays and Mondays**

PHOT2102: Video filming (4 Credit Hours)

Taught by Vincent vander Zee in the studios **Tuesdays**

PHOT2103: Video editing (4 Credit Hours)

Taught by Vincent van der Zee in the editing lab **Saturdays**

WEDNESDAY WORKSHOPS Taught by Herschel Mair in the caravan classroom or his studio Wednesdays. There may also be guest lecturers and/or outings planned for the Wednesday workshop session. Students will be informed of events during the week.

Semester 2 (SecondYear)

PHOT2201: Advanced Photography II (6 Credit Hours)

Taught by Bruce Boyd and Herschel Mair in the studios **Sundays and Mondays**

PHOT2202: Video filming (4 Credit Hours)

Taught by Vincent vander Zee in the studios **Tuesdays**

PHOT2203: Video editing (4 Credit Hours)

Taught by Vincent van der Zee in the editing lab **Saturdays**

WEDNESDAY WORKSHOPS Taught by Herschel Mair in the caravan classroom or his studio Wednesdays. There may also be guest lecturers and/or outings planned for the Wednesday workshop session. Students will be informed of events during the week.

Summer Semester (SecondYear)

PHOT1301: Advanced Portfolio Development (6 Credit Hours)

What about equipment?

Please READ the following and understand:

You will be issued with a set of equipment including a camera, a tripod, a variable (Zoom) lens, a flash, a memory card and all the equipment needed to protect and care for this equipment.

The instruction book for the camera is probably the most important piece of documentation you will ever read on photography. READ IT....READ IT.

I suggest that you purchase as soon as possible:

1. An additional (Spare) CF card (4GB) to use when the other one dies.
2. A good lens cleaning cloth and a can of compressed air for cleaning lenses.
3. An external hard drive (160 to 250GB) to save all your hard work on.
4. A 4GB USB flash memory stick

No images or any other work may be kept on the college computers and you do so at your own risk. We regularly clean off the computers and if there's work on the computer, it will be deleted. As soon as you have loaded images from your camera, you are required to RENAME all the files with the place and date that you shot the images and a serial number (Batch renaming in Photoshop Bridge). Then immediately write the files to a CD or DVD or your own hard drive. We supply you with CD and DVD but not with a hard drive.

The above equipment is all you'll need to learn photography and its all you get from the college.

However we have a good stock of lenses and lighting, which is available for loaning to students in good standing.

NOTE that this is a privilege and not a right

Strict rules apply to the handling and return policies. Students may take out any equipment for a maximum of 3 days and they must look after it and return it - as it was when it went out. Students must realize that this is a privilege and not a right. Students who bring in equipment late will suffer a two-week ban on renting equipment. Students who do this twice without a really good excuse can be banned for 1 month. Students who do this a third time will be banned for a semester.

Students who damage or lose rental equipment will be required to replace it and will not be lent anything until they have done so.

Some College Law and order

Please READ the following and understand it. These are articles taken from the college by-laws and they will tell you what is expected of you and what you need to do to pass (And what happens if you fail)

Article 42

The academic year consists of three successive semesters (one in the fall and the other in the winter (Each 16 weeks) and a summer semester (6 weeks).

Article 43

College programs follow the credit hour/Grade-point system. The credit hour is a unit, which tells you, how important a particular subject's result will be. For instance a subject with 6 credit hours will have twice the value of a subject with 3 credit hours.

A credit hour is equal to one weekly period of theoretical lecture, or two weekly periods of practical training, assignments or lab work.

The required number of credit hours for graduation at each of the levels of qualification varies according to the different specializations.

- (a) Certificate: from 24 to 38 credit hours (Our course 28 C/H)
- (b) Diploma: from 66 to 76 credit hours (Our course 68 C/H)
- (c) Higher Diploma: from 100 to 114 credit hours
- (d) Bachelor's Degree: from 128 to 157 credit hours

Your exam results will be assigned **GRADE POINTS**:

Grade	Percentage Range	Grade Point
A	90 – 100	4.0
A-	85 – 89	3.7
B+	80 – 84	3.3
B	76 – 79	3.0
B-	73 – 75	2.7
C+	70 – 72	2.3
C	67 – 69	2.0
C-	60 – 66	1.7
D	55 – 59	1.0
F	below 55	0.0

These points will be multiplied by the subject's credit hours and then a **GRADE POINT AVERAGE** will be calculated. **GPA**

Article 44

The minimum number of credit hours, for a full-time student, is 12 credit hours per semester and 6 credit hours for the summer semester. (All our winter and fall semesters are 14 credit hours. Our summer semesters are 6 credit hours)

Student registration for what exceeds the minimum depends on his/her semester's GPA as follows:

1. The attainment of a semester **GPA 3** to register for **15** credit hours, subject to the academic adviser's approval.
2. The attainment of a semester **GPA 3.5** to register for **18** credit hours, subject to the approval of the Assistant Dean for Academic Affairs.

It is mandatory to obtain the approval of the Dean or his/her representative to register for more than 18 credit hours.

Article 49

Below is a list of abbreviations and their meanings:

1. EX: Course requirements met by the student through examination
2. L: Student attended as a listener, no credit hours awarded
3. N: Student did not obtain grade because of substitution of grades
4. NC: Course not accredited in study program
5. TR: Course transferred from another educational institution
Credit hours have been added up, but not the cumulative grade
6. W: Student withdrew from the course
7. Z: Student did not obtain any grades
8. GPA: Grade Point Average.

Article 50

A student is not entitled to appeal on the grounds of his/her ignorance of the content of these bylaws or decisions or circulars issued on their implementation.

Article 51

If a full-time student has a GPA of less than 2.0 in any semester, he will be placed under academic probation

Accordingly, he/she will be allowed to register for only three courses with a maximum of 12 credit hours.

Should he/she be subjected to academic probation for a second successive time, he/she will be allowed to register for only two courses, with a maximum of 8 credit hours. As for the part-time student, he/she will not be allowed to register for more than one course with a maximum of 4 credit hours.

Article 52

Academic probation expires at the end of each semester, when the student obtains a minimum GPA 2.0. A student under academic probation must repeat all the courses he/she failed. He/she will be dismissed, if he/she fails to obtain the required GPA 2.0 at the end of the following semester, after having already been under academic probation.

Article 53

A student obtaining D or F grade in a course for the first time may repeat that course to get a better grade. Accordingly, his/her old grade will be replaced by the new grade, irrespective of the latter being lower or higher. (Please note that we don't offer the same courses two semesters in a row. If a student fails a subject he must repeat it the following year, which may mean having to spend an extra year at college.)

If a course is attempted three or more times, the second attempt and the attempts that follow will be reconsidered for calculating the GPA. The number of substituted courses or credit hours should not exceed:

- 9 credit hours for the Diploma level

Article 55

At the end of each semester, the Admission and Registration Department will prepare the Dean's Honor List. To qualify for this list, the student must meet the following criteria:

- 1 Must have registered and completed a minimum of 12 credit hours in that semester.
- 2 Must have obtained a GPA 3.2 in at least one semester.
- 3 Must not have failed any course.
- 4 Must not have faced any disciplinary or punitive action.

Article 56

The College Council is authorized, in case of acceptable reasons, to agree to the postponement of a student's study for a maximum period of two semesters, throughout the period of his/her study.

Article 59

A course is a subject studied during one semester.

Article 60

The student's grade in a course is based on theoretical and practical continuous assessment, research projects and the semester final examination.

Article 61

The final examination assesses the entire course and is held once at the end of each semester. It is set according to the constituents specified by the quality assurance committee.

The final examination may be written, visual or oral, or both according to the nature of the course and the assessment system.

Article 62

The final mark for each course is out of 100, with decimal fractions approximated to a whole number. The final mark for each course includes continuous assessment such as quizzes, oral written or practical tests, homework, and projects. This should not exceed 30% of the final mark.

Article 64

The semester's average is equal to the average of grades in all the courses the student studied in a semester, and will be calculated in the same way as the cumulative average.

Article 65

Cumulative average is calculated by multiplying the grade point which the student obtained by the number of the course's credit hours. The total is divided by the total credit hours of all the courses that have grades.

Article 66

The cumulative average is applied in all four academic levels independently.

Article 67

The student is deemed successful in the four academic levels, if he/she completes all the courses required for graduation and obtains the following cumulative averages:

1. The first year: Certificate 2.00
2. The second year: Diploma 2.25

Students will **not** be awarded certificates confirming their success before they pass the required period of practical training in each academic level.

Article 68

The student has the right to appeal against the results of his/her examinations by completing the Appeal Form and submitting it to the Head of the Department within three days from the date of announcement of results.

Article 69

The student will be warned in writing if his/her absence reaches 10% of the set hours in each academic semester without any valid excuses, and a letter will be sent to his/her parent/guardian. The same procedure will be followed if the student's absence reaches 20%. In both cases, the student must be warned in writing and his/her guardian must be informed that the student will be debarred from the final examination if his/her absence reaches 30%.

Article 70

If a student fails to attend a semester examination for a reason deemed to be acceptable by the College Council, the college will arrange a make-up examination for him/her, if the student notified the Dean within one week from the date of the examination he/she failed to attend. His/her examination will be repeated before the elapse of the semester following his/her absence; otherwise, he/she will be given a zero.

Article 71

If the student fails to attend the final examination of any course for a reason accepted by the College Council, that course will be considered as incomplete upon his/her notifying the Dean, within one week from the date of the examination he/she failed to attend. In that case, the student will be allowed to sit for a complementary examination within no more than four weeks from the beginning of the next semester. The grade obtained by the student in the complementary examination will replace the term incomplete; otherwise, he/she will be given a zero. If the student also fails to attend the complementary examination for an acceptable reason, he/she will repeat the required course or any substitute course recommended by the concerned Head of Center or Department.

Article 72

A student will be dismissed from the college on the following grounds:

1. Failure to maintain the required GPA 2.0 in the courses he/she studied at the end of the semester, following his/her placement under academic probation.
2. Being absent from classes for two consecutive weeks, without an acceptable reason.
3. Complying with a decision issued by the Disciplinary Committee.

PART EIGHT: DISCIPLINE AND ORDER

Article 75

The student must abide by the following:

1. Coming to class on time and abiding by the timing of lectures, Lab and studio sessions. The student must be aware that any absence will negatively affect his/her academic performance/achievement and in turn will minimize the student's chances to sit for the final exams.
2. Being absent from classes, laboratory, or workshop sessions must be approved **in advance** by the Head of department

Excused absence because of sickness must comply with the rules and regulations of the Ministry of Health.

Being late for three times in any lecture, or studio workshops will be considered as one class absence, and the staff in charge of these theoretical or practical classes has the prerogative to evaluate the student's lateness.

3. Keeping a record of all his/her activities within the college, such as registration, schedules, forms, grades, reports, as well as copies of courses, tests, electronic files and all documents related to his/her program.
4. Safeguarding all college property, such as labs, equipment and materials. The student must handle such property carefully, in compliance with the rules and regulations organizing their use.
7. Respecting the physical and intellectual property and rights of others including students, college staff, researchers, technicians, including research and electronic files.
8. Actively participating in academic, cultural, social and sports activities organized by the college.
9. Maintaining the aesthetic appearance of the college, holding high moral standards in his/her relationship with the college The student must present a clean and tidy appearance, be a well-behaved, hardworking and reputable person.

PART NINE: STUDENT DISCIPLINARY SYSTEM

Article 76

The disciplinary system applies to all college students.

Article 77

Any misconduct or breach of these bylaws, rules, regulations or traditions will be deemed a punishable offence, specifically the following:

1. All acts or utterances that infringe upon religious beliefs or state reputation or disrupt the rules of good conduct or public decency.
2. Disruption of the college academic integrity code or academic conduct in whatever form, degree, method applied or site of disruption, in a theoretical

lecture, practical training, laboratory or examination, whether the student is individually involved or in association with others.

3. Any cheating or attempt to cheat, during examinations or disruption of the serenity and smooth administration of examinations.
4. Abstention from attending, or incitement of others not to attend lectures, practical training in workshops, laboratories, or at the private or public sector organizations and other work places, where attendance is part of the college programs.
5. Breach of disciplinary rules during lectures or practical training.
6. All acts that infringe honor, integrity or morals, or harm the reputation of the colleges or any of their personnel or students.
7. Assault or insult of any teaching, administrative, technical support staff, or student.
8. Formation of or participation in any organization, committee or society, or holding a conference, without prior written consent of the competent authority.
9. Issuance or distribution of bulletins, pamphlets, posters, newspapers or magazines or sending them online, collection of funds or signatures without obtaining a prior written consent from the competent authority, or misuse of consent issued approving the practice of any of these activities.
10. Misuse, damage, or impairment of any of the colleges' property including college network and electronic files.
11. Possession or circulation of films, photographs, or magazines incompatible to decency, morals and Islamic values, or possession of inflammable or explosive materials inside the colleges or their hostels.
12. Breaching hostel rules, such as late arrival at night or spending the night outside the premises, without an acceptable reason or making any changes in the accommodation, its furniture or equipment.
13. Giving false information in official papers, forging official college documents, or illegally obtaining them or knowingly using forged documents.

Article 78

The disciplinary measures that will be inflicted on violators are:

1. Notification
2. Warning
3. Sending a student outside study hall or any place where he/she violated the system.
4. Deprivation from some or all the privileges that a student enjoys.
5. Temporarily depriving the student from practicing the activity where he/she violated the rules and regulations, for a period not exceeding one month.
6. Charging the student for the damage he/she caused.
7. Temporarily depriving student from staying in the college hostel, or suspension of his/her monthly allowance for four months.
8. Final deprivation from staying in the college hostel, or from the monthly allowance.
9. Cancellation of one or more courses in examination or results.
10. Debarring the student from sitting for one or more final examinations.
11. Suspending the student for one or more semesters.
12. Dismissal.