

Brooks Institute



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2015 **CATALOG**

Message from the President

Welcome to Brooks. We're excited to have you join our tradition that is 70 years strong.

We offer more than an education. We provide a learning experience that attracts a diverse student body of aspiring professionals with one common goal – to pursue careers in the visual, media and communication arts.

Our approach helps develop well-rounded graduates who are prepared for the complex and changing demands of their chosen careers. Whether you're studying graphic design, film, visual journalism or photography; we believe in hands-on, applied learning.

Our degree programs emphasize the essential combination of skills needed as a visual media artist and communicator: a balance between technology, art and science, business and practice. This is a reflection on the quality of our curriculum, our approach, our faculty and our staff.

Our goal is to prepare you for a life of continuous learning in a complex and changing environment. Congratulations on taking the first step toward your future career.

A handwritten signature in black ink, appearing to read 'Tim Gramling', with a stylized flourish at the end.

Tim Gramling, LP.D.
President

Publication Date: April 2015

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About Brooks Institute

MISSION STATEMENT

Brooks Institute educates a diverse student body of aspiring professionals to pursue careers in the visual, new media, and communication arts.

Our multi-disciplinary approach promotes collaboration, critical thinking, and creativity to develop graduates who are technologically adept and visually sophisticated with high standards of professional ethics.

Brooks Institute's faculty of industry professionals and academics offer experiential learning to prepare students for a life of continuous learning in complex and changing environments.

VISION

Brooks Institute will create *Raving Fans* by expanding our industry reputation and recapturing our history of innovation.

Institutional Student Learning Outcomes (ISLOs)

Visual Literacy Graduates are visually sophisticated.

Adept Graduates are career-ready as demonstrated by their ability to apply their body of knowledge using relevant tools and diverse skills.

Ethics Graduates are able to identify, articulate, and apply ethical principles in their community and professional life.

Communication Graduates are able to communicate clearly and effectively.

Problem Solver Graduates integrate ideas, methods, practices, and theories across broad and specialized knowledge realms using critical thinking and analytical skills.

Collaboration Graduates work collaboratively to achieve a common goal.

Global Graduates exhibit an understanding of the interconnectedness and diversity of cultures and environments in a global society.

ACCREDITATION AND AFFILIATIONS

Brooks Institute is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates, bachelor's degrees and master's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education (USED) and is recognized by the Council for Higher Education Accreditation (CHEA). ACICS is located at:

750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
(202) 336-6780

Brooks Institute has been recognized as a Candidate for Accreditation by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC):

985 Atlantic Avenue, # 100
Alameda CA, 94501
(510) 748-9001



This status is a preliminary affiliation with the Commission awarded for a maximum period of four years. Candidacy is an indication that the institution is progressing toward Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.

Brooks Institute is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

The Bureau can be reached at:

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
www.bppe.ca.gov
(888) 370-7589 (Toll-free)
(916) 263-1897 (Fax)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
www.bppe.ca.gov
(888) 370-7589 (Toll-free)
(916) 263-1897 (Fax)

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website, <http://www.bppe.ca.gov>.

STATEMENT OF OWNERSHIP

Brooks Institute is owned by Brooks Institute, LLC, which is wholly owned by Career Education Corporation (CEC). CEC is a Delaware corporation with principal offices located at:

231 North Martingale Road
Schaumburg, IL 60173-2007

Brooks Institute has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

The Executive Officers of Career Education Corporation are:

Ron D. McCray, Interim President and Chief Executive Officer
David Rawden, Interim Senior Vice President and Chief Financial Officer

Members of the CEC Board of Directors

Ron D. McCray, Chairman
Louis E. Caldera
Dennis H. Chookaszian
David W. Devonshire
Patrick W. Gross
Greg L. Jackson
Thomas B. Lally
Leslie T. Thornton
Richard Wang

Brooks Institute Board of Trustees

Tim Gramling, President of Brooks Institute
Jeff Burke, Chairman of the Board
Rich Clarkson
Lynn Martin
Mark Oliver
Jody Persky
Gene Mopsik
Frederick Van Johnson

Professor Emeritus

Nick Dekker – June 2010
Vern Miller – June 2010
Ernie Brooks – August 2010
Don French – December 2014

Presidents Council

Mike Verbois, 2014
Winston Z. Li, 2014

Degrees Awarded

Bachelor of Fine Arts in Professional Photography
Bachelor of Fine Arts in Graphic Design
Bachelor of Science in Visual Journalism
Bachelor of Fine Arts in Film
Master of Fine Arts in Photography
Master of Science in Scientific and Technological Imaging

Admissions

NON-DISCRIMINATION

The school admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

DIVERSITY STATEMENT

Brooks Institute is committed to fostering a learning and working environment that supports a diverse student, staff and faculty population. The institution's commitment to individual and organizational efforts to build respect, dignity, fairness, caring, equality and self-esteem is based on the acknowledgement that diversity embraces cross-cultural recognition of the rights of all individuals to mutually respect and accept others without bias based on any differences.

ENGLISH LANGUAGE POLICY

Recruitment at Brooks Institute is conducted only in English. Programs are only offered in English and if the student is not proficient in English they will not be able to complete the application process.

ADMISSIONS POLICY

Students should apply for admission to Brooks Institute as early as possible to be accepted for a specific program and term. All applicants are required to complete a personal interview with an Admissions Representative, either in person or by telephone, depending upon the distance from the school. Parents and/or significant others are encouraged to attend. This gives applicants and their families an opportunity to see and learn about the school's equipment and facilities and to ask questions relating to the school's curriculum and career objectives. Personal interviews also enable

school administrators to better determine whether an applicant is a strong candidate for enrollment into the institution.

Application Process

The following items must be completed at the time of application:

- Application for admission
- Signed Enrollment Agreement
- Signed Student Disclosures
- Payment of non-refundable application fee
- Financial aid forms (if applicant wishes to apply for financial aid).
- Interview Acknowledgement Form

Application Fee Waiver Policy

Application fees are waived under the following circumstances:

- Prior graduate from any Career Education Corporation owned school;
- Prospective student who previously paid, and was not refunded, an application fee at a Career Education owned school;
- Prospective student who is active duty military, a veteran, a member of the Reserve, or a spouse or dependent of any of the former;
- Prospective student who is eligible for Native American tribal education benefits.

Criminal Conviction Policy

In an effort to maintain a safe educational and working environment for students and staff, Brooks Institute does not accept applicants who are known to have certain types of criminal convictions in their backgrounds. Admitted students who are discovered to have misrepresented their criminal conviction history to Brooks Institute are subject to immediate dismissal. Similarly, students who commit certain types of crimes while enrolled are subject to immediate dismissal. As such, students convicted of any criminal offense while enrolled must report that conviction to the school within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal. Brooks Institute reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by Brooks Institute.

Entrance Dates

Brooks Institute is a 15-week semester school. Brooks Institute has a rolling admissions policy with three convenient entering dates each year for undergraduates, one start date for the MFA Photography

program and two start dates for the MS in Scientific and Technological Imaging program.

UNDERGRADUATE ADMISSIONS

Brooks Institute offers a Bachelor of Fine Arts Degree in Film, Graphic Design and Professional Photography as well as a Bachelor of Science Degree in Visual Journalism. Utilizing outcome-based assessment, the carefully structured curriculum has been developed to be responsive to the expanding needs of the visual and media arts industry.

Entrance Requirements

Applicants for undergraduate programs may be considered for admission by submitting acceptable documentation of proof of graduation (POG) for at least one of the following:

- Graduation of high school with a cumulative grade point average (cGPA) of at least 2.0 (C) on a 4.0 scale from a high school recognized by the state board of education or equivalent.
- High School Equivalency Exam, GED (General Education Diploma) or equivalent.
- Proof of a conferred baccalaureate or associates academic degree earned from an accredited institution of higher learning.

Acceptable documentation of high school graduation must be received by the institution prior to the first day of the program scheduled start. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency. Students may be asked to provide additional documentation supporting their POG. Any student who does not provide documentation of high school equivalency will have their enrollment canceled, resulting in the loss of any academic work submitted or grades earned. For students who are utilizing Federal Financial Aid to cover tuition and fees, no Federal Financial Aid funds will be disbursed to a student's account until a valid proof of high school graduation or its equivalent is received and validated.

Prospective students not meeting the minimum cumulative grade point average (cGPA) of at least 2.0 ("C") on a 4.0 scale may be admitted by submitting one or more of the following to support their application:

- Minimum ACT score of 20.
- Minimum SAT score of 470 in each section (excluding the writing section).
- Minimum of 9 credit hours of completed college coursework at the 100 level or higher.

Credits for review must indicate a grade of ("C") or higher and come from an accredited institution of higher learning. (Please note that credit may or may not be accepted for transfer into Brooks Institute based on curriculum).

Prospective students who do not meet the above requirements may appeal. Appeals require three letters of recommendation from professionals (practitioners, educators or past employers) and a personal statement (minimum 250 words) explaining past academic performance and success plan if accepted to Brooks Institute.

All official transcripts are to be sent to the Office of the Registrar prior to starting at Brooks Institute.

Home-Schooled Students

The transcript for a home-schooled student will be accepted as official proof of graduation only if the State Board of Education or equivalent of the prospective student's state recognizes the diploma. Home-schooled applicants whose individual programs of study are not recognized by the State Board of Education, or equivalent, must provide proof of equivalency of high school graduation by earning a GED certificate or equivalent.

UNDERGRADUATE INTERNATIONAL STUDENTS

An international student is defined as one whose country of permanent residence is not the United States. Certified records of education are required showing a degree earned in either secondary school (high school) or college/university. Foreign credentials must be reviewed by a NACES or AICE credential evaluator in addition these records must be accompanied by attested English translations by an official translator. Translations must be word-for-word (i.e. literal) translations and must be completed either by the educational institution or by a certified translation agency. Additional information, beyond the original submission, may be required before Brooks Institute can determine a student's final admissions status. If the previous institution will not mail original documents, copies must be certified by the appropriate educational officials and should be sent directly to the Registrar in a sealed (unopened) envelope.

Any student applicant, whose native/first language is not English, must provide evidence of English language competency before acceptance may be awarded.

The language of instruction of all coursework will be in English.

Additional Entrance Requirements for International Students

International student applicants may be considered for admission by submitting official transcripts, translations and one of the following:

- **TOEFL** (Test of English as a Foreign Language) A minimum paper-based TOEFL score of 550, a minimum internet-based TOEFL score of 79, or a minimum computer-based TOEFL score of 213 is required. Our code number for reporting TOEFL scores is 4228. For TOEFL information, write to: TOEFL Services, Test of English as a Foreign Language, PO Box 6151, Princeton, NJ, 08541-6151, USA. Their telephone number is (609) 771-7100.
- **APIEL** (Advance Placement International English Language) A minimum score of 4.
- **IELTS** (International English Language Testing System) A minimum score of 6.5.
- **ELS** (English Language Centers) A minimum score of 111.

If accepted for admission, international applicants will be asked to provide original documentation of being able to meet educational costs and living expenses while at the Institute (Confidential Financial Statement). Upon confirmation of enrollment the Certificate of Eligibility for Non-Immigrant Student Status (Form I-20) will be issued. International students are ineligible for the state and federal financial aid programs in which the Institute participates.

Brooks Institute does not provide visa or language services. To maintain USCIS status, all international students are required to be enrolled as full time students.

RE-ENTRY

Students who have previously attended Brooks Institute but did not graduate are subject to all admission requirements in effect at the time of re-entry. All re-entering students will be charged the rate of tuition and fees in effect at the time of re-entry. Payment of the application fee is not required. Additional Financial Aid forms may also be required for those wishing to apply for financial aid. Students planning to return to the institution in a program of study that is different from the one they previously attended may be subject to additional admissions requirements.

GRADUATE ADMISSIONS

Application Process

Brooks Institute offers a Master of Fine Arts in Photography and a Master of Science in Scientific and Technological Imaging.

Graduate Program Entrance Requirements

Master of Fine Arts in Photography

- Baccalaureate degree from an accredited institution*
- Personal statement
- Three letters of recommendation
- CV/Resume
- Portfolio consisting of 15-20 images

*cGPA - students applying to the graduate program with less than a cGPA of 3.0 must include an additional statement that addresses their past academic performance.

Master of Science in Scientific and Technological Imaging

- Baccalaureate degree from an accredited institution
- Personal statement
- Three letters of recommendation
- CV/Resume
- Interview
- Portfolio
- Demonstration of attainment of prerequisite levels of learning and capabilities at a level that would allow the applicant to successfully engage in the program *
- Compliance with admissions policies and requirements, including completion of all admissions requirements at least 30 days prior to the term start date.

*Prerequisite skills: Students applying to graduate programs must demonstrate an appropriate level of prerequisite capabilities. Students may be required to complete specified courses before beginning the graduate program. The Graduate Admissions Committee would review any assessments of prerequisite skills.

The Graduate Admissions Committee reviews applicants for the MFA in Photography Program and the MS in Scientific and Technological Imaging Program. The decision for admission into the Program will be based on the following criteria. Inclusion of evidence of outside coursework related to the MFA degree, work experience, exhibition record and life experience are some of the considerations for admission to the programs. The Graduate Admissions Committee will consider students based on portfolios and writing samples showing creative endeavor and/or professional accomplishment and the potential for success in a graduate level curriculum. The Committee will not review applicants until all criteria have been received.

1. **Baccalaureate degree** – The degree must be from an accredited institution as evidenced by official transcripts. Official transcripts must be received by the institution prior to the first day of the program scheduled start. A student whose cGPA is below a 3.0 must submit a supplemental statement explaining circumstances that had an impact on past academic performance.
2. **Personal Statement** – The Personal Statement should reveal the applicant's reasons for pursuing a graduate education, specifically addressing the individual's expectations of how the particular degree from Brooks Institute will help meet his or her goals. The applicant should discuss personal attributes or qualities that would contribute to overall Program. The Personal Statement will also be used to assess the applicant's writing skills.
 - a. MFA in Photography – There should be references to works of art and ideas about art that he or she has found especially useful. The applicant may elaborate upon artistic goals or personal vision to contextualize personal work. He or she may also include historical and/or contemporary influences that may be traced through the work. Furthermore, the applicant should discuss personal attributes or qualities that would contribute to overall enhancement of the educational experience.
 - b. MS in Scientific and Technological Imaging – The Personal Statement should include references to applications of scientific and technological imaging that have been an inspiration to engage in this course of study. Examples could come from the areas of museum imaging, scientific research/engineering imaging, education, and communication of science and technology in publications, films, television or other formats.
3. **Three Letters of Recommendation** – The letters must be received directly from professionals (practitioners or educators) with first-hand knowledge of the applicant's past performance and potential for future academic endeavors related to the degree field. Letters must include the name and phone number or email address of the reference. This is required to be on letterhead with original signatures, delivered in sealed envelopes.
4. **CV/Resume** – The Curriculum Vitae should include all prior education including workshops/seminars, work experience, exhibits, publications, awards and honors, and relevant personal information.
5. **Portfolio** – A portfolio consisting of images, multimedia, video, documents, or other projects produced by the applicant will be reviewed.
 - a. MFA in Photography – The portfolio should represent a range of creative interests rather than a single body of work on one topic. Evaluation criteria will include conceptual sophistication, design skills, and the appropriate application of technique. The portfolio should consist of 15 – 20 images. We encourage applicants to submit their work in digital format. Print portfolios are also accepted but should be used only for work that has elements that cannot be appreciated through digital submission.
 - b. MS in Scientific and Technological Imaging – The portfolio should demonstrate accomplishments in media creation (photos, videos, multimedia) and/or published articles, project journals or other items supporting admission to the program. Work may only be submitted in digital format. Materials (CD, DVD, documents) cannot be returned to the applicant.
7. **Prerequisite Capabilities (MS in Scientific and Technological Imaging Program Only)** – Assessments (tests) of prerequisite skills, if required, must be completed prior to the interview.
8. **Compliance with Admissions Policies (MS in Scientific and Technological Imaging Program Only)** – Applicants must comply with stated admissions processes, policies and deadlines in order to ensure appropriate admissions decisions and preparation for engaging in the courses.

GRADUATE APPLICATION FOR BROOKS INSTITUTE UNDERGRADUATE STUDENTS

Current Brooks Undergraduate Students

Current undergraduate Brooks Institute students who wish to apply to the Graduate Program must fulfill all requirements of the application process for the Graduate Program. Upon acceptance the student will institute a status change through the Academic Affairs office.

Undergraduates Withdrawn One Year or More

Students who have attended Brooks Institute as undergraduates, and have been withdrawn for a year or more and wish to change focus to the master's program must do so through the Admissions office. All Graduate Program Entrance Requirements will need to be fulfilled. Students will not be charged the graduate application fee. All students whose graduate applications are accepted and approved will be readmitted under the policies of the Institute's current catalog.

Undergraduates Withdrawn Less Than One Year

Students who have attended Brooks Institute as undergraduates, have been withdrawn for less than one year and wish to change focus to the Graduate program must do so through the Admissions Office. All Graduate Program Entrance Requirements will need to be fulfilled. Students will not be charged the application fee.

INFORMATION FOR NON-BROOKS STUDENTS

Students, who have not completed course work in photography prior to their application for the graduate program, may be advised to enroll in courses in the undergraduate program. Students may re-apply to the graduate program upon completion of classes, submitting a new portfolio and application. Students will be enrolled in the undergraduate program until which time their status changes to the graduate programs.

GRADUATE INTERNATIONAL STUDENTS

An international student is defined as one whose country of permanent residence is not the United States. Certified records of education are required showing a degree earned in college or university. Foreign credentials must be reviewed by a NACES or AICE credential evaluator. In addition, these records must be accompanied by attested English translations by an official translator. Translations must be word-for-word (i.e. literal) translations and must be completed either by the educational institution or by a certified translation agency. Additional information, beyond the original submission, may be required before Brooks Institute can determine a student's final admissions status. If the previous institution will not mail original documents, copies must be certified by the appropriate educational officials and should be sent directly to the Registrar in a sealed (unopened) envelope.

Any student applicant, whose native/first language is not English, must provide evidence of English language competency before acceptance may be awarded.

Additional Entrance Requirements for International Students

International student applicants may be considered for admission by submitting official transcripts, translations and one of the following:

- **TOEFL** (Test of English as a Foreign Language) A minimum paper-based TOEFL score of 580, a minimum internet-based TOEFL score of 92, or a minimum computer-based TOEFL score of 237 is required. Our code number for reporting TOEFL scores is 4228. For TOEFL information, write to: TOEFL Services, Test of English as a Foreign Language, PO Box 6151, Princeton, NJ 08541-6151, USA. Their telephone number is (609) 771-7100.
- **APIEL** (Advance Placement International English Language) A minimum score of 5.

- **IELTS** (International English Language Testing System) A minimum score of 7.5.
- **ELS** (English Language Centers) A minimum score of 112.

If accepted for admission, international applicants will be asked to provide original documentation of being able to meet educational costs and living expenses while at the Institute (Confidential Financial Statement). Upon confirmation of enrollment the Certificate of Eligibility for Non-Immigrant Student Status (Form I-20) will be issued. International students are ineligible for the state and federal financial aid programs in which the Institute participates.

Brooks Institute does not provide visa or language services. To maintain USCIS status, all international students are required to be enrolled as full time students.

STUDENT'S RIGHT TO CANCEL

A student has the right to cancel their enrollment, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days (or hours) in the current payment period in your program through the last day of attendance. If the enrollment agreement is not accepted by Brooks Institute or if Brooks Institute cancels the enrollment agreement prior to the first day of class attendance, all monies, including the Application Fee, will be refunded. Cancellation may occur when the student provides a written notice of cancellation to the VP of Admissions at the Ventura campus, 5301 N. Ventura Avenue, Ventura, CA 93001. This can be done by mail or by hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the agreement.

Financial Aid Information

FINANCIAL ASSISTANCE

Financial Aid is available for those who qualify. Brooks Institute participates in a variety of financial aid programs for the benefit of students. Students must meet the eligibility requirements of these programs in order to participate. Brooks Institute administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award year basis; therefore, depending on the length of the program it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Student Finance Department.

HOW TO APPLY

Students who want to apply for federal aid (and state aid, if applicable) must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available on-line at the Brooks Institute website (www.brooks.edu) or at www.fafsa.ed.gov. FAFSA applications are processed through the Department of Education and all information is confidential. Students must be accepted at Brooks Institute before financial aid packages can be estimated and processed.

DISBURSEMENT OF TITLE IV CREDIT BALANCE (BROOKS INSTITUTE)

Regulations require that certain Pell Grant eligible students be provided by the seventh day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required Title IV financial aid paperwork at least ten (10) days before the beginning of classes and who are anticipated to have a credit balance, and is subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book cost used in the school's Cost of Attendance, or the students anticipated Title IV credit balance for the term (excluding Stafford loans for first year-first time borrowers).

Students may opt out of using the way the school has chosen to fulfill this requirement by simply not accepting the books or credit balance. However, keep in mind that opting out does not require the school to provide the student with an alternative delivery method.

Pell eligible students who have submitted all required FA paperwork at least ten (10) days before the term start and are expected to have a title IV credit balance will receive by the seventh day of class the lesser of: the cost of books in the student's Cost of Attendance used to estimate financial aid, or the potential Title IV credit balance.

FINANCIAL AID PROGRAMS

Federal Pell Grant

This grant program is designed to assist needy undergraduate students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

Federal Supplemental and Educational Opportunity Grant (FSEOG)

The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the school

will determine to whom and how much it will award based on federal guidelines. Often, due to limited funding, FSEOG award resources are exhausted early in the year.

Cal Grant

Cal Grant funds are awarded by the State of California to undergraduate students who are California residents and who are pursuing their first bachelor's degree. Recipients for Cal Grant A and Cal Grant B are selected by the California Student Aid Commission each year on the basis of financial need and grade point average.

Federal Student and Parent Loans

The U.S. Department of Education's major form of self-help aid includes loans to students and parents through the William D. Ford Federal Direct Loan (Direct Loans) Program. Direct Loans include Federal Stafford, Federal Parent PLUS, Federal Grad PLUS, and Federal Consolidation Loans and are available through the U.S. government.

Federal Direct Stafford

Federal Direct Stafford loans are low-interest loans that are made to student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect educational related expenses (room and board, transportation and personal expenses). Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

Federal Direct Parent – PLUS

The William D. Ford Federal Direct Parent -PLUS loan is available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within a loan period. However, parents may request a deferment of payments while the student is attending at least half time.

Federal Direct Graduate – PLUS

The William D. Ford Federal Direct Grad-PLUS loan is available to graduate and professional degree students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of education. The student must complete the FAFSA and a credit check is required. Repayment begins within 60 days of final disbursement of the loan. However, students may request deferment of payments while attending at least half time.

Federal Work Study (FWS)

FWS is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may be either on-campus, off-campus, or in community service. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.

Private Loans

Some lending institutions offer loans to help cover the gap between the cost of education and the amount of federal aid eligibility. A co-signer may be required to meet the program's credit criteria. Interest rates are variable and are typically based on the prime rate or the Treasury bill rate. Contact the specific lender for more information.

If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Veterans Educational Benefits

Brooks Institute is approved by the applicable state approving agency for Veterans Affairs and participates in many Veterans Educational Benefit programs, including the Chapter 33 Post-9/11 G.I. Bill. Students interested in Veterans Educational Benefits should contact the Student Finance Department at Brooks Institute. Veterans who are unsure of their benefit eligibility or who have additional eligibility questions should contact the Veterans Administration at (888) 442-4551, or go to <http://gibill.va.gov>. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits.

Yellow Ribbon Grant

In accordance with the VA – Yellow Ribbon Program, a provision of the Post-9/11 Veterans Educational Assistance Act of 2008, Brooks Institute has established a Yellow Ribbon Grant. Eligibility and amounts are determined on an annual basis and are subject to change.

To be eligible for the grant a candidate must be accepted for admission to Brooks Institute, be eligible for Chapter 33 Post-9/11 Veterans Benefits at the 100% level, as determined by the Department of Veterans Affairs, complete the appropriate Brooks Institute attestation form and allow for the verification of their

Chapter 33 Post-9/11 eligibility via a Certificate of Eligibility letter, a DD-214 Member-4, or comparable government document. The conditions are as follows:

- Candidates must be either an eligible Veteran or a Dependent of an eligible Veteran who meets the Chapter 33 Post-9/11 GI Bill Transferability requirements (www.gibill.va.gov).
- Candidates must apply and be accepted for admission to Brooks Institute to be eligible.
- The Yellow Ribbon Grants are applied as a credit to the student's account and no cash payments will be awarded to the student.
- The Yellow Ribbon Grant is used exclusively towards prior or current program charges.
- The Yellow Ribbon grant is awarded for each period in the program that the student is determined eligible and where the grant is needed.
- The Yellow Ribbon Grant is non-transferable and non-substitutable and cannot be combined with any other institutional grant at Brooks Institute.

Brooks Institute is committed to assisting military students in determining the best options available to them. To receive additional information on veterans educational benefits eligibility, please contact the Veterans Administration at (800) 827-1000 or (888) GI Bill-1 (1-888-442-4551). You may also visit the VA website at <http://www.gibill.va.gov>.

BROOKS INSTITUTE SCHOLARSHIP PROGRAMS

Brooks Institute Presidential Grant

Brooks Institute provides a limited number of grants to students who document exceptional financial need and demonstrate academic success. Students may apply for a Presidential Grant each academic year. Grants may range from \$500 to \$4,000 and will be distributed within the academic year. In order to be considered, students must:

- Apply for all financial aid for which they may be eligible (i.e. all federal aid programs, including Parent PLUS loan for dependent students, state financial aid programs, etc.) such that their remaining financial need can be accurately determined. Independent students must have EFC below 4,000. Students considered dependent of his/her parents for FSA program eligibility must be denied the Parent PLUS loan to demonstrate financial need.
- Submit Presidential Grant application, including Service & Leadership section.

- Submit an essay describing their goals in their chosen field.
- Submit one letter of recommendation documenting their academic achievement and the likelihood of success in their program.
- Have a 2.0 cumulative GPA at the time of application for the Presidential Grant and maintain satisfactory academic progress throughout the academic year.

The scholarship committee will then consider the student's application. Brooks Institute makes available a limited amount of money each year for such grants. Once all funds have been exhausted, no additional awards will be made during that award period. Eligibility criteria may be obtained by contacting the Student Finance Department. May not be combined with other Brooks Institute scholarships/grants.

Brooks Institute Graphic Design Scholarship

Brooks Institute provides a limited number of merit-based scholarships to incoming students in our Graphic Design program. To qualify, these students must:

- Enroll in the Graphic Design Program and have demonstrated academic success with a minimum cumulative GPA of 2.5 on a 4.0 point scale (based upon official High School or College transcripts). Applicants who have a cumulative GPA below 2.5 may submit a portfolio of work to demonstrate academic success.
- Submit completed scholarship application including an essay describing their goals in their chosen field.
- To continue eligibility for this merit-based scholarship a student must maintain uninterrupted enrollment as a full-time student and a 2.5 cumulative GPA or higher while attending Brooks Institute.

Students may apply for the Brooks Institute Graphic Design Scholarship at the time of enrollment. This scholarship is for up to \$6,000: \$1,000 per semester for up to 6 semesters. Students do not need to reapply for the scholarship each semester. Brooks Institute makes available a limited amount of money each year for the Brooks Institute Graphic Design Scholarship. Once all funds have been exhausted, no additional awards will be made during that award period. Eligibility criteria may be obtained by contacting the Student Finance Department. May not be combined with other Brooks Institute scholarships/grants.

Brooks Institute Re-Entry Scholarship

Students who left Brooks Institute within the past 365 days and apply to re-enter in order to complete their program of study are eligible to apply for this scholarship. Criteria:

- Student must be in good academic standing and have a cumulative grade point average of 2.00 at the time he/she left Brooks Institute. The student must have been separated from Brooks Institute for at least one academic semester.
- The student must complete the scholarship application and submit a short essay stating why he/she wishes to re-enter Brooks Institute and complete his/her program of study. The essay should include how he/she has the “passion, vision, and excellence” that characterize Brooks Institute.

There is no deadline for the scholarship. Up to five Re-Entry Scholarships (\$2,500 each) will be awarded for each of the three academic semesters. Students awarded the Re-Entry Scholarship will receive \$2,500 for the academic semester they return to Brooks Institute. Any exceptions to the eligibility criteria listed above must be based on extenuating circumstances and be approved by the Brooks Institute President. May not be combined with other Brooks Institute scholarships/grants.

Brooks Institute High School Scholarship Program

Each year Brooks Institute will award one first place scholarship of up to \$12,000, one second place scholarship of up to \$3,000, and one third place scholarship of up to \$1,500 to high school seniors enrolled for the fall term. Criteria/application procedure:

- The student must be a high school senior (graduating that academic year).
- The student must have a confirmed cumulative high school grade point average of 3.0 at the time of the scholarship deadline (based on official transcript).
- The student must start classes full time at Brooks Institute within one year from the date of the scholarship award.
- To apply the student must submit a letter stating why he/she has the “passion, vision, and excellence” that characterizes Brooks Institute. **note there is no application form.*
- The student must also provide a letter of reference from one of his/her high school teachers familiar with his/her work.
- The student must also provide at least two pieces/samples of their work demonstrating their talent in one of the following four program areas: photography, visual journalism, film, or graphic design. **note images must be printed, videos must be on disc.*

First place will receive \$4,000 per semester, second place will receive \$1,000 per semester, and third place will receive \$500 per semester, for up to three academic semesters at Brooks Institute. To continue their eligibility for this scholarship, students must

maintain an uninterrupted enrollment as full-time students and a 2.5 cumulative grade point average or higher. May not be combined with other Brooks Institute scholarships/grants..

Brooks Institute Global Scholarship Program

Brooks Institute provides a limited number of merit-based scholarships to international students (non-residents, non-citizens) who have demonstrated academic success and excellence in achievement. To qualify, these students must:

- Have demonstrated academic success with a minimum CGPA of 2.75 for undergraduate students or 3.5 for graduate level students (on a 4.0 point scale), based on official evaluated international transcript from their prior non-Brooks Institute academic program(s).
- Submit completed and signed Brooks Institute Global Scholarship application cover page accompanied by:
 - Short biographical essay describing what led you to your chosen field of study and what you intend to do with your education (approximately 300 words, typed).
 - Typed list of service and leadership activities and accomplishments, as well as a list of honors, awards, recognitions, and achievements.
 - At least 1 letter of recommendation from a current or prior teacher or other outside reference documenting prior achievements and addressing the student’s likelihood of success in the program.

To be considered, a student must apply for a Brooks Institute Global Scholarship during the time of application, up to 45 days prior to their expected enrollment date. An undergraduate student may receive this scholarship for up to \$6,000: \$4,000 to be awarded during the student’s first academic year (\$2,000 per semester) and \$2,000 to be awarded during the student’s second academic year (\$1,000 per semester). A master’s level student may receive this scholarship for up to \$3,000: \$2,000 to be awarded during the student’s first academic year (\$1,000 per semester) and \$1,000 to be awarded during the student’s second academic year (\$500 per semester). To continue eligibility for this merit-based scholarship, a student must maintain uninterrupted enrollment as a full-time student and a 3.0 cumulative GPA or higher while attending Brooks Institute (3.5 cumulative GPA required for masters students). Brooks Institute makes available a limited amount of money each year for the Brooks Institute Global Scholarship. Once all funds have been exhausted, no additional awards will be made during that award period. Additional information and the application form may be obtained by contacting the Student Finance Department. May not be combined with other Brooks Institute scholarships/grants.

STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act of this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to the closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on judgment against the institution for a violation of the Act.

No claim can be paid to any student without a social security number or taxpayer identification number.

REFUND POLICY

Refund Policy – Withdrawal from Brooks Institute

A student has the right to withdraw from Brooks Institute at any time. After the last day of the drop/add period for each term, as stated on the academic calendar, no refunds or adjustments will be made to a student who drops individual classes but is otherwise enrolled at Brooks Institute.

Refunds are made for a student who withdraws or is withdrawn from Brooks Institute prior to the completion of 60% or less of the semester in which the student withdraws, according to the following formula: total days attended in the term / total days in the term X tuition for the term. If the student has completed 60% or more of the total days in the term, no refund is due. Refunds will be based on the total charge incurred by the student at the time of withdrawal, not the amount the student has actually paid. Tuition and fees attributable to any term beyond the term of withdrawal will be refunded in full.

When a student withdraws from the institution, he/she must complete a Student Withdrawal Form with the Office of Academic Affairs. The date from which refunds will be determined is the last date of recorded attendance. Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by the institution.

Students who withdraw or are withdrawn prior to the end of the term are subject to the Return of Title IV Funds policy noted below which may increase the student's balance due to Brooks Institute. If there is a balance due to Brooks Institute after all Title IV funds have been returned, this balance will be due immediately, unless a Cash Payment Agreement for this balance has been approved by Brooks Institute.

For the purpose of determining a refund, a student shall be deemed to have withdrawn from Brooks Institute when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The school terminates the student's enrollment.

- The student incurs ten consecutive absences and does not communicate directly with the school regarding the nature of those absences. In this case, the date of withdrawal shall be deemed the last date of recorded attendance.

If any portion of tuition/fees was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to the student.

RETURN OF TITLE IV FUNDS

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of Title IV funds they did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance and the date the school determines that the student has withdrawn from school (see withdrawal policy), or the date of dismissal for a student who is dismissed by the institution.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the day the student withdrew, divided by the total calendar days in the payment period or period of enrollment. The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment from which the Title IV financial aid was awarded to determine in the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment, and must be returned, is the complement of the amount earned.

The amount of Title IV financial aid earned and the amount of the Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based. A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student withdrew after completing more than 60% of the payment period or period of enrollment.

The U.S. Department of Education regulations indicate that it is not sufficient for a student to simply log in to an online class to demonstrate "academic attendance" and thus trigger initial

attendance and financial aid eligibility or an LDA (Last Date of Attendance) for purposes of R2T4 (return of the Title IV Act) calculations. Online programs must use very specific means to document that a student participated in class or was otherwise engaged in an academically related activity, such as; submit an assignment, take a quiz, contribute to an online discussion and in some cases post to an online gallery.

For R2T4 purposes in a term based program with modules, a student is considered to have withdrawn, IF they do not complete all of the days they were scheduled to complete in the payment period or period of enrollment. The R2T4 calculation is required for all students who have ceased attendance; other than those on an approved LOA, or those who have attested to an expected return to a future module within the same term.

Exception: In order to NOT be considered withdrawn, the school must obtain a written confirmation from the student stating the student's intention of return to a future module within the same term. The fact that the student is scheduled to attend the next module will not be acceptable.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned to the program based upon a tuition refund or if the student received an overpayment based upon costs not incurred but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return Title IV funds disbursed for the payment period or period of enrollment and used for institutional costs in the following order:

1. Stafford Loans
 - a. Unsubsidized Federal Direct Stafford Loans
 - b. Subsidized Federal Direct Stafford Loans
 - c. Federal Direct PLUS loans (received on behalf of the student or Federal Direct Grad PLUS loans received by a graduate student).
2. Federal Pell Grants.
3. Federal SEOG.
4. Other grants or loan assistance authorized by Title IV of the HEA.



If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, if a Federal Parent PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Federal Parent PLUS Loan) will be notified of the amount that must be returned or paid back, as appropriate.

Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Brooks Institute is the date indicated in written communication by the student to the Registrar's Office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note: The above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

Refunds to Loan and Grant Sources

Refunds to loan and grant sources may create a balance due to Brooks Institute. If the student received financial aid and/or veterans educational benefits, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
- b. The student may not be eligible for any other federal financial aid at another institution or other government assistance until the loan is repaid.

Academic Information

ACADEMIC FREEDOM

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.

DEFINITION OF A CREDIT HOUR

Degree and Fully Transferable Non Degree Programs

The institution awards semester credit hour to reflect the successful completion of pre-determined course learning objectives and requirements. A semester credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. The institution has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

The semester credit hour is the unit of academic measurement used by Brooks Institute. One (1) lecture hour equals one (1) credit hour, 15 hours per semester. Two (2) studio or lab hours equal one (1) credit hour or 30 semester hours. Forty five (45) practicum hours equal one (1) credit hour. One (1) credit hour equals one (1) hour of classroom instruction and two (2) additional hours of engagement with learning activities. Example: A three (3) credit course would require a minimum of six (6) additional hours of engagement.

TRANSFER CREDIT

Notice Concerning Transferability of Credits and Credentials Earned At Our Institution

The transferability of credits you earn at Brooks Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or credential that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Brooks Institute to determine if your credits or credential will transfer.

Transfer of Credit to Brooks Institute

Students who previously attended a nationally or regionally accredited college or university may be granted transfer credit if the courses taken are applicable to their program of study at Brooks Institute. Students may transfer no more than 50% of their total undergraduate program credits at Brooks Institute.

- Only grades of “C” (2.0) or above will be considered for transfer.
- Students seeking transfer credit from institutions who do not assign grades will have courses evaluated on a case-by-case basis.
- Students seeking to transfer credit to Brooks Institute are responsible for having official transcripts forwarded for review. All official transcripts sent to Brooks Institute become the property of Brooks Institute.
- Transfer credit is evaluated 30 days prior to the start of the term. Course descriptions should be forwarded with the official transcripts, and Brooks Institute reserves the right to ask to review syllabi, textbooks, student work or tests to document level of coursework taken.
- Students from international institutions will need their course of study evaluated by foreign evaluation services.

- Students with extenuating circumstances, such as institutions closing or who are teaching out their programs of study, may request, in writing, a waiver of the 50% rule. A class-by-class audit will be completed, using the official transcript, and documenting transfer using a variety of sources such as, but not limited to, portfolios, catalogs, course descriptions, and/or syllabi. Students transferring must take all their remaining course work at Brooks Institute.
- Students seeking transfer credit for core courses (with the exception of Business courses and History of Photography, History of Film, or History of Design courses) must take the Brooks Institute Advanced Standing exam prior to transfer credit approval. The Advanced Standing exam must be taken prior to initial attendance at Brooks Institute.
- Brooks Institute reserves the right to determine if a course is appropriate and meets the goals and objectives of the Brooks curriculum.

Transfer of Credit to Graduate Programs

No transfer credit is accepted for the Master of Science in Scientific and Technological Imaging program. Applicants to the MFA in Photography Program may be eligible for Transfer Credit from the previous Brooks Institute Master of Science in Photography curriculum, if found acceptable to the Graduate Admissions Committee and Registrar.

PROFICIENCY CREDIT TO BROOKS INSTITUTE

Brooks Institute supports the philosophy that related courses, demonstrated proficiencies, and professional experience knowledge may be used to satisfy some course credit requirements. Credit granted for past experience, training, certification, and testing may reduce the time required to earn a degree. Credit for prior learning will be accepted upon evaluation and at the discretion of Brooks Institute in all cases. The maximum amount of prior learning credit that can be used towards any Brooks Institute program is capped by the residency requirement of Brooks Institute.

Brooks Institute supports the philosophy that related courses, demonstrated proficiencies, and professional experience knowledge may be used to satisfy some course credit requirements. Credit granted for past experience, training, certification, and testing may reduce the time required to earn a degree. Credit for prior learning will be accepted upon evaluation and at the discretion of Brooks Institute in all cases. The maximum amount of prior learning credit

that can be used towards any Brooks Institute program is capped by the residency requirement of Brooks Institute.

The Residency Requirement states: Students must complete their final semester of their undergraduate program at Brooks Institute, and submit all transfer credit earned to the Office of the Registrar's prior to the completion of their final semester. Students enrolled in colleges whose terms do not end in sequence with Brooks Institute may, under special circumstances, request this requirement be reviewed for an extension of date. The residency requirement may be waived for students transferring from other Career Education Corporation schools.

Once a student is accepted for admission to Brooks Institute, he/she may consult with Student Management to learn more about advanced standing requirements and to seek degree planning assistance. Official transcripts and formal documents are required before evaluation of transfer credit can occur, and the source of credit must meet the established prior learning credit criteria.

The following is eligible for evaluation toward academic credit through Brooks Institute:

1. Transfer Credit and Military Credit for Training or Military Occupational Specialty
2. Course Challenge Examinations
3. Experiential Learning demonstrating subject matter mastery through documented work experience or demonstrated proficiency
4. Standardized Assessment Score Results (AP, CLEP, DSST)

Transfer Credit and Military Credit for Training or Military Occupational Specialty

Transfer credit may be awarded at Brooks Institute for applicable credits earned from any United States institution accredited by an agency recognized by the U.S. Secretary of Education. Students transferring credits to Brooks Institute may transfer in a maximum of 50% of the required program credits in bachelor's degree programs. In addition, Brooks Institute will review transcripts from international institutions. Courses under consideration from another college or university other than Brooks Institute must be relevant and considered equal to the course work at Brooks Institute before transfer credit will be approved. This is required for all transcripts, including transcripts from international postsecondary institutions. Specific requirements for the evaluation and award of transfer credit include but are not limited to:

- Official college and military transcripts are evaluated on a course-by-course basis
- Only courses with a “C” or better will be eligible for transfer credit
- Only college level, post-secondary, degree applicable courses will be eligible for transfer credit.
- Duplication of course transfer is not permitted in any degree program
- Transfer credit must be applied prior to the end of the add drop period of the session in which the course is scheduled in order to exempt the student from taking the course
- Comparable course-to-course transfer may be accepted from accredited institutions based on comparable outcomes in lieu of credit requirements
- Students seeking transfer credit for core courses (with the exception of Business courses and History of Photography, History of Film, or History of Design courses) must take the Brooks Institute Advanced Standing exam prior to transfer credit approval. The Advanced Standing exam must be taken prior to initial attendance at Brooks Institute.
- There is a five year limit for core courses and indefinite for general education courses
- A non-refundable fee may be required for each requested course prior to final approval (see Tuition and Fees schedule).
- The test out procedure for liberal arts and business coursework must be completed before the end of a student’s first semester of enrollment.
- At the conclusion of the course challenge, a PR (Proficiency) grade will be awarded by the faculty member if the student successfully completes the challenge with a score of 75%.
- Check the Student Handbook for details.

Challenge Exams can be taken only once.

Life Experience

Students may apply for Life Experience credit for advanced coursework only. Application is through the Office of the Registrar and Program Chair during the first semester of enrollment. Life Experience is for those students who have ample documentation that they have the skills and mastery of the requirements of the course. Designated program specific faculty will evaluate a written exam, portfolio/reel and other requested materials. There is no charge for Life Experience Credit. Life Experience credit will be reflected on the transcript with a PR (credit earned). There is no graduate level Life Experience Credit given. A maximum of 6 credits hours in Life Experience is allowed for undergraduate programs. There is no appeal process for Life Experience Credit determination.

Upon receipt of official documents and transcripts, college-level course work from accredited colleges or universities is evaluated for transfer credit by the Registrar’s Office. Transfer credit is not awarded for courses that are remedial by definition of the transferring institution. Transcripts and records presented for evaluation become part of the student’s permanent record. Students wishing to determine the receipt status of official transcripts may contact the Registrar’s Office for additional information.

The process of evaluating international transcripts differs significantly from the process of evaluating domestic (U.S.) transcripts. International transcripts must be translated to English and may require official evaluation by an accepted agency recognized by NACES or AACRAO, at the student’s expense.

Course Challenge Examinations

Credit may be earned on the basis of special challenge examinations and/ or projects when students show exceptional background in a particular academic area. In order to challenge a particular course, students must not have previously enrolled in the course and all prerequisites for the course must be met. Credit earned through course challenge may not be used to satisfy residency requirements. The following applies to course challenge examinations:

Standardized Assessment Score Results (AP, CLEP, DSST)

DANTES Subject Standardized Tests (DSST), CLEP, and AP exams provide another option for students to demonstrate competencies for learning in non-traditional ways. Originally designed for military service members, DSST examinations are now available to both military and civilian learners. More information on study guides and examination options is available at <http://www.getcollegecredit.com>. Proficiency credit is awarded for passing scores according to ACE recommendations. Students must submit a copy of an official DSST score report to be evaluated for this proficiency credit award.

Computer Proficiency Requirement

All programs at Brooks Institute require a certain level of proficiency in basic computer literacy including, but not limited, to file management, word processing, Power Point and Excel. Students will be responsible for obtaining proficiency prior to beginning their program of study.

Time Limit

Technical subject areas may change over time therefore, the Advanced Standing exam and/or a course-by-course evaluation will be done to determine appropriate transfer of such courses.

PRIOR DEGREE TRANSFER

Students entering Brooks Institute who have earned a baccalaureate degree from a nationally or regionally accredited school will be granted full credit for all of Brooks Institute general education requirements. Business coursework will be evaluated on a course by course basis.

ASSESSMENT TESTING

Brooks Institute utilizes on-line assessment of mathematics and English skills of most incoming undergraduate students through the use of Accuplacer™, a College Board product. Accuplacer™ is designed to identify students with learning deficiencies in these critical disciplines. Results from the assessment will determine if any educational assistance is needed to be able to be successful in college level mathematics and English. Students complete the Accuplacer™ assessment at Brooks Institute at no additional cost.

The Accuplacer™ test is for incoming undergraduate students who are unable to demonstrate proof of one of the following:

- An earned associate's or bachelor's degree at an a nationally or regionally accredited institution of higher learning or
- Successful completion, 2.0 ("C"), or higher of 100 level or above college English and/or 100 level or above mathematics.

Students who need academic support (based on the Accuplacer™ assessment) in the areas of English and/or Mathematics are required to enroll in ENG099 and/or MAT099 in their first semester. Credit for prerequisite courses does not count toward the student's degree; however, these courses will appear on the student's transcript.

Students demonstrate proficiency by successfully completing the ENG099 and/or MAT099 courses with a "PD" grade (Pass Developmental).

Students are given their first and second semester to pass both of the prerequisite courses, ENG099 and MAT099. Failure to do so will result in dismissal from Brooks Institute.

ATTENDANCE POLICY

Each faculty member takes attendance for each class period and posts it to the student's record through the portal. Once absences equal 20 percent of the total number of class meetings, faculty may lower the final grade for the course one full grade and may drop the grade again for each absence after the 20 percent has been reached. Students may review their attendance through the student portal under each course the student is enrolled in.

Students who do not attend during the first week of class may be subject to withdrawal. Brooks Institute may also withdraw any student who has not been in attendance for 14 consecutive days. However, the institute will withdraw any student who has had non-attendance for 35 consecutive days; this timeframe may be extended due to extraordinary circumstances that affect the entire student population. Students will be responsible for all financial obligations incurred if and when they are withdrawn for lack of attendance.

Regular classroom attendance is not only an essential ingredient for academic achievement, but it is also a fundamental building block for success. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the internship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course.

Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled Institutional holidays or breaks, and/or students who officially withdraw from all current courses may be administratively withdrawn from the Institution.

Attendance/Course Participation for Online Courses

The Institution recognizes that regular attendance has a positive impact on student success. Students are expected to be in class for all regularly scheduled class periods and to report to class on time. The Institution posts attendance for each course every week to support academic success and properly administer financial aid. Absences of five days or more are correlated with increased risk of not finishing a course.

Consistent engagement and participation in all courses is required. Students should expect to participate through weekly, or more frequent, interaction with the curriculum. This includes postings to discussion forums; participation in group projects; delivering projects as required; providing feedback in group critiques; responding to communications with the instructors and fellow students; and other forms of engagement, as well as personal and professional developmental activities. Although most online activities are asynchronous, students must demonstrate participation each week during the semester in every course.

The nature of the learning environment and the special needs of adult students require a revised definition of “present” if one of the following conditions applies:

- The student is physically in the classroom or lab.
- The student has participated in the learning environment including submitting an assignment, taken a knowledge check, or participated in a graded online discussion board.

Attendance recorded in the online component of a course (up to 100% online), will have a grade associated with the activity. Fully online courses require two online academic activities per week to receive full credit.

For all courses offered online, no more than seven (7) days will elapse between the institution’s receipt of student lessons and the institution’s mailing of its response.

INDEPENDENT STUDY

- Independent Study will only be reviewed when extraordinary circumstances do not allow the student to complete a course in curriculum any other way and/or the course is not offered that semester and is needed for graduation. Independent Study is allowed by approval of the Director of Academic Affairs or designee.
- A cumulative GPA of 2.5 is recommended to apply for Independent Study. The student’s transcript will reflect the grade earned for independent study. Students will earn full credit for the course completed providing they fulfill all the requirements of the course syllabus and earn a passing grade. Tuition and fees remain the same.
- Independent Study will only be granted in the last two semesters of a student’s course of study. Students must work with an Academic Advisor prior to approval and application must be signed by Program Chair and faculty designated.

COURSE NUMBERING SYSTEM

Credits for Brooks Institute courses are given on a semester basis. Course numbers are alphanumeric with a three letter prefix indicating the area of study and the number indicating the level.

- 0 – 099** Prerequisite Courses (not applicable toward degree requirements)
- 100 – 299** Lower Division undergraduate level courses leading to a Bachelor’s Degree
- 300 – 499** Upper Division undergraduate level courses leading to a Bachelor’s Degree
- 500 – Above** Graduate Program Courses

GRADING SYSTEM

Final grades are available to students online, through the Student Portal, at the completion of each semester. Grades will be posted approximately 5 days after the institution’s receipt of grades from the instructor. All student lessons, projects, or dissertations must be to the instructor by the date indicated by the instructor unless circumstances allow for an Incomplete grade in which case an Incomplete grade form will be completed. Grades are based on the quality of work as shown by written tests, laboratory work, term papers, and projects as indicated on the course syllabus. Earned quality points are calculated for each course by multiplying the quality point value for the grade received for the course by the credit hour value of the course. For example, a 3.0 credit course with a grade of “B” would earn 9.0 quality points [credit value of course (3) times quality point value of “B” (3)]. The Cumulative Grade Point Average (cGPA) is calculated by dividing the total earned quality points by the total attempted credits.

Application of Grades and Credits

The grading scale chart describes the impact of each grade on a student’s academic progress. For calculating rate of progress (see below), grades of “F” (failure), “W” (withdrawn), “WF” (withdrawn/failure), and “I” (incomplete) are counted as hours attempted, but are not counted as hours successfully completed. “TC” and “PR” credits are included in the maximum time in which to complete and the rate of progress calculation but are not counted in the cGPA.

All earned grades will appear on Brooks Institute transcripts. The student must repeat any required course in which a grade of “F”, “W”, or “WF” is received. Students will only be allowed to repeat courses in which they received a “D” or below. In the case of a “D” or “F”,

the better of the two grades is calculated into the cGPA. The lower grade will include a double asterisk indicating that the course has been repeated. Both original and repeated credits will be counted as attempted credits in rate of progress calculations. Federal financial aid may only be used for one repeat of a previously passed course. A student may repeat a failed course no more than two times (for a total of three attempts).

Grade Change

A student who disagrees with a grade he or she has received should contact the course Instructor immediately to discuss the concern. If the dispute is unresolved, the student must submit a written appeal no later than 14 calendar days within the subsequent term after posting of final grades to the campus Chief Academic Officer or designee. The student's appeal must include the reason for appealing the grade and must also provide documentation supporting the appeal (if applicable) with the written request. A decision regarding the appeal will be made within 30 calendar days of appeal submission. Students will be notified in writing of the decision.

Incomplete Grade Policy

To receive an Incomplete ("I") grade, the student must petition the course Instructor to receive an extension to complete the required coursework. The Instructor must approve the request no later than the last day of class. The student must be satisfactorily passing the course at the time of petition. Should a student fail to complete the unfulfilled coursework by the first day of Week 2 of the subsequent term, the Incomplete grade will be converted to the grade the student earned in the class, inclusive of "0" points for the incomplete work.

Transcript Process and Fees

An official transcript is maintained for each student. The transcript provides a complete record of all course grades and credits earned. Brooks Institute will supply official transcripts to whomever the student or graduate designates.

Transcript requests are fulfilled through Parchment, a leading company in secure transcripts. Transcript fee is assessed regardless of transcript hold status. If a student has an outstanding balance preventing release of a transcript, it will not be issued.

\$10.00 Transcript (electronic or paper) are requested electronically through Parchment

\$15.00 Transcripts ordered through the campus

\$35.00 Overnight/U.S. Mail delivery

Additional information on the electronic transcript service can be found on the student portal.

LETTER CODE	DESCRIPTION	INCLUDED IN CREDITS EARNED	INCLUDED IN CREDITS ATTEMPTED	INCLUDED IN CGPA	POINTS
A	A	Yes	Yes	Yes	4
A-	A-	Yes	Yes	Yes	3.7
B+	B+	Yes	Yes	Yes	3.3
B	B	Yes	Yes	Yes	3
B-	B-	Yes	Yes	Yes	2.7
C+	C+	Yes	Yes	Yes	2.3
C	C	Yes	Yes	Yes	2
C-	C-	Yes	Yes	Yes	1.7
D+	D+	Yes	Yes	Yes	1.3
D	D	Yes	Yes	Yes	1
F	F	No	Yes	Yes	0
NC	No Credit	No	No	No	n/a
I	Incomplete	No	Yes	No	n/a
IP	Grade in Progress	No	Yes	No	n/a
AU	Audit	No	No	No	n/a
TC	Transfer	Yes	Yes	No	n/a
W	Withdrawn	No	Yes	No	n/a
WF	Withdrawn-Failure	No	Yes	Yes	0
PR	Proficiency/Life Experience Credit	Yes	Yes	No	n/a
PD	Pass	No	No	No	n/a
FD	Fail	No	No	No	n/a

ACADEMIC INTEGRITY

Student Code of Conduct

Students at Brooks Institute are required to follow a code of conduct that is typically expected in the working world. Students may be placed on probation or dismissed for violation of the Institute's personal conduct standards. Violations include, but are not limited to: dishonesty, unprofessional conduct, use of profanity, insubordinate behavior, noncompliance with safety rules or studio and lab rules, use of alcohol or drugs on campus, possession of firearms or weapons, sexual harassment, vandalism of the Institute's property or equipment and violation of the school standards for student parking. Student conduct must conform to the rules and regulations of the Institute. The list of examples is not intended to be all inclusive and the Institution reserves the right to act in the best interest of the students, faculty and staff and may deem actions committed by a student to be a conduct violation although the action does not appear on a list of examples. For additional Student Code of Conduct policy information, please refer to the Student Handbook.

Performance Review and Appeals Board PRAB

The Performance Review and Appeals Board (PRAB) is responsible for hearing cases related to alleged violations of the Student Code of Conduct outlined in the catalog and the Student Hand Book. The PRAB consists of a Chairperson, the Registrar and ad-hoc members who serve on individual hearings. The student brought to the PRAB for a documented violation would have the opportunity to present supporting evidence during the hearing.

Academic Conduct

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 motion clips. 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 is prohibited.
- **Plagiarism** – Submitting as one's own work, in whole or in part, words, ideas, art, designs, text, drawings, images, motion clips, 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.
- **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 regulations 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.
- **Communication Devices** – To maintain academic integrity and to eliminate distractions for other students the use of electronic devices in the classroom is dictated by the instructor.

Sanctions for Violation of Academic Integrity

Any member of the campus community may report a violation of any of the above standards to the President who will investigate and take appropriate measures. If the allegation cannot be resolved by the parties involved the Performance Review and Appeals Board (PRAB) may consider the matter for review and recommendation.

HONORS AND AWARDS

- **President's List** - Semester grade point averages of 4.00 are placed on the President's List.
- **Honor Roll** - Semester grade point averages of 3.70 or above are included on the Honor Roll.
- **Lower Division Award** - The Lower Division Award recognizes excellence of attitude, quality of performance and understanding of the craft by vote of the faculty.
- **Special Recognition** - Special Recognition Awards may be presented by the faculty to outstanding students in recognition of their achievements within a selected program.
- **Achievement Awards** -The Achievement Award is presented to the student who has demonstrated superior ability, cooperative attitude, and a commitment to service in school or community, consistent with the highest ideals within their program. The Achievement Award is the highest student award at Brooks Institute.

Academic Honors

Brooks Institute recognizes outstanding academic achievement of its graduates by awarding Academic Honors. The honors designated appear as a notation on the academic transcript of applicable graduates.

The honors, which are based on final cumulative GPA, are designated in the following categories:

- **Summa Cum Laude** Cumulative GPA of 3.90 or above
- **Magna Cum Laude** Cumulative GPA of 3.75 – 3.89
- **Cum Laude** Cumulative GPA of 3.50 – 3.74

ADD/DROP

Students are allowed to add or drop classes from their schedules without incurring any academic penalties until Monday of week two (2). No record of the dropped course(s) will be recorded on the transcript.

A “W” Grade indicates that a student has been withdrawn from a course. Students who withdraw from a course during the add/drop period will be unregistered from the course. Students who withdraw from a course during weeks 2 - 9 of the scheduled course will receive a grade of “W”. Students who withdraw from a course during weeks 10 – 13 of the class will receive a grade of “WF”. Students who do not officially withdraw from the scheduled course will receive the grade earned calculated as a final grade. Individual classes may not be dropped after week 13.

Lack of attendance does not constitute a dropped course. A student that has not attended a course by the end of the add/drop period may be unregistered from the course by Academic Affairs. Any change in enrollment status may impact financial aid eligibility. Students are responsible for coursework missed during the add/drop period. No refunds will be given for dropping individual classes after the add/drop period.

STANDARDS OF ACADEMIC PROGRESS (SAP)

Graduate and Undergraduate

All students must maintain satisfactory academic progress to remain enrolled at Brooks Institute. Additionally, satisfactory academic progress must be maintained in order to maintain eligibility to receive financial assistance (e.g., federal and state aid). Satisfactory academic progress is determined by measuring the student’s cumulative grade point average (cGPA) and the student’s rate of progress (ROP) toward completion of the academic program at the end of each 15-week grading period. Both the cGPA and ROP standards must be met in order to be considered to be making satisfactory academic progress. These standards are outlined below.

CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

Students must meet minimum cGPA requirements at specific points throughout the program in order to be considered making satisfactory academic progress. These requirements are noted in the tables below. These will be reviewed at the end of each grading period after grades have been posted to determine if the student’s CGPA is in compliance. Once the student reaches a review point, the minimum CGPA for that level must be maintained until the next level of review.

RATE OF PROGRESS (ROP) TOWARD COMPLETION REQUIREMENTS

In addition to the CGPA requirements, a student must maintain the minimum rate of progress percentage requirement in order to be considered to be making satisfactory academic progress. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. Credits attempted are defined as those credits required in the students program of study including credits that were transferred from other approved institutions and proficiency credits earned. As with the determination of cGPA, the completion requirements will be reviewed at the end of each grading period after grades have been posted to determine if the student is progressing satisfactorily.

Students on Academic Warning must participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements will not be allowed to register.

UNDERGRADUATE PROGRAMS

SEMESTER HOURS

CREDITS	ROP*	CGPA
0-30	50%	1.5
31-60	60%	1.75
61+	66.67%	2

*Rate of Progress

GRADUATE PROGRAMS

SEMESTER HOURS

CREDITS	ROP*	CGPA
0-7	50%	3
8-15	60%	3
16+	66.67%	3

*Rate of Progress

MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in his/her program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe.

HOW TRANSFER CREDITS AND CHANGE OF PROGRAM AFFECT SAP

Undergraduate

Credit that has been transferred into the institution by the student is included in the Rate of Progress calculation; however has no effect on the grade point average requirement for SAP. Transfer credit is also considered when computing the maximum timeframe allowed for a program of study. For example, a student transfers from institution A to institution B. The student is able to transfer 30 credits earned at institution A into a program at institution B. The program requires 180 credits to graduate. Thus, the maximum timeframe for this student's new program at institution B will be one-and-a-half times (150%) x 180 = 270 credits. The 30 transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress is being calculated.

When a student elects to change a program or enroll in a higher credential at Brooks Institute the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average but will be considered as credits attempted and earned in the maximum timeframe and rate of progress calculations. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 180 credits to graduate. Thus, the maximum time frame for this student's new program will be one and half times (150%) x 180 = 270 credits. The 30 external transfer hours will be added to the attempted and earned hours when the maximum timeframe and rate of progress are being calculated. The 10 credits earned in program A will be included in the grade point average calculation as well as the maximum timeframe and rate of progress calculation.

WARNING AND PROBATIONARY PERIODS

At the end of each term after grades have been posted, each student's cGPA and rate of progress is reviewed to determine whether the student is meeting the above requirements.

- A student will be placed on FA (Financial Aid) Warning immediately after the first term in which the cGPA or the rate of progress falls below the values specified in the tables above. At the end of the next term, the student will be removed from FA Warning and returned to SAP met status if the minimum standards are met or exceeded.
- A student who continues to fall below the specified values will be required to successfully appeal in order to maintain eligibility for financial assistance under a FA Probation status.
- A student who successfully appeals and is on FA Probation will be evaluated at the end of the next term or grading period.
- A student who meets or exceeds the minimum standards will be removed from FA Probation and returned to a SAP met status. If the minimum cGPA and rate of progress requirements are not met at the time of evaluation, the student will be placed on FA Dismissal status and will be dismissed from school unless terms of the academic plan are met.
- Students enrolled in a program of more than two academic years, and receiving federal financial aid, must meet the CGPA standards at the end of the second year. Students who are unable to meet this standard will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid. A student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances.

If at any point, it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student will be dismissed from the institution.

Notification of academic dismissal will be in writing. The Code of Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. A tuition refund may be due in accordance with the institution's stated refund policy.

During the period of FA Warning, which lasts for one payment period only the student may continue to receive financial aid. During a period of FA Probation, if an appeal is accepted by the institution, the student may also continue to receive financial aid.

A student on FA Warning and FA Probation must participate in academic advising as deemed necessary by the institution as a condition of academic monitoring. A student who fails to comply with these requirements may be subject to dismissal even though their cGPA or ROP may be above the dismissal levels.

APPEAL

A student who has been placed on FA Probation may appeal the determination if special or mitigating circumstances exist. If you are an active student, any appeal must be in writing and must be submitted to the Office of the Registrar by the Friday before the term start of receiving notification of his/her dismissal. The student must explain what type of circumstances contributed to the academic problem and what action is being implemented to overcome the mitigating circumstance in the future. For the appeal of non-academic dismissals, please refer to the grievance policy within this catalog.

The Academic Review Committee will make a recommendation to the President, who makes the final decision which may not be further appealed. The student will be notified within one week of the receipt of the appeal.

REINSTATEMENT

A student who was previously academically dismissed may apply for reinstatement to the institution by submitting a written appeal to the Academic Review Committee. The appeal should be in the form of a letter explaining the reasons why the student should be readmitted. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted will sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate, and financial aid may be available to those who qualify

ACADEMIC DISMISSAL

If a student has not met satisfactory academic progress after two semesters on FA Warning/ FA Probation they will be dismissed. Students will receive official notification of dismissal from the Office of the Registrar. Upon dismissal a student will be required to take and pass ("C" or above) 9 units at another accredited institution in order to qualify to appeal to return.

AVERAGE CREDIT LOAD

The normal course load for an undergraduate student at Brooks Institute is 15 semester credits in one semester. A student

UNDERGRADUATE CREDITS FOR FULL AND PART-TIME STANDING

STANDING	SEMESTER CREDITS NEEDED
Full-Time	12+ Credits
Part-Time	Less than 12 Credits

GRADUATE CREDITS FOR FULL AND HALF-TIME STANDING

STANDING	SEMESTER CREDITS NEEDED
Full-Time	8+ Credits
Half-Time	4 Credits

UNDERGRADUATE ACADEMIC LEVELS

CREDITS EARNED	ACADEMIC LEVEL CLASSIFICATION
0-23	Freshman
24-47	Sophomore
48-71	Junior
72+	Senior

may take a maximum of 18 semester credits in one semester with a cGPA of 3.0 and with approval from Registrar or Academic Advisor.

AUDITING CLASSES

Brooks Institute students and alumni may audit coursework. Auditing of a class is subject to space availability and is on a no-participation, no-credit basis with approval from the instructor. Brooks Institute students wishing to audit a course outside of their requirements must have the prerequisites. Students must complete the required form, pay an audit fee (\$250), and may not audit required coursework. Students and alumni may audit a previously taken and successfully passed course at no charge.

LEAVE OF ABSENCE (LOA)

Brooks Institute does not offer Leaves of Absence for undergraduate students.

TITLE IX LEAVE OF ABSENCE

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program. In accordance with Section 66281.7 of the California Education Code, which references the prohibition

of discrimination based on pregnancy as described in Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681–et seq.), Brooks Institute permits an enrolled graduate student to apply for a Title IX Leave of Absence. An enrolled graduate student is defined as a student who has an active enrollment status, is meeting campus attendance requirements, and is in good academic and financial standing.

TITLE IX LEAVE OF ABSENCE CONDITIONS

An enrolled graduate student is eligible for a Title IX Leave of Absence if one of the following conditions applies:

- The student is pregnant or has recently given birth; or
- The student, who is not the birth parent, chooses to take a leave of absence because of the birth of his or her child.

The following requirements apply:

Brooks Institute may grant a Title IX Leave of Absence if:

- A written request that includes the reason for the Title IX Leave of Absence is submitted within 12 weeks of the student's last date of attendance.
- Length of Title IX Leave of Absence:
 - The student who is pregnant or has recently given birth is eligible to take up to 12-months or longer depending on the Academic Calendar, with the return to school corresponding with the start of the subsequent full semester. An extension may be granted for medically necessary reasons.
 - The student who is not the birth parent is eligible to take up to one month or longer depending on the Academic Calendar, with the return to school corresponding with the start of the subsequent full semester. An extension may be granted for medically necessary reasons.
- The applicant must be an enrolled graduate student who has successfully completed a minimum of one grading period and received academic grades (“A”-“F”) for that term.

Failure to return from an approved Title IX Leave of Absence or failure to return within the allotted timeframe will require that the student follow the re-entry/re-enroll process. A student in a Title IX LOA status will not receive further financial aid disbursements (if eligible) and financial aid must be re-evaluated upon returning to active status. A Title IX LOA will impact Direct Loans, including potential to exhaust of the six month grace period and the requirement to begin loan repayment. Contact the financial aid office for more information about the impact of a Title IX LOA on financial aid.

ACADEMIC PROGRAM INFORMATION

Competitions

Students are encouraged to enter their work in competitions held throughout the country. Competitions are typically sponsored by professional organizations and companies, magazines, and the community. These include Advertising Photographers of America (APA), College Photographer of the Year (CPOY), Eddie Adams Barnstorm Workshop, Hasselblad, Kodak, National Geographic Internship, Professional Photographers of America (PPA) and Photo Imaging Education Association (PIEA), Santa Barbara International Film Festival, the Lucy Awards and CMYK Magazine to name a few. Students may have course work tied to a competition and Program Chairs can assist students in preparation of student entries.

Continuous Improvement of Academic Programs

Brooks Institute, as part of their institution-wide assessment process, reviews its academic programs through comprehensive Program Reviews on a regular basis to ensure relevancy with current employment requirements and market needs. As deemed appropriate, Brooks Institute may change, amend, alter or modify program offerings and schedules to reflect this feedback. If you have questions about this process or any plan to improve academic programs, contact the Academic Department or Program Chair.

Internships

Agencies and institutions that accept our students for internship placements or potential employers may conduct a criminal and/or personal background check. Students participating in internships will be subject to the employer's policies and procedures for employment. Some internships are eligible for school credit, contact the Registrar's Office for details. Career Service Department will assist students in preparing to locate appropriate internships.

UNDERGRADUATE PROGRAMS

Undergraduate students are required to petition for graduation one semester before they plan to graduate. Petitioning to graduate is a separate process from participating in commencement.

It is the student's responsibility to verify all graduation requirements have been met. An undergraduate student is eligible for graduation once they have met the following requirements:

- Successful completion of 120 credits
- Minimum Cumulative Grade Point Average (cGPA) of 2.0
- Successful completion of all Liberal Arts Requirements
- Successful completion of all Core & Business Requirements

- Successful completion of Senior Seminar
- Successful completion of Grad Review (portfolio/reel review by faculty and outside professionals)

Students may retake classes to bring their cGPA up to 2.0 as long as they have not exceeded 150% of the time required to fulfill their program requirements. Students may only repeat a previously passed course twice (a total of three attempts). Students must also fulfill all financial obligations in order to receive a final official transcript.

Senior Seminar

In preparation for the Graduation Review Panel, all students must successfully complete a Senior Seminar. This free, 6-hour, pass/fail seminar is offered to prepare students for their Graduation Review and for their job search after graduation. This seminar focuses on drawing together student skills in preparation for entering the job market. Students produce promotional materials and develop skills and strategies for employment after graduation. The seminar is offered every academic semester.

Graduation Review (Grad Review)

The purpose of the Graduation Review is to assess students' professional skill level and plans to seek employment in their field. The Panel, consisting of faculty members, outside professionals, and a representative from Career Services, will provide constructive feedback on students' technique, presentation, creativity, attitude, and overall readiness to enter the professional world.

GRADUATE PROGRAMS

It is the student's responsibility to verify all graduation requirements have been met. A graduate student is eligible for graduation once they have met the following requirements:

MFA Photography

- Completion of 61 academic credits with a minimum cGPA of 3.0.
- Evaluation and approval from the student's Advisory Committee of the student's exhibition, oral defense and culminating document.
- Presentation of an exhibition of their body of work.
- Three copies of the bound and signed culminating document are presented to the Program Chair for the MFA in Photography.
- The digital files including a PDF of the culminating document, image files of the body of work exhibited, and any promotional material generated for the exhibit is submitted to the Program Chair.

MS Scientific and Technological Imaging

- Completion of 36 academic credits with a minimum cGPA of 3.0.
- Evaluation and approval from the student's Graduate Advisor Committee* of the student's final project/portfolio review and interview.
- The digital files of the final project/portfolio review materials.

*Graduate Advisor Committee

Students must establish a Graduate Advisor Committee by the end of second semester of full-time study. The committee works with students to ensure attainment of the learning outcomes of the program. The committee also conducts a final project/portfolio review and interview. Students must successfully pass this review in order to be eligible for graduation.

General Information

GALLERIES

Students have many opportunities to exhibit their work. Outstanding work may be displayed in campus galleries, or with class and department exhibits. Graduating students may also participate in a Graduate Exhibition that is displayed during graduation week. Student work is often featured in major publications throughout the world and on our website.

The best of student work is selected for the Brooks Institute's permanent collection and traveling exhibits. This work is seen frequently in many countries. To keep this collection current, Brooks Institute reserves the right to retain selections of student work for reproduction, exhibition and promotional purposes. Brooks Institute pays students and faculty for published work with their name and the Brooks Institute name in the credits. Brooks Institute students and faculty retain ownership of their creative work.

CAMPUSES

Brooks Institute has campus facilities in Ventura, California and Santa Barbara, California. The Santa Barbara campus addition is in teach out mode with no new students accepted into this campus. All programs are taught on the Ventura campus. The Brooks Institute website is www.brooks.edu.

Ventura Campus: (Main Location/Mailing Address)

5301 North Ventura Avenue

Ventura, CA 93001

(805) 585-8000

(805) 585-8099 (Fax)

This campus, formerly a motion picture studio is complete with a back lot, sound stages, screening room, digital video editing and graphic design computer labs, and a post-production facility. Located on

approximately eight acres, the Ventura Campus houses faculty and administrative offices, and offers services such as counseling, Financial Aid, Academic Affairs, Admissions, Accounting, Career Services and the Library.

Cota Street Campus: (Campus Addition)

27 E. Cota Street

Santa Barbara CA 93101

(805) 966-3888

(805) 963-3937 (Fax)

Three floors of the Cota Street learning center in downtown Santa Barbara are occupied by the Institute. The campus consists of classrooms, digital labs, faculty and staff offices, a large public gallery (Gallery 27), and an IT office.

STUDENT SERVICES

Library

In Santa Barbara, the Institute has a library geared toward a photographic education through books, journals and technical publications. The Ventura Campus library contains publications geared toward the Institute's, Film, Graphic Design and Visual Journalism Program offerings. In addition to collections that support the core subjects, these libraries provide materials on advertising, art, business management, marketing, psychology, and other topics relating to the Institute's Liberal Arts courses. Both libraries also provide access to online periodical databases. Students may check out materials from either campus.

While these facilities are primarily for Brooks Institute students, the public is welcome to use its resources for research. Only currently enrolled students may borrow library materials.

Cybrary

The Cybrary is an Internet-accessible information center committed to facilitating the lifelong learning and achievement of the Career Education Corporation community. This "virtual library" contains a collection of full-text journals, books, and reference materials, links to websites relevant to each curricular area, instructional guides for using electronic library resources and much more.

The "virtual" collection is carefully selected to support students as they advance through their programs of study and include quality, full-text, peer-reviewed articles from scholarly journals and full-text electronic books. Instructional materials for students and faculty are designed to enhance information literacy skills.

A full-time librarian located at corporate headquarters manages the Cybrary. The librarians at the various CEC colleges participate in selecting the electronic resources and website links, and help prepare the instructional materials that are on the website.

Students at all CEC colleges have access to the Cybrary from their campus location and from home, if they have an Internet service provider.

Fully Online Programs

Brooks Institute fully online students have access to the same online library resources as the residential students, including many full-text books. Students access online library resources through the my.brooks.edu portal using their student login. Additionally, the Institute provides full access to online learning tutorials through Lynda.com as part of the regular student tuition/fees.

RESOURCES AND EQUIPMENT

Student Technology Specifications

Each student enrolled in an online course delivered through Brooks Institute is expected to have access to a high-speed Internet connection, computer hardware, and operating software. Online courses are specifically designed for the student who has access to a computer and the Internet. **Any expenses associated with the purchase of a computer or Internet access are the responsibility of the student and are not included in standard tuition and fees, or in the total student costs reported for the program.**

Computer Systems

Students may engage in online courses using either PC (Microsoft) or Mac (Apple) computer platforms. Students should keep operating systems, software applications, Internet browsers, and other aspects of their technology up to date in order to efficiently engage in the program. Faster Internet bandwidth access provides for the most efficient access to the instruction. A headset with a microphone, a fast graphics card, and a good amount of RAM are very helpful. Some imaging software applications require large amounts of RAM.

Students will be required to have three external hard drives for storing media and other digital files used in the program. One drive would be used as the primary work drive, the other two are exact duplicates of that volume and kept updated at least weekly. This is in line with industry standards for Digital Asset Management. (Refer to www.dpBestflow.org for details).

Please note: For those who may access courses from your place of employment: Corporations often place restrictions on the type of content allowed through the organization's firewall or network security. This may affect your ability to access your online courses from work and is beyond the Institute's ability to predict or control.

Identity Protection and Student Privacy

All students enrolled at Brooks Institute are given a username and password to access their "Student Portal" and other online interfaces. These interfaces will be the links that connect students to the Moodle LMS site. Access to certain courses on the Moodle site will also only be unlocked by having a "User Key" that authorized students (i.e. those enrolled) will be given. No fees will be assessed for this verification.

CAREER COUNSELING

The Faculty serves as program and career advisors to students about their studies and their profession. Students are assigned a faculty advisor during their first session of study. Students are encouraged to meet with their assigned faculty advisor to discuss career options. Career Services can also assist students with career related inquiries.

CAREER SERVICES

Brooks Institute Career Services department assists students with the job search upon graduation. The Career Services office assists with graduate job searches by researching information on full-time, part-time, and freelance opportunities that are associated with their field of study.

Additionally, faculty and the increasing network of Brooks Institute alumni also enhance the employment prospects for graduates, and many alumni either refer employers to the Institute or recruit from Brooks Institute themselves.

Career Services is also available to current students as a resource for part time jobs, internships, interview skills, and portfolio and resume preparation. Job postings represent local and national opportunities.

Placement

Students graduating from Brooks Institute are considered to have secured employment if they are working full-time, part-time, or freelance in their field of study or a related field of study, whether employment was facilitated by the institution or not. Brooks Institute does not guarantee employment. Employment and internship decisions are outside the control of Brooks Institute.

Background Checks

Agencies and institutions that accept our students for internship/externship and potential employers may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for internship/externship or employment placement following completion of the program. Some agencies and employers may require candidates to submit to a drug test. Some programs may require additional education, licensure and/or certification for employment in some positions. Employment and internship decisions are outside the control of Brooks Institute.

Brooks Institute cannot guarantee employment or salary.

BROOKS EXTENSION

Brooks Institute fosters lifelong learning through workshops, seminars, and guest speakers through Brooks Extension. Community outreach and partnerships allow for workshops designated for specific groups such as: students, advanced amateurs, and the general public. Check with the Career Services Office for more information.

ALUMNI ASSOCIATION

Brooks Institute has an active alumni association. Graduates are eligible to join the alumni association upon completion of their academic program. Contact Career Services for additional information.

INSURANCE

Equipment Insurance

It is highly recommended that students insure all personal and checked out equipment. Verification of adequate coverage with an insurance agent is also recommended. The Check-out manager can assist finding insurance companies. Many outside equipment rental facilities require personal equipment insurance to rent all equipment. Several specialized courses also require insurance.

Car Insurance/Vehicle Registration

An insured automobile is necessary for travel to and between campuses and for transporting equipment to assignment locations. Students are advised that the State of California requires registration of automobiles and adequate vehicle insurance. Upon arrival from out of state, students should contact the Department of Motor Vehicles for current information.

HOUSING

Assistance is available for students with housing needs. Brooks Institute does not operate student housing. However, the school works with an outside housing management company that operates numerous apartment units. The management company has several options for students to choose from. Reservations should be made in advance to ensure that housing is available when students arrive in the area. Contact the Admissions Office for further details.

PARKING

Ventura Campus

Student parking is available on the Ventura campus at no charge.

Santa Barbara Campus

Due to the city location of the campus, students may need to park in paid city lots or time monitored street parking. The Institute encourages carpooling to improve local air quality and conserve fuel. Yearly passes to some local lots are available through the city of Santa Barbara at a reasonable rate. Bus passes are made available at no charge to all Santa Barbara campus students during orientation.

Due to City of Santa Barbara Conditional Use Permit requirements, students are not permitted to “shuffle” their cars (leaving and returning to downtown parking garages or lots to avoid parking fees).

NO SMOKING POLICY

In keeping with current federal, state and local legislation, and the school’s intent to provide a safe and healthful learning environment, smoking is prohibited throughout the campus buildings. Students, employees and visitors are required to go outside the buildings to smoke and to do so only in designated areas containing cigarette disposal receptacles, well away from doors, windows and corridors.

LOSS OF PERSONAL AND SCHOOL PROPERTY

Brooks Institute is not responsible for the loss of any personal property. College property assigned or checked out to an individual is the responsibility of that individual until it is returned. Students who owe money due to breakage or loss of school equipment will not be able to register for classes until satisfactory payment arrangements have been made. Students will not receive transcripts until all debts to the school have been paid in full.

PROPRIETARY INFORMATION

Curriculum content at Brooks Institute, including lectures, handouts, audio/visual materials prepared for the course, and equipment checked out is proprietary information/equipment and the sole property of Brooks Institute. It is illegal to duplicate, copy, or utilize this material in any manner without the expressed written permission of Brooks Institute.

CATALOG ADDENDA

Addenda to the catalog are distributed to address policy or curriculum changes, and current tuition and fees. The Addenda is updated as necessary.

STUDENT PORTAL

The student portal is a secure website that allows a student access to information including schedule, grades, account balance and activity, school events, and school contact information. Upon acceptance to Brooks Institute, students will be issued a student ID number that can be used to gain access to the student portal and a Brooks Institute email address. The Brooks Institute email address is the official communication between the student and the school.

STATEMENT OF NON-DISCRIMINATION

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, Brooks Institute does not discriminate on the basis of gender, sexual orientation, age, disability, race, or religion in regard to admission, or the administration of its policies, programs, activities or employment.

UNLAWFUL HARASSMENT POLICY

Brooks Institute is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed; the student should immediately inform the Academic Affairs Office and fill out an incident report.

Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment will not be tolerated.

DRUG FREE ENVIRONMENT

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, Brooks Institute prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on its property and at any school activity.

Further information on the school's policies can be found in the Student Handbook, Faculty Handbook and Employee Handbook. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for a first offense. Violations of the law will also be referred to the appropriate law enforcement authorities. Students or employees may also be referred to abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. Information on the school's drug-free awareness program and drug and alcohol abuse prevention program may be obtained from the Brooks Institute Student Portal, or the Office of Admissions.

REASONABLE ACCOMMODATIONS POLICY – INDIVIDUALS WITH DISABILITIES

Brooks Institute does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Brooks Institute. To request an auxiliary aid or service please contact the Academic Advisors in the Academic Affairs Office on the Ventura campus.

Individuals requesting an auxiliary aid or service will need to complete an Application for Auxiliary Aid. To enable Brooks Institute to timely provide an auxiliary aid or service, Brooks Institute requests that individuals complete and submit the Application for Auxiliary Aid six weeks before the first day of classes, or as soon as practicable. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy may be raised pursuant to Brooks Institute's grievance procedures.

SCHOOL PERFORMANCE FACT SHEET

Completion and Graduate Placement rates, or our “School Performance Fact Sheet”, are distributed to students at the time of enrollment. All backup data to substantiate these rates is available for review in the Registrar’s Office and Career Services office. Information may also be found on the Web site at www.brooks.edu.

SCHOOL POLICIES

Students are expected to be familiar with the information presented in this school catalog, in any supplements and addenda to the catalog, and with all school policies found in the Student Handbook located on the Student Portal. By enrolling in Brooks Institute, students agree to accept and abide by the terms stated in this catalog and all school policies. If there is any conflict between any statement in this catalog and the enrollment agreement signed by the student, the provision in the enrollment agreement controls and is binding. This catalog covers the time period March 2015 through June 2016 or earlier upon publication of a new catalog

TERMINATION POLICY

The Brooks Institute reserves the right to dismiss a student for any of the following reasons:

- Failure to maintain satisfactory academic progress,
- Failure to pay school fees and/or tuition by applicable deadlines,
- Disruptive behavior,
- Posing a danger to the health or welfare of students or other members of the Brooks Institute community,
- Or failure to comply with the policies and procedures of the Brooks Institute.

Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student’s dismissal from the school. The institution will also determine if any Title IV funds need to be returned (see Financial Information section of this catalog).

CAMPUS CRIME REPORT

Brooks Institute publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus.

The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Academic office during regular business hours. Prospective students can also request the information from their admissions representative. Employees and prospective employees can request the information from Human Resources.

Brooks Institute will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

Brooks Institute reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

CAMPUS SECURITY POLICY AND PROCEDURES

Brooks Institute attempts to provide students and employees with a safe and secure environment in which to study and work. School facilities are secured during times the school is not open. While the institution attempts to provide a safe and secure environment, individuals are ultimately responsible for their own safety. Safety is enhanced when students and employees take precautions such as:

- Avoid working or studying in secluded areas
- Never leave valuables unattended
- Avoid parking or walking in secluded or dimly lit areas
- Travel with a friend or companion
- Report suspicious persons or activities on-campus to school authorities

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school-sponsored or recognized event off-campus during the hours that the school is open, the crime should be reported to the police with a second call to the school President’s Office or to the Facility Manager.

If the crime has been committed when the school is closed, it should be reported to the President’s Office as soon as possible after school is open by filling out an incident report. In addition to reporting the crime to the school President’s Office, the crime should be reported to local law enforcement authorities. The school President will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the school President’s Office

are included in the annual campus crime statistics. In addition, the school requests from the local agencies, crime information not reported to the school President's Office that is appropriate for inclusion in the annual campus crime statistics.

Further, if circumstances warrant, the school community will be notified if an ongoing threat is posed related to a reported crime.

Brooks Institute does not tolerate violence. This includes criminal acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. The school will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school-sponsored events.

INTERNAL GRIEVANCE PROCEDURE

Many student complaints can be resolved through discussion with the appropriate instructor or Program Chair or Academic staff member and the use of this grievance procedure, and we encourage students to make contact at the first indication of a problem or concern.

This section describes the steps the student should follow so that other problems can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in arbitration as provided for in the student's Enrollment Agreement. However, the student must pursue his or her claim through this grievance procedure first.

Please note: *This grievance procedure is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters. It does not apply to student complaints or grievances regarding grades or sexual harassment, which are addressed in other sections of this catalog.*

Brooks Institute and the student agree to participate in good faith in this grievance procedure. Brooks Institute will receive all information submitted by the student concerning a grievance in strict confidence and agree to maintain confidentiality in the grievance procedures. No reprisals of any kind will be taken by any party of interest or by any member of the Brooks Institute administration against any party involved. We will investigate all complaints or grievances fully and promptly. As long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing

this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy (i.e. the class instructor).

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the Department Chair and/or Program Director.

Step 3 – If the matter is not resolved to the student's satisfaction in Step 2, the student's next step is to submit a written, dated and signed statement to the campus President. Within five (5) days of the President's receipt of the written statement, the President will arrange to preliminarily meet with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render the decision in writing within ten (10) business days after concluding his/her investigation, setting out the President's findings, conclusions, and reasoning. The President's decision will be final. The student's written complaint, together with the President's decision, will become a permanent part of the files of the parties involved.

GENERAL

This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student should initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required time frames, then the student will be deemed to have accepted the resolution last proposed by Brooks Institute. If Brooks Institute fails to act within the time frames described in this procedure, then the student may elect to forgo any further steps in the grievance procedure and choose to go directly to arbitration as provided in the student's Enrollment Agreement. The time periods set forth in these procedures can be extended by agreement between Brooks Institute and the student.

Should the student's grievance not be resolved to his/her satisfaction after following the above process, unresolved grievances may be directed to the Bureau for Private Postsecondary Education, P.O. Box 980818, Sacramento, CA 95798-0818, (888) 370-7589, www.bppe.ca.gov.

The student may also contact the Accrediting Council for Independent Colleges and Schools, at:
750 First Street, NE, Suite 980
Washington, D.C. 20002-4241
(202) 336-6780

Please note: *Further details can find be found in the Student Handbook.*

RETENTION OF STUDENT RECORDS

Admissions and Academic records are maintained separately from Financial Aid records. All student records are maintained in hard copy, or soft copy equivalent, for five years from the last date of attendance. Transcripts are maintained permanently.

Student records indicating a last date of attendance beyond five years are maintained at a secure professional file storage company off site. Admissions records for applicants who never matriculated are retained for at least one year following cancellation.

Notification of Rights Under FERPA With Respect to Student Records

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records.

- Students enrolled at Brooks Institute shall have the right to inspect and review the contents of their education records, within 45 days of the day the institution receives the request for access. Students may request to review their education records by submitting a written request identifying the record(s) the student wishes to review to the Academic Affairs Office. The Institute will arrange for access and notify the student of the time and place where the records may be inspected.
- Parental access to a student's record will be allowed by Brooks Institute without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.
- A student's education records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's

education records is afforded to school officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the institution in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.

- Students may request that the institution amend any of their education records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request for change must be made in writing and delivered to Academic Affairs Office, and must identify the part of the record the student wants changed and the reason for the requested change stated fully.
- Directory information is student information that the institution may release to third parties without the consent of the student. Brooks Institute has defined directory information as the student's name, address (es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs and credential awarded. If a student does not want his or her directory information to be released to third parties without the student's consent, the student must present such a request in writing to Academic Affairs Office within 45 days of the student's enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student's name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
- The written consent of the student is required before personally identifiable information from education records of that student may be released to a third party, unless the disclosure is otherwise allowed under an express FERPA exception to disclosure or is required by law.
- A student who believes that Brooks Institute has violated his or her rights concerning the release of or access to his or her records has the right to file a complaint with the U.S. Department of Education. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Programs of Study

UNDERGRADUATE PROGRAM OFFERINGS

SCHOOL OF FILM | COMMUNICATION



Bachelor of Fine Arts in Film

Mission

The mission of the Bachelor of Fine Arts in Film Program is to provide a deeply immersive, experiential learning environment that promotes creative expression, best practices, and collaboration as students prepare for a variety of career paths in motion picture production for traditional and emerging media markets.

Program Description

The 120 semester credit Bachelor of Fine Arts in Film program builds knowledge of the craft of film through a series of core courses culminating in a production workshop and portfolio experience. The program consists of 66 semester credits that cover a variety of aspects of film production including narrative and commercial filmmaking and screenwriting.

In addition, students take 45 semester credits in general education and 9 semester credits in business courses designed to support their professional goals as filmmakers and broaden their understanding and experience of other subject areas.

Upon the completion of the Film Program students should be able to:

- Apply film aesthetics in a specific film-making discipline. (Visual Literacy, Problem Solver)
- Analyze the global context of media production and distribution. (Problem Solver, Global)
- Collaborate effectively and ethically to accomplish professional goals. (Ethics, Collaboration, Communication)
- Use contemporary motion picture tools to communicate a story or concept. (Communication, Adept)

CORE REQUIREMENTS

COURSE #	COURSE NAME	CREDITS
DES114	Visual Design and Media	3
FLM101	Film Language	3
FLM102	History of Film	3
FLM109	Production Workshop I	3
FLM115	Audio Foundations	3
FLM117	Lighting Theory	3
FLM127	Digital Production	3
FLM250	Screenwriting I	3
FLM281	Directing I	3
FLM282	Cinematography I	3
FLM283	Editing I	3
FLM287	Production Workshop II	6
FLM286	Production Design	3
FLM440	New Media	3
FLM496	Capstone	3
	TOTAL	48

REQUIRED CORE ELECTIVES

COURSE #	COURSE NAME	CREDITS
FLMELE	Core Elective	3
FLMELE	Core Elective	3
FLMELE	Core Elective	3
FLMELE	Core Elective	3
FLMELE	Core Elective	3
FLMELE	Core Elective	3
	TOTAL	18

BUSINESS REQUIREMENTS

COURSE #	COURSE NAME	CREDITS
BUS101	Introduction to Business	3
BUS302/382	Business Law	3
BUSELE	Business Elective	3
	TOTAL	9

GENERAL EDUCATION

COURSE #	COURSE NAME	CREDITS
MAT101	College Mathematics	3
ENG101	English Composition	3
ENG201	Advanced English Composition	3
ENGELE	300 Level English Elective	3
HUM101	Introduction to the Humanities	3
HUM200	Western Civilization	3
HUMELE	300/400 Level Elective	3
HUMELE	300/400 Level Elective	3
SCI200	Science	3
SOC100	Public Speaking	3
SOCELE	100/200 Level Elective	3
SOCELE	100/200 Level Elective	3
SOCELE	300 Level Elective	3
SOC300	Business and Professional Communications	3
SOCELE	300/400 Level Elective	3
	TOTAL	45
	SEMESTER HOURS/CREDITS	120

1ST SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
FLM101	Film Language	None	3	4	L
FLM102	History of Film	None	3	3	L
FLM109	Production Workshop I	None	3	4	L/S
MAT101	College Mathematics	MAT099 /ACUPL	3	3	L
ENG101	English Composition	ENG099/ ACUPL	3	3	L
TOTAL			15	17	

2ND SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
DES114	Visual Design and Media	None	3	4	L/S
FLM115	Audio Foundations	FLM109	3	4	L/S
FLM117	Lighting Theory	FLM109	3	4	L/S
HUM101	Introduction to the Humanities	None	3	3	L
SOC100	Public Speaking	None	3	3	L
TOTAL			15	18	

3RD SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
FLM127	Digital Production	FLM109	3	4	L/S
FLM250	Screenwriting I	None	3	4	L/S
FLM282	Cinematography I	FLM117	3	4	L/S
SOCELE	100/200 Level Elective		3	3	L
ENG201	Advanced English Composition	ENG101	3	3	L
TOTAL			15	17	

4TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
FLM281	Directing I	FLM127	3	3	L
FLM283	Editing I	FLM127	3	4	L/S
HUM200	Western Civilization	HUM101	3	3	L
SCI200	Science	MAT101	3	3	L
SOCELE	100/200 Level Elective		3	3	L
TOTAL			15	17	

5TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
FLM287	Production Workshop II	FLM283	6	9	L/S
FLM286	Production Design	FLM127	3	4	L/S
BUS101	Introduction to Business	MAT101	3	3	L
HUMELE	300/400 Level Elective		3	3	L
TOTAL			15	19	

6TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
FLM440	New Media	FLM287	3	4	L/S
FLMELE	Core Elective		3	3 or 4	
FLMELE	Core Elective or Internship		3	3 or 4	L/S
BUS302 /382	Business Law	BUS101	3	3	L
SOCELE	300 Level Elective	SOC100	3	3	L
TOTAL			15	18	

7TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
FLMELE	Core Elective		3	3 or 4	L/S
FLMELE	Core Elective		3	3 or 4	L/S
FLMELE	Core Elective		3	3 or 4	L/S
ENGELE	300 Level Elective	ENG201	3	3	L
SOC300	Business & Professional Communication	SOC100, BUS101	3	3	L
TOTAL			15	17	

8TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
FLM496	Film Capstone	FLM440	3	4	L/S
FLMELE	Core Elective or Internship		3	3 or 4	L/S
BUSELE	Business Elective		3	3	L
SOCELE	300/400 Level Elective		3	3	L
HUMELE	300/400 Level Elective		3	3	L
TOTAL			15	17	



BFA Film Course Descriptions

BUSINESS

BUS101

INTRODUCTION TO BUSINESS

Credit Hours: 3 Semester

Prerequisite: MAT101

Type: Lecture

COURSE DESCRIPTION

This is the foundational course for the business module. The course introduces students to the functional areas of business, such as accounting, finance, marketing and management. Students will have the opportunity to learn about the forms of business organization, small business ownership and operating in global economy. Particular attention is given to the importance of planning and the critical components of business plans, including selecting the appropriate business form, analysis of potential markets, the assessment of start-up costs and income projection.

BUS302

BUSINESS LAW

Credit Hours: 3 Semester

Prerequisites: BUS101

Type: Lecture

COURSE DESCRIPTION

This course introduces students to basic principles of jurisprudence and to the United States legal system. Students examine those laws that impact business activities, which include laws pertaining to contracts, corporations and business organizations, employment and agency, property and intellectual property (patents, trademarks, trade secrets, and copyrights). Specific attention is given to legal issues related to the visual arts, such as cyber law, copyright, privacy rights and First Amendment rights.

BUS382

BUSINESS LAW ONLINE

Credit Hours: 3 Semester

Prerequisite: BUS101

Type: Lecture

COURSE DESCRIPTION

This is an informative survey of various aspects of business operations and laws that impact how business activities are conducted. Specific attention is given to issues related to the visual arts, such as trademark, patent and intellectual property issues. Additional topics include the legal system, tort theory, contracts, credit and collection laws, business options, agency, liability, employment and government.

DESIGN

DES114

VISUAL DESIGN AND MEDIA

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION

This course introduces students to the ideas, methodologies, principles and skills that comprise a common knowledge base important to all design disciplines. Focus will be on understanding the biological, psychological and neurological elements involved in the art of seeing, with an emphasis on aesthetic issues important to the professional visual communicator. Through analysis and hands-on exercises, students will explore visual elements of two-dimensional and three-dimensional form, space, and color.

FILM

FLM101

FILM LANGUAGE

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION

A fundamental introduction to storytelling through the visual language of film, this course explores story structure, character, composition, continuity, and pre-production. Students create short story projects using a sequence of still images.

FLM102

HISTORY OF FILM

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION

This course examines the value and purpose and history of film from a variety of aesthetic, historical, sociological, and philosophical perspectives with the intent of developing an understanding and aesthetic appreciation for the cinema. Students will research and discuss selected film genres, styles, techniques, and meanings across various cultures and times.

FLM109

PRODUCTION WORKSHOP I

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION

An introduction to film and television production organization and logistics, this course explores the ways various crew functions are planned and combined for an effective shoot. Topics include pre-production planning, crew structure and protocol, location and studio considerations, basic set practices, set etiquette and basic legal considerations of producing a film.

FLM115

AUDIO FOUNDATIONS

Credit Hours: 3 Semester

Prerequisite: FLM109 or DCM170

Type: Lecture/Studio

COURSE DESCRIPTION

This course introduces the principles of audio recording and sound design using dialog, Foley, ambience and effects. Students explore recording systems and microphones with a series of projects designed to emphasize storytelling through the creative use of sound design. Post-production practices and techniques are considered including ADR, Foley, composite and final mix.

FLM117

LIGHTING THEORY

Credit Hours: 3 Semester

Prerequisite: FLM109

Type: Lecture/Studio

COURSE DESCRIPTION

This course explores the use of lighting to enhance the visual aspects of storytelling in the context of physical production protocols. Students explore aspects of narrative lighting and techniques for lighting people by lighting short story assignments to achieve visual storytelling goals.

FLM127

DIGITAL PRODUCTION

Credit Hours: 3 Semester

Prerequisite: FLM109

Type: Lecture/Studio

COURSE DESCRIPTION

This course is a comprehensive introduction to digital video production and computer editing for both picture and sound. The course provides an overview of movement, composition, sound and computer techniques to support narrative storytelling.

FLM250

SCREENWRITING I

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION

This course is an introductory workshop in Screenwriting emphasizing story, audience emotional response and building blocks. The basics of visual storytelling are examined as well as key structure and character elements.

FLM281

DIRECTING I

Credit Hours: 3 Semester

Prerequisite: FLM127

Type: Lecture

COURSE DESCRIPTION

This course is an introductory workshop that explores the ways in which directors prepare for a shoot, including how to read a script analytically, interpreting story, theme and characters. Students will also investigate casting, rehearsal, blocking, scene coverage and camera placement.

FLM282

CINEMATOGRAPHY I

Credit Hours: 3 Semester

Prerequisite: FLM117 or PTT134

Type: Lecture/Studio

COURSE DESCRIPTION

An in-depth consideration of cinematography principles, this course compares both film and digital image capture with a detailed exploration of 16mm film. The course combines lecture, lab, and shooting assignments outside of class. Students consider both technical and aesthetic concerns through shooting assignments using both film and video formats.

FLM283

EDITING I

Credit Hours: 3 Semester

Prerequisite: FLM127 or CMO364

Type: Lecture/Studio

COURSE DESCRIPTION

This course provides the basic disciplines and vocabulary of the editing room and provides organizational and practical editing experience to prepare students for future sync-sound production. Post-production techniques including picture editing, sound and music editing, and mixing are considered.

FLM286 Production Design

Credit Hours: 3 Semester

Prerequisite: FLM127

Type: Lecture/Studio

COURSE DESCRIPTION

This course provides an in-depth exploration of the production design process including conceptualization, presentation, and implementation. Students create comprehensive design strategies for a film and explore techniques, materials and strategies for maximizing production value with available resources. Topics include color, contrast, texture, style and the relationship between production design and cinematography in a finished film.

FLM287

PRODUCTION WORKSHOP II

Credit Hours: 6 Semester

Prerequisite: FLM283

Type: Lecture/Studio

COURSE DESCRIPTION

This intermediate level course introduces students to sync-sound production in a crew structure and serves as a culmination of the preceding courses. Students combine the skills they have learned in an integrated, highly mentored workshop environment.

FLM440

NEW MEDIA

Credit Hours: 3 Semester

Prerequisite: FLM287

Type: Lecture/Studio

COURSE DESCRIPTION

New forms of storytelling and evolving technology are explored in this workshop course. Students develop scripts and create projects for non-traditional media applications and explore distribution strategies for script content in emerging media markets. Emphasis is placed on using new media to generate interest in and opportunities for the filmmaker.

FLM496

CAPSTONE

Credit Hours: 3 Semester

Prerequisite: FLM440

Type: Lecture/Studio

COURSE DESCRIPTION

A bridge from the undergraduate experience to the practical application of that experience in the "real world", this advanced course reviews the "soft" skills involved in the transition from the classroom to the world of the visual media profession.

ELECTIVE COURSES

ELECTIVE—BUSINESS

BUS401

PRODUCING PRACTICES

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course introduces students to the fundamental business practices of producing the narrative or commercial film project. Budgets, financial structure and contracts are considered along with analysis of current industry standards and practices for productions.

BUS411

MOTION PICTURE DEVELOPMENT

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course explores the creative business development of film projects from concept to production. Entertainment industry structure and the role of each participant in the process are considered including the studio, network, and agency. The role of the creative producer is explored in relation to other roles such as executive, agent, lawyer and manager. Students evaluate projects for financial viability based on audience analysis and distribution potential.

ELECTIVE – FILM

FLM309

CINEMATOGRAPHY II

Credit Hours: 3 Semester

Prerequisite: FLM282 or CMO364

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course explores digital image acquisition for the story with an emphasis on the relationship between image capture and lighting. Camera workflow is explored from creative pre-production and planning through final color timing in post-production. The course combines lecture, lab, and shooting assignments outside of class. Students shoot a variety of assignments culminating in the shooting and color timing of a finished scene.

FLM317

DIRECTING THE ACTOR

Credit Hours: 3 Semester

Prerequisite: FLM281

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This advanced directing course examines the unique relationship between the director and the actor. Students will become familiar with acting techniques and methods. Script analysis as applied to acting and directing is explored. Students participate as both actors and directors in assignment work for the course.

FLM386

ADVANCED EDITING

Credit Hours: 3 Semester

Prerequisite: FLM283 or DCM270

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

The objective of this course is to provide students with the essential building blocks of the profession of film editing. Emphasis is placed on the techniques and protocol necessary to take a sync-sound narrative film through post-production. Topics include: telecine, media capture, setting up a professional editing room, creating a first assembly, sync-sound editing, and film and video finishing techniques. The course also considers the role of the assistant editor.

FLM390

DIGITAL POST-PRODUCTION

Credit Hours: 3 Semester

Prerequisite: FLM283 or DCM270

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course introduces digital post-production effects, motion graphics for film and web design, and color correction techniques. Topics include computer-based techniques for compositing film and video, creating professional titles and menus, and perfecting the final image.

FLM398

SOUND DESIGN

Credit Hours: 3 Semester

Prerequisite: FLM287 or DCM270

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course introduces digital and analog audio recording, editing and mixing using digital audio workstations. Topics include ADR, Foley, music editing, and final delivery.

ELECTIVE – SCREENWRITING**FLM427**

FEATURE SCREENWRITING I

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course is a rigorous examination of professional feature screenwriting. Weekly assignments teach fundamentals of the screenwriting process including story, structure, character development, dialogue, form, and the business of screenwriting. Students develop outlines, treatments, and character histories that are critiqued weekly by both the instructor and fellow students.

FLM428

FEATURE SCREENWRITING II

Credit Hours: 3 Semester

Prerequisite: FLM427

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

An advanced screenwriting workshop based on assignments involving writing and rewriting a feature length script as well as reading fellow student's work for weekly critiques by the instructor and the class.

FLM429

WRITING THE TELEVISION DRAMA

Credit Hours: 3 Semester

Prerequisite: FLM250

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

The course explores dramatic writing for television including concept, structure, character, dialogue, format, premise, and tone. Lectures, screenings, weekly assignments and in-class exercises provide students with the basic theory and practice of television writing as an art and craft with specific emphasis on the one-hour format.

FLM430

WRITING THE TELEVISION COMEDY

Credit Hours: 3 Semester

Prerequisite: FLM250

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

The course explores comedic writing for television including concept, structure, character, dialogue, format, premise, and tone. Lectures, screenings, weekly assignments and in-class exercises provide students with the basic theory and practice of television writing as an art and craft with specific emphasis on the half-hour format.

FLM490

MASTER SEMINAR

Credit Hours: 3 Semester

Prerequisite: FLM287

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

A series of seminars either by an industry professionals or senior Brooks Institute faculty. The course is a workshop environment with weekly evaluation of the topics covered and a culminating final project and exam.

ELECTIVE – PRODUCTION

FLM320

MARKETING MEDIA

Credit Hours: 3 Semester

Prerequisite: FLM287 or DCM270

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course explores the analysis, creative design and implementation of marketing content for clients in a range of media. Client image, training, conference and event production, teleconferencing and other communication needs are explored. The relationship between the producer and the client is emphasized through practical assignments with a real or fictional organization.

FLM325

COMMERCIAL PRODUCTION

Credit Hours: 3 Semester

Prerequisite: FLM287 or DCM270

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course explores television commercial production through the creation of broadcast quality advertising for either a real or fictional client. Students work in teams to analyze client goals, write treatments and scripts, design the visual and audio approach to the project, and complete the principal photography and post-production of a finished commercial ad.

FLM326

MUSIC VIDEO PRODUCTION

Credit Hours: 3 Semester

Prerequisite: FLM287 or DCM270 or CMO364

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course consists of music video production that emphasizes storytelling and performance within the genre. Planning and storyboarding are emphasized to develop the best concept to portray the band or song performance for the audience. A brief history of shooting and editing techniques, a detailed analysis of the interrelationship between visual storytelling and music are also covered.

FLM346

CINEMATOGRAPHY PORTFOLIO

Credit Hours: 3 Semester

Prerequisite: FLM309

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

An advanced workshop, this course explores image crafting in both narrative and commercial projects. Students emulate shots and scenes from existing projects including feature films and commercial advertisements. Students are expected to craft finished materials on the appropriate format of their choice.

FLM484

NARRATIVE PORTFOLIO PRE-PRODUCTION

Credit Hours: 3 Semester

Prerequisite: FLM287

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This advanced course combines script development and pre-production of a narrative portfolio project with a consideration of industry practices for project development and pre-production.

FLM485

NARRATIVE PORTFOLIO PRODUCTION

Credit Hours: 3 Semester

Prerequisite: FLM484

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course is a narrative portfolio production workshop for students to complete principal photography of a narrative film.

FLM486

NARRATIVE PORTFOLIO POST-PRODUCTION

Credit Hours: 3 Semester

Prerequisite: FLM386

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course serves as a sounding board for portfolio projects and encourages the collaboration of listening, critiquing, defending and absorbing criticism to create a better film. The course emphasizes planning and organizational skills in post-production from editing through mastering including release printing. Students complete picture editing, sound design, final master elements and a plan for distribution to film festivals.

FLM488

ARTIST IN RESIDENCE

Credit Hours: 3 Semester

Prerequisite: FLM287

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course provides students an opportunity to collaborate with an established artist or artists in the collaboration of a film or new media project.

ELECTIVE – SPECIAL TOPICS, INTERNSHIPS**FLM100**

SPECIAL TOPICS

Credit Hours: 1 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Selected special topics in Film developed to expand the serious Film student's industry knowledge and skill set, and to focus on a topic that is relevant to practice in their field.

FLM200

SPECIAL TOPICS

Credit Hours: 2 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Selected mid-level special topics in Film developed to expand the serious Film student's industry knowledge and skill set, and to focus on a topic that is relevant to practice in their field.

FLM300

SPECIAL TOPICS

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Selected advanced special topics in Film developed to expand the serious Film student's industry knowledge and skill set, and to focus on a topic that is relevant to practice in their field.

FLM491

INDUSTRY INTERNSHIP I

Credit Hours: 6 Semester

Prerequisite: FLM287

Type: On-site Internship

COURSE DESCRIPTION – ELECTIVE

This course facilitates a real world experience in a professional film production workplace. Academics, Career Services, and the on-site supervisor structure individualized learning experiences for maximum benefit to the student. The Internship is a monitored and documented experience that assists students with the transition from the classroom to the entry-level work environment. Minimum 270 hours.

FLM49

INDUSTRY INTERNSHIP II

Credit Hours: 3 Semester

Prerequisite: FLM287

Type: On-site Internship

COURSE DESCRIPTION – ELECTIVE

This course facilitates a real world experience in a professional film production workplace. Academics, Career Services, and the on-site supervisor structure individualized learning experiences for maximum benefit to the student. The Internship is a monitored and documented experience that assists students with the transition from the class the entry-level environment. Minimum of 135 hours.

ELECTIVE—HISTORY**ART122**

HISTORY OF PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course will trace rise of image making from the beginning of the 19th century to the present. The interrelationship of technology, medium, process and aesthetics will be explored; and the implications and consequences of an increasingly image-dense society will be discussed. The concept of "seeing" and the barriers to seeing clearly will be covered. The requirement of any image-maker to be alert and attentive to the environment around them – social, economic, political and cultural, as well as physical – will be woven throughout the course.

ART303

HISTORY OF DESIGN

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course examines the history of design through the analysis of meaning, theory, and process. Students will analyze the works of major designers and significant cultural trends, with a focus on technical and stylistic innovation. Students will use critical analysis of styles to create interpretive design projects. Social and scientific advances related to the development of design will be analyzed.

ELECTIVE – DESIGN**DES100**

DRAWING FOR DESIGNERS

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students develop the drawing and conceptual rendering skills for designers and filmmakers. This course provides a comprehensive foundation in basic design principles including utilization of the 'design process' to create effective solutions. Course covers the fundamentals of drawing including line, form, shape, volume, and perspective. Special attention will be given to using the medium of drawing to communicate visual ideas through sketching and storyboarding.

DES110

FUNDAMENTALS OF DIGITAL DESIGN

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students focus on the use of specific, industry standard software for the exploration of design principles as they relate to the traditional printed page and emerging new media. Coursework introduces students to the software tools used to produce illustrations, retouch and manipulate photographs and design layouts for both print and new media.

DES135

FUNDAMENTALS OF TYPOGRAPHY

Credit Hours: 3 Semester

Prerequisite: DES110

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students develop a basic foundation for understanding the expectations of professional typography, layout and the role typography plays in creating dynamic, well designed documents for print and digital media. As a foundation course, students will explore the correct use of typographic elements, punctuation to properly typeset a variety of document types, as well as typography as an expressive component of successful design.

DES210

DESIGN AND ILLUSTRATION 1

Credit Hours: 3 Semester

Prerequisite: DES110

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course explores the in-depth use of vector-based software tools in the creation of designs and illustrations. Students will examine techniques for hard-edged design and illustration styles and progress to more complex photo-realistic illustrations. Students will be introduced to the design and production of information graphics, web animations, and the repurposing of artwork for print and digital media.

DES212

DESIGN AND ILLUSTRATION 2

Credit Hours: 3 Semester

Prerequisite: DES110

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students develop skills in the creation, acquisition, retouching and modification of pixel-based images and artwork. Students will explore the use of software tools to work with, enhance and manipulate digital images through various methods. Students will learn successful techniques for accurate color correction, image retouching, image enhancement, advanced image compositing, and proper file preparation for print and digital media.

DES220

WEB DESIGN 1

Credit Hours: 3 Semester

Prerequisite: DES110

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

The introduction to the fundamentals of website design. Students will use critical thinking to design web sites with an efficient navigational interface. Students will learn fundamentals of site construction using industry-standard web authoring tools and protocol such as HTML, CSS, and XML. Components of design such as typography, color, layout, and graphic file formats will be covered.

DES240

BRAND AND IDENTITY DESIGN

Credit Hours: 3 Semester

Prerequisite: DES210

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students use the design process to analyze research, create and produce logos and identity elements that meet specific client objectives. Special attention is given to the role of brand, and brand strategy in the development of a graphic identity. Students will gain a solid understanding of the role that identity elements play in marketing and building brand awareness.

DES495

DESIGN FOR NEW MEDIA

Credit Hours: 3 Semester

Prerequisite: DES240

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course introduces design students to the realm of new media. Students will work on projects designed to stimulate their creative thinking on how branding strategies and multi-platform marketing can be presented across a broad spectrum of media and content delivery systems including websites, networking sites, blogs, video forums, tablets and mobile devices.

ELECTIVE – DOCUMENTARY**DCM170**

DOCUMENTARY FILM PRODUCTION 1

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

A comprehensive introduction to documentary film production and post-production of both MOS and sync sound projects. The course provides an overview of film language, narrative structure, cinematography, interview technique, pre-production, sound, and editing to support non-fiction and documentary filmmaking.

DCM171

DOCUMENTARY FILM PRODUCTION I LAB

Credit Hours: 1.5 Semester

Prerequisite: Taken concurrently with DCM170

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This lab is taken with DCM170 Documentary Film Production I. Editing, cinematography, and sound design strategies in the framework of documentary production are developed.

DCM270

DOCUMENTARY FILM PRODUCTION 2

Credit Hours: 3 Semester

Prerequisite: DCM170

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

A survey of documentary filmmaking, specifically geared towards directing, shooting, and editing short documentaries. This course emphasizes creative visual storytelling, field-production strategies, location sound, interviewing techniques and journalistic ethics through intensive hands-on production experiences.

DCM271DOCUMENTARY FILM
PRODUCTION II LAB

Credit Hours: 1.5 Semester

Prerequisite: DCM170 and taken concurrently with
DCM270

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This lab is taken with DOC270 Documentary Film Production II. Advanced editing and lighting strategies in the framework of documentary production are further developed.

DCM352

DIRECTING AND PRODUCING THE DOCUMENTARY

Credit Hours: 3 Semester

Prerequisite: DCM270 or FLM287

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This course focuses on the research, development, and preliminary production of a documentary subject through interviews, traditional research and practical investigations. Students will examine documentary styles, structure, story development and ethics while learning to direct and produce a 25 minute short documentary. Documentary projects begun in DCM352 will continue shooting and post production in DCM353 Advanced Documentary Post Production.

DCM353

ADVANCED DOCUMENTARY POST PRODUCTION

Credit Hours: 3 Semester

Prerequisite: DCM352

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students focus on the production and post-production of the documentary project developed in DCM352 Directing and Producing the Documentary. The emphasis is on the power and process of Documentary editing: style, structure, scene construction, character and story development. Additional shooting may be required to develop the story of the subject matter as it progresses through the post-production process.

DCM370

ADVANCED DOCUMENTARY FILM PROJECTS

Credit Hours: 3 Semester

Prerequisite: DCM270

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

An intensive workshop course focusing on advanced documentary storytelling strategies and techniques. Students will examine issues of documentary style, structure, film language, character development, and point of view. Students will produce, shoot and edit a 15-30 minute broadcast quality piece.

DCM371

ADVANCED DOCUMENTARY FILM PROJECTS LAB

Credit Hours: 1.5 Semester

Prerequisite: DCM270 and taken concurrently with
DCM370

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This lab is taken with DCM370 Advanced Documentary Film Projects. Advanced finishing strategies in the framework of documentary production are further developed.

ELECTIVE – VISUAL JOURNALISM**VJN140**

VISUAL JOURNALISM 1

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

An introduction to visual journalism that presents materials in basic photojournalism techniques, information gathering, captioning and the use of computer programs to interpret images. The emphasis throughout the class will be on visual journalism storytelling.

VJN141

VISUAL JOURNALISM I LAB

Credit Hours: 1.5 Semester

Prerequisite: Taken concurrently with VJN140

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This lab is taken concurrently with VJN140 Visual Journalism I. Digital asset management, digital enhancement techniques and workflow will be covered.

VJN215

GLOBAL STORYTELLING I

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

An Introductory international documentary storytelling requires students travel to another country to show a particular area of the world through their visual reporting. Students are encouraged to design projects in which the resulting documentary may change attitudes or affect society. The course is structured so half of the time is spent off campus shooting documentary photographs and video outside of the United States and half the time is spent on campus in post-production. Students selected to take VJN215 must take VJN216 Global Storytelling II concurrently.

VJN216

GLOBAL STORYTELLING 2

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students work with the pictures, audio, film and video footage they produce concurrently in the VJN215 Global Storytelling I course and create presentations suitable for a public audience. The outcomes may include an audio-visual show, a website, a DVD, a book, a print show and a film.

VJN250

MOBILE MEDIA AND THE VISUAL JOURNALIST

Credit Hours: 3 Semester

Prerequisite: VJN150 or FILM127 or DES300 or PTT134

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Using the latest in mobile technology, this course puts into practice the principles of community documentation, including news and feature photos and video. A mobile device such as a smart phone or tablet with a camera is used as the sole content gathering device in the class. Employing the device, its apps (shooting, editing and special purpose) and ancillary equipment are major topics addressed during the course. The course also incorporates disseminating material via social media, differentiating mobile visual journalism from conventional journalistic photography, ethical considerations, and future technical trends.

VJN330

INTERNATIONAL MEDIA

Credit Hours: 3 Semester

Prerequisite: HUM101 or ENG101 or SOC100

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course explores the global media environment, from both a theoretical and a practical perspective. The course surveys media systems found throughout the world, (private state-owned, mixed ownership) and recent global trends in media (digital, web-based, social). It looks at how new technologies affect media coverage of world affairs and how mass media affect international relations. On the practical level, the course prepares students for what to expect as visual communicators working in foreign countries with cultures and languages different from our own. Research and logistics are explored. Each student focuses on one country or region, developing a multi-platform plan for researching and producing visually-driven projects from that part of the world.

VJN388

DOMESTIC DOCUMENTARY

Credit Hours: 3 Semester

Prerequisite: VJN280

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students travel within the U.S. to a pre-determined location to tell stories with the tools of visual storytelling that portray the human condition. Students are encouraged to design storytelling projects in which the resulting media may change attitudes or affect society in some way.

VJN415

INTERNATIONAL DOCUMENTARY 1

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students in this advanced international documentary course travel to another country to tell stories with an advanced set of tools for visual storytelling. Students are encouraged to design projects in which the resulting documentary may change attitudes or affect society. The course is structured so half the time is spent off campus shooting documentary photographs and video outside of the United States and half the time is in post-production. Students selected to take VJN415 must take the VJN416 International Documentary II concurrently.

VJN416

INTERNATIONAL DOCUMENTARY 2

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

In this advanced course students are expected to take leadership roles in working with the pictures, audio, film and video footage they produce concurrently in the VJN415 International Documentary I course and create multimedia presentations suitable for a public audience. The outcomes may include an audio-visual show, a website, a DVD, a book, a print show and a film.

ELECTIVE – ADVERTISING**ADR231**

FASHION PHOTOGRAPHY 1

Credit Hours: 3 Semester

Prerequisite: PTT270 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This advanced elective develops the student's process of producing and executing a professional fashion shoot. Students have the opportunity to work with amateur and professional models, professional hair/makeup artists, and professional wardrobe stylists as part of a creative team. Specific attention is paid to lighting and processing techniques unique to contemporary fashion photography.

ADR291

Art Director's Point of View

Credit Hours: 3 Semester

Prerequisite: PTT270 or VJN150 or DES300 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course presents the skills of concept, composition, and design of the advertising photograph by introducing the techniques of creating a photograph with knowledge of how the viewer will respond to the image. The importance of color, value relationships, line and tone is stressed. Course activities involve an integration of photography, typography and graphic design using various media with photography. The importance of meeting a client's specific needs and expectations is stressed.

ADR322

ADVERTISING PHOTO CONCEPTS

Credit Hours: 3 Semester

Prerequisite: PTT360 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Students concentrate on conceptual problem solving for advertising. Emphasis is placed on meeting a client's needs and expectations. Special attention is focused on big set production including set building, pricing, invoicing and delivery.

ADR376

AUTOMOTIVE PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

The student develops the fundamentals of automotive photography including lighting techniques, location shooting, and car preparation techniques. Students also visit top ranked automotive photographers and art directors to discuss their work in this field. Field trips to an automotive photography studio and a class shoot on location emphasize proper production and job cost procedures.

ADR415

BEAUTY/GLAMOUR PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course is designed to produce a professional-level beauty portfolio appropriate for the advertising and editorial markets in fashion, beauty, glamour, and cosmetics. Topics covered include understanding the audience demographics; importance of pre-production; specialized lighting techniques; cost analysis; marketing in this field; and understanding the stylistic approaches in the contemporary beauty photography genre. Post-production techniques presented will focus on preparing images that meet the high standards for publication in this field.

ADR422

ADVANCED PEOPLE PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Students produce a professional-level people portfolio with the kind of diversity that illustrates conceptual sophistication coupled with the simplicity of dynamic impact. Photographing people for advertising involves many elements from pre-production to specialized lighting situations. Emphasis is placed on dealing with talent agencies, hair/make-up artists, photo-styling, working with legal contracts and developing directing and motivational skills. These situations are explored by combining creativity enhancement assignments with real-world hands on experience.

ADR470

FOOD PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or FLM117

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course engages students in the production of quality food photography in an authentic professional environment. Topics include the areas of hot and cold foods, location and studio set-ups, and advertising and editorial differences. The workings of the food studio and the interaction between photographer and food stylist are presented through lecture and studio demonstration. Emphasis is given to research, preproduction and cost analysis that would prepare the student to meet the highest industry standards. Guest lectures with specialties in food photography are planned.

ELECTIVE – COMMERCIAL**CMO221**

IN-WATER PHOTOGRAPHY

CREDIT HOURS: 3 SEMESTER

Prerequisite: PTT130 or FLM117

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course introduces students to the production of images in the underwater environment. The theory of light underwater, underwater lighting tools, and close-up photography techniques are all taught during a series of lectures, pool sessions and sea trips. Specialized equipment choices, techniques, and maintenance are presented through lectures and demonstrations and practical experience gained through assignments in wet environments. Course participants are not required to hold scuba certification but those who wish to scuba dive must possess advanced scuba certification. An excursion fee is required for this course.

CMO270

TRAVEL PHOTOGRAPHY

CREDIT HOURS: 3 SEMESTER

Prerequisite: PTT130 or VJN150 or DES300 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Techniques and marketing of leisure travel photography for students who wish to make travel photography a major component of their professional career. Topics covered include: preparation for the travel photo assignment; techniques for photographing people, activities, food, architecture, cities and landscapes; equipment choices for travel photography; the business of assignments and stock in the travel market; editing and preparing submissions; and travel skills.

CMO295

Stock Photography

Credit Hours: 3 Semester

Prerequisite: PTT130 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This comprehensive course covers the business and production of stock photography. Assignments are based on interpreting the needs of stock photo clients and how to create conceptual images that solve problems for the buyers of images. Additional topics include stock agencies and portals, marketing techniques, key wording, presentation and distribution of submissions, and the business of stock.

ELECTIVE – MEDIA**MDA375**

HDRI/CGI METHODS

CREDIT HOURS: 3 SEMESTER

Prerequisite: PTT360 or VJN292 or DES300 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course is an introduction to High Dynamic Range Imaging (HDRI) and Computer Generated Imaging (CGI) as used in automotive and other types of advertising photography. The course introduces students to the basics of the digital capture of high dynamic range images and the compositing techniques of HDR images with CAD files of cars and other products in 3D rendering software. An additional fee is required to cover specialized software and hardware requirements specific to this course.

ELECTIVE – PORTRAITURE**PRT252**

INTERMEDIATE PORTRAIT METHODS

Credit Hours: 3 Semester

Prerequisite: PTT270 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Control, execution, and an understanding of a variety of styles and subject matters will be covered in depth in this course with emphasis on posing, styling, and use of props. Artistic and technical principles will be applied to a more complex series of subjects and situations adding children and groups to the repertoire. Assignments will cover classic, contemporary and pictorial styles for both studio and environmental portraiture and window light. Professional business practices will be introduced along with further techniques in retouching and print enhancement.

Bachelor of Fine Arts in Graphic Design

Mission

The Graphic Design Program provides an intensive learning environment that challenges students to be globally aware, creative, collaborative and adaptive. Students combine traditional design strategies and emerging technology to problem solve with creative solutions for a broad range of media applications. The Graphic Design Program uses hands-on, project-based learning to help students gain a strong understanding of individual course goals while demonstrating tangible, measurable outcomes. Projects are specifically designed to reflect 'real-world' scenarios and build on the student's level of knowledge while fostering an understanding of the material and professional expectations.

Program Description

The 120 semester credit bachelor of fine arts in graphic design prepares students for a broad range of career paths within the field of design including both traditional design and new media. The program consists of 63 semester credits of core coursework which includes internships opportunities, developing both technical skills and the creative problem-solving methodologies required for the industry and 12 semester credits in business courses designed to cover business practices within the industry and to foster a strong commitment to creativity, professionalism, ethics and enterprise. Students are exposed to photography, visual journalism, film and video in cross platform curriculum. In addition, students take 45 semester credits in general education.

Upon completion of the graphic design program, students will be able to:

- Explore, identify, research and analyze a variety of diverse communication problems. (Adept)
- Understand fundamental design elements, principles and theories to complete an effective outcome. (Adept, Visual Literacy)
- Use critical thinking to achieve creative typography and communication. (Problem Solver, communication)
- Demonstrate technical proficiency. (Adept)
- Problem-solve and create complex web projects that include a variety of technologies and imaging solutions. (Problem Solver)
- Communicate both verbally and in writing to present creative and effective business communication. (Communicate)
- Demonstrate skills for collaboration with both colleagues and clients. (Collaboration)
- Demonstrate Ethics and Integrity. (Ethics)
- Exhibit time and financial management skills to meet project parameters. (Ethics, Adept)

CORE REQUIREMENTS

COURSE #	COURSE NAME	CREDITS
ART303	History of Design	3
DES100	Drawing for Designers	3
DES110	Fundamentals of Digital Design	3
DES115	Visual Design	3
DES135	Fundamentals of Typography	3
DES210	Design and Illustration 1	3
DES212	Design and Illustration 2	3
DES220	Web Design 1	3
DES235	Typography and Publication Design	3
DES240	Brand & Identity Design	3
DES300	Photography and Video for Designers	3
DES311	Packaging and 3D Design 1	3
DES317	Advanced Publication Design	3
DES350	Advertising Design	3
DES450	Design Lab 1	3
DES475	Portfolio and Senior Seminar	3
DES495	Design for New Media	3
	TOTAL	51

REQUIRED CORE ELECTIVES

COURSE #	COURSE NAME	CREDITS
ELEXXX	Elective	3
ELEXXX	Elective	3
ELEXXX	Elective	3
ELEXXX	Elective	3
	TOTAL	12

CORE BUSINESS REQUIREMENTS

COURSE #	COURSE NAME	CREDITS
BUS101	Introduction to Business	3
BUS201 /281	Accounting	3
BUS302 /382	Business Law	3
BUS301	Marketing	3
	TOTAL	12

GENERAL EDUCATION

COURSE #	COURSE NAME	CREDITS
ENG101	English Composition	3
ENG201	Advanced English Composition	3
ENGELE	300 Level Elective	3
HUM101	Introduction to the Humanities	3
HUM210	Art History	3
HUMELE	200 Level Elective	3
HUMELE	300/400 Level Elective	3
HUMELE	300/400 Level Elective	3
MAT101	College Mathematics	3
SCI200	Science	3
SOCELE	100/200 Level Elective	3
SOC100	Public Speaking	3
SOC300	Business and Professional Communication	3
SOCELE	300/400 Level Elective	3
SOCELE	300/400 Level Elective	3
	TOTAL	45

SEMESTER HOURS/CREDITS **120**

1ST SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
DES100	Drawing for Designers	None	3	4	L/S
DES110	Fundamentals of Digital Design	None	3	4	L/S
DES115	Visual Design	None	3	4	L/S
ENG101	English Composition	ENG099/ ACCUP	3	3	L
MAT101	College Mathematics	MAT099/ ACCUP	3	3	L
TOTAL			15	18	

2ND SEMESTER

COURSE NUMBER	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
DES135	Fundamentals of Typography	DES110	3	4	L/S
DES210	Design and Illustration 1	DES110	3	4	L/S
BUS101	Introduction to Business	MAT101	3	3	L
HUM101	Introduction to the Humanities	None	3	3	L
SOC100	Public Speaking	None	3	3	L
TOTAL			15	17	

3RD SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
DES212	Design and Illustration 2	DES110	3	4	L/S
DES220	Web Design 1	DES110	3	4	L/S
DES235	Typography & Publication Design	DES135	3	4	L/S
HUM210	Art History	HUM101	3	3	L
ENG201	Advanced English Composition	ENG101	3	3	L
TOTAL			15	14	

4TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
DES300	Photography and Video for Designers	DES110	3	4	L/S
DES240	Brand & Identity Design	DES210	3	4	L/S
BUS201/ 281	Accounting	BUS101	3	3	L
HUMELE	200 Level Elective	HUM101	3	3	L
SCI200	Science	MAT101	3	3	L
TOTAL			15	17	

5TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
DES311	Packaging and 3D Design 1	DES240	3	4	L/S
DES317	Advanced Publication Design	DES235	3	4	L/S
ART303	History of Design	None	3	3	L
BUS302/ 382	Business Law	None	3	3	L
SOCELE	100/200 Level Elective	SOC100	3	3	L
TOTAL			15	17	

6TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
DES350	Advertising Design	DES240	3	4	L/S
DESELE	Elective		3	4	L/S
BUS301	Marketing	BUS101	3	3	L
SOC300	Business and Professional Communication	SOC100, BUS101	3	3	L
ENGELE	300 Level Elective	ENG201	3	3	L
TOTAL			15	17	

7TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
DES475	Portfolio and Senior Seminar	DES240	3	4	L/S
DESELE	Elective		3	4	L/S
DES450	Design Lab 1	DES212	3	4	L/S
SOCELE	300/400 Level Elective		3	3	L
HUMELE	300/400 Level Elective		3	3	L
TOTAL			15	18	

8TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
DES495	Design for New Media	DES240	3	4	L/S
ELEXXX	Elective		3	4	L/S
ELEXXX	Elective		3	4	L/S
HUMELE	300/400 Level Elective		3	3	L
SOCELE	300/400 Level Elective		3	3	L
TOTAL			15	18	



BFA in Graphic Design Course Descriptions

ART

ART303

HISTORY OF DESIGN

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION

This course examines the history of design through the analysis of meaning, theory, and process. Students will analyze the works of major designers and significant cultural trends, with a focus on technical and stylistic innovation. Students will use critical analysis of styles to create interpretive design projects. Social and scientific advances' related to the development of design will be analyzed.

BUSINESS

BUS101

INTRODUCTION TO BUSINESS

Credit Hours: 3 semester

Prerequisite: MAT101

Type: Lecture

COURSE DESCRIPTION

This is the foundational course for the business module. The course introduces students to the functional areas of business, such as accounting, finance, marketing and management. Students will have the opportunity to learn about the forms of business organization, small business ownership and operating in global economy. Particular attention is given to the importance of planning and the critical components of business plans, including selecting the appropriate business form, analysis of potential markets, the assessment of start-up costs and income projection.

BUS201

ACCOUNTING

Credit Hours: 3 semester

Prerequisite: BUS101

Type: Lecture

COURSE DESCRIPTION

This course covers the principles of accounting depicting the flow of money through a business. The complete accounting cycle is introduced and developed including the journalizing and posting transaction, preparation of financial statements and payroll.

BUS281

ACCOUNTING ONLINE

Credit Hours: 3 Semester

Prerequisite: BUS101

Type: Lecture

COURSE DESCRIPTION

This is an online course in which students can obtain a general knowledge of accounting depicting the flow of money through a business. A complete accounting cycle is studied including journalizing and posting transactions, preparation of financial statements, inventories, assets, and payroll.

BUS301

MARKETING

Credit Hours: 3 Semester

Prerequisite: BUS101

Type: Lecture

COURSE DESCRIPTION

This course focuses on developing student skills to successfully understand today's business world in an increasingly competitive and rapidly changing business environment in understanding marketing concepts. Attention is given to creating a marketing plan, researching and identifying target markets, client development, networking potential opportunities (domestic and international), designing effective self-branding presentations, while improving business presentations as creative professionals.

BUS302

BUSINESS LAW

Credit Hours: 3 Semester

Prerequisite: BUS101

Type: Lecture

COURSE DESCRIPTION

This course introduces students to basic principles of jurisprudence and to the United States legal system. Students examine those laws that impact business activities, which include laws pertaining to contracts, corporations and business organizations, employment and agency, property and intellectual property (patents, trademarks, trade secrets, and copyrights). Specific attention is given to legal issues related to the visual arts, such as cyber law, copyright, privacy rights and First Amendment rights.

BUS382

BUSINESS LAW ONLINE

Credit Hours: 3 Semester

Prerequisite: BUS101

Type: Lecture

COURSE DESCRIPTION

This is an informative survey of various aspects of business operations and laws that impact how business activities are conducted. Specific attention is given to issues related to the visual arts, such as trademark, patent and intellectual property issues. Additional topics include the legal system, tort theory, contracts, credit and collection laws, business options, agency, liability, employment and government.

DESIGN

DES100

DRAWING FOR DESIGNERS

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION

Students develop the drawing and conceptual rendering skills for designers and filmmakers. This course provides a comprehensive foundation in basic design principles including utilization of the 'design process' to create effective solutions. Course covers the fundamentals of drawing including line, form, shape, volume, and perspective. Special attention will be given to using the medium of drawing to communicate visual ideas through sketching and storyboarding.

DES110

FUNDAMENTALS OF DIGITAL DESIGN

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION

Students focus on the use of specific, industry standard software for the exploration of design principles as they relate to the traditional printed page and emerging new media. Coursework introduces students to the software tools used to produce illustrations, retouch and manipulate photographs and design layouts for both print and new media.

DES115

VISUAL DESIGN

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION

Introduction to the ideas, methodologies, principles, and skills that comprise a common knowledge base important to all design disciplines. The focus will be on understanding the biological, psychological and neurological elements involved in the art of seeing, with an emphasis on esthetic issues important to the professional visual communicator. Through analysis and hands-on exercises, students will explore visual elements of two and three dimensional form, space, and color.

DES135

FUNDAMENTALS OF TYPOGRAPHY

Credit Hours: 3 Semester

Prerequisite: DES110

Type: Lecture/Studio

COURSE DESCRIPTION

Students develop a basic foundation for understanding the expectations of professional typography, layout and the role typography plays in creating dynamic, well designed documents for print and digital media. As a foundation course, students will explore the correct use of typographic elements, punctuation to properly typeset a variety of document types, as well as typography as an expressive component of successful design.

DES210

DESIGN AND ILLUSTRATION 1

Credit Hours: 3 Semester

Prerequisite: DES110

Type: Lecture/Studio

COURSE DESCRIPTION

This course explores the in-depth use of vector-based software tools in the creation of designs and illustrations. Students will examine techniques for hard-edged design and illustration styles and progress to more complex photo-realistic illustrations. Students will be introduced to the design and production of information graphics, web animations, and the repurposing of artwork for print and digital media.

DES212

DESIGN AND ILLUSTRATION 2

Credit Hours: 3 Semester

Prerequisite: DES110

Type: Lecture/Studio

COURSE DESCRIPTION

Students develop skills in the creation, acquisition, retouching and modification of pixel-based images and artwork. Students will explore the use of software tools to work with, enhance and manipulate digital images through various methods. Students will learn successful techniques for accurate color correction, image retouching, image enhancement, advanced image compositing, and proper file preparation for print and digital media.

DES220

WEB DESIGN 1

Credit Hours: 3 Semester

Prerequisite: DES110

Type: Lecture/Studio

COURSE DESCRIPTION

This course is the introduction to the fundamentals of website design. Students will use critical thinking to design web sites with an efficient navigational interface. Students will learn fundamentals of site construction using industry-standard web authoring tools and protocol such as HTML, CSS, and XML. Components of design such as typography, color, layout, and graphic file formats will be covered.

DES235

TYPOGRAPHY AND PUBLICATION DESIGN

Credit Hours: 3 Semester

Prerequisite: DES135

Type: Lecture/Studio

COURSE DESCRIPTION

This course concentrates on design and typographic topics, including critical thinking to achieve creative typography and communication design solutions, complex grid structures and multi-page layouts, preparing students for design work in print-based media. Students will develop and adhere to publication design schedules found in the industry.

DES240

BRAND & IDENTITY DESIGN

Credit Hours: 3 Semester

Prerequisite: DES210

Type: Lecture/Studio

COURSE DESCRIPTION

Students use the design process to analyze research, create and produce logos and identity elements that meet specific client objectives. Special attention is given to the role of brand, and brand strategy in the development of a graphic identity. Students will gain a solid understanding of the role that identity elements play in marketing and building brand awareness.

DES300

PHOTOGRAPHY AND VIDEO FOR DESIGNERS

Credit Hours: 3 Semester

Prerequisite: DES110

Type: Lecture/Studio

COURSE DESCRIPTION

Students develop the photographic knowledge and skill set necessary for the graphic designer. Students will explore photography as a means to research, gather, and document visual information, as well as how to work with professional photographers and art direct photo shoots. Students will also learn basic concepts for video production for web applications.

DES350

ADVERTISING DESIGN

Credit Hours: 3 Semester

Prerequisite: DES240

Type: Lecture/Studio

COURSE DESCRIPTION

Students develop the skills and knowledge necessary for creating advertising for businesses, organizations, products and services. Students will use critical thinking to produce finished advertisements and campaigns for print, web and new media. Students will learn how to identify, develop and produce consistent and cohesive messages while developing skills for collaborating with colleagues and clients.

DES311

PACKAGING AND 3D DESIGN 1

Credit Hours: 3 Semester

Prerequisite: DES240

Type: Lecture/Studio

COURSE DESCRIPTION

Students will explore the creation of design outside the limitations of 2-dimensional space. Students will construct 3-dimensional forms, explore the effects of color and texture, and create projects that may include package design, environmental graphics, wayfinding systems and product design. This course builds on the concept of collaboration and teamwork where students work together to push creative boundaries.

DES317

ADVANCED PUBLICATION DESIGN

Credit Hours: 3 Semester

Prerequisite: DES235

Type: Lecture/Studio

COURSE DESCRIPTION

Students design and produce a variety of multi-page publication types (i.e., brochures, magazines and books). Students will learn narrative concepts of visual storytelling and photo editing to design content-rich documents utilizing grid systems and typographic standards. Students will also learn correct electronic prepress file preparation and printing of documents for interactive digital media.

DES450

DESIGN LAB I

Credit Hours: 3 Semester

Prerequisite: DES212

Type: Lecture/Studio

COURSE DESCRIPTION

Students will work in a design studio environment to complete comprehensive, advanced projects. Students will have the opportunity to focus on advanced topics related to their individual field of interest within the practice of graphic design, including (but not limited to) product/package design, identity and branding, web and new media, 3-dimensional design, and research. A comprehensive approach to creating cohesive graphic imagery for projects across multiple delivery platforms will be emphasized.

DES475

PORTFOLIO AND SENIOR SEMINAR

Credit Hours: 3 Semester

Prerequisite: DES240

Type: Lecture/Studio

COURSE DESCRIPTION

The capstone course for the Bachelor of Fine Arts degree in Graphic Design concentrates on three key outcome areas that prepare students for their entrance into the industry. Students are required to prepare a final portfolio of work. Students design and produce a variety of marketing, self-promotion and standard employment documents. Students will formulate a "plan of action" which will include researching potential employers, salary ranges, and job listings. Interviewing skills, and portfolio presentation techniques, and business practices relevant to the design industry will be evaluated for mastery.

DES495

DESIGN FOR NEW MEDIA

Credit Hours: 3 Semester

Prerequisite: DES240

Type: Lecture/Studio

COURSE DESCRIPTION

This course introduces design students to the realm of new media. Students will work on projects designed to stimulate their creative thinking on how branding strategies and multi-platform marketing can be presented across a broad spectrum of media and content delivery systems including websites, networking sites, blogs, video forums, tablets and mobile devices.

ELECTIVE COURSES

ELECTIVE – ART

FLM102

HISTORY OF FILM

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course examines the value and purpose and history of film from a variety of aesthetic, historical, sociological, and philosophical perspectives with the intent of developing an understanding and aesthetic appreciation for the cinema. Students will research and discuss selected film genres, styles, techniques, and meanings across various cultures and times.

ART122

HISTORY OF PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course will trace rise of image making from the beginning of the 19th century to the present. The interrelationship of technology, medium, process and aesthetics will be explored; and the implications and consequences of an increasingly image-dense society will be discussed. The concept of “seeing” and the barriers to seeing clearly will be covered. The requirement of any image-maker to be alert and attentive to the environment around them—social, economic, political and cultural, as well as physical—will be woven throughout the course.

ELECTIVE—DESIGN

DES312

ADVANCED DIGITAL ILLUSTRATION

Credit Hours: 3 Semester

Prerequisite: DES210

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This Advanced course is intended for students wanting to expand their digital illustration techniques and fluency. Students will be required to utilize their drawing and sketching skills, expand on their knowledge of drawing and digital illustration tools, and explore a variety of styles and content in the creation of illustration projects that will be produced in digital form. Note: This is not a photo-centered course—students enrolling in this course should have intermediate to advanced drawing skills.

DES318

DIGITAL PREPRESS

Credit Hours: 3 Semester

Prerequisite: DES235

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course covers the complex issues involved in producing a range of document types successfully when they must be printed using traditional offset lithography and commercial digital printing processes. Students will work through a series of projects that explore the relationships between different color spaces, color models and output devices. Students should become familiar with the limitations inherent within different reproduction systems, and gain an understanding of the technical solutions that will insure the best possible printed reproduction for a particular job. This course will also cover advanced color correction and preparation of images for reproduction. Technical discussions will cover proper file formats, bleeds, font issues, PDF settings, and bindery techniques.

DES320

WEB DESIGN II

Credit Hours: 3 Semester

Prerequisite: DES220

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course expands on the fundamentals of website design. Students will use critical thinking to design web sites with an efficient navigational interface. Students will learn fundamentals of site construction using industry-standard web authoring tools and protocol such as HTML, CSS, and XML. Components of design such as typography, color, layout, and graphic file formats will be covered.

DES411

PACKAGING AND 3D DESIGN II

Credit Hours: 3 Semester

Prerequisite: DES311

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course builds on the concepts introduced in DES311 Packaging and 3D Design I. Students will expand their understanding of the subject matter by constructing complex projects in 3-dimensional space. Students will work on a wide variety of projects that may include package designs, product designs, environmental graphics for exhibits, building interiors/exterior, signage and wayfinding systems.

DES415

PUBLICATION LAB

Credit Hours: 3 Semester

Prerequisite: DES317

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students will be responsible for design, art direction and digital production of a large, complex publication, advertising, photo editing, and correct prepress file preparation. Students may also explore publication design and production for delivery on the internet and new media. Students will participate in collaborative teams to develop their inter-personal communication skills.

DES420

WEB DESIGN III

Credit Hours: 3 Semester

Prerequisite: DES320

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

An advanced course in the understanding of web site development utilizing contemporary software tools and industry protocol. Note: Due to the rapidly changing web development environment, specific material and content covered in this course may change to keep pace with current technology and trends.

DES440

BRAND AND IDENTITY DESIGN II

Credit Hours: 3 Semester

Prerequisite: DES240

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This advanced level course further expands a student's skill set in developing identity systems, collateral design, and advertising that give visual representation to businesses, institutions, organizations, events, and individuals. Attention will be given to the difference between identity and brand and how graphic design plays a role in each. Students will have the opportunity to work with a single client to develop a comprehensive design program and information system that is based on their individual set of circumstances. Design ideas will be based on research and the creation of a design brief. Students are expected to trace the development of their design program through a progression of steps from thumbnail sketches to finished comprehensive designs.

DES451

DESIGN LAB II

Credit Hours: 3 Semester

Prerequisite: DES450

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students will work in a design studio environment to complete comprehensive, advanced projects. Students will have the opportunity to focus on advanced topics related to their individual field of interest within the practice of graphic design, including (but not limited to) product/package design, identity and branding, web and new media, 3-dimensional design, and research.

DES455

ADVERTISING LAB

Credit Hours: 3 Semester

Prerequisite: DES350

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

An advanced advertising design course for students who anticipate going into advertising upon graduation. DES455 advertising Lab I is designed to give advanced, upper-division students an opportunity to work in an advertising agency environment to complete real-world projects. A faculty member will oversee the student-run “agency”, while students perform the duties of agency account and creative staff.

ELECTIVE – SPECIAL TOPICS, INTERNSHIPS**DES316**

SPECIAL TOPICS

Credit Hours: 3 Semester

Prerequisite: DES212

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Selected special topics in Graphic Design or related field developed to expand the serious design student’s industry knowledge and skill set, and to focus on a topic that is relevant to practice in their field.

DES456

ADVANCED SPECIAL TOPICS

Credit Hours: 3 Semester

Prerequisite: DES316

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Advanced and selected special topics in Graphic Design or related field developed to expand the serious design student’s industry knowledge and skill set, and to focus on a topic that is relevant to practice in their field.

DES491

INDUSTRY INTERNSHIP I

Credit Hours: 6 Semester

Prerequisite: Program Chair Approval

Type: On-site Internship

COURSE DESCRIPTION – ELECTIVE

This course facilitates a real world experience in a professional graphic design workplace. The Academic Department, Career Services and the on-site mentor structure individualized learning experiences for maximum benefit to the student. The Internship is a monitored and documented experience that assists students with the transition from the classroom to the entry-level work environment. Minimum 270 hours.

DES492

INDUSTRY INTERNSHIP II

Credit Hours: 3 Semester

Prerequisite: Program Chair Approval

Type: On-site Internship

COURSE DESCRIPTION – ELECTIVE

This course facilitates a real world experience in a professional graphic design workplace. The Academic Department, Career Services and the on-site mentor structure individualized learning experiences for maximum benefit to the student. The Internship is a monitored and documented experience that assists students with the transition from the classroom to the entry-level work environment. Minimum 135 hours.

ELECTIVE – ADVERTISING**ADR291**

ART DIRECTOR’S POINT OF VIEW

Credit Hours: 3 Semester

Prerequisite: PTT270 or VJN150 or DES300 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course presents the skills of concept, composition, and design of the advertising photograph by introducing the techniques of creating a photograph with knowledge of how the viewer will respond to the image. The importance of color, value relationships, line and tone is stressed. Course activities involve an integration of photography, typography and graphic design using various media with photography. The importance of meeting a client’s specific needs and expectations is stressed.

ELECTIVE – COMMERCIAL

CMO225

NATURAL HISTORY PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT130 or VJN150 or DES300

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

The testing and evaluation of specialized photo equipment and techniques used in natural history photography are presented through lectures, demos and field trips to local and regional wilderness areas. Students are introduced to ethical photographic practices, working with live subjects, and photographic design through presentations and assignments in the natural world. Business topics covering freelance marketing, fine art, and commercial assignments are presented and discussed during lectures.

CMO270

TRAVEL PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT130 or VJN150, DES300 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Techniques and marketing of leisure travel photography for students who wish to make travel photography a major component of their professional career. Topics covered include: preparation for the travel photo assignment; techniques for photographing people, activities, food, architecture, cities and landscapes; equipment choices for travel photography; the business of assignments and stock in the travel market; editing and preparing submissions; and travel skills.

CMO364

VIDEO FOR PHOTOGRAPHERS

Credit Hours: 3 Semester

Prerequisite: PTT130

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This is an introduction to video production with strong emphasis on pre-production, camera handling, sound, graphics and editing. Students will be introduced to HD video cameras and VSLR's (video still camera hybrids) and the postproduction tools and techniques required of each to produce finished films and multimedia projects.

CMO425

IMAGING TIME

Credit Hours: 3 Semester

Prerequisite: CMO364 or VJN292 or FLM 117

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students manipulate time through the use of specialized camera and editing techniques. Slow-motion shots can add emphasis and emotion to a video production. High-speed video capture can reveal events for scientific and engineering studies. Advanced time-lapse techniques can compress time. The methods covered in this course add a range of tools for enhancing the communication of our visual expressions.

ELECTIVE – MEDIA

MDA351

LAYOUT AND DESIGN

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course concentrates on the use of the computer as an illustration and page layout tool. Students will engage in in-depth work with page layout and ancillary software programs, with the goal of creating layouts to accompany photographs in a final page design. The course introduces students to work in print-based and electronic media. The layout and design skills covered provide a strong foundation for work in print advertising, magazine and book layout, multimedia, web or other forms of visual presentation.

MDA373

CREATIVE DIGITAL IMAGING

Credit Hours: 3 Semester

Prerequisite: PTT214 or DES300

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Advanced techniques in the usage of image editing software to create creative color and effects. The focus will be on working with color, tone and specialized techniques in order to create stylized, vibrant and commercially viable images. Specific techniques will be taught to accomplish varying projects.

MDA375

HDRI/CGI METHODS

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292 or DES300 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course is an introduction to High Dynamic Range Imaging (HDRI) and Computer Generated Imaging (CGI) as used in automotive and other types of advertising photography. The course introduces students to the basics of the digital capture of high dynamic range images and the compositing techniques of HDR images with CAD files of cars and other products in 3D rendering software. An additional fee is required to cover specialized software and hardware requirements specific to this course.

MDA380

DIGITAL RETOUCHING

Credit Hours: 3 Semester

Prerequisite: PTT214

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course emphasizes advanced techniques in the use of image editing software to retouch digital images. Emphasis will be placed on the use of precision tools and the understanding of the subtleties of good facial retouching. Students will also explore image restoration and retouching of product and architectural images.

MDA384

DIGITAL COMPOSITING

Credit Hours: 3 Semester

Prerequisite: PTT214

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course emphasizes advanced techniques in the use of image editing software to create image composites. The focus will be on the workflow beginning with concept through to completion of single images created from photographing, editing, color correcting and compositing individual elements. Techniques will be taught using different applications appropriate to achieving the desired results.

MDA392

MEDIA AND MARKETING

Credit Hours: 3 Semester

Prerequisite: PTT360 or DES300

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course engages students in advanced skills necessary to navigate and take advantage of new media, online and mobile marketing. In particular, the course will focus on building an effective, cohesive, and well-rounded marketing plan that will be implemented throughout a network of sources. Students will learn how to leverage new media to build stronger branding and client rapport. Emphasis will be placed on social networking, branding, marketing and media.

MDA432

ADVANCED WEB DESIGN

CREDIT HOURS: 3 SEMESTER

Prerequisite: PTT360 or DES300

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course engages students in advanced skills necessary to create and launch commercially competitive and multifaceted web based marketing campaigns. Students explore how to work with developing a brand across multiple platforms and how to implement advanced technological solutions to make the brand cohesive and compelling. Emphasis is focused on creating and customizing an online portfolio using various CMS (content management systems) tools.

ELECTIVE – FILM**FLM101**

FILM LANGUAGE

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

A fundamental introduction to storytelling through the visual language of film, this course explores story structure, character, composition, continuity, and pre-production. Students create short story projects using a sequence of still images.

FLM109

PRODUCTION WORKSHOP I

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

An introduction to film and television production organization and logistics, this course explores the ways various crew functions are planned and combined for an effective shoot. Topics include pre-production planning, crew structure and protocol, location and studio considerations, basic set practices, set etiquette and basic legal considerations of producing a film.

FLM115

AUDIO FOUNDATIONS

Credit Hours: 3 Semester

Prerequisite: FLM109 or DCM170

Type: Lecture/Studio

COURSE DESCRIPTION

This course introduces the principles of audio recording and sound design using dialog, Foley, ambience and effects. Students explore recording systems and microphones with a series of projects designed to emphasize storytelling through the creative use of sound design. Post-production practices and techniques are considered including ADR, Foley, composite and final mix.

FLM127

DIGITAL PRODUCTION

Credit Hours: 3 Semester

Prerequisite: FLM109

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course is a comprehensive introduction to digital video production and computer editing for both picture and sound. The course provides an overview of movement, composition, sound and computer techniques to support narrative storytelling.

FLM286

PRODUCTION DESIGN

Credit Hours: 3 Semester

Prerequisite: FLM127

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course provides an in-depth exploration of the production design process including conceptualization, presentation, and implementation. Students create comprehensive design strategies for a film and explore techniques, materials and strategies for maximizing production value with available resources. Topics include color, contrast, texture, style and the relationship between production design and cinematography in a finished film.

FLM390

DIGITAL POST-PRODUCTION

Credit Hours: 3 Semester

Prerequisite: FLM287

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course introduces digital post-production effects, motion graphics for film and web design, and color correction techniques. Topics include computer-based techniques for compositing film and video, creating professional titles and menus, and perfecting the final image.

ELECTIVE – DOCUMENTARY**DCM170**

DOCUMENTARY FILM PRODUCTION 1

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

A comprehensive introduction to documentary film production and post-production of both MOS and sync sound projects. The course provides an overview of film language, narrative structure, cinematography, interview technique, pre-production, sound, and editing to support non-fiction and documentary filmmaking.

DCM171DOCUMENTARY FILM
PRODUCTION 1 LAB

Credit Hours: 1.5 Semester

Prerequisite: Taken concurrently with DCM170

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This lab is taken with DCM170 Documentary Film Production 1. Editing, cinematography, and sound design strategies in the framework of documentary production are developed.

DCM270

DOCUMENTARY FILM PRODUCTION 2

Credit Hours: 3 Semester

Prerequisite: DCM170

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

A survey of documentary filmmaking, specifically geared towards directing, shooting, and editing short documentaries. This course emphasizes creative visual storytelling, field-production strategies, location sound, interviewing techniques and journalistic ethics through intensive hands-on production experiences.

DCM271DOCUMENTARY FILM
PRODUCTION 2 LAB

Credit Hours: 1.5 Semester

Prerequisite: DCM170 and taken concurrently with DCM270

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This lab is taken with DCM270 Documentary Film Production II. Advanced editing and lighting strategies in the framework of documentary production are further developed

DCM370

ADVANCED DOCUMENTARY FILM PROJECTS

Credit Hours: 3 Semester

Prerequisite: DCM270

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

An intensive workshop course focusing on advanced documentary storytelling strategies and techniques. Students will examine issues of documentary style, structure, film language, character development, and point of view. Students will produce, shoot and edit a 15-30 minute broadcast quality piece.

DCM371

ADVANCED DOCUMENTARY FILM PROJECTS LAB

Credit Hours: 1.5 Semester

Prerequisite: DCM270 and taken concurrently with DCM370

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This lab is taken with DCM370 Advanced Documentary Film Projects. Advanced finishing strategies in the framework of documentary production are further developed.

ELECTIVE – JOURNALISM**JOR201**

JOURNALISM 1

Credit Hours: 3 Semester

Prerequisite: ENG101

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

An introductory journalism course emphasizing fundamental reporting skills utilized by newsgathering media outlets. The course covers methods for gathering and reporting news, assessing news value, story research, story structure, credibility of information and news judgment.

JOR301

JOURNALISM 2

Credit Hours: 3 Semester

Prerequisite: JOR201

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

A journalistic writing course, with an emphasis on feature writing. The course presents styles of writing used in print and broadcast media and explains the skills and strategies to effectively write, revise, and evaluate those types of writings. Students have the opportunity to apply this knowledge through class assignments, which include feature articles and editorials.

ELECTIVE – VISUAL JOURNALISM

VJN140

VISUAL JOURNALISM 1

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

An introduction to visual journalism that presents materials in basic photojournalism techniques, information gathering, captioning and the use of computer programs to interpret images. The emphasis throughout the class will be on visual journalism storytelling.

VJN141

VISUAL JOURNALISM I LAB

Credit Hours: 1.5 Semester

Prerequisite: Taken concurrently with VJN140

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This lab is taken concurrently with VJN140 Visual Journalism I. Digital asset management, digital enhancement techniques and workflow will be covered.

VJ215

GLOBAL STORYTELLING 1

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

An Introductory international documentary storytelling requires students travel to another country to show a particular area of the world through their visual reporting. Students are encouraged to design projects in which the resulting documentary may change attitudes or affect society. The course is structured so half of the time is spent off campus shooting documentary photographs and video outside of the United States and half the time is spent on campus in post-production. Students selected to take VJN215 must take VJN216 Global Storytelling II concurrently.

VJN216

GLOBAL STORYTELLING 2

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students work with the pictures, audio, film and video footage they produce concurrently in the VJN215 Global Storytelling I course and create presentations suitable for a public audience. The outcomes may include an audio-visual show, a website, a DVD, a book, a print show and a film.

VJN250

MOBILE MEDIA AND THE VISUAL JOURNALIST

Credit Hours: 3 Semester

Prerequisite: VJN150 or FLM127 or DES300 or PTT134

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Using the latest in mobile technology, this course puts into practice the principles of community documentation, including news and feature photos and video. A mobile device such as a smart phone or tablet with a camera is used as the sole content gathering device in the class. Employing the device, its apps (shooting, editing and special purpose) and ancillary equipment are major topics addressed during the course. The course also incorporates disseminating material via social media, differentiating mobile visual journalism from conventional journalistic photography, ethical considerations, and future technical trends.

VJN330

INTERNATIONAL MEDIA

Credit Hours: 3 Semester

Prerequisite: HUM101 or ENG101 or SOC100

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course explores the global media environment, from both a theoretical and a practical perspective. The course surveys media systems found throughout the world, (private state-owned, mixed ownership) and recent global trends in media (digital, web-based, social). It looks at how new technologies affect media coverage of world affairs and how mass media affect international relations. On the practical level, the course prepares students for what to expect as visual communicators working in foreign countries with cultures and languages different from our own. Research and logistics are explored. Each student focuses on one country or region, developing a multi-platform plan for researching and producing visually-driven projects from that part of the world.

VJN388

DOMESTIC DOCUMENTARY

Credit Hours: 3 Semester

Prerequisite: VJN280

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students travel within the U.S. to a pre-determined location to tell stories with the tools of visual storytelling that portray the human condition. Students are encouraged to design storytelling projects in which the resulting media may change attitudes or affect society in some way.

VJN415

INTERNATIONAL DOCUMENTARY 1

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students in this advanced international documentary course travel to another country to tell stories with an advanced set of tools for visual storytelling. Students are encouraged to design projects in which the resulting documentary may change attitudes or affect society. The course is structured so half the time is spent off campus shooting documentary photographs and video outside of the United States and half the time is in post-production. Students selected to take VJN415 must take the VJN416 International Documentary II concurrently.

VJN416

INTERNATIONAL DOCUMENTARY 2

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

In this advanced course students are expected to take leadership roles in working with the pictures, audio, film and video footage they produce concurrently in the VJN415 International Documentary I course and create multimedia presentations suitable for a public audience. The outcomes may include an audio-visual show, a website, a DVD, a book, a print show and a film.

- Apply techniques of critical thinking while creating and evaluating works of visual journalism or documentary. (Visual Literacy, Problem Solver)
- Communicate effectively in the field of mass media, in both written and oral forms. (Communication)

Bachelor of Science in Visual Journalism

Mission

The mission of the Visual Journalism Program is to offer a contemporary, professional curriculum grounded in truthful, ethical, and creative storytelling that embraces the highest level of craftsmanship, advancing the field of journalism.

Program Description

The 120 semester credit Bachelor of Science in Visual Journalism program emphasizes the practice of ethical, journalistic storytelling, and incorporates a broad based experiential educational approach. The program consists of 69 semester credits that cover six primary areas of technical and creative focus under the umbrella of journalistic storytelling, including the opportunity to take 12 credits in electives. Primary areas include photojournalism, documentary film production, audio documentary, journalistic writing, multimedia journalism, website design and strategies for developing a web presence. Students also take 6 semester credits in business courses and 45 semester credits in Liberal Arts designed to both support their professional goals as journalists and broaden their understanding and experience of other subject areas.

Upon the completion of the Visual Journalism Program students should be able to:

- Create compelling, visually-driven nonfiction stories, using the latest tools of digital media. (Visual Literacy, Adept, Global)
- Collaborate effectively as members of a creative team. (Collaboration)
- Apply professional ethical standards for nonfiction storytelling and digital journalism. (Ethics)
- Employ business practices and strategies to advance career aspirations. (Adept, Global, Problem Solver)

CORE REQUIREMENTS

COURSE #	COURSE NAME	CREDITS
DCM170	Documentary Film Production 1	3
DCM171	Documentary Film Production 1 Lab	1.5
DCM270	Documentary Film Production 2	3
DCM271	Documentary Film Production II Lab	1.5
DCM370	Advanced Documentary Film Projects	3
DCM371	Adv. Documentary Film Projects Lab	1.5
JOR201	Journalism 1	3
JOR301	Journalism 2	3
PTT214	Digital Workflow	3
VJN140	Visual Journalism 1	3
VJN141	Visual Journalism I Lab	1.5
VJN150	Lighting for Visual Journalists	3
VJN151	Lighting for Visual Journalists Lab	1.5
VJN160	Audio Documentary	3
VJN161	Audio Documentary Lab	1.5
VJN240	Visual Journalism 2	3
VJN260	Web for Visual Journalists	3
VJN280	Picture Story	3
VJN292	Advanced Lighting for Visual Journalists	3
VJN340	Visual Journalism 3	3
VJN380	Picture Editing	3
VJN499	Capstone: Portfolio and Ethics	3
	TOTAL	57

REQUIRED CORE ELECTIVES

COURSE #	COURSE NAME	CREDITS
ELEXXX	Elective	3
ELEXXX	Elective	3
ELEXXX	Elective	3
ELEXXX	Elective	3
	TOTAL	12

CORE BUSINESS REQUIREMENTS

COURSE #	COURSE NAME	CREDITS
BUS101	Introduction to Business	3
BUS301	Marketing	3
	TOTAL	6

GENERAL EDUCATION

COURSE #	COURSE NAME	CREDITS
SOC100	Public Speaking	3
SOCELE	300 Level Elective	3
ENG101	English English Composition	3
ENG201	Advanced English Composition	3
ENGELE	300 Level Elective	3
ENGELE	400 Level Elective	3
HUM101	Introduction to the Humanities	3
HUMELE	200 Level Elective	3
HUMELE	300 Level Elective	3
HUMELE	400 Level Elective	3
MAT101	College Mathematics	3
SOC130	American Government	3
SCI200	Science	3
SOCELE	One 300 Level Elective	3
SOCELE	One 400 Level Elective	3
	TOTAL	45

SEMESTER HOURS/CREDITS **120**

1ST SEMESTER

2ND SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE	COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
VJN140	Visual Journalism 1	None	3	4	L/Lab	VJN150	Lighting for Visual Journalists	VJN140	3	4	L/Lab
VJN141	Visual Journalism I Lab	Taken w/ VJN140	1.5	2	L/Lab	VJN151	Lighting for Visual Journalists Lab	Taken w/ VJN150	1.5	2	L/Lab
DCM170	Documentary Film Production 1	None	3	4	L/Lab	VJN160	Audio Documentary	None	3	4	L/Lab
DCM171	Documentary Film Production I Lab	Taken w/ DCM170	1.5	2	L/Lab	VJN161	Audio Documentary Lab	Taken w/ VJN 160	1.5	2	Lab
MAT101	College Mathematics	MAT099 / ACCUP	3	3	L	HUM101	Introduction to the Humanities	None	3	3	L
ENG101	English Composition	ENG099 / ACCUP	3	3	L	SOC100	Public Speaking	None	3	3	L
TOTAL			15	18		TOTAL			15	18	

3RD SEMESTER

4TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE	COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
VJN240	Visual Journalism 2	VJN150	3	4	L/Lab	DCM270	Documentary Film Production 2	DCM170	3	4	L/Lab
JOR201	Journalism 1	ENG101	3	4	L/Lab	DCM271	Documentary Film Production 2 lab	DCM170 w/ DCM270	1.5	2	L/Lab
PTT214	Digital Workflow	VJN150	3	4	L/Lab	VJN260	Web for Visual Journalists	VJN240	3	4	L/Lab
SOC130	American Government	ENG101	3	3	L	BUS101	Introduction to Business	MAT101	3	3	L
ENG201	Advanced English Composition	ENG101	3	3	L	HUMELE	200 Level Elective	HUM101	3	3	L
TOTAL			15	18		SCI200	Science	MAT101	3	3	L
						TOTAL			16.5	19	

5TH SEMESTER

6TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE	COURSE #	COURSE #	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
VJN280	Picture Story	VJN240	3	4	L/Lab	VJN380	Picture Editing	VJN340	3	4	L/Lab
VJN292	Adv. Lighting for Visual Journalists	VJN240	3	4	L/Lab	JOR301	Journalism 2	JOR201	3	4	L/Lab
VJN340	Visual Journalism 3	VJN260	3	4	L/Lab	ELEXXX	Elective		3	4	L
SOCELE	300 Level Elective		3	3	L	HUMELE	300 Level Elective		3	3	L
SOCELE	One 300/400 Level Elective		3	3	L	ENGELE	300 Level Elective		3	3	L
TOTAL			15	18		TOTAL			15	18	

7TH SEMESTER

8TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE	COURSE #	COURSE #	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
DCM370	Adv. Documentary Film Projects	DCM270	3	4	L/Lab	VJN499	Capstone: Portfolio & Ethics	VJN340	3	4	L/Lab
DCM371	Adv. Documentary Film Projects Lab	DCM270 w/ DCM370	1.5	2	L/Lab	ELEXXX	Elective		3	4	L/Lab
ELEXXX	Elective		3	4	L	ELEXXX	Elective		3	4	L/Lab
BUS301	Marketing	BUS101	3	3	L	SOCELE	400 Level Elective		3	3	L
ENGELE	400 Level Elective		3	3	L	HUMELE	400 Level Elective		3	3	L
TOTAL			13.5	16		TOTAL			15	18	



Visual Journalism Course Descriptions

BUSINESS

BUS101

INTRODUCTION TO BUSINESS

Credit Hours: 3 Semester

Prerequisite: MAT101

Type: Lecture

COURSE DESCRIPTION

This is the foundational course for the business module. The course introduces students to the functional areas of business, such as accounting, finance, marketing and management. Students will have the opportunity to learn about the forms of business organization, small business ownership and operating in global economy. Particular attention is given to the importance of planning and the critical components of business plans, including selecting the appropriate business form, analysis of potential markets, the assessment of start-up costs and income projection.

BUS301

MARKETING

Credit Hours: 3 Semester

Prerequisite: BUS101

Type: Lecture

COURSE DESCRIPTION

This course focuses on developing student skills to successfully understand today's business world in an increasingly competitive and rapidly changing business environment in understanding marketing concepts. Attention is given to creating a marketing plan, researching and identifying target markets, client development, networking potential opportunities (domestic and international), designing effective self-branding presentations, while improving business presentations as creative professionals.

DOCUMENTARY

DCM170

DOCUMENTARY FILM PRODUCTION 1

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Lab

COURSE DESCRIPTION

A comprehensive introduction to documentary film production and post-production of both MOS and sync sound projects. The course provides an overview of film language, narrative structure, cinematography, interview technique, pre-production, sound, and editing to support non-fiction and documentary filmmaking.

DCM171

DOCUMENTARY FILM PRODUCTION 1 LAB

Credit Hours: 1.5 Semester

Prerequisite: Taken concurrently with DCM170

Type: Lecture/Lab

COURSE DESCRIPTION

This lab is taken with DCM170 Documentary Film Production 1. Editing, cinematography, and sound design strategies in the framework of documentary production are developed.

DCM270

DOCUMENTARY FILM PRODUCTION 2

Credit Hours: 3 Semester

Prerequisite: DCM170

Type: Lecture/Lab

COURSE DESCRIPTION

A survey of documentary filmmaking, specifically geared towards directing, shooting, and editing short documentaries. This course emphasizes creative visual storytelling, field-production strategies, location sound, interviewing techniques and journalistic ethics through intensive hands-on production experiences.

DCM271

DOCUMENTARY FILM PRODUCTION 2 LAB

Credit Hours: 1.5 Semester

Prerequisite: DCM170 and taken concurrently with DCM270

Type: Lecture/Lab

COURSE DESCRIPTION

This lab is taken with DCM270 Documentary Film Production II. Advanced editing and lighting strategies in the framework of documentary production are further developed

DCM370

ADVANCED DOCUMENTARY FILM PROJECTS

Credit Hours: 3 Semester

Prerequisite: DCM270

Type: Lecture/Lab

COURSE DESCRIPTION

An intensive workshop course focusing on advanced documentary storytelling strategies and techniques. Students will examine issues of documentary style, structure, film language, character development, and point of view. Students will produce, shoot and edit a 15-30 minute broadcast quality piece.

DCM371

ADVANCED DOCUMENTARY FILM PROJECTS LAB

Credit Hours: 1.5 Semester

Prerequisite: DCM270 and taken concurrently with DCM370

Type: Lecture/Lab

COURSE DESCRIPTION

This lab is taken with DCM370 Advanced Documentary Film Projects. Advanced finishing strategies in the framework of documentary production are further developed.

JOURNALISM

JOR201

JOURNALISM 1

Credit Hours: 3 Semester

Prerequisite: ENG101

Type: Lecture/Lab

COURSE DESCRIPTION

An introductory journalism course emphasizing fundamental reporting and writing skills utilized by print and broadcast newsgathering media outlets. The course covers methods for gathering and reporting news, assessing news content and value, story research, story structure, writing style, credibility of information and news judgment.

JOR301

JOURNALISM 2

Credit Hours: 3 Semester

Prerequisite: JOR201

Type: Lecture/Lab

COURSE DESCRIPTION

A journalistic writing course, with an emphasis on feature and opinion writing. The course presents styles of writing used in newspapers, magazines and web-based media and explains the skills and strategies to effectively write, revise, and evaluate those types of in-depth writing. Students have the opportunity to apply this knowledge through class assignments, which include feature articles, reviews, and editorials.

PHOTOGRAPHY

PTT214

DIGITAL WORKFLOW

Credit Hours: 3 Semester

Prerequisite: PTT260 or VJN150

Type: Lecture/Lab

COURSE DESCRIPTION

This course introduces students to digital color concepts, technologies, and methodologies. Topics include: Color perception, color models and color gamut, digital color correction, color management, and introduction to offset printing. A production fee is required for this course.

VISUAL JOURNALISM

VJN140

VISUAL JOURNALISM 1
Credit Hours: 3 Semester
Prerequisite: None
Type: Lecture/Lab

COURSE DESCRIPTION

An introduction to visual journalism that presents materials in basic photojournalism techniques, information gathering, captioning and the use of computer programs to interpret images. The emphasis throughout the class will be on visual journalism storytelling.

VJN141

VISUAL JOURNALISM I LAB
Credit Hours: 1.5 Semester
Prerequisite: Taken concurrently with VJN140
Type: Lecture/Lab

COURSE DESCRIPTION

This lab is taken concurrently with VJN140 Visual Journalism 1. Digital asset management, digital enhancement techniques and workflow will be covered.

VJN150

LIGHTING FOR VISUAL JOURNALISTS
Credit Hours: 3 Semester
Prerequisite: VJN140
Type: Lecture/Lab

COURSE DESCRIPTION

An introduction to lighting for visual journalism students. Course content will include lighting techniques and the use of current software to effectively support the story. Visual storytelling techniques using single and multiple light sources to create and exercise both control of the light sources and quality of light to enhance the subject will be explored.

VJN151

LIGHTING FOR VISUAL JOURNALISTS LAB
Credit Hours: 1.5 Semester
Prerequisite: VJN140 and taken concurrently with VJN150
Type: Lecture/Lab

COURSE DESCRIPTION

This lab is taken concurrently with VJN150 Lighting for Visual Journalists. Advanced methods of working with various software programs and workflow are covered.

VJN160

AUDIO DOCUMENTARY
Credit Hours: 3 Semester
Prerequisite: None
Type: Lecture/Lab

COURSE DESCRIPTION

Students will build on audio gathering and production skills for radio and Internet publication. In this course, students will produce audio documentaries in a journalistic environment. Interview techniques, writing for the ear, theater of the mind and working with audio in the field as journalists, from both ethical and practical standpoints, will be covered.

VJN161

AUDIO DOCUMENTARY LAB
Credit Hours: 1.5 Semester
Prerequisite: Taken concurrently with VJN160
Type: Lecture/Lab

COURSE DESCRIPTION

This lab, taken concurrently with VJN160 Audio Documentary, further explores sound recording techniques and post production within the framework of a journalistic environment, including both content creation and delivery.

VJN240

VISUAL JOURNALISM 2

Credit Hours: 3 Semester

Prerequisite: VJN150

Type: Lecture/Lab

COURSE DESCRIPTION

The advanced principles of making the full range of “news-worthy” photographs - from feature photos to general news - are covered in detail in this course. Current visual journalism trends and practices along with ethical and moral considerations in covering current events (local, national and international), freedom of the press, and the public’s right to know are also major topics addressed during the course.

VJN260

WEB FOR VISUAL JOURNALISTS

Credit Hours: 3 Semester

Prerequisite: VJN240

Type: Lecture/Lab

COURSE DESCRIPTION

The introduction of students to practical applications visual journalists use for creating and maintaining an online presence. Students will construct websites using webpage production tools, content management systems and basic HTML. Development of logical and efficient site structure, workflow, file formats and design considerations will be covered. Students will also analyze and incorporates online tools, such as blogs, social networking and archives used by visual journalists and media outlets for reporting news and generating site traffic.

VJN280

PICTURE STORY

Credit Hours: 3 Semester

Prerequisite: VJN240 or CMO364

Type: Lecture/Lab

COURSE DESCRIPTION

This course is the development and producing of socially relevant in-depth projects by students. The approach emphasized will use classic photojournalism picture story methods and skills to tell the story at length. The use of multiple single photographs and multimedia are presentation forms used in the class for visual storytelling.

VJN292

ADVANCED LIGHTING FOR VISUAL JOURNALISTS

Credit Hours: 3 Semester

Prerequisite: VJN240

Type: Lecture/Lab

COURSE DESCRIPTION

An emphasis on advanced lighting techniques, theories and application of light control in multiple and varied environments that visual journalists encounter. Accurate and methodical use of lighting techniques with multiple sources of lighting equipment that will enhance visual storytelling is emphasized.

VJN340

VISUAL JOURNALISM 3

Credit Hours: 3 Semester

Prerequisite: VJN260

Type: Lecture/Lab

COURSE DESCRIPTION

The course materials present advanced visual journalism ethics and practices including storytelling skills with an emphasis on community coverage, through photojournalism and multimedia assignments. Students create a portfolio that must pass a review prior to continuing Upper Division coursework.

VJN380

PICTURE EDITING

Credit Hours: 3 Semester

Prerequisite: VJN340

Type: Lecture/Lab

COURSE DESCRIPTION

The emphasis of this course is the editing process in a journalistic environment. Students will shoot pictures; write stories, and package information for use in editorial publications. Newsroom management, teamwork, production schedules and ethical considerations will be factored into the editing process. Topics covered in this class include single image editing, multiple image editing, copyediting, headline writing, page layout and editorial production. A final in-depth picture project will be presented with multiple edits.

VJN499

CAPSTONE: PORTFOLIO AND ETHICS

Credit Hours: 3 Semester

Prerequisite: VJN340

Type: Lecture/Lab

COURSE DESCRIPTION

The capstone course for the Bachelor of Science Degree in the Visual Journalism program provides an environment for students to finalize their portfolio for entrance to the job market. Students concentrate on the type of assignments in which they want to specialize once they enter the professional world. Students engage with the deeper issues surrounding ethical behavior practiced in the field of visual journalism. The course concludes with an in-person review of student portfolios from industry professionals and/or VJ faculty.

ELECTIVE COURSES

ELECTIVE – DOCUMENTARY

DCM352

DIRECTING AND PRODUCING THE DOCUMENTARY

Credit Hours: 3 Semester

Prerequisite: DCM270 or FLM287

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

A course that focuses on the research, development, and preliminary production of a documentary subject through interviews, traditional research and practical investigations. Students will examine documentary styles, structure, story development and ethics while learning to direct and produce a 25 minute short documentary. Documentary projects begun in DCM352 will continue shooting and post production in DCM353 Advanced Documentary Post Production.

DCM353

ADVANCED DOCUMENTARY POST PRODUCTION

Credit Hours: 3 Semester

Prerequisite: DCM352

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students focus on the production and post-production of the documentary project developed in DCM352 Directing and Producing the Documentary. The emphasis is on the power and process of Documentary editing: style, structure, scene construction, character and story development. Additional shooting may be required to develop the story of the subject matter as it progresses through the post-production process.

ELECTIVE – VISUAL JOURNALISM

VJN215

GLOBAL STORYTELLING 1

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

An Introductory international documentary storytelling requires students travel to another country to show a particular area of the world through their visual reporting. Students are encouraged to design projects in which the resulting documentary may change attitudes or affect society. The course is structured so half of the time is spent off campus shooting documentary photographs and video outside of the United States and half the time is spent on campus in post-production. Students selected to take VJN215 must take VJN216 Global Storytelling II concurrently.

VJN216

GLOBAL STORYTELLING 2

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students work with the pictures, audio, film and video footage they produce concurrently in the VJN215 Global Storytelling I course and create presentations suitable for a public audience. The outcomes may include an audio-visual show, a website, a DVD, a book, a print show and a film.

VJN250

MOBILE MEDIA AND THE VISUAL JOURNALIST

Credit Hours: 3 Semester

Prerequisite: VJN150 or FILM127 or DES300 or PTT134

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Using the latest in mobile technology, this course puts into practice the principles of community documentation, including news and feature photos and video. A mobile device such as a smart phone or tablet with a camera is used as the sole content gathering device in the class. Employing the device, its apps (shooting, editing and special purpose) and ancillary equipment are major topics addressed during the course. The course also incorporates disseminating material via social media, differentiating mobile visual journalism from conventional journalistic photography, ethical considerations, and future technical trends.

VJN330

INTERNATIONAL MEDIA

Credit Hours: 3 Semester

Prerequisite: HUM101 or ENG101 or SOC100

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course explores the global media environment, from both a theoretical and a practical perspective. The course surveys media systems found throughout the world, (private state-owned, mixed ownership) and recent global trends in media (digital, web-based, social). It looks at how new technologies affect media coverage of world affairs and how mass media affect international relations. On the practical level, the course prepares students for what to expect as visual communicators working in foreign countries with cultures and languages different from our own. Research and logistics are explored. Each student focuses on one country or region, developing a multi-platform plan for researching and producing visually-driven projects from that part of the world.

VJN285

PHOTOJOURNALISTIC PORTRAITS

Credit Hours: 3 Semester

Prerequisite: VJN292

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

The course will emphasize capturing storytelling environmental portraits and the use of advanced lighting skills in photojournalism portraiture. Photographing in relevant environmental locations, students will capture posed and candid portraits of their subject for strong storytelling images. The methods and skills used in class will produce portfolio quality images of the caliber needed for editorial publication.

VJN388

DOMESTIC DOCUMENTARY

Credit Hours: 3 Semester

Prerequisite: VJN280

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students travel within the U.S. to a pre-determined location to tell stories with the tools of visual storytelling that portrays the human condition. Students are encouraged to design storytelling projects in which the resulting media may change attitudes or affect society in some way.

VJN290

SPORTS PHOTOJOURNALISM

Credit Hours: 3 Semester

Prerequisite: VJN240 or PTT270

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This course will focus on capturing the storytelling moments of organized competitive sports events for the editorial market. Topics covered in the course include research methods when preparing for event coverage, equipment needs, pre and post-game workflow, editing under deadline pressure and working as a team for complete coverage of the sports event.

VJN295

PHOTO ESSAY

Credit Hours: 3 Semester

Prerequisite: VJN280

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course will emphasize the production of issue driven visual stories and photographic essays. Topics covered in this course include: research methods, idea generation, editing for a sense of flow and continuity, enhancing and expanding interpersonal relationship skills, working solo in the field, in-field time management.

VJN415

INTERNATIONAL DOCUMENTARY 1

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students in this advanced international documentary course travel to another country to tell stories with an advanced set of tools for visual storytelling. Students are encouraged to design projects in which the resulting documentary may change attitudes or affect society. The course is structured so half the time is spent off campus shooting documentary photographs and video outside of the United States and half the time is in post-production. Students selected to take VJN415 must take the VJN416 International Documentary II concurrently.

VJN416

INTERNATIONAL DOCUMENTARY 2

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

In this advanced course students are expected to take leadership roles in working with the pictures, audio, film and video footage they produce concurrently in the VJN415 International Documentary I course and create multimedia presentations suitable for a public audience. The outcomes may include an audio-visual show, a website, a DVD, a book, a print show and a film.

VJN421

NEWS PHOTOJOURNALISM

Credit Hours: 3 Semester

Prerequisite: VJN340

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This advanced course explores the nuances and complexities of covering spot, general and issue news as a photojournalist. The course also provides students a better understanding of what news value is, which will assist the student in understanding the importance of covering news ethically as journalists.

VJN426

SOCIAL JOURNALISM

Credit Hours: 3 Semester

Prerequisite: VJN280

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students have the opportunity to develop an approach to visual journalism as social documentary. Students will analyze written texts and visual works from contemporary practitioners of social documentary projects. Students will work on multimedia documentary projects that tell stories of social relevance in the community.

ELECTIVE – ADVERTISING

ADR291

ART DIRECTOR'S POINT OF VIEW

Credit Hours: 3 Semester

Prerequisite: PTT270 or VJN150 or DES300 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course presents the skills of concept, composition, and design of the advertising photograph by introducing the techniques of creating a photograph with knowledge of how the viewer will respond to the image. The importance of color, value relationships, line and tone is stressed. Course activities involve an integration of photography, typography and graphic design using various Media with photography. The importance of meeting a client's specific needs and expectations is stressed.

ADR376

AUTOMOTIVE PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

The student develops the fundamentals of automotive photography including lighting techniques, location shooting, and car preparation techniques. Students also visit top ranked automotive photographers and art directors to discuss their work in this field. Field trips to an automotive photography studio and a class shoot on location emphasize proper production and job cost procedures.

ADR422

ADVANCED PEOPLE PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Students produce a professional-level people portfolio with the kind of diversity that illustrates conceptual sophistication coupled with the simplicity of dynamic impact. Photographing people for advertising involves many elements from pre-production to specialized lighting situations. Emphasis is placed on dealing with talent agencies, hair/make-up artists, photo-styling, working with legal contracts and developing directing and motivational skills. These situations are explored by combining creativity enhancement assignments with real-world hands on experience.

ADR470

FOOD PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292 or FLM117

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course engages students in the production of quality food photography in an authentic professional environment. Topics include the areas of hot and cold foods, location and studio set-ups, and advertising and editorial differences. The workings of the food studio and the interaction between photographer and food stylist are presented through lecture and studio demonstration. Emphasis is given to research, preproduction and cost analysis that would prepare the student to meet the highest industry standards. Guest lectures with specialties in food photography are planned.

ADR486

ADVANCED TABLETOP PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This is an advanced course in which students will be expected to produce a body of work that would be consistent with highest industry standards. Through lecture and demonstration, traditional and alternative tabletop techniques may be employed to express one's personal vision. Guest lectures on a variety of current trends in tabletop photography are planned. An emphasis will also be placed on research, pre-production, cost analysis and marketing one's work.

ELECTIVE – ART

ART122

HISTORY OF PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course will trace, survey and analyze the phenomenal rise of image making from the beginning of the 19th century to the present. The interrelationship of technology, medium, process and aesthetics will be explored; and the implications and consequences of an increasingly image-dense society will be discussed. The concept of "seeing" and the barriers to seeing clearly will be covered. The requirement of any image-maker to be alert and attentive to the environment around them – social, economic, political and cultural, as well as physical – will be woven throughout the course.

ELECTIVE – COMMERCIAL

CMO221

IN-WATER PHOTOGRAPHY

CREDIT HOURS: 3 SEMESTER

Prerequisite: PTT130 or VJN150 or FLM117

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This course introduces students to the production of images in the underwater environment. The theory of light underwater, underwater lighting tools, and close-up photography techniques are all taught during a series of lectures, pool sessions and sea trips. Specialized equipment choices, techniques, and maintenance are presented through lectures and demonstrations and practical experience gained through assignments in wet environments. Course participants are not required to hold scuba certification but those who wish to scuba dive must possess advanced scuba certification. An excursion fee is required for this course.

CMO225

NATURAL HISTORY PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT130 or VJN150 or DES300

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

The testing and evaluation of specialized photo equipment and techniques used in natural history photography are presented through lectures, demos and field trips to local and regional wilderness areas. Students are introduced to ethical photographic practices, working with live subjects, and photographic design through presentations and assignments in the natural world. Business topics covering freelance marketing, fine art, and commercial assignments are presented and discussed during lectures.

CMO270

TRAVEL PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT130 or VJN150 or DES300 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Techniques and marketing of leisure travel photography for students who wish to make travel photography a major component of their professional career. Topics covered include: preparation for the travel photo assignment; techniques for photographing people, activities, food, architecture, cities and landscapes; equipment choices for travel photography; the business of assignments and stock in the travel market; editing and preparing submissions; and travel skills.

CMO295

Stock Photography

Credit Hours: 3 Semester

Prerequisite: PTT130 or VJN150 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This comprehensive course covers the business and production of stock photography. Assignments are based on interpreting the needs of stock photo clients and how to create conceptual images that solve problems for the buyers of images. Additional topics include stock agencies and portals, marketing techniques, key wording, presentation and distribution of submissions, and the business of stock.

CMO323

SCIENTIFIC PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This is an introductory course to the broad field of scientific imaging. This course covers the special techniques necessary to utilize photography as a tool for the scientist and researcher. Emphasis is placed on recording effects that are normally invisible to the human eye. Special optical apparatus as well as common instruments such as the microscope and telescope are coupled to the camera in order to extend human vision.

CMO372

ACTION SPORTS PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This comprehensive course covers the techniques, production, equipment, and marketing of action and adventure sports photography for editorial, advertising and stock clients. Topics covered will apply to all sports photography. Subjects and examples will emphasize action and adventure sports. Topics covered include: essential exposure, focusing, and camera handling techniques; equipment for sports photography (including telephoto lenses, specialized equipment, and remote cameras); safety; covering the event over which you have no control vs. the event which you can control; extreme shooting conditions; and professional practices (locations, model releases, editing, captioning, and submissions).

CMO374

LIFESTYLE PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

The techniques and marketing of lifestyle photography for students who wish to incorporate lifestyle photography into their professional career. Topics covered include: identification of the different markets of leisure, business, stock and catalog usage; photography techniques using a wide range of lifestyle subjects; building production teams, pre-production forms and storyboarding; matching models, wardrobe and location for message continuity; development of editing skills and marketing strategies for both assignment and stock clients.

CMO424

STOP-ACTION PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course introduces the special equipment and techniques necessary to reveal, study and photograph motion. Events that occur too fast for the eye to see are slowed or frozen with the camera, allowing them to be analyzed. Conversely, events that move too slowly to be noticed can be accelerated and made apparent with methods introduced in this course.

CMO425

IMAGING TIME

Credit Hours: 3 Semester

Prerequisite: CMO364 or VJN292 or FLM 117

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students manipulate time through the use of specialized camera and editing techniques. Slow-motion shots can add emphasis and emotion to a video production. High-speed video capture can reveal events for scientific and engineering studies. Advanced time-lapse techniques can compress time. The methods covered in this course add a range of tools for enhancing the communication of our visual expressions.

ELECTIVE – DESIGN**DES100**

DRAWING FOR DESIGNERS

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students develop the drawing and conceptual rendering skills for designers and filmmakers. This course provides a comprehensive foundation in basic design principles including utilization of the 'design process' to create effective solutions. Course covers the fundamentals of drawing including line, form, shape, volume, and perspective. Special attention will be given to using the medium of drawing to communicate visual ideas through sketching and storyboarding.

DES110

FUNDAMENTALS OF DIGITAL DESIGN

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students focus on the use of specific, industry standard software for the exploration of design principles as they relate to the traditional printed page and emerging new media. Coursework introduces students to the software tools used to produce illustrations, retouch and manipulate photographs and design layouts for both print and new media.

DES115

VISUAL DESIGN

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Introduction to the ideas, methodologies, principles, and skills that comprise a common knowledge base important to all design disciplines. The focus will be on understanding the biological, psychological and neurological elements involved in the art of seeing, with an emphasis on esthetic issues important to the professional visual communicator. Through analysis and hands-on exercises, students will explore visual elements of two and three dimensional form, space, and color.

DES135

FUNDAMENTALS OF TYPOGRAPHY

Credit Hours: 3 Semester

Prerequisites: DES110

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students develop a basic foundation for understanding the expectations of professional typography, layout and the role typography plays in creating dynamic, well designed documents for print and digital media. As a foundation course, students will explore the correct use of typographic elements, punctuation to properly typeset a variety of document types, as well as typography as an expressive component of successful design.

DES210

DESIGN AND ILLUSTRATION I

Credit Hours: 3 Semester

Prerequisite: DES110

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course explores the in-depth use of vector-based software tools in the creation of designs and illustrations. Students will examine techniques for hard-edged design and illustration styles and progress to more complex photo-realistic illustrations. Students will be introduced to the design and production of information graphics, web animations, and the repurposing of artwork for print and digital media.

DES240

BRAND AND IDENTITY DESIGN

Credit Hours: 3 Semester

Prerequisite: DES210

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students use the design process to analyze research, create and produce logos and identity elements that meet specific client objectives. Special attention is given to the role of brand, and brand strategy in the development of a graphic identity. Students will gain a solid understanding of the role that identity elements play in marketing and building brand awareness.

DES495

DESIGN FOR NEW MEDIA

Credit Hours: 3 Semester

Prerequisite: DES240

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course introduces design students to the realm of new media. Students will work on projects designed to stimulate their creative thinking on how branding strategies and multi-platform marketing can be presented across a broad spectrum of media and content delivery systems including websites, networking sites, blogs, video forums, tablets and mobile devices.

ELECTIVE – FILM**FLM102**

HISTORY OF FILM

Credit Hours: 3 Semester Hours

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course examines the value and purpose and history of film from a variety of aesthetic, historical, sociological, and philosophical perspectives with the intent of developing an understanding and aesthetic appreciation for the cinema. Students will research and discuss selected film genres, styles, techniques, and meanings across various cultures and times.

FLM115

AUDIO FOUNDATIONS

Credit Hours: 3 Semester

Prerequisite: FLM109 or DCM170

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This course introduces the principles of audio recording and sound design using dialog, Foley, ambience and effects. Students explore recording systems and microphones with a series of projects designed to emphasize storytelling through the creative use of sound design. Post-production practices and techniques are considered including ADR, Foley, composite and final mix.

FLM250

SCREENWRITING I

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course is an introductory workshop in Screenwriting emphasizing story, audience emotional response and building blocks. The basics of visual storytelling are examined as well as key structure and character elements.

FLM281

DIRECTING I

Credit Hours: 3 Semester

Prerequisite: FLM127

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course is an introductory workshop that explores the ways in which directors prepare for a shoot, including how to read a script analytically, interpreting story, theme and characters. Students will also investigate casting, rehearsal, blocking, scene coverage and camera placement.

FLM282

CINEMATOGRAPHY I

Credit Hours: 3 Semester

Prerequisite: FLM117 or PTT134

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

An in-depth consideration of cinematography principles, this course compares both film and digital image capture with a detailed exploration of 16mm film. The course combines lecture, lab, and shooting assignments outside of class. Students consider both technical and aesthetic concerns through shooting assignments using both film and video formats.

FLM283

EDITING I

Credit Hours: 3 Semester

Prerequisite: FLM127 or CMO364

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This course provides the basic disciplines and vocabulary of the editing room and provides organizational and practical editing experience to prepare students for future sync-sound production. Post-production techniques including picture editing, sound and music editing, and mixing are considered.

FLM309

CINEMATOGRAPHY II

Credit Hours: 3 Semester

Prerequisite: FLM282 or CMO364

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This course explores digital image acquisition for the story with an emphasis on the relationship between image capture and lighting. Camera workflow is explored from creative pre-production and planning through final color timing in post-production. The course combines lecture, lab, and shooting assignments outside of class. Students shoot a variety of assignments culminating in the shooting and color timing of a finished scene.

FLM320

MARKETING MEDIA

Credit Hours: 3 Semester

Prerequisite: FLM287 or DCM270

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course explores the analysis, creative design and implementation of marketing content for clients in a range of media. Client image, training, conference and event production, teleconferencing and other communication needs are explored. The relationship between the producer and the client is emphasized through practical assignments with a real or fictional organization.

FLM325

COMMERCIAL PRODUCTION

Credit Hours: 3 Semester

Prerequisite: FLM287 or DCM270

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course explores television commercial production through the creation of broadcast quality advertising for either a real or fictional client. Students work in teams to analyze client goals, write treatments and scripts, design the visual and audio approach to the project, and complete the principal photography and post-production of a finished commercial ad.

FLM326

MUSIC VIDEO PRODUCTION

Credit Hours: 3 Semester

Prerequisite: FLM287 or DCM270 or CMO364

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course consists of music video production that emphasizes storytelling and performance within the genre. Planning and storyboarding are emphasized to develop the best concept to portray the band or song performance for the audience. A brief history of shooting and editing techniques, a detailed analysis of the interrelationship between visual storytelling and music are also covered.

FLM440

NEW MEDIA

Credit Hours: 3 Semester

Prerequisite: FLM287

Type: Lecture/Studio

COURSE DESCRIPTION

New forms of storytelling and evolving technology are explored in this workshop course. Students develop scripts and create projects for non-traditional media applications and explore distribution strategies for script content in emerging media markets. Emphasis is placed on using new media to generate interest in and opportunities for the filmmaker.

FLM386

ADVANCED EDITING

Credit Hours: 3 Semester

Prerequisite: FLM283 or DCM270

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

The objective of this course is to provide students with the essential building blocks of the profession of film editing. Emphasis is placed on the techniques and protocol necessary to take a sync-sound narrative film through post-production. Topics include: telecine, media capture, setting up a professional editing room, creating a first assembly, sync-sound editing, and film and video finishing techniques. The course also considers the role of the assistant editor.

FLM390

DIGITAL POST-PRODUCTION

Credit Hours: 3 Semester

Prerequisite: FLM283 or DCM270

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This course introduces digital post-production effects, motion graphics for film and web design, and color correction techniques. Topics include computer-based techniques for compositing film and video, creating professional titles and menus, and perfecting the final image.

FLM398

SOUND DESIGN

Credit Hours: 3 Semester

Prerequisite: FLM287 or DCM270

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This course introduces digital and analog audio recording, editing and mixing using digital audio workstations. Topics include ADR, Foley, music editing, and final delivery.

FLM488

ARTIST IN RESIDENCE

Credit Hours: 3 Semester

Prerequisite: FLM287

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This course provides students an opportunity to collaborate with an established artist or artists in the collaboration of a film or new media project.

ELECTIVE – MEDIA**MDA373**

CREATIVE DIGITAL IMAGING

Credit Hours: 3 Semester

Prerequisite: PTT262 or DES300

Type: Lecture/ Lab

COURSE DESCRIPTION – ELECTIVE

Advanced techniques in the usage of image editing software to create creative color and effects. The focus will be on working with color, tone and specialized techniques in order to create stylized, vibrant and commercially viable images. Specific techniques will be taught to accomplish varying projects.

MDA375

HDRI/CGI Methods

Credit Hours: 3 Semester

Prerequisite: PTT360 for PP, VJN292 for VJ, DES300 for GD, FLM117 for FLM

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course is an introduction to High Dynamic Range Imaging (HDRI) and Computer Generated Imaging (CGI) as used in automotive and other types of advertising photography. The course introduces students to the basics of the digital capture of high dynamic range images and the compositing techniques of HDR images with CAD files of cars and other products in 3D rendering software. An additional fee is required to cover specialized software and hardware requirements specific to this course.

ELECTIVE – PHOTOGRAPHY

PTT270

LIGHTING PEOPLE

Credit Hours: 4 Semester

Prerequisite: PTT130 or VJN150

Type: Lecture, Lab

COURSE DESCRIPTION – ELECTIVE

The objective of this course is to provide a survey of people photography and to advance the understanding of complementary portrait lighting, posing and working with models, both in studio and location situations. Studio electronic flash is introduced at this level. Proficiency in printing and digital image editing is stressed. Development of student skills in digital image capture and processing continues.

PTT360

CREATIVE APPLICATIONS

Credit Hours: 4 Semester

Prerequisite: PTT270 or VJN292

Type: Lecture/ Lab

COURSE DESCRIPTION – ELECTIVE

The emphasis in this intermediate level course is on creativity, the enhancement of conceptual understanding and problem solving while reinforcing previously learned techniques. Modifying interior/ exterior lighting to communicate a sense of space and/or time of day. An emphasis in lighting techniques is made to communicate mood and emotion. Introduction of the portfolio as a marketing tool, and discussion of portfolio presentation skills prepares students to construct a portfolio that is evaluated by a panel of reviewers. Basic photographic business practices are covered.

PTT380

ZONE SYSTEM PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT130 or VJN150

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This course teaches the techniques and applications of the Zone System as a valid and practical method of mastering black and white photography. The course requires thorough laboratory and field-testing of films, papers and developers. Practical field application of the tested materials is used to photograph personal and expressive subject matter of the student's choice.

ELECTIVE – PORTRAITURE

PRT252

INTERMEDIATE PORTRAIT METHODS

Credit Hours: 3 Semester

Prerequisite: PTT270 or VJN150 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Control, execution, and an understanding of a variety of styles and subject matters will be covered in depth in this course with emphasis on posing, styling, and use of props. Artistic and technical principles will be applied to a more complex series of subjects and situations adding children and groups to the repertoire. Assignments will cover classic, contemporary and pictorial styles for both studio and environmental portraiture and window light. Professional business practices will be introduced along with further techniques in retouching and print enhancement.

PRT310

WEDDING/EVENT PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course is an introduction to professional wedding and event photography and emphasizes the process of image design for individuals, couples and groups, packaging, sales, marketing and presentation. The course presents both traditional and contemporary approaches to wedding/event photography, covering candid situations with a photojournalistic style. Assignments should generate images for presentation in the form of a wedding album portfolio.

PRT251

POWER OF THE PORTRAIT

Credit Hours: 3 Semester

Prerequisite: PTT270 or VJN292

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Students learn the fundamentals of “mainstream” commercial portraiture. Applying traditional principles, this course works to establish confidence and control in lighting and posing, as well as final print production. Application of the principles of masculine and feminine posing, appropriate styling and props for portraiture and effective use of traditional lighting patterns and their significance in the modern marketplace will be emphasized.

ELECTIVE – SPECIAL TOPICS, INTERNSHIPS**SPT100**

SPECIAL TOPICS

Credit Hours: 1 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Selected special topics in visual journalism developed to expand the student’s industry knowledge and skill set, and to focus on a topic that is relevant to practice in the field.

SPT200

SPECIAL TOPICS

Credit Hours: 2 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Selected special topics in visual journalism developed to expand the student’s industry knowledge and skill set, and to focus on a topic that is relevant to practice in the field.

SPT300

SPECIAL TOPICS

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Selected advanced special topics in visual journalism developed to expand the student’s industry knowledge and skill set, and to focus on a topic that is relevant to practice in the field.

VJN491

INDUSTRY INTERNSHIP 1

Credit Hours: 6 Semester

Prerequisite: VJN260

Type: On-site Internship

COURSE DESCRIPTION – ELECTIVE

This course facilitates a real world experience in a professional photographic workplace. The Academic Department, Career Services and the on-site mentor structure individualized learning experiences for maximum benefit to the student. The Internship is a monitored and documented experience that assists students with the transition from the classroom to the entry-level work environment. Minimum 270 hours.

VJN492

INDUSTRY INTERNSHIP 2

Credit Hours: 3 Semester

Prerequisite: VJN260

Type: On-site Internship

COURSE DESCRIPTION – ELECTIVE

This course facilitates a real world experience in a professional photographic workplace. The Academic Department, Career Services Department and the on-site mentor structure individualized learning experiences for maximum benefit to the student. The Internship is a monitored and documented experience that assists students with the transition from the class to field. Minimum of 135 hours.

Undergraduate Program Offerings

School of Photography

BACHELOR OF FINE ARTS IN PROFESSIONAL PHOTOGRAPHY

Mission

The mission of the Bachelor of Fine Arts Degree in Professional Photography program is to prepare students for careers in the field of professional photography through a philosophy of “learning by doing.” The program is designed to educate all students in basic and intermediate photographic skills through a shared Lower Division. Students develop a creative style and visual problem-solving skills while engaging in specialized market areas and techniques in the Upper Division. The program integrates liberal arts, professional business practices and ethics with a core photography and media production curriculum that prepares students for the creative, business, and technical challenges of a professional photography career.

Program Description

The 120 semester credit Bachelor of Fine Arts in Professional Photography prepares students for careers in the field of professional photography. The cross-platform philosophy combined with the experiential learning provided by professional photographers/instructors provides a unique and innovative technical education that develops graduates with a creative style and unique visual problem-solving skills. The program combines 75 semester credits of core photography classes, including business course work, and 45 semester credits of general education studies.

Upon Completion of the Professional Photography Program, students should be able to:

- Effectively use contemporary photographic tools. (Visual Literacy, Adept)
- Effectively use photographic media and asset management software. (Adept)
- Effectively collaborate to accomplish professional goals. (Collaboration)
- Develop and implement an effective marketing program. (Problem Solver)
- Understand professional business and ethics standards. (Ethics)
- Apply creative and sophisticated visual solutions to the challenges of producing visual media. (Problem Solver, Visual Literacy)
- Apply effective professional communication skills. (Communication)
- Develop a lifelong learning pattern. (Adept)
- Understand the principals of business management. (Problem Solver, Adept)



CORE REQUIREMENTS

COURSE #	COURSE NAME	CREDITS
ART122	History of Photography	3
CMO364	Video for Photographers	3
CMO496	Photography Capstone	3
MDA373	Creative Digital Imaging	3
PTT111	Photography Foundation	3
PTT114	Visual Design	3
PTT124	Digital Imaging I: Digital Asset Management	1
PTT130	Lighting Theory	3
PTT134	Digital Imaging II: Workflow	2
PTT214	Digital Workflow	3
PTT260	Lighting Studio	4
PTT262	Digital Imaging III: Processing Fundamentals	3
PTT270	Lighting People	4
PTT360	Creative Applications	4
TOTAL		42

REQUIRED CORE ELECTIVES

COURSE #	COURSE NAME	CREDITS
PTTELE	PTT Elective	3
PTTELE	PTT Elective	3
PTTELE	PTT Elective or Internship	3
PTTELE	PTT Elective	3
PTTELE	PTT Elective	3
PTTELE	PTT Elective	3
PTTELE	PTT Elective	3
TOTAL		21

BUSINESS REQUIREMENTS

COURSE #	COURSE NAME	CREDITS
BUS101	Introduction to Business	3
BUS201/281	Accounting	3
BUS302/382	Business Law	3
BUS202	Finance	3
TOTAL		12

GENERAL EDUCATION

COURSE #	COURSE NAME	CREDITS
HUM210	Art History	3
SOC100	Public Speaking	3
ENG101	English Composition	3
ENG201	Advanced English Composition	3
ENGELE	300 Level English	3
HUM101	Introduction to the Humanities	3
HUM200	Western Civilization	3
HUMELE	400 Elective	3
HUM403/483	History and Systems	3
MAT101	College Mathematics	3
SOC110	Introduction to Psychology	3
SOCELE	300 Level Elective	3
SOCELE	400 Level Elective	3
SOC300	Business and Professional Communication	3
SCI200	Science	3
TOTAL		45

SEMESTER HOURS/CREDITS 120

1ST SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
PTT111	Photography Foundation	None	3	4	L/S
ART122	History of Photography	None	3	3	L
PTT124	Digital Imaging I: Digital Asset Management	None	1	2	S
MAT101	College Mathematics	MAT099 / ACUPL	3	3	L
ENG101	English Composition	ENG099 / ACUPL	3	3	L
Total			13	15	

2ND SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
PTT130	Lighting Theory	PTT111	3	4	L/S
PTT114	Visual Design	PTT111	3	4	L/S
PTT134	Digital Imaging II: Workflow	PTT124	2	3	L/S
SOC100	Public Speaking	None	3	3	L
HUM101	Introduction to the Humanities	None	3	3	L
Total			14	17	

3RD SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
PTT260	Lighting Studio	PTT130	4	5	L/S
PTT262	Digital Imaging III: Processing Fundamentals	PTT134	3	4	L/S
BUS101	Introduction to Business	MAT101	3	3	L
HUM210	Art History	HUM101	3	3	L
SOC110	Introduction to Psychology	ENG101	3	3	L
TOTAL			16	17	

4TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
PTT270	Lighting People	PTT130	4	5	L/S
PTT214	Digital Workflow	PTT260	3	4	L/S
ENG201	Advanced English Composition	ENG101	3	3	L
HUM200	Western Civilization	HUM101	3	3	L
SCI200	Science	MAT101	3	3	L
TOTAL			16	17	

5TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
PTT360	Creative Applications	PTT270	4	5	L/S
CM0364	Video for Photographers	PTT130	3	4	L/S
BUS201 /281	Accounting	BUS101	3	3	L
ENGELE	300 level ENG Elective	ENG201	3	3	L
SOCELE	300 level SOC Elective		3	3	L
TOTAL			16	17	

6TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
MDA373	Creative Digital Imaging	PTT262	3	3 or 4	L/S
PTTELE	Core Elective		3	3 or 4	L/S
PTTELE	Core Elective		3	3 or 4	L/S
BUS302 /382	Business Law	BUS101	3	3	L
BUS202	Finance	BUS101	3	3	L
TOTAL			15	18	

7TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
PTTELE	Core Elective or Internship		3	3 or 4	L/S
PTTELE	Core Elective		3	3 or 4	L/S
PTTELE	Core Elective		3	3 or 4	L/S
HUM403 /483	History and Systems	HUM101, ENG201	3	3	L
HUMELE	400 level course	HUM101, ENG201	3	3	L
TOTAL			15	18	

8TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
CM0496	Photography Capstone	PTT360	3	4	L/S
PTTELE	Core Elective		3	3 or 4	L/S
PTTELE	Core Elective		3	3 or 4	L/S
SOC300	Business and Professional Communication	SOC100, BUS101	3	3	L
SOCELE	400 level Elective		3	3	L
TOTAL			15	18	



BFA in Professional Photography

Course Descriptions

BUSINESS

BUS101

INTRODUCTION TO BUSINESS

Credit Hours: 3 semester

Prerequisite: MAT101

Type: Lecture

COURSE DESCRIPTION

This is the foundational course for the business module. The course introduces students to the functional areas of business, such as accounting, finance, marketing and management. Students will have the opportunity to learn about the forms of business organization, small business ownership and operating in global economy. Particular attention is given to the importance of planning and the critical components of business plans, including selecting the appropriate business form, analysis of potential markets, the assessment of start-up costs and income projection.

BUS201

ACCOUNTING

Credit Hours: 3 semester

Prerequisite: BUS101

Type: Lecture

COURSE DESCRIPTION

This course covers the principles of accounting depicting the flow of money through a business. The complete accounting cycle is introduced and developed including the journalizing and posting transaction, preparation of financial statements and payroll.

BUS281

ACCOUNTING ONLINE

Credit Hours: 3 Semester

Prerequisite: BUS101

Type: Lecture

COURSE DESCRIPTION

This is an online course in which students can obtain a general knowledge of accounting depicting the flow of money through a business. A complete accounting cycle is studied including journalizing and posting transactions, preparation of financial statements, inventories, assets, and payroll.

BUS302

BUSINESS LAW

Credit Hours: 3 Semester

Prerequisite: BUS101

Type: Lecture

COURSE DESCRIPTION

This course introduces students to basic principles of jurisprudence and to the United States legal system. Students examine those laws that impact business activities, which include laws pertaining to contracts, corporations and business organizations, employment and agency, property and intellectual property (patents, trademarks, trade secrets, and copyrights). Specific attention is given to legal issues related to the visual arts, such as cyber law, copyright, privacy rights and First Amendment rights.

BUS382

BUSINESS LAW ONLINE

Credit Hours: 3 Semester

Prerequisite: BUS101

Type: Lecture

COURSE DESCRIPTION

This is an informative survey of various aspects of business operations and laws that impact how business activities are conducted. Specific attention is given to issues related to the visual arts, such as trademark, patent and intellectual property issues. Additional topics include the legal system, tort theory, contracts, credit and collection laws, business options, agency, liability, employment and government.

BUS202

FINANCE

Credit Hours: 3 Semester

Prerequisite: BUS101

Type: Lecture

COURSE DESCRIPTIONS

This course covers the principles of Finance and introduces students to the planning discipline, time value of money, risk management and valuation techniques. The course further develops the process of financial analysis that was introduced in earlier courses.

HISTORY

ART122

HISTORY OF PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION

This course will trace rise of image making from the beginning of the 19th century to the present. The interrelationship of technology, medium, process and aesthetics will be explored; and the implications and consequences of an increasingly image-dense society will be discussed. The concept of “seeing” and the barriers to seeing clearly will be covered. The requirement of any image-maker to be alert and attentive to the environment around them—social, economic, political and cultural, as well as physical—will be woven throughout the course.

PHOTOGRAPHY

CMO364 Video for Photographers

Credit Hours: 3 Semester

Prerequisite: PTT130 or FLM117

Type: Lecture/Studio

COURSE DESCRIPTION

This is an introduction to video production with strong emphasis on pre-production, camera handling, sound, graphics and editing. Students will be introduced to HD video cameras and VSLR's (video still camera hybrids) and the postproduction tools and techniques required of each to produce finished films and multimedia projects.

MDA373

CREATIVE DIGITAL IMAGING

Credit Hours: 3 Semester

Prerequisite: PTT262 or DES300

Type: Lecture/Studio

COURSE DESCRIPTION

Advanced techniques in the usage of image editing software to create creative color and effects. The focus will be on working with color, tone and specialized techniques in order to create stylized, vibrant and commercially viable images. Specific techniques will be taught to accomplish varying projects.

PTT11

PHOTOGRAPHY FOUNDATION

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION

Basic photographic techniques are introduced to familiarize the incoming students with digital SLR cameras and their operation. The course introduces students to the basics of digital capture and the basic aspects of digital imaging exposure and management. Appropriate submission standards and presentation are emphasized. Basic video capture using a DSLR to obtain clips is explored. An emphasis on the photographer as critical thinker is explored through various assignments throughout this course.

PTT114

VISUAL DESIGN

Credit Hours: 3 Semester

Prerequisite: PTT111

Type: Lecture/Studio

COURSE DESCRIPTION

This course introduces students to the ideas, methodologies, principles, and elements that comprise a common knowledge base important to all design disciplines. Focus will be on developing a cultural, global, and historical context, with an emphasis on esthetic issues important to the professional photographer. Through analysis and hands-on exercises, students will explore visual elements of two and three dimensional form, space, and color.

PTT124DIGITAL IMAGING 1:
DIGITAL ASSET MANAGEMENT

Credit Hours: 1 Semester

Prerequisite: None

Type: Lab

COURSE DESCRIPTION

This course emphasizes current theories, concepts and research in the field of digital asset management. The course focuses on understanding the platforms and applying the applications, hardware and general practices to control and manage digital files.

PTT130

LIGHTING THEORY

Credit Hours: 3 Semester

Prerequisite: PTT111

Type: Lecture/ Studio

COURSE DESCRIPTION

This course is designed to develop understanding and control of lighting and the practical application of various qualities of light in any environment. The emphasis of this course is location lighting. Situations are studied to understand limitations, advantages, and disadvantages of various lighting environments and methods. Portable electronic flash is used extensively in this course. Development of student skills in digital imaging continues.

PTT134

DIGITAL IMAGING II: WORKFLOW

Credit Hours: 2 Semester

Prerequisite: PTT124

Type: Lecture/Studio

COURSE DESCRIPTION

This course covers current practices and concepts related to basic digital image workflow from camera to print. The course continues the understanding of workflow platforms and applying the applications, hardware and general practices to control and manage digital image files. In addition, the student will begin to understand and practice manipulating the basic density, contrast, and color of a digital image.

PTT214

DIGITAL WORKFLOW

Credit Hours: 3 Semester

Prerequisite: PTT260 or VJN150

Type: Lecture/Studio

COURSE DESCRIPTION

This course introduces students to digital color concepts, technologies, and methodologies. Topics include: color perception, color models and color gamut, digital color correction, color management and introduction to offset printing. A production fee is required for this course.

PTT260

LIGHTING STUDIO

Credit Hours: 4 Semester

Prerequisite: PTT130

Type: Lecture/Studio

COURSE DESCRIPTION

Students apply theories of light control in a studio tabletop environment. Large format camera techniques are introduced and applied. Precise control of reflective surfaces is emphasized. Product and storytelling still life images are the primary focus. Digital imaging skills are further developed, especially in terms of accurate rendering of the subject, composite images, digital capture and production workflow methods.

PTT262

DIGITAL IMAGING III: PROCESSING FUNDAMENTALS

Credit Hours: 3 Semester

Prerequisite: PTT134

Type: Lecture/Studio

COURSE DESCRIPTION

This course emphasizes the fundamental use of digital image editing software for image processing purposes. Different applications will be used to control and enhance digital images for a variety of output devices.

PTT270

LIGHTING PEOPLE

Credit Hours: 4 Semester

Prerequisite: PTT130

Type: Lecture/Studio

COURSE DESCRIPTION

The objective of this course is to provide a survey of people photography and to advance the understanding of complementary portrait lighting, posing and working with models, both in studio and location situations. Studio electronic flash is introduced at this level. Proficiency in printing and digital image editing is stressed. Development of student skills in digital image capture and processing continues.

PTT360

CREATIVE APPLICATIONS

Credit Hours: 4 Semester

Prerequisite: PTT270 or VJN292

Type: Lecture/Studio

COURSE DESCRIPTION

The emphasis in this intermediate level course is on creativity, the enhancement of conceptual understanding and problem solving while reinforcing previously learned techniques. Modifying interior/exterior lighting to communicate a sense of space and/or time of day. An emphasis in lighting techniques is made to communicate mood and emotion. Introduction of the portfolio as a marketing tool, and discussion of portfolio presentation skills prepares students to construct a portfolio that is evaluated by a panel of reviewers. Basic photographic business practices are covered.

CMO496

PHOTOGRAPHY CAPSTONE

Credit Hours: 3 Semester

Prerequisite: PTT360

Type: Lecture/Studio

COURSE DESCRIPTION

This course will prepare students for entering the business of Professional Photography. Students explore career development strategies and essential business practices in their field of interest. Students will work on branding their own business identity and assembling a portfolio and website. Students must successfully complete a graduating portfolio review as part of their course. Preparation for the review is included in the class.

ELECTIVE COURSES

ELECTIVE – ADVERTISING

ADR231

FASHION PHOTOGRAPHY I

Credit Hours: 3 Semester

Prerequisite: PTT270 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This advanced elective develops the student's process of producing and executing a professional fashion shoot. Students have the opportunity to work with amateur and professional models, professional hair/makeup artists, and professional wardrobe stylists as part of a creative team. Specific attention is paid to lighting and processing techniques unique to contemporary fashion photography.

ADR291

ART DIRECTOR'S POINT OF VIEW

Credit Hours: 3 Semester

Prerequisite: PTT270 or VJN150 or DES300 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course presents the skills of concept, composition, and design of the advertising photograph by introducing the techniques of creating a photograph with knowledge of how the viewer will respond to the image. The importance of color, value relationships, line and tone is stressed. Course activities involve an integration of photography, typography and graphic design using various media with photography. The importance of meeting a client's specific needs and expectations is stressed.

ADR322

ADVERTISING PHOTO CONCEPTS

Credit Hours: 3 Semester

Prerequisite: PTT360 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Students concentrate on conceptual problem solving for advertising. Emphasis is placed on meeting a client's needs and expectations. Special attention is focused on big set production including set building, pricing, invoicing and delivery.

ADR323

ADVANCED ADVERTISING PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Photography of people, places, and things in the advertising and editorial arena is emphasized. Specific subjects covered are fashion, people in advertising, and editorial portraiture and include studio and location assignments. The importance of design in creating effective imagery and using words to trigger imagery is given special attention along with critical thinking.

ADR332

FASHION PHOTO INDUSTRY

Credit Hours: 3 Semester

Prerequisite: ADR231

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This advanced course requires the highest levels of pre-production and production of contemporary fashion images. There will be an emphasis on real work experience and an in-depth exposure to the L.A. fashion industry. Students will have the opportunity to learn how to develop working relationships with modeling agencies and other creative professionals. Lighting and styling techniques will be refined to produce a body of professional level images suitable for the editorial-fashion or advertising-fashion markets.

ADR376

AUTOMOTIVE PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

The student develops the fundamentals of automotive photography including lighting techniques, location shooting, and car preparation techniques. Students also visit top ranked automotive photographers and art directors to discuss their work in this field. Field trips to an automotive photography studio and a class shoot on location emphasize proper production and job cost procedures.

ADR415

BEAUTY/GLAMOUR PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course is designed to produce a professional-level beauty portfolio appropriate for the advertising and editorial markets in fashion, beauty, glamour, and cosmetics. Topics covered include understanding the audience demographics; importance of pre- production; specialized lighting techniques; cost analysis; marketing in this field; and understanding the stylistic approaches in the contemporary beauty photography genre. Post-production techniques presented will focus on preparing images that meet the high standards for publication in this field.

ADR422

ADVANCED PEOPLE PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Students produce a professional-level people portfolio with the kind of diversity that illustrates conceptual sophistication coupled with the simplicity of dynamic impact. Photographing people for advertising involves many elements from pre-production to specialized lighting situations. Emphasis is placed on dealing with talent agencies, hair/make-up artists, photo-styling, working with legal contracts and developing directing and motivational skills. These situations are explored by combining creativity enhancement assignments with real-world hands on experience.

ADR470

FOOD PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292 or FLM117

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course engages students in the production of quality food photography in an authentic professional environment. Topics include the areas of hot and cold foods, location and studio set-ups, and advertising and editorial differences. The workings of the food studio and the interaction between photographer and food stylist are presented through lecture and studio demonstration. Emphasis is given to research, preproduction and cost analysis that would prepare the student to meet the highest industry standards. Guest lectures with specialties in food photography are planned.

ADR486

ADVANCED TABLETOP PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This is an advanced course in which students will be expected to produce a body of work that would be consistent with highest industry standards. Through lecture and demonstration, traditional and alternative tabletop techniques may be employed to express one's personal vision. Guest lectures on a variety of current trends in tabletop photography are planned. An emphasis will also be placed on research, pre-production, cost analysis and marketing one's work.

ADR493

ADVERTISING INDUSTRY

Credit Hours: 3 Semester

Prerequisite: PTT360

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Students are taught how to approach, identify and solve creative photographic problems for consumer advertising. Emphasis is given to research, pre-production and the professional execution of photographs that meet the highest industry standards. Guest lecturers and discussions with professionals are planned as part of the course. Students must successfully complete a graduating portfolio review as part of this course. Preparation for the review is included in this capstone course for students with an advertising and Commercial Photography emphasis.

ELECTIVE – COMMERCIAL

CMO221

IN-WATER PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT130 or VJN150 or FLM117

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This course introduces students to the production of images in the underwater environment. The theory of light underwater, underwater lighting tools, and close-up photography techniques are all taught during a series of lectures, pool sessions and sea trips. Specialized equipment choices, techniques, and maintenance are presented through lectures and demonstrations and practical experience gained through assignments in wet environments. Course participants are not required to hold scuba certification but those who wish to scuba dive must possess advanced scuba certification. An excursion fee is required for this course.

CMO225

NATURAL HISTORY PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT130 or VJN150 or DES300

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

The testing and evaluation of specialized photo equipment and techniques used in natural history photography are presented through lectures, demos and field trips to local and regional wilderness areas. Students are introduced to ethical photographic practices, working with live subjects, and photographic design through presentations and assignments in the natural world. Business topics covering freelance marketing, fine art, and commercial assignments are presented and discussed during lectures.

CMO270

TRAVEL PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT130 or VJN150 or DES300 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Techniques and marketing of leisure travel photography for students who wish to make travel photography a major component of their professional career. Topics covered include: preparation for the travel photo assignment; techniques for photographing people, activities, food, architecture, cities and landscapes; equipment choices for travel photography; the business of assignments and stock in the travel market; editing and preparing submissions; and travel skills.

CMO295

STOCK PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT130 or VJN150 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This comprehensive course covers the business and production of stock photography. Assignments are based on interpreting the needs of stock photo clients and how to create conceptual images that solve problems for the buyers of images. Additional topics include stock agencies and portals, marketing techniques, key wording, presentation and distribution of submissions, and the business of stock.

CMO323

SCIENTIFIC PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This is an introductory course to the broad field of scientific imaging. This course covers the special techniques necessary to utilize photography as a tool for the scientist and researcher. Emphasis is placed on recording effects that are normally invisible to the human eye. Special optical apparatus as well as common instruments such as the microscope and telescope are coupled to the camera in order to extend human vision.

CMO324

LIGHTING SPACES

Credit Hours: 3 Semester

Prerequisite: PTT360

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This class embraces new technology and the ever-evolving marketplace that is more than just still images and aims to create not just photographers but media producers. The course offers photographic specialty skills in lighting spaces relative to their other skill sets including portraiture, travel, photojournalism, fashion, and still life. Students learn to incorporate advanced digital lighting tools to supplement their photographic styles and learn to shoot and produce multimedia presentations, create HDR images, and use other advanced production techniques. Students are instructed in business practices including promotional materials and marketing. Guest speakers provide further information about the ever-expanding field. Evaluation is based on assignment completion and a final portfolio with promo.

CMO372

ACTION SPORTS PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This comprehensive course covers the techniques, production, equipment, and marketing of action and adventure sports photography for editorial, advertising and stock clients. Topics covered will apply to all sports photography. Subjects and examples will emphasize action and adventured sports. Topics covered include: essential exposure, focusing, and camera handling techniques; equipment for sports photography (including telephoto lenses, specialized equipment, and remote cameras); safety; covering the event over which you have no control vs. the event which you can control; extreme shooting conditions; and professional practices (locations, model releases, editing, captioning, and submissions).

CMO374

LIFESTYLE PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

The techniques and marketing of lifestyle photography for students who wish to incorporate lifestyle photography into their professional career. Topics covered include: identification of the different markets of leisure, business, stock and catalog usage; photography techniques using a wide range of lifestyle subjects; building production teams, pre-production forms and storyboarding; matching models, wardrobe and location for message continuity; development of editing skills and marketing strategies for both assignment and stock clients.

CMO411

ARCHITECTURAL PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 for PP

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This class concerns itself with two main aspects of Architectural Photography; Architectural Exteriors and Interiors emphasizing the use of tungsten, strobe, and digital techniques. Students interact with architects, designers, and contractors as clients and produce work that meets their criteria. Guest speakers and location demonstrations further enhance their understanding of the field. Evaluation is based on completion of the client projects and a final portfolio.

CMO424

STOP-ACTION PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360, VJN292

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course introduces the special equipment and techniques necessary to reveal, study and photograph motion. Events that occur too fast for the eye to see are slowed or frozen with the camera, allowing them to be analyzed. Conversely, events that move too slowly to be noticed can be accelerated and made apparent with methods introduced in this course.

CMO425

IMAGING TIME

Credit Hours: 3 Semester

Prerequisite: CMO364 or VJN292 or FLM 117

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students manipulate time through the use of specialized camera and editing techniques. Slow-motion shots can add emphasis and emotion to a video production. High-speed video capture can reveal events for scientific and engineering studies. Advanced time-lapse techniques can compress time. The methods covered in this course add a range of tools for enhancing the communication of our visual expressions.

CMO464

VIDEO 2.0

Credit Hours: 3 Semester

Prerequisite: CMO364

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course builds upon and expands skill sets introduced in entry-level video production classes at Brooks Institute. Course emphasis is on production scheduling including aspects of in-depth pre-production, production and post-production of various types of motion projects. The culmination of the class will be to create a final project that the student can use as a Reel or Motion Portfolio.

ELECTIVE – MEDIA**MDA351**

LAYOUT & DESIGN

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course concentrates on the use of the computer as an illustration and page layout tool. Students will engage in in-depth work with page layout and ancillary software programs, with the goal of creating layouts to accompany photographs in a final page design. The course introduces students to work in print-based and electronic media. The layout and design skills covered provide a strong foundation for work in print advertising, magazine and book layout, multimedia, web or other forms of visual presentation.

MDA361

WEBSITE DEVELOPMENT

Credit Hours: 3 Semester

Prerequisite: PTT360

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course provides students with the basic skills and knowledge necessary to successfully construct web sites, understand issues related to the World Wide Web, and keep current with this rapidly changing technology. Emphasis is placed on planning and design, image and graphics preparation, interactivity of sites, navigation, and site management. Course participants create finished, on-line, operative sites utilizing their own photography, video, artwork, and concepts.

MDA375

HDRI/CGI METHODS

Credit Hours: 3 Semester

Prerequisite: PTT360 for PP, VJN292 for VJ, DES300 for GD, FLM117 for FLM

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course is an introduction to High Dynamic Range Imaging (HDRI) and Computer Generated Imaging (CGI) as used in automotive and other types of advertising photography. The course introduces students to the basics of the digital capture of high dynamic range images and the compositing techniques of HDR images with CAD files of cars and other products in 3D rendering software. An additional fee is required to cover specialized software and hardware requirements specific to this course.

MDA380

Digital Retouching

Credit Hours: 3 Semester

Prerequisite: PTT214 all programs

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course emphasizes advanced techniques in the use of image editing software to retouch digital images. Emphasis will be placed on the use of precision tools and the understanding of the subtleties of good facial retouching. Students will also explore image restoration and retouching of product and architectural images.

MDA384

DIGITAL COMPOSITING

Credit Hours: 3 Semester

Prerequisite: PTT214 all programs

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course emphasizes advanced techniques in the use of image editing software to create image composites. The focus will be on the workflow beginning with concept through to completion of single images created from photographing, editing, color correcting and compositing individual elements. Techniques will be taught using different applications appropriate to achieving the desired results.

MDA392

MEDIA AND MARKETING

Credit Hours: 3 Semester

Prerequisite: PTT360 or DES300

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course engages students in advanced skills necessary to navigate and take advantage of new media, online and mobile marketing. In particular, the course will focus on building an effective, cohesive, and well-rounded marketing plan that will be implemented throughout a network of sources. Students will learn how to leverage new media to build stronger branding and client rapport. Emphasis will be placed on social networking, branding, marketing and media.

MDA432

ADVANCED WEB DESIGN

Credit Hours: 3 Semester

Prerequisite: PTT360 or DES300

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course engages students in advanced skills necessary to create and launch commercially competitive and multifaceted web based marketing campaigns. Students explore how to work with developing a brand across multiple platforms and how to implement advanced technological solutions to make the brand cohesive and compelling. Emphasis is focused on creating and customizing an online portfolio using various CMS (content management systems) tools.

ELECTIVE – PHOTOGRAPHY**PTT380**

ZONE SYSTEM PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT130 or VJN150

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course teaches the techniques and applications of the Zone System as a valid and practical method of mastering black and white photography. The course requires thorough laboratory and field-testing of films, papers and developers. Practical field application of the tested materials is used to photograph personal and expressive subject matter of the student's choice.

ELECTIVE – PORTRAITURE

PRT252

INTERMEDIATE PORTRAIT METHODS

Credit Hours: 3 Semester

Prerequisite: PTT270 or VJN150 or FLM117

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Control, execution, and an understanding of a variety of styles and subject matters will be covered in depth in this course with emphasis on posing, styling, and use of props. Artistic and technical principles will be applied to a more complex series of subjects and situations adding children and groups to the repertoire. Assignments will cover classic, contemporary and pictorial styles for both studio and environmental portraiture and window light. Professional business practices will be introduced along with further techniques in retouching and print enhancement.

PRT251

POWER OF THE PORTRAIT

Credit Hours: 3 Semester

Prerequisite: PTT270 or VJN292

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Students learn the fundamentals of “mainstream” commercial portraiture. Applying traditional principles, this course works to establish confidence and control in lighting and posing, as well as final print production. Application of the principles of masculine and feminine posing, appropriate styling and props for portraiture and effective use of traditional lighting patterns and their significance in the modern marketplace will be emphasized.

PRT310

WEDDING/EVENT PHOTOGRAPHY

Credit Hours: 3 Semester

Prerequisite: PTT360 or VJN292

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course is an introduction to professional wedding and event photography and emphasizes the process of image design for individuals, couples and groups, packaging, sales, marketing and presentation. The course presents both traditional and contemporary approaches to wedding/event photography, covering candid situations with a photojournalistic style. Assignments should generate images for presentation in the form of a wedding album portfolio.

PRT322

BEYOND PORTRAITURE

Credit Hours: 3 Semester

Prerequisite: PTT360

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course provides an intense workshop format with hands-on training for both old world and contemporary alternative processes. Lecture and demonstrations will introduce students to fine art style of portraiture such as: figure study – draped nudes – women and mother/child. Black and white films including infrared and archival printing will be covered for both client and personal work. Other subjects may include image transfers, print manipulation, cyanotype, hand coloring, glazing, brush oil, painterly techniques on canvas and linen, digital fine art techniques and printing.

PRT375

CELEBRITY PORTRAITURE

Credit Hours: 3 Semester

Prerequisite: PTT360

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

The course introduces students to working with celebrity publicists, managers and agents, as well as magazine editors, photo editors and art directors. Attention is given to working with creative team members including makeup artists, wardrobe stylists, hair stylists and prop stylists. Specific attention is paid to developing one’s own personal style, lighting techniques, camera choices and format choices. Students work in both studio and location environments.

PRT494

PORTRAITURE INDUSTRY

Credit Hours: 3 Semester

Prerequisite: PTT360

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

The student portraitist plans and produces a professional portfolio. This portfolio consists of prior work plus new images that represent today’s primary portrait product lines. To enhance the understanding of daily studio activities and concerns, the student visits working professionals in wedding and/or portrait studios. Lecture/discussion focuses on preparing for the job market and employer-employee considerations. Students must successfully complete a graduating portfolio review as part of this course.

ELECTIVE – SPECIAL TOPICS, INTERNSHIPS

SPT101

SPECIAL TOPICS

Credit Hours: 1 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Selected special topics in photography developed to expand the serious photography student's industry knowledge and skill set, and to focus on a topic that is relevant to practice in their field.

SPT201

SPECIAL TOPICS

Credit Hours: 2 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Selected mid-level special topics in photography developed to expand the serious photography student's industry knowledge and skill set, and to focus on a topic that is relevant to practice in their field.

SPT300

SPECIAL TOPICS

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Selected advanced special topics in photography developed to expand the serious photography student's industry knowledge and skill set, and to focus on a topic that is relevant to practice in their field.

PTT491 Industry Internship I

Credit Hours: 6 Semester

Prerequisite: MDA373

Type: On-site Internship

COURSE DESCRIPTION – ELECTIVE

This course facilitates a real world experience in a professional photographic workplace. The Academic Department, The Department Career services and the on-site mentor structure individualized learning experiences for maximum benefit to the student. The Internship is a monitored and documented experience that assists students with the transition from the classroom to the entry-level work environment. Minimum 270 hours.

PT292

INDUSTRY INTERNSHIP II

Credit Hours: 3 Semester

Prerequisite: MDA373

Type: On-site Internship

COURSE DESCRIPTION – ELECTIVE

This course facilitates a real world experience in a professional photographic workplace. The Academic Department, The Career Services Department and the on-site mentor structure individualized learning experiences for maximum benefit to the student. The Internship is a monitored and documented experience that assists students with the transition from the class to field. Minimum of 135 hours.

ELECTIVE – VISUAL JOURNALISM

DCM170

DOCUMENTARY FILM PRODUCTION 1

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Lab

COURSE DESCRIPTION

A comprehensive introduction to documentary film production and post- production of both MOS and sync sound projects. The course provides an overview of film language, narrative structure, cinematography, interview technique, pre-production, sound, and editing to support non-fiction and documentary filmmaking.

DCM171

DOCUMENTARY FILM PRODUCTION I LAB

Credit Hours: 1.5 Semester

Prerequisite: Taken concurrently with DCM170

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This lab is taken with DCM170 Documentary Film Production I. Editing, cinematography, and sound design strategies in the framework of documentary production are developed.

JOR201

JOURNALISM 1

Credit Hours: 3 Semester

Prerequisite: ENG101

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

An introductory journalism course emphasizing fundamental reporting skills utilized by newsgathering media outlets. The course covers methods for gathering and reporting news, assessing news value, story research, story structure, credibility of information and news judgment.

VJN140

VISUAL JOURNALISM 1

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

An introduction to visual journalism that presents materials in basic photojournalism techniques, information gathering, captioning and the use of computer programs to interpret images. The emphasis throughout the class will be on visual journalism storytelling.

VJN141

VISUAL JOURNALISM I LAB

Credit Hours: 1.5 Semester

Prerequisite: Taken concurrently with VJN140

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This lab is taken concurrently with VJN140 Visual Journalism I. Digital asset management, digital enhancement techniques and workflow will be covered.

VJN160

AUDIO DOCUMENTARY

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students will build on audio gathering and production skills for radio and Internet publication. In this course, students will produce audio documentaries in a journalistic environment. Interview techniques, writing for the ear, theater of the mind and working with audio in the field as journalists, from both ethical and practical standpoints, will be covered.

VJN161

AUDIO DOCUMENTARY LAB

Credit Hours: 1.5 Semester

Prerequisite: Taken concurrently with VJN160

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This lab, taken concurrently with VJN160 Audio Documentary, further explores sound recording techniques and post production within the framework of a journalistic environment, including both content creation and delivery.

VJN215

GLOBAL STORYTELLING 1

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

An Introductory international documentary storytelling requires students travel to another country to show a particular area of the world through their visual reporting. Students are encouraged to design projects in which the resulting documentary may change attitudes or affect society. The course is structured so half of the time is spent off campus shooting documentary photographs and video outside of the United States and half the time is spent on campus in post-production. Students selected to take VJN215 must take VJN216 Global Storytelling II concurrently.

VJN216

GLOBAL STORYTELLING 2

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students work with the pictures, audio, film and video footage they produce concurrently in the VJN215 Global Storytelling I course and create presentations suitable for a public audience. The outcomes may include an audio-visual show, a website, a DVD, a book, a print show and a film.

VJN250

MOBILE MEDIA AND THE VISUAL JOURNALIST

Credit Hours: 3 Semester

Prerequisite: VJN150 or FILM127 or DES300 or PTT134

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

Using the latest in mobile technology, this course puts into practice the principles of community documentation, including news and feature photos and video. A mobile device such as a smart phone or tablet with a camera is used as the sole content gathering device in the class. Employing the device, its apps (shooting, editing and special purpose) and ancillary equipment are major topics addressed during the course. The course also incorporates disseminating material via social media, differentiating mobile visual journalism from conventional journalistic photography, ethical considerations, and future technical trends.

VJN330

INTERNATIONAL MEDIA

Credit Hours: 3 Semester

Prerequisite: HUM101 or ENG101 or SOC100

Type: Lecture

COURSE DESCRIPTION – ELECTIVE

This course explores the global media environment, from both a theoretical and a practical perspective. The course surveys media systems found throughout the world, (private state-owned, mixed ownership) and recent global trends in media (digital, web-based, social). It looks at how new technologies affect media coverage of world affairs and how mass media affect international relations. On the practical level, the course prepares students for what to expect as visual communicators working in foreign countries with cultures and languages different from our own. Research and logistics are explored. Each student focuses on one country or region, developing a multi-platform plan for researching and producing visually-driven projects from that part of the world.

VJN290

SPORTS PHOTOJOURNALISM

Credit Hours: 3 Semester

Prerequisite: VJN240 or PTT270

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

This course will focus on capturing the storytelling moments of organized competitive sports events for the editorial market. Topics covered in the course include research methods when preparing for event coverage, equipment needs, pre and post-game workflow, editing under deadline pressure and working as a team for complete coverage of the sports event.

VJN415

INTERNATIONAL DOCUMENTARY 1

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

Students in this advanced international documentary course travel to another country to tell stories with an advanced set of tools for visual storytelling. Students are encouraged to design projects in which the resulting documentary may change attitudes or affect society. The course is structured so half the time is spent off campus shooting documentary photographs and video outside of the United States and half the time is in post-production. Students selected to take VJN415 must take the VJN416 International Documentary II concurrently.

VJN416

INTERNATIONAL DOCUMENTARY 2

Credit Hours: 3 Semester

Prerequisite: Panel Review

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

In this advanced course students are expected to take leadership roles in working with the pictures, audio, film and video footage they produce concurrently in the VJN415 International Documentary I course and create multimedia presentations suitable for a public audience. The outcomes may include an audio-visual show, a website, a DVD, a book, a print show and a film. Students have the opportunity to develop an approach to visual journalism as social documentary. Students will analyze written texts and visual works from contemporary practitioners of social documentary projects. Students will work on multimedia documentary projects that tell stories of social relevance in the community.

VJN280

PICTURE STORY

Credit Hours: 3 Semester

Prerequisite: VJN240 or CMO364

Type: Lecture/Lab

COURSE DESCRIPTION – ELECTIVE

The development and producing of socially relevant in-depth projects by students. The approach emphasized will use classic photojournalism picture story methods and skills to tell the story at length. The use of multiple single photographs and multimedia are presentation forms used in the class for visual storytelling.

ELECTIVE – FILM

FLM282

CINEMATOGRAPHY I

Credit Hours: 3 Semester

Prerequisite: FLM117 or PTT134

Type: Lecture/Studio

COURSE DESCRIPTION

An in-depth consideration of cinematography principles, this course compares both film and digital image capture with a detailed exploration of 16mm film. The course combines lecture, lab, and shooting assignments outside of class. Students consider both technical and aesthetic concerns through shooting assignments using both film and video formats.

FLM283

EDITING I

Credit Hours: 3 Semester

Prerequisite: FLM127 or CMO364

Type: Lecture/Studio

COURSE DESCRIPTION

This course provides the basic disciplines and vocabulary of the editing room and provides organizational and practical editing experience to prepare students for future sync-sound production. Post-production techniques including picture editing, sound and music editing, and mixing are considered

FLM309

CINEMATOGRAPHY II

Credit Hours: 3 Semester

Prerequisite: FLM282 or CMO364

Type: Lecture/Studio

COURSE DESCRIPTION

This course explores digital image acquisition for the story with an emphasis on the relationship between image capture and lighting. Camera workflow is explored from creative pre-production and planning through final color timing in post-production. The course combines lecture, lab, and shooting assignments outside of class. Students shoot a variety of assignments culminating in the shooting and color timing of a finished scene.

FLM326

MUSIC VIDEO PRODUCTION

Credit Hours: 3 Semester

Prerequisite: FLM287 or DCM270 or CMO364

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

This course consists of music video production that emphasizes storytelling and performance within the genre. Planning and storyboarding are emphasized to develop the best concept to portray the band or song performance for the audience. A brief history of shooting and editing techniques, a detailed analysis of the interrelationship between visual storytelling and music are also covered.

ELECTIVE – GRAPHIC DESIGN

DES110

FUNDAMENTALS OF DIGITAL DESIGN

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION – ELECTIVE

Students focus on the use of specific, industry standard software for the exploration of design principles as they relate to the traditional printed page and emerging new media. Coursework introduces students to the software tools used to produce illustrations, retouch and manipulate photographs and design layouts for both print and new media.

Liberal Arts

Mission

The Liberal Arts program prepares graduates who will connect their lives as artists to a world of constant change with an historically informed and global perspective. Through the Liberal Arts curriculum, students receive the breadth of learning that forges links between reflective thought, creative endeavor, and ethical practice. Courses in the humanities, social sciences and sciences provide a foundation of creativity, an appreciation of other cultures and ways of living, communication skills, information literacy, and a love of learning. The Liberal Arts aims to create graduates who will thrive in their personal and professional lives.

Upon Completion of Liberal Arts, students should be able to:

- Assess themselves as individuals and global citizens (Visual Literacy, Global, Ethics, Problem Solver)
- Evaluate history and the arts (Adept, Visual Literacy, Global)
- Produce imaginative and innovative work. (Adept, Problem Solver)
- Evaluate ideas critically to formulate their own conclusions.
- Generate written work across various contexts (Problem Solver)
- Create prepared, purposeful oral presentations (Problem Solver)
- Apply quantitative reasoning to solve problems in practical situations (Adept, Problem Solver)
- Develop a habit of reflection on prior learning to enhance their knowledge throughout their life-times (Ethics)
- Analyze information and sources critically (Problem Solver)

Liberal Arts Course Descriptions

ENGLISH – WRITING

ENG099

ENGLISH FUNDAMENTALS

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION

English Fundamentals is a foundational reading and writing course. The course is designed to enhance student's reading comprehension, writing skills and critical thinking skills. Students will explore writing as a process to be discovered and controlled, and as a skill to be mastered and applied. Instruction will cover advanced reading strategies, conventions of written expression, idea generation, paragraph development and essay construction.

Note: This course does not count for graduation credit.

ENG101

ENGLISH COMPOSITION

Credit Hours: 3 Semester

Prerequisite: ENG099 or Accuplacer Placement

Type: Lecture

COURSE DESCRIPTION

This course focuses on the skills required for written exposition and communication, including critical thinking, analysis of reading, and synthesis of materials, drafting and editing and revising. Students will also be introduced to basic research techniques and MLA documentation.

ENG201

ADVANCED ENGLISH COMPOSITION

Credit Hours: 3 Semester

Prerequisite: ENG101

Type: Lecture

COURSE DESCRIPTION

Building on the skill base established in ENG101, this is a writing-intensive course that provides an introduction to literary studies. Students will have the opportunity to learn to analyze works from at least four different genres. Further emphasis is placed on writing and research skills as well as on critical thinking.

ENG300

CREATIVE WRITING

Credit Hours: 3 Semester

Prerequisite: ENG201

Type: Lecture

COURSE DESCRIPTION

This course examines the different genres of creative writing (fiction, poetry, drama, and other literary forms) and explores the skills and strategies to effectively write and revise such works and to critically read prose and poetry. Students practice the art of writing through various writing activities and assignments. Students will have the opportunity to further develop their ability to critically evaluate creative works.

ENGLISH – LITERATURE

ENG301

MODERN LITERATURE

Credit Hours: 3 Semester

Prerequisite: ENG201

Type: Lecture

COURSE DESCRIPTION

Modern Literature introduces the advanced student of reading and writing to modern literature while covering a variety of forms from both fiction and non-fiction. Particular emphasis is placed on the forms, compositional elements, narrative structures and interpretations of modern literature.

ENG401

CONTEMPORARY MULTICULTURAL WRITERS

Credit Hours: 3 Semester

Prerequisite: ENG201

Type: Lecture

COURSE DESCRIPTION

ENG401 Introduces the advanced student of reading and writing to various multicultural writers. This course considers the inter-relationship between literature and the culture from which it arises.

HUMANITIES

HUM101

INTRODUCTION TO THE HUMANITIES

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION

This course examines selected artworks, artists, writers, aesthetic theories, periods, and cultural preferences throughout history with the intent of developing an understanding and appreciation for the Humanities. Students will explore a variety of styles, techniques, meanings, and purposes for art across various societies and time periods.

HUM200

WESTERN CIVILIZATION

Credit Hours: 3 semester

Prerequisite: HUM101

Type: Lecture

COURSE DESCRIPTION

This survey course approaches the ideas, literature and philosophy of western civilization from an historical perspective. Significant primary sources texts from literature and philosophy will be analyzed in the context of their historical placement.

HUM210

ART HISTORY

Credit Hours: 3 Semester

Prerequisite: HUM101

Type: Lecture

COURSE DESCRIPTION

The history of art is presented through the analysis of meaning, style, theory, and technique. This course provides a survey of the major artists, periods and movements that have contributed to the development of art and society.

HUM220

SURVEY OF MUSIC

Credit Hours: 3 Semester

Prerequisite: HUM101

Type: Lecture

COURSE DESCRIPTION

Survey of music history and literature; its elements, construction, forms, styles and composers from medieval through contemporary periods. Music's emotive power inspires all art forms. Develop a richer understanding of its impact; learn the elements of musical vocabulary and study forms, styles and composers. Course includes lecture and guided listening, along with concert attendance.

HUM301

AESTHETICS

Credit Hours: 3 Semester

Prerequisites: HUM101, ENG201

Type: Lecture

COURSE DESCRIPTION

This course studies fundamental concepts and theories of aesthetics. Theories of beauty and art from the classical and contemporary world will be read to foster critical thinking skills in terms of culture, nature, and art. Examples of topics that may be discussed include: "What are the origins of human creativity?" "How do various cultures define beauty?" "How do we account for aesthetic taste?"

HUM302

ETHICS AND SOCIETY

Credit Hours: 3 Semester

Prerequisites: HUM101, ENG201

Type: Lecture

COURSE DESCRIPTION

Ethics and Society examines the ethical theories and moral principles that apply to professional conduct and decision-making. Students will have the opportunity to use critical thinking and decision-making skills to analyze ethical issues and professional situations in their fields of study. The course will also critically examine recent ethical problems and "scandals" involving professionals and discuss their impact on institutions as well as the public perception of those institutions.

HUM401

NARRATIVE FORM

Credit Hours: 3 Semester

Prerequisites: HUM101, ENG201

Type: Lecture

COURSE DESCRIPTION

This course introduces the advanced student of writing to modern and contemporary short fiction and memoir. This course explores components of narrative prose, including exposition, dialogue, point of view, voice, etc. Discussions will include examples from modern and contemporary writers. Students will write, critique and revise their own short fiction while building a prose portfolio.

HUM402

DRAMATIC LITERATURE

Credit Hours: 3 Semester

Prerequisites: HUM101, ENG201

Type: Lecture

COURSE DESCRIPTION

This course appreciates the status of dramatic texts as literature, while acknowledging the concurrent role of dramatic literature in performance. Selected plays from dramatic literature will be examined in terms of their playwrights, form, and genre. The literature will be placed within the context of theatre history.

HUM403

HISTORY AND SYSTEMS

Credit Hours: 3 Semester

Prerequisites: HUM101, ENG201

Type: Lecture

COURSE DESCRIPTION

This course focuses on introducing students to an evolutionary history of basic assumptions involved in the aesthetic, philosophical, cultural and scientific inquiry. Western thought will be the main focus of study, with some Eastern viewpoints discussed as comparison. Particular emphasis will be placed on the arts and understanding the interrelation between history, aesthetics and politics from the Renaissance to Modernism.

HUM483

HISTORY AND SYSTEMS ONLINE

Credit Hours: 3 Semester

Prerequisites: HUM101, ENG201

Type: Lecture

COURSE DESCRIPTION

This course focuses on introducing students to an evolutionary history of basic assumptions involved in the aesthetic, philosophical, cultural and scientific inquiry. Western thought will be the main focus of study, with some Eastern viewpoints discussed as comparison. Particular emphasis will be placed on the arts and understanding the interrelation between history, aesthetics and politics from the Renaissance to Modernism.

SOCIAL AND BEHAVIORAL SCIENCES COMMUNICATION

SOC100

PUBLIC SPEAKING

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION

Public Speaking introduces students to theoretical and practical application of speaking in personal and professional settings. The course presents concepts necessary to be an effective speaker. Students will have the opportunity to practice these theories and concepts through assignments that develop their listening, oral expression, organizing and presentation skills.

SOC300

BUSINESS AND

PROFESSIONAL COMMUNICATION

Credit Hours: 3 Semester

Prerequisites: SOC100, BUS101

Type: Lecture

COURSE DESCRIPTION

This course is designed to extend students' written and oral communications knowledge and skills to the business and professional settings. The course explains relevant theory on the structures and functions of communication in these settings and explores the communication strategies and skills to succeed in business or as a professional. Students should apply this knowledge and develop these skills through written assignments and oral presentations.

SOC301

PERSUASION

Credit Hours: 3 Semester

Prerequisite: SOC100

Type: Lecture

COURSE DESCRIPTION

This course provides students with the opportunity to further develop their presentation skills and to learn the theories, principles, and strategies of social influence in various communication contexts. Students will have the opportunity to critically examine messages that are designed to influence and persuade others, learn the methods of persuasion and consider the ethical issues raised by influencing others in both personal and professional settings. Students are expected to apply this knowledge and develop their skills through their original presentations.

SOC302

POPULAR CULTURE

Credit Hours: 3 Semester

Prerequisite: SOC100

Type: Lecture

COURSE DESCRIPTION

Popular culture is not only a means of communication; it is both a producer and reflector of the tastes, values, ideology, trends, and traditions of the culture that produces it. Students will examine the tenets of cultural studies as practiced by leading scholars in the field. This course introduces students to the methods of analyzing popular culture. Students will have the opportunity to apply these theories through the cultural analysis of textual practices and textual productions from a wide variety of cultures—both western and non-western—to glean insights into those cultures and in the study of popular culture.

PSYCHOLOGY

SOC110

INTRODUCTION TO PSYCHOLOGY

Credit Hours: 3 Semester

Prerequisite: ENG101

Type: Lecture

COURSE DESCRIPTION

This course looks at the principles of behavior, human development, emotions, intelligence, learning, motivation, and personality. Social influences on behavior, mental disorders and psychotherapy are covered.

SOC310

SOCIAL PSYCHOLOGY

Credit Hours: 3 Semester

Prerequisite: SOC110

Type: Lecture

COURSE DESCRIPTION

This course addresses Social Psychology as a science. The course explains topics such as social cognition, aggression, conformity and prejudice. The course will also explore interpersonal dynamics and elements of persuasive communication as it relates to group behavior.

SOC410

PSYCHOLOGY OF CREATIVITY

Credit Hours: 3 Semester

Prerequisite: SOC110

Type: Lecture

COURSE DESCRIPTION

This advanced psychology course examines and explores the phenomenon of human creativity. Didactic and experiential methodological approaches will be used to understand the creative process. Students will be introduced to neuro-biological, ecological, and psychological research that address the functionality and expression of creativity. The course will offer experiential exercises designed to enhance creativity, with an incorporation of interpretive theoretical frameworks such as brain lateralization and the psychodynamics of the unconscious. This course also endeavors to help a student understand and work with creative blocks.

SOC411

GROUP DYNAMICS

Credit Hours: 3 Semester

Prerequisite: SOC110

Type: Lecture

COURSE DESCRIPTION

Group Dynamics is an experiential course designed to help students identify, understand and effectively manage all aspects of interpersonal communication. Through lectures, discussions and group exercises, students will have the opportunity to learn the fundamentals involved in effective collaboration with others.

ECONOMICS

SOC220

GLOBAL ECONOMICS

Credit Hours: 3 Semester

Prerequisite: MAT101

Type: Lecture

COURSE DESCRIPTION

This course focuses on the economic aspects of globalization and examines why the interdependent economics of various nations are regarded as a single economic system. The course also examines barriers and bridges to the world's markets, including trade agreements and obstacles to international trading.

POLITICAL SCIENCE

SOC130

AMERICAN GOVERNMENT

Credit Hours: 3 Semester

Prerequisite: ENG101

Type: Lecture

COURSE DESCRIPTION

This course explains the basic principles and structures of the United States federal and state governments using California as the primary example of state government. Key subjects discussed are the U. S. Constitution and the branches of government, models of citizen activism and the democratic process, federalism, civil rights and civil liberties, government institutions, political parties, elections, interest groups and social change.

SOC330

COMPARATIVE POLITICS

Credit Hours: 3 Semester

Prerequisite: SOC130 or SOC110

Type: Lecture

COURSE DESCRIPTION

This course introduces to students the political theories that give rise to various political systems throughout the world. The course analyzes and compares the forms of governments (including the United States government) in connection to culture and economics. Students will have the opportunity to learn and apply the methods by which political scientists conceptualize and critically compare one governmental structure to another.

MATH AND SCIENCE COURSES

MATHEMATICS

MAT099

MATHEMATICS FUNDAMENTALS

Credit Hours: 3 Semester

Prerequisite: None

COURSE DESCRIPTION

Mathematics Fundamentals is a foundational mathematics course designed to enhance the student's ability to work with numbers and operations and to solve application problems. This course focuses on the development of mathematical problem-solving techniques through the examination of whole numbers, fractions, decimals, ratios, proportions, percent's, measurement, signed numbers, statistics, algebraic and geometric principles. Note: This course does not count for graduation credit.

MAT101

COLLEGE MATHEMATICS

Credit Hours: 3 Semester

Prerequisite: MAT099 or Accuplacer Placement

Type: Lecture

COURSE DESCRIPTION

This course introduces students to fundamental theory and analysis of college level mathematics. Principles of Algebra, Geometry and Trigonometry are explored in order to supports analytical thinking.

SCIENCE

SCI200

SCIENCE

Credit Hours: 3 Semester

Prerequisite: MAT101

Type: Lecture

COURSE DESCRIPTION

This course provides an introduction to some of the fundamental concepts that form the basis of physical and biological sciences. The human vision system, atmospheric optics, chemistry, astronomy, physics and other sciences are discussed to provide an understanding of the sciences in everyday life.

Graduate Program Offerings

MFA in Photography

The Master of Fine Arts in Photography seeks students who are eager to explore ideas and technologies in various approaches to creating images that express their personal vision. In addition to understanding the basics of camera operation and image processing (analog, digital or both), applicants should have an interest in the role of photography in the larger context of visual expression. The ideal candidates are highly motivated and actively seek to deepen their conceptual communication, expand their artistic comprehension, and articulate a coherent and compelling statement.

Mission

The Master of Fine Arts in Photography degree provides a rigorous exploration of image-making as a cultural force and as a mode of personal expression. The program nurtures intellectual and creative growth through the lively exchange of ideas from diverse sources and wide-ranging perspectives. The program supports aesthetic exploration in all forms of lens based and light based media and promotes academic inquiry through research recognizing the importance of critical analysis and writing to both comprehend and create a cohesive body of work. Brooks Institute prepares artists to make an important contribution to the expanding role of the visual experience in contemporary life.

Program Description

The Master of Fine Arts in Photography is a 61 semester credit program consisting of 57 semester credits of studio and seminar courses that emphasize individual creative growth and the development of a critical understanding of the medium. Additionally, 4 semester credits of elective courses is required with topic selections that range from internships in teaching and/or gallery or museum experience and professional writing, as well as a selection of special topics courses designed to meet the immediate needs of

the industry. Academic study includes coursework in art history and criticism; history, science and psychology of image-making; as well as communication, business, and education. The combination of intensive studio practice and scholarly exploration in a supportive environment prepares students for a wide range of careers in the visual arts field including teaching at the college level.

Upon Completion of the Master of Fine Arts Degree, students will be able to:

- Create a cohesive body of original work integrating a mastery of materials, methods, and concepts. (Visual Literacy, Adept)
- Articulate an informed perspective that includes defining an aesthetic approach, reviewing methods and processes, and providing a broader cultural context in which to understand a body of work. (Communication, Global, Visual Literacy)
- Synthesize knowledge obtained through various research activities exhibiting a standard of academic integrity and a graduate level of critical analysis. (Problem Solver, Visual Literacy)
- Engage in creative collaboration as an effective member of a team.(Collaboration)

1ST SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
HST541	History of Art: Renaissance to 1900	None	2	2	L
PTT514	Photographic Theory	None	2	2	L
PTT556	MFA Studio Critique I	None	3	4	L/S
PTT561	MFA Seminar I	None	2	2	L
TOTAL			9	10	

2ND SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
HST542	History of Art: 1900 to Present	HST541	2	2	L
PSY543	The Psychology of Images	PTT561	2	2	L
PTT557	MFA Studio Critique II	PTT556	3	4	L/S
PTT562	MFA Seminar II	PTT561	2	2	L
TOTAL			9	10	

3RD SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
EDU545	Methods in Imaging Education	PTT562	2	2	L
HST523	History of Photography	PTT514	2	2	L
PTT558	MFA Studio Critique III	PTT557	3	4	L/S
PTT563	MFA Seminar III	PTT562	2	2	L
TOTAL			9	10	

4TH SEMESTER

NUMBER	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
OFA540	Optics in Fine Arts	PTT514	2	2	L
COM530	Interdisciplinary Aspects of Communication	PTT561	2	2	L
PTT656	MFA Studio Critique IV	PTT558	3	4	L/S
PTT661	MFA Seminar IV	PTT563	2	2	L
TOTAL			9	10	

5TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
PTT544	Contemporary Criticism	HST523	2	2	L
PTT550	Contemporary Imaging Systems	PTT514	2	2	L
PTT657	MFA Studio Critique V	PTT656	3	4	L/S
PTT662	MFA Seminar V	PTT661	2	2	L
TOTAL			9	10	

6TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
BUS525	Entrepreneurial Skills for Fine Artists	PTT563	2	2	L
PTT658	MFA Studio Critique VI	PTT657	3	4	L/S
PTT663	MFA Seminar VI	PTT662	2	2	L
ELE	ELE courses are either 1 or 2 credits		2	2	S
TOTAL			9	10	

7TH SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
PTT681	MFA Thesis Project	PTT663	5	10	S
ELE	ELE courses are either 1 or 2 credits		2	2	S
TOTAL			7	12	

PROGRAM TOTALS

TOTAL CREDITS	STUDIO & SEMINAR CREDITS	ELECTIVE COURSE CREDITS
61	57	4
Elective Courses must total 4 semester credits		

MFA in Photography Course Descriptions

BUSINESS

BUS525

ENTREPRENEURIAL SKILLS FOR FINE ARTISTS

Credit Hours: 2 Semester

Prerequisite: PTT563

Type: Lecture

COURSE DESCRIPTION

This course focuses upon how fine artists may negotiate the complexities and challenges of business activity.

COMMUNICATION

COM530

INTERDISCIPLINARY ASPECTS OF
COMMUNICATION

Credit Hours: 2 Semester

Prerequisite: PTT561

Type: Lecture

COURSE DESCRIPTION

This course explores how the perspectives of various academic disciplines, such as psychology, art, philosophy, sociology, and others, inform our understanding and appreciation of the role of visual communication in modern society.

EDUCATION

EDU545

METHODS IN IMAGING EDUCATION

Credit Hours: 2 Semester

Prerequisite: PTT562

Type: Lecture

COURSE DESCRIPTION

This course introduces the student to various methods of educational processes. In this course the student will investigate and construct course syllabi, outlines and curriculum.

HISTORY

HST523

HISTORY OF PHOTOGRAPHY

Credit Hours: 2 Semester

Prerequisite: PTT514

Type: Lecture

COURSE DESCRIPTION

This course reviews the historical aesthetics of photography. Lectures include comparative analysis of different periods and styles.

HST541

HISTORY OF ART: RENAISSANCE TO 1900

Credit Hours: 2 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION

This course investigates the development and changes in artistic expression from the Renaissance to the beginning of the Twentieth Century.

HST542

HISTORY OF ART: 1900 TO PRESENT

Credit Hours: 2 Semester

Prerequisite: HST541

Type: Lecture

COURSE DESCRIPTION

This course investigates the development and changes in artistic expression from the beginning of the Twentieth Century to the present.

PHOTOGRAPHY

OFA540

OPTICS IN FINE ARTS

Credit Hours: 2 Semester

Prerequisite: PTT514

Type: Lecture

COURSE DESCRIPTION

This course reviews theoretical aspects of optics as related to fine arts. Class activities involve the application of theory to image making.

PTT514

PHOTOGRAPHIC THEORY

Credit Hours: 2 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION

This course introduces the conceptual, chemical, physical and mathematical theories of photographic processes.

PTT544

CONTEMPORARY CRITICISM

Credit Hours: 2 Semester

Prerequisite: HST523

Type: Lecture

COURSE DESCRIPTION

This course explores different approaches for critically describing, analyzing, evaluating, and theorizing about visual images. Particular attention is paid to discussing the nature, function, and scope of criticism.

PTT550

CONTEMPORARY IMAGING SYSTEMS

Credit Hours: 2 Semester

Prerequisite: PTT514

Type: Lecture

COURSE DESCRIPTION

This course engages students in a survey of imaging technologies. Class activities include active experimentation and application with a selection of the technologies to create art.

PTT556

MFA STUDIO CRITIQUE I

Credit Hours: 3 Semester

Prerequisite: None

Type: Lecture/Studio

COURSE DESCRIPTION

This is the first in a series of six studio courses in the MFA program. By solving conceptual assignments, students begin the practice of creating photographs that express a pre-visualized concept. Presentations and readings focus on the cognitive process of creative expression in the visual arts.

PTT557

MFA STUDIO CRITIQUE II

Credit Hours: 3 Semester

Prerequisite: PTT556

Type: Lecture/Studio

COURSE DESCRIPTION

MFA Studio II continues to challenge students' individual creative growth through assigned shooting projects that stress broad experimentation with ideas, materials, and methods. Presentations and readings focus on intrinsic traits of the photographic process as differentiated from other forms of expression.

PTT558

MFA STUDIO CRITIQUE III

Credit Hours: 3 Semester

Prerequisite: PTT557

Type: Lecture/ Studio

COURSE DESCRIPTION

MFA Studio III presents students with a set of assigned creative problems that promote the development of each student's unique approach to visual expression. Presentations and readings explore creative activity as a way of life.

PTT561

MFA SEMINAR I

Credit Hours: 2 Semester

Prerequisite: None

Type: Lecture

COURSE DESCRIPTION

This is the first in a series of six seminars that prepares the students for a greater understanding of the artistic process and the role of the artist in society. This course focuses on the psychological underpinnings of creativity. Research, discussions and written assignments are used to apply various theories.

PTT562

MFA SEMINAR II

Credit Hours: 2 Semester

Prerequisite: PTT561

Type: Lecture

COURSE DESCRIPTION

This is the second in a series of six seminars. This course encourages more specific analysis of the processes and barriers associated with self-expression. Research, discussions and writing facilitate the exploration of the concepts.

PTT563

MFA SEMINAR III

Credit Hours: 2 Semester

Prerequisite: PTT562

Type: Lecture

COURSE DESCRIPTION

The third in a series of seminars this course explores the context of social, political, economic and cultural influences and their effect on creative output. A continuation of research, discussions and writing are required.

PTT656

MFA STUDIO CRITIQUE IV

Credit Hours: 3 Semester

Prerequisite: PTT558

Type: Lecture/Studio

COURSE DESCRIPTION

In MFA Studio IV, emphasis shifts from assigned projects to short term self-directed work. Students are encouraged to explore a variety of processes and materials to determine those best suited for individual creative interests. Presentations and discussions focus on contemporary issues in photography and the arts.

PTT657

MFA STUDIO CRITIQUE V

Credit Hours: 3 Semester

Prerequisite: PTT656

Type: Lecture, Studio

COURSE DESCRIPTION

MFA Studio V provides an opportunity for students to begin creating work for their culminating exhibit while engaging classmates in the process of peer review. Students hone the themes and language that they will use later in written documents and the final defense of their work. Class discussions focus on the meaning and context of each student's creative output.

PTT658

MFA STUDIO CRITIQUE VI

Credit Hours: 3 Semester

Prerequisite: PTT657

Type: Lecture/ Studio

COURSE DESCRIPTION

MFA Studio VI functions as a self-directed lab where students finalize their studio work and supporting rhetoric for exhibition. Ongoing peer feedback becomes essential to weighing choices regarding final editing and the production of a cohesive body of finished artwork.

PTT661

MFA SEMINAR IV

Credit Hours: 2 Semester

Prerequisite: PTT563

Type: Lecture

COURSE DESCRIPTION

In this course, fourth in the seminar series, the student identifies aspects of his/her inner world ready for thematic exploration in a body of work. Research, discussions and written assignments are used.

PTT662

MFA SEMINAR V

Credit Hours: 2 Semester

Prerequisite: PTT661

Type: Lecture

COURSE DESCRIPTION

This course is the fifth in a six-seminar sequence. Students focus on their developing body of work in context with contemporary and historical references. Significant attention is given to gathering source material to support the development of the structure of the culminating document.

PTT663

MFA SEMINAR VI

Credit Hours: 2 Semester

Prerequisite: PTT662

Type: Lecture

COURSE DESCRIPTION

As the culminating seminar for the MFA sequence, this course focuses on integrating source material to build a context of understanding the student's body of work and to prepare for the defense. Students will also work collaboratively to prepare their group exhibition.

PTT681

MFA THESIS PROJECT

Credit Hours: 5 Semester

Prerequisite: PTT663

Type: Studio

COURSE DESCRIPTION

In this course students will participate in an exhibition of their final body of work, submit their supporting document, and give a public oral defense of their culminating work, all requirements for graduation from the MFA in Photography Degree program in addition to a cumulative grade point average of B or above. Students will be working with their chosen Faculty Advisory Committee whose responsibilities include the approval of the exhibition as well as the evaluation of the defense and culminating document. If a student fails to complete all the requirements as set by their Faculty Advisory Committee, the student will receive an "IP" as an interim grade, and must retake the PTT681 course for credit, including the payment of tuition and fees, until the student meets the graduation requirements within the allotted maximum time of completion.

PSYCHOLOGY

PSY543

THE PSYCHOLOGY OF IMAGES

Credit Hours: 2 Semester

Prerequisite: PTT561

Type: Lecture

COURSE DESCRIPTION

This course introduces students to psychological principles and theories related to the perception of images.

ELECTIVE COURSES

ELE511

TEACHING INTERNSHIP I

Credit Hours: 2 Semester

Prerequisite: PTT562

Type: Internship

COURSE DESCRIPTION – ELECTIVE

This course connects a student with a Teacher/Mentor who supervises the student in a Teaching Assistantship (TA) within the undergraduate program at Brooks Institute or within a program at another institution approved by the Program Chair. The student is expected to work under the direct supervision of the Teacher/Mentor. A Coordinating Faculty Member, from the MFA in Photography Degree program, will evaluate the TA student's performance and stated learning objectives based on the input from the Teacher/Mentor. Minimum of 90 hours required.

ELE521

INDEPENDENT STUDY IN EDUCATIONAL METHODS

Credit Hours: 1 Semester

Prerequisite: PTT562

Type: Independent Study

COURSE DESCRIPTION – ELECTIVE

This course may be taken concurrently with ELE511 or ELE531. The student will work with the same Coordinating Faculty Member reviewing and analyzing educational dynamics and their impact upon student outcomes.

ELE531

TEACHING INTERNSHIP II

Credit Hours: 2 Semester

Prerequisite: ELE511

Type: Internship

COURSE DESCRIPTION – ELECTIVE

This course is a second opportunity for students to receive in-depth preparation in teaching through the teacher mentor process. The student is supervised in a Teaching Assistantship (TA) within the undergraduate program at Brooks Institute or within a program at another institution approved by the Program Chair. The student is expected to work under the direct supervision of the Teacher/Mentor. A Coordinating Faculty Member, from the MFA in Photography Degree program, will evaluate the TA student's performance and stated learning objectives based on the input from the Teacher/Mentor. This course may be repeated for credit. Minimum of 90 hours required.

ELE582

GRANT WRITING

Credit Hours: 2 Semester

Prerequisite: PTT563

Type: Independent Study

COURSE DESCRIPTION – ELECTIVE

This is an independently directed special topics course in grant writing. It is taken under the direction of a graduate faculty member. This course may be repeated for credit.

ELE583

WRITING FOR PUBLICATION

Credit Hours: 2 Semester

Prerequisite: PTT563

Type: Independent Study

COURSE DESCRIPTION – ELECTIVE

This is an independently directed special topics course focusing on writing skills for publications such as journals or magazines. It is taken under the direction of a graduate faculty member. This course may be repeated for credit.

ELE584

GALLERY/MUSEUM INTERNSHIP

Credit Hours: 2 Semester

Prerequisite: PTT562

Type: Internship

COURSE DESCRIPTION – ELECTIVE

This is an independently directed special topics course focusing on career paths in museum and gallery work. It is taken under the direction of a graduate faculty member. This course may be repeated for credit.

ELE592

SPECIAL TOPICS

Credit Hours: 2 Semester

Prerequisite: PTT562

Type: Independent Study

COURSE DESCRIPTION – ELECTIVE

This course allows a student to follow an independent plan of study on a special topic of interest related to graduate studies.

ELE601

ADVANCED SPECIAL TOPICS

Credit Hours: 2 Semester

Prerequisite: PTT563

Type: Independent Study

COURSE DESCRIPTION – ELECTIVE

This course allows a student further independent study within special topics related to graduate studies. This course may be repeated for credit.

MS in Scientific and Technological Imaging

The Master of Science in Scientific and Technological Imaging (MSSTI) Program seeks students with a passion for communicating science through visual media. The ideal candidates would have a keen interest in developing specialized media production skills (photography, video, multimedia), coupled with a desire to develop project management skills that would position the successful graduate to effectively produce media projects to support educational outreach; research; museum collections documentation; discovery; innovation; and communication regarding science and technology. The mostly online delivery format permits students to engage in the program from most locations without the need to relocate to southern California. At the highest level, applicants should want to inspire a global audience to explore, discover and innovate through a deeper understanding of science, technology, culture and history.

Mission Statement

Graduates of the MS in Scientific and Technological Imaging should be prepared to meet the challenges of communicating science, technology, and innovation through visual media. Graduates will have the opportunity to leverage skills in project management to ensure 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 ensure 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 ensure 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)

Curriculum Delivery

Eleven required courses and one elective are delivered 100% online. Student engagement with the instructors and course content is mainly through asynchronous activities that include online lectures and/or demonstrations, simulation activities, discussion forums, collaborative projects, self-directed research and case study review, individual and group production projects, group critiques and other online learning activities in addition to individually developed project work leading to a final portfolio. Students are required to pass a final portfolio review in order to satisfy the graduation requirements.

1ST SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
MSS512	Technical Image Capture	None	2	3	O
MSS514	Project Management	None	2	3	O
MSS516	Communicating Science: Writing	None	2	3	O
MSS518	DAM, Libraries and Image Distribution	None	2	3	O
TOTAL			8	12	

2ND SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
MSS522	Collection, Artifact and Documentary Photography	MSS512	2	3	O
MSS524	Photographic Lighting Solutions	MSS512	3	4	O
MSS626	Visual Storytelling and Portraiture	MSS512	3	4	O
TOTAL			8	11	

3RD SEMESTER

COURSE #	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
MSS532	Multimedia Methods I: Content Creation	MSS524	2	3	O
MSS534*	Production Workshop I (includes one week residency)	MSS524	4	3	O/S
MSS636	Specialized Photo Applications I	MSS512	2	3	O
MSSxxx**	Elective	See catalog	2	3	O
TOTAL			10	12	

4TH SEMESTER

NUMBER	COURSE NAME	PRE REQ.	CREDITS	CONTACT HOURS	TYPE
MSS642	Multimedia Methods II: Presentation	MSS532	2	3	O
MSS644*	Production Workshop II (includes one week residency)	MSS534	4	3	O/S
MSS646	Specialized Photo Applications II	MSS636	2	3	O
MSSxxx**	Elective	See catalog	2	3	O
TOTAL			10	12	

PROGRAM TOTALS

TOTAL CREDITS	STUDIO & SEMINAR CREDITS	ELECTIVE COURSE CREDITS
36	32	4

***Residencies.** The two 4-credit classes, **MSS534 Production Workshop I** and **MSS644 Production Workshop II**, have a one-week on-ground residency requirement embedded into the course delivery. In these courses, 45 contact hours will be delivered online over the 15-week term and 45 contact hours will be delivered in a face-to-face format during the one-week residency. During the two, one-week long residency periods, students are responsible for all travel, accommodations, meals and other living expenses while in the Ventura, CA area. These intensive residencies require students to be in production on a variety of projects from Saturday through Friday in an intensive workshop environment. The residencies provide students the opportunities to use specialized equipment, engage in hands-on production, and interact with students and faculty.

**** Electives.** Students are required to take two of the four offered elective courses.

MS in Scientific and Technological Imaging Course Descriptions

MSS512

TECHNICAL IMAGE CAPTURE

Credit Hours: 2 Semester

Prerequisite: None

Type: 100% online delivery

COURSE DESCRIPTION

Scientific, museum and related areas of media production require the highest level of technical accuracy and proficiency in capturing media. Methods of achieving technical excellence in image capture, image output, and media formatting will be covered. The elements of “engineering the capture” will be discussed related to technically challenging imaging situations.

MSS514

PROJECT MANAGEMENT

Credit Hours: 2 Semester

Prerequisite: None

Type: 100% online delivery

COURSE DESCRIPTION

Skills in project management are critical to advancement in the field and successful completion of projects. This course covers pre-planning; resource selection; assembling and managing the team; production and execution of the project; documentation and sharing the outcomes. The learning will focus on achieving efficiency, productive group dynamics, and successful outcomes.

MSS516

COMMUNICATING SCIENCE: WRITING

Credit Hours: 2 Semester

Prerequisite: None

Type: 100% online delivery

COURSE DESCRIPTION

Effective media communicators have effective writing capabilities. Students will apply scientific methods and critical thinking to developing writing skills that can be used to support media projects, obtain funding for projects, fulfill publication and presentation requirements, support business and organizational communication needs, and communicate to very diverse audiences.

MSS518

DAM, LIBRARIES AND IMAGE DISTRIBUTION

Credit Hours: 2 Semester

Prerequisite: None

Type: 100% online delivery

COURSE DESCRIPTION

The science and museum collections world demands the highest level of Digital Asset Management (DAM) capabilities. Students will review case studies and various methods of applying DAM in different work environments. Students will take a problem-solving approach to engineering solutions for media management, media formatting, distribution and archiving. The challenges of rapidly changing media technologies and distribution channels will be addressed.

MSS522

COLLECTION, ARTIFACT AND DOCUMENTARY PHOTOGRAPHY

Credit Hours: 2 Semester

Prerequisite: MSS512

Type: 100% online delivery

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.

MSS524

PHOTOGRAPHIC LIGHTING SOLUTIONS

Credit Hours: 3 Semester

Prerequisite: MSS512

Type: 100% online delivery

COURSE DESCRIPTION

Imaging scientific and technology subject matter requires well-developed lighting skills. The ability to create visually compelling images to communicate science, technology, and collections is critical to success in this field. The course will cover field and studio lighting solutions with a variety of lighting methods.

MSS532

MULTIMEDIA METHODS I: CONTENT CREATION

Credit Hours: 2 Semester

Prerequisite: MSS524

Type: 100% online delivery

COURSE DESCRIPTION

As media content creators, we need to have a solid grounding in still photography methods, video production, audio capture and various combinations of media used to communicate research, technology, cultural artifacts and the fascinating stories found in this field. This course focuses on multi-media production methods and creating content that contributes to communicating science, technology and culture.

MSS534

PRODUCTION WORKSHOP I (INCLUDES 1 WEEK RESIDENCY ON CAMPUS)

Credit Hours: 4 Semester

Prerequisite: MSS524

Type: Online and on-ground delivery

COURSE DESCRIPTION

The Production Workshop is designed to bring students together online and on campus to produce team and individual projects, thereby enhancing their project management and collaboration skills. The course begins with pre-production and planning for the required one-week on-campus residency period. During this immersion in an intensive work environment on our Ventura campus and other nearby work environments, students will rotate through a variety of specialized equipment in order to produce imaging projects using techniques such as photomicrography, high frame rate video, stop-action photography, video production, macrophotography, spectral imaging and other methods. Students are responsible for travel, accommodations, meals and other living expenses while in the Ventura, CA area.

MSS626

VISUAL STORYTELLING AND PORTRAITURE

Credit Hours: 3 Semester

Prerequisite: MSS512

Type: 100% online delivery

COURSE DESCRIPTION

People are the lifeblood behind the work that we photograph. In this course, students learn the fundamentals of commercial and editorial narratives. This course works to advance the understanding of portrait lighting and posing, both in studio and location situations. Storytelling via portraiture is explored as students learn to use photographic lighting equipment and existing light to create effective narrative media communications.

MSS636

SPECIALIZED PHOTO APPLICATIONS I

Credit Hours: 2 Semester

Prerequisite: MSS512

Type: 100% online delivery

COURSE DESCRIPTION

This student-directed course allows the opportunity for individual students to explore particular specialized subject/imaging technique areas related to scientific, technological, and museum imaging fields. Students explore and expand their capabilities in the areas of spectral imaging, magnification imaging, or other methods while applying their project management skills to these self-directed and team projects.

MSS642

MULTIMEDIA METHODS II: PRESENTATION

Credit Hours: 2 Semester

Prerequisite: MSS532

Type: 100% online delivery

COURSE DESCRIPTION

Capturing multi-media content is the first step in creating compellingly interesting and effective visual communications projects. This course takes students to the next level – integrating various media together into presentations that leverage the power of using visual and audio elements to create communication projects that go beyond the sum of the parts.

MSS644

PRODUCTION WORKSHOP II (INCLUDES 1 WEEK RESIDENCY ON CAMPUS)

Credit Hours: 4 Semester

Prerequisite: MSS534

Type: Online and on-ground delivery

In addition to covering advanced production and project management methods for more complex projects, this course provides students with opportunities to finalize their personal portfolio. During the required one-week on-campus residency period, students would produce team and individual projects. The activities will focus on portfolio work, and achieving successful outcomes in an intensive team and individual production work environment. In order to pass this required course, students must complete their personal portfolio and pass a review by a Graduate Advisor Committee. Students are responsible for travel, accommodations, meals and other living expenses while in the Ventura, CA area.

MSS646

SPECIALIZED PHOTO APPLICATIONS II

Credit Hours: 2 Semester

Prerequisite: MSS636

Type: 100% online delivery

COURSE DESCRIPTION

This advanced level course allows the opportunity for individual students to go into greater depth in particular subject/imaging technique areas, or to explore new areas. Students could expand their capabilities in the areas of magnification imaging, computer graphics imaging, spectral imaging, or other methods while applying acquired project management skills to these self-directed and team projects. Projects in this course must be approved by the instructor, and must be at a more advanced level or involve different methods from MSS636.

ELECTIVE COURSES

MSS541

HISTORY OF PHOTOGRAPHY

Credit Hours: 2 Semester

Prerequisite: None

Type: 100% online delivery

COURSE DESCRIPTION – ELECTIVE

This course reviews the historical aesthetics, technologies and communication uses of photography. The learning will focus on a comparative analysis of different periods, styles and imaging technologies.

MSS647

ADVANCED PRODUCTION WORKSHOP

Credit Hours: 2 Semester

Prerequisite: Program Chair Approval

Type: 100% online delivery

COURSE DESCRIPTION – ELECTIVE

Production management, problem-solving skills and the ability to execute accurate and effective visual communication projects are critical skills in the field of scientific and technological imaging. This elective course would provide an opportunity for students to engage in advanced specialized multi-media projects, most likely working in a scientific, industrial or museum facility. In order to enroll in this course, students must submit a proposal that details the learning and production outcomes, and obtain approval from the Program Chair.

Note regarding MSS647: With the approval of the Program Chair, students who demonstrate advanced capabilities or advantageous opportunities may substitute MSS647 Advanced Production Workshop for one of the following courses, if the MSS647 course will accomplish the learning outcomes of the course. A course cannot count as both an elective and a required program course; the student must still have 4 credits of electives and a total of 36 credit hours to complete the program.

- MSS532 Multimedia Methods 1: Content Creation
- MSS642 Multimedia Methods II: Presentation

MSS649

INTERNSHIP I

Credits: 2 Semester

Prerequisite: Program Chair Approval

Type: On-site Internship

COURSE DESCRIPTION – ELECTIVE

Since the specialty areas within scientific, engineering, technical and museum photography often require very specialized equipment and facilities, an internship can offer production opportunities that cannot be made available on campus. Students who select an internship would work at the internship sponsor's facility under the supervision of the sponsor, and monitored by the instructor. Students must submit a proposal, including the sponsoring organization information, for an internship in order to be accepted into this course. Permission of the Program Chair is required to enroll in this course. The Internship is a monitored and documented experience that assists students with the transition from the classroom to the work environment. Minimum 90 hours.

Note regarding Internships: Internships may or may not be available every semester. Scheduling an internship requires coordination with the internship sponsor. With the approval of the Program Chair, students who demonstrate advanced capabilities or advantageous opportunities may substitute the MSS649 Internship I or MSS661 Internship II course for one of the following courses, if the internship will accomplish the learning outcomes of the course. A course cannot count as both an elective and a required program course; the student must still have 4 credits of electives and a total of 36 credit hours to complete the program.

- MSS636 Specialized Photo Applications I
- MSS646 Specialized Photo Applications II

MSS661

INTERNSHIP II

Credits: 2 Semester

Prerequisite: Program Chair Approval

Type: On-site Internship

COURSE DESCRIPTION – ELECTIVE

The MSS661 Internship II course allows for students to take a second internship with outcomes that differ from the first. Since the specialty areas within scientific, engineering, technical and museum photography often require very specialized equipment and facilities, an internship can offer production opportunities that cannot be made available on campus. Students who select an internship would work at the internship sponsor's facility under the supervision of the sponsor, and monitored by the instructor. Students must submit a proposal, including the sponsoring organization information, for an internship in order to be accepted into this course. Permission of the Program Chair is required to enroll in this course. The Internship is a monitored and documented experience that assists students with the transition from the classroom to the work environment. Minimum 90 hours.

Photo Credits

FRONT COVER

Top: Bill Robbins, Faculty

PAGE 5 – FILM

Andrea Miner ©2011, Student

PAGE 6 – PRO PHOTO

JP Vaillancourt ©2010, Student

PAGE 24 – FINANCIAL AID

Cota Campus – Santa Barbara

Russ McConnell ©2011, Faculty

PAGE 24 – ACADEMIC INFORMATION

Andrea Miner ©2011, Student

PAGE 24 – VISUAL JOURNALISM

Udi Goren ©2011, Student

PAGE 51 – FILM| GD| VJ

Course Descriptions

Top: Andrew Hreha ©2009, Student

Middle: Scott McCullough ©2010, Student

Bottom: Afton Almaraz ©2008, Student

PAGE 55 – FILM

Andrea Miner ©2011, Student

PAGE 70 – GRAPHIC DESIGN

Ventura Campus

Brent Winebrenner, Faculty

PAGE 85 – VISUAL JOURNALISM

Isabela Eseverri ©2011, Student

PAGE 100 – PRO PHOTO

Mattia Balsamini ©2010, Student

PAGE 104 – PRO PHOTO

Erin Feinblatt ©2011, Student

Brooks Institute

Brooks Institute

5301 N. Ventura Avenue
Ventura, CA 93001

Toll Free Class Information: (888) 276-4999

All Other Inquiries: (805) 585-8000

www.brooks.edu

Academic Calendar

As of 1/1/2015

2015-2016 Academic Calendar

Semester start date	Semester end date
01/12/2015	04/24/2015
05/11/2015	08/21/2015
09/08/2015	12/18/2015
01/11/2016	04/22/2016
05/09/2016	08/19/2016
09/06/2016	12/16/2016

Classes are offered on days marked with an "x":

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
X	X	X	X	X	X	X

Observed Holidays-No Classes

MLK Day	Monday, 1/19/2015 Classes resume Tuesday 1/20/2015
Mid-Semester Break	Thursday, 3/5/2015-Friday, 3/6/2015 Classes resume Saturday 3/7/2015
Memorial Day	Monday, 5/25/2015 Classes resume Tuesday 5/26/2015
Independence Day	Friday, 7/3/2015-Sunday, 7/5/2015 Classes resume Monday 7/6/2015
Labor Day	Monday, 9/7/2015 Classes begin Tuesday 9/8/2015
Thanksgiving Holiday	Thursday, 11/26/2015-Sunday, 11/29/2015 Classes resume Monday 11/30/2015
MLK Day	Monday, 1/18/2016 Classes resume Tuesday 1/19/2016
Mid-Semester Break	Thursday, 3/4/2015-Friday, 3/5/2016 Classes resume Saturday 3/6/2016
Memorial Day	Monday, 5/30/2016 Classes resume Tuesday 5/31/2016
Independence Day	Monday, 7/4/2016 Classes resume Tuesday 7/5/2016
Labor Day	Monday, 9/5/2016 Classes begin Tuesday 9/6/2016
Thanksgiving Holiday	Thursday, 11/24/2016-Sunday, 11/27/2016 Classes resume Monday 11/28/2016

UNDERGRADUATE TUITION & FEES

effective for any new enrollment agreements signed as of 3/5/15

Tuition

Full Time (12-18 credits)

Tuition \$9,810 per 15 week semester

Part Time (under 12 credits)

Tuition \$6,475 per 15 week semester

One Course

Tuition \$3,250 (also must pay all applicable fees)

Fees

Application fee \$50 (nonrefundable) STRF

Fee \$0

Technology Fee \$350 per 15 week semester

Course Challenge Examination Fee \$50/exam

Excursion Fee \$100 (only applicable to certain courses, see syllabi)

Production Fee \$100 (only applicable to certain courses, see syllabi)

Audit Fee \$250 per class (unless course has been previously passed, then fee is waived)

Late Registration Fee \$150

Replacement ID Card Fee \$15 per card

Transcripts (see transcript section in catalog)

Replacement Diploma \$50

Alumni Lab Day Use \$20 per day (not incurred by current students)

Total Undergraduate Tuition and Fees (includes Application Fee, STRF fee and Technology Fee):

\$81,330

UNDERGRADUATE INDIRECT EDUCATIONAL COSTS

The only costs paid directly to Brooks Institute are the tuition and fee charges above. Brooks Institute has developed 2014-2015 averages for an 8-month (2 semester) period for other indirect costs which include the following:

Room and Board Average Expenses living away from home \$7,552

Room and Board Average Expenses living at home \$2,856

Transportation expenses \$1,920

Miscellaneous/Personal expenses \$1,608

Books and Supplies average (varies by program): Film \$2,530

Graphic Design \$1,681

Professional Photography \$2,502

Visual Journalism \$2,408

GRADUATE TUITION & FEES

effective for any new enrollment agreements signed as of 3/5/15

Full Time Tuition \$6100 per 15 week semester (over 6 credits)

Part Time Tuition \$3500 per 15 week semester (6 credits or less)

Application fee \$50 (nonrefundable)

STRF Fee \$0

Technology Fee \$350 per 15 week semester

Advisor Fee \$175 per 15 week semester

Audit Fee \$250 per class (unless course has been previously passed, then fee is waived)
Late Registration Fee \$150
Replacement ID Card Fee \$15 per card
Transcripts (see transcript section in this catalog)
Replacement Diploma \$50
Alumni Lab Day Use \$20 per day (not incurred by current students)

Total MS SCIENTIFIC AND TECHNOLOGICAL IMAGING Tuition and Fees (includes Application Fee, Technology Fee, STRF Fee and Advisor Fee): \$26,550

Total MFA PHOTOGRAPHY Tuition and Fees (includes Application Fee, Technology Fee, STRF Fee and Advisor Fee): \$46,425

GRADUATE INDIRECT EDUCATIONAL COSTS

The only costs paid directly to Brooks Institute are the tuition and fee charges above. Brooks Institute has developed 2014-2015 averages for an 8-month period for other indirect costs which include the following:

MFA Photography

Room and Board Average Expenses living away from home \$7,552
Transportation expenses \$1,920
Miscellaneous/Personal expenses \$1,608
Books and Supplies \$4,286

MS Scientific and Technological Imaging

Room and Board Average Expenses living away from home \$7,552*
Transportation expenses \$1,920*
Miscellaneous/Personal expenses \$1,608
Books and Supplies \$4,622**

**Two 1-week residencies required, expenses will vary depending on travel and housing preferences*

***Equipment expenses will vary dependent upon quality of equipment purchased*

Faculty and Staff

Faculty - as of 01/12/2015

Name	Discipline	Education & Professional Licensure/Certification
Burr, Donna	Director of Library Services	<ul style="list-style-type: none"> • M.L.S., San Jose State University, San Jose, California • B.A., San Diego State University, San Diego, California

Business

Name	Discipline	Education & Professional Licensure/Certification
Elhai, John	Business Adjunct Faculty	<ul style="list-style-type: none"> • M.B.A., California Lutheran University, Thousand Oaks, California • B.S., California State Polytechnic University, Pomona, California
Kwong, Anna	Business Adjunct Faculty	<ul style="list-style-type: none"> • M.B.A. and B.A., California Lutheran University, Thousand Oaks, California • A.S., Santa Barbara Community College, Santa Barbara, California
Wilczynski, Alec	Business Adjunct Faculty	<ul style="list-style-type: none"> • J.D., University of San Diego, San Diego California • B.A., University of Rochester, Rochester, New York
Woyach, Laura	Business and Liberal Arts Adjunct Faculty	<ul style="list-style-type: none"> • M.B.A. and B.B.A., Georgia Southern University, Georgia

Liberal Arts

Name	Discipline	Education & Professional Licensure/Certification
Acklin, Karen	Liberal Arts Adjunct Faculty	<ul style="list-style-type: none"> • M.A., University of California Santa Barbara, California • B.A. California State University Dominguez Hills, California
Ayoub, Dr. George	Program Chair Liberal Arts	<ul style="list-style-type: none"> • Ph.D., Baylor College of Medicine, Houston, Texas • B.A., Amherst College, Amherst, Massachusetts
Baumwirt, Jason	Liberal Arts Adjunct Faculty	<ul style="list-style-type: none"> • M.B.A. and B.A., California State University Northridge, California
Bell, Gina	Liberal Arts Adjunct Faculty	<ul style="list-style-type: none"> • B.A. and M.A., Antioch University, California
Black, Liza	Liberal Arts Adjunct Faculty	<ul style="list-style-type: none"> • Ph.D., University of Washington, Washington • M.A. University of Washington, Washington
Bloom, Sheldon	Liberal Arts Adjunct Faculty	<ul style="list-style-type: none"> • M.A., Marymount University Arlington, Virginia • M.A., and Professional Diploma, Teachers College, Columbia University New York, New York • J.D., Columbia University School of Law New York, New York • A.B. , Columbia University New York, New York
De Piero, Zack	Liberal Arts Adjunct Faculty	<ul style="list-style-type: none"> • M. Ed. Temple University, Pennsylvania • B.A. James Madison Univeristy, Virginia
Jensen, Anna	Liberal Arts Full Time Faculty	<ul style="list-style-type: none"> • M.A., University of California Santa Barbara, California • B.A., University of California Berkeley, California
Maar, Henry	Liberal Arts Adjunct Faculty	<ul style="list-style-type: none"> • M.A. University of California Northridge, California • B.A. University of California San Diego, California
Picoletti, Dawn	Full Time Faculty	<ul style="list-style-type: none"> • M.A., University of California Santa Cruz, California • B.A., California State University Chico, California
Salinas, Fernando	Liberal Arts Adjunct Faculty	<ul style="list-style-type: none"> • M.F.A., Full Sail University , Florida • B.A., California State University Channel Islands, California
Vanderpool, Dr. Jennifer	Liberal Arts Adjunct Faculty	<ul style="list-style-type: none"> • Ph.D., University of California Santa Barbara, California • M.A., University of California Santa Barbara, California

		<ul style="list-style-type: none"> • M.A., Emory University, Georgia • M.A The Ohio State University, Ohio • B.A., Wittenburg University, Ohio
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Graphic Design

Name	Discipline	Education & Professional Licensure/Certification
Freeman, Bruce	Graphic Design Adjunct Faculty	<ul style="list-style-type: none"> • A.A. Ventura College, California
Moody, Matt	Graphic Design Adjunct Faculty	<ul style="list-style-type: none"> • B.A., University of California Santa Barbara, California • M.A., San Jose State University, California
Obermeier, Barbara	Graphic Design Lecturer	<ul style="list-style-type: none"> • M.B.A., California Lutheran University, Thousand Oaks, California • B.A., University of California Santa Barbara, California
Reid, Scott F.	Graphic Design Adjunct Faculty	<ul style="list-style-type: none"> • B.A., Art Center College of Design, Los Angeles, California • B.A., University of California Santa Barbara, California
Silva, John	Graphic Design Adjunct Faculty	<ul style="list-style-type: none"> • B.S. California Polytechnic State University, California

Film

Name	Discipline	Education & Professional Licensure/Certification
Beard, Glynn	Film Adjunct Faculty	<ul style="list-style-type: none"> • M.S. and B.A., Brooks Institute of Photography, Santa Barbara, California
Greenwald, Nana	Film Program Chair, Full Time	<ul style="list-style-type: none"> • B.A., Mount Holyoke College, South Hadley, Massachusetts
Holcomb, Michael	Film Adjunct Faculty	<ul style="list-style-type: none"> • B.A., University of Southern California, Los Angeles, California
Rhett, Cecily	Film Full Time Faculty	<ul style="list-style-type: none"> • M.A., University of Southern California, Los Angeles, California • B.A., Columbia University New York, New York
Ryan, Paul	Film Adjunct Faculty	<ul style="list-style-type: none"> • M.A., University of Southern California, Los Angeles, California • B.B.A., Texas A&M University, College Station, Texas
Schwartz, David	Film Full Time Faculty	<ul style="list-style-type: none"> • M.A., University of Iowa, Iowa City, Iowa • B.A., Marycrest College, Davenport, Iowa
Trotter, Judy	Film Lecturer	<ul style="list-style-type: none"> • B.A., California State University Northridge, California
Ulrich, Karl	Film Adjunct Faculty	<ul style="list-style-type: none"> • M.F.A., University of Southern California, Los Angeles, California • B.A., Loyola College in Maryland, Baltimore, Maryland

Professional Photography

Name	Discipline	Education & Professional Licensure/Certification
Broughton, Christopher	Professional Photography Full Time Faculty	<ul style="list-style-type: none"> • M.S. and B.A., Brooks Institute of Photography, Santa Barbara, California
Clevenger, Ralph	Professional Photography Lecturer	<ul style="list-style-type: none"> • B.S., San Diego State University, San Diego, California • B.A., Brooks Institute, Santa Barbara, California
DePhillipo, Dean	Professional Photography Full Time Faculty	<ul style="list-style-type: none"> • B.A., Brooks Institute, Santa Barbara, California
McConnell, Russell	Professional Photography Full Time Faculty	<ul style="list-style-type: none"> • M.A., Syracuse University, Syracuse, New York • B.S., State University of New York at Syracuse, New York • A.S., Monroe Community College, Rochester, New York
Meyer, Paul	Professional Photography Full Time	<ul style="list-style-type: none"> • M.S. and B.A., Brooks Institute, Santa Barbara, California • B.A., University of Hawaii Honolulu, Hawaii

	Faculty	
Meyer, Timothy	Professional Photography Full Time Faculty	<ul style="list-style-type: none"> • M.F.A., Brooks Institute of Photography, Santa Barbara, California • M.A. and B.A., California State University Fullerton, California
Rakichevich, Nenad (Nino)	Professional Photography Adjunct Faculty	<ul style="list-style-type: none"> • B.A., Brooks Institute, Santa Barbara, California
Robbins, William L.	Professional Photography Program Chair Full Time	<ul style="list-style-type: none"> • M.A., University of Phoenix, Arizona • B.F.A., Art Center College of Design, Los Angeles, California • A.A., El Camino College, Torrance, California
Schuler, Christy	Professional Photography, MSSTI Lecturer	<ul style="list-style-type: none"> • M.S., Brooks Institute, Santa Barbara, California • B.A., Pennsylvania State, University Park, Pennsylvania
Voight, Gregory R.	Professional Photography, MSSTI Full Time Faculty	<ul style="list-style-type: none"> • M.A., Antioch University, Santa Barbara, California • B.A., Brooks Institute of Photography, Santa Barbara, California • A.A., Merced College, Merced, California
Winner, Rob	Professional Photography Full Time Faculty	<ul style="list-style-type: none"> • M.S. and B.A., Brooks Institute of Photography, Santa Barbara, California

MFA in Photography

Name	Discipline	Education & Professional Licensure/Certification
Bradley, Tim	MFA Photography Adjunct	<ul style="list-style-type: none"> • M.F.A. and B.F.A., Art Center College and Design, Los Angeles, California
Eng, Dr. Jo Ellen	Graduate Program Photography Full Time Faculty	<ul style="list-style-type: none"> • Ph.D. and M.A., The Fielding Institute, Santa Barbara, California • M.B.A., California Lutheran University, Thousand Oaks, California • M.A., California State Polytechnic University, San Luis Obispo, California • B.A., University of California Santa Barbara, California
Linkof, Ryan	MFA Photography Adjunct Faculty	<ul style="list-style-type: none"> • Ph.D., University of Southern California, California
Rubenstein, Marcia	Graduate Program Photography Chair Full Time	<ul style="list-style-type: none"> • M.F.A., School of The Art Institute of Chicago, Illinois • A.B., University of California Berkeley, California

Visual Journalism

Name	Discipline	Education & Professional Licensure/Certification
Bloom, Susan	Visual Journalism Full Time Faculty	<ul style="list-style-type: none"> • M.F.A., The University of Texas, Austin, Texas • B.A., Hampshire College, Amherst, Massachusetts
Cooper, Greg	Visual Journalism Full Time Faculty	<ul style="list-style-type: none"> • M.S., Brooks Institute, Santa Barbara, California • B.A., Western Kentucky University, Bowling Green, Kentucky • A.A., Ventura College, Ventura, California
Rapping, Anacleto	Visual Journalism Adjunct Faculty	<ul style="list-style-type: none"> • B.A., California State University, San Jose, California
Stellwagen, Karin	Visual Journalism Lecturer	<ul style="list-style-type: none"> • M.A.V.A., University of Southern California, Los Angeles, California • B.S. Tufts University, Medford, Massachusetts

Master of Science in Scientific and Technological Imaging

Name	Discipline	Education & Professional Licensure/Certification
Fausset, Patricia	MSSTI Adjunct Faculty	<ul style="list-style-type: none"> • M.S California State Univeristy Northridge, California
Miles, Scott	Professional Photography Full Time Faculty	<ul style="list-style-type: none"> • M.S., Boise State University, Boise, Idaho • B.A., Brooks Institute of Photography, Santa Barbara, California

Management, ADA and Title IX Listing- as of 1/01/2015

Name	Position
Gramling, Dr. Tim	President
Lee, David	ADA/Section 504 Coordinator
Swink, Courtney	ADA/Section 504 Coordinator
Johnson, Toni	Title IX Coordinator
Hamaker, Steve	Director Finance and Operations
Balderas, Maggie	Vice President of Admissions
Johnson, Toni	Director of Academic Affairs
Nielsen, Laura	Director of Career Services
Reyes, April	Registrar
Eymann, Stacey	Campus Business Operation Manager

Catalog Revisions and Updates

Page #	Policy/Section	Effective Date
	General Information	7/8/2013

Brooks Institute is pleased to announce it will be consolidating and moving operations from its two Santa Barbara campuses to its existing location in Ventura, a former motion picture studio on eight acres. Having all our programs on one campus will allow for cross-disciplinary learning through shared course work between film, photography, visual journalism and graphic design. Brooks will do a phased-in move over the next 2 1/2 years. Maintaining Brooks Institute's reputation for high-quality, industry-relevant education was paramount in making this decision.

Page #	Policy/Section	Effective Date
4	Members of the CEC Board of Directors	5/14/2015

Remove:

David W. Devonshire

Page #	Policy/Section	Effective Date
4	Presidents Council	11/1/2014

Remove Presidents Council

Page #	Policy/Section	Effective Date
12	Brooks Institute Scholarship Programs: Brooks Institute Alumni Grant	4/13/2015

Add the following Grant:

Brooks Institute Alumni Grant

Brooks Institute provides a limited number of grants to Brooks Institute alumni who are accepted into our masters programs. To qualify, these students must:

- Meet all of the admissions criteria and be accepted into one of our masters programs.
- Submit completed grant application.
- Submit an essay describing their goals in their chosen field.
- To continue eligibility for this grant, students must maintain uninterrupted enrollment as a full-time student and a 3.0 GPA or higher while attending Brooks Institute.

Students may apply for the Brooks Institute Alumni Grant at the time of application. This grant is for up to \$3,500: \$500 per semester for up to 7 semesters. Brooks Institute makes available a limited amount of money each year for the Brooks Institute Alumni Grant. Once all funds have been exhausted, no additional awards will be made during that award period. Eligibility criteria may be obtained by contacting the Student Finance Department. May not be combined with other Brooks Institute scholarships/grants.

Page #	Policy/Section	Effective Date
18-19	Proficiency Credit to Brooks Institute	6/01/2015

Replace Life Experience with:

Experiential Learning

Brooks Institute may award course credit for experiential learning that has been gained through employment, non-collegiate, school based education or other appropriate learning experiences. Life and learning experiences alone, however, are an inadequate basis for the award of experiential credit. In order for such learning to be considered for this credit award, it must:

- Relate specifically to a required course in the student's academic program.

- Result in experientially attained competencies that are appropriately documented and equivalent to the course outcomes that would be acquired in a comparable course at Brooks Institute.
- Prospective students must demonstrate and verify learning through documentation such as work samples and/or supervisory verification.

Students must start the process to determine their eligibility by contacting Student Management. A final portfolio must be submitted to the appropriate Program Chair to evaluate the portfolio and determine the credit award. A maximum of 6 credits hours in Life Experience is allowed for undergraduate programs.

In the awarding of experiential credit, Brooks Institute follows guidelines and policies as established by the Council for Adult and Experiential Learning (CAEL), the American Council of Education (ACE), and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Life and learning experiences alone are an inadequate basis for the award of proficiency credit. To be eligible for proficiency credit, the outcomes of the non-collegiate learning experience must be documented, be applicable to the student's program of study, be related to a course, and be assessed as being similar to or meeting the requirements of learning gained through college-level learning experiences.

Page #	Policy/Section	Effective Date
20	Assessment Testing	6/01/2015

Replace:

Students are given their first and second semester to pass both of the prerequisite courses, ENG099 and MAT099. Failure to do so will result in dismissal from Brooks Institute.

With the following language:

All developmental courses* (ENG099 and MAT099) should be completed by the conclusion of the first academic year. Failure to do so will result in dismissal from Brooks Institute.

*If eligible, federal and state financial aid is available to support the developmental course of study as long as the hours taken do not exceed one academic year's work of credits.

Program and Course Description Changes

Page #	Policy/Section	Effective Date	Description of Revision or Update
41-111	Course Descriptions	Listed for each course	New and revised course descriptions

FLM49 (6/1/2015)

Industry Internship II

Course code is corrected to read **FLM492**

PTT11 (6/1/2015)

Photography Foundation

Course code is corrected to read **PTT111**

PT292 (6/1/2015)

Industry Internship II

Course code is corrected to read **PTT292**