### Digital Media E-10: Exposing Digital Photography Harvard Extension School Fall 2015

# **Final Project Guidelines**

Proposals Due 11:59 PM on Thursday, November 19, 2015 Final Project Due **12:00 PM (noon)** on Thursday, December 17, 2015

#### Guidelines

This final project is meant to be a culmination of all of your learned and honed photographic skills. There are intentionally few requirements for the project: one of the goals of this course is to enable your creativity to flow freely by having a thorough understanding of, and therefore be able to work with, the technical limitations and compromises of photography. For this reason, the final project is designed to allow your creativity to let loose and the requirements are very close to simply "make one". But just so we're clear, we'll lay down some ground rules.

#### **Ground Rules**

- Please submit five or more digital images that are each based on one or more digital photographs.
   Notice the distinction between an image and a photograph; you may use heavy editing and compositing to create an "image", but each image must still be based on one or more photograph(s).
- You may submit more than five images. Generally speaking, the less work you put into the setup or post-processing of those photos, the more photos you should submit.
- The five images may be, but are not required to be, JPEGs. Pick the format that would reflect your final project best. For example, you might submit a PDF for a photo book or article, a movie file for time-lapse, a numbered sequence of JPEGs for a portfolio of images, and so on.
- In terms of ambition, aim for at least twice the effort of one of the semester's prior projects.
- At least half of the photographs that you use in your final images must be new, unique, and taken for the purposes of this project.
- There are no limits on aspect ratio or resolution, though you should choose these values to be appropriate for your particular format. You may take your photos in any format (including RAW).
- You are certainly welcome to explore techniques from outside the course, but please be sure to incorporate lessons from the class into your final project.
- Please include a short paper in PDF format that is one page or less. Be sure to cover:
  - How you applied lessons from this course towards your final project.
  - A description of your process to create your final project. Be sure to discuss everything from the camera's exposure settings, to how the scene was set up, how you processed the images with software, and how you produced the final product.

## **Proposal**

Please submit a proposal for your final project by 11:59 PM on Thursday, November 19. It is a required aspect of the project: we must approve your proposal before we accept your project.

Please use the following template in your proposal:

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- Theme: Briefly describe the theme of your final project. Put another way, state in a couple of sentences what you hope to accomplish, capture, demonstrate, or tell with your images. We're looking for a cohesive theme rather than a random collection of photos.
- Execution: In no more than one paragraph, describe what you expect will be involved in producing the project.
- **Format**: What is the intended format of your final project? (*e.g.*, photo book, web, print, movie, *etc.*) Please also tell us the expected file formats such as PDF, MOV, JPG, *etc.*
- Number of images: Estimate the number of images you would need to complete your project. An
  approximate number is fine.

You may begin working on your project at any time, but recall that you must receive approval from the staff in order for your final project to be accepted. As a result, please send us a proposal even if it is late. The proposal is flexible; with permission from the staff, you may make changes to it even after approval.

Before the due date, submit your proposal as a PDF document to the "Final Project Proposal" section on the submission tool:

http://digitalphotography.exposed/submit

## Grading

Your final project grade will be broken down as follows:

**Proposal**: 5 points. Submit a complete proposal on time.

Paper: 15 points. Be sure to discuss all required aspects within the length limitation.

**Image(s)**: 80 points. They must be demonstrative of effort. That is to say, if you are going to submit only the minimum required images, they must clearly have required as much effort as the equivalent of at least two of the course's numbered projects.

As with prior projects, a percentage of the grade will go towards a subjective measure of your images. We will consider this grade not only in absolute terms (how wonderful are the photos?), but also relative (how have you improved your photography since the beginning of the course?). In other words, we will take into consideration your level of experience with photography when you entered the course, but you should still make sure your final project photographs are representative of your best work. Since everyone in the course enters with a wide range of prior experience, we won't judge the quality of your images against the work of others.

Extensions on the final project due date will not be granted except in cases of emergency. Technical difficulties do not constitute emergencies. Final projects (including the Proposal) submitted after the due time will be penalized as follows: submissions up to 24 hours late will be penalized 25% and submissions over 24 hours late will be penalized 100%. Lateness will be determined down to the minute based on submissions' timestamps on the submission tool.

# **Submission**

Before the due date, compile all of your final project files into a single ZIP file and upload it to the "Final Project" section on the submission tool:

http://digitalphotography.exposed/submit