Module Handbook/Outline

Introduction
School: Bath School of Art and Design
Subject: Photography
Module Code & Title: PD6001-80 Individual Practice - Portfolio
Credits: 80, Level: 6

This handbook is to help and guide you through the PD6001-80 Individual Practice - Portfolio module only. It should be used in conjunction with your other handbooks, all of which are available on Minerva (the web based virtual learning system used by the University).

Teaching sessions are based at the Sion Hill campus, Bath. Registers of attendance will be kept for all taught sessions. You are expected to attend every session. You should check email and Minerva regularly for any changes to the timetable or special events. You have been allocated a student email account, please make sure that you use this and check your account regularly as we use email as a primary means of contact. There is a help desk at Newton Park Library to help with computer problems if any should arise. You can also contact the University help desk on 01225 876500.

You should also be familiar with and check Minerva regularly. Here you will find important notices relating to this module as well as a range of other useful documents and links to resources.

It is also essential that you contact the course administrator, Kirsty Jackson, at k.jackson@bathspa.ac.uk or 01225 875814 about any problems you have relating to attendance, illness, inability to meet deadlines etc. If they cannot help you personally, they will advise you of who best to contact.
It is advisable that any matters to do with illness or personal problems get certification from a doctor or similar as this certification may be required for the application of mitigating circumstances for more information speak to the module co-ordinator.

Staff
Module Co-ordinator: Hugh Sanders
Email: h.sanders2@bathspa.ac.uk

Outline

Code	PD6001-80
Title	Individual Practice - Portfolio
Subject area	Photography
Level	4
Credits	80
ECTS*	40
Contact time	208 hours (Additional study time 592 hours)
Acceptable for	Photography
Excluded combinations	N/A
Core/Optional	Core
Module Co-ordinator	Hugh Sanders

* ECTS (European Credit Transfer and Accumulation System).

Description
You will determine, plan, explore and manage an individual programme of study, through a variety of negotiated and self-directed projects, agreed with tutor guidance. These projects reflect and consolidate your chosen area of photographic practice and prepare you for the professional direction you intend to take on completion of the course. This module allows the freedom to shape a personal portfolio of work demonstrating a breadth of achievement, interest and expertise in your area of specialisation. You will be able to demonstrate independent critical self-evaluation through a body of work submitted for assessment. You will develop confidence to apply technical and practical skills relevant to your practice with independence and apply these to produce complex and innovative photographic work.

Aims
The module aims to:
− define and consolidate the content and professional context of your practice
− further develop the management and independence of your learning − refine and apply the technical and craft skills appropriate to your practice, to

professional expectations and requirements
– produce a body of work which reflects your interests and abilities and is appropriate in level and scope for employment or postgraduate opportunities.

Outline Syllabus
You will develop a range of practice and skills that reflects your interests, abilities and future direction as a photographer. Some projects may be provided from external sources; these will be carefully chosen by staff and negotiated on an individual basis. Other projects will derive from personal interests and independent research conducted throughout the semesters. Commissions and collaborative projects can be undertaken where they enhance key skills. A written evaluation of your practice is required.

Teaching and Learning Strategies
You will learn through a combination of set and negotiated projects and exercises, tutorials, critiques, seminars, workshops, lectures and your own investigations, all documented in a learning log. You will be given a number of assignments, details of which will be given to you in a module handbook, along with a timetable and reading lists. The assignments are designed to help you achieve the learning outcomes of the module, through appropriate challenge and direction. Active learning will be facilitated through Minerva.

Intended Learning Outcomes	How assessed
On completion of this module you will be able to: • demonstrate innovation in solving visual communication problems • exercise independent critical judgement about your work and that of others • conduct independent research and learning and apply it effectively • demonstrate a comprehensive, critical awareness of your specialist field • apply practical skills with confidence to complex photographic contexts • talk and write about your work with clarity and coherence • demonstrate effective time management and organisation	Coursework

• present your work professionally to reflect your chosen area of practice • demonstrate autonomous use of learning resources.	

Assessment Scheme	Weighting %
Formative assessment is continuous through project tutorials, critiques and peer evaluation Summative assessment is based on 100% submission of project work at the end of the module. Summative assessment is the formal and final assessment of your project. This is conducted by your tutor and involves making a judgement as to the quality of your work and how you progressed during the projects. You will receive a mark for each project which will be totalled up for your final module mark. Written feedback on your achievement and advice on how you could improve in future projects.	100%

Reading Lists/Key Texts & Websites
Billingham, R (2000) Richard Billingham: Ray's a Laugh, London, Scalo.   Wylie, D (2004) The Maze, Donovan Wylie, Granta Books.   Smith, P (2009) Luxury: Martin Parr, London, Chris Boot Publishers. Szarkowski, J (2001) Still Life: Irving Penn Photographs 1938-2000, Bullfinch.   Demos, T (2009) New Perspectives in Photography, London, Phaidon Press   Kruger, M (2003) Candida Hofer: A Monograph, London, Thames and Hudson.   Wells, L (2004) Photography: A Critical Introduction, London Routledge.   Badger, G (2007) The Genius of Photography, London, Quadrille

Publishing. Clarke, G (1997) The Photograph: A Visual and Cultural History, Oxford Paperbacks

See project hand out for extended reading list.

Learning Resources
Design studio spaces Analogue darkrooms Lecture theatre Library Minerva Onsite gallery School workshop facilities Seminar rooms Study visits

Detailed Syllabus
You are required to complete 2 major project submissions for Individual Practice. The scale, content and format of your submission are to be negotiated with your tutors.

The development of your concepts is supported in the first term with research-based tutorials and consultations. Master classes delivered in Professional Contexts 3 throughout the year also provide technical assistance and professional insight.

Your first project must be completed at the end of term 1 – **Week 11 (15th Dec)**. Staff will assess your progress on your project and offer their feedback via group critique. You may respond to this feedback and further rework project for final submission **week 14 (26th January)**.

Terms 2 & 3 see you undertaking your final practical body of work for the year. While you will have begun research and process development for this work throughout term 1, the practical undertaking will really begin to take shape in term 2&3. You will be required to deliver detailed research presentations in academic **weeks 12/13/18 & 19** to your tutor's and peers, outlining your project rationale and research done to date along with a schedule for undertaking the work through to final completion.

Final submission for all project work is due week 26 May 19th 2015. Please note, the exhibition of your work is an assessable component of your submission. All project work will be exhibited as part of the school degree show.

You are encouraged to be experimental with all projects. Always come to the studio and consultation sessions with a basic range of materials that you are familiar with and like to use (pens, pencil, sketchbook). If you need any specific materials on the day you will be informed in advance of any session what is required.

Formative Assessment

In order for your tutor to give you formative assessment you have to complete a number of formative tasks, which will support you in the successful completion of the unit:

- read the brief carefully and understand the requirements of the project
- carry out extensive primary research in your sketchbooks
- carry out and record secondary research in support of the given project
- develop concepts towards a resolution of the brief
- participate in dialogue and critique in small group and individual tutorials
- engage in self-directed independent study

Summative Assessment

You will submit work for assessment at the completion of each teaching project rotation.

Employability skills

Studio modules focus on developing practice; your craft, methodology, conceptual development and presentation skills leading at graduation to a professional portfolio of work. The portfolio is the cornerstone of a photographers employability evidencing your interests, ambitions, craft and technical skills and analytical abilities. Supplementing this module is a lecture series of visiting practitioners. It is important to attend these talks, information will be posted on Minerva.

Equipment List
- Research Journal
- notebook
- Digital photo paper A3
- Portable hard disk or USB
- Black A3 portfolio box - available from campus shop.
- Hanging materials for degree show (as advised by your tutors in terms 2&3)

Self-directed study

Students are expected to self-direct a proportion of their study, this includes working in studios and workshops outside of taught time, follow up research in the library, visiting galleries and museums.

Assessment
Tasks with assessment briefs:
This module consists of three projects. You will work towards a number of key presentation points throughout the year (see timetable in Google Doc's and Minerva) These are formative assessment points where staff and peers will provide valuable critical feedback on your progress. Failure to present work to these requirements might compromise your progress and assessment.

Guidance Notes For Presentation and Storage of Work:
You will be spending a lot of time on-site in the studios making work during this module. You will be expected to regularly present work during taught sessions and for assessment.

Always allow enough time to prepare work in advance of any deadline. Make sure your portfolio is well maintained. All work should be clearly labeled with your name, year group and project titles on them. Your work can be stored in available plan chests in the studios. The course is not responsible for lost or damaged work. Assessment tasks will be disposed of two weeks after notice.

Use your private study time to develop your research: including studio practice and research on photographers and practitioners you find interesting in more depth. Include information and articles published in books, journals and on the Internet. Gallery websites and design blogs are a good source of secondary research for example. Please do not just photocopy or print out the contextual information you find, include also your own critical notes about your findings. Photocopy the relevant sections and highlight the key parts of the text that are relevant.

A limited number of individual work spaces are available in T209, please contact module coordinator to arrange one if you wish.

Marking criteria
This module consists of three projects. The projects enable you to fulfill the module intended learning outcomes. Each criteria is scored out of five based on quality.

Primary Research
Ability to plan, carry out and use original research.

Secondary Research
Ability to source, reference and use published research into historical and contemporary practice which informs your own process and outcomes.

Concept
Ability to assimilate and employ research, to resolve and respond to selected photographic issues with innovation, experimentation and meaning.

Craft

Ability to employ essential and appropriate analogue and digital skills to realise concepts.

Organisation & Presentation
Ability to complete set assignments to deadlines, to facilitate peer to peer learning by attending and participating in all timetabled sessions (critiques and presentations), to take responsibility for your learning inside and outside of the studio. To prepare and present your work coherently and in line with published requirements.

For each of the above criteria we use the following scoring and wording system. We use this system to help you gain better insight into the strengths and weaknesses of your work.

5: outstanding / exceptional / insightful
4: very good / highly effective / consistent
3: appropriate / sound / accurate / good
2: basic / satisfactory / limited / uncritical
1: poor / incomplete / misinterpreted
0: no submission

The criteria marks are aggregated to form the total final module mark.
This score is converted into a final percentage mark for the module.

Grade Bands
1st: 70—100%   2:1: 60—69%   2:2: 50—59%   3: 40—49%
F: 1—39%   F: 0% (F—no work submitted).

Marking criteria can be found by following this link to the Specialised Course Regulations on the University website.

Feedback on assessed work: Individual grades and written feedback will be emailed to your Bath Spa University email account.

Mitigation
Mitigating circumstances is the method through which any student can formally tell the University that you are experiencing problems outside of your control that are affecting your studies.

Mitigating circumstances are unforeseen, unpreventable circumstances such as an illness affecting you, a serious illness affecting a close family member, unanticipated or unavoidable events or bereavement that significantly disrupts your academic performance.

Independent documentary evidence, such as medical certificates or supporting letters from your GP, must be provided in all cases to verify mitigating circumstances.

How to report mitigating circumstances, how cases are considered and what action might be taken should your circumstances be accepted can be found on page 47 of the Guide to the Undergraduate Modular Scheme, which can be found at:
http://www2.bathspa.ac.uk/services/student-services/current-students/your-course/guide-for-students-course-of-study/guide-to-the-modular-scheme-2012-2013.pdf

There is an official form for submitting a mitigating circumstances claim and you can download it from:
http://www2.bathspa.ac.uk/services/student-services/current-students/your-course/guide-for-students-course-of-study/forms/

If you have any questions about the mitigating circumstances process please contact Student Services at mycourse@bathspa.ac.uk

Please do make sure you let the University know if you are experiencing any difficulties and if you would like to discuss in confidence any support needs contact Student Support at studentsupport@bathspa.ac.uk

Attendance requirements/expectations
You are expected to attend all lectures, studio and workshop sessions and assessments. It is expected that you arrive in time for the start of sessions and work through until the end. Moreover it is to your great advantage to yourself and to your peers to work in studios independently and to help foster a positive working studio culture at all times.

The total number of hours allocated to this module is 400 including a minimum of 104 formal teaching hours. 296 hours should be spent in self directed and independent learning. This means that you should aim to spend almost a full day each week on independent work on this module. Independent study for this module is timetabled for Wednesday afternoons and Thursdays. You are expected to be in studios and workshops when timetabled.

On this module we expect you to be able to:
- manage time and work to deadlines
- be self-reliant
- participate constructively as an individual and learner in groups
- work independently
- find and manage information and use IT
- generate personal concepts and communicate ideas effectively in visual, oral and written forms
- assess the relevance and importance of the ideas to others

Referencing

All subjects within the school of Art and Design use the Harvard referencing system, and all written work should conform to this. Further details of the Harvard system are available from the BSU website:

http://www.bathspa.ac.uk/services/library/InfoSkills/

http://www.bathspa.ac.uk/services/library/using-the-library/how-cite-references-harvard-04-2007.pdf

Resources
Communal studio space
Darkroom
School workshops
Lecture Theatre
Seminar Rooms
Library
Access to Minerva

Minerva
Minerva is there for you to use – it's Bath Spa University's VLE or Virtual Learning Environment. It's an IT (information technology) system; you use Minerva via a web browser.

What Minerva does
Minerva allows your lecturers and tutors to distribute course materials to you via the web - and makes these easy for you to find. It also provides various other features useful for the learning experience, such as web links and discussion boards.

How Minerva makes things easy to find
You log on to Minerva - so the system recognises you and presents you with a list of your own modules - you don't have to search through a large web site for your own stuff.

What you need to have to use Minerva
- A computer running a web browser
- An internet connection
- Minerva's address: **https://minerva.bathspa.ac.uk/**
- An email account - Minerva, like other Bath Spa University systems, will send e-mail to your Bath Spa University email account. If you prefer to receive it elsewhere, you can set up a 'forwarding rule' to an alternative of your choosing

Is using Minerva difficult?
It's similar to using web mail - if you've used email with a web browser, you'll use similar skills for Minerva

How do I log on?

Go to https://minerva.bathspa.ac.uk/ and log on using your Bath Spa University username and password.

- Your username is your SITS number on your student card
- Your password should be in ABC-123 format
- Make a note of your password or remember it

If you forget your password

If you forget your password or enter the wrong one 3 times you'll be locked out. You can reset your password yourself by going onto Student Account Manager (SAM) by either:

- going to one of the special computers in the IT rooms in the library (marked with a large notice called 'SAM PC')
- accessing the University website from anywhere, log onto www.bathspa.ac.uk and the link is on the right of the home page website

Then enter the following:

- Your username (ie. your SITS number on your student card)
- Leave the password blank
- The domain is 'academic'
- Press OK
- Then you'll be prompted for your password
- This should be ABC-123 format
- Make a note of your password or remember it

If you need help

- Go to the Library when a Student Support Advisor is available (ask at Library Enquiry desk for times)
- Or pick up the helpline phone
- The helpdesk number is beside the phone
- Ring the helpdesk
- You may have to leave a message

Using email

- Please use your student email regularly
- Lecturers often use it to contact you and they can't use your private hotmail type email
- It is a great way to contact your lecturers
- The library will automatically send emails to remind you when books are due for return
- Our system is 'web mail'
- You can access it from any web browser
- Please save attachments somewhere else and then delete the e mail, to save space (you only have limited storage space of 5MB)
- Please save emails in a separate folder or forward them to your other

account (you can set up your account to do this automatically – ask the helpdesk for advice)

- Your box will get full quite easily so please manage your account!

Evaluation

In addition to the student representative system, all students complete a module evaluation questionnaire at the end of the module. These are completed anonymously, and give students the opportunity to comment on all aspects of the module. The course takes these very seriously and makes every effort to respond to student suggestions and concerns.

The online questionnaire can be found in this module's section on Minerva.

Results of previous evaluation by students or staff
Students in the past have commented on issues such as the Minerva virtual learning system, workshop access, and have made suggestions about curriculum and timetabling modifications.

Actions that resulted from previous student feedback
This has resulted in on-going improvements in; clarity of course information and workshop opening times, staff availability, workshop introduction opportunities.