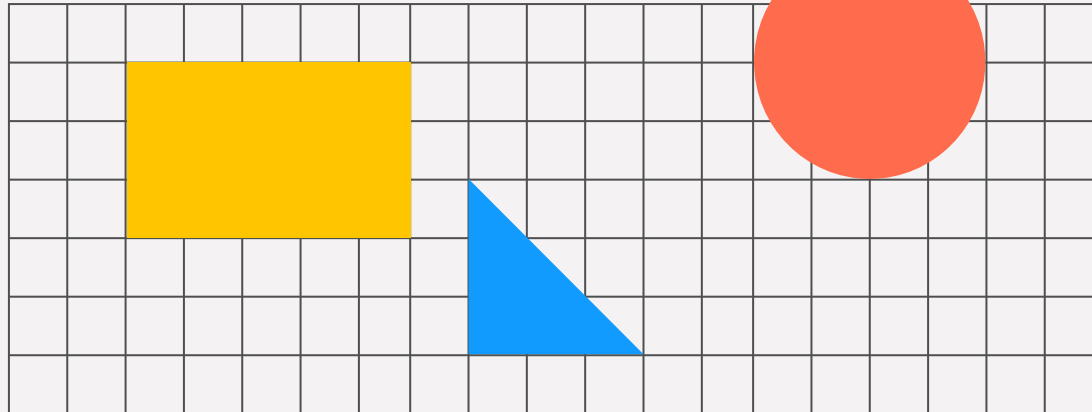


# PHOTOGRAPHY

2025-2026

& MULTIMEDIA COMMUNICATIONS



# What is

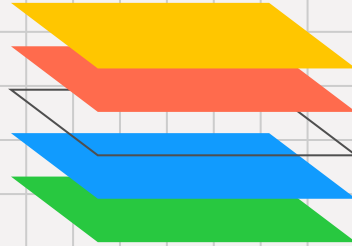
## PHOTOGRAPHY & MULTIMEDIA COMMUNICATIONS?

### Outline

This new program introduces students to the fundamentals in digital communications through Photography, Graphic Design, Web Media, Video, Cinematography & Audio Production.



# About Me



## Hobbies

I am expecting a baby boy in June. Outside of school I enjoy gardening, cooking, my pets, and artistic pursuits like illustration, photography & ceramics.

The 25-26 school year will be my second year teaching at the Lancaster CTC. Prior to teaching I worked as our Communications Coordinator managing the CTC social media, website, PR, and more! I have my BFA from Maryland Institute College of Art & have 15 years experience in Marketing, Photography, and content creation.

I was chosen for this position with our program change in mind, but I am here because I want to train students for successful and fulfilling careers in Visual Communications

# Class Expectations

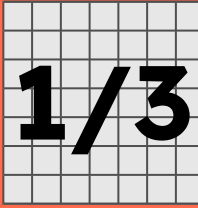
## Do's

- **Store Cell Phone in locker at the back of the room.** Students can charge their phones too.
- **SPEAK UP!** Ask Questions and engage in discussions and assignments. I can't read your mind.
- **Put effort and creativity into your assignments.** I want to see **YOUR** style and **YOUR** interests reflected in your classwork. It makes the class more fun and interesting.

## Don'ts

- **No Gossip, inappropriate language or hate speech!** Nothing but positivity and encouragement in the classroom
- **Don't leave a mess!** If you want to use the equipment in the room you must clean up after yourself and put things back in their place
- Don't scoot across the room in your chair. **Get up and walk.**

# Grading

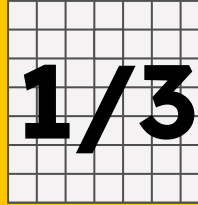


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## Knowledge

Test, quizzes, and assignments are utilized each marking period to encourage the comprehension of technical and related information.

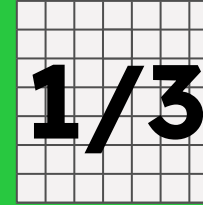
At the end of each marking period, the scores for students are averaged to calculate the Knowledge Grade.



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## Skill

A range of tasks (listed in the task grid) are to be completed for the program's content area. Skills are evaluated to encourage high standards of workmanship and are often paired with knowledge assignments.



1/3

## Daily Score

The Daily Score grade is based on your work ethic & effort. This grade is comprised of competencies that reflect student behavior, employability and reliability. This is an important grade for a student to be able to succeed after high school.

# Task Grid Overview

## SKILLS COVERED

Graphic Design

Media Composition

Photography

Web Media

Video & Audio Production

Professional Practices

Safety

Computer Operations/  
Computer Literacy

# Schedule & Assignments



- Assignments will mostly all be posted on Canvas unless otherwise noted.
- Each week is a numbered “module” (week 1, week 2....etc) that contains an outline of the week’s activities and assignments
- Students have a planner on Canvas that highlights when assignments are due
- Additional materials like vocabulary lists, links to tutorial videos, and presentations will be linked in the weekly module found on the student’s home page.

Want to stay up to date on assignments?

**CHECK CANVAS DAILY!**

Find Canvas Linked on the **Student Resources Page** on our website



⋮	Week 3	✓	+	⋮
⋮	🔗 Video for week 2 overview	✓		⋮
⋮	📄 DSLR Vocabulary	✓		⋮
⋮	📄 Weekly Photographic Theme (Week 3), DUE FRIDAYS OR THE LAST SCHOOL DAY OF THE WEEK Sep 6, 2024   50 pts	✓		⋮
⋮	📄 Weekly Photographer (DUE THURSDAYS) Lorna Simpson Sep 5, 2024   25 pts	✓		⋮
⋮	TUESDAY	✓		⋮
⋮	📄 Exposure Triangle Writing Assignment Homework Sep 4, 2024   25 pts	✓		⋮
⋮	📄 The Exposure Triangle (a review)	✓		⋮

# Late Work

- **Students are allowed 10 excused absences from the CTC.** Excused absences require a parent or Doctor's note.
- **Notes can be submitted by email:** [BTattaendance@LancasterCTC.edu](mailto:BTattaendance@LancasterCTC.edu) or in person the day of a student's return.
- Following an excused absence, students have 3 school days to make up missed work.
- **An unexcused absence will result in a 0 for a student's Daily Score Grade.** Students who miss an unexcused day are still held to original deadlines for work, even if missed.
- All students will have 3 days to turn in work unless they submit an excused absence note.
- Each day students will receive points off for late submissions, depending on the size of the assignment. (usually 5-10 pts off the first day, with 2-5 points off for each subsequent day)
- **After three days the grade will be recorded as a 0** - This goes for both task and knowledge grades.



# Typical Week

Date	Schedule
MON May 5	Introduction to topic task - Instructor presentation, vocabulary review, demonstration, and practice activity (done with groups)
TUES May 6	Introduction to weekly assignment based on task or concept. Review/ Demo. Students work in studio. Mindbrain Discussion.
WED May 7	Students work on Studio Assignment, other weekly assignments during down-time. Students can visit assigned programs if other work is complete.
THURS May 8	Weekly Photographer Discussion  Instructor demo for Design Assignment.
FRI May 9	Weekly Theme Discussion  Students fish up weekly task assignment & Design Assignment.

## Weekly Assignments

- **Weekly Artist/Creator Assignment** (Designed to familiarize students with influential historic and contemporary artists, and become comfortable expressing their opinions on a variety of artwork)
- **Weekly Photographic Theme** (Photo assignment designed to get students comfortable using their cameras outside of class)
- **Mindbrain Discussion** (in-class discussion or discussion board focusing on critical thinking, relationships, coping skills, and conversational skills)

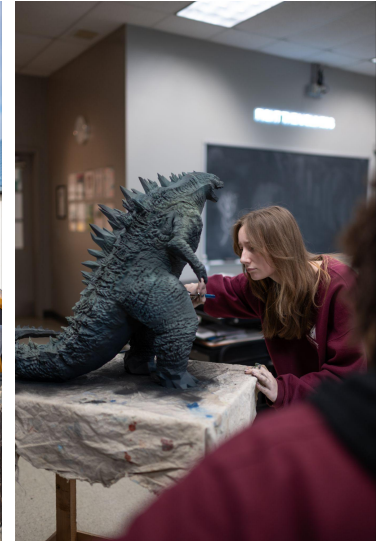


# Program Assignments

Photography students are the documentarians of the school year at the LCCTC Brownstown Campus!

Photos will be shared at the end of the year Certificates & Awards Ceremony

- Each Student will be assigned a primary & secondary program to photograph
- They will be in charge of communicating with those instructors throughout the year to take photos of students working & guest speakers
- Traveling to other classrooms is a privilege which can be revoked due to inappropriate and unsafe behavior in my or any other classroom.



# Support Services

## IU13 Staff

- + **Jonathan Stillman** - IU Educational Support [JONATHAN\\_STILLMAN@iu13.org](mailto:JONATHAN_STILLMAN@iu13.org)
- + **Patrice Reed** - IU Emotion Support Services [PATRICE\\_REED@iu13.org](mailto:PATRICE_REED@iu13.org)
- + **Jami Collier** - IU English as Second Language Teacher [JAMI\\_COLLIER@iu13.org](mailto:JAMI_COLLIER@iu13.org)

## LCCTC Guidance Counselors

- + **Dr. Benjamin Stiles** - Guidance Full-Day Programs [BSTILES@LancasterCTC.edu](mailto:BSTILES@LancasterCTC.edu)
- + **Melissa Brown** - Guidance Half-Day Programs [MBROWN@LancasterCTC.edu](mailto:MBROWN@LancasterCTC.edu)

# Certifications

## REQUIRED FOR ALL STUDENTS



- OSHA-10 hour
- CyberSecurity
- Employability Skills



### Recreational Drone Certification

All students who wish to handle a drone in class must pass The **Recreational UAS Safety Test** available online for free.

Additional training is available for interested students to pursue their Drone 107 Pilots License

## OPTIONAL

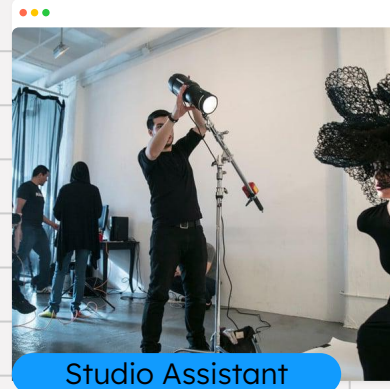
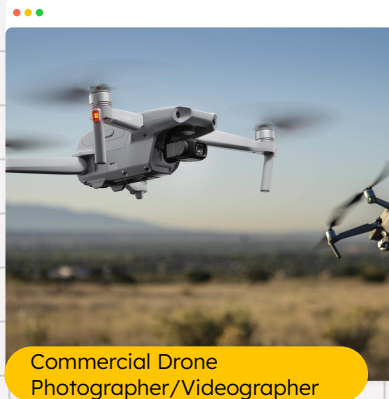
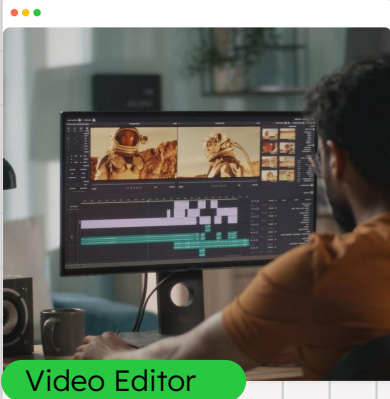
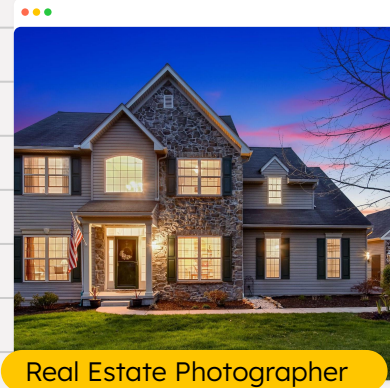


### FAA Part 107 Drone Training

Interested students can pursue training for their **FAA part 107 Drone License**.

Students will train utilizing hands-on activities in class, and sit for their pilots test outside of school. Training and testing fees are covered by a grant from **The Lancaster County Career & Technology Foundation**.

# Employment Opportunities



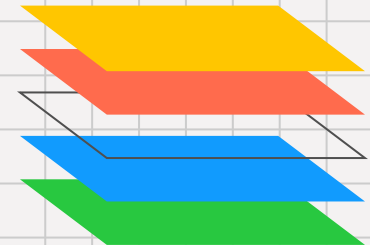
# Co-op Opportunities

Students can earn CTC Credit **AND** a Salary!

- Students must meet grade, attendance, and behavior requirements to be eligible for Advanced Placement Internship/ Cooperative Education.
- A Co-op position can be paid or unpaid (up to 20 days per year for unpaid).
- Co-op positions can be at a location where student is already employed (reliant upon CTC and employer approval) OR a new position.
- This year co-op positions have been with the **CTC Communications Dept, Canine Country Club, Garden Spot Village, and Child Evangelism Fellowship.**
- Co-op starts at 1 day a week, and can go up to 5 days a week with required days back. Time worked depends on employer need and student academic workload management.

**Co-op Coordinator:**  
Dr. Susan Weinand

**E-mail:**  
[sweinand@LancasterCTC.edu](mailto:sweinand@LancasterCTC.edu)





# Student Uniforms



## ONLINE STORES

All of our high school and higher education programs require textbooks and uniforms. Our online uniform and textbook stores are categorized by program, allowing you to easily find what you need. Please note all high school programs textbooks are provided at no cost to students.

[SHOP TEXTBOOKS & UNIFORMS ►](#)

Uniforms are linked under the **STUDENT RESOURCES** page on the CTC website:  
**LancasterCTC.edu**

- Required uniforms are Slate/Indigo Blue CTC shirts/ crewneck sweatshirts and black pants. If a student comes to campus out of uniform they will lose daily score points. (does not include dress down days)
- Shirts and sweatshirts can be purchased through the CTC website.
- Black pants can be purchased separately.
- Students cannot wear leggings, or pants with holes. Pants must be worn at the waist.
- If purchasing a school uniform is a financial burden, the CTC can provide assistance. Please let me or a counselor know and we can help!

**T-shirts** - \$12-16

**Long Sleeve Shirts** - \$14-20

**Sweatshirts** - \$17-21

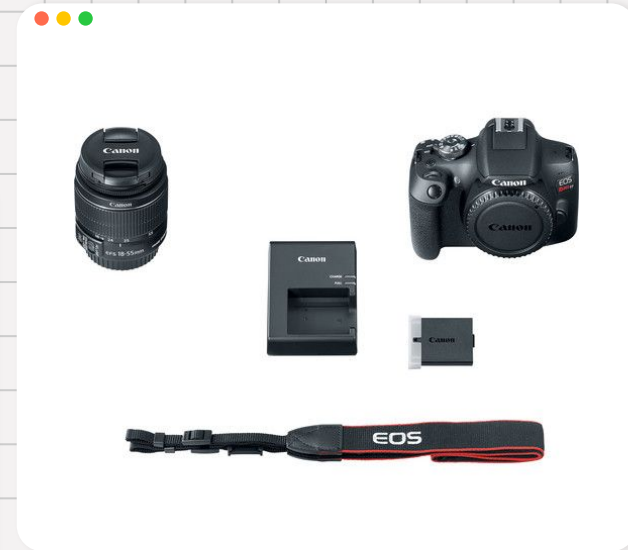
**Polo** (not required) - \$15-19

**FYI**

# Required Equipment

## Camera

- Students are encouraged to bring their own camera if they have one. Camera **MUST** have Manual adjustments, a lens, battery, charger, and meet specifications in the Course letter.
- If student does not have a camera DON'T WORRY! **The CTC provides cameras for students to use all year:** Canon Rebel T7 DSLRs. Cameras come with bag, camera strap, kit lens, memory card, lens caps and battery.
- Students and their families are responsible for any damages to the camera & equipment during the loan period. (up to \$500) Students go through a camera safety overview at the beginning of the school year.





# Required Equipment

## Laptop

- **The CTC provides students with a MAC laptop** that comes with charger and carrying case.
- The Laptop is pre-loaded with Adobe Suite Products and sign-on corresponds with student's CTC issued email address.
- Students and their families are responsible for any damages to the laptop. Insurance is available for \$69.00 and is encouraged!
- If the cost is a burden please speak to me or a counselor and we can work with the LCCT Foundation to cover cost of insurance.



# School Lunch

- Students are given a half-hour lunch break between 11am and 1:00 PM
- Students will have a School Cafe Account tied to their Student Badge ID #. Lunch funds can be replenished through the school cafe site.
- Students who qualify for free/reduced lunch can fill out an application found linked from our Student Resources page under "Food Services)
- Students can bring their own lunches but are not permitted to order outside food to the campus during lunch hours.

Lunch menu varies, but students always have an option of daily staples that include salad, uncrustable, chicken sandwich or hamburger

**LANCASTER COUNTY CTC MENU – MARCH 2025**

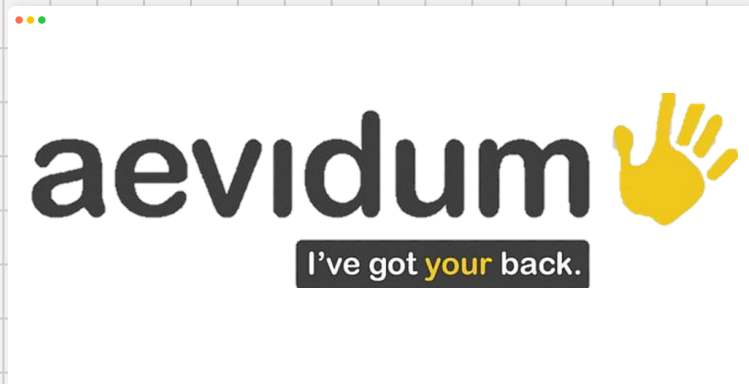
Menu subject to change      This institution is an equal opportunity employer and provider

ENTREES OFFERED DAILY	Monday	Tuesday	Wednesday	Thursday	Friday
-Cheeseburger -Chicken Patty -PB&J -Assorted Hoagies -Assorted Salads	3 March Chicken Cheese Steak -Crispie Cut Fries -Green Beans -Assorted Canned/ Fresh Fruit -Milk	4 March Morning Taco – Beef or Chicken -Corn -Crispie Cut Fries -Assorted Canned/ Fresh Fruit -Milk	5 March Cheese Dog w/ies -Vegetarian Beans -Potato Medley -Assorted Canned/ Fresh Fruit -Milk	6 March Chicken Alfredo -Broccoli -Crispie Cut Fries -Assorted Canned/ Fresh Fruit -Milk	7 March Big Daddy's Pizza -Mixed Vegetables -Tater Tots -Assorted Canned/ Fresh Fruit -Milk
	10 March Bacon Cheeseburger -Sweet Potato Fries -Vegetarian Beans -Assorted Canned/ Fresh Fruit -Milk	11 March Chicken Lettuce -Wheat w/Veg Juice -Corn -Crispie Cut Fries -Assorted Canned/ Fresh Fruit -Milk	12 March Max Cheese Slices w/Marinara -Peas -Tomato Soup -Crispie Cut Fries -Assorted Canned/ Fresh Fruit -Milk	13 March Chicken Tenders w/ Wg Roll -Green Beans -Crispie Cut Fries -Assorted Canned/ Fresh Fruit -Milk	14 March Big Daddy's Pizza -Sliced Canned -Crispie Cut Fries -Assorted Canned/ Fresh Fruit -Milk
	17 March French Bun Sandwich -Turkey/Ham + Cheese -Tater Tots -Peas -Assorted Canned/ Fresh Fruit -Milk	18 March Spk Shell Tacos – Beef or Chicken -Refried Beans -Green Beans -Assorted Canned/ Fresh Fruit -Milk	19 March Orange Chicken Bowl w/Veg Roll -Broccoli -Sweet Potato Fries -Assorted Canned/ Fresh Fruit -Milk	20 March Orange Chicken Bowl w/Wg Roll -Broccoli -Assorted Canned/ Fresh Fruit -Milk	21 March Big Daddy's Pizza -Mixed Vegetables -Sliced Canned -Crispie Cut Fries -Assorted Canned/ Fresh Fruit -Milk
	24 March Sausage, Egg, & Cheese Muffin -Tater Tots -Peas -Assorted Canned/ Fresh Fruit -Milk	25 March Pulled Pork Sandwich -Vegetarian Beans -Crispie Cut Fries -Assorted Canned/ Fresh Fruit -Milk	26 March Mac & Cheese -Sliced Tomatoes -Broccoli -Crispie Cut Fries -Assorted Canned/ Fresh Fruit -Milk	27 March Popcorn Chicken Bowl w/Wg Roll -Assorted Canned/ Fresh Fruit -Milk	28 March Big Daddy's Pizza -Sliced Canned -Crispie Cut Fries -Assorted Canned/ Fresh Fruit -Milk
	31 March Chicken Cheese Steak -Crispie Cut Fries -Green Beans -Assorted Canned/ Fresh Fruit -Milk	1 April	2 April	3 April	4 April

**MEAL PRICING**

- Lunch Full Price: \$3.25
- Adult Lunch: \$4.50
- Milk Only: .60

# Student Organizations



# Contact Me



## EMAIL

**EFARLEY@LancasterCTC.edu**

E-mail is the best way to reach me during and after school hours. I am not always at my desk when students leave, and I have my email connected to my personal cell phone. I cannot guarantee that I will respond on my off hours. I arrive at 7:20 AM and leave at 3:20 PM.

**If there is an emergency  
please contact the school  
office, not my email!**



## PHONE

**717-859-5100 x5145**

**I do not give out my personal  
cell phone number.**

The number above connects to  
the phone at my desk.

**If there is an emergency  
please contact the school  
office: 717-859-5100**

## Remind

The Remind App is a secure platform where I can connect with students and parents they can connect with me through text message. Students will receive invite and instructions at the start of the school year.

Students can send messages if they have questions regarding an assignment or are sick or running late to class. Again, I cannot guarantee that I will respond on my off hours, but I will do my best.

**Abuse of the the remind app will result  
in student removal.**