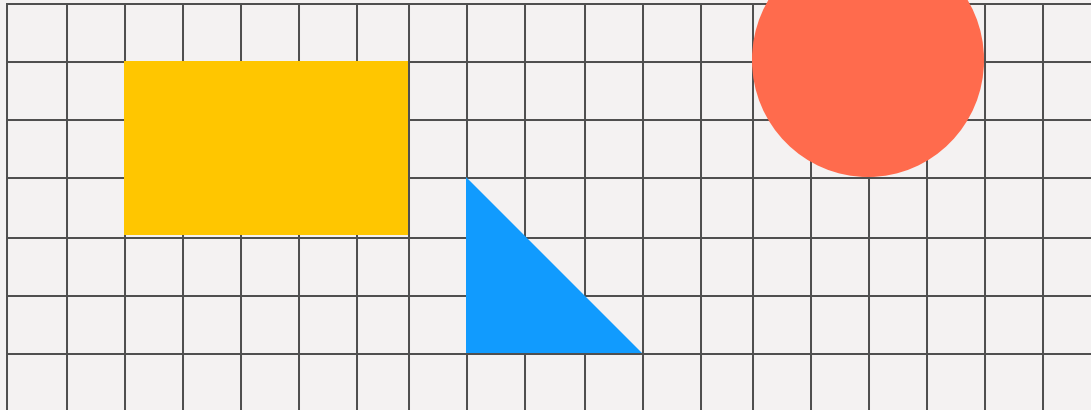


PHOTOGRAPHY

2026-2027

& MULTIMEDIA COMMUNICATIONS



What is

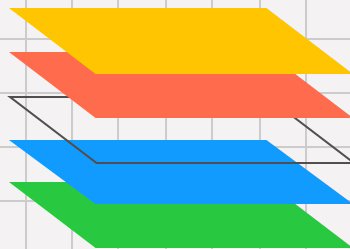
PHOTOGRAPHY & MULTIMEDIA COMMUNICATIONS?

Outline

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



About Me



Hobbies

I have a baby boy named Felix! Outside of school I enjoy gardening, cooking, my pets, and artistic pursuits like illustration, photography & ceramics.

The 26-27 school year will be my third 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

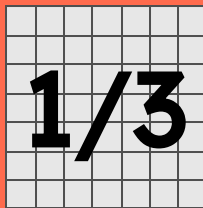
Do's

- **Store Cell Phone in front of my desk** 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

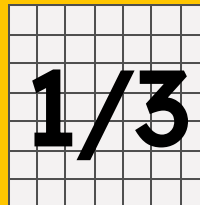


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Knowledge

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

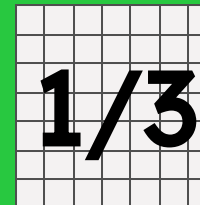
At the end of each marking period, the scores for students are averaged to calculate the Knowledge Grade.



1/3

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

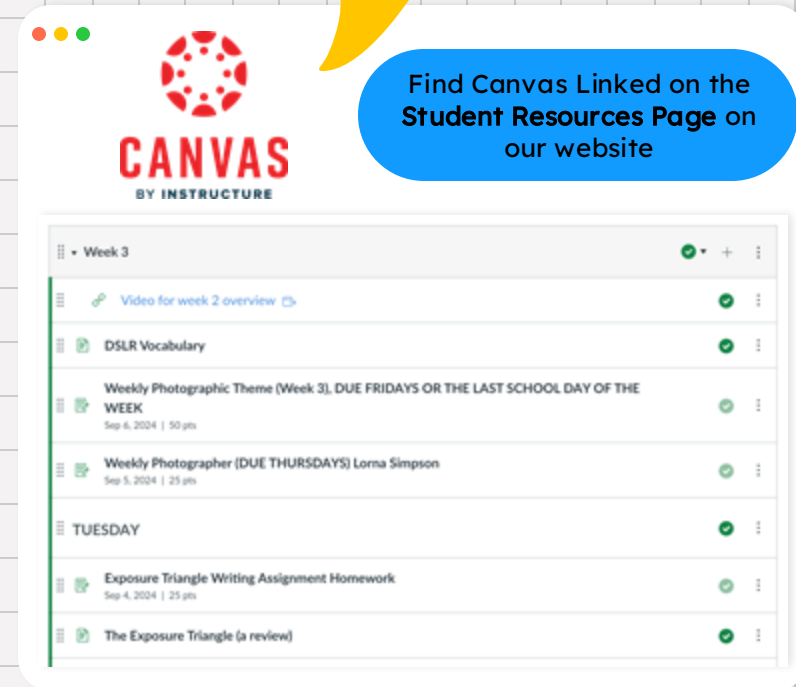


- Assignments will mostly all be posted on Canvas unless otherwise noted.
- Each week is a numbered “module” (week 1, week 2....etc) that contains an outline of the week’s activities and assignments
- Students have a planner on Canvas that highlights when assignments are due
- Additional materials like 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



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:** BTattendance@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 finish 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)

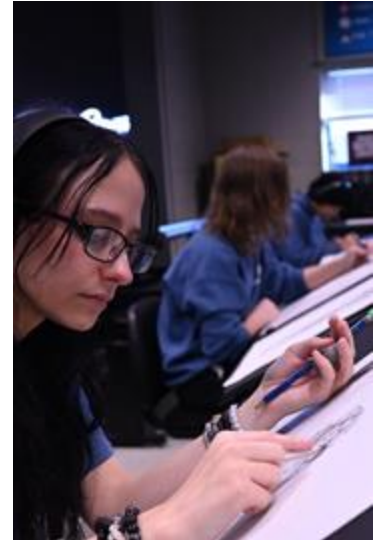


Program Assignments

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 2 programs to photograph
- Students 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 or unsafe behavior in my or any other classroom.



Support Services

IU13 Staff

- + Travis Whiteside - IU Educational Support TRAVIS_WHITESIDE@iu13.org
- + Patrice Reed - IU Emotion Support Services PATRICE_REED@iu13.org
- + Jami Collier - IU English as Second Language Teacher JAMI_COLLIER@iu13.org

LCCTC Guidance Counselors

- + Dr. Benjamin Stiles - Guidance Full-Day Programs BSTILES@LancasterCTC.edu
- + Melissa Brown - Guidance Half-Day Programs 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

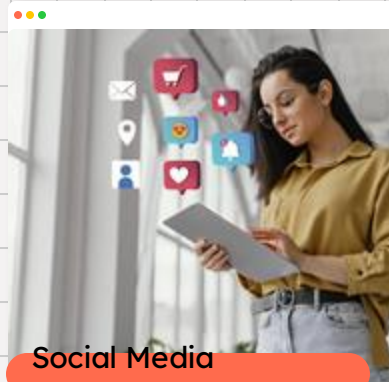
Interested students can pursue training for their **FAA part 107 Drone License**.

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**.

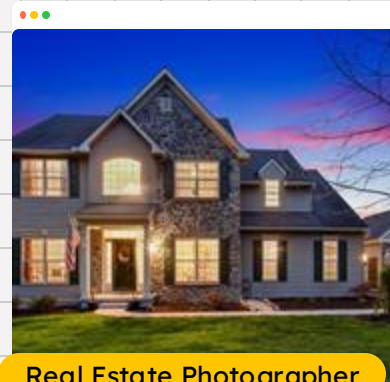
Employment Opportunities



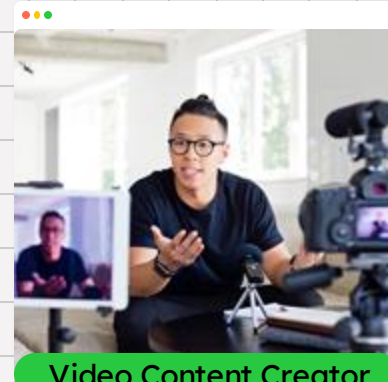
Event
Photographer



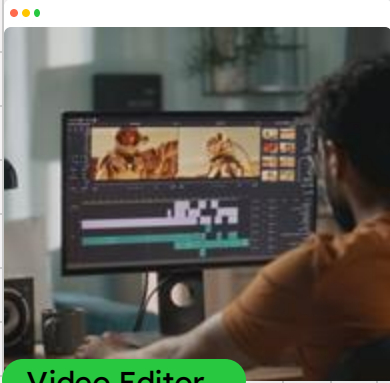
Social Media
Manager



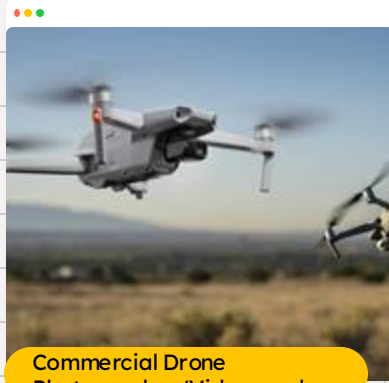
Real Estate Photographer



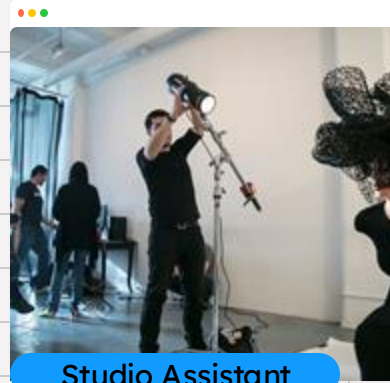
Video Content Creator



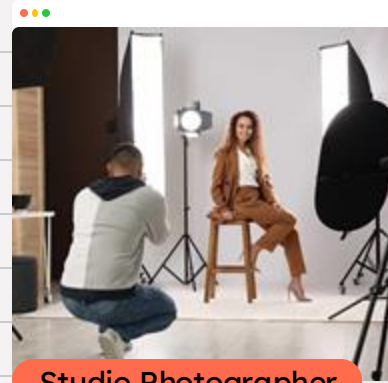
Video Editor



Commercial Drone
Photographer/Videographer



Studio Assistant



Studio Photographer

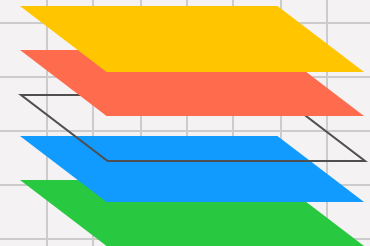
Co-op Opportunities

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.
- In the past 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



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, sweatpants, 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 - \$12.48

Long Sleeve Shirts - \$18.06

Sweatshirts - \$18.45

Hoodie (not required) - \$24

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: Nikon z5 Mirrorless with 24-200 mm lens.** 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

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

- 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.

LANCASTER COUNTY CTC MENU – MARCH 2025

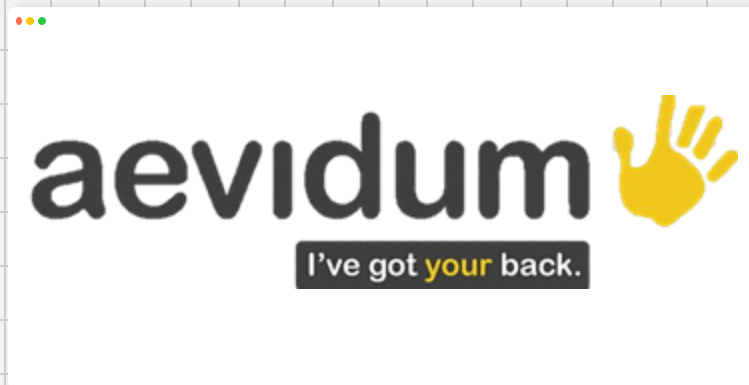
Menu subject to change | This institution is an equal opportunity employer and provider

ENTREES OFFERED DAILY	Monday	Tuesday	Wednesday	Thursday	Friday
Cheeseburger Chicken Paster PB&J Assorted Hoagies Assorted Salads	1 March Chicken Cheeseburger Chicken Cut Fries Green Beans Assorted Canned Fresh Fruit Milk	2 March Spiced Tails – Beef or CHICKEN Corn Chicken Cut Fries Assorted Canned Fresh Fruit Milk	3 March Chicken Chili Beans Spaghetti Beans Potato Salads Assorted Canned Fresh Fruit Milk	4 March Chicken Alphabet Broccoli Chicken Cut Fries Assorted Canned Fresh Fruit Milk	5 March Big Daddy's Pizza Potato Salads Green Ties Assorted Canned Fresh Fruit Milk
	6 March Bacon Cheeseburger Quail Potatoes Fries Spaghetti Beans Assorted Canned Fresh Fruit Milk	7 March Chicken Lemnisk Wholes W/ONG TOOP Corn Chicken Cut Fries Assorted Canned Fresh Fruit Milk	8 March Bacon Cheese Potato Sandwiches Pasta Chicken Cut Fries Assorted Canned Fresh Fruit Milk	9 March Chicken Tender w/ SOY TEE Green Beans Chicken Cut Fries Assorted Canned Fresh Fruit Milk	10 March Big Daddy's Pizza Potato Salads Green Ties Assorted Canned Fresh Fruit Milk
	11 March Protein Bun Sandwich Turkey/Beef & Cheese Tater Tots Pasta Assorted Canned Fresh Fruit Milk	12 March Spiced Tails – Beef or CHICKEN Spaghetti Beans Chicken Cut Fries Assorted Canned Fresh Fruit Milk	13 March French Fries & Chicken Spiced Beans Green Beans Chicken Cut Fries Assorted Canned Fresh Fruit Milk	14 March Chicken Chicken Bone W/ONG TOOP Broccoli Spaghetti Beans Chicken Cut Fries Assorted Canned Fresh Fruit Milk	15 March Big Daddy's Pizza Potato Salads Green Ties Assorted Canned Fresh Fruit Milk
	16 March Spiced Tails & Cheese Hoagies Tater Tots Pasta Assorted Canned Fresh Fruit Milk	17 March Protein Bun Sandwich Turkey/Beef & Cheese Chicken Cut Fries Assorted Canned Fresh Fruit Milk	18 March Mac & Cheese Chicken Tender W/ONG TOOP Broccoli Chicken Cut Fries Assorted Canned Fresh Fruit Milk	19 March Tricolor Chicken Bone W/ONG TOOP Corn Chicken Cut Fries Assorted Canned Fresh Fruit Milk	20 March Big Daddy's Pizza Potato Salads Green Ties Assorted Canned Fresh Fruit Milk
	21 March Chicken Cheeseburger Chicken 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: \$6.50
- 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.