



# MT. HOOD

COMMUNITY COLLEGE

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Professional Photography  
Associate of Applied Science  
Program Application For  
Fall 2009



Dear Prospective Photography Student:

Thank you for your interest in Mt. Hood Community College and the Professional Photography program. The college provides students with two possible tracks for photography education: college transfer classes and an Associate of Applied Science in Professional Photography (A.A.S.) degree.

Professional Photography remains the only two-year degree program of its kind in Oregon. The 25 students per year accepted into this program will graduate with skills for entry-level positions in photography. These jobs may include assistantships with established photographers, free-lance work for small newspapers and magazines, or work in digital imaging offered through photo labs and service bureaus. Students will not only gain advanced skills in the craft of photography, they will gain business skills essential to surviving as an independent photographer.

Success in the competitive field of photography requires mastery of the craft and an aptitude for pre-visualizing, problem-solving, teamwork and communication. For this reason the curriculum ranges from digital with some traditional photography, and four levels of lighting to related study of digital applications such as Photoshop, InDesign and Dreamweaver to marketing and professional business practices. Second-year students will participate in a two-term photography business simulation. In this series of classes, students will run their own on-campus photography business. Also, students will be assigned to internships with photography professionals in the greater Portland metropolitan area.

This packet includes the following:

- Program Outline
- Admission Guidelines and Criteria
- Program Curriculum page
- Admission Processing Timeline
- MHCC Student Admission Form
- Admission Check-list

Questions about the application process should be directed to the Admissions Evaluator at 503- 491-7165. Questions about the program should be directed to the Program Director at 503-491-7412.

Sincerely,

Dana Spielmann



## **PROGRAM OVERVIEW**

### **FACULTY ADVISOR**

Dana Spielmann 503-491-7412 [dana.spielmann.@mhcc.edu](mailto:dana.spielmann.@mhcc.edu)

**LENGTH OF PROGRAM:** 6 terms

**PROGRAM START:** Fall term each year. Mid-year entrance into a class or classes is by faculty permission only. Faculty permission does not guarantee admission into the program. Students must apply and be accepted into the program to have their major changed to Professional Photography

**STUDENT ENROLLMENT FIRST YEAR:** 25

### **DEGREE AWARDED WITH COMPLETION OF REQUIRED COURSEWORK:**

Associate of Applied Science (AAS)

**APPLICATION DEADLINE:** Extended Deadline Friday, June 5, 2009

**ORIENTATION FOR ACCEPTED STUDENTS:** One week before fall classes start

**SUPPLIES, EQUIPMENT AND RELATED COSTS:** All courses have lab fees attached. Most classes require textbooks and photography supplies as specified by the instructors. Degree program students will likely spend, in addition to tuition and fees, approximately \$250 - \$300 per term on books and supplies. All students should have a digital SLR camera before the end of the first term. Students are strongly encouraged to purchase other equipment such as light meters, tripods, on camera flashes and strobe lighting through "student buy" programs.

**FACILITIES AND FACULTY:** The MHCC photography facility features three lighting studios, and a 20-station Macintosh lab, digital cameras and scanners and a traditional silver-based lab. Our teaching staff is comprised of experienced professionals from commercial, photojournalism and fine art photography.

**PHOTOGRAPHY AS A PERSONAL INTEREST:** If photography is a personal interest for you rather than career track, we can offer you a series of college-transferable basic and advanced black and white, and lighting photography classes.

## ADMISSION GUIDELINES

Admission of all students is centralized in the Admissions, Registration and Records Office. Admission to the college does not guarantee admission to the Professional Photography program. The Admissions, Registration and Records Office has the final authority on what constitutes equivalency for all admission criteria and has the sole authority to inform students of their admission status.

If you have questions regarding admission procedures please contact the Admissions, Registration and Records Office at 503-491-7165.

## APPLICATION DEADLINE

Only completed applications including all required documentation **postmarked June 5, 2009 or received by 5:00 p.m. on June 5, 2009** will be evaluated for admission.

## ADMISSION CRITERIA

Regardless of college coursework completed or how long ago you completed the requirements, all applicants must provide the following documentation:

- **PROFESSIONAL PHOTOGRAPHY ADMISSION FORM**

This form is required as part of the application process. It also enables you to begin taking general courses at Mt. Hood Community College during the application process for this program. There is a one-time \$25.00 non-refundable admission fee assessed at the time of registration for all students registering for credit courses. If you have taken credit courses at MHCC prior to Summer 2003, you will not be required to pay this fee.

- **PROGRAM APPLICATION FEE**

Submit the \$25.00 non-refundable Professional Photography application fee with the packet. Your application will not be considered without the fee. Please note that the application fee is in addition to the college admission fee, which all new students are required to pay once enrolled.

- **VISUAL AND WRITTEN SAMPLE OF GOAL**

Include a Photo CD with 10-15 images representing your best work and a short statement of your career goals as they relate to the professional photography program. Judging is based more on how you address the world visually through photography and art than technical quality. Be sure to include a self-addressed stamped slide mailer or envelope to return your work.

- **SKILLS COMPETENCY**

Success in the program requires certain skill levels in reading, writing and math. The minimum skill competencies required for admission to this program are equal:

	Placement into	or	Completion of
Reading:	Reading 115	or	Reading 90
Writing:	Writing 121	or	Writing 115
Math:	Math 60	or	Math 20

You can demonstrate your skills competency through **one** of the following:

### **The Mt. Hood Community College Placement Test (CPT)**

The CPT is a non-timed skills assessment test given on a walk-in basis. There is no fee to take the CPT. Your scores will be available upon completion of the test. For purposes of admission to the Professional Photography program, the CPT must be taken at Mt. Hood Community College. CPT scores are valid for two calendar years. Applicants who live more than two hours away can take the test by proctor. Please call Testing Services for more information, 503-491-7678.

Students who choose to retest in reading, writing or math will need to complete a Student Self-Referral for Reading, Writing and/or Math Retest form, which is available in the Testing Center or Academic Advising and Transfer Center. This form must be filled out completely to have a retest authorized. (Please note: Students, who wish to retest in reading, writing, or math, will be need to pay \$10 per test. This fee will need to be paid prior to retaking the reading, writing or math test.)

If, after a retest, your CPT scores indicate you are not ready for the Professional Photography program, you will be advised to take a course or courses in preparation to apply to the program again. Exceptions to the CPT requirement may be only made when a program has unfilled positions.

### **Prior College Coursework**

The CPT may be waived if an applicant has completed college level coursework with a "C" or higher grade in reading, writing and math. Official transcripts must be submitted to the Admissions, Registration, and Records Office. You must send recently dated official transcripts.

### **TRANSCRIPT REQUIREMENTS**

Recent documents: We recommend that you send recently dated official transcripts. Any transcripts received in prior years will not be guaranteed to be on file.

Non-accredited college transcripts: Coursework from non-accredited colleges will not be considered toward any degree requirements.

Transfer coursework from foreign Institutions: applicants who wish to have coursework from a foreign institution used for assessment of skill proficiency or applied toward a Mt. Hood Community College credential must have the transcripts evaluated by the application deadline by an outside credential evaluation service. The evaluation company must be either AACRAO Foreign Education Credential Service ([www.aacrao.org](http://www.aacrao.org)) or a member of the National Association of Credential Evaluation Services (NACES). For a list of NACES memberships, please refer to their web site at [www.naces.org](http://www.naces.org). The evaluation must be a course-by-course evaluation with an official copy submitted to the Admissions, Registration and Records Office. The coursework must

### **PREREQUISITES**

#### Beginning Photography

Students who are accepted into the Professional Photography program are expected to complete ART 261 Photography I (or have the photo director's waiver) prior to the second quarter of the program.

## PROPOSED CURRICULUM

Fall		
ART117	Basic Design III: 3 Dimensional	3
ART266	Color Photography Foundations	3
PHO131	Basic Photographic Lighting	3
PHO260	Digital Photography & Imaging	3
WR121	English Composition	3
<b>Total</b>		<b>15</b>

Fall		
PHO274	Editorial & Corporate Photography	4
PHO280	Professional Photography Practices	3
PHO275	Advanced Commercial Photo Applications	4
BA223	Principles of Marketing	3
<b>Total</b>		<b>15</b>

Winter		
ART262	Photography II	3
PHO267	Photoshop I	4
PHO270	Small Product Photography	3
ART215P	Survey in Visual Arts: Photography*	3
	Health & /or Physical Education Requirement ‡	3
<b>Total</b>		<b>16</b>

Winter		
PHO226	Photography Business Practicum I	4
PHO273	Page Layout for Photographers	4
PHO278	Advanced Photography Project	3
WE280PH	Cooperative Education Internship	4
<b>Total</b>		<b>15</b>

Spring		
ART263	Field Photography	3
ART264	Portrait Photography	3
PHO268	Photoshop II	4
PHO276	Digital Print Making & Color Management	3
	Human Relations Requirement ‡	3
<b>Total</b>		<b>16</b>

Spring		
PHO227	Photography Business Practicum II	4
PHO269	Commercial Photo Webfolio*	4
PHO281	Photography Portfolio	4
MTH65	Beginning Algebra II (or higher)	4
<b>Total</b>		<b>16</b>

This is the proposed curriculum for 2009-2010. The course requirements for this program are subject to change each academic year. For MHCC certificate/degree requirements, a student must follow the program requirements the year the student is officially admitted to the program or the year the student is completing the program.

Students may not use demonstrated proficiency on the College Placement Test (CPT) to satisfy the Math requirement.

WE280PH may be taken any time in the second year. Maximum of 12 credit hours may be applied toward the degree.

‡For more information on options see the College Catalog.

## ADMISSIONS PROCESSING TIMELINE

Dates	Action
November 3, 2008	<ul style="list-style-type: none"><li>• Applications may be submitted to the Admissions, Registration, and Records Office</li></ul>
June 5, 2009	<ul style="list-style-type: none"><li>• Application deadline, no exceptions</li></ul>
June 2009	<ul style="list-style-type: none"><li>• Applicants are notified of their admission status</li><li>• Accepted students are invited to attend a registration and program workshop</li></ul>
September 12, 2009	<ul style="list-style-type: none"><li>• Accepted applicants must be registered by this date to ensure their place in the program</li></ul>

*Dates are subject to change without notice.*



# PROFESSIONAL PHOTOGRAPHY ADMISSION FORM

Admissions, Registration and Records Office, 26000 S.E. Stark Street, Gresham, OR 97030

For new students and students returning after four terms or more. Please fill out and return by one of the following ways: fax to 503-491-7388, mail to the address above or bring to the Student Services Office on the Gresham Campus. There is a one-time \$25.00 admission fee assessed at the time of registration for all new students registering for credit courses. If you have taken credit courses at Mt. Hood Community College prior to Summer 2003, you will not be required to pay this fee.

\*Providing your social security number (SSN) is voluntary. If you provide it, Mt. Hood Community College (MHCC) will use your SSN for keeping records, doing research, reporting, extending credit, and collecting debts. MHCC will not use your number to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please refer to the Disclosure Statement listed on the MHCC Web site at www.mhcc.edu/ssn, which describes how your number will be used. Providing your SSN means that you consent to the use of your number in the manner described.

Returning Students: MHCC ID Number \_\_\_\_\_

\* Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST M.I.

Previous name(s) \_\_\_\_\_

Address \_\_\_\_\_ Apt# \_\_\_\_\_

CITY STATE ZIP

COUNTY (i.e. Multnomah) \_\_\_\_\_

E-mail \_\_\_\_\_

MHCC Major PROFESSIONAL PHOTOGRAPHY

Phone \_\_\_\_\_ Gender: M  F

Racial / Ethnic Information:  
(Voluntary questions, but required for federal and state reporting)  
Do you consider yourself to be Hispanic / Latino:  
 Yes  No

In addition, select one or more of the following racial categories to describe yourself:  
 -American Indian / Alaskan Native  -Asian  
 -African American / Black  -White  
 - Native Hawaiian / Other Pacific Islander

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_

Residency Status – required for assessing tuition charges.  
Will you have lived in Oregon 90 days prior to the 1st day of the term?  
 -yes  -no AND, check one below:

- Permanent resident of Oregon, CA, ID, WA or NV
- Permanent resident outside of Oregon, CA, ID, WA or NV
- International Student (requires an I-20)
- International Visitor (B, J, H or other non-student Visa)  
please tell us your Visa type: \_\_\_\_\_

Student Signature \_\_\_\_\_

There is a one-time \$25.00 admission fee assessed at the time of registration for all new students registering for credit courses. If you have taken credit courses at Mt. Hood Community College prior to Summer 2003, you will not be required to pay this fee.  
(Form Updated: 4/28/2009)

Term Summer  Fall  Winter  Spring   
Year \_\_\_\_\_

Previous college(s) attended  
\_\_\_\_\_  
\_\_\_\_\_

What is your attendance history at MHCC?  
 -New Student  
 -Attended MHCC more than four terms ago

What is your current high school education?  
 (D)-Adult High School Diploma, Yr \_\_\_\_\_  
 (G)-GED, Yr \_\_\_\_\_  
 (H)-High School Graduate, Yr \_\_\_\_\_  
 (N)-Did not complete  
 (S)-Still in High School  
Name of last high school attended  
\_\_\_\_\_

State \_\_\_\_\_  
Check here if Home Schooled \_\_\_\_\_

What is the highest level of education / training you have received beyond high school?  
 (0)-None  
 (1)-Some college, short-term training, private vocational school  
 (2)-1-year certificate from a community college  
 (3)-2-year degree from a community college  
 (4)-Bachelor's degree  
 (5)-Master's degree  
 (6)-Ph.D. / Professional degree

Do you plan to earn a degree, certificate or diploma at MHCC?  
 (A)-Yes, a 1-year certificate or 2-year degree  
 (B)-Yes, High School diploma or GED  
 (C)-No, here to take classes  
 (D)-Undecided

Select the one main reason for attending MHCC this term.  
 (A)-Take classes to transfer to a 4-year college  
 (B)-Learn skills to get a job  
 (C)-Improve existing job skills  
 (D)-Explore career or educational options  
 (E)-Take classes to finish High School or GED  
 (F)-Improve reading, writing or math skills  
 (G)-Learn English  
 (H)-Personal interest / enrichment  
 (I)-Other

Will you be employed while attending classes this term?  
 (F)-Yes, full-time (35+ hours per week)  
 (P)-Yes, part-time (Less than 35 hours per week)  
 (N)-No, not employed

Check here if you are a U.S. Veteran:  
 Yes

Check here if you are interested in receiving information about veterans' benefits:  
 Yes

“Student Right to Know” information is available at <http://www.mhcc.edu/pages/1451.asp>

If you need assistance due to a disability, please contact the Disability Services Office at (503)-491-6923 or at (503)-491-7670 (TDD)

Date: \_\_\_\_\_



## APPLICATION PACKET CHECKLIST

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Your completed packet must include the items listed below. Include this checklist with your application materials. Any item being mailed must be postmarked on or before the application deadline.

Your completed packet must include the following items:

- Professional Photography application checklist – signed and dated
- Professional Photography Admission Form – This form is required as part of the application process. It also enables you to begin taking general courses at Mt. Hood Community College during the application process for this program. There is a one-time \$25.00 non-refundable admission fee assessed at the time of registration for all students registering for credit courses. If you have taken credit courses at MHCC prior to Summer 2003, you will not be required to pay this fee.
- \$25 non-refundable Photography application-processing fee
- Photo CD And written statement of career goals – per instructions in the packet
- Skills Competency Documentation. Submit one of the following:
  - College Placement Test scores from Mt. Hood Community College
    - Included
    - On file at MHCC
  - or
  - Official Transcripts documenting required minimum skill proficiencies
    - Included
    - On file at MHCC

*Due to the high volume of Professional Photography program applicants, candidates are not guaranteed notification of missing application items. It is the applicant's responsibility to ensure all items are received by the application deadline. Only complete applications will be evaluated for admission.*

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Applicant's signature

Date

Return your completed application materials to:  
Mt. Hood Community College  
Admissions, Registration, and Records  
Professional Photography Program  
26000 SE Stark  
Gresham, OR 97030



**TRANSCRIPT REQUEST FORM** - for other schools attended

This is an optional form to assist you with requesting official transcripts from schools you have previously attended. You are not required to use this form and may choose to submit the official transcripts within your application packet instead of mailing separately.

Date: \_\_\_\_\_ RE: **OFFICIAL TRANSCRIPT**

TO: \_\_\_\_\_  
(school)  
\_\_\_\_\_  
(address)  
\_\_\_\_\_  
(city) (state) (zip)

I am in the process of applying to the \_\_\_\_\_ Professional Photography \_\_\_\_\_ program at Mt. Hood Community College.

Enclosed is my check/money order in the amount of: \$ \_\_\_\_\_

The following information may be helpful in locating my records:

\_\_\_\_\_ attended from \_\_\_\_\_ to \_\_\_\_\_  
(name while attending your institution – please print) (month/year) (month/year)

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Current Address:

\_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

Print current name clearly \_\_\_\_\_

Signature (mandatory) \_\_\_\_\_

Please send one *official* copy of my transcript to:

Mt. Hood Community College  
Attn: Admissions, Registration and Records  
26000 SE Stark Street  
Gresham, OR 97030