

Hello Students & Parents,

Welcome to Digital Photography! My name is Mr. Stiles, and I am excited to work with you this summer. Please read this letter very carefully, as the information provided is crucial for student success.

On that note, let's go over some important policies and procedures, which will allow us to get on the same page.

Please watch the Informational Video (pvpss.com → Summer High School → Informational Video) one more time. You were required to view the clip upon registering, but I'd like everyone to get a refresher. Please do that now, and then continue reading this letter afterward.

Now that you have seen the recording again, let's go over a few key points:

- This is an asynchronous course, and I am available for virtual support
- Students may not fall behind the pacing guide, but they are allowed to work ahead of it
- Assignments submitted one day late can receive up to 50% credit (no credit by second day)
- No cheating, which includes submitting photos not taken by you (we want to hear your own voice)
- ***Go to pvpss.com → Summer High School → Policies for details***

All email communication takes place through the PVPSS account, and an email with login instructions has been sent to you already (check your Spam/Junk folder if it never went to your inbox). Please make sure to sign into that account if you have not done so already, and check it on a daily basis. Anyone having trouble logging in can contact our technology director (Charles Willis) at techhelp@pvpss.com.

All assignments, calendar, written and recorded lessons, and past student examples are currently posted on our class website here: <http://www.mrstilesphotographyclass.com/recAssign.html> . Scroll down to where it says Summer School. Also, Smart Phone photos are acceptable for the majority of assignments. File types of JPG or PSD (Photoshop Documents) are preferred.

I grade based primarily on shown effort. Grades will usually be posted on **Teams** 24 -48 hours after their due date. Assignments should be uploaded the our class Google Drive here:

<https://drive.google.com/drive/folders/1gy4qILusVImSBfNAOfppcC5meLRDNYkN?usp=sharing>

Make a folder with your **First and Last Name in the title** on your desktop with your assignment photos inside. Once you are in the Google Drive simply drag your folder into the matching assignment folder.

Always double check that all of your photos were uploaded!

FYI the time and date that you uploaded your assignments are automatically shown in the Google Drive.

If you have questions or are having trouble with an assignment, please email me at stilesj@pvpss.com

Emails received after the 1:30pm class end time will not be returned until the following day.

Feel free to contact me with any questions/concerns. Again, I look forward to having you in my class!

Sincerely, Mr. Stiles