



Chicago Photography Academy

One-year Certificate Program

Classes:

- Digital 101 (four weeks)
- Intermediate Digital (four weeks)
- Portrait 101 (four weeks)
- Adobe Lightroom 101 (one day weekend)
- Adobe Lightroom Advanced (one day weekend)
- Advanced Portraiture (four weeks)
- Detachable Flash (two days same weekend)
- Product and Tabletop (two days same weekend)
- Wedding (one day weekend)
- Portfolio, Critique and Show (four weeks)
- Advanced Digital (four weeks)

Upon completion of registration for the Certificate Program each student will receive, by email, a unique student id. Students should use this id along with their email address to register for classes on the:

[Certificate Classes Page.](#)

Students should first register for the Digital 101 four week class. There is no need to register for a string of classes at this stage.

It is recommended that each student should enroll in a Review or Internship session at least once per month. Failure to complete six Review and six Internship sessions will disqualify the student from the certificate award. Registration for either the Review or Internship sessions can be made on the:

[Certificate Classes Page.](#)



The online registration system will only allow students to enroll in a class if they have started the prerequisite class.

After the Digital 101 class students are eligible to enroll in the Intermediate Digital, Portraiture 101 and Lightroom 101 classes. Advanced Lightroom should be completed only after Lightroom 101. Students are not eligible to enroll in advanced lighting classes (Advanced Portraiture, Product and Tabletop and Detachable Flash) until they have started the Portraiture 101 class. You may register for the Wedding class after you have attended the Detachable Flash class. The Portfolio class should be completed after all of the other classes except the Advanced Digital class. Students may not enroll in the Advanced Digital class unless they have completed all of the other classes (completion of a class includes completion of all extra assignments listed below). Students may not make more than one reservation at a time for the lighting studio. The same applies to reviews or internships.

Attendance

Attendance is taken at each class. Missing any part of a class will require the class to be retaken. Failure to complete and submit any assignment will require the class to be retaken. If, in the opinion of the instructor, the student will benefit from retaking the class then the class will not be marked as completed and the student will be required to retake the class. Students are responsible for ensuring that they are marked present. If you do not arrive within an hour of the start of the class you will not be marked present.

Any class can be cancelled free of charge provided at least ten days notice is given. If the class is cancelled within the ten days but before the day of the class there will be an admin fee of \$25 to cancel the class. Membership of the Certificate Program will be suspended until the fee has been paid. Cancellation on or after the day of the class or failure to attend class will incur an admin fee of \$39. Membership of the Certificate Program will be suspended until the fee has been paid. These conditions also apply to registrations for internship and review sessions. **It is very important to pay the admin fee immediately because membership suspension will involve the cancellation of all existing registrations for future classes.**

Please login to the [Certificate Classes Page](#) to cancel a class.

Extra Assignments

The one-year Certificate Program has a list of extra assignments that are to be completed after the end of each class. The completed assignment should be presented at the next review session following the end of the class. All of the extra assignments must be completed in order to receive the certificate award. The assignments are listed below:



Class: Digital 101

Technical Assignment:

Shoot a person in front of a window (inside). Achieve a correct exposure on the face. Do not use internal lighting

Objective:

Overcome the strong backlight, which will affect exposure and the camera meter.

Procedure:

Position your subject with their back to the window. Use A or AV mode, Exposure Compensation (+2), and the AEL mode for a total of three photographs.

Submission Format: RAW

Creative Assignment:

A picture of one flower in an environment of your choice.

Objective:

To take an **original** shot of a flower, in what you consider to be an appropriate setting.

Procedure:

You can use any means at your disposal to take a picture for this assignment. Think outside the box. Make your photo creative and original. Do not use flash.

Submission Format: RAW



Class: Digital Intermediate

Technical Assignment:

Obtain correct color.

Objective:

To shoot two photos under different lighting conditions and get correct white balance.

Procedure:

Shoot two head and shoulder portraits. One portrait on a cloudy day, and one on a clear day (but with no direct sun). Achieve correct white balance skin tone in both photos. You may use different models for each shot. Use the best method for correct white balance learned in class.

Submission Format: RAW

Creative Assignment:

Landscape photo

Objective:

Shoot a creative landscape photo at the correct time of day.

Procedure:

Get creative with this assignment. Try to find something we haven't seen before. Make sure you shoot it at the correct time of day using sunrise or sunset as your light source. (hint – you might need a tripod!).

This is not a shot of the sun.

Submission Format: RAW



Class: Portraiture 101

Technical Assignment:

Lighting Ratios

Objective:

Shoot three portraits, one each with a lighting ratio of 1:2, 1:4, and 1:8.

Procedure:

Set your model in a good portrait position. Using your knowledge of lighting ratios, demonstrate the three ratios described above. Keep the body and head position consistent in all three photos so that the only change will be the lighting ratio. These are head and shoulder shots only.

Submission Format: RAW

Creative Assignment:

Original portrait.

Objective:

Shoot an original and creative portrait utilizing the Rembrandt lighting pattern

Procedure:

The procedure is open in the assignment as long as you meet the objective. Try to push your ideas, and **make it original!**

Submission Format: RAW



Class: Lightroom A to Z

Technical Assignment:

Explore correct exposure adjustments using Lightroom.

Objective:

Adjust three images for correct exposure in review session.

Procedure:

Use Whites, Blacks, Shadows and Highlights sliders

Submission Format: Complete in Review session

Creative Assignment:

Crop three images.

Objective:

Crop three images using the Guideline of Thirds.

Procedure:

Crop three images to each of these aspect ratios. 2x3, 5x7, and 16x9. Remember to use the Guideline of Thirds in each crop. You will end up with 9 cropped images.

Submission Format: Complete in Review Session



Class: Wedding Photography

Technical Assignment:

Flash fill.

Objective:

Use fill flash on location to help the subject “pop” off the background.

Procedure:

Find a couple to shoot. This is your bride and groom. They don't have to be in formal dress, it could be the engagement session. Find a great location to shoot them. Utilize **shallow depth of field** and your speed light to achieve a well balanced portrait, blending the strobe into the existing ambient light. Your speedlight will not be the main light source.

Submission Format: RAW

Creative Assignment:

Detail shot.

Objective:

A detail photograph that fits into the wedding genre.

Procedure:

Shoot a detail photo that would be appropriate for a wedding album. Think about lighting, lens choice, depth of field, etc. Make sure your background makes sense as well.

Submission Format: RAW



Class: Detachable Flash

Technical Assignment:

Balance flash exposure to window light.

Objective:

Use your flash / shutter speed combination to drop the outside exposure so it matches the light on your subject

Procedure:

Set up a simple portrait in front of a window. By using your flash's power settings and correct combination of f-Stop and shutter speed, balance the exposure so there is detail outside the window and your subject is also correctly exposed. You will do this in Manual setting.

Submission Format: RAW

Creative Assignment:

Creative use of flash

Objective:

Use your speed light in an unexpected way.

Procedure:

Use your flash to light a person, object, or scene, and create a **unique** photo.

Something to consider might be light painting, use of gels, unexpected position of the flash, etc. Must be a quality photo, not just strange looking!

Submission Format: RAW



Class: Product & Tabletop

Technical Assignment:

Specular object

Objective:

Light a specular (shiny) object for shape and form.

Procedure:

Pick a specular object. In the studio, use the correct lighting techniques to achieve the highlights and shadows to define the object. Don't forget to use fill cards!

Submission Format: RAW

Creative Assignment:

Foreground, middle ground, and background.

Objective:

Use the above to create a dynamic photo with depth.

Procedure:

Often we forget about this simple technique. By building these layers into a photo, we can create a dynamic and interesting composition. In the studio, create a photo that has a clearly defined subject, but also builds the depth required. Using focus creatively can also add to the effect. This will be a single shot and not a composite.

Submission Format: RAW



Class: Advanced Portraiture

Technical Assignment:

4 person group shot.

Objective:

Make a pleasing composition utilizing 4 people in a group shot.

Procedure:

Shoot a group shot of four people. It could be of a family, a band, a group of executives, etc. The subject is up to you. Arrange your group into an appropriate composition, making sure to pay attention to the light quality. Location choice is up to you. (Not four students in the studio)

Submission Format: RAW

Creative Assignment:

Location Portrait

Objective:

Natural light portrait of one person.

Procedure:

Scout a location that would work well for a natural light portrait. Make sure you pick a time of day that affords great light quality. Pay attention to f-Stop and background distractions.

Submission Format: RAW



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Class: Portfolio Critique and Show

Assignments for the Portfolio Critique and Show class will be determined individually in class.

Class: Advanced Digital

Assignments for the Advanced Digital class will be determined individually in class.



Lighting Studio

Students may use the lighting studio to complete assignments and for portfolio purposes. The studio is available on some evenings from 6pm to 10pm. Portraiture 101 must be completed before reserving the studio. The studio must be reserved in advance on the [Certificate Classes](#) page.

Students may reserve one spot in advance. A second spot may not be reserved while there is an existing reservation. Students may not arrive early or late for studio sessions. Arriving late may result in not having access to the studio.

Students who reserve the studio are personally responsible for all studio equipment during their time in the studio. All broken or missing items must be paid for by the student who made the reservation.

Access to the studio is by calling 312-543-8087 when you are at the studio door.

Internships

One and Two

Activate door entry system for new students and show new arrivals into the correct classroom. Please be kind, patient and courteous.

Keep roll call sheet up to date as new students arrive. Check late arrival cameras.

Assist the new students in setting up their cameras only when the instructor asks you to.

Refer all questions not relating to the current camera setting to the instructor. Do not answer questions about any topic other than how to set the camera for the current setting.

Three and Four

Everything from One and Two

Introduce logistics from the front of the class using the PowerPoint presentation.

Five and Six

Everything from Three and Four

Introduce the ISO setting from the front of the class using the PowerPoint presentation

(You are welcome to stay in the class past the internship completion time of 9pm or 12 noon)