



Think before Print!

LC8002 Gened2 Critical Reasoning & Persuasion

CA2 Photo-essay

SINGAPORE POLYTECHNIC

School of Communication, Arts & Social Sciences

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CA2 Photo-essay Code of Conduct

GE2 requires you to create a photo-essay and in the process of doing so, you may see a need in photographing people up close or interviewing people in order to understand their context and needs. These are not compulsory, but if you are to carry out these tasks, it is important to be aware of the social rules, conduct and considerations that should govern the way you manage yourself, your team and your project.

The following advice will help:

Personal conduct

- Be courteous and respectful
- Be considerate towards others
- Be law-abiding
- Behave with propriety at all times
- Dress appropriately as is fitting of a representative of SP; observe a smart casual dress code, i.e. t-shirt, jeans and covered shoes (avoid tank tops, shorts/short skirts and flip-flops)

Personal integrity

- Be truthful in your speech
- Be honest and transparent in your dealings
- Be trustworthy and reliable

Teamwork

- Relate to others with cultural sensitivity and mutual respect
- Understand the value of diversity, unity and teamwork
- Be open-minded and receptive to new ideas
- Respect differences

Project conduct

A. Approaching subjects for photo-taking or interview

- Conduct your photo-taking or interview tasks as a team.
 - Approach your subjects courteously and respectfully.
 - Ensure that their participation in your project is based on voluntary, informed consent.
 - Provide all relevant information that will allow the subjects to make an informed decision.
 - Be transparent about and explain clearly the purpose of data collection.
 - Give the following details to potential subjects:
 - Names of team members
 - Reason for approaching them (refer to the Introduction Letter)
 - Do not mislead anyone when asking them for their co-operation to participate.
 - Do not coerce anyone to participate in your project.
 - Graciously and courteously accept it when anyone declines to participate in your project.
 - Respect a person's right to withdraw from your project at any time.
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B. Conducting interviews (additional pointers)

- Conduct all your interviews in a public space; do not place yourself in a secluded and/or potentially dangerous setting. This is to safeguard the team's well-being.
- Do not divulge your personal information.
- Do not divulge your lecturer's contact details except for the information on the Introduction Letter.
- Terminate an interview immediately, firmly but politely, should you find yourself in a dangerous/difficult situation (for example, if you are harassed by an interviewee).
- Respect the views of your interviewees. Avoid prejudice, respect individual differences.
- Use clear and respectful language in all communication.
- Respect the confidentiality of the information given by your interviewees.
- Do not reveal interviewees' identities and responses to any other interviewees.
- Ensure that personal data collected is relevant and not excessive in the context of the project.
- Allow interviewees to provide information in a way that reflects the view they want to express, including "I don't know" or "I prefer not to say".
- Do not ask leading questions or lead interviewees towards a particular choice.
- Delete responses given by an interviewee upon request.
- Conclude interviews courteously by thanking your interviewees.
- Convey or direct queries, requests and complaints received from your interviewee to your lecturer.

C. Data management & representation in photo-essay

- Preserve the anonymity of your interviewees (there is no need to use real names as any findings contribute towards the development of your character.)
 - Do not share the information provided by your interviewees to anyone not in your Gen Ed 2 class, for non-academic purposes. This applies even after you have completed your project.
 - Seek the consent of your interviewee and advice of your lecturer, should there be a valid request, before releasing any information collected for your project.
 - Do not make illegal use of the personal data collected.
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[DATE]

LETTER OF INTRODUCTION – General Education 2 (LC8002) Photo-essay assignment

We are students from Singapore Polytechnic and are currently doing research on social issues relating to culture, identity and discrimination.

This project gets us to find out more about the perspectives of people in a community, and craft an artistic and factual interpretation of social issues via a photo-essay.

As such, we may need to take photographs of you or interview you.

Should you have queries about this project, please feel free to contact our lecturer:

Name: _____

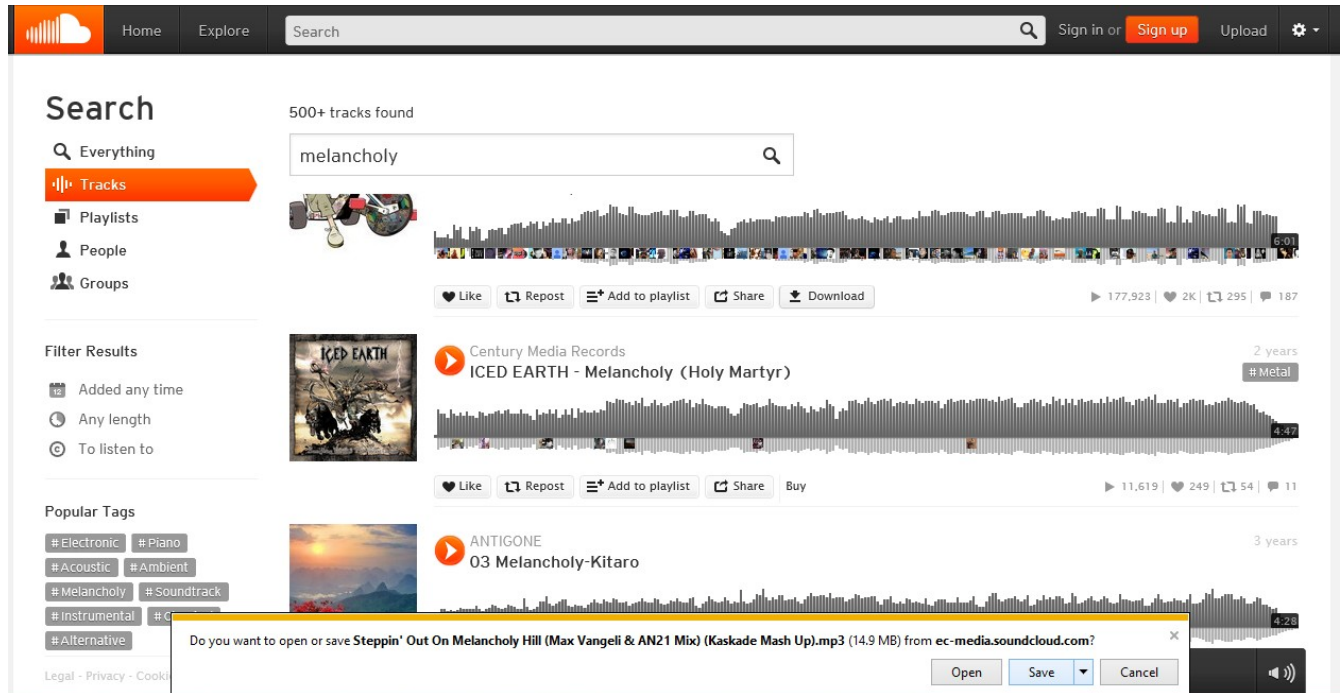
Email: _____

Thank you for your help!

Soundcloud**APPENDIX B**

You may find a suitable soundtrack for your photo-essay that is free of charge on Soundcloud—if you do use it, remember to acknowledge the artiste who might just be like you, a student. (Cite your source, Harvard style.)

1. Go to <https://soundcloud.com/> and type in the Search box a word or phrase related to the mood of your photo-essay (if there is any language test, this is it: a test of your vocabulary!)
2. On the Results page, search for the ones with a “Download” button. Scroll over it or click on it; if you can see the file size, it is free to download:



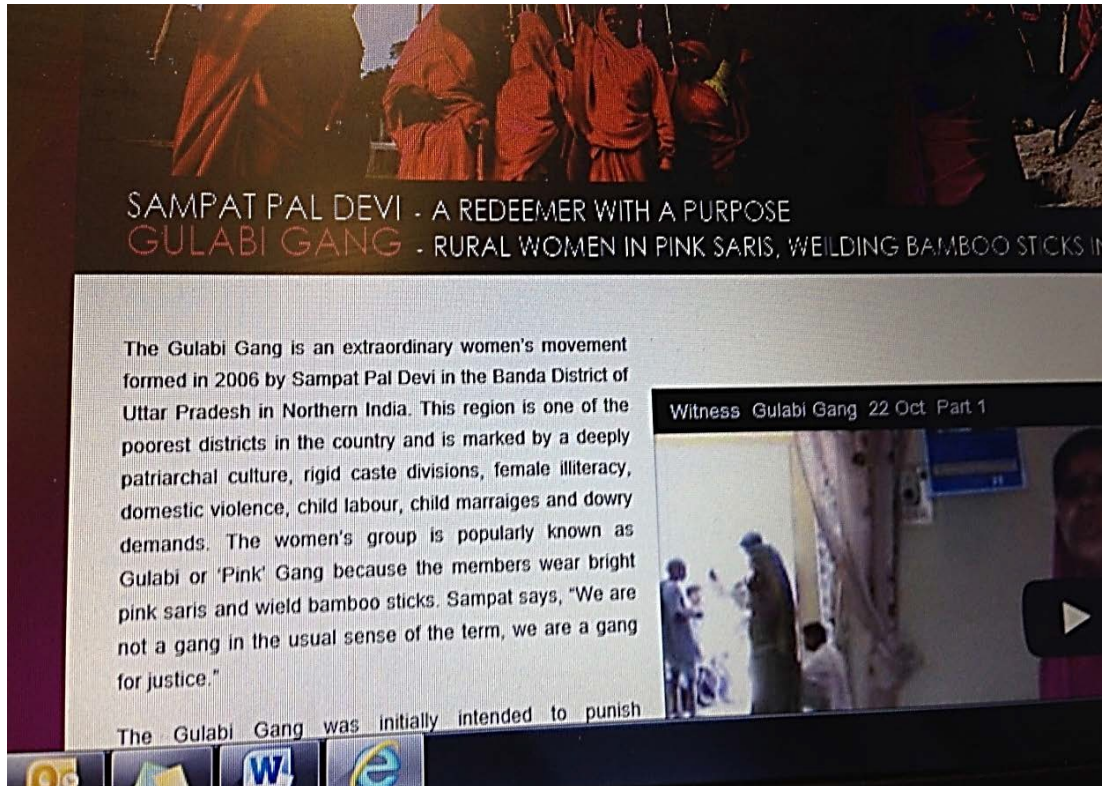
3. You may find other copyright-free music databases at <http://guides.lib.sp.edu.sg/genedn2> under Photo essay Resources > Music Resources.
4. Remember to respect copyright and cite your sources in your photo-essay.

Frequently Asked Questions about CA2

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- **Can we do a screenshot using the PrtSc (Print Screen) button on our laptops?**

Doing so may cause misunderstanding, so it is better to use your camera to snap a picture of the information on the screen. Note that it is the “information” that you should snap, not solely the picture:



At the end of your photo-essay, you will need to include its reference. Eg:

Vitalect. *Gulabi Gang* [online]. Available from <http://www.gulabigang.in/> [Accessed 2 Jan 2014].

- **Can we draw pictures instead of taking photos?**

You may snap a photo of you (your hand) illustrating a scene, but if your entire photo-essay comprises only drawn pictures, you will not do well since it is lacking in variety. As a general guide, having one or two shots of your illustrations in the photo-essay is fine.

- **Can we include a video in our photo-essay?**

No, you cannot. A video in a video is not required and you should not spend extra time doing that.

- **May we use the case studies we saw in class in our photo-essay?**

Yes you may. Remember to make them relevant to the story in your own photo-essay.