

DePaul University  
Fall 2016

# ANI 394 Capstone SYLLABUS

Meeting time: M/W 10:10 am – 11:40 am  
Location: Lab 527

Instructor: Meghann Artes  
Office: CDM 518 (5<sup>th</sup> Floor)  
Office Hours: Mondays 11:40pm – 1:20pm  
Wednesdays 11:40pm – 1:00pm

Contact: 312-362-5877  
Email: martes@cdm.depaul.edu

## **COURSE DESCRIPTION**

This production-based course comprises the first of a two-course sequence that provides the student with an Animation capstone experience. These courses connect the student's Animation coursework with their overall Liberal Studies coursework through three components: class lectures and discussions, independent analysis and reflection, and the creation of a significant animation project. Students will employ the knowledge they have learned and the skills they have acquired in all their Animation courses to date to produce a significant animation project. The course sequence is designed to be taken in two consecutive quarters.

## **OBJECTIVES**

This course will concentrate on facilitating the student's production of animation projects. The topics of idea generation, experimentation, problem solving, planning and time management, and the process of critical analysis will be applied to the student's work, with the choice of animation technique, content and form left to the individual. Students will learn the importance of bringing projects to completion.

The purpose of this class is to help you succeed in creating your animation.

## **WORK EXPECTATIONS - The Two Rules**

**Rule 1:** The most important thing this quarter is that you dedicate quality work time each week towards your film. This isn't the type of project you can do all at once at the end of two quarters!

**Rule 2:** You must bring something to work on during each class regardless of what is due that day.

## **CLASSWORK – Assignments**

The majority of your grade for each assignment will be based on whether or not you actually completed the work. Work that has been thrown together thoughtlessly or is incomplete will earn you a C or D. Work that is completed will be given a B or A. Your actual grade within that range will depend upon the quality of what you did complete.

**Late work:** Because the majority of the grade for each assignment is based off of completeness, any late assignments will be an automatic F for that assignment.

- **Written Assignments:** Must be typed.
- **Digital Assignments:** All assignments handed in digitally must be in the following format
  - lastnameFirstname\_projectname.extension
  - example: artesmeghann\_Animatic.mov

**BACK UP YOUR WORK: Failure of computer software and or Hardware will not be accepted as an extenuating circumstance for late projects or incomplete grades so back up your work on a regular basis and always save incrementally if working on a computer.**

Special Accommodations: If you have any special considerations please see the instructor.

## **CRITIQUES**

Unless I tell you otherwise, assigned work must be completed and submitted through D2L. This will keep us from wasting valuable class time. **Handing in something unfinished is always better than nothing at all.** Due to the large size of our class, and the limited class time, not everyone's work will get a full review during class. If you'd like more feedback, arrange to discuss your work with me during my office hours. We will view and discuss everyone's final project during the last class.

## **ATTENDANCE POLICY**

More than two absences will automatically result in a one-letter grade reduction for the course. Any student missing four or more classes will receive an "F" for the quarter. Contact me before class if you are unable to attend. Being late to class two times counts as one absence.

You are responsible for any missed lectures and assignments. If you miss a class, it is still your responsibility to turn in the assignment on time.

No incompletes will be given without documented proof of circumstances beyond your control. You may not miss the final class date. Doing so will equal an automatic two letter grade reduction of your final grade. If for some reason you cannot make our final you must contact your instructor **BEFORE** the class. Excuses given after the fact will not be accepted.

## **EXTRA CREDIT**

If you have not been tardy or missed a class during the quarter **AND** you actively participate in critiques and discussions you will receive extra credit points on your final overall grade for the quarter.

## **GRADING BREAKDOWN**

-Pitches	10
-Step Outline	5
-Storyboards	10
-Animatic Presentations	20
-Production Bibles	15
-Milestone 1	10
-Milestone 2	10
-Final Presentation	20

A = 100-93	A- = 92-90	B+ = 89-87
B = 86-83	B- = 82-80	C+ = 79-77
C = 76-73	C- = 72-70	D+ = 69-67
D = 66-63	D- = 62-60	F = 59-0

A indicates excellence, B indicates good work, C indicates satisfactory work, D work is unsatisfactory in some respect, F is substantially unsatisfactory work.

## **STUDENT RESPONSIBILITIES**

Each student is responsible for his or her own time management and for meeting the expectations in the syllabus. The instructor is not responsible for reminding students of assignment deadlines in class. In the event of an absence, it is the student's responsibility to contact the instructor for an assignment sheet detailing any homework. If an assignment is listed on the syllabus you are still responsible for completing the assignment on time.

## **DEADLINES**

Video production requires strict adherence to deadlines, therefore late assignments will not be accepted for grading and written feedback will be given at the instructor's discretion. You will **NOT** be eligible for an A in the class unless you turn in all assignments on time.

## **COURSE POLICIES**

In addition to DePaul University course policies (see student handbook), the following special policies will apply to this course:

**Class/Workshop Rules** - there will be **NO** net surfing, phone calls, email checking, text messaging, or IMing during class at any time, except when I give you permission to do so.

**Class Participation** - is encouraged and students will be graded on the extent to which they are involved throughout the quarter. Participation is an amazing tool for learning and should be done in a constructive way, especially when giving or receiving project critiques.

**Final Class Exam** - Attendance is mandatory. Students who do not show up will get their final grade reduced by 2 letter grades. If for some reason you cannot attend, contact the instructor before the final class. Excuses after the class will not be accepted.

**Changes to the Schedule** – Depending on time factors, the assignments projected for the term may require slight alteration or rescheduling.

All assignments submitted in digital format online, are **DUE** a minimum of 2 hours prior to class. Assignments may be submitted earlier, however.

### Course Schedule

#### **Week ONE - W 9/7**

Introductions  
Review syllabus

**Overview** of both quarters, Expectations, Group Projects, Collaboration sites, SkypE, Dropbox and planning.

**Friday 9/9 Breakout session:** time TBD

#### **Week TWO – M 9/12 and W 9/14**

##### **Present Ideas (M) Part I and (W) Part 2**

Individual/Group Critiques  
Form Groups

**Due Friday: Step Outlines**

**Friday 9/16 Breakout session:** time TBD

#### **Week THREE – M 9/19 and W 9/21**

##### **Present Storyboards**

Individual/Group Critiques

\*Go over SPECS and RENDERING

#### **Week FOUR – M 9/26 and W 9/28**

##### **Present ROUGH Animatics**

Individual/Group Critiques

#### **Week FIVE- M 10/3 and W 10/5**

##### **Present FINAL Animatics**

Individual meetings with Meghann

**Week SIX – M 10/10 and W 10/12**  
**Due Production bibles**

Reference art, character concepts, environment concepts, color palettes and shot lists

**Week SEVEN – M 10/17 and W 10/19**

**Milestone 1** – Please note this milestone is subject to change. Check with Meghann and D2L.

3D – One Character Model Complete

2D – 8 seconds of animation complete

Stop-motion – One puppet completed

Experimental – TBD by instructor

**Week EIGHT- M 10/24 and W 10/26**

Individual Critiques

In Class Work Time

DUE: SAG scripts due (10/26)

**Week NINE - M 10/31 and W 11/2**

**Milestone 2-** Please note this milestone is subject to change. Check with Meghann and D2L

3D – One character textured and rigged + 3 main props modeled

2D – 16 total seconds of animation complete

Stop-motion – Two puppets completed

Experimental – TBD by instructor

**Week TEN – M 11/7 and W 11/9**

Individual Critiques

In Class Work Time

DUE: Final scripts and casting breakdowns due (11/7)

**Week ELEVEN – M 11/14**

Individual meetings and work in Class Time

**FINALS WEEK – W 11/16 - FINAL EXAM 8:30am-10:45am**

ATTENDENCE IS MANDATORY

**\*\*\*Schedule subject to change\*\***

## **College Policies**

### **Online Course Evaluations**

Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity. Since 100% participation is our goal, students are sent periodic reminders over three weeks. Students do not receive reminders once they complete the evaluation. Students complete the evaluation online in [CampusConnect](#).

### **Academic Integrity and Plagiarism**

This course will be subject to the university's academic integrity policy. More information can be found at <http://academicintegrity.depaul.edu/>. If you have any questions be sure to consult with your professor.

### **Academic Policies**

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the [University Academic Calendar](#). Information on enrollment, withdrawal, grading and incompletes can be found at: [cdm.depaul.edu/enrollment](http://cdm.depaul.edu/enrollment).

### **Students with Disabilities**

Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential.

To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the Center for Students with Disabilities (CSD) at: [csd@depaul.edu](mailto:csd@depaul.edu).

Lewis Center 1420, 25 East Jackson Blvd.

Phone number: (312)362-8002

Fax: (312)362-6544

TTY: (773)325.7296