

ANI 394 Capstone SYLLABUS

Instructor: Amy Lockhart

Email: alockha3@cdm.depaul.edu

Meeting time: M/W 3:10 – 4:40

Location: ONLINE – Zoom link below:

<https://depaul.zoom.us/j/93922770618>

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: barcyliisa_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

Students are expected to attend every class during our regular zoom sessions. If for some reason you are unable to attend a class, it is your responsibility to let me know in advance. While each class will be recorded and made available for later review, the intention is to complement not replace the regular online class experience. Attendance for the final is required.

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.

GRADING BREAKDOWN

-Pitches	10
-Step Outline	5
-Storyboards	10
-Animatic Presentations	15
- Concept Art	10
-Milestone 1	10
-Milestone 2	10
-Final Presentation	25
-Participation and Discussions	5

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 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 – Jan. 4, 6

Introductions
Review syllabus
Alumni panel

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

Week TWO – Jan. 11, 13

Present Ideas (M) Part 1 and (W) Part 2

Due Friday: Step Outlines

Friday Breakout session: time TBD

Week THREE – Jan. 18, 20

Present Storyboards

Group Critiques

*Go over SPECS and RENDERING

Week FOUR – Jan. 25, 27

Present ROUGH Animatics

Group Critiques

Week FIVE- Feb 1, 3

Present FINAL Animatics. Creating a production schedule

Individual meetings with Amy

Assignment: Discussion Board # 1 Final Animatic feedback-- due Friday by 5pm

Week SIX – Feb. 8, 10

Due Monday - Concept Art and Color Palette Powerpoint

Group Critiques

Due Wednesday, Feb. 10 - First Draft of Script

Week SEVEN – Feb. 15, 17

Resubmit your Final Animatics for additional points

Individual Critiques

In Class Work Time

Week EIGHT- Feb. 22, 24

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

3D – One Character Model Complete

2D – 10 seconds of animation complete

Stop-motion – One puppet completed

Experimental – TBD by instructor

Group Critiques

Individual meetings with Amy (if your film will be using voice actors you must meet with me on Monday)

Due Monday (Feb 22): Final draft of script and character breakdowns

Week NINE – March 1, 3

Individual meetings with Amy

Voice auditions submitted to directors by March 1st.

Week TEN – March 8, 10

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

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

2D – 20 total seconds of animation complete

Stop-motion – Two puppets completed

Experimental – TBD by instructor

Group Critiques

Due next week Monday: Select final voice actors

FINALS WEEK – MONDAY March 15, 3:30 – 4:45

ATTENDANCE IS MANDATORY

Final voice recordings will be delivered by Monday, March 15

Assignment: Discussion Board # 2 Final Film feedback-- due Sunday, March 21st, by 11:59pm

*****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.

CELL PHONE POLICY: Use of cell phones in the classroom and the lab is prohibited. Please turn your phone off before entering class. Mistakes will happen, but repeated failure to turn your phone off will result in a lowered grade for the class. No texting is allowed during class. If I have to ask you to stop texting more than once, there will be a full letter grade taken off your final grade.

CLASSROOM BEHAVIOR: If I feel that your behavior is interfering with the professionalism of our classroom (disruption, talking, napping, texting, etc.), I will adhere to the following 3---step protocol: warning email and personal meeting, meeting with advisor or Student Advising, action taken to remove you from the class.

ACADEMIC INTEGRITY: Work done for this course must adhere to the DePaul University Academic Integrity Policy, which you can review in the Student Handbook or by visiting:

<http://studentaffairs.depaul.edu/homehandbook.html>

LEARNING DISABILITIES: Students who feel they may need an accommodation based on the impact of a disability should contact me privately to discuss their specific needs. All discussions will remain confidential. To ensure that you receive the most appropriate reasonable accommodation based on your needs, contact me as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the following offices:

PLuS Program (for LD, AD/HD) 773---325---1677, Student Center #370
The Office for Students with Disabilities 773---325---1677, Student Center #370

Emergency Plan. An emergency can occur at any time, suddenly and without warning. Proper planning is essential to minimize the impact of any emergency on the university community, operations and facilities. The following link provides detailed information on Emergency Evacuation and Fire Alarm safety: <https://resources.depaul.edu/emergency-plan/emergency-evacuation/Pages/Evacuation.aspx>. The University will use the DPU Alert to announce school closing or other emergencies. In the event of an emergency evacuation, the primary outdoor assembly area for CDM will be Grant Park (Southeast corner of Jackson and Michigan Ave).

Preferred Name & Gender Pronouns. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records. Please also note that students may choose to identify within the University community with a preferred first name that differs from their legal name and may also update their gender. The preferred first name will appear in University related systems and documents except where the use of the legal name is necessitated or required by University business or legal need. For more information and instructions on how to do so, please see the Student Preferred Name and Gender Policy at <http://policies.depaul.edu/policy/policy.aspx?pid=332>

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.

Lewis Center 1420, 25 East Jackson

Blvd. Phone number: (312)362-

8002

Fax: (312)362-6544

TTY: (773)325.7296