



GAM229-502: Syllabus

▼ Week	Pre-Course
📅 Deadline	@December 31, 2021
▼ Type	Material
▼ Status	Completed

PRESENTATION & COMMUNICATION

CLASS CODE: GAM229-502

LOCATION: CDM 216

TIME: Tuesdays & Thursdays, 10:10 AM - 11:40 AM

INSTRUCTOR: Trynn Check ("Trynn" is fine)

EMAIL: kcheck1@depaul.edu

OFFICE HOURS: 1:15 PM-2:45 PM on Mondays & Wednesdays (by appointment through BlueStar)

COURSE DESCRIPTION

In this course, students focus on effective written and oral communication for designers in the professional world and beyond. While covering the basics of writing various design documents from high concepts to production guidelines, and teaching various presentation formats and techniques, GAM 229 aims to raise students' awareness for the "human" aspects of becoming an effective communicator and offers experimental, creative solutions to communication problems, such as team or client issues. Based on psychology research, this course offers insights on what it takes to "hear others" and "be heard" and to create constructive, productive relationships.

PREREQUISITE(S)

NONE

OVERVIEW

This course is presentation-based and therefore is dependent upon your participation in discussions, activities, and class critiques. The presentations are all modeled after typical scenarios a game designer may find themselves in. Students will practice presentation skills in real-time while working to answer the question of what it means to be an effective communicator.

LEARNING OBJECTIVES

By the end of the quarter, you will be able to:

- Understand what it means to “network” in professional business settings
- Clearly communicate expectations and problems within a team or with an external party
- Show off your specialized skills and areas of growth to potential employers to gain confidence in the job market
- Increase proficiency in presentation skills to deliver effective and engaging presentations
- Develop a deeper understanding of how to connect with others, “hear and be heard”

REQUIREMENTS

Each student is required to attend class on time, stay for the duration of the class, give full attention to lectures and presentations in class, think creatively, participate in the discussion and activities, be a communicative and effective group member, and have a respectful, positive, hard-working attitude throughout the quarter.

ASSIGNMENTS

All assignments will be submitted on D2L on the due date* in the proper requested format. Pay careful attention to the file submission guidelines for each of your submissions. Files that are submitted outside the requested guidelines will be considered late and the grade will be lowered appropriately until resolved. Please contact me if you have any concerns about an upcoming deadline before the issue arises.

**Assignments in this class will be related to your presentation, you will always be submitting both your presentation materials to me before the presentations AND a supporting written document. See each assignment for details.*

DISCORD (PARTICIPATION)

Discord will be used for troubleshooting discussions, feedback, and brainstorming. Your participation grade will be gauged on how active you are on these platforms as well as during breakout groups.

PROJECTS

It is mandatory to put in at least 4-8 hours of work per week outside the classroom. Those who want to get more out of the class will put extra time into their presentations. Plan for this ahead of time. Due to the large time commitment required for coursework, time management check-ins and updates are sequenced throughout the quarter.

TEXTBOOKS & SUPPLIES

There are NO required textbooks for this course. Any additional readings will be made available on D2L in PDF format or browser link.

SOFTWARE

1. NOTION: In order to use class templates, I will ask you to work in Notion which is a collaborative note-taking, wiki-style, word-processing, task management application. It is very common across my clients and becoming more common for design documentation. We will go over essential mechanics for working in Notion as assignments are posted.
 - a. Alternative templates will be made available in Google Docs on a need-basis.
2. G SLIDES/POWERPOINT: You will be asked to produce presentation materials for some of the presentations in class, I recommend working in Google Slides, but PowerPoint is an okay alternative.
3. FIGMA: We will use Figma for prototyping certain presentation materials and creating assets for design documentation. You will need to make an account but Figma itself is accessed in the web browser.
4. DISCORD: We will use Discord for class-wide discussions. Ensure you have a discord account setup. Discord can be downloaded to a phone, PC, or accessed via the web browser.
5. D2L: D2L is the primary course website that holds key information on projects, due dates, and quizzes. This is where you will submit most (if not all) of your work. Check D2L often with updated course information and deadlines.

LAB HOURS AND LOCATIONS

Students enrolled in Game Development classes have automatic swipe access to 503, 505, and the 7th-floor game labs (725). Students enrolled in CDM classes have automatic swipe access to the 1st-floor lab (PC), 4th-floor lab (PC and MAC), 634 (PC), and the Student Center labs on the Lincoln Park Campus (PC and MAC). Labs are open 7 days a week. Additional labs that may be of interest to game development students but may have more restricted access are detailed at the following link:

<https://www.cdm.depaul.edu/Student-Resources/Pages/SplashCallout/GameLabs.aspx>

For a complete list of computer lab hours, locations, and machine availability:

<http://www.cdm.depaul.edu/Current%20Students/Pages/LabsAndResources/LabsandResources.aspx>

ATTENDANCE POLICY

Student absences are not expected to exceed more than 10% of the number of classes scheduled for the term*. Each subsequent absence will result in the lowering of your final grade one full letter.

Absences should be communicated to your team for group work. Tardiness is defined as not being in the classroom when attendance is called or departing before the class has been formally dismissed by the instructor. Tardiness that exceeds thirty minutes will be counted as an absence. TWO late arrivals or early departures, or a combination of both, are counted as one absence.

**An absence will count as not attending class, not participating in team/group/discord discussions, and not watching the lecture recording within 24hrs of posting; if the absence takes place with no communication to your team or instructor.*

GRADING

Your grade will be based on the following components, a full description of each along with a grading rubric will be available on D2L as the assignments are posted.

PERCENT BREAKDOWN

Participation: 25%

Presentations: 75%

Total: 100%

Grade	Percentage
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	69-60
F	59-0

EMAIL

I will answer emails within 24-hours during the weekdays. However, I do not respond to emails on weekends. Any message that hits my inbox or discord server past 5 pm on Friday may not be answered until the following Monday. Be proactive and reach out to me as soon as possible. Plan for

problems. Discord will be available to talk with other members of the class when troubleshooting issues or if seeking feedback.

When you do contact me, please remember that emailing your professor is a great opportunity to practice professionalism. Put your best foot forward! I expect correspondence to be as professional as possible, even if you are writing to me from your smartphone.

CLASSROOM BEHAVIOR

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

PREFERRED NAME & GENDER PRONOUNS

I value each student's right to be referenced by their gender pronoun and their preferred name. If your name and pronoun in Campus Connect don't reflect what you'd like me to use, please let me know.

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 needs. For more information and instructions on how to do so, please see the Student Preferred Name and Gender Policy at policies.depaul.edu/policy/policy.aspx?pid=332

SCHOOL POLICIES

CHANGES TO SYLLABUS

This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L, and sent via course communication systems.

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 continuing 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.

COVID-19 HEALTH & SAFETY PRECAUTIONS

Keeping our DePaul community safe is of utmost importance in the pandemic. Students, faculty, and staff are expected to (1) wear a mask as required at all times while indoors on campus; (2) refrain from eating and drinking in classrooms; (3) keep current with their COVID-19 vaccinations or exemptions; (4) stay home if sick; (5) participate in any required COVID-19 testing; (6) complete the online Health and Safety Guidelines for Returning to Campus training; and (7) abide by the City of Chicago Emergency Travel Advisory. By doing these things, we are Taking Care of DePaul, Together. The recommendations may change as local, state, and federal guidelines evolve. Students who do not abide by the mask requirement may be subject to the student conduct process and will be referred to the Dean of Students' Office. Students who have a medical reason for not complying with any requirements should register with DePaul's Center for Students with Disabilities (CSD).

RESPECT FOR DIVERSITY & INCLUSION AS ALIGNED WITH OUR VINCENTIAN VALUES

At DePaul, our mission calls us to explore "what must be done" in order to respect the inherent dignity and identity of each human person. We value diversity because it is part of our history, our traditions, and our future. We see diversity as an asset and a strength that adds to the richness of classroom learning. In my course, I strive to include diverse authors, perspectives, and teaching pedagogies. I also encourage open dialogue and spaces for students to express their unique identities and perspectives. I am open to having difficult conversations and I will strive to create an inclusive classroom that values all perspectives. If at any time, the classroom experience does not live up to this expectation, please feel free to contact me via email or during office hours.

ACADEMIC INTEGRITY & 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.

POSTING WORK ON ONLINE SITES, SUCH AS HERO

All students are expected to abide by the University's Academic Integrity Policy which prohibits cheating and other misconduct in student coursework. Publicly sharing or posting online any prior or current materials from this course (including exam questions or answers), is considered to be providing unauthorized assistance prohibited by the policy. Both students who share/post and students who access or use such materials are considered to be cheating under the Policy and will be subject to sanctions for violations of Academic Integrity.

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 <http://www.cdm.depaul.edu/Current%20Students/Pages/PoliciesandProcedures.aspx>.

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:

Lewis Center 1420, 25 East Jackson Blvd.

Phone number: (312)362-8002

Fax: (312)362-6544

TTY: (773)325.7296

ACADEMIC CALENDAR

Students may want to take note of important dates from the academic calendar such as university holidays, withdrawal deadlines, finals week, etc. The DePaul University academic calendar may be accessed at the following link:

<https://academics.depaul.edu/calendar/Pages/default.aspx>