

DePaul University  
Spring 2013

## **ANI 440 Collaborative Short Film SYLLABUS**

Meeting time: Tuesday 5:45pm – 9:00 pm  
Location: Room 527

Instructor: Meghann Artes  
Office: CDM 518 (5<sup>th</sup> Floor)  
Office Hours: Tues 1:30- 3:00  
Thur 1:30- 3:00  
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### **COURSE DESCRIPTION**

Students will work in small groups to produce short animated films from concept to completion using the media of their choice. Emphasis is placed on a collaborative environment for pitching ideas, visual development and creative problem-solving during production. Different studio methodologies and techniques will be discussed. Each team will face various technical and aesthetic challenges to complete a finished film.

### **GOALS/OBJECTIVES**

- To engage in different responsibilities in a studio environment by following a production pipeline and meeting regular deadlines
- To discuss each other's work in meaningful, thoughtful and yet critical ways
- To sharpen your creative skills and challenge yourselves as animators
- To complete an animated collaborative short film

### **STUDIO ENVIRONMENT**

The success of this project depends on how well you collaborate with the members of your group. Unlike other classes, if one member of the team misses a deadline or delivers work of inferior quality, the group cannot proceed to the next stage. Therefore, you must meet the criteria weekly, and be graded on these checkpoints in order to complete the project successfully.

### **ATTENDANCE**

Students are expected to attend every session and arrive prepared for the class at the indicated start time. Since this class meets only once a week, students are not expected to exceed more than 1 unexcused absence. A second unexcused absence will result in the lowering of your final grade one full letter. Any student missing 3 unexcused classes will be given a grade of "F" for the semester. 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. We have very tight deadlines that are in place for the timely completion of your film.

**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 on your final overall grade for the quarter.

## **CLASS WORK**

- Late work: Late work will not be accepted to the class in which it is due without PRIOR approval or accompanied by a valid medical excuse.
- File Management: It is important that you learn your group's workflow ASAP, and ask questions if you are unclear about the pipeline. This will help to keep the production manageable.

\* Special Accommodations: If you have any special considerations please talk to me.

\* 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 daily with your own drives.

## **GRADING BREAKDOWN**

Pitchfest	5
Personal Reel upload	5
Storyboard Presentation	5
Animatic Pitch -1 <sup>st</sup> draft	5
Animatic Revision -2 <sup>nd</sup> draft	5
Production Bible/ Look Book	10
Milestone #1	10
Milestone #2	10
Milestone #3	10
Milestone #4	10
Milestone #5	10
Final Collaborative Film	15
Total	100

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

\*\*Your grades are based upon completion of assignments when due, quality of work, active class participation and attendance\*\*

### Grade A:

Student performs in an outstanding way. Student exhibits achievement and craftsmanship in all work. Design criteria is exceeded and student challenges him/herself in project design. Student exhibits commitment to expanding ideas, vocabulary and performance.

### Grade B:

Student performs beyond the requirement of the project. Student exhibits above average progress and craftsmanship. A design criterion is exceeded. Student exhibits above average interest in expanding idea, vocabulary, and performance.

### Grade C:

Criteria of assignment is met, and all requirements are fulfilled. Student shows average quality work and minimum time and effort on projects. Student shows moderate interest.

### Grade D:

Student performance is uneven and below average. Requirements for projects are only partially fulfilled. Minimal interest is shown and attendance, participation and involvement are inadequate.

### Grade F

Student fails to meet minimum course requirements and shows no interest. Levels of participation and craftsmanship are extremely poor. Student's attendance is inadequate.

### Requesting an incomplete grade:

An incomplete grade may only be assigned to a student if the student has experienced an extenuating circumstance near the end of the term, the student is in good standing in the class, and the request is made before

## Course Schedule

### **Week 1 - Tuesday April 2**

Introduction to the class  
Review syllabus  
Pitchfest Extravaganza  
Form groups

**Assignment Due:** 1 short film pitch

### **Week 2 - Tuesday April 9**

**1<sup>st</sup> Assignment Due:** Group presentation of selected idea / Present storyboards

**2<sup>nd</sup> Assignment Due:** Upload a QuickTime or a web link of your personal reel to COL web. Please note you will not be presenting this work or graded on quality. Instead I want to see examples of your work and your comfort level. Turning this assignment in on time will guarantee you receive the maximum points for this assignment.

### **Week 3 - Tuesday April 16**

**Assignment Due:** 1<sup>st</sup> draft of Animatic / Critique  
Set up individual meeting with me outside of class to get sign off on 2<sup>nd</sup> draft of Animatic

### **Week 4 - Tuesday April 23**

**Lecture: Production pipeline**  
**Assignment Due:** Production bible / Production Calendar / Look Book  
\*Milestones decided in production bible

### **Week 5 - Tuesday April 30**

In class work time/ Individual Meetings  
**Assignment Due:** Milestone #1

### **Week 6 - Tuesday May 7**

In class work time/ Individual Meetings  
**Assignment Due:** Milestone #2

### **Week 7 - Tuesday May 14**

In class work time/ Individual Meetings  
**Assignment Due:** Milestone #3

**Week 8 - Tuesday May 21**

In class work time/ Individual Meetings

**Assignment Due:** Milestone #4

**Week 9 - Tuesday May 28**

In class work time/ Individual Meetings

**Assignment Due:** Milestone #5

**Week 10 - Tuesday June 4**

**Lecture: Film Festival info**

\*You should be focusing on final renders and polishing up your final audio track\*

**Week 11- Tuesday June 11**

**FINAL MEETS AT REGULAR CLASS TIME**

**ATTENDANCE IS MANDATORY**

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

## **MATERIALS NEEDED**

**External hard drive and flash drive:**

In some cases I will have you turn in your final project on a flash drive. You will also be working on multiple computers throughout the quarter so you will need to have a reliable drive. This will be essential when you start working on your projects in and outside of class. I will go over options in class.

## **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.

**Final Class Exam** - Attendance is mandatory. Students who do not show up for the final critique 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. No incompletes will be given without documented proof of circumstances beyond your control.

**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.

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