

# ANI 395 Capstone SYLLABUS

Meeting time: M/W 11:50 pm – 1:20 pm  
Location: Lab 527

Instructor: Meghann Artes  
Office: CDM 518 (5<sup>th</sup> Floor)  
Office Hours: Monday 1:20 pm-2:20 pm  
Wednesday 1:20 pm-2:20 pm  
Wednesday 4:30 pm-5:30 pm  
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## **COURSE DESCRIPTION**

Continuation of ANI 394. This production-based course is the second half 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. PREREQUISITE(S): ANI 394

## **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! In order to end up with a piece you will feel represents you as a film maker, you should plan to put aside *at least* 8 hours on your project per week. Any additional hours you put in on top of this will just raise your quality that much higher.

**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.

You may not miss the midterm or final class date. Doing so will equal an automatic two letter grade reduction of your final grade. If for some reason you cannot make one of these dates you must contact your instructor **BEFORE** the class that you must miss. Excuses given after the fact will not be accepted.

No incompletes will be given without documented proof of circumstances beyond your control.

### **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**

Rough Soundtrack	10
Reading Analysis	10
Creative/Artist Statement	10
Milestone 1	10
Milestone 2	10
Milestone 3	10
Milestone 4	10
Demo Reel	5
Participation	5
Finished Animation/Film	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 RESONSABILITIES**

Each student is responsible for their 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.

**Midterm and 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 – M 3/30 and W 4/1**

Introductions  
Review syllabus  
Individual Meetings  
Lecture on Sound

**Assignment Due** (4/1): SAG paperwork due (only for directors recording SAG actors)

#### **Week TWO – M 4/6 and W 4/8**

**Assignment Due** (4/8): Milestone #1 - 25 % of animation  
In-Progress Screening

#### **Week THREE – M 4/13 and W 4/15**

**Assignment Due** (4/13): Soundtrack roughed in  
Individual Meetings with Meghann this week

#### **Week FOUR – M 4/20 and W 4/22**

**Assignment Due** (4/22): Milestone #2 - 50% of animation  
Individual Critiques

#### **Week FIVE- M 4/27 and W 4/29**

**Assignment Due** (4/29): Reading Analysis  
Lecture on Creative Statement

#### **Week SIX – M 5/4 and W 5/6**

**Assignment Due** (5/6): Milestone #3 - 75% of animation  
In-Progress Screening

#### **Week SEVEN – M 5/11 and W 5/13**

**Assignment Due** (5/11): Creative/Artist Statement Part I

\* Reminder PREMIERE submissions are due May 16<sup>th</sup> at the Cage

#### **Week EIGHT- M 5/18 and W 5/20**

**Assignment Due** (5/20): Milestone #4 - 100% of animation  
Individual critiques

**Week NINE - M 5/25 and W 5/27**

Lecture on Demo Reels, resume format, design, cover letters.

**Week TEN – M 6/1 and W 6/3**

**Final Screening! Films must be completed and turned in on Monday 6/1.**

**Attendance is mandatory.** Failure to submit a finished project and be present will each lower final grade for the project by one grade.

**FINALS WEEK – M 6/10 - FINAL EXAM 11:45am-2:00pm**

**Final creative/artist statement due.**

**Final Demo Reel due for critique**

**Attendance is mandatory.**

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