

### **ANI 376 Post Production Workshop SYLLABUS**

Meeting time: M 11:50pm – 1:20pm

Location: Lab 722

Instructor: Meghann Artes

Office: CDM 518 (5<sup>th</sup> Floor)

Office Hours: M/W 8:50am-10:10am

W 11:40am-12:45pm

Contact: 312-362-5877

Email: martes@cdm.depaul.edu

### **COURSE DESCRIPTION**

This 2 credit course guides students through the final stages of post-production and completes the Animation Capstone sequence. Students will work closely with faculty to meet the needs specific to their Capstone projects. This workshop will also focus on distribution for completed films, including film festivals, online forums, and gallery exhibition. **PREREQUISITE(S):** ANI 395 (2 quarter hours)

### **Learning Goals:**

Guide students through the final stages of post- production

Assist students directly to complete their Capstone Film

Output final digital film files for festival quality

Critique & fine tune final film to use in professional portfolio

### **Learning Outcomes:**

Complete post-production on student capstone films

Achieve a professional level quality of final film with edited sound and picture working together

Submit completed films to festivals

Promote their finished work online

### **COURSE SCHEDULE**

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

#### **Week ONE**

##### **4-1 Monday**

Watch projects that will be workshopped in class this quarter

Lecture: Pipeline where are we?

Assigned: Production Assessment

#### **Week TWO**

##### **4-8 Monday**

Individual meetings

**Due: Production Assessment**

Assigned: Milestone Schedule Breakdown

#### **Week THREE**

##### **4-15 Monday**

In Class meetings/ work in class

**Due: Milestone Breakdown**

**Week FOUR****4-22 Monday**

Individual meetings with Meghann

**Due: Milestone 1****Week FIVE****4-29 Monday**

Lecture: Titles and Credits

Work in Class

**Week SIX****5-6 Monday**

Individual meetings with Meghann

**Due: Milestone 2****Week SEVEN****5-13 Monday**

Work in Class

**Week EIGHT****5-20 Monday**

Lecture: Film Festivals and Press Kits

Assigned: Press Kit / Self Evaluation / Film Festival List

Individual meetings with Meghann

**Due: Milestone 3****Week NINE****5-27 Monday –NO CLASS MEMORIAL DAY****Week TEN****6-3 Monday**

Lecture: Output and Compressions

Work in Class

**Due: Film Festival List****Week 11- Final Exam Time is 11:30PM -1:45PM on Monday, June 10th****Assignment Due: Press Kit / Self Evaluation / Final Film****\*\*\*Schedule subject to change\*\*****GRADING BREAKDOWN**

Production Assessment	5
Milestone Breakdown	10
Milestone 1	10
Milestone 2	10
Milestone 3	10
Film Festival List	5
Press Kit	20
Final Film w/ correct codec	15
Final Self Evaluation	10

Class Participation	5
Total	100

	A = 100-93	A- = 92-90	
B+ = 89-88	B = 87-83	B- = 82-80	
C+ = 79-78	C = 77-73	C- = 72-70	
D+ = 69-68	D = 67-63	D- = 62-60	F = 59-0

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

## TEXTS AND MATERIALS

Recommended Text: The Animators Survival Kit by Richard Williams

External hard drive and flash drive

## 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** web surfing, phone calls, email checking, text messaging, or IMing during class at any time, except when I give you permission to do so.

## 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

Absences will be excused with a doctor's note, or in the case of family emergency, upon consultation between your advisor and myself.

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 tardy to class two times counts as one absence.

Tardiness is defined as not in the classroom when attendance is called or departing before the class has been formally dismissed by the instructor. Tardiness that exceeds twenty minutes will be counted as an absence. TWO late arrivals or early departures, or a combination of both, are counted 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.

## STUDENT RESPONSIBILITIES

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.

With certain exceptions, assignments in this class will be submitted digitally via D2L. The instructor will specify the preferred method of submission for each assignment.

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

## **MILESTONES**

This assignment is a check-in so I can monitor the progress of your projects. Please post a lo-rez quicktime of your work-in-progress animation before class on the dates listed in the syllabus. In order to receive maximum credit for your milestone your work-in-progress must demonstrate a considerable amount of time and effort. If your milestone is not turned in on time you will receive zero points.

## **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 for the final critique will get their final grade reduced by 1 letter grade. 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.

## **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

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