

DePaul CDM – ANI 375-501
Professional Practice for Animators & Game Artists
Winter quarter 2019-2020
Monday mornings from 11:50am – 1:20pm
Room: CDM Bldg. Room 634

Instructor

Heinz Schuller – contact hschulle@depaul.edu 312-362-0037

Office Hours – Mondays & Wednesdays 3:10pm to 4:40 pm, in CDM building #471

Course Description

Students will learn to prepare for and identify internship, employment, and graduate school opportunities. Students learn how to develop work for and prepare a portfolio/demo reel. The course will also include preparation of job search and promotional materials, including resumes.

Students will define specific areas of professional interest, and research careers in those areas. Students will compile a basic set of presentation materials to begin to define themselves as artists, designers, project managers, etc. Students will compile their existing materials into a rough-to-finished cut of a reel or build a website showcasing their work. *PREREQUISITE(S): ANI 230 or GPH 250*

Course Objectives

- Identify areas of interest and competencies, and investigate potential careers in those areas
- Research potential employers and application processes
- Establish a resume/CV; cover letter template; artist bio/statement; recommendations
- Compile current work into a reel or a website that can be updated with more developed work over time

Important Info:

This class is meant to help you prepare for life after college (or consider and prep for graduate school). It is not a studio/production class requiring hours upon hours of homework, but will still require 2-3 hours per week doing research, writing materials, editing reels, investigating websites & forums. Think of this as “Free” time to work on these things for YOU – not as homework (even though it is required!).

Important Dates:

Friday, Jan. 10 2020 – Last day add/swap classes to WQ2020 Schedule (11:59pm Deadline)

Friday, Jan. 17 2020 - Last day to drop classes with no penalty

Friday, Jan. 17 2020 – Last day to select pass/fail option

Saturday Jan 18 2020 - Grades of "W" assigned for classes dropped on/after this day

Friday, Feb. 21 2020 - Last Day to Withdraw from WQ2019 Classes

More calendar info can be found at [this link](#).

Class Schedule*

**NOTE: Details of activities and assignments are subject to updates and/or revisions on-going. I will notify you in class, but please check on-line for the latest syllabus when needed.*

Week 1:

Monday January 6

Week 2:

Monday January 13

Week 3:

Monday January 20 - University Closed for Martin Luther King Day

Week 4:

Monday January 27

Week 5:

Monday February 3

Week 6:

Monday February 10

Week 7:

Monday February 17

Week 8:

Monday February 24

Week 9:

Monday March 2

Week 10:

Monday March 9

Week 11:

FINAL DELIVERABLE DUE: Monday March 16

There is NO final exam for this course. The final exam period will be an open lab to help anyone finish their projects. This takes place on Monday March 16 2020 from 11:30am to 1:30pm and is optional.

More final exam schedule info at [this link](#).

Standards for Achievement

Students will be measured on the following criteria-

- **Meeting Project Deadlines:** No late assignments accepted. Not turning in assignments will **SIGNIFICANTLY** hurt your final grade!
- Effort put into the tasks
- Coming prepared to class, including any assigned reading and assignments
- Taking initiative to work outside of class and research.
- Attend class! If you miss, you will be counted as absent, and you will miss out! We cover a lot of technical stuff and you may fall behind if you miss a lecture.
- Participation in critiques and discussions is essential. If you sit quietly every class, you will not only be unhelpful to your classmates, but you will also miss out on your participation grade, which counts for 10% of your final grade. Everyone is expected to speak up in class – when discussing films and animations we watch as well as giving comments (critical and praising) on your classmates' work.

Grading

This is a rough breakdown of how final grades will be calculated. This is subject to change at the instructor's discretion with notice:

General demo reel or portfolio website (less specific, covering more) - **20%** of course grade

Specific demo reel or portfolio website - **40%** of course grade

CV / Resume - **20%** of course grade

Cover letter and Artists Statement - **10%** of course grade

Research - **10%** of course grade

Grade/Score Ranges

	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	

Grade A:

Not only did you successfully complete all assignments, you went above and beyond in working with your teammates and coming up with effective solutions.

Grade B:

You have successfully completed all assignments, contributed equitably to group projects, and you demonstrate a solid understanding of the class topics.

Grade C:

All work turned in.

Grade D:

Requirements for projects are only partially fulfilled.

Grade F:

Student fails to meet minimum course requirements.

Course Management System & Class Work

Assignments must be handed in on time. On time means your work is submitted through D2L (Desire To Learn system) by the specified time. Work submitted after the deadline may receive partial credit or no credit at the instructor's discretion. Students who use lecture time to finish assignments the day they are due may forfeit the right to hand in that assignment. Class time is for working with the material at hand, not finishing late assignments. Assignment due dates and times will be indicated on D2L.

Attendance:

Students are expected to attend every class. We cover an enormous amount of material in every class, and missing even one can be a significant setback.

Two absences can result in the lowering of your final grade **one full letter**. **Any student missing 3 classes may be given a grade of "F" for the semester.**

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. If you arrive late for class, it is your responsibility to make sure that you have been marked tardy rather than absent.

The allotted absences are to accommodate routine illness, weddings, car trouble, etc.. Doctor appointments, advisor conferences, trips to supply stores and employment, etc. should not be scheduled to conflict with class. Faculty cannot be placed in the position of determining which absences are excusable and which are not. All students are expected to attend class on a regular basis. Prolonged illness should be verified by a physician and may require the student to withdraw from class if he/she cannot complete work in a comprehensive and timely manner.

The student is responsible for any lectures or assignments missed. If an assignment is due a week that you are absent, it is your responsibility to make sure it still arrives on time.

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

Class Work

Assignments must be handed in on time. On time is submitted through D2L by the pre-determined time. Work submitted after the deadline may receive partial credit or no credit at the instructor's discretion. Students who use lecture time to finish assignments the day they are due will forfeit the right to hand in that assignment. Class time is for working with the material at hand, not finishing late assignments. Assignment due dates and times will be indicated on D2L.

Turning In Assignments:

All assignments handed in digitally must be in the following format (please note upper and lower case usage)

- o lastnameFirstname_projectname.extension
- o example: SchullerHeinz_projectOne.mb

Special Accommodations: If you have any special considerations please see the instructor so you can be accommodated.

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. Maya features an 'incremental save' option – USE IT. Hardware or software failure is no excuse for academic or professional project failure .

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 before the last day of the quarter before final exams. See:

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

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 email.

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.

Statement on Academic Integrity and Plagiarism:

University guidelines on academic integrity and plagiarism can be found on the Web and in the Student Handbook and are hereby incorporated in this document. The following items are not intended to contradict the university guidelines, but to emphasize or explain areas of particular note for this course.

- Plagiarism applies to any sort of material used on the Web, including for example sound, graphics or images, as well as text.
- Students are responsible for insuring that they use material only with permission and that, when such permission is subject to giving credit, they credit sources appropriately.
- Students who use images, text, sound, trademarks, or other materials developed or owned by others without their permission can be held legally liable. "Academic use" is not a legal defense.
- DePaul University and the professor take no responsibility for any student's use of materials developed or owned by others without their permission.

Reuse of materials:

Anything developed or submitted for an employer or another course cannot be submitted for an assignment in this course without PRIOR permission of the instructor.

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://cdm.depaul.edu/enrollment>.

Notes regarding Class Participation:

Active class participation includes, among other things, on-time attendance, taking part in lecture discussions, asking meaningful questions, completing homework assignments on a timely basis, participating in the class, Blackboard discussion forums, and volunteering to demonstrate one's website or other sites of relevance to the class. Students will have the opportunity to complete a self-evaluation of their class participation, which will be considered (but will not be the sole determinant) when computing the class participation portion of their grade.

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