

## COURSE SYLLABUS

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Instructor:	Cheryl Briggs	Term:	Spring 2018
Office:	CEM 301H	Class Meeting Days:	Wednesday
Phone:	407-235-3611 office 912-661-3894 cell	Class Meeting Hours:	5:00–7:50
E-Mail:	animator@ucf.edu	Class Location:	CEM 307
Website:	<a href="http://svad.cah.ucf.edu/">http://svad.cah.ucf.edu/</a>		
Office Hours:	Mon 11am-12pm and 1-3pm CEM 301H or check labs 305 & 306		

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### Course Overview

#### University Course Catalog Description

Topics in animation and visual effects project creation and production pipeline management in a team environment.

#### Course Objectives

1. At the end of this course:
2. As part of a team, student will demonstrate collaborative artistic vision through rendered design and settings.
3. As part of a team, student will demonstrate collaborative excellence in expressive character animation or visual effects.
4. As part of a team, student will demonstrate understanding of collaborative cinematic context.
5. As part of a team, student will collaborate to apply post-production sound as required by project.
6. As part of a team, student will collaborate to design and produce appropriate titles and credits.
7. Student will sustain work-rate to complete schedule as part of a team.

#### Course Prerequisites

Graduate ANIM & VFX students or C.I.

#### Required Texts and Materials

Roy, K. (2014). *Finish your film! : Tips and tricks for making an animated short in Maya*. Burlington, Mass: Focal Press.

#### Supplementary (Optional) Texts and Materials (Recommended Readings)

Lundin, S. C., Paul, H., & Christensen, J. (2000). *Fish! : A proven way to boost morale and improve results*. New York, N.Y: Hyperion.

Cantor, J., Valencia, P., Kroyer, B., Ford, M., & Clark, K. (2004). *Inspired: 3D short film production*. Boston, MA: Thomson Course Technology PTR.

## Grading

Assessment	Percent of Final Grade
Assignment 1 – Complete Marching Forward	20%
Assignment 2 – VR pipeline	20%
Final Project – Mentoring CA Senior	30%
Participation	10%
Final Exam	20%
	100%

Students are responsible for attending all classes on time, being prepared, and making meaningful participations in discussions. Failure to do so will result in decreased participation grade determined by the discretion of the instructor.

Grading Scale (%)		Grading Scale (%)	
90-100	A	94-100	A
80 - 89	B	90-93	A-
70 - 79	C	87-89	B+
60 - 69	D	84-86	B
0 - 59	F	80-83	B-
		77-79	C+
		74-76	C
		70-73	C-
		67-69	D+
		64-66	D
		60-63	D-
		0 - 59	F

### Grade Dissemination

Graded tests and materials in this course will be returned individually only by request. You can access your scores at any time using the Grade Book function of Webcourses. Please note that scores returned mid-semester are unofficial grades.

### Course Policies: Grades

#### Late Work Policy:

Work will not be accepted late, unless there is an extenuating circumstance that has been communicated with the professor. Failure to turn in an assignment is not acceptable and will result in failure of the course.

#### Extra Credit Policy:

There is no extra credit. Please spend your time on the assignments for class.

#### Grades of "Incomplete":

The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Appropriate documentation must be provided to your instructor when requesting an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

**Resubmission Policy:**

Resubmissions of any materials must be approved in writing prior to resubmission. Formal written request can be submitted via e-mail. Be advised that a resubmission can garner nothing higher than a “B”

**Course Policies: Technology and Media**

The equipment in these rooms has been provided for your use in class and for class projects. Without them, you will find doing your assignments can get quite expensive. Please be kind to the furniture and equipment in the Character Animation specialization Laboratories. Let the instructor know right away if anything is not working properly so that we can get it repaired.

NO FOOD OR DRINKS ARE ALLOWED IN THE Center for Emerging Media CLASSROOMS.

A BREAK ROOM IS PROVIDED FOR YOUR DINING PLEASURE. PLEASE USE IT! PLEASE DISPOSE OF FOOD RELATED TRASH IN THE GARBAGE CAN NEAR THE ELEVATOR. CLASSROOM TRASHCANS ARE ONLY FOR PAPER THAT HASN'T TOUCHED ANY FOOD.

**Email:** Students must sign up for knights email. All class correspondence must utilize knights email address. The instructor expects notification by E-mail if a student cannot attend class or misses class. E-mail can also be used to ask specific questions about material covered in class. The instructor will respond as soon as possible. Email can only be checked first thing in the morning, at lunch, and 15 minutes before the end of class.

**Webcourses:** This course includes the use of Webcourses, where all submitted files should be uploaded for the assignment. Your grades and attendance will also be available to view here. As of Fall 2014, all faculty members are required to document students' academic activity at the beginning of each course. In order to document that you began this course, your attendance/participation grade will be used for this assignment, so you must attend the course and participate no later than January 27. Failure to do so will result in a delay in the disbursement of your financial aid.

**Facebook:** Facebook groups and Facebook messages are useful because most students check this regularly. However, any official messages should ALSO be sent using knights email. NO FACEBOOK DURING CLASS TIME.

**Dropbox and Google Drive:** Students are required to use Dropbox and Google Drive for file sharing when necessary.

**Internet:** The Internet can only be used for research during class. No games allowed during class time. Facebook and email can only be checked first thing in the morning, at lunch, and 15 minutes before the end of class. No streaming music or video AT ANYTIME, unless it's for reference, and I would prefer that you download any reference that you may use using keepvid.com. If you want to listen to music, you must bring it in on your own device and use headphones.

**Headphones:** Headphones are not allowed during class time unless searching for sound reference. Wearing headphones prevents you from hearing the professor. This is why library voices are mandatory unless you are communicating with the professor or critiquing.

**Course Policies:****Student Expectations****Disability Access:**

The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need

accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with Student Disability Services, Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

**Professionalism Policy:**

Per university policy and classroom etiquette; mobile phones, iPods, *etc.* **must be silenced** during all classroom and lab lectures. Please use headphones when working in the labs outside of class as to not disturb others. Those not heeding this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time for all class meetings. Students who habitually disturb the class by talking, arriving late, *etc.*, and have been warned may suffer a reduction in their final class grade. Please keep voices inside of class in a library whisper, unless asking questions or participating in the critique.

**Academic Conduct Policy:** Academic dishonesty in any form will not be tolerated (this includes technology and media pirating). Students should not copy, trace, or rotoscope work of others in this class. Any student caught doing this can be removed from the class. If you are uncertain as to what constitutes academic dishonesty, please consult The Golden Rule, the University of Central Florida's Student Handbook (<http://www.goldenrule.sdes.ucf.edu/>) for further details. As in all University courses, The Golden Rule Rules of Conduct will be applied. Violations of these rules will result in a record of the infraction being placed in your file and receiving a zero on the work in question AT A MINIMUM. At the instructor's discretion, you may also receive a failing grade for the course. Confirmation of such incidents can also result in expulsion from the University

**University Writing Center:** The University Writing Center (UWC) is a free resource for UCF undergraduates and graduates. At the UWC, a trained writing consultant will work individually with you on anything you're writing (in or out of class), at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, visit the UWC website at <http://www.uwc.ucf.edu>, stop by MOD 608, or call 407.823.2197.

**Turinitin.com:**

In this course we will utilize turnitin.com, an automated system that instructors can use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit all assignments in both hard copy and electronic format. After the assignment is processed, as instructor I receive a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process visit <http://www.turnitin.com>. Essays are due at turnitin.com the same day as in class.

Class ID: 1234567  
password: password

**Important Dates to Remember**

All dates and assignments are tentative, and can be changed at the discretion of the professor, however Add/Drop, Mid-Term and Final Exam times and places are mandatory.

Drop/Swap Deadline:	Thu, Jan 11th, 2018
Add Deadline:	Fri, Jan 12th, 2018
Grade Forgiveness Deadline:	Wed, March 21st, 2018
Withdrawal Deadline:	Wed, March 21st, 2018
Final Examination:	Wed, April 25th, 2018 10am

**Holidays**

Martin Luther King Jr. Day: Mon, Jan 15th, 2018

Spring Break: Mon, March 12-17, 2018  
Study Day Tue, April 24, 2018

**Character Animation Important Dates (required to attend)**

SIGGRAPH CAF Thu, Jan 11th, 2018 8pm FIEA Bridge  
Open House: Mon, Jan 22nd, 2018 6:00-9:30pm  
DPAC: Wed, April 12th, 2018 1-5:00pm  
Premiere: Mon, April 23rd, 2018 6-9:30pm  
Potluck Presentation: 2018 date not confirmed, time TBA

**Religious Observances**

Students are expected to notify their instructor in advance if they intend to miss class to observe a holy day of their religious faith.

## Class Schedule (Important Dates and Times)

Note: The Schedule is subject to revision. Under the law of contracts, a syllabus does not qualify as an enforceable contract. Academically, it is considered part of a Professor's creative control over the curriculum, subject matter, and method of instruction. Alterations may be made, so failure to attend class or keep current on changes is done at your own risk. You should not consider the syllabus a static document, but an evolving course outline intended to assist in your learning experience that can be altered based on the judgment of the professor.

Week #	Date	Lecture/Lab	Due
1	1/10	Overview of course, Introduction to production planning and concept development in the animation/ vfx studio environment	
2	1/17	Data Management in the animation/ vfx studio environment	
3	1/24	The Pitch in the animation/ vfx studio environment	Due: Concept Pitch
4	1/31	Pre-production and planning in the animation/ vfx studio environment	Due: File structure and production calendar
5	2/7	Art Direction in the animation/ vfx studio environment	WIP: dailies & critique
6	2/14	Character Development and Design in the animation/ vfx studio environment	Due: pre-production
7	2/21	Modeling in the animation/ vfx studio environment	WIP: dailies & critique
8	2/28	Rigging in the animation/ vfx studio environment	WIP: dailies & critique
9	3/7	Materials and Textures in the animation/ vfx studio environment	WIP: dailies & critique
10	3/14	Animation in the animation/ vfx studio environment	Due: production
11	3/21	Lighting and Rendering in the animation/ vfx studio environment	WIP: dailies & critique
12	3/28	Visual Effects in the animation/ vfx studio environment	WIP: dailies & critique
13	4/4	Compositing in the animation/ vfx studio environment	WIP: dailies & critique
14	4/11	Editing in the animation/ vfx studio environment	WIP: dailies & critique
15	4/18	Sound Effects and Music in the animation/ vfx studio environment	Due: post-production
16	4/25	Final Exam	Due: Final Project