

COURSE SYLLABUS

Instructor:	Cheryl Briggs	Term:	Fall 2017
Office:	CEM 301H	Class Meeting Days:	Wed
Phone:	407-235-3611 office 912-661-3894 cell	Class Meeting Hours:	5:00–7:50
E-Mail:	animator@ucf.edu	Class Location:	CEM
Website:	http://svad.cah.ucf.edu/		
Office Hours:	Monday 5-6pm, Wed 12-1pm, 4-5 pm CEM 301H or check labs 306 & 307		

Regarding Office Hours: Please make sure to email me to ensure that there is time to meet with you. I prefer if you make an appointment. I have had problems in the past with students who get upset when they cannot meet with me because I was with another scheduled student. You, of course, are welcome to drop by, but if I am with another student, you will need to wait. Having an appointment will guarantee you a time to meet, and helps me plan out my day.

Regarding Communication Responses:

First: Google your question first. Seriously. Google is your friend.

Second: Emailing your professors at 2am is fine. But don't expect an answer by 8am. Each professor in the Character Animation Specialization has a different work schedule and has a personal life as well. Your time as a student is essentially free, and time of the people you ask is prioritized, filled, overfilled and double booked. It is easy for you to sit down and write an email; the professor's emails are tucked in between committees, classes, research, grant writing, reviews, editorial work, and (believe it or not) families. Email is a great way to get your question to your professor, but realize they may not be able to answer until they have time. In some cases, they may not have access to information about your question, unless they are in the office. 24 hours is a standard window for an email response, during the business week. Expect faculty to respond to emails between 9am and 5pm on Monday through Friday with a forty-eight-hour lag time. If you have not heard anything in 2 business days, send a kind reminder email with your original email at the bottom. Sometimes email gets buried or simply is not delivered whatsoever.

Third: Facebook. Same response time as email, but usually faster. I do try to answer promptly. However, just because you see me on Facebook does not mean that I will respond to you. If I am in the middle of something, I may read your message but not respond until later.

Fourth: I provide my cell phone number for emergencies. Text me if you are caught in traffic or won't be in for the day because you have food poisoning or any temperature over 100° F. Text me a photograph if water is pouring down out of the ceiling (after you have moved any equipment and placed a trash can underneath). Please include your name in the text. Do not text me questions. Email or Facebook are for questions. Do not call me outside of normal business hours. Think before you text or call, especially if it is outside of normal business hours. Like if it's the witching hour. I'm probably a pumpkin by then.

University Course Catalog Description

Graduate-level production of a short animated or visual effects concept to completion with the focus on working as an individual to meet deadlines.

Course Objectives

At the end of this course:

1. Student will demonstrate personal artistic vision through rendered design and settings.
2. Student will demonstrate excellence in expressive character animation or visual effects.
3. Student will demonstrate understanding of cinematic context.
4. Student will apply post-production sound as required by project.
5. Student will design and produce appropriate titles and credits.
6. Student will sustain work-rate to complete schedule.

Course Prerequisites

Digital Media MFA Animation and Visual Effects majors or C.I.

Required Texts and Materials

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

Supplementary (Optional) Texts and Materials (Recommended Readings)

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

Grading

Assessment	Percent of Final Grade
Assignment 1 – Concept Pitch	10%
Assignment 2 – Pre-Production	10%
Assignment 3 – Production	10%
Assignment 4 – Post-Production	10%
Final Project	30%
Participation	10%
Research Paper	20%
	100%

Grading Scale (%)	
94-100	A
90-93	A-
87-89	B+
84-86	B
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

Students must maintain passing grades in good standing. Students who do not, will not be allowed to register for Character Animation classes in the next semester. Students will be warned mid-semester if there is fear that a student's grades are slipping.

Late Work Policy:

Projects, Tutorials & Lessons are due the day and time of class unless otherwise noted. 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.

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 must be submitted within one week of the original due date and can garner nothing higher than a "B"

Extra Credit Policy:

There is no extra credit. Please spend your time on the Projects, Tutorials & Lessons 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.

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. Remove any unwanted foods from the refrigerator before Friday afternoon or it will be thrown away. Leave a dated note on your food if you want it to remain.

Lab Usage: Students must quit all software and log out of the machine at the end of class. There are limited number of licenses of other software being used throughout the School of Visual Art and Design. Any material saved on the actual machines may be removed at any time. Students should save their work on their own media and under their name on the classroom server. Data can be deleted without notice if space is needed.

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. E-mail will be read and answered during normal business hours, M-F 9AM-5PM. I may check e-mail at other times but cannot guarantee an expedient response.

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. Facebook groups are used for communications between students, and technical questions may be PM'd to the professor. Any formal communication and university related business must be emailed to the professor using webcourses or knights email.

One Drive, Dropbox, and Google Drive: Students are required to use One Drive, 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

Accommodations for the differently-abled (alternate testing opportunities, support for signers, etc.):

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 and Behavior 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. Voices inside of class must be kept in a library whisper, unless asking questions or participating in the critique.

Classroom Responsibility (<http://catalog.ucf.edu/policies/academic-regulations>): Students are responsible for maintaining classroom decorum appropriate to the educational environment. When the conduct of a student or group of students varies from acceptable standards and becomes disruptive to normal classroom procedures, the instructor has the authority to remove the offending party from the room and refer the student to the Office of Student Conduct (FC 142) for disciplinary action.

Students who disrupt the educational environment, both inside and outside of class, will be asked to leave the classroom and/or building. A Student of Concern Form will be submitted. Please see <http://scs.sdes.ucf.edu/concern> for more details of the form and examples of concerning behavior. Further disciplinary action may be pursued if necessary through the Office of Student Conduct.

Academic Conduct Policy: Academic dishonesty in any form will not be tolerated (this includes technology and media pirating). Students should not copy, trace, or roscope 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. In the event of academic dishonesty, faculty members may assign a Z in front of a final course grade on a student's academic record. For further information regarding the addition, removal and appeals process of the Z designation, see <http://z.ucf.edu>.

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.

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, Aug 24th, 2017
Add Deadline:	Fri, Aug 25th, 2017
Midterm Conferences:	Mon, Oct 16th, 2017
Grade Forgiveness Deadline:	Mon, Oct 30nd, 2017
Withdrawal Deadline:	Mon, Oct 3nd, 2017

Holidays that affect this class
UCF Football Campus closing 1pm Thurs, August 31, 2017

Labor Day	Mon, September 4, 2017
Veterans Day	Friday, November 10, 2017
Thanksgiving	Thurs, November 23, 2017 – Sat, November 25, 2017

Character Animation Important Dates

Senior Presentation:	Tue, August 26th, 2017 2pm
Junior Presentation:	Tue, October 17th, 2017 2pm
Open House:	Mon, October 17th, 2017 6:30-8:30pm
Midterm Conferences:	Tues, October 24 (4pm as needed)
No Study Day	
Final Exams	Mon, December 4th-Saturday, December 9th
Potluck Presentation:	Fri, December 8th, 2017 time 12:00 pm

Senior Critiques TUESDAYS 3-4pm (every Tuesday starting September 5, alternating teams.

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.

I. Schedule

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	8/23	Overview of course, Introduction to production planning and concept development	
2	8/30	Data Management	
3	9/6	The Pitch Pre-production and planning	Due: Concept Pitch
4	9/13	No class	
5	9/20	Art Direction	Due: File structure and production calendar WIP: dailies & critique
6	9/27	Character Development and Design	Due: pre-production
7	10/4	Modeling	WIP: dailies & critique
8	10/11	Rigging	WIP: dailies & critique
9	10/18	Materials and Textures	WIP: dailies & critique
10	10/25	Animation	Due: production
11	11/1	Lighting and Rendering	WIP: dailies & critique
12	11/8	Visual Effects	WIP: dailies & critique
13	11/15	Compositing	WIP: dailies & critique
14	11/22	Editing	WIP: dailies & critique
15	11/29	Sound Effects and Music	Due: post-production
16	12/6	Final Exam	Due: Final Project and Paper

* Works-in-Progress (WIP) of each project should be uploaded to webcourses. Failure to upload works-in-progress will lower your grade on the assignment by 5% or more.

**Academic
integrity**

The UCF Creed

Integrity, scholarship, community, creativity, and excellence are the core values that guide our conduct, performance, and decisions

Integrity: I will practice and defend academic and personal honesty

Scholarship: I will cherish and honor learning as a fundamental purpose of my membership in the UCF community

Community: I will promote an open and supportive campus environment by respecting the rights and contributions of every individual

Creativity: I will use my talents to enrich the human experience

Excellence: I will strive toward the highest standards of performance in any endeavor I undertake

Honor Code and Intellectual Property

Here are some guidelines:

- Academic dishonesty in any form will not be tolerated (this includes technology and media pirating).
- Students should not copy, trace, or rotescope work of others in this class.
- If you reuse work that you did for another course or project, you must cite the source, including the author (yourself), date and venue of publication.
- If you use any language (even a phrase), imagery, sound or other data that was not explicitly created by you as part of this project, you must properly cite the work in the presentation or product itself.
- Penalties for incorrect management of intellectual property may include failure of the course itself, and disciplinary action by the School, College or University.

Collaborative Work expectations:

1. Every student is expected to contribute to the project at hand and complete required individual assignments on time.
2. Students are expected to communicate with each other respectfully and politely in order to get things done, improve procedures, work out issues, and deal with changing conditions.
3. Students are expected to cooperate peacefully, meeting outside of class as needed, in order to achieve productivity and meet goals and deadlines.
4. Students are expected to actively problem solve to complete assigned work correctly and efficiently.
5. Students are expected to take initiative to discuss any issues with their team members first, then if not resolved, with the faculty.

I, (print name) _____,

Honor Code Agreement

with PID _____, have read the above Honor Code and course syllabus and agree to abide by its terms.

Signed: _____ Date _____