

**BOWIE STATE UNIVERSITY
SCHOOL OF ARTS & SCIENCES
DEPARTMENT OF FINE & PERFORMING ARTS**

**ART 397 2D DIGITAL ANIMATION II:
Advanced Digital Animation & Motion Graphics**

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ART 397 (2663)
3 credits Section 001
TUES 4:55-7:25 PM
MLK CAC RM 103
FALL 2008

Office Hours: MON - 11:00-12:00 AM & 1:30-5:00 PM; WED - 11:30-1 PM
& 2-5:00 PM & by appointment

Sites:

<http://www.soulsuite.com/compgraphbsu.html>
<http://www.bowiestate.edu/community/CGraphics.asp>

Course Description

Formerly Art497. In this course students will expand upon skills and techniques developed in Animation 1. As with the previous course, we will explore the art of animation, primarily that of traditional, and experimental two-dimensional animation, but focus on creating a final product: a highly polished short animated film. The course will briefly explore advanced motion graphics, animation & digital video editing techniques. Students will discuss and critique films by professional animators, filmmakers, and artists and seek new methods of merging animation art, video and digital technology. Students will work on a variety of lessons and activities and independently throughout the semester on one intense animated production.

Prerequisites: ART 396 (formerly ART 496)

COURSE GOALS:

1. Students will learn techniques and applications for advanced digital animation and production.
2. Students will create a portfolio (CD-R or DVD-R) of professionally produced final digital animation project.
3. Through an individual (extended animation) project, students will incorporate 2D digital animation with digital imaging/video concepts.

4. Through active learning strategies such as lessons, tutorials, and critiques, students will be able to produce advanced 2D animation and motion graphics.

5. To engage students in research and discussion of work by professional film/video makers, designers, visual artists, web artists, animators, and others who use animation and motion graphics and technologies in their work.

6. Also, for students to understand animation timing, frames, dialogue, sound synchronization, working with narratives/scripts & concepts; character development and character animation.

COURSE OBJECTIVES:

Upon successful completion of this course, students will be able to:

- Use motion graphic and typographic animation techniques
- Use advanced cell and path animation techniques.
- Demonstrate principles of animation
- Use digital video editing software, digital video cameras, & other equipment
- Use sound processing software.
- Use advanced digital video processing & editing techniques.
- Write scripts, storyboards; develop concepts and narratives for animation
- Use a variety of hardware peripherals used in computer graphics.
- Incorporate basic ActionScript functions and use of Assemble an advanced portfolio of one three to five minute animated production using Flash , After Effects, and/or Adobe Premiere, Adobe Image Ready, Photoshop, & Final Cut Pro/Motion.

Instructional Methods:

A variety of tutorials, exercises and projects will be provided using several software applications. Current information pertaining to digital animation will be included in an effort to remain abreast of trends and technology. Case studies and examples from a variety of related industries will be provided. The methods listed are to fulfill the objectives of the course. Students will engage in the research and practice of basic animation, motion graphics & production techniques; written and practical assignments that demonstrate success in application of animation techniques, creative experimentation and problem solving. You will learn by participating in a wide range of activities, including those listed below:

1. Portfolio: Based on small animation projects, lessons, exercises and a final 30-second to 1-minute final video project. A Compilation of all projects into professional DVD, CD-R and website.
2. Journal/Sketchbook for Written Assignments: Copying, taking notes; writing treatments, scripts, production schedules, etc; research, as well as

screenings inside and outside of class. Drawings, sketches and other visual brainstorming and planning of projects.

3. Tutorials: Practical usage of animation software, hardware
4. Animation/Motion Graphics Exercises: Creating visual solutions solve a specific animation problem, or demonstrate animation concepts and principles.
5. Critiques: Typed critiques of projects, films/videos and class trips to see view animated films, exhibitions.
6. Class Participation & Collaboration: Collaborating with classmates to produce animation projects and for participate in the animation production process.

Required Texts:

Creating Motion Graphics w/After Effects, Vol. 1, The Essentials, w/CD, Published by CMP Books, ISBN: 1578202493

Creative After Effects 7 Workflow, Techniques for Animation, Visual Effects & Motion Graphics, by Angie Taylor, Focal Press, ISBN 0240519922

Animation: The Mechanics of Motion, by Chris Webster, Focal Press, ISBN 0 240 51666 4.

Recommended Texts:

Flash MX Design for TV and Video (Paperback), by Janet Galore, Todd Kelsey, Published by Wiley, # ISBN-10: 0764536818 # ISBN-13: 978-0764536816

Macromedia Flash 8 Revealed, Deluxe Education Edition (Revealed): Books:
James E. Shuman by James E. Shuman, Course Technology, ISBN-10:
1418843091

Animation and Effects w/Macromedia Flash MX 2004, by Jen Dehaan. Publisher: Macromedia Press, ISBN 032130344-X

The Visual Quickstart Guide to Macromedia Flash MX for Windows and Macintosh, by Katherine Ulrich, Published by Peachpit Press, ISBN 0-201-79481-0.

Beginner's Final Cut Pro: Learn to Edit Digital Video, by Michael Rubin, published by Peachpit Press, ISBN 0-321-11802-2.

Motion Graphic Design and Fine Art Animation: Principles and Practice, by Jon Krasner, Focal Press; Bk & DVD edition (June 30, 2005), ISBN: 0240804821

Grading Factors:

- Attendance (see Student Handbook and the Department's policy) = 5%
- Accepted Project Proposal (Typed) ; Project Script and Treatment,
- Project Storyboards, Animatic, Character Study/BG= 10 %
- Midterm Review (Submission Materials) & Portfolio = 10%
- Event (Art show, exhibition or other activity as approved) = 5%
- Event Crits (5) = 5%Studio/Participation = 5 %
- Tutorials/Lessons = 5 %
- Submission to Show/Exhibition/Website (TBA) = 5%
- Final Project (3-5) minutes = 20% * submitted on time
- Final Project Exam/Critique = 5%
- Final Project presented via website/DVD/MiniDV = 5%

All projects must be submitted in various file formats, and on videotape, DVD, CD-R, and prepared for streaming from DFPA and class website.

Attendance to all Art/VCDMA related events is mandatory.

Grading of tutorials, creative projects:

A= Excellent, scores of 90 to 100 reserved for aesthetically sound, well designed artwork that could be included in a portfolio. This is also given for adherence to the instructions for the project as well as meeting deadlines.

B= scores 80 to 89, satisfactory completion of most of the projects' instructions, a moderately successful project turned in on time.

C= 70 to 79, work was turned in on time but may be lacking some elements as dictated by the instructions.

D= 60-69, Poor work; directions not followed, or poor usage of elements and principles of animation and art, software or other design methods; criteria for assignment not met.

F= 50-59, Extremely poor work and directions not followed.

The instructor will make an effort to assist students with general principles of animation, art/design and composition. Points may be taken off for late projects. Total Possible Points for Projects: 100%, unless otherwise stated.

Requirement Materials

** A journal, or "book of notice" and a small sketchbook is required for working out ideas and for keeping notes, readings, critiques, handouts, etc. that will be given. A 3 ring binder w/dividers is recommended to keep this information.

- ** USB Flash (or Jump) Drive. This should be a 1 GB or larger USB Jump Drive. This will replace the usage of zip disks, and will allow you to go from MAC to PC and from computer to computer.

- A pack of about 5-10 (or more) blank CD ROMs (CD-R) for submitting files.

- Access to a computer, printer and the internet (for some class assignments, email and critiques) and A DVD-R recordable disk for saving files for submission of final completed projects/portfolio at the end of the course.

- Art supplies for storyboards (such as black illustration boards, pencils, pens, colored pencils, etc.)

- (Recommended) An external Firewire drive such as the Lacie 20 or 40 GB Firewire & USB-2 Pocket-Drive - 4.2K or another portable Firewire and USB Drive, or another external high-speed hard drive.

**** These MUST be brought to class each day.**

Classroom/Studio Policies

No food, candy, gum, drink, etc., hats or cel phones are allowed in the computer graphics lab or during class/studio time. Also, during class and studio time, there is no "surfing the net", checking email or using unauthorized software. Class assignments and/or projects and lesson(s) will be due the following based on the required deadlines, unless otherwise stated.

Attendance

Attendance will be factored into your overall grade. Please see university's policy) as **poor attendance, leaving early/unexcused tardiness to class can lower your overall grade and/or be grounds for failure; the lack of attendance and failure to submit all projects and lessons will result in a lowered grade and student will be in jeopardy of failing this course.**

Snow/Inclement weather: Class does not automatically close when the public schools close. School closings are announced on TV channels 4, 5, 8, and 9 and radio stations, WAL, WPGC, WPFW, WOL, WRC, WTOP, WMAL, WHUR, & WKYS. Also check the web for internet news organizations that list local school closings.

Class Participation

I assign frequent and unannounced classwork to guide group activities, monitor students' learning, obtain feedback on my teaching, and reward thoughtful and consistent class participation. Therefore, since students cannot make up exams or classwork (see below), students who are absent or tardy will miss not only valuable instruction but also credit.

Events

All students are required to attend a minimum of five (5) outside of class creative activities. Students will choose activities from VCDMA/ART, music and theater experiences, approval from Instructor. Some will be required and off campus at a movie theatre (film), gallery. Museum and/or artist talk. Some events will be on campus as well. A minimum of 3 off-campus events is required. Typed Critiques/Reviews are to be submitted after each event. Failure to meet this requirement will deduct from your final grade.

Extra Credit

I will offer extra credit only during the term and only to the class as a whole (especially through extended or more advanced projects and animation/graphic design or film/video competitions). Therefore, you cannot improve your grades at the last minute by requesting additional work. Also, if you earn a borderline course average (i.e., 59, 69, 79, 89), you will not receive an additional point to capture the higher grade—unless you earn that grade (or higher) on your final portfolio.

Example: If a student with a 79 course average earns a “B” or better on the final project/portfolio, that student will qualify for a “B” on the final grade report. Please note, though, that this policy applies only to course averages ending with “9.”

Incomplete Grades and Withdrawals

A grade of Incomplete (I) is given only if an emergency prevents you from submitting the final portfolio. Such an emergency must be documented (a written note from a doctor) by your dean or advisor. However, if you wish to withdraw from the course, please see me before the Registrar's deadline.

Lateness

I cannot accept late journal entries, projects or homework. However, if you cannot submit the work on time because of an emergency, you should submit a memo in which you document the emergency and ask to be excused from the assignment. (For instance, submit a doctor's note with your memo.)

If you experience computer-related problems, you should request a note from a technical assistant and/or you must IMMEDIATELY send an e-mail to: tmelchishua@bowiestate.edu to document your problem and bring in a hard-copy of this information within one (1) day of the absence, or return to class.

Missed Exams, Crits or Classwork

There will be no make-up quizzes, projects or make-up classwork. However, if you miss a crit or other classwork because of an documented and acceptable emergency, you should submit a documented excuse as explained above.

Academic Integrity

Please read the "Academic Code of Conduct," which is published in the Student Handbook or Directory of Classes. If you are suspected of cheating, you must submit your sources and/or make up the assignment in my office. If you are caught cheating, you will receive a "0" for the assignment. To support a community committed to academic achievement and scholarship, the University advances the principle of honest representation in the work that is produced by students seeking to engage fully in the learning process. Be original and honest and use/create (100%) YOUR OWN digital-based classwork.

This includes avoiding copyright/trademark infringement, illegally using, scanning or downloading images, music, software or using images, words, videos, prerecorded music etc. that do not belong to you, or were not created by you. Obey the laws in terms of intellectual property and respect copyright and even if you are not sure if author/work has a copyright. **IF YOU'RE NOT SURE ...YOU CAN'T USE IT!**

American Disabilities Act (ADA)

Bowie State University is committed to providing an educational environment that is accessible to all students. Students who have a disability and who would like accommodations should report immediately to Disability Support Services (DSS), located in Room 1328 in the Business and Graduate Studies Building or call Mr. Michael S. Hughes, DSS Coordinator at 301-860-4067.

In accordance with the ADA policy, students who need accommodations

because of a disability should contact the Disability Support Services Office immediately, and as soon as possible after admission to the University or at the beginning of each semester.

If you need a special accommodation required by the American Disabilities Act, please document and discuss your disability with me during the FIRST TWO WEEKS of classes. Any student with a documented disability (including learning disabilities) that the student feels may affect classroom performance should discuss the matter privately with the instructor at the beginning of the semester so that reasonable accommodations can be made.

It is also recommended that the student make contact with the appropriate office for Academic/Student Services for additional assistance with classes and campus activities.

Production Time & Lessons

Production time is considered to be done both outside of our normal class schedule, and when possible during class times. Students will be encouraged to brainstorm and generate the creative spark that problem-solving possible for artistic endeavors using digital media. Active learning strategies include extensive use of lessons, tutorials, and on-line help, exercises and other companion materials.

Please complete the tutorials and lessons and practice as much as you possibly can outside of the class time. These are critical to your success on the projects. Please be advised that animation and motion graphics can be a time consuming process and it is expected that you spend a minimum of 1-3 hours per week/project. You will need to manage your time and find additional time to work in the lab on projects. Plan ahead in terms of your projects, lessons and especially your final project.

Labs and Equipment

A student must be a registered member of a computer graphics or advertising class in order to use the Computer Graphics lab at non-class times. A valid Bowie State University ID (with Comp. Graphics sticker) must be shown at all times to enter and use labs. For the use of video and/or computer equipment you must leave a valid BSU ID, drivers' license and complete a checkout and request form.

All digital cameras, cables, and other equipment can only be checked out by your Instructor and for a 3-hour maximum period per day, unless otherwise stated. All equipment must be returned and checked by an Instructor. You will need to supply a student ID, and a Driver's License to borrow equipment. Late fees will be assessed for \$5.00 per day, and you will be charged the full price of the

replacement of any equipment that is either unreturned, damaged, missing equipment (this includes cables, charges, cords, manuals, cords, etc.)

PLEASE NOTE

Special equipment, project needs, printing/mounting, exporting various file formats is the student's responsibility. Lost, unsaved or damaged files are no excuse to complete and submit assignments on time. Backing up of coursework is the students' responsibility. Students must back up all files including lessons to additional storage medium (i.e. the computer, CD-R, or DVD-R). Test your files before submitting for grade and **BACK THEM UP!** Be sure to print two copies, one for you portfolio and one for submission for a grade. Back up keep all work files (example: YourName_Projectname.psd) until you have turned in the project and received a grade.

***Note:** Instructor withholds the right to substitute projects, alter/delete projects, or introduce alternative/special projects for the overall improvement of the learning experience. Students shall be given this information in advance and in writing.*

Important Dates

September 2: First day of class. Late Registration begins until Sept.2, 2008

September 8: Late registration & Add/Drop ends

September 8: Last day to add

September 8: Last day to drop/without a "W" grade

September 9: Comprehensive Exam - (All Programs)

September 17: Career Services – Fall 2008 Career Fair

September 18 & 20: English Proficiency Exam, 1st 8 Week Classes, 9 AM.
Requirement for graduation

September 30 Last day to withdraw (1st 8 week classes)

October 1: Deadline to Apply and pay for Dec 2008 Graduation

October 5: Last day to remove Spring 2008 Incomplete Grade

October 5-11: Homecoming Week 2008

October 6-13 Graduate Comprehensive Examination

October 18-20: English Proficiency Exam, 1st 8 Week Classes, 9 AM.
Requirement for graduation

October 20-24: Mid-term evaluation for Undergraduate students

October 27: 1st 8 week classes end

October 28: Mid Semester grades due no later than 5 PM

October 28: 1st 8 Week Classes End. 2nd 8 Week Classes Begin; 2nd Late
Registration Begin

November 1: Deadline to Apply and pay for May 2009 Graduation

November 6-8: English Proficiency Exam, 2nd 8 Week Classes, 9 AM.
Requirement for graduation

November 10: Last day to drop/with "W" grade. Last Day to change from Credit
to Audit (UG only).

November 17-21: Advising Week for Undergraduate Students

November 21: Last Day to withdraw from 2nd 8-week class

November 24: Spring & Winter 2009 Registration opens

November 25: Last day of classes for students before Thanksgiving Break

November 26-30: Thanksgiving Break. BSU offices close at 5 PM.

December 1: Classes Resume

December 5-11: Final Exams for December graduating seniors

December 14: Final grades due for Graduating seniors by 3 PM

December 15: Last Day of classes

December 16-22: Final Exams for all students.

December 17: Graduation Clearance 11am-6: 30pm

December 18: Graduation Clearance 9am-4pm

December 19: Commencement Rehearsal

December 20: Commencement Ceremony

December 22: Last Day to change Fall 2008 Incomplete Grad grades

December 23: Last Day of 2nd Eight-Week Classes

December 23: End of semester

December 26: Last Day to submit Fall 2008 Grades

2D Digital Animation II Fall 2008 Course Outline

Module 1: Introductions, Overview of Course & Animation

- I. Review of Animation (2D & Digital); Flash Interface
- II. Introduction to After Effects and Flash Basics

Module 2: Developing Concepts, Scripts & Treatments for Animation

- III. Pitching a Project, Developing Scripts for animation; Screenplay Format
- IV. Creating Storyboards & Animatics

Module 3: Review of the Principles of Animation

- V. Animation Principles; Squash & Stretch, Recoil
- VI. Hesitation, Acceleration, Interpolation & Other Concepts

Module 4: Review of the Flash Interface

- VII. The Flash Interface, Timeline & Stage; Graphics & Layers
- VIII. Drawing for Animation; Symbols in Flash;
- IX. Scenes in Flash & The Property Inspector
- X. Tweening in Flash

Module 5: Images & Sound/Audio for Animation

- XI. Animation basics; Importing Images
- XII. Sound, Music & Digital Audio

Module 6: Introductions to Motion Graphics/After Effects/Motion, Special Effects & DVD's

- XIII. Motion Graphics, Titles & Transitions
- XIV. Creating DVD's, Basic authoring for DVD
- XV. Special Effects & Advanced Techniques; Exporting formats

Module 7: Production & Publishing the Final Animation

- XVI. Finishing & Publishing: FINAL ANIMATION PRODUCTION TIME.
- XVII. FINAL SCREENING/CRIT

PROJECTS/ASSIGNMENTS	DUE DATES
PR 1: Advanced Typographic Animation (1 MIN)	10/28/08
PR 2: 1 Typed Proposal & 3 Pitches (1-2 Pages)	9/9/08
PR 2A: Treatment (TYPED)	9/23/08
PR 2B: 1st Draft Of Script (TYPED) & Sketches	9/23/08
PR 2C: 2 nd Draft of Script, Rough Storyboards	9/30/08
PR 3: Animatic/Pencil Test (one scene) 15-30 seconds	10/14/08
MIDTERM EXAM/CRIT/REVIEW –Projects 1-3; lessons due	10/21/08
PR 4: Final Production Storyboards (color/mounted/labeled)	10/21/08
PR 5: Character Study & Backgrounds (Printed/Mounted)	10/28/08
PR 6: Final Script & Prod. Schedule (in a production binder)	11/4/08
PR 7: Opening/Closing Credit Sequence	12/2/08
Final Animated Project: 3-5 minutes. Original project based on proposal. Final must demonstrate four (4) animation principles and character animation from book/class final lesson(s), DVD and journal also due.	*12/11/08 12/16/08
Final Critique Class Screening & Exam	*12/11/08 12/16/08

* Prospective graduates, exams and projects due

** There may be changes to the course content throughout the semester as determined by the instructor for the improvement of the learning experience. **

Directions for the Final Project:

This must be TIGHT before you begin production and expect to make some changes and rewrites. The final animation must be a minimum of 3-5 minutes w/sound, and based on your script, treatments, storyboards and animatic. These MUST BE BASED on the concept given to you in class. You also must work in a group of at least 2-3 people, each designating and keeping a log of duties, contributions, etc. No “one-person-does –all –the work” projects!

I. Your “original” concept or story idea and must be animated with Flash and/or After Effects or combination. 80% of it must be actually be frame-by-frame animation/motion graphics...NO SLIDE SHOWS!

II. The music and images must be copyright or royalty free. **NO PRE-RECORDED MUSIC FROM CD’S OF ANY KIND, USE SOUNDTRACK OR GARAGEBAND.**

III. You must also use at least four animation principles (refer to book)and some character animation in the final animation, even if it is on the opening credits or in

the actual production. You will submit an early "rough version" or rough edit before the end of the semester as a progress report and for feedback from me.

IV. The final animation must be submitted via the following: (1) DVD-ROM or CD-ROM w/multiple formats, a JPEG still, and on this you must include a web or streamable version that is compressed to show via the web.

V. You will need to back up all media to your external drive and should also retain copies and digital quality. Extra credit will be given to projects that use advanced effects in After Effects or for highly developed and visually innovative animated productions.

Possible Extra Credit Ideas (Note: These will not substitute for projects, lessons or final)

1) Animated Work of Art. Select a well-known African American, Latino/Hispanic, or American visual artist (must be a traditional artist: sculptor, painter, photographer, etc.). Choose someone that is a well-known and/or documented visual artist. Then choose 1-3 works of art by that person that is interesting to you. The artworks must have the potential to be animated then, create an "animated work of art" animating the different parts of the artwork, or figure(s), colors, lines, shapes, subjects, etc. This animation should also include text, like the title, or name of the artist as part of the animation. You must also include royalty-free audio (music, sound effects, etc.)

2) Rotoscope and Animate a Video/Film. Complete tutorials and lessons in Final Cut Pro or After Effects first! Find a video clip from a film, about 1-3 minutes, and digitize the video clip into Final Cut/After Effects, and save a QuickTime movie. Edit the clip, cutting out unwanted frames, and export as individual frames, or image files and import into Photoshop or Painter for editing.

Choose a filter, or effect on one subject, and a simple movement or action (a walk, a gesture, or dance, dialogue, etc.). Then export into I Movie, or Final Cut Pro, or After Effects and create an animated rotoscoped QuickTime clip. Refer to the film *Waking Life*, *Scanner Darkly* or the *Res Shorts* DVD.

3) Community Based Animation Project or animation. Discuss ideas and submit a proposal for this. It will be due along with your final project at the end of the semester. This should be a completely separate project that you will choose that either takes a local business, organization, issue, and using Flash or After Effects, you create an animation for it. Or you may decide to create more of a commercial advertisement.

This final work can be submitted to the annual student art show, or to: the university's television station; animation, film/video competition, website for additional points.

The minimum length is 45-60 seconds (with audio) and it should be delivered as a final streamable (web) version. Think and plan ahead also you may choose to complete an animation that serves both as the Final and Community-based animation combined, but this will still need to be at least one minute in length. See final project description and details. You will receive credit for each.

4) Choose a social, cultural or historical issue and create a narrative around it to be animated. Search the newspapers, books or talk to people to see what issue could work as an animated short. Maybe you can address an issue sort of public service announcement, or "mini-infomercial". Perhaps animate a poem dramatic or comedic skit.

Helpful Websites:

<http://www.soulsuite.com/Links.html>

<http://www.webopedia.com/TERM/g/graphics.html>

<http://www.adobe.com>

<http://www.macromedia.com>

<http://www.flashkit.com>

The following sites are on the animation principles of 1) Squash & Stretch and Recoil and 2) Anticipation/Follow Through:

<http://www.tonywhite.net/desk.htm>

<http://animation.about.com/library/weekly/aa021100a.htm>

http://www.siggraph.org/education/materials/HyperGraph/animation/character_animation/principles/squash_and_stretch.htm
<http://home.comcast.net/~harrymott/principles2-1.html>

<http://www.evl.uic.edu/ralph/508S99/squash.html>

<http://www.awn.com/tooninstitute/lessonplan/bounce2.htm>

http://www.billysalisbury.com/tutorials_principles.htm

<http://www.indiana.edu/~vdim/Animat/5Tips/tip2.htm>

<http://cade.scope.edu/courseware/notes/animation/principle.html>

More websites related to Animation, Effects, Digital Cinema, Film/Video Production, etc:

<http://www.aardman.com/>

<http://www.vinton.com/>

<http://www.urbanentertainment.com>

<http://www.awn.com/index.php3>

<http://hotwired.lycos.com/animation/>

<http://www.nfb.ca/animation/html/en/index.html>

<http://www.asifa.org/animate/chapters.htm>

<http://www.icommag.com/directory-animation-efx.html>

<http://www.animationartist.com>

<http://web.inter.nl.net/users/anima/chronoph/muybridge/links/index.htm>

<http://www.womeninanimation.org/>

<http://stopmotionanimation.com/>

<http://www.gogardner.com/>

<http://members.aol.com/stopmotion/webpage.htm>

<http://www.ilm.com>

<http://www.animwatch.com/Feature05-MORE.shtml>

<http://www.ifilm.com/?sctn=main&pg=shortfilms>

<http://atomfilms.shockwave.com/af/home/>

ART 397 2D ANIMATION II
NAME:

SEMESTER:
STUDENT ID:

STUDENT PROJECT AND PARTICIPATION SHEET: Use the following to record your grades, points, and comments as necessary. Also keep track of the project descriptions, and take notes for any special grading factors/criteria, dates and possible deadlines. Use points/percentages and add up as you receive grades. Refer to your course syllabus for the grading factors, attendance policy and percentages. All projects must be submitted with proper name such as ex. *Project YOURNAME*, and saved to your storage medium first. Please ask first and be sure your files/work is received. You must keep a copy of all assignments until the end of the semester. Instructor will withhold the right to refuse to accept any late work unless you receive instructions or directions. You are expected to maintain a professional portfolio & presentation of all work.

GRADING RUBRIC:

Time: Project was submitted on time and by the deadline: 20 pts.
Technique: successful execution of concept; elements/principles of art: 20 pts.
Creativity: original idea (s), problem solving, development of sketches; ideas: 20 pts.
Complete: Project is completed, finished as assigned; all criteria met: 20 pts.
Presentation: Project submitted in correct file formats; mounted/printed/CD/DVD: 20 pts.
neatness as well overall presentation for critique & grading.

PROJECTS = 20%:

Project	Points Earned	GRADE	Comments/Critique Feedback	Due Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
2A	_____	_____	_____	_____
2B.	_____	_____	_____	_____
2C	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
FINAL	_____	_____	_____	_____
FINAL CRIT	_____	_____	_____	_____

ACTIVE LEARNING/LESSONS = 5 % MIDTERM = _____ FINAL = _____

EVENT CRITS = 5% CRIT 1: _____ CRIT 2: _____ CRIT 3: _____ CRIT 4: _____ FILM CRIT: _____

STUDIO/PARTICIPATION = 5 % Studio time, readings, journal, class critiques & discussions:

MIDTERM = _____ EVENT(7): _____ FINAL = _____

ATTENDANCE= 5% MIDTERM = _____ FINAL = _____

- # OF LATE: _____ - # OF LATE: _____
- # OF ABSENCES: _____ - # OF ABSENCES: _____

MIDTERM EXAM/REVIEW = 10 %: MIDTERM EXAM = _____

FINAL EXAM CRIT = 10% Y/N

FINAL CD-R OR DVD & PORTFOLIO =5% DVD: Y/N MiniDV: Y/N

JPEG: Y/N VARIOUS FORMATS: Y/N PROJECTS: Y/N

FINAL PROJECT = 30 % FINAL = _____

SUBMISSION TO SHOW/EXHIBITION OR OTHER = 5%: Y/N

TOTAL MIDTERM = _____ TOTAL FINAL = _____

DFPA/VCDMA Student Survey
PLEASE PRINT LEGIBLY!! Return to Instructor

Date: This Course Title:.....

Course Number: Section:

Student ID:

Your Name: Semester:

Address (local, campus):.....

Address 2:

City: State: Zip:

Email: Emergency Contact & #:

Emergency Contact/Cel Phone #:

Phone #: Additional Phone/Cel.....

Your status (senior, junior, etc.): Expected graduation date/year:

Your Major: Minor.....

Your Advisor: Department:.....

Ph: School:

I have taken these prerequisite(s) and/or related courses:

.....
Describe your learning style (the way you learn, ex. Lecture, hand-on, etc.)
.....

Describe any experience using computers & software:

.....
.....
.....

Reasons for taking this class and your overall expectations, goals or objectives:

.....
.....

Other Activities, interests, hobbies, campus or community activities:

.....
.....

Please write a brief biographical statement:

.....
.....

I have read the syllabus for this course, course requirements; as well as grading factors, computer lab and attendance policy and agree to the terms set therein:

NAME (SIGNATURE)

DATE