



Course: 2D Animation Principles Course Number: AD10441  
Instructor: Linda Kudzmas  
Day/Time: Wednesday 8 to 12 Quarter: Summer 2017  
Building: Main Room: 615  
Email Address: lkudzmas@aii.edu, friedegg333@gmail.com  
Facebook: <https://www.facebook.com/ProfessorEggAiPH/>  
Twitter: Professor Egg @ProfessorEggAi  
Website: <http://professoregg.com/> (under construction)  
Contact Hours: 4 Per Week  
Instructional Hours: Lecture: 44 Hours  
Academic Credits: 3 Credits  
Course Length: 11 Weeks

**Mission Statement:**

The mission of The Art Institute of Philadelphia is to provide a well-balanced, high-quality education by combining applied arts technology and techniques, related business practices, and general education in order to prepare students for entry-level employment and for professional advancement within their chosen fields.

**Course Description:**

In this course, students will gain an understanding of animation through the development of timing, rhythm, and movement. They will develop traditional animation sequences using Industry Standard, Paperless Traditional Software, Toon Boom Harmony.

**Program Objectives:**

Demonstrate basic principles of animation. Produce traditional and computer animation.

**Institutional Objectives:**

Integrate creative discipline-specific knowledge, skills and abilities to obtain entry-level employment in chosen field. Exhibit competence in effective written communication and oral expression appropriate to the audience and medium. Use research and information literacy skills to effectively locate, select and evaluate needed information. Apply quantitative reasoning to solve problems. Use critical thinking in creative and innovative problem solving and decision making. Work effectively in teams. Apply ethical responsibility and integrity to personal and professional situations. Implement sound business practices and professionalism including career development strategies in chosen career field.

**Writing Center:**

**Location and Hours**

Monday, Main Building, Room 604, 9-1PM

Tuesday, Main Building, Room 604, 12-4PM

Wednesday, 2300 Market Building, Room 233A, 8:30-12:30PM

Wednesday, Main Building, Room 604, 12:30-4:30PM

Competencies/Learning Objectives:

1. Apply traditional techniques to 2D animation.  
Apply the 12 Animation Principles set as Industry Standards  
Integrate squash & stretch, anticipation and staging into 2D animation.  
Integrate straight ahead action, pose-to-pose, follow through and overlapping action.  
Integrate slow-in, slow-out, arcs, secondary action and timing.  
Set up hierarchical relationships in animation.  
Develop animation that utilizes cycles and holds.  
Demonstrate an understanding of shapes and weight in space.  
Demonstrate a thorough understanding of rhythm, timing, spacing, composition and staging, balance and tilt, paths of action, speed to impact in animation.
2. Analyze real world observations and apply them to animation.
3. Demonstrate critical thinking skills.
4. Understand & demonstrate knowledge of animation terminology.
5. Generate drawings that depict gesture and motion.
6. Apply all of the above using Industry Standard, 2D Paperless Traditional Animation Software, Toon Boom Harmony

Required Text: The Animation Workbook (Tony White)  
Suggested Additional Text: Animation Survival Kit (Richard Williams)  
Technology Needed: AIPH animation studios provide necessary equipment to complete assignments for this course.

Instructional Materials and References:

1. Stop watch (Smart Phone App acceptable)
2. Hand mirror/Full Length mirror
3. Cintiq Stylus (Can be borrowed from Equipment Cage)
4. USB Flash (thumb) drive or External Hard drive

Teaching Strategies:

Lectures/Demos, followed by a question and answer session, Assignments based on Lecture, Final Assignments include all areas covered in course work.

Requirements for Successful Completion:

1. Complete all assignments correctly following guidelines stipulated
2. Attend Class, no lateness or leaving early
3. Create and construct a working Walk Cycle
4. Create and construct Character animation with proper animation timing

Method of Evaluation:

1. Homework Assignments (Late Assignments will not be accepted) 65%
2. Mid Term Test 5%
3. Research Project 5%
4. Final Project 25%
5. Student Participation/Professional Class behavior\* 10%  
\*(Can be added or subtracted from final grade)

Grading Scale:

A	Student work is of outstanding quality, needing little or no adjustments, includes all
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	assignment requirements successfully applied as specified in Assignment List
B	Student work is of good quality, needing only minor adjustments, includes all assignment requirements successfully applied as specified in Assignment List or is of outstanding quality and missing assignment requirements
C	Student work is of average quality, needing major adjustments, includes all assignment requirements successfully applied as specified in Assignment List or of good quality and missing assignment requirements
*D	*Student work is of poor quality, needing a major overhaul, includes all assignment requirements successfully applied as specified in Assignment List or of average or good quality and missing a good amount of assignment requirements
F	Student work is of poor quality and missing a good amount of assignment requirements

\*"D's" can be given out for individual assignments, but the passing grade in course is a "C-"

**School of Media Arts Grading Policy**

<i>4 POINT SCALE</i>	<i>%</i>	<i>LETTER GRADE</i>
4.0 – 3.8	100-96	A
3.7 – 3.5	95-90	A-
3.4 – 3.2	89-87	B+
3.1 – 2.8	86-83	B
2.7 – 2.5	82-80	B-
2.4 – 2.2	79-77	C+
2.1 – 1.8	76-73	C
1.7 – 1.5	72-70	C-
Less than 1.5	69-0	F

**Class Policies:**

**NO FOOD! NO DRINKS! NO EATING IN LABS! VIOLATORS WILL BE ASKED TO LEAVE THE COMPUTER LAB AND STAY IN HALLWAY WITH THE DOOR OPEN UNTIL FINISHED!**

If you miss a class or lecture, it is up to you to secure the Power Point Presentations, and complete any assignment due when the next class meets.

If you are late, you must sign your name on the Sign In Sheet. It will be up to you to make sure this is signed.

You are not allowed to sign another student's name to the Sign In Sheet; violators will be ejected from the class and given a failing grade.

If you miss the Mid-Term Test or Quiz either by lateness or absence, you will not be allowed to re-take the test.

Re-doing of assignments is not necessary or advised, unless otherwise indicated by myself (the instructor).

If you do not have the final finished and on time, you will fail the course.

You **MUST** have a working Walk Cycle in your final in order to pass the course.

Even if you attend every class and complete every assignment; you still may fail the course due to quality issues.

All Animation Assignments **MUST** include entire Scene Folder and rendered in QuickTime format (1/4 resolution) in order to be graded

All Assignments are due at the beginning of class.

Late Assignments will NOT be accepted.

I will accept assignments (QT Movie) emailed to me if they have a time stamp no later than a half hour after class starts on the day the assignment is due. The Assignment will not be graded until the Scene Folder is received (DO NOT EMAIL THE SCENE FOLDER).

A Class USB Flash Drive will be passed around to students at the beginning of class

If there is a Folder named with the current week on the USB, copy it to your files.

It will contain a Power Point Presentation, handouts, or other relevant class information.

Make a folder in the 'Student Work' Folder with your name.

Each week an assignment is due, you will place your assignment in your folder in 'Student Work' in a folder named with the current week (week 2, week 5).

If your assignment is not on the USB when it is returned to me, the assignment is late and will not be accepted.

All Assignments should be ready to hand in at beginning of class;

No Rendering, No Printing, No Last-Ditch Effort to Finish Assignment.

All Assignments MUST be finished, including full character detail.

All Assignments MUST be in the correct format as stated in Assignment List or it will not be excepted

If you receive an 'F' for mid-term, you will not receive a grade higher than a 'C-' for the entire course.

Disk, Computer, Time and Lab problems are not an excuse for any missed work.

Instructor Availability Outside of Class:

Wednesday: 8-12 (615) Wednesday: 1:00-5:00 (615)

Thursday: 8-12, (615), Thursday: 1:00-5:00 (615)

Friday: 8-12 (615), Friday 1:00-5:00 (Office Hours, 8th floor Faculty Workspace)

Date of Final Review: September 20, 2017

Estimated Homework Hours: 8

Estimated Technology Hours: 8

Topical Outline of the Course:

Please note: Changes to the course outline may be made at the discretion of the instructor to accommodate instructor and student needs. It is the student's responsibility to obtain information relating to any changes.

Week 1: Course Introduction, Supplies needed, Grading Procedures, Attendance Policy  
Lecture: 12 Principles of Animation, Opening, Creating, Saving, Exporting and Transporting a Scene in Toon Boom Harmony, Time Line (Layers, Cels, Frames, Drawings), Canvas, Camera VS Drawing View, Time Line, Tool Bar, Brush Tool, Brush Properties, Rotate Canvas, Onion Skinning, Short Cuts

**Assignment: Flip Book**

Create a New Scene Named 'FlipBook'

- Add a Colour Card Layer
- Add a Drawing Layer (Total of Two Drawing Layers)
  - Rename Drawing Layers
  - Draw in each Drawing Layer
- Using the Brush, Draw on each Frame in Time Line to create a 'Straight

### Ahead' Animation

- Total 60 Frames/60 Drawings
- Make the Animation Interesting with Esthetic Value
- Use Onion Skinning, Rotate View, Eraser to help complete Animation
- Render QuickTime Movie of Finished Assignment (1/4 Resolution) in FlipBook Scene Folder. You will be required to Turn In Entire FlipBook Scene Folder with QuickTime Movie in Week 2 in order to receive credit for Assignment

### Due Week 2

Week 2: Flip Book Due

Lecture: Line/Rectangle/Ellipse/Polyline Tool, Select Tool, Contour Tool, Cutter Tool, New Color, New Color Palette, Intro into Timing Charts, Path of Action, Exposures, Creating Cycles, Follow-Through and Over Lapping

#### **Assignment: Bouncing Ball With Tail and Rope Pendulum with Weight**

Create a New Scene Named 'Pendulum'

- Add a Colour Card Layer
- Add One Drawing Layers (Total of Two Drawing Layers)
  - One Layer for Guide (Path of Action, Timing and Spacing)
  - One Layer for Pendulum and Weight
- Rename Drawing Layers
- Create a New Color to use for Drawing the Guide
- Using the Ellipse and Cutter Tool Create a Guide on One Layer.
- Mark the Spacing of the Pendulum on the Guide using  $\frac{1}{2}$ 's and  $\frac{1}{3}$ 's
- Using the Line, Select (Rotate) and Copy/Paste, Create the Pendulum Animation.
  - Shot on 2's (Each Drawing Held for One Exposure)
  - NO DRAWING CAN BE HELD FOR MORE THAN ONE EXPOSURE!
  - Once the Initial Animation is completed, Make another pass and Depict the Pendulum as a Rope with a Weight at the end (Follow-Through, Drag and Overlap)
  - Use Contour Editor to help deform lines
- Render QuickTime Movie of Finished Assignment (1/4 Resolution) in Pendulum' Scene Folder

You will be required to Turn In Entire Pendulum' Scene Folder with QuickTime Movie in Week 3 in order to receive credit for Assignment

Create a New Scene Named 'BouncingBall'

- Add a Colour Card Layer
- Add Three Drawing Layers (Total of Four Drawing Layers)
  - One Layer for Ground Circle Plane
  - One Layer for Guide (Path of Action and Spacing)
  - One Layer for Bouncing Ball
  - One Layer for Tail (Drag, Over Lap and Follow Through)
- Rename Drawing Layers
- Create two New Colors to use for Ground Plane and Guide.
- On One Layer, Create a Ground Plane

- On Another Layer, Create the Guide and Spacing using ½'s and 1/3's.
- Using the Ellipse and Copy/Paste, Create a Bouncing Ball along Guide, complete with Timing and Squash and Stretch.
- Shot on 2's (Each Drawing Held for One Exposure)
- NO DRAWING CAN BE HELD FOR MORE THAN ONE EXPOSURE!
- After Completing the Bouncing Ball Animation, Create a Layer for the Tail and Finish Animation using Follow-Through and Overlap.
- Render QuickTime Movie of Finished Assignment (1/4 Resolution) in 'BouncingBall' Scene Folder. You will be required to Turn In Entire 'BouncingBall' Scene Folder with QuickTime Movie in Week 2 in order to receive credit for Assignment

**Both the Above Assignments are Due Week 3**

Week 3: Bouncing Ball With Tail and Rope Pendulum with Weight Due  
Lecture: Pencil Tool, Pencil Editor, Xsheet, Annotation Column, Key Frames, Breakdown Drawings, Inbetweens, Key Points, Grid, Field Guide

**Week 3: Morph**

Create a New Scene Named 'Morph'

- Add a Colour Card Layer
- Add One Drawing Layers (Total of Two Drawing Layers)
  - One Layer for Rough Animation
  - One Layer for Clean Up Animation
- Rename Drawing Layers
- Create a New Color to use for Rough Animation
- Open the Xsheet:
  - Add Tempo Markers
  - Add Annotation Column and Mark Action/Animation
  - Mark Key Frames, Breakdown Drawings and Inbetween Drawings
- Pick a Compound Word to Use for Project
- Using the Rough Animation Layer, New Color and Key Points, Animate Morph from First Word to Second Word to Compound Word.
  - Example: Fire to Cracker to Firecracker
- Shot on 2's (Each Drawing Held for One Exposure)
- NO DRAWING CAN BE HELD FOR MORE THAN ONE EXPOSURE!
- Animate each Word for at least one second between morphs (Can use Cycles)
- Each Morph must be at least 15 drawings (30 frames)
- After finishing Rough Animation, Using the other Drawing layer, Clean Up the Animation with another Color other than the color used for the Rough Animation.
- Render QuickTime Movie of Finished Assignment (1/4 Resolution) in 'Morph' Scene Folder. You will be required to Turn In Entire 'Morph' Scene Folder, with QuickTime Movie, in Week 4 in order to receive credit for Assignment.

**Due Week 4**

Week 4: Morph Due  
Lecture: Grouping Objects, Distribute to Layers, Drawing Group Layer,

## Assignment: Rube Goldberg Machine (Falling Objects) Mid Term Project

Create a New Scene Named 'RubeGoldberg'

- Research Rube Goldberg Machines.
- Draw a blueprint that illustrates the action from start to finish.
- Scan in Drawing (or Save Digital Drawing)
- **Save blueprint as JPG (Due Week 5)**
- Use at least Three Simple Machines
- At Least three objects of different weights must fall, along at least 2 other actions/reactions.
- Using all techniques learned so far in class, create the Animation.
- **MUST USE:**
  - Drawing Layers (Renamed)
    - Separate Animations on Separate Layers
  - Drawing Group Layers (Renamed)
    - Must Present a Clean, Well Organized Time Line, Easy to Read and Maneuver
  - Colour Card Layer
  - Rough and Clean Up Layers
  - Guides/Timing Charts
  - Xsheet
    - Annotation Column
    - Tempo Markers
    - Marked Key Frames, Breakdown Drawings
- Shot on 2's (Each Drawing Held for One Exposure)
  - NO DRAWING CAN BE HELD FOR MORE THAN ONE EXPOSURE!
  - You may use Held Cels once an object has stopped or is waiting to be animated.
- If you use a 'live' animal/bird/fish, they must continually animate (you may use cycles)
- Must Demonstrate the following 12 Animation Principles:
  - Squash and Stretch
  - Straight Ahead or Pose-to-Pose
  - Follow-Through, Drag and Overlap
  - Slow-in and Slow-out
  - Timing
- Render QuickTime Movie of Finished Assignment (1/4 Resolution) in 'RubeGoldberg' Scene Folder. You will be required to Turn In Entire 'RubeGoldberg' Scene Folder, with QuickTime Movie, in Week 4 in order to receive credit for Assignment.

### Due Week 6

Week 5: Rube Goldberg Blueprint Due

Mid Term Test:

- 12 Animation Principles
- Videos from Week 1
- Toon Boom Harmony

Open Lab for Rube Goldberg Machine

Week 6: Rube Goldberg Machine Due  
Lecture: Animation Desk, Shift and Trace

**Week 6: Character Jump**

Create a New Scene Named 'CharacterJump'

- Using all techniques learned so far in class, create an Animation That Depicts a Character That Jumps.
  - Jumps Off of Something
  - Jumps Over Something
  - Jumps On To Something
- Must have/wear something to demonstration Follow Through, Drag and Overlap (Long, Floppy Ears or Hair, Cape, Tail, Hat with Feather, etc.)
  - Must be Animated on Separate Layer from Character
- MUST USE:
  - Drawing Layers (Renamed)
    - Separate Animations on Separate Layers
  - Drawing Group Layers (Renamed)
    - Must Present a Clean, Well Organized Time Line, Easy to Read and Maneuver
  - Colour Card Layer
  - Rough and Clean Up Layers
  - Guides/Timing Charts
  - Xsheet
    - Annotation Column
    - Tempo Markers
    - Marked Key Frames, Breakdown Drawings
- Shot on 2's (Each Drawing Held for One Exposure)
  - NO DRAWING CAN BE HELD FOR MORE THAN ONE EXPOSURE!
  - You may use Held Cels once an object has stopped or is waiting to be animated.
- Character Must Stay on Model
  - Use Animation Desk/Shift and Trace to assure all Drawings are on Model
- Must Demonstrate the following 12 Animation Principles:
  - Squash and Stretch
  - Anticipation
  - Staging
  - Straight Ahead and Pose-to-Pose
  - Follow-Through, Drag and Overlap
  - Slow-in and Slow-out
  - Arcs
  - Secondary Action
  - Timing
  - Exaggeration
  - Solid Drawing
  - Character Appeal
- Render QuickTime Movie of Finished Assignment (1/4 Resolution) in 'CharacterJump'Scene Folder. You will be required to Turn In Entire



'CharacterJump' Scene Folder, with QuickTime Movie, in Week 7 in order to receive credit for Assignment.

### **Due Week 7**

Week 7: Character Jump Due

Lecture: Walk Cycles, Walk Cycle Key Frames, Reference, Technical Aspects

#### **Assignment: Character Standing Walk Cycle**

Create a New Scene Named 'WalkCycle'

- Using all techniques learned so far in class, create an Animation That Depicts a Character Standing Walk Cycle.
- Must have/wear/carry something to demonstration Follow Through and Overlap (Long, Floppy Ears or Hair, Cape, Tail, Hat with Feather, etc.)
  - Must be Animated on Separate Layer from Character
- **MUST USE:**
  - Drawing Layers (Renamed)
  - Drawing Group Layers (Renamed)
    - Must Present a Clean, Well Organized Time Line, Easy to Read and Maneuver
  - Colour Card Layer
  - Rough and Clean Up Layers
  - Guides/Timing Charts
  - Xsheet
    - Annotation Column
    - Tempo Markers
    - Marked Key Frames, Breakdown Drawings
- **Shot on 1's (Each Drawing Held for One Frame, NO EXPOSURES)**
- Character Must Stay in Model
  - Use Animation Desk/Shift and Trace to assure all Drawings are in Model
- Must Demonstrate the following of the 12 Animation Principles:
  - Squash and Stretch
  - Straight Ahead and Pose-to-Pose
  - Follow-Through and Overlapping
  - Slow-in and Slow-out
  - Arcs
  - Secondary Action
  - Timing
  - Exaggeration
  - Solid Drawing
  - Character Appeal
- Render QuickTime Movie of Finished Assignment (1/4 Resolution) in 'WalkCycle' Scene Folder. You will be required to Turn In Entire 'WalkCycle' Scene Folder, with QuickTime Movie, in Week 9 in order to receive credit for Assignment.

### **Due Week 8**

**Research an Animator who has inspired/influenced you in your decision to become an Animator.**

- Research Paper
  - History of Animator
  - Life, education, amusing anecdote
  - Work the Animator did that inspired/influenced you
  - MLA Format/Citation

**Due Week 10**

Week 8: Character Standing Walk Cycle Due (Must be technically correct in order to pass the class)

**Assignment: Final Project**

Create a New Scene Named 'FinalProject'

- Using all techniques learned so far in class, create an Animation That Depicts a Character that changes emotion: Example Happy to Sad.
- Must be at least 10 seconds in length (can be more, 12 to 15 seconds is the normal length)
- Must have a NEW Character Walk Cycle (Not included in 10 second length count)
- Must have/wear/carry something to demonstration Follow Through and Overlap (Long, Floppy Ears or Hair, Cape, Tail, Hat with Feather, etc.)
  - Must be Animated on Separate Layer from Character
- MUST USE:
  - Drawing Layers (Renamed)
    - Separate Animations on Separate Layers
  - Drawing Group Layers (Renamed)
    - Must Present a Clean, Well Organized Time Line, Easy to Read and Maneuver
  - Colour Card Layer
  - Rough and Clean Up Layers
  - Guides/Timing Charts
  - Xsheet
    - Annotation Column
    - Tempo Markers
    - Marked Key Frames, Breakdown Drawings
- Shot on 2's (Each Drawing Held for One Exposure)
  - NO DRAWING CAN BE HELD FOR MORE THAN ONE EXPOSURE!
  - You may use Held Cels once an object has stopped or is waiting to be animated.
- Character Must Stay on Model
  - Use Animation Desk/Shift and Trace to assure all Drawings are on Model
- Must Demonstrate the following 12 Animation Principles:
  - Squash and Stretch
  - Anticipation
  - Staging
  - Straight Ahead and Pose-to-Pose
  - Follow-Through and Overlapping
  - Slow-in and Slow-out

- Arcs
- Secondary Action
- Timing
- Exaggeration
- Solid Drawing
- Character Appeal
- Render QuickTime Movie of Finished Assignment (1/4 Resolution) in 'FinalProject' Scene Folder. You will be required to Turn In Entire 'FinalProject' Scene Folder, with QuickTime Movie, in Week 11 in order to receive credit for Assignment.

### **Due Week 11**

- Week 9: Progress check with each student on Final Project  
Open Lab for Final Assignment
- Week 10: Research Paper Due  
Progress check with each student on Final Project  
Open Lab for Final Assignment
- Week 11: Final Project Due

### **Attendance Policy:**

The Art Institute of Philadelphia is committed to learning-centered, hands-on instruction, which can only be accomplished when students attend class. There are no excused absences. The satisfactory explanation of an absence does not relieve the student from responsibility for the course work assigned and/or due during his/her absences. A student who does not attend class during the first week of school or starts late is still held responsible for his/her absences.

A student who is absent for *three cumulative weeks\** will be withdrawn from the course and will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11 week term and a Withdrawal/Fail (W/F) grade after week 9 of an 11 week term for that course (after week 4 of a 5.5 week Mid-quarter ground term) unless the student submits an appeal to remain in class that is accepted by the instructor and department director/dean. A student is allowed only one appeal per class. In other words, if a student submits an appeal and it is approved, the next absence will initiate a non-appealable withdrawal from the course. The Attendance Appeal Request Form may be found in the Registrar's Office.

It is your responsibility to stay in communication with your instructor about absences in order to stay current with assignments. **You are expected to spend the entire amount of scheduled class time in the classroom.** If you are dropped from the class and you have a documented mitigating circumstance, you may have the opportunity to appeal. It is your responsibility to ensure that your attendance in class is brought to the faculty member's attention if you arrive late.

Students who are not marked present in any of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term (week 4 of a 5.5 week Mid-quarter ground term), will be withdrawn from the Institute and will receive W's (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term (after week 4 of a 5.5 week Mid-quarter ground term) students will be withdrawn from the Institute and will receive WF's (Failures due to late withdrawal). Calendar days include days that the student does not have any scheduled class. All calendar days that the school is not in session (e.g., school closings and holidays) do not count in the fourteen (14) calendar days as well during the active term. Students who have been withdrawn due to violation of the consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing the academic dismissal.

Students are encouraged to make all schedule changes early in the first week of the quarter to minimize absences. Failure to sit in all classes during the first two weeks of school will result in termination from school for the quarter. Detailed information about scheduled adjustment periods can be found on the back of your official schedule or in the local Ai campus catalog. If you are going to miss class, regardless of the reason, you should notify your instructor. You are responsible for gathering any information from the missed class period in a timely manner.

#### ***Ai Unearned F (UF) Grade Definition***

Unearned F Grade: students who failed the course AND did not complete the final assignments in the course. Final assignment includes, but is not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a "UF" grade on the transcript. The course's instructor will award this grade when appropriate.

#### **Student Disability Services**

The Art Institute of Philadelphia provides accommodations to qualified students with disabilities. The Student Affairs office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institute of Philadelphia.

#### **Student Accommodations Policy**

If you are a student who has a need for a reasonable accommodation based on a documented disability, please contact the instructor privately either before or after class to discuss the accommodation. This request ideally should be made prior to the seating of the second class of the quarter. In order to receive a reasonable accommodation, you must have the appropriate documentation on file with the Student Affairs Coordinator, Lisa Bellocchio. Lisa can be contacted at [bellocchio@aii.edu](mailto:bellocchio@aii.edu) or 215-405-6424.

#### **Equal Education Opportunity Policy**

The Art Institute of Philadelphia does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

### **Academic Integrity Policy**

The Art Institute of Philadelphia recognizes that any form or degree of academic dishonesty challenges the principles of truth and honesty, which are among the cornerstones of the college. Consequently, the college treats academic dishonesty as a serious violation of academic trust. All students found to have engaged in such behavior will be penalized.

Acts of academic dishonesty include but are not limited to the following:

1. The illegitimate use of materials in any form during a quiz or examination.
2. Copying answers from the quiz and/or examination of another student.
3. Plagiarizing or falsifying materials or information used in the completion of any assignment.
4. Obtaining or otherwise improperly securing an examination paper prior to the time and date for the administration of the examination.
5. It is presumed that material submitted by a student for an assignment is original to that assignment and therefore submitting the same work for more than one course without the consent of the instructors of each course in which the work is submitted is considered dishonest.
6. Intentionally interfering with any student's scholastic work, for example, by damaging or stealing their intellectual property, computer files, project, etc.
7. Stealing and submission of another student's work as your own.
8. Aiding or abetting any of the above.

The Art Institute will impose the following sanctions when a student is found to have committed any of the above infractions:

1<sup>st</sup> offense = failure of class \*

2<sup>nd</sup> offense = suspension for two (2) quarters

3<sup>rd</sup> offense = expulsion

\* EXCEPTION: Any students found cheating/plagiarizing on their final senior portfolio will be expelled from the college and will not receive their degree.

A faculty member who believes a student has committed academic dishonesty will contact the Dean of Students and will also file an incident report with the Dean of Students. The Dean of Students will contact the student and will meet with the student and the faculty member prior

to the next scheduled class session. If it is determined that the student did indeed commit academic dishonesty, the Director of Student Services will inform the student of the penalty. The Director of Student Services will hold records of academic dishonesty.

### **Cell Phone/Electronic Device Policy**

- Cell phones and other electronic devices are not to be used in the classroom.
- Cell phones are not to be used in the library.
- All electronic devices should be muted or turned off prior to class and stored in a location other than the desktop.
- Cell phones are typically not to be used in hallways. Loud and disruptive use of cell phones in hallways will be addressed.
- Emergency use of cell phones is by instructor discretion.
- Students may use cell phones in stairwells and outside of buildings.

### **Penalties for use of electronic devices:**

1<sup>st</sup> offense: warning given by instructor

2<sup>nd</sup> offense: removal from class for 1 day and attendance penalty. Student will be sent to Dean of Student's office.

3<sup>rd</sup> offense: probation and permanent removal from class.