



Course: Animation Studio Course Number: AD41111  
Instructor: Linda Kudzmas  
Day/Time: Thursday 1 to 5 Quarter: Spring 2018  
Prerequisites: AD20731 or AD20831  
Building: 1622 Chestnut Street Room: 615  
Email Address: [lkudzmas@aii.edu](mailto:lkudzmas@aii.edu) or [professor@professoregg.com](mailto:professor@professoregg.com)  
Facebook: <https://www.facebook.com/ProfessorEggAiPH/>  
Twitter: <https://twitter.com/ProfessorEggAi>  
Website: <http://professoregg.com/>  
Contact Hours: 4 Per Week  
Instructional Contact Hours: Lecture: 22 Hrs Lab: 22 Hrs  
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:**

This can be used as either a computer lab or a traditional studio course. This is where students learn the final technical competencies to create capstone projects for their portfolios.

**Program Objectives:**

Demonstrate basic principles of animation. Analyze real-world observations and apply to animation. Produce life drawings that depict gesture, motion, and utilize economy of line. Produce images that display differences in lighting and value that express moods and emotions. Apply the principles of design and typography. Produce stories and illustrate concepts through sequential images and storyboards. Produce traditional and computer animation. Produce traditional and computer animation. Integrate audio with animated compositions. Demonstrate compositing techniques using various animation sequences. Use computerized paint, titling, modeling and animation software programs to create images. Formulate production schedules as part of the project management process. Determine compliance with copyright/trademark law, and obtain appropriate releases and permissions as necessary. Capture, manipulate, and edit an image using digital processes.

**Institutional Objectives:**

Integrate creative discipline-specific knowledge, skills and abilities to obtain entry-level employment in chosen field. 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

Cofta: Monday 9-1, 2300/233A

Jaha: Wednesday 9-1, 1600/604

Stinsman: Thursday 9-1, 1600/604 (and by appointment)

Wilkie: Friday 9-1, 2300/233ABy

Appointment only via the Contact form on <http://aiphwrites.com/>

#### 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

#### Grading Scale:

A	Student work is able to be included in final Portfolio as is, without any adjustments
B	Student work is able to be included in final Portfolio with minor adjustments
C	Student work is able to be included in final Portfolio with major adjustments
*D	*Student work is unable to be included in final Portfolio unless a major overhaul is implemented
F	Student work is unacceptable and cannot be considered to be included in final Portfolio at any level

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

#### Competencies:

1. Understand and demonstrate the ability to create portfolio quality 2-D and/or 3-D digital animations utilizing all skills learned to date.
2. Understand and demonstrate the ability to create one minute of digital, 2-D and/or 3-D animation.

Required Text: The Animator's Survival Kit, Richard Williams, The Animation Book, Kit Laybourne. The Illusion of Life, Frank Thomas and Ollie Johnston. : Cartoon Animation (How to Draw & Paint Series), Preston Blair,

Walter Foster Pub; ISBN: 1560100842, Farber and Farber Pub; ISBN: 0571202284

**Technology Needed:** AIPH provides animation studios and computer labs with suitable hardware and software necessary for creating the projects for this course.

**Instructional Materials and References:**

Storage for digital files (flash drive or portable hard drive)

Sketchbook for visual brain storming

**Teaching Strategies:**

One on One with Student for course plan, Class critiques each week,

**Requirements for Successful Completion:**

1. Complete all assignments
2. Attend Class, no lateness or leaving early
3. Class Participation/Student Presentations
4. Time Management
5. Professional class behavior

**Method of Evaluation:**

1. Class participation and Presentation of Work in Progress - 40%
2. Each student will complete a project list of all project(s) for their portfolio and will be graded based on progress. Final project(s) (quality counts) - 60%

**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 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.

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

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

All Assignments are due at the beginning of class.

**NO CANOODLING!**

**NO SINGING!**

**NO IMPRESSIONS!**

Late Assignments will NOT be accepted.

Your Treatment is due Week 2. This will list all the projects you will be working on during the quarter.

- o You have to Download the Treatment either from Brightspace or professoregg.com.
- o Do not fill it out in a browser, you MUST fill it out and save it in Adobe Acrobat.

- Upload the treatment to the Brightspace Submission Folder

Each week, Assignments and Work in Progress MUST be submitted through BrightSpace before the start of class.

- The Assignment Submission Folder will be closed and locked at the start of class.
- Assignments MUST be submitted in the format as explained in Assignment List.
- Your Assignment must be labeled with the Assignment Name and your last name:
  - Example: WalkCycle\_Jones
- Failure to follow the directions above may lead to nonacceptance of Assignment.

On Week 11, you will turn in ALL FINISHED projects to be graded that you have listed on your treatment from Week 2. DO NOT submit your complete portfolio reel, just the projects as listed on your Treatment.

**BrightSpace:**

**Assignment Submissions:**

- You can only upload files under 1 GIG.
- If your file is over 1 GIG, you must reduce it by either compressing or reducing the size of the movie.
- Make sure ALL QuickTime movies are reduced to 600X360.
- Submission folders will be locked one half hour after class starts.
- You can upload file(s) a week in advance of Due date.

**Grades:**

- Check your grades.
- Each assignment is worth a percentage of the final grade.
- Each assignment is worth 10 points.
- Final Calculated grade is based on 100%.
- You have to do a little math to see how you are doing.
- If you have 30% of 100% and only one assignment left worth 20%, you are in trouble. The best you can do is 50%.
- If you have 65% of 100% and only one assignment left worth 20%, you are doing fine. The best you can do is 85%.

**Points are awarded re letter grades:**

<b>10 – 9.5 = A</b>
<b>9 = A-</b>
<b>8.75 = B+</b>
<b>8.5 = B</b>
<b>8 = B-</b>
<b>7.75 = C+</b>
<b>7.5 = C</b>
<b>7 = C-</b>
<b>6.75 = D+</b>
<b>6.5 = D</b>
<b>5 = F</b>

Ask me anytime to discuss your grades and how you are doing in the class.

All Assignments MUST be finished, including full character detail.

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:**

Thursday: 8-12, (509), 1 - 5 (615)

Friday: 8 – 10 (615), 1 – 5 (615)

Date of Final Review: June 14, 2018

Estimated Homework Hours: 4-8 hours

Estimated Technology Hours: 4-8 hours a week

**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.  
Assignment: Student will write a treatment that outlines the work the student will complete for this course. All work will be especially geared for use in student's final portfolio and must be of portfolio quality.
- Week 2: One on one counseling and review of student's course treatment.
- Week 3: Class Critique of all work, finished and/or in progress. One on one assessment of student's progress in course treatment.
- Week 4: Class Critique of all work, finished and/or in progress. One on one assessment of student's progress in course treatment.
- Week 5: Class Critique of all work, finished and/or in progress. One on one assessment of student's progress in course treatment.
- Week 6: Class Critique of all work, finished and/or in progress. One on one assessment of student's progress in course treatment.
- Week 7: Class Critique of all work, finished and/or in progress. One on one assessment of student's progress in course treatment.
- Week 8: Class Critique of all work, finished and/or in progress. One on one assessment of student's progress in course treatment.
- Week 9: Class Critique of all work, finished and/or in progress. One on one assessment of student's progress in course treatment.
- Week 10: Open Lab. No Presentations, Nothing Due
- Week 11: Final Animation Due, along with any outstanding project as outlined in Student treatment.

**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.

### **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:

1st offense = failure of class

2nd offense = suspension for two (2) quarters

3rd offense = expulsion

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 Director of Student Services and will also file an incident report with the Director of Student Services. The Director of Student Services 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. Records of academic dishonesty will be held by the Director of Student Services.

### **STUDENT DISABILITY SERVICES**

The Art Institute of Philadelphia provides accommodations to qualified students with disabilities. The Student Services 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 Services Office. Students can contact Lisa Stankiewicz at [lstankiewicz@aii.edu](mailto:lstankiewicz@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.

### **CELL PHONE/ELECTRONIC DEVICE POLICY**

- Cell phones, ipods, 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 desk top.
- 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:

1st offense: Warning given by instructor

2nd offense: Removal from class for 1 day and attendance penalty. Student will be sent to Director of Student Services' office.

3rd offense: Probation and permanent removal from class.