



Course: Production Team Course Number: AD31011  
Instructor: Linda Kudzmas  
Day/Time: Thursday 1 - 5 Quarter: Summer 2018  
Prerequisites: AD30911  
Building: 1622 Room: 509  
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: 44  
Instructional Contact Hours: Lecture: 22 Lab: 22  
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 course in production work places students in creative production teams where they can utilize their knowledge of traditional animation, 2D animation, 3D modeling and animation, interactivity, processing and compositing software. The team will work cooperatively to achieve a common goal similar to industry experience.

**Program Objectives:**

Produce traditional and computer animation. Produce traditional and computer animation. Integrate audio with animated compositions. Demonstrate compositing techniques using various animation sequences. Compose critical ideas for surface treatment, lighting, and motion of 3D models. Use computerized paint, titling, modeling and animation software programs to create images. Discuss and apply principles of lighting and camera techniques in computer animation. 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. Create and/or transform objects in a 3D environment.

**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 9-1 1622/604

Monday 12-4 2300/233

Wednesday 12-4 1622/604

Thursday 9-1 2300/233

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

Competencies:

Understand and demonstrate the process of producing animation in a studio atmosphere.

Be able to collaborate with members on your team

Show and Demonstrate cooperation with Team members

Create an animated short film.

Required Text: Cartoon Animation, Preston Blair, Walter Foster Publications  
The Animator's Survival Kit ISBN-13: 9780571202287

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

Teaching Strategies:

Constant interaction with Team/individual students

Instructional Materials and References:

Notebook, sketchbook, pencil, all material used and created from your Pre-Production Team course and External Drive

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

Requirements for Successful Completion:

- Complete all assignments
- Attend Class, no lateness or leaving early

- Team effort, collaboration and participation.
- Class and group critiques.
- Time management.
- Produce Portfolio quality work

Method of Evaluation:

- Pre Mid Term contributions 20%
- Post Mid Term contributions 20%
- Mid Term (Team Grade) 20%
- Team Peer Evaluation 20%
- Final Project (Team Grade) 20%
- Student Participation/Professional Class behavior\* 10%
  - \*(Can be added or subtracted from final grade)

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-"

Instructor Availability Outside of Class:

- Thursday: 8-12, (509), Thursday: 1-5 (615)
- Friday: 8-12 (615), Friday 1-5 (Office Hours, 8th floor Faculty Workspace)

Date of Final Review: September 20, 2018

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!
- You must exchange email address with all members of your Production Team
- 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 do not have the final finished and on time, you will fail the course.
- Even if you attend every class, complete every assignment; you still may fail the course due to quality issues.
- Your Team must create a Facebook page/Dropbox/GoggleDoc account that all members can access and share files.
- 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.
- Individual Work and/or Assignments MUST be submitted through BrightSpace before the start of class.

- Each Week, students will meet with their team members and conduct a critique of all work done by team members over the past week.
  - Each Team will present a Power Point Presentation or Animation Video showcasing the Team's work.
  - Your Team will have one hour at the beginning of class to compile all work for presentation.
- Each week, Individual Student work MUST be submitted through BrightSpace before the start of class.
  - The Assignment Submission Folder will be closed and locked at ½ hour after 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: CharacterDesign\_Jones
  - Failure to follow the directions above may lead to non-acceptance of Assignment.
  - ONLY submit new work or work that has progressed. DO NOT SHOW WORK THAT HAS BEEN PRESENTED BEFORE AND DOESN'T HAVE CHANGES!

#### 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.  
 Reform into established teams.  
 Storyboard Artist(s)/Director: Fix any problems/add storyboards/redefine storyboards with Animatic from PreProduction. Divide storyboard/animatic/sound/background layouts into scenes and distribute to animators to start animating. Construct a production schedule (supplied) that lists which team members are responsible for duties and when expected to be completed up to week 5.  
 Background Artist(s): Take finished background layouts and start finishing backgrounds  
 Animators: Take assigned scenes and start animating.
- Week 2: Final Revised Animatic is due  
 Production Schedule is due  
 Critique on progress of animated scenes  
 Critique on Backgrounds
- Week 3: Critique on progress of animated scenes  
 Critique on Backgrounds  
 Comparison to Production Schedule to see if production is on schedule  
 Redistribute work if falling behind
- Week 4: Critique on progress of animated scenes  
 Critique on Backgrounds  
 Comparison to Production Schedule to see if production is on schedule  
 Redistribute work if falling behind

- Week 5: Team Grade  
 Two fully animated scenes are due, complete with finished backgrounds and sound.  
 They must be incorporated into the Animatic to be graded  
 Finish the production schedule (supplied) that lists which team members are responsible for duties and when expected to be completed up to week 11.  
 Critique on progress of animated scenes  
 Critique on Backgrounds  
 Comparison to Production Schedule to see if production is on schedule  
 Redistribute work if falling behind
- Week 6: Two fully animated scenes are due, complete with finished backgrounds and sound.  
 They must be incorporated into the Animatic to be graded  
 Critique on progress of animated scenes  
 Critique on Backgrounds  
 Comparison to Production Schedule to see if production is on schedule  
 Redistribute work if falling behind
- Week 7: Two fully animated scenes are due. They must be incorporated into the Animatic to be graded  
 Critique on progress of animated scenes  
 Critique on Backgrounds  
 Comparison to Production Schedule to see if production is on schedule  
 Redistribute work if falling behind
- Week 8: Two fully animated scenes are due, complete with finished backgrounds and sound.  
 They must be incorporated into the Animatic to be graded  
 Critique on progress of animated scenes  
 All Backgrounds should be finished and distributed  
 Comparison to Production Schedule to see if production is on schedule  
 Redistribute work if falling behind
- Week 9: Two fully animated scenes are due, complete with finished backgrounds and sound.  
 They must be incorporated into the Animatic to be graded  
 Critique on progress of animated scenes  
 All Backgrounds should be finished and distributed  
 Comparison to Production Schedule to see if production is on schedule  
 Redistribute work if falling behind
- Week 10: Open Lab. No Presentations, nothing due.  
 Use class time to work on Final Project.
- Week 11: Presentation of Final Project (team grade)  
 Individual Team Evaluations

**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 [lbellocchio@aii.edu](mailto:lbellocchio@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.