



Course: Storyboard for Animation Course Number: AD20621  
Instructor: Linda Kudzmas  
Day/Time: Thursday 8:00 - 12:00 Quarter: Summer 2017  
Prerequisites: AD10311 and AD10421 and AD10441  
Building: 1622 Chestnut Street 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 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 course provides a basis for story and plot development in animated stories and communications. An emphasis on concept, as well as translating ideas into acceptable visual performance through the development of working storyboards, will be stressed.

**Program Objectives:**

Produce stories and illustrate concepts through sequential images and storyboards. Formulate production schedules as part of the project management process.

**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:

1. Create stories and illustrate concepts through sequential images.
2. Apply industry-standard storyboarding and scripting techniques to animation.
  - Explain the various purposes of storyboards in relation to animation
  - Define formats and labeling guidelines for animation storyboards
  - Differentiate scenes, cuts, fades and dissolves as they apply to animation storyboards
  - Examine shot selection as it applies to animation storyboards
  - Identify and illustrate camera moves as they apply to animation
  - Identify the purpose of scripts in relation to animation
  - Identify and utilize formats of scriptwriting for animation
3. Create a storyboard based on a written script.
  - Differentiate among thumbnail sketches, roughs, production and presentation storyboards
  - Create thumbnail sketches through interpretation of a written script
  - Edit and refine thumbnail sketches into roughs and prepare an animatic
  - Prepare a presentation-quality storyboard

Technology Needed: AIPH animation studios provide necessary equipment to complete assignments for this course.

Instructional Materials and References:

- External digital storage
- Note book for notes
- Sketch book for visual brainstorming

Teaching Strategies:

Lecture; demonstrations; Questions and Answers; class critics.

Requirements for Successful Completion:

1. Complete all assignments
2. Attend Class, no lateness or leaving early
3. Create and construct an animation industry complaint storyboard
4. Create and construct an animatic
5. Write a script in industry standard format

**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 of outstanding quality, needing little or no adjustments, includes all 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" will be given out for individual assignments, but the passing grade in course is a "C-"

Method of Evaluation:

- Homework assignments 50%
- Mid term project 20%
- Final project 30%
- Student Participation/Professional Class behavior\* 10%
- \*(Can be added or subtracted from final grade)

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.

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.

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.

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

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

Late Assignments will NOT be accepted.

I will accept assignments emailed to me if they have a time stamp within a half hour after class starts on the day the assignment is due.

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, 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 make a folder named with the current week in this folder.

You will place your assignment in the 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 MUST be finished, including full character/background 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 21, 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: Intro to camera shots, movement  
First Assignment: Reverse Shot List  
Find a Movie Clip on YouTube at least 3 minutes long. Using the supplied Excel File (SHOT LIST), Copy and Paste the URL at the top of the supplied Shot List Form.  
View the clip, notate on the Reverse Shot List the

- Number of Shot (#1, #2, etc. in order)
- Shot Type (Scale of subject: CU, Long shot, etc)
- Camera Angle
- Camera Movement (if any)
- the Location of Shot (Exterior, Interior)
- Description of Shot (What is happening)

Reference the Shot Handout. If you cannot identify the shot, research to find the correct term. Should be about 60 to 100 shots. Save the File as your name.

Week 2: Reverse Shot List Due  
Lecture: Anatomy of Storyboard

Labeling, transitions, pans, trucks, etc.

Second Assignment: Two Parts

Storyboard two Sequences

First: Stretch time. Storyboard an action that slows time. Example: Waiting for the bell to ring to dismiss class.

Second: Condense time. Storyboard an action that shortens time. Example: Driving to work.

Use supplied Storyboard template (storyboard template.jpg)

Must label:

- Camera Scale (medium shot, close up, etc.)
- Any Camera Movement
- Camera Angle
- Action
- Dialogue
- Sound Effects
- Scene/Panel numbering
- Notes
- Page number
- Production/Episode information

You will be graded on:

- Correctly Labeling the panels (as listed above)
- Composition (How the objects/characters in the panel are arranged)
- Overall comprehension (able to understand what is going on in the panel)
- Story telling (able to follow along with the panels understand the complete story)
- Varying use of shots to create a mood or atmosphere
- Over all esthetic value

Save Panels as JPGs.

Compile panels in Power Point, one or two on each page, in order.

Do Not use transitions or Power Point backgrounds that contain graphics.

Remember, there are TWO assignments. They can be in the same Power Point file, but separated.

Due Week 3

Week 3: Time sequences due

Lecture: Reading Scripts

Mid Term: Storyboarding to a Script

Choose one script from the supplied scripts.

Storyboard the script the best you can, using a variety of shots to create the mood the script reflects.

Use supplied Storyboard template (storyboard template.jpg)

Assignment

Due week 5.

Must label:

- Camera Scale (medium shot, close up, etc.)
- Any Camera Movement
- Camera Angle
- Action

- Dialogue
- Sound Effects
- Scene/Panel numbering
- Notes
- Page number
- Production/Episode information

You will be graded on:

- Correctly Labeling the panels (as directed in last assignment)
- Composition (How the objects/characters in the panel are arranged)
- Overall comprehension (able to understand what is going on in the panel)
- Story telling (able to follow along with the panels understand the complete story)
- Over all esthetic value

Save Panels as JPGs.

Compile panels in Power Point, one or two on each page, in order. Do Not use transitions or backgrounds that contain graphics.

Due Week 5

Week 4: Critique on progress of Storyboards so far, one on one/questions, Open Lab

Week 5: Mid Term Due

Lecture: Script Writing

Script: Writing a Script

Write a 5-7-page script using the INDUSTRY STANDARD SCRIPT FORMAT.

Supplied Handouts:

- Script Template.dot: Double click file, use 'Styles' to help format your script.
- Tesdiot format script.pdf: Best reference on formatting all aspects of a script, including montages.

Finished Script in Word format.

- Will be graded on:
  - The correct use of Industry Standard Script Format as discussed in class and in handouts
  - Storytelling: Able to only write what the audience SEES and HEARS (Show, don't Tell)
  - Spelling, grammar, punctuation is all edited and correct

Due Week 7

Develop Character personality concepts for each character.

- One Paragraph each describing:
  - Appearance
  - Personality
  - History
- Will be graded on:
  - How well you describe the character's appearance, personality, and history in essay form.
  - Spelling, grammar, punctuation are all edited and correct.

Supplied: character biography.doc: use as a tool to help develop your character's appearance, personality and history.

Due Week 6

Week 6: Script Draft Due (Will not be graded)

- Character concepts for Script Assignment Due (will be graded)
- Week 7: Script is due  
 Lecture: Animatic  
 Final: Animatic  
 Find a 3-minute audio clip from a TV show, Movie or Pod Cast to use as your sound track. Storyboard to the audio (MUST BE ORIGINAL SHOTS/CHARACTERS, DO NOT COPY!!!!).  
 Use full resolution (1280 X 720 or 1920 X 1080)  
 You must use at least two camera moves, each different (pan, zoom, truck, tilt, etc.)  
 Use any animation technique in software to help you illustrate pans, zooms, trucks, dollies, etc.  
 Save as Quicktime Movie, reduce/compress to 600 X 360 to submit for grading.  
 You must provide a shot list week 10 (file provided).  
 You will be graded on:
- Composition (How the objects/characters in the panel are arranged)
  - Overall comprehension (able to understand what is going on in the panel)
  - Varying use of shots to create a mood or atmosphere
  - Varying use of shots to illustrate an action
  - Story telling (able to follow along with the panels understand the complete story)
  - Over all esthetic value
  - Not less than 3 minutes in length
  - Two Camera moves properly executed
  - At least 100 panels total (the very least, will probably have about 125-180)
  - Final submitted as a Quicktime Movie 600 X 360, with sound
- Due Week 11
- Week 8: Show Progress on Final  
 Open Lab
- Week 9: Show Progress on Final  
 Open Lab
- Week 10: Show Progress on Final  
 Open Lab
- Week 11: Final Assignment 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 [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.