

Outline

The Studio model is made up of a number of rituals and processes, revolving mostly around project work. This brief lists the core studio practices that are **ongoing all trimester** and are necessary to complete in addition to the project work you will undertake in your Studio modules.

Brief

The following items must be addressed as a part of each Studio module:

[Project work](#)

[Learning Journal or Google Documentation & Reflection](#)

[Studio Body of Work](#)

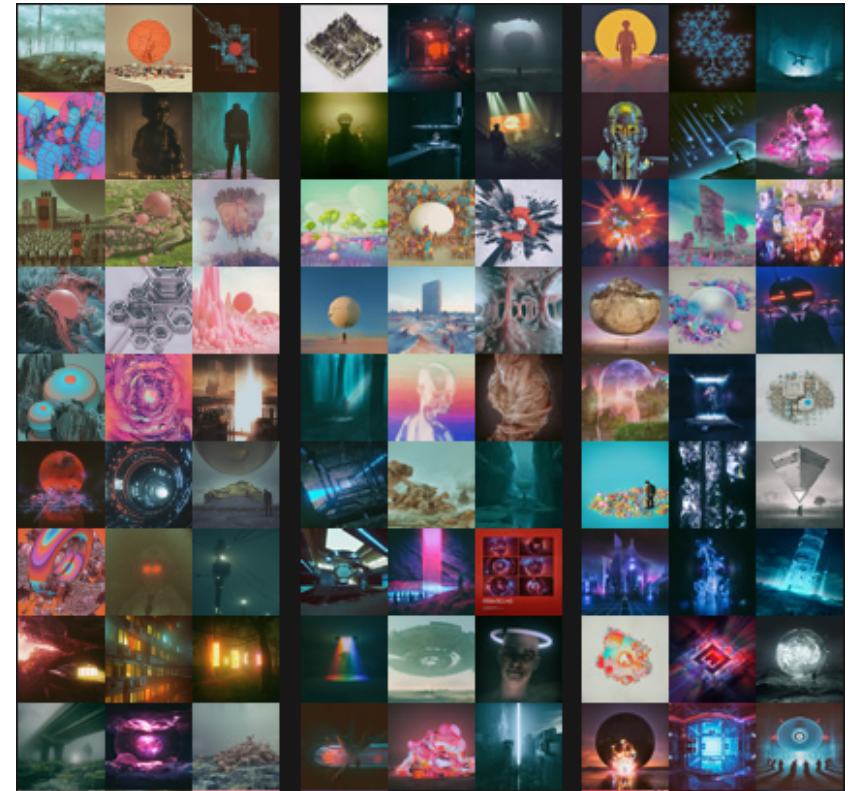
[Cross-Discipline Collaboration](#)

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[Progress Meeting](#)

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[End of Trimester Processes](#)



Project work

Complete the project work for your Studio module, according to the project briefs supplied in the Unit Guide and by your facilitator.

Learning Journal or Google Documentation & Reflection

The places, (sites, files, drives, etc.), where you store your project work and artifacts, are the most important items for your studies at SAE. That can either be in your Learning Journal, (if you use one), or in Google Files, like Google Docs, saved on your SAE Google Drive. Your facilitators should always have access to that drive and all the files on it.

They are where you record all the artifacts of your work, document your progress and learning, and develop your skills in Deliberate Practice and Reflection.

They become the 'evidence' that you have done the work for projects and will need to be submitted, to Campus Online, to allow you to get a grade. The 'Quantity' and the 'Quality' of the work submitted determines the grade you will get.

It is a requirement of every module that you document and reflect on your work regularly in your Learning Journal. This is especially important in Studio modules, as there is a bigger emphasis on Deliberate Practise.

[Follow this guide](#) for information on what to put in your Learning Journal, Google files and how to reflect effectively.

Studio Body of Work

Studio modules that are worth **30 Credit Points** require a significant amount of work and time investment - the equivalent of three whole stage one modules! The recommended workload for a Studio unit is **27 hours per week** - 9 contact hours, and 18 additional hours in your own time. The projects for each Studio unit have been designed with this workload in mind.

Studio modules that are worth **20 Credit Points** require a significant amount of work and time investment - the equivalent of two whole stage one modules! The recommended workload for a Studio unit is **18 hours per week** - 6 contact hours, and 12 additional hours in your own time. The projects for each Studio unit have been designed with this workload in mind.

When facilitators determine your final holistic grade for a Studio module, the quantity, quality, and distance travelled of your body of work for the trimester is a big factor, along with the other holistic grading guidelines. The following tasks help to ensure that you are on track to complete a sufficient body of work and are spending the time necessary to develop your skills throughout the trimester:

1. Track your tasks and record the time you spend on Studio project work and tasks. *It can also be helpful to estimate how long each task will take before you start it, and compare the actual time with the estimate.*
2. Record the total number of hours spent on Studio (including class time) per week in your project documentation. To pass, you will need to record:
 - (for **30 credit point** units a minimum total of **250 hours across the trimester (350 recommended)**. That's roughly **20 hours per week at a minimum**).
 - (for **20 credit point** units a minimum total of **180 hours across the trimester (260 recommended)**. That's roughly **15 hours per week at a minimum**).
3. Provide evidence of the work hours you have logged in your Learning Journal / Google files. Evidence of that work should include project work, documentation and reflection, research and resources you have engaged with and any other work or practice you have undertaken outside of the required project work.

This process helps us to measure your progress and also helps to maximise your learning and skill development.

Body of Work Deliverables - Due Weekly

- Record hours worked each week in your Documentation
- Provide evidence of those hours that you have worked, in your Learning Journal / Google files.

Cross-Discipline Collaboration

Knowing how to collaborate and integrate your work with other disciplines is essential to your future careers, and is valuable to employers - Animation and Computer Graphics is a team sport, and you will be working with many other disciplines in the industry.

In each Studio module, you are required to collaborate with the other disciplines at SAE - this will allow you to gain an understanding of different workflows and pipelines, and how to communicate with other disciplines.

You will need to:

- Collaborate with at least one other discipline. You can contribute to projects from other disciplines, invite students from other disciplines to contribute to your projects, or collaborate with others on entirely new projects.
- Communicate and collaborate with team members effectively, follow appropriate production workflows, and integrate elements from different disciplines into one piece of work.
- Document your project work.
- Reflect on what you have learned from working with another discipline.
- For **Studio 4**, at least one of your collaboration projects needs to be with a **remote team**. To effectively manage digital assets consider the use of **appropriate naming conventions, version control, asset sharing and project management tools**.



You will compile your Cross-Discipline work into a page on your Learning Journal / Google files, due at the end of the trimester. You will need to show evidence of progress on this page during your mid-trimester Progress Meeting (details below).

To find collaboration opportunities you can reach out using Slack or trying the student-run [SAE Interdisciplinary Facebook Group](#).

Cross-Discipline Collaboration Deliverables - Due Week 12, progress checked in Week 7

- For each project you collaborate on, include the following in your Learning Journal / Google files:
 - Embed or link to the finished project (if there is one)
 - If you contributed to another discipline's project, embed or link to every asset you created for the project, and document your progress
 - If another discipline contributed to your project, detail their contributions and how they were implemented
 - Discuss how you communicated with the other discipline(s) and how you tracked tasks
 - Reflect on the following post-mortem questions:
 - What went well in the project, and why?
 - What didn't go well, and why?
 - What would you do differently next time?
 - What did you learn about other discipline's workflows?
 - **Studio 4:** What processes did you use to facilitate working in a remote team environment? Which worked well and what needs to be improved?

Transferable Skills Reflection

In addition to developing your practical and technical skills, or “hard” skills, it is also important to develop your “soft” skills. These transferable skills, detailed below in the Transferable Skills Framework, are important to employers and are essential to your own personal growth.

In each Studio module you will study and reflect on these skills, and aim to show improvements in these areas each trimester. You will need to:

- **Read** the [Transferable Skills Framework](#) to learn about the Transferable Skills.
- **Reflect** on your application of transferable skills so far in your Learning Journal. Discuss strength areas & areas for improvement, and analyse the causes for strength/improvement areas.
- **Choose** 1 or more of the transferable skills to focus on in more depth.
- **Research** your chosen skills to help come up with goals and action points. [Check this page on Transferable Skills resources](#) for some resources to get you started, check out at least one of these. Document your research in your Learning Journal / Google files.
- **Outline your plan** to improve those skills. How can you apply what you have learned and how will you address improvement areas? Include specific action points you can put into practice and goals to work towards to improve on these chosen transferable skills.
- **Record feedback & goals** from your Progress Meeting (in Week 7) with your facilitator.

Focus on developing and showing improvement in areas highlighted in this meeting and in your reflection. Your facilitator will be observing your engagement in class.

At the end of the trimester, reflect on how you applied what you learned in your End of Trimester Presentation.

Transferable Skills Reflection Deliverables - Due Week 6

- Follow the instructions above to reflect on your transferable skills in your Learning Journal / Google files. Update after your Progress Meeting in Week 7.

Progress Meeting

Around Week 7, you will meet with your facilitator to discuss your progress in the module. This will be an opportunity to discuss strengths and areas of improvement in regards to your project work and Transferable Skills, and specific strategies to maximise your personal and professional development.

During this meeting, you will need to show evidence of the following in your Learning Journal / Google files. To have this deliverable approved (have it ready before your meeting):

- Transferable Skills Reflection - this must be complete.
- Adequate progress on your project work - aim to be on-track with your project work, and ensure your Learning Journal / Google files are up to date and well-documented.
- Cross discipline collaboration progress - show evidence that you are collaborating with another discipline. Document your progress so far by starting your Cross Discipline reflection page in your Learning Journal / Google files.

Progress Meeting Deliverables - Week 7

- Attend during Week 7 and participate in a Progress Meeting with your facilitator. Make sure you have the following ready in your Learning Journal / Google files for your meeting:
 - Transferable Skills Reflection
 - Project work progress
 - Cross-Discipline Collaboration progress

Online Presence & Business Plan (Studio 4)

Getting industry experience can seem daunting, but there are some simple steps you can take to start networking and making connections. For example, establishing an online presence, by consistently updating your social media platforms, should become a vital part of your creative practice. In addition, there are websites and forums that can help you to find work.

All of the items below can help to get you and your portfolio seen and help you to see where work is available in the industry, *and they are all things you can do online.*

1. Create or update your [Linkedin profile](#).

2. Create or update your Resume. You can use a site such as [Canva](#) to make a visually appealing resume.

3. Job Hunting Sites

- a. Research several sites/online groups that host current industry job-posts. Sign up to or bookmark at least two of these sites.
- b. Make a record in your learning journal of any jobs that crop up during the trimester that demonstrate the kind of work you will look for, after your course.

4. Social Media Platforms & Rituals

- a. Research several social media platforms, and choose at least two to upload your portfolio.
- b. Update your social media platforms several times over the trimester.

5. Freelance documentation

- a. Investigate current small and independent creative media business practices and standards, by sourcing a freelance contract.
- b. Compare and contrast your process with current industry practices by reworking the freelance contract into a format you could use when working with a client.

Online Presence & Business Plan Deliverables

- Follow the instructions above to create your online presence rituals and business plan in your Learning Journal. Show this to your facilitator during your Week 7 meeting, and update the page to reflect on your progress, at the end of the trimester.

End of Trimester Processes

There are a few important processes that take place at the end of the trimester, as a way of completing your Studio module.

Portfolio

Create and update a portfolio of your best work to date - this could be a demo reel or Artstation portfolio (or both). Research the best portfolio format for your specialist discipline. An environment artist and a character animator will have very different needs for their portfolio, for example. You will then show your portfolio in your Presentation and Exhibition.

Presentation

At the end of the trimester, create a short (5 to 10 min maximum) presentation to your facilitator and peers, addressing the following questions:

1. **What have you created in the trimester?** *Show **all** the work you have done in the trimester, both project-related and personal work. This helps to give us a better idea of your total body of work for the trimester. As well as playing your showreel or showing your portfolio, embed images or videos of your work in your slides. If your showreel or portfolio contains work from other trimesters, be clear about this.*
2. **What have you learned in the trimester?**
3. **What have you learned about your own practice during the trimester?**
4. **How did you apply lessons learned from your Transferable Skills Reflection?**
5. **What do you plan to do to improve next trimester?**
6. **Where do you think you fit on the overall grade scale for this trimester, and why?** *Use the [Holistic Assessment Guidelines](#) to come to this decision. **For Studio 4 Students**, [please use this Holistic Assessment Guideline](#).*

[Example presentation slides](#)

Exhibition

At the end of trimester, you are required to exhibit your work from Studio in some form.

SAE will organise an end of trimester exhibition for all Studio students and graduates, in Week 12. Local industry members are invited, and you may also invite family and friends to see your work. You will be provided with details on this trimester's exhibition when they are available.

You will need to:

- Submit your reel or portfolio by the end of Week 11 to be included in a playlist of Animation showreels.
- Generally you will be provided with some shared desk space and a computer to exhibit your work individually - you are also encouraged to decorate your space and provide business cards or other handouts to give to industry members - they need some way of taking your contact details if they are interested in your work!

End of Trimester Deliverables - Due Week 12

- Link to your portfolio
- Submit a link to slides addressing the questions listed above, and present to your peers at the organised time
- Attend the end of trimester exhibition and exhibit your work to the public. Exhibiting your work is highly recommended - if for some reason you think you cannot attend the exhibition, talk to your facilitator immediately.



Overall Unit Reflections

Reflect on your work on the unit as a whole. Draw from your experiences in project work, transferable skills, holistic presentation, collaboration etc and summarise into an overall reflection of the trimester.

Mid Project Reflection:

In 250 words (total), answer each of the questions with examples from your project:

- **Proficiency:** How did you develop your technical skills and knowledge? Give examples of the skills and knowledge, techniques, and self-directed research that inform your project.
- **Process:** How did you improve your workflows and processes, including changes or setbacks? Give specific examples of your research and how it influenced your creative process. Cite sources in APA7.
- **Person:** What communication and collaboration skills did this project require, and how did you develop these skills?" How did you manage collaboration, receiving and giving feedback to others?
- References: Use a **minimum** of 1 in-text citation, referenced using APA7.

End of Project Reflection:

In 250 words (total), answer each of the questions with examples from your project:

- **Appraisal:** Overall, how successful was your project? What worked or didn't work, and why? How did it match with your expectations? Give specific examples, screenshots or links.
- **Challenges:** What obstacles did you overcome and how? What lessons did you learn?
- **Future Goals:** How will you improve your skills for future projects? What will you do differently in your next project? What will you repeat?

Cite your research using APA referencing.

It's important to note that all of the elements listed above need to be addressed to meet all Learning Outcomes and pass Studio, but don't think of them as hoops to jump through - they have all been designed to benefit you if you engage with them properly.