Design for Motion II

MOTG 1472
Section #:
Days/Times/Location
Semester:

Communication:
Instructor's Name -
Office Hours -
Email -
Online Conferences/Appointments – Please set up appointments in advance through email.

Course Description:

- Credit Hours: 4
- Classroom Contact Hours per week: 3
- Laboratory Contact Hours per week: 3

Instruction in creating a series of still-frame, highly-finished compositions representing progression of motion graphics sequences; convey flow, mood, concept, style. Display solid designs in terms of color, layout, and typography. Clearly convey story, message, and/or marketing information. Styleboards created using industry standard software.

Transferability of workforce courses varies. Students interested in transferring courses to another college should speak with their Area of Study (AoS) advisor, Department Chair, and/or Program Director.

Course Rationale/Objectives:
Design for Motion II is a visual concepting course aimed at Motion Graphics students. This course teaches skills, strategies and techniques for the production of effective styleboards. Students can also apply skills learned in this class in other areas including graphic design and 3D animation.

Course Corequisites/Prerequisites:
MOTG 2474 Visual Effects

Student Learning Outcomes
Course Student Learning Outcomes
Upon successful completion of this course, students will be able to

- manage a variety of common media file types
- choose appropriate styles of typeface for legibility, readability and design contexts
- apply basic graphics techniques in Adobe Illustrator

- create appropriate design layouts that are technically sound
- prepare type styleboards for use in motion graphics production
- distinguish between a variety of current design styles

Program-Level Student Learning Outcomes:
Upon successful completion of the Motion Graphics program, students will be able to
- Generate digital styleboards that show understanding of the most commonly acknowledged design principles
- Demonstrate mastery of industry standard motion graphics software core functionality, including keyframe animation and digital compositing
- Create motion graphics animation to appropriately convey common subject matter including stories, advertisements and emotions
- Reproduce an industry-modeled studio team project from concept to completion, including milestones, peer critique and deadlines

Required Texts/Materials:
- No textbook required
- Computer able to run latest version of Adobe After Effects
- Adobe Creative Cloud software
- Internet connection capable of software activation, course communication, and streaming video
- Webcam and microphone for class communication

Instructional Methodology
To help you meet course objectives, the teaching methods in this class are based on professional experience and best practices in the area of video compositing and motion graphics. These methods might include: lecture, demonstration, critiques in group and one-on-one settings, group activities and student presentations.

Part of the preparation for the workforce is limiting the reliance on instructional handouts. Notes from lectures will not be provided and are the responsibility of each student.

Distance Education:
This section is an online course. We meet online for lectures, demonstrations, critiques, quizzes and some work time. Students are expected to work independently to complete textbook lessons, exercises and projects on their own. Good lecture notes will be crucial for success in this class so please keep this in mind.

During some projects, there will be a required Weekly Check-In where updated progress will be due on a designated date and time as designated by the instructor.

Communication will be conducted using email, Blackboard, Slack, and Zoom. Grades will be posted on Blackboard. Assignments will be assigned using Blackboard. Assets will be distributed via Box and assignments will be turned via Box.

STUDENT TECHNOLOGY SUPPORT:

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at https://www.austincc.edu/sts.

Students who do not have the necessary technology to complete their ACC courses online can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit http://www.austincc.edu/sts.

Student Technology Services offers phone, live-chat, and email-based technical support for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit http://www.austincc.edu/sts.

SCANS competencies (for workforce courses)

This course satisfies:

1.1 Manages time effectively
1.3 Manage material and facility effectively
2.1 Participates as a member of a team
2.3 Serve client/customers
2.5 Negotiate to arrive at a decision
2.6 Work with cultural diversity
3.1 Acquire and evaluate information
3.2 Organize and maintain information
3.3 Interpret and communicate information

5.1 Select appropriate technology
5.2 Apply technology to tasks
5.3 Maintain and troubleshoot technology
7.1 Generate new ideas using creative thinking
7.2 Make decisions
7.3 Apply problem solving skills appropriate to the situation
7.4 See things in the mind's eye
7.5 Apply learning strategies to support life-long learning
8.1 Act responsibly
8.2 Exhibit effective self-esteem
8.3 Employ appropriate social skills
8.4 Manage self
8.5 Apply integrity and honesty to all matters

WHAT ARE SCANS?

In 1989 President Bush and the nation's governors agreed to achieve education goals by the year 2000 that brought about the effort led by the U.S. Secretary of Labor to form the Secretary's Commission on Achieving Necessary Skills (SCANS) in 1990. The Commission was to determine skills students needed to succeed in the world of work. A preliminary report of the Commission was issued in the spring of 1991, and the final report in April of 1992. The commission argued that a high-performance work place requires workers who have a solid foundation in the basic literacy and computational skills, in the thinking skills necessary to put knowledge to work, and in the personal qualities that make workers dedicated and trustworthy. The Commission also argued that a solid foundation is not enough. The high performance workplace requires competencies - the abilities to manage resources, to work amicably and productively with others, to acquire and use information, to master complex systems, and to work with a variety of technologies.

Grading System:
Each assignment in this course will be graded individually on a 100 point scale with all grades being averaged into one final grade at the end of the semester. Point values for letter grades are as follows:

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
0 – 59 = F

Final grades will be calculated as follows:

Exercises	5%
Projects	35%

Final Project	50%
Class Participation	10%

- “Exercises” are short, in-class assignments in which the student simply shows the ability to perform a technique demonstrated by the instructor and will be graded on the ability to follow the directions given.
- “Projects” are more involved assignments that typically take place over a longer period and require more ingenuity and creativity. Students are expected to comprehend, retain, build and expand on the skills that are taught leading up to the start of work and working outside of class at home or in open labs may be required to stay on pace with the class. Grading will be more specific than in Exercises and will directly assess the objectives associated with that project.

Each assignment will have its own specific criteria. There will be at least 4 assignments assessed and graded during the semester. Exercises will be taught through lecture and demonstration so note-taking is recommended. Projects will also be taught through lecture and demonstration but will have an associated Project Sheet with essential requirements such as specifications, objectives, grading Rubrics, required techniques, premise, and due date. The overall emphasis of the class will be weighted more heavily when grading, so for example, Craftsmanship will be weighed more heavily in a tools class and Design Principles in a design class.

Please refer to the attached Grading Rubrics sheet for the assessments that will occur in this class.

Weekly Check-Ins showing substantial progress on a designated day are expected. Failure to provide work on these days will result in the lowering of the associated project grade by one letter grade for each date missed.

Class Participation is a combination of participation in class critiques, questions during lectures and work time, and helpfulness towards the instructor and other students. Excessive distractions during lectures and work time are grounds for losing points from the Class Participation grade. Please limit the use of social media, texting, and other unrelated internet and communication usage.

Passing Grade Policy - Effective September 2005, D’s are not accepted as a passing grade within the Game Development, Animation, and Motion Graphics Department courses. Students receiving a grade of D must retake the course to receive credit and to progress to the next level course. Students who made a D prior to September 2005 will be allowed to proceed to the next level course.

Attendance/Participation - Regular and timely class participation in discussions and completion of work is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

In the event of a school closure for whatever reason, the student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.

Students are responsible for major classroom events such as lecture note-taking, assignment deadlines, critiques, and exams regardless of their attendance. These events are crucial and cannot be made up. Deadlines and exams may be made up under extreme circumstances such as debilitating illness or family emergencies. Notify the instructor ahead of time. Make any arrangements for someone else to take notes.

If for any reason you're unable to come to class, you will be counted as absent. You are allowed 2 absences. There is no distinction between an excused or unexcused absence, so use your absences meaningfully and sparingly. Additionally, arriving late and leaving early is disruptive, a distraction, and is bad for class morale.

Students who do not come to class are absent.
Students who are late up to 15 minutes are "late".
Students who are more than 15 minutes late are absent.
Students who leave up to 10 minutes early are "early".
Students who leave more than 10 minutes early are absent.

3 "lates" or "earlies" equals 1 absence.
Each absence beyond the 2 allowed absences will drop the grade 10 points.
Each "late" or "early" beyond the 2 allowed absences will drop the grade 3.33 points.

If it is determined to be impossible for the student to pass the class based on existing grades and absences, the instructor may choose to withdraw the student from the class. If you decide to withdraw from the course, it is your responsibility to officially withdraw yourself from the class through admissions and records. If you do not withdraw from the class, you will receive an F.

Instructor's Communication Policies
• I will answer emails by noon of each day. If I get your email after noon, you will get a response from me on or before the following noon. I will not normally answer emails over the weekend from 5:00pm Friday to 8:00 am Monday.
• I will only answer questions from your official ACC email account to mine.
• I will grade your project within two class days of due date.

Student's Communication Requirements:
Students should check their ACC email each weekday, not only for emergency announcements related to class cancellations, weather alerts, late starts, etc. but also for grading clarifications, missing assignments and other day to day needs. Students will be contacted via Blackboard using their ACC email only.

Backups:
Students are solely responsible for their digital files. Students should work off of their (required) external hard drives at all times. It is recommended that you keep a copy of your crucial work files on a USB thumb drive and periodically backup your external hard drive class files onto your designated student folder on your class workstation. However, beware that the school computers can be removed for repair at any time and should never be relied on as the primary means of storage.

In addition, your Box account associated with your ACC email address is an excellent way to backup your files.

Loss of data is not an excuse to miss a deadline!

Naming Convention
Following a prescribed naming convention is important. Use your last name, then an underscore, then the name of the exercise or project. Everything submitted to Google Drive must use this naming convention. For instance, the first project of the semester submitted by Steven Mullins would be named Mullins_CablePromo.mp4.

Withdrawal - It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who enroll for the third or subsequent time in a course taken since Fall 2002, may be charged a higher tuition rate, for that course. State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

Missed or Late Work - Assignments are due as designated on Blackboard. If turned in after that, the project is late. I will lower a project one letter grade for each calendar day that it is late**.**

Incomplete - An incomplete (grade of "I") will only be given for extenuating circumstances. What constitutes “extenuating circumstances” is left to the instructor’s discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the following semester. A grade of I also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the “I” is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.

2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.

3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.

4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.

5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an "F." Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.

Privacy of Online-Class Materials:
All provided class materials including media assets, text documents, project files, and lecture videos belong to Austin Community College and may not be shared or distributed with others. It is the student's responsibility to keep these materials private and to only use them for ACC class purposes.

Course Policies:
Student standards of conduct - *Acceptable standards of conduct include behavior that is civil, courteous, and respectful of all members of the campus community, their property, and the property of the college; promotes mutual respect, equality, and safety of its members and opposes those acts that harass. Intimidate, or haze its members. ACC's policy on student student standards and code of conduct can be found here in the current student handbook: http://www.austincc.edu/handbook*

Classroom Interaction

Throughout the course of the semester, you will be interacting with me, fellow students and outside professionals in critiques and group discussion. You will be both giving and receiving feedback on your work. These critiques will be conducted in various ways, from one-on-one interactions to large group environments. In all instances, classroom behavior should support and enhance learning. I expect everyone to treat one another with understanding, dignity and respect.

I will not tolerate disruptive behavior, which may include:

- Persistent speaking without permission
- Side conversations
- Engaging in activities not related to the class
- Ringing cell phones or using a cell phone to talk or send text messages
- Using PDAs or laptop computers in the classroom for non-course related purposes

- Sleeping in class
- Eating/drinking in class without permission
- Monopolizing class discussion and refusing to defer to instructor, or listen to others; persisting when the instructor has indicated that the student's remarks are off topic and it is time to move on
- Reacting angrily or defensively to critique from guests, instructors or classmates
- Sighing, rolling eyes, or muttering when other people are talking
- Refusing to participate in group activities such as group or peer-to-peer critiques
- Chronically entering late/leaving early, moving about the classroom
- Filming, photographing, or taping the class without the instructor's prior permission
- Disputing authority and arguing with faculty and other students
- Yelling, arguing, swearing, bullying, or other harassing or intimidating behavior
- Physically or verbally abusive conduct
- Failure to adhere to the instructor's rules or instructions
- Vulgar or obscene language, slurs or other forms of intimidation
- Showing up to class under the influence of alcohol/drugs
- Threats of any kind
- Destruction of property
- Any behavior that puts the health or safety of the instructor or other students in the classroom in jeopardy

If you engage in disruptive behavior, I may file a Student Discipline Report and refer you to the Dean of Student Services. The Dean will investigate the case, and based on the investigation, s/he may put sanctions into place, including but not limited to withdrawing you from the class.

If the behavior is severe, I will call Campus Police, who may immediately refer you to the Dean of Student Services.

COLLEGE POLICIES

*These are statements of which all students should be aware and which are consistent across the institution**. The wording of these statements should not be changed by instructors.***

Health & Safety Protocols

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. The college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus.

Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit www.vaccines.gov/ to find a vaccine location near you.

- Campuses are open to faculty, staff, and students. The college and its departments and offices may invite internal *and* external guests to their events and activities, though access is still restricted for external parties seeking to host activities at ACC. The college's Appian Health Screening App remains available to everyone who visits campus. This continues to be a good way to check your own health before coming to class or work.

- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely available. To find testing locations near you, click this link.
- If you test positive, please report it on the ACC self-reporting tool located here.
- ACC continues to welcome face masks on campus. Per CDC guidelines, face masks remain a good way to protect yourself from COVID-19.
- The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.
- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the everchanging situation, please go to ACC's Covid website at https://www.austincc.edu/coronavirus?ref=audiencemenu for the latest updates and guidance.

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at https://www.austincc.edu/about-acc/academic-integrity-and-disciplinary-process

Any course specific policies, expectations, or procedures could be included here.

Student Rights & Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state, and federal laws. www.austincc.edu/srr

As a student of Austin Community College you are expected to abide by the Student Standards of Conduct.
https://www.austincc.edu/students/students-rights-and-responsibilities/student-standards-of-conduct

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct**. **This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentiality, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online: https://www.austincc.edu/students/counseling .

While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu .

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at:
http://www.austincc.edu/students/students-rights-and-responsibilities/student-complaint-procedures

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student.

Class grades should be posted in Blackboard, and this could be mentioned here.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through BlackBoard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at http://www.austincc.edu/emergency

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an outbreak of illness, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are

licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-1231. Please refer to the concealed handgun policy online at http://austincc.edu/campuscarry

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students. Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide available at: https://drive.google.com/file/d/1xfmZHOPD_H1wgGKq1N7Irv6gvXxOXzbZ/view

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college- related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at: http://www.austincc.edu/help/accmail/questions-and-answers

Use of the Testing Center

The Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours. Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests

- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC

The instructor should provide additional information about how they will conduct examinations and other assessments here.

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at *http://www.austincc.edu/students*. A comprehensive array of student support services is available online at: https://www.austincc.edu/coronavirus/remote-student-support

Student Accessibility Services

Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS).

Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of each semester they are enrolled, otherwise the provision of accommodations may be delayed. Students who have received approval for accommodations from SAS for this course must provide the instructor with the legal document titled “Notice of Approved Accommodations (NAA)” from SAS.

Until the instructor receives the NAA from the student accommodations should not be provided. Once the NAA is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student’s best interest to deliver the NAA on the first day of class.

Please contact SAS@austincc.edu for more information.

Academic Support

ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to

enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

An online tutor request can be made here:
https://de.austincc.edu/bbsupport/online-tutoring-request/

Additional tutoring information can be found here:
austincc.edu/onlinetutoring

Library Services

ACC Library Services offers both in-person and extensive online services, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- Library Website: http://library.austincc.edu
- Library Information & Services during COVID-19: https://researchguides.austincc.edu/LSinfoCOVID19
- Ask a Librarian 24/7 chat and form: https://library.austincc.edu/help/ask.php
- Library Hours of Operation by Location: https://library.austincc.edu/loc/
- Email: library@austincc.edu

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at http://sites.austincc.edu/sl/.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here: https://www.centraltexasfoodbank.org/food-assistance/get-food-now
- Assistance with childcare or utility bills is available at any campus Support Center: http://www.austincc.edu/students/support-center.
- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes: http://www.austincc.edu/SEF.
- Help with budgeting for college and family life is available through the Student Money Management Office: http://sites.austincc.edu/money/.
- A full listing of services for student parents is available at: https://www.austincc.edu/students/child-care
- The CARES Act Student Aid will help eligible students pay expenses related to COVID-19: https://www.austincc.edu/coronavirus/cares-act-student-aid.

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns: http://www.austincc.edu/students/counseling .

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.
Free Crisis Hotline Numbers:

- Austin / Travis County 24-hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24-hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **988** or **1-800-273-TALK (8255)**
- Crisis Text Line: **Text "home" to 741741**
- Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline:**1-800-950-NAMI (6264)**

Some faculty may consider adding a student sign-off page at the end of the syllabus to be removed and handed back to the instructor providing evidence that the student received a copy of the syllabus and had an opportunity to ask questions, but such a page is optional.

Course Calendar

Mod	Start	Title	Topics	Assignments	Due Date
1	8/23/2022	What is Styleboarding?	Styleboarding Examples Intro to process Research examples	Research Exercise	**Tue, 8/30/22, 5:50pm**
2	8/30/2022	Transitions Project	Concepting Photoshop techniques Board construction	Transitions Project	**Tue, 9/13/2022, 5:50pm**
3	9/13/2022	Panoramic Moodboard Project	Concepting Photoshop techniques Board construction	Panoramic Moodboard Project	**Tue, 9/27/2022, 5:50pm**
4	9/20/2022	Space Titles Exercise	Concepting Research Style frame	Space Titles Exercise	**Tue, 11/22/2022, 5:50pm**
5	9/27/2022	Explainer Boards Project	Illustrator techniques Type refresh Iconography	Explainer Boards Project	**Tue, 10/18/2022, 5:50pm**
6	10/18/2022	Grunge Boards Project	Texture Photoshop technique Type refresh 3D type Texture techniques	Grunge Boards Project	**Tue, 11/8/2022, 5:50pm**
7	11/8/2022	Final Project	Concepting Pitch development Pitch process Final presentation	Final Project	**Fri, 12/9/22, 5:50pm**

GRADING RUBRICS

All Projects will be graded on a combination of the following Rubrics. Each Rubric may be weighted differently during grading, based on project requirements.

SPECS
(assignment specifications fulfilled)

100 meets or exceeds all criteria
90 one criterion missing
80 two criterion missing
70 three criterion missing
60 four criterion missing
0 all criterion missing

TYPE DESIGN
(ability to understand and demonstrate the use of the principles of type design)

100 superior understanding and application of the principles of type design
90 above average ability to utilize the principles of type design
80 average ability to utilize the principles of type design
70 several errors in regards to the application and understanding of the principles of type design
60 large number of errors in application and understanding of principles of type design
0 no regard to application and understanding of the principles of type design

CONCEPT
(coherency, originality and sensibility of concept)

100 superior degree of coherency, originality and sensibility of assignment concept
90 above average degree of coherency, originality and sensibility of assignment concept
80 average concept, coherent, original and sensible but weak in any of those areas
70 below average concept, may be impractical, inappropriate or unoriginal
60 poor concept, may be some combination of impractical, inappropriate, unoriginal, or incomplete
0 unacceptable concept, it is impractical, inappropriate and unoriginal or missing altogether

DESIGN PRINCIPLES
(ability to understand and demonstrate the use of the principles of design)

100 superior understanding and application of the principles of design
90 above average ability to utilize the principles of design
80 average ability to utilize the principles of design
70 several errors in regards to the application and understanding of the principles of design
60 large number of errors in application and understanding of principles of design
0 no regard to application and understanding of the principles of design

COMMUNICATION
(clearly conveys idea and/or expresses emotion appropriate to assigned subject)

100 superior ability to convey an idea or express emotion
90 above average ability to convey an idea or express emotion, idea or emotion is clear
80 average ability to convey an idea or express emotion, idea or emotion could be stronger
70 below average ability to convey an idea or express emotion, idea and/or emotion is somewhat lacking
60 poor ability to convey an idea or express emotion, idea is very unclear and/or very unemotional
0 communication is totally lacking, work conveys no idea or emotion