Instructor:
Office Hours:
Or by appointment
Please set up appointments in person or through email

COURSE DESCRIPTION
- Credit Hours: 2
- Classroom Contact Hours per week: 1
- Laboratory Contact Hours per week: 2

A course in the development of a professional portfolio to showcase the student's skills in animation. Includes self-promotion, resumes, portfolio distribution, and interview techniques.

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
Portfolio is an advanced course and final culmination of the 3D Animation track. All animations are brought together here, honed, polished and assembled into final products designed for submission to professional animation studios.

PREREQUISITES
Special approval required

STUDENT LEARNING OUTCOMES & GENERAL EDUCATION COMPETENCIES
Upon successful completion of this course, students will be able to
- Collect and review body of personal animation samples
- Assess instructor and / or professional feedback of best animations
- Evaluate existing animations for polish and refinement
- Create new animations that may be needed to supplement existing body of work
- Develop a high quality student animation reel
- Generate an effective resume and / or cover letter
- Design and create a web-base location to host animation samples
- Create online presence of relevant, competitions, communities associated with animation and animation job hunting.

- Identify and research local and remote prospective studios
- Practice interview skills and techniques
- Prepare for job searching

Discipline/Program Student Learning Outcomes

1. Apply design and animation principles to animation production.
2. Construct high quality animation via break down and polish passes.
3. Create animation work based on current industry trends and practices.

REQUIRED TEXTS/MATERIALS/SOFTWARE

- No textbook required
- Backup device
- Autodesk Maya / 3ds Max
- Adobe Creative Cloud
- KeyframeMP
- Epic Pen
- Headphones
- Camera for recording reference footage
- Camera for online classes

Recommended
- "The Animator's Survival Kit" by Richard Williams
- "Cartoon Animation" by Preston Blair

INSTRUCTIONAL METHODOLOGY
Teaching methods are workforce based and designed with professional production studios in mind. These methods might include:
- lecture
- lab
- Reviews and critiques
- Group activities
- Student presentations
- online
- hybrid
- competency-based

DISTANCE EDUCATION (for online or hybrid courses only)
If your class is distance based: Distance classes can have special considerations including managing your own hardware and software. The school has IT support who

may be able to provide support. Some peripherals like tablets are also sometimes provide as a service to online students. You will be required to manage your own time and study habits. Students new to distance education to review the ACC Distance Education General Information available at https://online.austincc.edu/faq/

Students will use the Blackboard learning management system for assignment instructions, submitting assignments, and collaboration.

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.

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

Final grades will be calculated as follows:

- Resume = 10%
- Cover Letter = 10%
- Demo Reel 01 = 10%
- In-Class Animation = 10%
- Demo Reel 02 = 10%
- Demo Reel Final = 40%

- Web Presence = 10%

Assignment grades will be calculated by taking an average over the course of the semester. Grading comes directly from reviews, critiques and quality of your submitted work. You will be expected to fully embrace feedback to improve the work that you are doing at all times.

Each assignment will have its own specific criteria and is often found in project sheets. There will be at least **7 assignments** graded this semester. Lectures, reviews, critiques and demonstrations will be provided so note-taking is recommended. **There will be NO** exam.

Passing Grade Policy - Effective September 2005, the letter grade D is not accepted as passing within the GDAMG department. 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.

COURSE POLICIES

Attendance/Class Participation
This class allows a maximum of **2** absences. Each absence beyond the max allowed of **2** will drop the course grade by 10 points. There is no distinction between an excused or unexcused absence, so use your absences meaningfully and sparingly. You are counted absent if:
- You are not in class
- You leave the class 15 minutes early
- You are 15 or more minutes late.
- You are not on camera and on screen (for online classes)

Arriving late and leaving early is disruptive, a distraction and is bad for class morale. If you are late to class 5-20 minutes, you will be counted as tardy. Three tardies count as one absence.

Class and lab attendance is required. If compliance is unsatisfactory, the instructor may withdraw students from the class.

 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.

In the case of distance learning or online courses attendance is required. Cameras are required and students must use their camera and have their face visibly live and on screen to be counted as attending. If students' faces are not on camera and on screen then they will be counted absent.

Students are responsible for all classroom events including lecture and lab activities. Students will be responsible for note taking, deadlines, critiques and exams regardless of 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 as required.

For field or lab times:
Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

For online courses:
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.

If classes are cancelled because of weather, pandemic, or other emergencies:
The student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.

Withdrawal Policy
The College defines withdrawals as occurring after the official reporting date of the semester, typically the 12th class day. In addition, the Legislature has mandated the Rule of Six (see below). There may also be financial aid issues.

It is the responsibility of each student to ensure that his or her name is removed from the rolls should they 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 recorded before the Final Withdrawal Date. The Final Withdrawal Date for this semester is [insert date here]. The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per

state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

Missed Exam and Late Work Policies
Assignments are due as designated on Blackboard, Project Sheets or by the instructor. If submitted after the due date, the assignment is late. I will lower the grade one letter grade for each class day that it is late.

Incompletes
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."

Naming Conventions
Naming conventions are required. Do not name your files whatever you want. Naming will be outlined in lecture and / or on your project sheet. Failure to name your files correctly or put them in the correct folder will negatively affect your grade. You will be asked to rename and move your file.

Instructor's Communication Policies
Always ask your instructor if you have a question. Iit can sometimes be helpful to write your question down before asking. Please email additional questions and allow 24 hour turnaround time. If I do not respond immediately, I probably do not know the answer to your question and am seeking additional information. Please be patient. I will not normally answer emails over the weekend from 5:00pm Friday to 8:00am Monday. Use your official ACC email for communication. My goal is to grade your assignment within a week of the due date.

Backups
In all circumstances you will be responsible for your own files. You will need to back them up. The best practice is to have at least one backup. Use your local directory and portable storage. If you are using a computer on campus it should not be considered a safe place to store your work. These computers are shared and can become damaged or replaced. Your Google Drive account associated with your ACC email is an excellent way to back up your files. Always submit your work. When you

submit your work for review or grading you are creating a backup. Loss of data is not an excuse for missing deadlines.

Classroom interaction
You are required to show up and engage. Your engagement includes:
- Always showing up
- Being positive
- Participating in reviews and critiques
- Being responsive to feedback
- Remaining focused on the class
- Always turning in your work no matter what

Each student is expected to treat others with understanding, dignity and respect. Disruptive behavior is not tolerated and may include:
- Sleeping in class
- Eating / drinking without permission
- Reacting dismissively or angrily to reviews and critiques
- Refusal to participate
- Sighing, eye rolling, etc.
- Chronically entering / leaving
- Recording without consent
- Yelling, arguing, swearing, bullying, harassing or intimidating
- Vulgar, obscene language, slurs and other forms of intimidation
- Failure to follow instructions
- Threats
- Destruction to property

If a student engages in disruptive behavior, the instructor may file a Student Discipline Report and refer that student 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 the student from the class. If the behavior is severe, the instructor will call Campus Police, who may immediately refer you to the Dean of Student Services.

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

COURSE OUTLINE/CALENDAR

Schedule changes may occur during the semester. Any changes will be announced in class and posted as a Blackboard Announcement (or other resource faculty is using to communicate)."

Mod	Start	Title	Topics	Assignments	Due Date
1	TBA	Intro / Syllabus	Syllabus / Plan / job search / resume writing	resume writing	TBA
2	TBA	Freelance / Contract / Full time / Demo Reel / Cover Letter	Freelance / Contract / Full time / Demo Reel / Cover Letter	Cover Letter	TBA
3	TBA	video game vs linear animation / rigging in demo reel / tech art	video game vs linear animation / rigging in demo reel / tech art		TBA
4	TBA	Class Critique 1	Class Critique 1		TBA
5	TBA	Acting for animation / using video reference	Acting for animation / using video reference		TBA
6	TBA	Class Critique 2 / reel critique 2	Class Critique 2 / reel critique 2		TBA
7	TBA	how to make an animated short - studio pipeline vs indie filmmaking	how to make an animated short - studio pipeline vs indie filmmaking		TBA
8	TBA	in-class animation	in-class animation		TBA
9	TBA	web presence - class critique 3	web presence - class critique 3		TBA
10	TBA	web presence critique	web presence critique		TBA