

**ANIMATION PORTFOLIO
ARTS 4358, SECTION 01**

3 Credit Hours
Fall Semester, 2017

Class Location: Farrington Bldg., Room 217
Class Meeting Times: T, Tr 9:30-12:20 pm
Instructor: Professor Glasscock
Office Location: Huntsville Campus, Academic Bldg. III, Room 114D
Instructor Contact Information: (936) 294-4350
E-Mail: mxg@SHSU.EDU
Office Hours: M, W 3:00-4:30 pm

COURSE DESCRIPTION

Students in this course will create a work in a specific area of expertise and author a demo reel using this work and refined work from previous courses. A print portfolio will be created and job searching skills such as presentation and resume building will be taught.

COURSE OBJECTIVES

After completing this course, students will be able to demonstrate:

1. Ability to create a demo reel, portfolio and website for different types of employers in the animation industry
2. Skills for presenting personal work
3. Job search, job application and interview skills

TEXTBOOK AND REQUIRED MATERIALS

Sketchbook
Three button mouse

ATTENDANCE POLICY (THESE ARE THE UNIV. REGULATIONS. ADAPT THEM FOR YOUR OWN NEEDS)

Each instructor is to establish attendance policy for their class(es) based upon Academic Policy Statement [800401](#) as follows:

- 1.01 Regular and punctual class attendance is expected of each student at Sam Houston State University.
- 1.02 It is expected that each faculty member will keep a record of student attendance.
- 1.03 Each faculty member will announce to his/her classes the policies for accepting late work or providing make-up examinations. Students are expected to show appropriate cause for missing or delaying major assignments or examinations.
- 1.04 A student shall not be penalized for three or fewer hours of absences when examinations or other assigned class work have not been missed; however, a student may be penalized for more than three hours of absences at the discretion of the instructor.
- 1.05 Each instructor is obligated to clarify his/her classroom policy regarding absences in writing to each student enrolled in class at the beginning of the semester or summer session.

In this course, you may miss three class periods before your final grade is affected. For each absence after the third, your grade will be reduced by a full letter. If you miss more than five classes, you will not pass the course. Students are expected to come to class with all needed materials and remain for the entire class period. You are responsible for all assignments and information given when you are absent.

GRADING POLICY

Your final grade will be weighted using the following percentages:

Website: 10%

Demo Reel: 20%

Personal Project One: 25%

Personal Project Two: 25%

Resume: 5%

Business Card: 5%

Class participation: 10%

In this class 100-90=A, 89-80=B, 79-70=C, 69-60=D, 59-0=F

The grade of 'C' is given for average work that also meets the basic expectations of the assignment. Above average work that exceeds basic expectations for the given assignment is considered a 'B'. Exceptional or production quality work is considered an 'A'. Work that fails to meet the minimum criteria for an assignment will receive a 'D' or 'F'.

Work that was submitted on time may be resubmitted for credit during the semester.

MAKE-UP POLICY

All work must be turned in on time for full credit. You will have 2 classes to submit work for reduced credit. After one late class, a 'B' is the highest grade the submission can receive. After two classes, a 'C' is the highest grade a submission can receive.

TENTATIVE COURSE OUTLINE

Week 1

8/24 Tuesday-Career Goals Essay, share with class

Create Job List, find three demo reels and three Industry facts

Week 2

8/29 Tuesday- Job list due, share with class

Share demo reels and three facts, start demo reels

Introduce personal projects, lab for reel

8/31 Thursday- Lab for personal project proposal and Demo Reel

Week 3

9/5 Tuesday- Demo Reel Due, Personal Project Proposals due, share with class

9/7 Thursday-Lab for personal Project

Week 4

9/12 Tuesday-Resume and cover letter lesson

9/14 Thursday -Lab for personal projects and resume/ cover letter

Week 5

9/19 Tuesday -Resume and cover letter due, Interview lesson and mock interviews

9/21 Thursday -Lab for personal projects

Week 6

9/26 Tuesday - Personal Project Progress/ Critique

9/28 Thursday -Business Card Lesson, Lab for personal projects and business card

Week 7

10/3 Tuesday - Lab for personal projects and business card

10/5 Thursday -Business Card Due

Week 8

10/10 Tuesday - Lab for personal projects

10/12 Thursday - Personal Project Progress/ Critique

Week 9

10/17 Tuesday -Website Lesson

10/19 Thursday -Lab for website and personal projects

Week 10

10/24 Tuesday -Lab for website and personal project

10/26 Thursday -Personal Project Progress/ Critique

Week 11

10/31 Tuesday - Lab for personal projects and website

11/2 Thursday -Lab for personal projects and website

Week 12

11/7 Tuesday - Website Due, without demo reel

11/9 Thursday -Lab

Week 13

11/14 Tuesday - Personal Projects Due/ Critique

11/16 Thursday – CTN, NO CLASS

Week 14

11/21 Tuesday -Lab for demo reel/ website

11/23 Thursday-Thanksgiving

Week 15

11/28 Tuesday -Demo Reel Due, Lab for website

11/30 Thursday -Final Website Due with reel

12/4-12/7 Final Date TBA

POLICIES REGARDING ACADEMIC DISHONESTY, STUDENTS WITH DISABILITIES, AND STUDENT ABSENCES ON RELIGIOUS HOLY DAYS CAN BE FOUND AT [HTTP://WWW.SHSU.EDU/SYLLABUS/](http://www.shsu.edu/syllabus/)

ACADEMIC DISHONESTY (ACADEMIC POLICY 3810213)

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work

will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see: [Dean of Student's Office](#)

STUDENTS WITH DISABILITIES POLICY (ACADEMIC POLICY #811006)

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see:

<http://www.shsu.edu/dotAsset/7ff819c3-39f3-491d-b688-db5a330ced92.pdf>

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY (ACADEMIC POLICY 3 861001)

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be

completed. For a complete listing of the university policy, see: </dept/academic-affairs/documents/aps/students/861001.pdf>

ACADEMIC GRIEVANCE PROCEDURES POLICY (ACADEMIC POLICY 3 861001)

<http://www.shsu.edu/dotAsset/bb0d849d-6af2-4128-a9fa-f8c989138491.pdf>

VISITORS IN THE CLASSROOM

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

USE OF PHONE & TEXT MESSAGING IN THE CLASSROOM (ACADEMIC POLICY #100728)

(Possible text) Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus impedes the mission of the university. Please *turn off or mute your cellular phone and/or pager before class begins*. Inappropriate behavior in the classroom shall result, minimally, in a directive to leave class or being reported to the Dean of Students for disciplinary action in accordance with university policy.

DEPARTMENT OF ART BFA REVIEW

The purpose of the BFA Review is to ensure that students have learned basic principles and techniques needed for advanced art courses.

All Art students must successfully complete all of the Art Foundation courses and the BFA Review before being accepted into a BFA program in Computer Animation, Photography, or Studio Art or Graphic Design. Graphic Design students must also pass a separate Graphic Design Review after the BFA Review.

The Art Foundation Courses are WASH, Drawing, and Foundations in Digital Art. (ARTS 1313, 1314, 1315, 1316, & 2313). Students must pass each course with a grade of C or higher to take the BFA Review and proceed to upper level courses.

The semester after all of the Foundation courses are complete, students must sign up for the BFA Review. Students should see an art advisor every semester to ensure they take the BFA Review on time. It should be taken the semester immediately following the completion of the Foundation Courses.

Students who do not pass the BFA Review may re-take it the following semester. Students who do not pass on the second attempt will not be allowed to continue as BFA majors, but may follow the degree plan for the BA in Art. Non-participation after signing up or being advised to sign up will count as a failure of that semester's review.

Graphic Design students must pass the BFA Review, complete Principles of Graphic Design (ARTS 2323) and participate in a BFA Review at the end of the semester that they are enrolled in Typography (ARTS 3322).

For more information on the BFA review see the Department of art web page: <http://www.shsu.edu/academics/art/review/>

DEFACING UNIVERSITY PROPERTY

Defacing University property is prohibited by University policy. It is also a criminal offense. Students will be held responsible for the cost of damages to the facilities. Violations will be reported to University Police.

Students should not paint on concrete, asphalt, trees, sides of buildings, interior walls or floors of buildings, locker doors, etc. When using any kind of paint use a drop cloth or tarp to protect the surface from overspray.

DEPARTMENT OF ART LAPTOP REQUIREMENT

Students in the Department of Art are required to own a laptop as specified by each BFA program. Macintosh laptops are strongly recommended and can be purchased at discounted rates for students. The specifications for each BFA program and links to the Apple Store can be found on the Department of Art website: <http://www.shsu.edu/academics/art/resources/laptop-initiative.html> . Students will be required to have laptops and the Adobe Creative Suite software in art courses that require computers. Laptops must meet or exceed the specifications described and be capable of interfacing with Department printers and other peripheral devices.