

Instructor Name: Huali Fu

Course Information: ART 490 Animation Senior Project

Meeting Time: T/TH 12:30pm - 3:15 pm

Room: RB 134

CRN: 44994

Email: hfu@bsu.edu

Office Hours: Thursday 11am - 12pm or by appointment

COURSE INFORMATION

Course Description: Synthesis and culmination of undergraduate studio experiences in animation with a student exhibition as the capstone experience. Prerequisite: ART 414; completion of 27 credits in animation, sponsorship by an art faculty member; permission of the director of the school. Open only to animation majors.

Course Objectives: The goal of this course is to equip students with time and expertise to build an industry reel, portfolio, and/or website plus prepare them for studio/independent contractor culture.

Course Outcomes: Upon successful completion of this course, the student should be able to:

- Demonstrate abilities as a self-supportive artisan who can research and problem-solve on their own.
- Apply time and resource management principles to the development and production of computer animation projects in accordance with program requirements and industry standards
- Interact in a professional manner with team members through the employment of appropriate interpersonal and communication skills
- Synthesize information from diverse sources for project purposes
- Create a professional portfolio or demo reel
- Understand how to search for employment in the field of computer animation
- Create an artist webpage to aid in self-promotion (E.g. Artstation)
- Write an effective resume
- Manage social media to aid in self-promotion

Course Modality / Structure: The artwork in ART 490 Senior Project is essentially an independent study, so creation of a student artwork schedule is instrumental in defining goals, due dates, deliverables - and thus defining grades. The completed and approved student artwork schedule is due by the end of the first week. **If you do not submit your student artwork portfolio schedule, you will fail the course.**

Course Time Commitment: It is expected that students will spend approximately 2 hours of study time outside of class for every one hour in class. Since this is a 3-credit studio, you should expect to study an average of 6 hours outside of class each week.

COURSE MATERIALS AND FEES

Note-taking media (sketchbook, notepad, journal, etc.) Any type of media storage device (flash drive, portable hard drive, cloud drive). Styluses can be checked out from the Crypt - but it is recommended you buy your own stylus. As we progress through the semester, we will discuss other useful materials.

COURSE FEES: None

Recommended Texts:

- Power of Habit by Charles Duhigg
- Subtle Art of Not giving a F*ck by Mark Manson
- Crucial Conversations by Grenny, Switzler, McMillan
- Creativity, Inc. by Ed Catmull
- Grit by Angela Duckworth
- Atomic Habits by James Clear
- Graphic Artists Guild Handbook: Pricing & Ethical Guidelines, 16th Edition by Artists Guild

COURSE ASSIGNMENTS AND ASSESSMENTS

The Value of Your Work: As an artist/designer/creative, you help to determine the worth of your work and to cultivate respect for the work that you create. You should take care of your work, the execution, craftsmanship and maintenance of your work reflects on you. Maintaining a portfolio (physical/digital) is an important aspect of your development and education.

Grading Scale, Based on Industry Standards:

A = You excelled, were self-driven, and added techniques not taught by instructor

B = Performed the work requested with acceptable results

C = Performed the minimally acceptable work and attended all class sessions

D = Unacceptable work but attended all class sessions and completed all homework

F = Unacceptable work, unacceptable homework and unacceptable attendance

Assessment Criteria & Methods of Assessment:

Due Date	Assignment	Points
Varies	Project Milestones (Varied)	0 - 100
	Scheduled Critiques (min 4)	0 - 50
	Participation	0 - 60
Senior Show	Final Portfolio/Reel	Pass / Fail
	Total Points	0 - 210

Portfolio/Reel - The final Portfolio/Demo Reel is the final deliverable for the course. If you fail to turn in the Portfolio/Reel for the senior show you will automatically fail the course regardless of all other points awarded.

In-class critique: In-class critiques are very important to your growth as an animation student and one day as a professional artist. A professional animation studio conducts “dailies - every day your work is viewed in different stages to make sure it adheres to the larger project’s needs.

Naming Conventions and File formats: Your completed assignment file name must conform to naming convention and requested file format to be accepted. All animation files should contain the following - last name_first name_name of project.fileextension. In some cases, this will apply to layers, nodes, controls, effects, and other components within an application file. Examples:

Solo_Han_falconMap.jpg

Craw_Zach_FirstDraftModel.mb

Andrews_Mark_FinalStoryboard.pdf

Dobbs_Chris_SecondAnimation.flv

Movies

LastName_firstInitial_projectName.mp4	
Parameter	Format
size	1920x1080
fps	24
codec	Animation
sound	AAC or mp3
timecode	Minutes, seconds, frames: 00:00:00

Portfolio: You should consider that everything you create could potentially become your next portfolio piece. That includes a well-executed class assignment.

Sketchbook: Bring your sketchbook to every class session. You will use your sketchbook in a variety of ways: as a journal, notebook, a creative laboratory for your thoughts, ideas, and sketches. It’s okay to have other course work in your sketchbook, but label pages clearly so work for this course can be identified.

Research: is an essential part of this course in the context of tutorials, demos, and instructional material to reach the goals you’ve planned in Pre-Production.

Ball State University Grading Scale:

A = 4.000	B = 3.000	D+ = 1.333	F = 0.000
A- = 3.667	B- = 2.667	D = 1.000	
B+ = 3.333	C+ = 2.333	D- = .667	

COURSE STATEMENTS AND POLICIES

Attendance Policy

This course is based upon a series of meetings involving lectures, discussions, applied experiences, special readings and assignments. Attendance at all classes is mandatory. Students are allowed four (4) unexcused absences in the entire semester. **On the fifth (5) absence, you automatically fail the course.** It's your responsibility to know how many absences you have accrued.

Participation Policy: You have 15 weeks to complete this course. Every week you participate earns you 4 points. To participate, you:

- Participate in discussions
- Submit requested assignments
- and/or communicate with the professor via email or meetings

If you fail to do all of these in a selected week, you lose 4 points. To avoid penalty, make your presence known each week in the class, and this grade will take care of itself.

Feedback Policy:

- I will respond to email from your official Ball State email address within 24 hours during week days (Monday-Friday).
- I will grade your quizzes, assignments, and discussions within 2 weeks of submission.
- Contact me directly if you have questions or concerns about your performance in class.

Late Assignment Policy:

- All assignments are due by the beginning of class on the due dates indicated.
- Late Assignments won't be accepted. Emailed attachments will be ignored. Once you've missed a deadline, your grade is entered and not covered by any other grading policies.

Assignment Submission Policy: All assignments must be submitted digitally, in the format requested, on the day requested, in the assignment description.

Making Back-ups: Students are responsible for their digital work. Never rely on the local computer HD or Desktop in the art labs or the Art Lab Share Server for any overnight storage or long term storage. The Art Lab Share Server will be wiped every Sunday afternoon. The local HD and Desktop on each computer will be wiped clean on a daily basis. The Workspace drives on the computers will not be touched until the end of the semester over the breaks for cleanup. **The loss of class work due to the lack of backup is not a viable excuse in this class.** Hard drives corrupt or break - expect it and plan for it. Always backup

everything and do not leave all your files in one location (one location = one CPU).

Grading Policy

It is my policy that appropriate evaluation of your academic performance is an integral part of your learning experience. In the absence of mistake, fraud, bad faith or incompetence, I will be the key decision-maker on the assignment of grades. For information concerning grade appeals, [consult the Ball State website](#).

A Note on Pronouns

We all have pronouns that we expect people to use when they refer to us; he/him, she/her, they/them, or something else. Many people never have to think about their pronouns, but some of us would be uncomfortable if someone referred to us using pronouns that feel wrong to us. For that reason, it is important to identify your pronouns to your professor and to your classmates, and be willing to help them use the correct pronouns when referring to others, including your classmates, professor, and any artists or designers we discuss throughout the semester. Be ready to extend grace and patience to everyone else as they learn, just as we do with the class concepts.

UNIVERSITY POLICIES

Syllabus Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse. If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765- 285-5293 or dsd@bsu.edu.

Disability Services Statement

If you need course adaptations or accommodations because of a disability, please contact Disability Services as soon as possible. The [Office of Disability Services](#) coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Ball State Academic Ethics Policy

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the complete [Student Academic Ethics Policy](#).

Plagiarism Policy: Plagiarism is not acceptable, unless otherwise indicated for all assignments, you must work independently by yourself. Sharing of files is not permitted for any reason.

Potential Violations

Examples of academic integrity violations include but are not limited to:

- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Use or possession of a file created by someone else.
- Reusing work from another semester, course, or section.
- Fraudulent submission of work.

- Using unauthorized materials during Exams.
- Impersonating someone else or having them impersonate you.
- Making fraudulent or dishonest statements regarding your work.
- Soliciting others to complete work for you.
- Posting course files and resources on study or content sharing websites.

[The Plagiarism Tutorial from UNC Libraries](#) provides you with a great foundation in Academic Integrity.

Plagiarism Detection

The campus subscribes to SimCheck, a plagiarism prevention service, through Canvas. You may need to submit written assignments to SimCheck. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that he/she refuses to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work.

CANVAS AND STUDENT PRIVACY

Canvas Accessibility: Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010. Find more information by visiting the [Canvas Voluntary Product Accessibility Template \(VPAT\)](#).

FERPA and Privacy: As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading [Ball State's FERPA and Privacy and Protection](#).

Video Conferencing Recording: In this class, software may be used to record live class discussions. As a student in this class, your participation in live class discussions may be recorded. These recordings typically will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. Students who prefer to participate via audio only will be allowed to disable their video camera so only audio will be captured. Students who prefer to listen only must disable their audio capability and visual camera. If you have concerns, please discuss these options with me.

SUPPORT SERVICES

The Writing Center: All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295, Bracken Library, or online) to get additional feedback on your writing. To schedule a free appointment to discuss your writing, go to www.bsu.edu/writingcenter. Online and in-person appointments are available seven days a week; however, plan ahead because appointments book quickly!

The Learning Center: The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. All students are required to wear masks in the Learning Center. To make an appointment, visit my.bsu.edu and click on "TutorTrac" in the Additional Tools section, or just go directly to <https://ballstate.go-redrock.com>.

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center.

Supplemental Instruction is available in select courses. If you have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about all of our programming, visit [bsu.edu/learningcenter](https://www.bsu.edu/learningcenter) or call 765-285-1006. Follow us on Instagram: BallStateLC.

The Counseling Center offers free confidential telehealth counseling services for BSU students. Students can call the Counseling Center at (765) 285-1736 to make an appointment. Many of their outreach services can be accessed from anywhere and they have online **resources** available 24 hours a day. They also have a free, self-help, on-line tool --Welltrack to help cope with stress, anxiety and depression and this can be found at: <https://www.bsu.edu/campuslife/counselingcenter>. Click here to **find more information (PDF)** about services.

Cardinal Kitchen: Cardinal Kitchen is Ball State's campus food pantry. The pantry is open to all Ball State students Tuesday nights from 5:00 to 8:00 p.m. throughout the year. It is located in Room L26 of the Student Center and you can contact them by phone: (765) 285-2621 or email: cardkitch@bsu.edu

AI POLICY

As part of this course, students are permitted to use text-based AI tools, including ChatGPT, to support their creative and technical work. However, the responsible and ethical use of AI is essential and should align with the principles of academic integrity, originality, and respect for the creative process.

Guidelines for AI Use:

1. Purposeful Assistance: AI tools may be used for brainstorming, generating ideas, refining written content, or solving technical challenges. AI should serve as a supplement to your own critical thinking and creativity, not a replacement.
2. Transparency: Clearly document when and how AI tools were used in your project.
3. Originality and Ownership: Ensure that the final work reflects your personal vision and effort. AI-generated content must be reviewed and integrated thoughtfully, not submitted as-is, to maintain the integrity of your artistic voice.
4. Critical Evaluation: Verify the accuracy, relevance, and originality of AI-generated content. Be cautious of relying on AI-generated outputs that may perpetuate biases, inaccuracies, or unoriginal ideas.
5. Respect for Collaboration: If collaborating with peers, discuss and agree upon the role AI will play in your shared work to maintain fairness and equitable contribution.

Ethical Considerations:

1. Moral Responsibility: Recognize the broader ethical implications of using AI tools, including potential issues of copyright infringement, plagiarism, and over-reliance on automated processes.
2. Cultural Sensitivity: Be mindful of biases or culturally insensitive outputs generated by AI tools. It is your responsibility to evaluate and adjust content to reflect ethical and inclusive values.

3. Creative Integrity: Understand that your capstone project is a demonstration of your skills and creativity as an artist and professional. Misuse of AI tools to shortcut the creative process can undermine the purpose of the course and your learning experience.

Consequences for Misuse:

Failure to comply with these guidelines may result in academic penalties, including loss of credit for assignments or projects where misuse is identified. Additionally, such behavior may be reported in accordance with the university's academic integrity policies.

By adhering to this policy, you will demonstrate professionalism and ethical decision-making while leveraging AI as a valuable tool in your creative journey. (I did use AI to help create this AI policy.)

SUBJECT TO CHANGE STATEMENT

This syllabus and schedule are subject to change in the event of extenuating circumstances.

CLASSROOM POLICIES AND GUIDES

(covered by the Professionalism grade):

- No food allowed in class or lab at any time.
- Edible items brought to class or lab must be thrown out.
- Please log out of computer when done working. The lab will be updated remotely and this is the easiest way for the tech to know that the computer can be updated.
- Break times are scheduled by the instructor at appropriate intervals.
- No private software is to be brought to lab or loaded onto school computers.
- No software games are allowed in lab (unless in course curriculum).
- Headphones are required if listening to music during lab. No headphones are allowed in lecture.
- **There will be no movie watching, instant messaging, texting, electronic social networking of any kind, or internet browsing during class hours unless it is class-related.**
- Any student who has special needs that may affect his or her performance in this class is asked to identify his/her needs to the instructor in private by the end of the first day of class. Any resulting class performance problems that may arise for those who do not identify their needs will not receive any special grading considerations.
- "ABSOLUTELY NO WORK WILL BE ACCEPTED AFTER THE FINAL CLASS."

COURSE CALENDAR

Week	Activities
Week 1	<p>Jan 5 – Jan 9 Schedule Reviews Demo Reel Tuesday - Overview of class <i>Homework</i> - Read Reading 01.pdf Handout / Find two good and one bad demo reel for Thursday of week 2. Thursday - Turn in Student Artwork Schedule & Individual Meetings to review schedules - Critique / Reading 01 Discussion <i>Homework</i> - Watch video in Reading 02</p>
Week 2	<p>Jan 12 - Jan 16 Demo Reel Search Tuesday - Reading 02 Discussion <i>Homework</i> - Find two good and one bad demo reel to show present on Thursday. Thursday - Critique / Look at Demo Reels</p>
Week 3	<p>Jan 19 - Jan 23 Company Search Tuesday - Look at Demo Reels & How and where to find companies <i>Homework</i> - Read Reading 03 Thursday - Critique/ Reading 03 Discussion <i>Homework</i> - Find and present on 5 smaller less well-known companies next Tuesday</p>
Week 4	<p>Jan 26 - Jan 30 Company Search Tuesday - Companies Presentations Thursday - Critique / Companies Presentations (run over if needed)</p>
Week 5	<p>Feb 2 - Feb 6 Online Presence Tuesday - LinkedIn, Facebook, and Google +, Instagram, Twitter, others <i>Homework</i> - Read Reading 04 Thursday - Reading 04 Discussion & Critique <i>Homework</i> - Read Reading 05</p>
Week 6	<p>Feb 9 - Feb 13 Finding a Job/Job Search Strategies Tuesday - Reading 05 Discussion <i>Homework</i> - Read Reading 06 Thursday - Reading 06 Discussion & Critique</p>
Week 7	<p>Feb 16 - Feb 20 Resume Tuesday - Resume what is it and how to write one <i>Homework</i> - First Draft Resume Due on Thursday (Hand in Printed version) Thursday - First Draft Resume Printed / Critique <i>Homework</i> - Read 07 handout</p>
Week 8	<p>Feb 23 - Feb 27 Discussion Tuesday - Reading 07 Discussion Thursday - Critique <i>Homework</i> - Read Reading 08 / Rewrite resume and have the writing center check it</p>
Week 9	<p>Mar 2 - Mar 6 SPRING BREAK, NO CLASS</p>
Week 10	<p>Mar 9 - Mar 13 Webpage Creation Tuesday - Discussion Reading 08 & How and why do you need a webpage Thursday - Critique <i>Homework</i> - Final Resume Due on Tuesday</p>
Week 11	<p>Mar 16 - Mar 20 Thesis Creation Tuesday - Final Resume Due & Workday Fri - Critique</p>
Week 12	<p>Mar 23 - Mar 27 Thesis Creation</p>

	Tuesday - Workday Thursday - Critique
Week 13	Mar 30- Apr 3 Thesis Creation Tuesday - Workday Thursday – Workday & Critique
Week 14	Apr 6- Apr 10 Thesis Creation Tuesday - Workday Thursday - Critique Homework – Completed portfolio website due next Tuesday
Week 15	Apr 13 - Apr 17 Thesis Creation Tuesday - Portfolio Website Due Thursday – Critique Homework – Completed Demo Reel due next Tuesday
Week 16	Apr 20 – Apr 24 Thesis Creation Tuesday - Demo Reel Due Thursday – Critique & Course Wrap Up May ?? - Animation Senior Show
Week 17	Apr 27 - May 1 Finals Week Exam Cell A3 (Tue 12:00pm - 2:00pm) Course Wrap Up & all portfolio website due Homework - All portfolio website due NO LATE WORK WILL BE ACCEPTED FOR THE FINAL Graduation May 3 rd HAVE A GREAT LIFE!