

Instructor Name: John Ludwick

Course Information: 3 cr

Meeting Time: MWF 4:00pm – 5:50 pm

Room: AJ246

Canvas: <https://bsu.instructure.com/courses/178498>

Email: jbludwick@bsu.edu

Office Hours: By Appt., Before/After Class

Zoom Personal Room Address:

COURSE INFORMATION

Course Description: Introduces a variety of artistic development solutions to facilitate large-scale project creation. Focuses on problem solving, research, organization, digital printing, and workflow. Prerequisite: [ART 316](#). Open only to Animation majors.

Course Overview: This course provides introduction and immersion into the pre-production pipeline of an animated film, as well as fundamental concepts and philosophy of animation art. The techniques used can include 3d, 2d, stop motion and/or motion graphics. Software is dependent on the project to be completed as dictated by the class. While students are trying to complete a film, it is the journey that is important.

Students are responsible for learning new digital software in order to complete the film. Demonstrations of pipeline management are meant to be introductory. In addition to regularly scheduled class time, students are expected to work outside of class to finish the assignments given by their Lead.

Course Objectives: The goal of this course is to equip students with industry pipeline workflows for finished animation deliverables, soft skills to maintain professional relationships, technical skill and procedures to solve problems, aesthetic discipline to maintain a creative vision, and a working vocabulary of terms and concepts applicable to studio life.

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

- Practice the principles from prior courses (2D Animation, Character Design, 3D Animation & Modeling) at more refined level and apply them to a one-year production cycle for a film. This means proactively developing oneself by maintaining awareness of one's strengths and weaknesses (*Career and Self-Development*).
- Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities (*Teamwork*).
- Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside the organization (*Communication*).
- Apply time and resource management principles to the planning and development of computer animation projects in accordance with program requirements and industry standards. Identify and

respond to needs based upon an understanding of situational context and logical analysis of relevant information (*Critical Thinking*).

- Synthesize information from diverse sources for project purposes (*Critical Thinking*).

Course Modality / Structure: The format for this class is primarily immersive and hands-on. Your classes have provided the skills you need to fit in an animation pipeline, and it's up to you to evaluate where you belong and how effective you are so far. The Course Calendar located on the Canvas course site includes all weekly tasks, assignments, and due dates. This calendar will be updated as the semester progresses.

Course Time Commitment: It is expected that students will spend approximately 2 hours of study time for every one hour in class. Since this is a 3 credit hour 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. However, it is recommended that you buy your own stylus. As we progress through the semester, we will discuss other potential materials that you may choose to experiment with.

COURSE FEES: none

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.

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", which means your work is viewed in different stages every day to make sure it adheres to the larger project's needs.

An assigned grade is final ONE WEEK after the deadline. During this time, you may solicit the instructor for a resubmission - a completely reworked version of the assignment. If you do not intend on re-creating the assignment, do not request a change in your grade. Unsolicited late work is not accepted nor eligible for resubmission.

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

Professionalism: Your ability to problem-solve and excel under pressure, and be a dependable team player is essential in a professional environment. Keep your performance high, and your drama low. You earn points when: you're dependable, talk to others with respect (especially your Leads), solve problems under pressure, communicate clearly and in advance of anticipated problems. You lose points for: Working on homework from another class, arriving late, socializing more than working, being too emotional when problem solving is required, starting or stoking gossip on Discord, cyber-bullying, undermining Lead or Director decisions. Attend class ready to focus on the work and this grade takes care of itself. Close attention will be paid to Communication skills, transparency, and respect for everyone.

Portfolios: 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. A way to show other team members your ideas. 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.

Naming Conventions for Preproduction: The naming conventions for this class work differently in this course, because rather than being a single submitter, you are part of a team. Different stages of Preproduction have naming conventions in kind:

This production would be "Love Blooms" and "Pet Project"

Stage	Naming Convention Example
Preproduction	YF_seq_SceneName_LastName1stInitial_stage_version
<i>Examples</i>	<i>"LB_03_110_GallagherG_story_v16"</i>
Production	YF_seq_shot_LastName1stInitial_stage_version
<i>Example</i>	<i>"LB_02_240_LiesmanJ_CU_v3"</i> <i>"PP_02_360_BarrO_looks_v7"</i>

Assessment Criteria & Methods of Assessment:

Project Completion Points

Deadline	Department	Deliverable	Milestone	Points	Total
Jan 09	Story	PDF	STORY: Research	5	5
Jan 09	Story	PDF	STORY: Beatboards	5	10
Jan 09	Vis Dev	PDF	VIS DEV: Research <i>Include: First Impression values</i>	10	20
Jan 09	R&D	PDF	R&D: Research	10	30
Jan 30	Story	Movie	STORY: Animatic Cut 1	0	30
Jan 30	Vis Dev	PDF	VIS DEV: B&W DECK - Check	0	30
Feb 27	Story	Movie	STORY: Animatic Cut 3	20	50
Feb 27	Vis Dev	PDF	VIS DEV: B&W DECK - FINAL	20	70
March 27	Vis Dev	PDF	VIS DEV: Color Deck v1	20	90
Apr 17	R&D	Movie(s)	R&D: Demos/Tutorials	50	140
Apr 30	Story	Movie	STORY: Final Animatic	50	190
Apr 30	Vis Dev	PDF	VIS DEV: Full Vis Dev Deck	50	240
Apr 30	Modeling	Movie	3D: Layout of Final Animatic	50	290
Apr 30	All	Image	ALL: Rendered Production Key	60	350
Apr 30	All		Professionalism	50	400

Professor's Discretionary Grade: 1 – 20 points Additive or Subtractive to Final Grade on a per-student, per-case basis from observations, reports, and contributions.

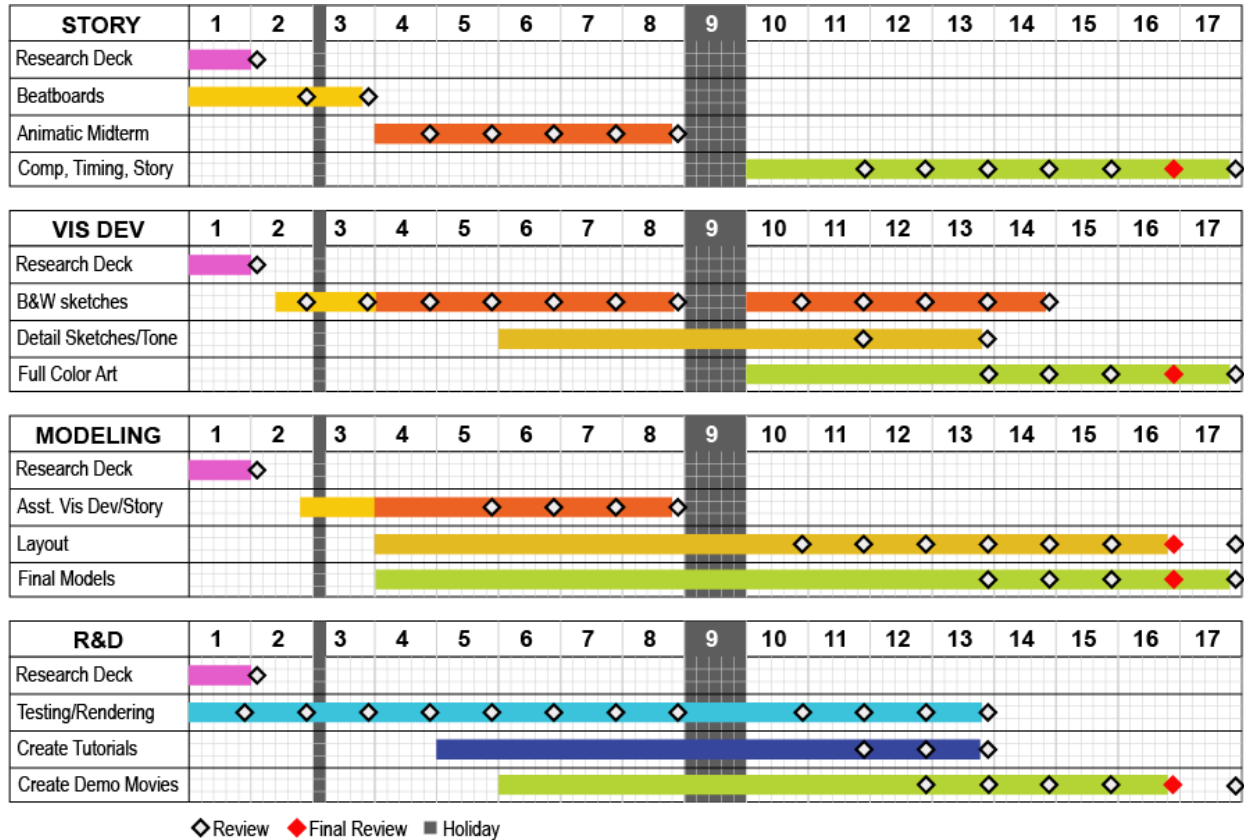
COURSE CALENDAR

Pre-Production Pipeline (Reviews within Department, Reviews Presented to Class)

Week	Story	Vis Dev	3D	R & D	Class Reviews
1	Beatboard	- Research Research Deck	Join a Vis Dev Research Team	- I.d. FX research Research Deck	Class - Choose Story Story - Beatboard 1 All Teams- Research Decks
2	Beatboard 2	B&W line sketches Review 1	Layout Rehearsal	- Task Research -Experiments	Story - Beatboard 2 VisDev - Progress Review
3	Beatboard 3	B&W line sketches	Layout Rehearsal	- Task Research -Experiments - Review 1	R&D - Progress Review
4	Animatic 1 Story Roughs	B&W line sketches Review 2	Assist Vis Dev + Story	- Task Research -Experiments	January 30 Story - Animatic 1 VisDev - Progress Review
5	Animatic 2 Story Roughs	B&W line sketches	Assist Vis Dev + Story Review 1	- Task Research -Experiments - Review 2	3D - Progress Review R&D - Progress Review
6	Animatic 2 Story Roughs	B&W line sketches B&W Detail Review 3	Assist Vis Dev + Story	- Task Research -Experiments	Story - Animatic 2 VisDev - Progress Review
7	Animatic 3 Story Roughs	B&W line sketches B&W Detail	Assist Vis Dev + Story Review 2	- Task Research -Experiments - Review 3	3D - Progress Review R&D - Progress Review
8	Animatic 3	B&W line sketches B&W Detail Review 4	Assist Vis Dev + Story Review 3	Review 4	February 27: Story - Animatic 3 - mov VisDev - B&W DECK - PDF R&D - R&D Current - movs Class - Production Method
9	SPRING BREAK – March 1 - 8				
10	Animatic 4 - Clean-up start	B&W Detail Toning Review 5	- Main Char, Sets, Props - LAYOUT	- Production Key - Rigging & FX - Tutorials	Story - Animatic 4 VisDev - Progress Review
11	Every Week: - Story Fixes -On-Model Char - backgrounds -Cinematography	B&W Detail Toning Start Color	Review 4	Review 4	3D - LAYOUT+ R&D - Progress Review Looks - Production Key
12	Animatic 5 -	B&W Detail Toning Color	- Main Char, Sets, Props - LAYOUT	- Research Rigging & FX - PROD KEY	March 27 Story - Animatic 5 VisDev - Deck Review
13		Review 5	Review 5	Review 5	April 03 3D - LAYOUT+ R&D - Progress Review Looks - Production Key
14	Animatic 6	Color char, sets, props	- Main Char, Sets, Props - LAYOUT	- Create Demos - Create Briefs - PROD KEY	Story - Animatic 6 VisDev - Deck Review
15	- story tweaks - Editing - comp tweaks	Review 6	Review 3	Review 6 - PROD KEY	3D - LAYOUT+ R&D - TUTORIALS - mov, pdf Looks - Production Key
16	Animatic 07	Color char, sets, props	- Main Char, Sets, Props - LAYOUT	- PROD KEY	Story - Animatic 7 VisDev - Deck Review
17	Animatic 8 - story tweaks - Editing - comp tweaks	Color char, sets, props	- Main Char, Sets, Props - LAYOUT	- PROD KEY	May 01 Story - Final Animatic - mov VisDev - Color Deck - pdf 3D - LAYOUT+ - mov, images Looks - Prod Key - image

DEADLINES CAN ONLY CHANGE UPON FORMAL REQUEST

Exam Time: Friday, May 1, 2:15-4:15



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 and Participation Policy: You receive 5 (five) free absences for any reason. For every subsequent absence, your grade will drop one whole letter. If you have an “A”, 9 (nine) total absences will fail you regardless. Late arrivals will drop your grade: 5 (five) late arrivals = 1 (one) whole absence.

This course is designed to build your skills as a professional artist. Students are required to attend all classes, critiques, team meetings, work sessions, and all other parts of the class’s design. Check Canvas each week and your official BSU University email account daily. Doing so will allow you to view announcements, participate in class activities, prepare for and complete assignments and assessments.

Do not wander in and out of the classroom. Breaks are scheduled (unless you have Accommodations and have spoken to me about needing to leave) for 10 minutes after the first hour.

Failing to upload an assignment, attend a class session, or contact the professor via message for a period of one week, will result in an absence, or a deduction from your Professionalism grade (instructor's discretion).

Writing Emails to Your Professor:

<https://medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-cf64ae0e4087#.7vjczwsuk>

Feedback Policy:

- I will respond to email from your official Ball State email address within 24 hours during week days (Monday-Friday).
- I will read every discussion post but I will not always personally comment on posts.
- 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.
- In this class, we provide extra time given the challenges of creating a film. The deadline for all final film projects is noon on the last day of Exam week.

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 ahead for it. Always backup everything and do not leave all your files in one location (one location = one CPU).

COVID-19 Policies

If you are not feeling well, do not come to class! It is our collective responsibility to protect one another. Stay in communication with me so that we can make a plan to help you stay on track. Please review the Ball State University policies for COVID. It is the responsibility of the student to be up-to-date and adhere to these requirements:

<https://www.bsu.edu/about/administrativeoffices/emergency-preparedness/pandemicfluprep/coronavirus/plans-resources/return-to-campus-plan-for-students>

Information if you are symptomatic or a close contact about quarantine and isolation:

https://www.bsu.edu/about/administrativeoffices/emergency-preparedness/pandemicfluprep/coronavirus/plans-resources/quarantine-isolation-faq#accordion_scenario1

Classroom Cleaning

Wearing a mask and cleaning your hands are still the best behaviors to slow the spread of COVID-19. All instructional spaces will be provided with sanitizer/cleaner. You will be expected to clean surfaces before class begins and after class ends. You are entirely responsible for cleaning up after yourself. In the classroom you must clean up all workspaces and dispose of any scraps/debris you may have produced while working. If you are leaving any materials or works-in-progress in the classroom, they must be clearly labeled and stored out of the way of the other students who share the room. It is true that one person's trash is another person's treasure, but the converse is double true in an art school. If you don't want to lose your work, make sure you keep track of it.

Eating and Drinking in Classrooms

There will be no eating or drinking in the classroom or studio spaces

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.

NACE COMPETENCIES

The National Association of Colleges and Employers (NACE) has identified the following competencies, which are incorporated into this course:

Competency	Description	In this Course
Career & Self-Development	<i>Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within one's organization.</i>	Building upon the principles you learned in previous courses and growing them deliberately and aggressively in this course.
Communication	<i>Clearly and effectively exchange information, ideas, facts and perspectives with persons inside and outside of an organization.</i>	We discern the discussion points between artists, writers, producers, and audience as it concerns the project as a whole.
Critical Thinking	<i>Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.</i>	From week to week: work with urgency in context to: number of assets complete vs. remaining assets vs. time remaining in the 32-week production cycle.
Equity & Inclusion	<i>Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.</i>	In your pursuits at the School of Art, you will associate with a diverse student body. Treat each person with respect and equality.
Leadership	<i>Recognize and capitalize on personal and team strengths to achieve organizational goals.</i>	

Professionalism	<i>Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.</i>	Professionalism occupies its own grade category.
Teamwork	<i>Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.</i>	The teams you are organized into mimic the operations of an industry studio. The habits you build will stay with you, so build good ones, relate to everyone as a human being and fellow collaborator.
Technology	<i>Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.</i>	The film we are creating in this class is created digitally, in software, on computers. We endeavor to understand all the ways this progresses our approach.

UNIVERSITY POLICIES

Diversity 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.*

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

Writing Center: You are encouraged to use the Writing Center (in Robert Bell 295 during weekdays, Bracken Library First Floor West in the evenings, or online during any of our regularly scheduled hours) to get additional feedback on your writing. The Writing Center offers free planning, feedback, and accountability sessions (in person and online) to all students composing essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. To schedule a free appointment to discuss your writing, go to <http://www.bsu.edu/writingcenter>. Online and in-person appointments are available; however, plan ahead because appointments book quickly!

The Learning Center: offers free tutoring for many courses. We also provide writing and study skills tutoring. Students can make appointments for virtual (Zoom) or in-person (NQ 350) appointments. To make an appointment, visit my.bsu.edu and click on "Navigate" in the Additional Tools section, or just go directly to <https://bsu.navigate.eab.com>. You can also download the Navigate Student app. The Learning Center also has drop-in tutoring (no appointment necessary) for math, chemistry, and biology. Check our website for more information. 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.

For more information about all of our programming visit www.bsu.edu/learningcenter or call 765-285-1006. Email us at learncenter@bsu.edu. Follow us on Instagram and X: BallStateLC

The Counseling Center offers free and confidential services to all students. The Counseling Center is located in Lucina Hall, Room 320. To schedule an appointment, you can contact us at 765-285-1736. Ball State now also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line

is a mental health resource for those who are struggling with any mental health concerns, including thoughts of self-harm and/or suicide.

At the Ball State Counseling Center, we see students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, and depression. At your first appointment, you will work with a therapist to create a plan that will connect you with resources that best fit your needs. We assist students with getting connected to therapy at our Center as well as connecting students to self-help resources, other on-campus resources, and community-based resources. All Ball State students also have access to several on-demand, self-help resources through a variety of different platforms. All of these resources, including a direct link to our website, can be found [here](#).

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

Financial Wellness: provides free and confidential financial education services to all students. Our mission is to help you take control of your finances and achieve your financial goals. We are located in Lucina Hall, Room B32, and can be reached at 765-285-3939 or via email at financialwellness@bsu.edu. Our services include personalized financial coaching, workshops, and resources on topics such as budgeting, debt management, financial aid literacy, credit building, and planning for your future. We also provide tools to help you tackle your eBill, navigate student loans, and make informed financial decisions. Whether you're looking to create a budget, reduce financial stress, or set a path toward financial freedom, our team is here to support you. To learn more or schedule an appointment, please click our link here [Financial Wellness Appointment Link](#) or reach out directly.

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

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.”

COMMON COLLEGE CLASS ETIQUETTE

You’re an adult; act like one. You may not feel like a responsible person yet, but your professors will assume that you are (and should be able to). So act accordingly.

Attend Class. Skipping class once or twice a semester is okay, but don’t let it become a habit. Life happens. In some cases (the flu), it’s actually much better to stay home and stop an epidemic at the source: you. In the midst of late night partying and playing Fortnite with your bros, however, skipping class can become a nasty habit. Yes, it’s disrespectful to the professor, but you’re really hurting yourself and your wallet. Don’t waste thousands of dollars on your education so you can sit in your dorm and play video games. Better yet, don’t waste moments in your life that can’t be replaced. Now, before you say, “I don’t waste moments – that’s WHY I play video games!”, remember: You’re in school, you signed up for this, and you’re only short-changing yourself and your future.

Arrive on time. When you arrive late to class, it creates a big distraction for the professor and your classmates. Practice the art of punctuality by arriving a few minutes early.

Come to class prepared. Coming to a lecture prepared is a matter of showing respect, and it helps you get the most out of class. The professor has spent a lot of time preparing to teach, so reciprocate by coming prepared to learn. Do the reading and have your assignments finished before class. Take notes!

Be Present and Engaged. Walk into class with your body and your mind. “My parents made me come” “I know all this already” “I hate this time slot” “this class is interfering with my freelance” “that’s not my style”. All these statements tell the professor you’re a poor time investment, and it’d be better to move to the next student. If school is in your way, quit. Succeed in the real world. If you’re too scared to quit school, then you belong here.

Don’t work on other classwork during class. If you’re in 3D Animation class, don’t work on 2D animation. If you’re in 2D Animation class, don’t work on 3D animation.

Check your email. Students neglecting email has become a big problem. Your professor will likely communicate class changes or cancellations via email. So be sure to check it regularly.

Turn off the smartphone. By texting, tweeting, and engaging in all other forms of smartphone fondling, you’re telling the professor that the class material is not as important as how many likes your Facebook pic of breakfast is (“Check it! IHOP has a pancake with a smiley face on it!”). You’re not fooling the professor whenever you hold your phone in your lap and under the desk. Staring at your crotch and smiling isn’t normal behavior. If you need to have your phone on for an emergency (wife’s giving birth, parent’s on deathbed), let the professor know in advance and set your phone to vibrate. Leave the classroom before taking the call.

Don’t surf the internet during class. First, by not paying attention to the professor, you’re showing them disrespect. Second, surfing the web during class can distract your classmates sitting in view of your screen. It’s hard to pay attention to a lecture about UV Mapping when the guy in front of you is scrolling

through enticing headlines on BuzzFeed (“11 Thoughts We’ve All Had During Freshman Year Of College!”).

Take part in the discussion. Many of your classes rely heavily on discussion. In fact, a part of your grade may depend on your “classroom participation.” Besides helping your grade, taking part in classroom discussion is just good manners, good learning, and a daily test of your knowledge. Don’t be afraid to disagree with the professor. They are not angels or demons. Besides, *well-considered* (not poorly-considered) dissent in the classroom makes learning interesting and engaging.

Try hard not to fall asleep. No professor wants to look out and see rows of comatose students. Honestly, when it’s right after lunch and the classroom is warm, it can feel like someone shot you in the neck with a tranquilizer-dipped blow dart; keeping your eyelids open can seem nigh impossible. Just do your best.

Don’t dominate the discussion. While you should take part in classroom discussion, don’t dominate it. First, you’re denying your classmates an opportunity to participate. Second, by raising your hand and offering a soliloquy after every question your professor asks, you’ll come off as “gunner,” “know-it-all,” or “teacher’s pet” (or all of the above). No one likes that guy.

The same goes with asking questions. You certainly shouldn’t be afraid to speak up if you don’t understand something, but don’t constantly raise your hand with question after question. Your professor has a schedule of topics to hit during the lecture. By asking an inordinate amount of questions, you’re throwing a wrench in that plan. Also, excessive question asking can get on the nerves of your fellow classmates. If you have a lot of questions, respect your professor’s and classmates’ time by taking them up with your prof after class or during his office hours.

Respect your professor’s time. Professors will often linger after class a bit for students to ask questions. If you have a question, feel free to approach your professor, but don’t monopolize their time. This isn’t the place to ask them about their complete thoughts on Plato’s dialogues. They likely have other things they need to be doing, and there might be other students who’d like to talk to them as well. If you feel like you need to continue the conversation, visit them during office hours.

When you do visit your professor during office hours, respect their time by coming prepared with specific questions. Don’t just show up and say, “I was just thinking…” thus forcing the professor to spend 30 minutes figuring out exactly what you need help with. Be sure to respect your time slot. If you have a 30-minute window, don’t ask another complex question 29 minutes in.

Don’t get upset if your professor doesn’t answer your emails right away. You’re not the only student who has questions and they have a life outside of class. Answering your desperate 11PM email plea will deprive them of time to sit by the fire smoking a cigar, reading a giant book, gently brushing his tweed jacket, and stroking his goatee. That’s what professors do at night, right?

Don’t put your stuff away until class is actually over. No matter how long your class is scheduled for – whether 60 or 90 minutes – that’s how long your class is. Not 55 minutes. Not 85 minutes. Don’t start packing away your stuff five minutes before class. This has become a plague in classrooms today. It’s a distraction to your classmates and rude to your professor. Wait until the professor says “see you tomorrow”, “class dismissed”, “get out”, or “I don’t wanna see your faces anymore!”. If you need to leave early, let the instructor know in advance – that’s a common courtesy.