San José State University  
Design Department  
ANI 199-01-04, ANI Senior Project, Spring 2016

Course and Contact Information

Instructor: John Clapp, Thomas Esmeralda, Raquel Coelho, Tom Austin

Office Location: ART 219 / 225 / 223 / 222

Telephone: (email only please) / 408-924-4661 / 415-613-1243 / 408-892-1421

Email: jdclapp@gmail.com / Thomas.esmeralda@sjsu.edu / Raquel.coelho@sjsu.edu / tomcaustin@yahoo.com

Office Hours: Clapp: T/TH, 11am-12pm by prior email arranged appointment.  
Esmeralda: 3:00-3:30pm M, 9-9:30am F by appointment  
Coelho: 11:30-12:00 M, 8:30-9:30 a.m. Fri.  
Austin: 11:30-12:00 T/Th, 1-1:30 Fri.

Class Days/Time: F: 9:30 a.m. - 3:10 p.m.

Classroom: ART 243 / 218 / 224 / 222

Prerequisites: ANI 198; Allowed declared ANI major only

Class Messaging

Important course materials such as the syllabus, major assignment handouts, etc. may be found on the class Yahoo Group site. (Same as last semester) http://groups.yahoo.com/SJSU_2016_BFA_AI. All A/I students are also expected to join and monitor http://groups.yahoo.com/groups/SJSU_Animation_Illustration for important announcements to our majors. Students are responsible for regularly checking email for class messages.

Course Description

ANI 199 B.F.A. Senior Project is the second of a two-course sequence that constitutes the capstone for the BFA in Art: Animation/Illustration. Students will undertake and complete assignments that demonstrate professional competence in their area of concentration. Students will also be required to contribute to group projects (film and game), which will require committed, collaborative work during all phases of production.

Learning Outcomes

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will:

1. Demonstrate professional competence via an individual, comprehensive portfolio or reel and in a public exhibition in one of the following four areas: Visual Development, Story, Modeling, or Animation.
2. Follow through a complex visual project in their discipline, in a manner similar or equivalent to standard industry workflow and practice, and at a similar level of quality.

3. Solve complex illustrative, modeling, animation, or story projects requiring significant research, critical analysis, and high-level visual communication and design skills.

4. Self-manage their time, efforts, and skills while working on complex multi-stage projects in such a way as to meet all deadlines with acceptable work.

5. Self-evaluate their work, and their strengths and weaknesses as they relate to studying visual development, animation, story, or modeling.

Required Texts/Readings

Textbook

There is no required text for this course, however students are expected to consult various books, websites and blogs as needed to supplement their education.

Other Suggested Readings

All widely available at libraries and bookstores:

Mindset, Dr. Carol Dweck, ISBN 345472322
Talent Is Overrated, Geoff Colvin, ISBN 9781441605368
The War Of Art, Steven Pressfield, ISBN 978-1-936891-02-3

Other equipment / material requirements

Students are expected to have an available laptop (PC or Mac) with some kind of tablet drawing ability or a Wacom equivalent device. Regardless of platform or input, the laptop should be well-prepared for high-end graphics processing.

See class supply list on first day of classes for further information.

Library Liaison

For assistance in finding library resources, you may consult: http://libguides.sjsu.edu/animation
and/or contact MLK Librarian Teresa Slobuski.
(teresa.slobuski@sjsu.edu, or 408-808-2318.

Room / Lab Rules

In addition to the standing rules that apply to all ANI rooms and computer labs, the BFA lab is exclusive to BFA students. Other students must have faculty approval to work in the BFA lab.

Course Requirements and Assignments

The primary goal of this course is to prepare students—in their final academic semester—for their professional career that will commence post-graduation. At this level, the goal of the instructors is to make ourselves superfluous to your decision-making as you transition into inexperienced professional status.

There will be weekly assignments, in-class assignments, mentoring, required readings, and events to attend. Additionally, as the ANI graduating class, you are expected to participate and conduct yourself in a way that serves as a positive role-model at all times for lower level students within the major. Students are expected to take notes on all classroom discussions and participate appropriately.
Students will complete all assignments and have assembled them as a demo reel or portfolio at the end of the semester. Not every assignment needs to be included in the final reel or portfolio, but that should be the student’s aim. Both weekly assignments and the final demo reel/portfolio will be graded, as well as participation in class. Students are expected to complete and hand in every assignment for the course. Deadlines for assignments will be strictly observed.

**Grading Policy**

Students will be held accountable for meeting all deadlines with acceptable work. Directions given in class and for assignments must be followed accurately or grades will be lowered accordingly. Late work will not be excepted unless the instructor has given prior approval. Students are responsible for completing all work assigned during any absences, and absent students must make arrangements for their work to be turned in (on due date) and criticism recorded, by another student. No extra credit projects will be accepted for this class.

Class participation will be assessed and includes active engagement in critiques, intelligent questioning, peer mentoring, and proactive learning behavior.

Obviously, the quality of the work, both conceptually and its final execution, is the primary component of the grade; but as mentioned above, the student’s grade is also determined by their professional attitude, their conduct, their work ethic, and their ability to meet their deadlines and the educational challenges posed by the assignments. Above all, students are graded on the intelligence they demonstrate while they pursue, question, attempt, evaluate, struggle, succeed and/or fail at their assignments.

While it is technically possible to pass this class with a grade as low as a D-, students should be aware that grades below the “B” range demonstrate a concerning lack of effort and are not considered even marginally adequate for pursuing a career in the entertainment or game industries; they also forecast poor professional prospects within our industry post-graduation. Students receiving grades of C+ or lower should therefore be on notice that their work as completed is barely adequate to graduate and better efforts are necessary if they are to pursue this field as a career. They may want to begin planning for a career path outside our industry.

Note that “All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades.” See University Policy F13-1 at http://www.sjsu.edu senate/docs/F13-1.pdf for more details.

Grades may be reviewed privately at any time by arranging a meeting with the instructor. If you want to know your grade—ask.

Late work due to class absence, or any other reason, will not be accepted for grading without prior authorization from the instructor well in advance of deadlines and only for reasons that conform to professional standards. Students are responsible for completing all work assigned during any absences, and absent students must make arrangements for their work to be turned in (on due date) by another student. If a student is given criticism or correction by a faculty member or professional guest, those changes are to be incorporated within one week. If an absentee student turns in work, they should make arrangements with another student to take notes for them in regards to criticisms they need to address.

Students should expect that some assignments will continue to receive criticism requiring further work on their part for several weeks, or even months, past the original deadline for the project. Failure to incorporate such changes into their work will result in the work being considered “unfinished” in regards to grading.
STUDENTS ARE SOLELY RESPONSIBLE FOR MAINTAINING BACKUP FILES OF ALL OF THEIR ASSIGNMENTS.

“Incomplete” grades are only given rarely, and only in the event of compelling personal or family emergencies and/or crises. If you do receive an incomplete you will have to complete the work on your own and have one year to submit all final materials for consideration or your grade will revert to an F.

**Effort & Participation (critiques, peer collaboration, etc.): 10%**

**Assignments: 40%**

**Final Portfolio or Reel as submitted for your capstone exhibition: 50%**

Grading Percentage Breakdown
93.34% and above = A
93.33% - 90% = A-
89.99% - 86.67% = B+
86.66% - 83.33% = B
83.32% - 80% = B-
79.99% - 76.67% = C+
76.66% - 73.33% = C
73.32% - 70% = C-
69.99% - 67.67% = D+
66.66% - 63.33% = D
63.32% - 60% = D-
59.99 and below = F

Please note:
A = Excellent or Superior work; work of a top professional standard
B = Above Average; Respectable effort or results, with relatively minor flaws or corrections necessary.
C = Average; More effort necessary on the part of the student, obvious flaws, obvious corrections necessary.
D = Below Average; Poor effort and results
F = Failure; Exceptionally Poor effort and/or results.

Students should expect and plan their schedules to accommodate significant “homework” periods after each class session. Students are expected to bring and maintain prepared materials and be ready to work at the beginning of—and throughout—each class session. Failure to do so will affect one’s grade. It is always the student's responsibility to be prepared for class even if absent from the previous class.

Students will receive significant homework assignments every class, with potentially even assignments via email during the week. Several assignments may ultimately overlap at times, and students should expect a considerable amount of work in their final semester.

A final critique will be held on the final exam day in the usual classroom at the time and date indicated by the university final exam schedule. Please consult the sjsu.com website to reserve those times in your calendar immediately.

For further information about classroom activities, please refer to any handouts distributed for assignments. (Available on the class Yahoo Group.)
Classroom Protocol

All Animation/Illustration students are expected to conduct themselves in a professional manner at all times.

Whether in class or working after hours, students must respect the facilities and fellow students and are expected to present themselves and their work in a clean professional manner. Students will be held accountable for both classroom participation and contributing to the creation of a positive atmosphere for education.

Classes and events are to be treated as business appointments and students are expected to be in attendance, fully prepared, and on time. Fully prepared means having all necessary materials needed to work on class projects, having prepared according to instructions, and having made significant progress on assignments from the previous class. Failure to accomplish any of the above will significantly lower your grade.

The occasional absence is unremarkable, but if an absence is unavoidable, students are expected to notify the instructor immediately, and contact their peers to both turn in work on the due date and stay current with class assignments they may have missed.

Cell phones should be silent and should not be utilized during class unless otherwise directed. Students should refrain from eating food others can smell. At the end of classes, students are expected to leave the classroom cleaner than they found it, push in chairs, etc. During breaks and immediately before and after class, students should be conscious of the overall noise level in the room and try to minimize it in order to allow for the private instructor/student conversations that often occur.

Finally, students should maintain an awareness of the safety of their surroundings, belongings, and classmates. In particular, when working in the building and entering or leaving after hours, students should accompany one another in the interest of safety or call the University Police for an escort. Report any suspicious persons or behavior to the University police at 408-924-2222 or by picking up a blue emergency phone.

University Policies

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s Catalog Policies section at http://info.sjsu.edu/static/catalog/policies.html. Add/drop deadlines can be found on the current academic year calendars document on the Academic Calendars webpage at http://www.sjsu.edu/provost/services/academic(calendars)/. The Late Drop Policy is available at http://www.sjsu.edu/aars/policies/latedrops/policy/. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the Advising Hub at http://www.sjsu.edu/advising/.

Consent for Recording of Class and Public Sharing of Instructor Material

University Policy S12-7, http://www.sjsu.edu senate/docs/S12-7.pdf, requires students to obtain instructor’s permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings
are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
- It is suggested that the greensheet include the instructor’s process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
- In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

In the event of visiting industry guests, recording (photo, video, sound) are expressly forbidden unless specifically discussed beforehand.

Academic integrity
Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The University Academic Integrity Policy S07-2 at http://www.sjsu.edu/senate/docs/S07-2.pdf requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The Student Conduct and Ethical Development website is available at http://www.sjsu.edu/studentconduct/.

Campus Policy in Compliance with the American Disabilities Act
If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at http://www.sjsu.edu/aec to establish a record of their disability.

Accommodation to Students’ Religious Holidays
San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See University Policy S14-7 at http://www.sjsu.edu/senate/docs/S14-7.pdf.

Student Technology Resources
Computer labs for student use are available in the Academic Success Center at http://www.sjsu.edu/at/asc/ located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.
SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Salvador, in the Health Center across from the Event Center Ticket Office, on the 3rd floor. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at http://www.sjsu.edu/counseling.

Syllabi

For Syllabi for the different sections, consult the individual instructor.