



Walters State Community College Course Syllabus

Course Information

Course Number and Name: DIGM 1800 Princpls of Digital Animation

Section ID: 81405.202380

Semester and Year: Fall 2023

Credit Hours: 4

Start Date: August 21, 2023

End Date: December 08, 2023

Course Format: CON - Conventional Methodology

Catalog Course Description: Introduction to the fundamentals of animation and 3D industries. Through studio lecture and studio application, students will gain an understanding of animation production.

Meeting Details: TR; 12:45PM - 03:45PM; CCEN 214

Course Drop Deadline: October 27, 2023

Instructor Information

Name: Laura Osteen

Role: Instructor

Office Location: CCEN 205

Office Hours: Posted on Elearn Content Section

Office Phone: 423-585-2632

Email: Laura.Osteen@ws.edu

Supervisor Name: Amy Evans

Supervisor Phone: 423-318-2574

Secretary Name: Debbie Williams

Secretary Phone: 423-585-6947

Required Textbook(s) and Materials

Thumb Drive or OneDrive Cloud Storage

No books required

Student Learning Outcomes/Objectives

- Students will demonstrate a general knowledge of animation software including 2D and 3D pipelines
- Students should be able to present finished projects and exercises while demonstrating a high attention to detail and motion
- Students will be able to use correct nomenclature when presenting finished projects and exercises
- Students will be able to evaluate their own work and the work of others through critique
- Course will introduce students to the basic digital media and animation terminology
- Course will introduce students to production workflows from conceptualizations to final products.
- Course will encourage students to be knowledgeable of industries related to various animation applications
- Students will create finished work appropriate for an introductory and/or their own skill level

Instructional Approach and Methods

You are responsible for keeping track of your work. I strongly recommend using a portable hard drive and archiving your work in multiple locations. Lost work or storage media is not a valid excuse. I am not grading how hard you worked, I am grading the results of that work. And I can't grade it if you can't turn it in to me. So be diligent about backing up your work.

Also, hard drive space is cheap. Save iterative versions of your files obsessively. Nothing hurts worse than working for 4 hours on an important project only to lose it when the program crashes. I will offer consolations, but that will not bring your work back. Don't keep saving over Art.jpg. Save it as

Art_01.jpg and Art_02.jpg. I have had files that exceed 1000 iterative saves. You can always delete them later. But if you save over a good file with a bad file, you can never get it back.

This course can be labor and time intensive and working in the software is the only way to get good at something. There are no shortcuts to this.

Your grades will be based on a percentage of possible points available for each assignment. You can earn points by doing exercises, homework, and projects throughout the semester. Participation and effort may be used as a determining factor for a borderline grade.

Your grades will be updated regularly on D2L. It is up to you to keep track of your grade, so check it regularly and come to me if you have any questions or concerns. If you feel that there is an error in your grade you must notify me immediately. The end of the semester is too late to express a concern.

Art is not made in a vacuum. As part of your participation in this class, we will be reviewing your work, and making suggestions on how to improve it. This is not a personal attack; it is part of the creative process. You need to learn to use the feedback you receive and not see it as a personal attack. Critique is also crucial in the development of your creative vocabulary.

Assessment, Evaluation and Testing Procedures

The work you complete in this class will be divided into two different categories.

Projects (70% of your final grade) – Projects are the larger assignments that will require thorough planning and multiple days or weeks to complete. These assignments are designed to help you develop finished quality pieces and improve your time management.

Exercises (30% of your final grade) – Exercises are the small assignments that will require a day or two of work. Although they will be challenging in their own right, they will carry less weight in your final grade than the projects.

Projects are 100 points each and will be graded and weighted according to their complexity. Project critiques will be factored as 20% of the project grade.

All exercises and major projects must be original and the instructor must see development of work during class work days. Any project submitted for critique (on the due date) that was not recognized during class work days will receive a maximum of 50 points for the project.

I also grade with a specific criterion that fluctuates with each project and exercise but can include:

- The basic assignment is met
- The technical elements discussed in lecture was used
- How creative or original is the idea/execution
- The effort/motivation that is shown by the individual
- Professionalism

You can view the rubrics section found on elearn for specifics based on each project or exercise

There are also many chances to earn extra credit throughout the class. Completing the research paper and discussions is one example.

Grading Scale

A	90-100
B	80-89
C	73-79
D	63-72
F	0-62

A = I'll never wash my eyes again...not that I really wash my eyes. But you get what I mean. This grade means you are creating professional quality work. This is not what you get for completing the minimum requirements; this is what you get for exceptional work.

B = This is a grade you should be proud of. You exceeded the average and created some great work that could still use some improvement.

C = This is average. This is not a punishment grade. It means you met the requirements, but it could still use a reasonable amount of work before it meets a professional standard. Keep in mind, if you are transferring, you must receive at least a C for it to count toward your degree.

D = This is below average. You only partially met the minimum requirement for the project, did not fully execute the assignment, or completed the assignment at a low quality. A grade of D is not a personal attack, it is a favor. It is a sign to you that this quality of work will keep you out of the industry, and if you want to get a job you need to improve and work harder. It is better to hear it in a grade than an interview. So, you are welcome.

F = This grade means you failed to meet the requirements of the assignment. The reasons can vary from a lack of understanding of the material to a lack of effort or insufficient time put into the work. If you receive an F on any assignment, you should come to me to discuss it. It is rare to see a student get an F on one assignment and an A on the next. So, an F is an indicator to you that you are not grasping something crucial and you should take the initiative to work that out with your instructor.

Work is due at the beginning of the class. You shouldn't have to be prompted to put your files up on elearn or OneDrive, and the class shouldn't have to wait for you to upload a 5-gig file for critique.

Late work will not be accepted. If you have to miss class on a day that the work is due, you should let me know before you miss the class, not after.

You will only be permitted to resubmit any work for a higher grade if it was turned in on time the day it was due. It is not required but I encourage you to resubmit your work for a better grade. Just because the project is over doesn't mean that the work is complete. This work will eventually go into your portfolio. And if you put forth the initiative to improve a weak (or even a strong) project, it will reflect in the quality of your work. And since my personal goal is to turn you all into amazing concept artists, I will also allow it to reflect in your grade. But it is up to you to let me know you have revised the work and would like to have it reconsidered for a higher grade.

Your grades will be based on a percentage of possible points available for each assignment. You can earn points by doing exercises, homework, and projects throughout the semester. Participation and effort may be used as a determining factor for a borderline grade. Your artistic skill is *not* a factor.

Your grades will be updated regularly on D2L. It is up to you to keep track of your grade, so check it regularly and come to me if you have any questions or concerns. If you feel that there is an error in your grade you must notify me immediately. The end of the semester is too late to express a concern.

Assignments

Projects:

- Vehicle Animation
- Breakfast Animation
- Robot Project

Exercises:

- Bridge Construction

- Car Animation
- Animation/Profession Paper
- 2D Exercise
- Bouncing Ball
- Your deep dive Exercise

Chances for extra credit:

Discussions:

- Introduce yourself
- 2D Animation
- Pro and Cons of Pose to Pose
- Character Animation

Papers:

- Animation Research Paper

and more.

Class Participation

Attendance is mandatory for each class.

You are allowed two (2) absences that are excused per semester. Any additional absences will result in your class grade being reduced by a full letter grade per absence unless the student has a written excuse for the absence. The sixth (6) absence will result in failure of the entire course.

This is the official policy, but in honest terms, it is usually self-enforcing. If you miss a lot of class, you will not learn the concepts, you will not get the experience and practice you need to execute the assignments well, and you will turn in failing work as a result.

However, life is not predictable, so sometimes there are very valid reasons to miss a class.

What is an excused absence? There are two standard types:

- Type 1: You know ahead of time that, for good reason, you will have to miss class. You see or email me before the day of the absence and negotiate an excused absence, generally with some kind of appropriate written documentation.

- Type 2: Some emergency prevents you from getting to class. In this case, it's vital that you present some formal documentation that you had good reason to be gone — i.e., verification from an WS official that you were off campus on university business, or a written memo from a doctor, a cop, or other responsible party indicating that you were unable to make it to class for good reason.

That being said, should you email me and have open communication as to the reasoning behind your absence, most likely I will allow it as an excused absence. You must show that you are willing to make up the days classwork and turn in any work by the next class period. If a critique or lecture day was missed you must watch the recorded video to get caught back up on what was missed.

Remote Attendance Options

If for some reason you cannot attend in person and will be attending remotely (either due to sickness or other such reason) I must be made aware asap. As this class is a conventional on ground course, **you must have my permission to attend remotely** ahead of class time.

For Zoom attendance you must have both video and audio enabled in order to be considered present. This may mean having a webcam or phone with meeting capabilities. If you need to have two instances of Zoom running for this to be possible that is acceptable.

Critique Participation is also required.

Art is not made in a vacuum. As part of your participation in this class, we will be reviewing your work, and making suggestions on how to improve it. This is not a personal attack; it is part of the creative process. You need to learn to use the feedback you receive and not see it as personal. Critique is also crucial in the development of your creative vocabulary.

That being said, critiques are also not based on personal opinion.

Ex. I don't like the colors you chose because I don't like....

Instead, ensure you are using correct terminology from the course and keep critiques impartial.

Ex. Your color scheme feels too muted; your perspective is a bit off because..., etc.

Course and Class Policies/Procedures

I maintain a casual class. I like to have interaction and open discussion and I encourage you to create work that is expressive of who you are as a person. But there are some things that I will not permit in

the class in either speech or work. I will not accept the usage of any slang, slur, or derogatory terms or remarks about someone's race, gender, sexual orientation, or physical or mental disability. This is personally offensive to me, and you will be asked to leave the class.

Other Class policies to note:

- No surfing the internet, checking e-mail or messaging during class unless it is necessary for a project.
- No non-class materials loaded into the computers.
- No tobacco or Vapor products
- Computers in the labs are for educational purposes only. Do not play games during class time or you will be asked to leave to make space for others.
- Students or others who are not enrolled in this class will not be permitted in the lab during class time without the instructor's permission. Should you have someone with you that is helping you as an accommodation, please just let me know (whether for a learning accommodation or they are your ride home, I need to know).

Since we are still in a pandemic, please consider wearing a mask or other appropriate face covering to class if you feel unwell or have any symptoms. Wearing a mask that covers your nose and mouth communicates the care and respect you have for yourself, the care and respect you have for those you live with, and the care and respect you have for other members of this classroom community. The best evidence we have, from public health professionals, is that wearing masks is one of the best ways to protect against the spread of Covid-19 and other airborne illnesses.

Digital Media Lab Rules

- No food or drink except in designated zones.
- No disruptive behavior— please have respect for other users that are in the space
- No moving or removing equipment (monitors, mice, keyboards, etc.)
- ***Do not use the lab computers to copy or distribute copyrighted materials.***
- Do not use lots of machines to render upon if possible.

Additional Course Requirements/Details/Information

Join the Team with the link below. I will be posting updates, extra credit opportunities, class recordings, and other things to the Team. You may also use the team as a way to ask your peers and myself questions like, what was the homework? When is ____ due? It is also a great place to get early critique from your peers or myself or critique of personal work!

<https://teams.microsoft.com/l/team/19%3aWp5TuDW7OhijVyaNJST366Ous5G5cQbmEsaSFCzcakE1%40thread.tacv2/conversations?groupId=d3eecaef-40a6-4093-9e4f-5dd5246649f3&tenantId=2b6d1811-5ab9-4e22-8f3c-2a06e7ad1381>

I will also be streaming the class via Zoom and not Teams as the functionality works better for our class. Should you need to join remotely, the meeting will be posted on elearn but can also be found here:

Topic: Principles Zoom

<https://ws-edu.zoom.us/j/81509957207>

Meeting ID: 815 0995 7207

One tap mobile

+13052241968,,81509957207# US

+13092053325,,81509957207# US

Dial by your location

- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 876 9923 US (New York)
- +1 646 931 3860 US
- +1 301 715 8592 US (Washington DC)
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 408 638 0968 US (San Jose)

- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 689 278 1000 US
- +1 719 359 4580 US
- +1 253 205 0468 US

Meeting ID: 815 0995 7207

Find your local number: <https://ws-edu.zoom.us/j/kv5l2mFXo>

Academic Program Standards/Policies/Accreditation Information

Always keep and back up your work.

You are responsible for keeping track of your work. I strongly recommend using a portable hard drive and archiving your work in multiple locations, including on the OneDrive space that comes with your senators email. Lost work from storage media is not a valid excuse. I am not grading how hard you worked, I am grading the results of that work. And I can't grade it if you can't turn it in to me. So be diligent about backing up your work.

Also, hard drive space is cheap and you have 1TB of space from your Senators OneDrive. Save iterative versions of your files obsessively. Nothing hurts worse than working for 4 hours on an important project only to lose it when the program crashes. I will offer consolations, but that will not bring your work back. Don't keep saving over Art.jpg. Save it as Art_01.jpg and Art_02.jpg. I have had files that exceed 1000 iterative saves. You can always delete them later. But if you save over a good file with a bad file, you can never get it back.

Also, after you transfer to ETSU, and possibly other locations, you will be required to show the work that you have created in the Principles courses. This is the main way the ETSU Digital Media Department ensures that you are in the correct focus (Visualization, Visual Effects, Animation, Game Design). This could be you want to go into Game Design but you are more suited for Mesh Prototyping in the Visualization concentration or want to create 2D animations in the Animation Concentration (or that you should dabble in both due to your skills in that focus). This will keep you from taking courses that you might not enjoy or pass and is a way for you to communicate your goals to the instructors there.

Should you not have the work from the Principles classes when you get to ETSU you will have to start from scratch, so be aware. This can be either a blessing or curse, so make sure you have backups just in case.

Should you transfer to other locations, they may also need to see your work to gauge if your skill level is sufficient to skip their lower courses or to pass their higher courses. Saving your work will help alleviate the pressure of convincing them of your skills.

Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions). Plagiarism includes, but is not limited to the following:
 - a. Using cut/paste tool from original document with no references given.
 - b. Copying another student's work and submitting it as one's own.
 - c. Forging or otherwise altering signatures.
 - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
 - a. Utilizing old tests, projects, notes or written papers.
 - b. Providing unauthorized information to a fellow student about exam content.
 - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
 - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
 - e. Consulting with a classmate or others when taking a computerized test.
 - f. Disregarding other specific policies and procedures outlined for a particular class.

- g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
 - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

Student Resources

TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.walters.edu/academics/humanities/writing-lab)
[ws.edu/academics/humanities/writing-lab](https://www.walters.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.walters.edu/academics/mathematics/learning-lab)
[ws.edu/academics/mathematics/learning-lab](https://www.walters.edu/academics/mathematics/learning-lab)

TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](#)
helpdesk.ws.edu

STUDENTS WITH DISABILITIES SUPPORT SERVICES

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](#)
ws.edu/student-services/disability/

SUICIDE PREVENTION STATEMENT

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

College Policies

STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](#)
catalog.ws.edu/

[Walters State Timetable of Classes \(opens in new window\)](#)
ws.edu/admissions/registration/

PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

COURSE GROUND RULES

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

FINANCIAL AID

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a

student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](#)

ws.edu/home/

[Walters State Facebook page \(opens in new window\)](#)

<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](#)

<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](#)

ws.edu/set/

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

LEARNING MANAGEMENT SYSTEM

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy](#) (opens in new window).