MISSION STATEMENT

Miami International University of Art & Design is a multi-campus, career-oriented institution that provides students with academic preparation and practical skills through programs in the applied arts and design industries. The institution prepares its undergraduate students for entry-level positions and its graduate students for advancement in their chosen fields. The University is dedicated to fostering a culture that encourages creativity, research, and learning-centered endeavors.

COURSE SYLLABUS

Course Number:	MAAA309, FX4720
Course Title:	Portfolio Preproduction
Class Meetings:	**Mondays 1PM – 5PM, Room 232**
Session / Year:	**Fall 2017**
Instructor Name:	Krishna M. Sadasivam
Email Address:	krishna.at.ait@gmail.com
Telephone:	**813.393.5220**
Office Hours:	**posted on sivamstudios.com/ait**

Course Title: **Portfolio Production**

Course Description: This course prepares students for entry-level employment within the industry by assisting them with the development and presentation of a professional portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas such as conceptual thinking, design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies.

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Course Length: 11 weeks

Contact Hours: 44 hours

Credit Values: **3** credits

Estimated Homework: **20**   hours per week

Quarter Credit Hour Definition: A quarter hour of work is the equivalent of fifty (50) minutes of class time (often referred to as a "contact hour") of instruction per week over the entire term. The credit hour is the unit by which the university measures its course work. The number of credit hours assigned to a course quantitatively reflects the outcomes expected, the mode of instruction, the amount of time spent in class, and the amount of outside preparatory work expected for class. The working understanding is that for every hour a student spends in class, the student will be assigned two hours of work outside the class.

Prerequisite(s):   **Determined by Program Chair**

Learning Objectives:

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

Demonstrate craftsmanship (organization, neatness, precision)

      Exhibit solutions in a finished manner
      Exercise attention to detail

Develop, analyze, and refine creative concepts from initial idea as thumbnail sketches to final product

      Analyze and define creative challenges in message making

Select and apply appropriate visual elements

      Apply the design process to specific goal-focused problem solving

Utilize basic terminology and concepts of design and media

      Evaluate which media options may be most effective

Develop practical skills in design, scheduling, budgeting, leadership, production, and project documentation

      Select and apply various management strategies in business situations

Initiate creative solutions to graphic design challenges utilizing fundamental design principles.

      Create a design solution that communicates a concept

Apply time management skills to the development and production of projects

      Prioritize, budget time, and sequence tasks

Articulate and defend concepts

      Recommend and apply creative typographic solutions to design problems

Demonstrate effective verbal and visual presentation skills

      Initiate the selection of final portfolio pieces
      Exhibit solutions in a finished manner suitable for client presentation
      Evaluate and organize researched information for effective presentation

Critique and evaluate design solutions

      Develop and use critical thinking in the design process

Meet deadlines according to project specifications

      Select and apply various management strategies in business situations

Examine and differentiate personal and career goals

      Evaluate personal and professional skills and interests relative to their application in possible career paths

Present a portfolio and articulate strength

      Update resume and projects that reflect the individual's most marketable skills and qualities

Instructional Materials and Reference:

<u>Textbook(s)</u>:

Technology Needed: Either Window computers running XP or Macintosh computers running MacOS10.x with an Internet connection, printers, software including image manipulation, digital painting, 3D, & virus utilities. Students should have removable hard or flash drive for personal file storage.

Instructional Methods: (Instructional methods include, but are not limited to simulations, case studies, discussion, group work, questioning, presentations, journals, individual projects, etc.)

Grading Scale:	All assignments must have clear criteria and objectives. All students shall be treated equitably. It will be every student's right to know his or her grade at any reasonable time he or she requests it. The criteria for determining a student's grade shall be based on a percentage of total points, as follows:

93 – 100%   = A
90 – 92%   = A-
87 – 89%   = B+
83 – 86%   = B
80 – 82%   = B-
77 – 79%   = C+
73 – 76%   = C
70 – 72%   = C-
65 – 69%   = D+
60 – 64%   = D
0 – 59%   = F

**Student Evaluation /
Grading Policies:**   The following assignments, projects, and exams fulfill the learning objectives for this course:

Project 1	**30%**
Project 2	**30%**
Project 3	**30%**
Research Paper	**10%**
Total Percentage:	**100%**

Electronic Submission of Assignments: Any assignments submitted to the instructor as electronic attachments to an email are the responsibility of the student. Instructor will acknowledge the receipt of the email to the student within 24 hours of receiving it. If the student does not receive an acknowledgement within 24 hours it is the students responsibility to contact the instructor, otherwise it is assumed that the assignment has not been sent.

Students with Disabilities: The University provides accommodations to qualified students with disabilities. The Student Affairs office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at the University.

Students who seek reasonable accommodations should notify the Dean of Student Affairs of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical

documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Dean of Student Services to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs in Room. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

Attendance Policy:

The Art Institute of Campus is committed to learning-centered, hands-on instruction, which can only be accomplished when students attend class. There are no excused absences. The satisfactory explanation of an absence does not relieve the student from responsibility for the course work assigned and/or due during his/her absences. A student who does not attend class during the first week of school or starts late is still held responsible for his/her absences.

A student who is absent for *three cumulative weeks** will be withdrawn from the course and will receive a Withdrawal (W) grade during weeks 1 through 9 of an 11 week term and a Withdrawal/Fail (W/F) grade after week 9 of an 11 week term for that course (after week 4 of a 5.5 week Mid-quarter ground term) unless the student submits an appeal to remain in class that is accepted by the instructor and department director/dean. A student is allowed only one appeal per class. In other words, if a student submits an appeal and it is approved, the next absence will initiate a non-appealable withdrawal from the course. The Attendance Appeal Request Form may be found in the Registrar's Office.

It is your responsibility to stay in communication with your instructor about absences in order to stay current with assignments. **You are expected to spend the entire amount of scheduled class time in the classroom**. If you are dropped from the class and you have a documented mitigating circumstance, you may have the opportunity to appeal. It is your responsibility to ensure that your attendance in class is brought to the faculty member's attention if you arrive late.

Students who are not marked present in any of their scheduled classes for fourteen (14) consecutive calendar days before the end of the ninth week of the 11 week term (week 4 of a 5.5 week Mid-quarter ground term), will be withdrawn from the Institute and will receive W's (withdrawals, with no grade penalty), or if the withdrawal occurs after the end of the ninth week of an 11 week term (after week 4 of a 5.5 week Mid-quarter ground term) students will be withdrawn from the Institute and will receive WF's (Failures due to late withdrawal). Calendar days include days that the student does not have any scheduled class. All calendar days that the school is not in session (e.g., school closings and holidays) do not count in the fourteen (14) calendar days as well during the

active term. Students who have been withdrawn due to violation of the consecutive absence policy, but are still in good academic standing, if otherwise eligible, will be able to return the following term through the normal readmissions process. Students who have been withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing the academic dismissal.

Students are encouraged to make all schedule changes early in the first week of the quarter to minimize absences. Failure to sit in all classes during the first two weeks of school will result in termination from school for the quarter. Detailed information about scheduled adjustment periods can be found on the back of your official schedule or in the local Ai campus catalog.

If you are going to miss class, regardless of the reason, you should notify your instructor. You are responsible for gathering any information from the missed class period in a timely manner.

Ai Unearned F (UF) Grade Definition

Unearned F Grade: students who failed the course AND did not complete the final assignments in the course. Final assignment include, but is not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a "UF" grade on the transcript. The course's instructor will award this grade when appropriate.

Academic Honesty: The University does not tolerate plagiarism, cheating, copying or academic dishonesty in any form. Academic integrity policies apply to both the giver and receiver of information. Students who witness any act of academic dishonesty should report the incident to a faculty member, their Chair, or to another member of the University staff or administration immediately.

Saving Work: It is the student's responsibility to save his or her work. The student should save and verify multiple copies prior to leaving the classroom. The teacher is in no way responsible for work saved on the hard drives, nor is he or she required to give an extension on work improperly saved. Local and network drives at the University, including all computers in the labs, will be purged regularly and should never be used by students for long-term storage. These drives are available for student use during class and lab sessions, but all data will be deleted on a daily basis. Students are expected to backup all work. Loss, theft, and computer failure are not acceptable excuses for not saving work.

Reminders: Students wishing to withdraw from a course must do so before week nine. Students wishing to drop a course without penalty must do so the first week of class.

Library: The Libraries on each campus are one of the most important resources available to students while attending the University. The Library supports learning and encourages intellectual curiosity among students and faculty. The Library staff works in cooperation with faculty to help students develop the ability to find, evaluate, and use information in order to become lifelong learners. To fulfill this mission, the Library develops and maintains a quality collection of books, periodicals, audiovisual materials, and online databases. The Library provides access to remote resources through Internet access and cooperative agreements with other libraries.

WEEKLY CLASS TOPICS AND ASSIGNMENTS

WEEK 1

Overview:

- This week, students will continue to develop materials in their area of focus: 2D animator, 3D animator, 3D organic modeler, Technical Artist, 3D Environment Modeler, Hard Surface modeler, Storyboard Artist, or Character Designer.

- The syllabi and outcomes for the course will be discussed, including specific deliverables for each of the above areas of focus.

- Each student will have a mentor (other faculty members) who will serve as an advisor for the scope of work and sign-off on the student's weekly progress.

Weekly Objective:

- The student will understand the importance of research and its role in assessing work to be placed within a demo reel.

- The student will research at minimum 10 companies specific to their field of interest and understand the listed job requirements.

- The student will understand the importance and use of a production schedule and implement one for keeping track of their progress.

- The student will understand the requirements for presenting their work in a professional manner.

Reading Assignment
and/or Homework:

-                                Read Syllabus, print and sign Syllabus Contract, return to instructor at the beginning of class next week.

WEEK 2

Overview:

Students will continue working on their first project

Weekly Objective:

- Continue working towards completing first project

- Milestone checkpoint

Reading Assignment
and/or Homework:

Continue working on Project 1

WEEK 3

Reading Assignment
and/or Homework:

- Polish Project 1 – presentation next week!

WEEK 4

Overview: * First Presentation *

Weekly Objective:

- Hard surface modelers: 1st model presented (fully lit and textured)

- Environment modelers: 1st environment model presented (fully lit and textured)

- Organic modelers: 1st organic model presented (fully lit and textured)

- GAD character animator: 3 character unit animations (each unit animation wlll have an attack, idle, death cycle)

- MAA character animator: 1st 11-second animation due

- Storyboard artist: 1 production quality storyboard (minimum 10 panels per board) neatly mounted on black matte board. Boards should be fully inked and shaded.

- Technical animator: 1 fully rigged character - video format that shows off the full expressiveness and articulation of the rig.

Reading Assignment
and/or Homework:

- RESEARCH PAPER DUE NEXT WEEK, START PROJECT 2

WEEK 5

Overview:

TURN IN RESEARCH PAPER TODAY!

- Milestone Checkpoint

Weekly Objective:

- Continue working on Project 2 deliverables

Reading Assignment
and/or Homework:

- WORK on Project 2

WEEK 6

Overview:

Polish Project 2

WEEK 7

Overview: * Second Presentation *

Weekly Objective:

- Hard surface modelers: 1st model presented (fully lit and textured)

- Environment modelers: 1st environment model presented (fully lit and textured)

- Organic modelers: 1st organic model presented (fully lit and textured)

- GAD character animator: 3 character unit animations (each unit animation wlll have an attack, idle, death cycle)

- MAA character animator: 1st 11-second animation due

- Storyboard artist: 1 production quality storyboard (minimum 10 panels per board) neatly mounted on black matte board. Boards should be fully inked and shaded.

- Technical animator: 1 fully rigged character - video format that shows off the full expressiveness and articulation of the rig.

Reading Assignment
and/or Homework:

START PROJECT 3 DELIVERABLES

WEEK 8

Overview:

Milestone checkpoint

Reading Assignment
and/or Homework:

- Begin refining Project 3

WEEK 9

Overview:

- Milestone checkpoint

Weekly Objective:

- Continue working on Project 3 Deliverables

WEEK 10

Overview:

- Milestone checkpoint

Weekly Objective:

- Continue working on Project 3 Deliverables

Reading Assignment
and/or Homework:

Project 3 presentation next week!

WEEK 11

Overview: Final Presentation for ALL students

Portfolio Assessment

Weekly Objective:

- Hard surface modelers: 1st model presented (fully lit and textured)

- Environment modelers: 1st environment model presented (fully lit and textured)

- Organic modelers: 1st organic model presented (fully lit and textured)

- GAD character animator: 3 character unit animations (each unit animation wlll have an attack, idle, death cycle)

- MAA character animator: 1st 11-second animation due

- Storyboard artist: 1 production quality storyboard (minimum 10 panels per board) neatly mounted on black matte board. Boards should be fully inked and shaded.

- Technical animator: 1 fully rigged character - video format that shows off the full expressiveness and articulation of the rig.

NOTE: Syllabus contents and schedule may be subject to change at the instructor's discretion.

Portfolio Requirements:

Students taking Portfolio Pre-production will declare a specific focus in and provide a production schedule to accommodate their objectives. Projects will be due on Week 4, Week 7 and Week 11. Incomplete projects will be given the grade of ZERO. Two incomplete projects will result in failure within the course.

Students are required to find a faculty mentor to sign off on their weekly progress.

Students are expected to show up on time. Students who are late to class on presentation days will not be allowed to present their work and take a ZERO on the project.

A good demo reel will include excellent work. Some guidelines on how much work you should have for your Portfolio Presentation class are listed below.

Hard Surface Modeling deliverables:

6 fully textured models (assets, buildings, mechanical objects) with process work from concept to final. For hard surface scenes, up to five individual assets that make up the scene must be rendered individually in a video format to show the transition from wireframe / clay / textured / lit model. These can be compiled into one movie file. This is necessary to clearly see the topology for all the models in an unrestricted way.

• 3 models will be complete in Portfolio Pre-Production
• 3 models will be completed in Portfolio Production

Environment Modeling deliverables:

6 environments (interior / exterior) with process work (including references). The environments will be rendered as a fly-through showing the transition from wireframe / clay / textures / lighting - along with individual stills. Up to five selected assets that make up the scene must be rendered individually in a video format to show the transition from wireframe / clay / textured / lit model. These can be compiled into one movie file. This is necessary to clearly see the topology for all the models in an unrestricted way.

• 3 environments will be completed in Portfolio Pre-Production
• 3 environments will be completed in Portfolio Production

Organic Modeling:

3 character models (fully lit and textured) in Portfolio Pre-Production.
3 character models (fully lit and textured) in Portfolio Production.

Models will be placed on an environmental dais or platform that compliments / matches the character's world.

GAD Character Animation:

9 unit animations using a pre-existing, properly rigged character. Each unit animation will include 3 cycles - an attack cycle, a death cycle and an idle cycle that matches the personality and attitude of the character *(optional)* one lip-synch.

• 5 unit animations will be completed for Portfolio Pre-Production
• 4 unit animations will be completed for Portfolio Production

MAA Character Animation:

6 Character Animation pieces with a focus on ACTING and personality, incorporating the 12 principles of animation will be required for Character Animators. The animations can be all 2D or all 3D or a mix of both, depending upon the focus of the student.

• 3 11 second animations will be completed for Portfolio Pre-Production
• 3 11 second animations will be completed for Portfolio Production

Concept Artist:

A minimum of 6 projects - each of which will include:

At minimum:

10 character CONCEPT sketches - properly labeled and showing progression towards finalized design

finalized character (at least one character design, one 5-point turn-around (Front, 3/4 Front, Side, 3/4 back, Back) , a set of 6 DYNAMIC, clearly readable action poses, and a set of at least 14 facial expressions)

5 environment CONCEPT sketches - properly labeled and showing progression towards finalized design

finalized environment (one environment layout, which demonstrates mood, lighting, strong composition, positive / negative space, contrast, a clear focal point)

5 vehicle concept sketches, properly labeled and showing progression towards finalized design

finalized vehicle and vehicle turn-around (4 point turn-around: Front, Side, Back, 3/4 Front)

(The vehicle can be a creature, car, boat, ship, etc.)

finalized conceptual illustration featuring all three elements (character, environment, world) that properly communicate as a *visual narrative*. The finalized piece should demonstrate mood, lighting, strong composition, positive / negative space, contrast, a clear focal point.

Storyboard Artist:

A total of 6 Production boards will be required. Boards will showcase a variety of subject matter with specific focuses in the following areas:

atmosphere
dialogue
action
establishing shots

Boards will be fully inked and shaded and include captions. Each frame will measure 4" x 6" in size and occupy an approximately 11" x 17" space. Storyboards will be professionally mounted on black matte, printed at 300dpi CMYK. The matte board will be labeled as to its contents. The dimensions of the matte will include a 3/4" border on the left, top and right side with a 1" border on the bottom.

• 3 production storyboards will be completed in Portfolio Pre-Production
• 3 production storyboards will be completed in Portfolio Production
(each board must have a *minimum* of 15 panels per board)

Technical Animator:

6 full rigs will be required for the technical animator. Rigs will be shown in a video format and show off the full extent of the rig in terms of its expressiveness and articulation.

• 3 rig demos will be completed in Portfolio Pre-Production
• 3 rig demos will be completed in Portfolio Production

PLEASE NOTE: contents of syllabus are subject to change at the instructor's discretion.

NOTE: Syllabus contents and schedule may be subject to change at the instructor's discretion.

Graduation Requirements:

PLEASE see the GRADUATION REQUIREMENTS CHECKLIST =>

http://www.sivamstudios.com/ait/maaa419/Final_Portfolio_Deliverables.pdf

STUDENT / INSTRUCTOR CONTRACT (DUE AT THE
BEGINNING OF CLASS ON WEEK 2)

I, _____, affirm that I have received the syllabus for   Portfolio Prep
and Portfolio Production (FX4720, GADA409, MAAA309) for Fall Quarter 2017.
Furthermore, I have read the content of this document and understand that I will
be held accountable for the assignments and other required work for this class.

I confirm that I have received the following documents:

> MAAA309, FX4720 syllabus
> Class attendance policy
> Grading criteria
> Statement of Project dues dates and/or deadlines.
> Purchase requirements
> The topic for my research paper
> Overview of assignments and class schedule
> The website for the course assignments (http://www.sivamstudios.com/ait
>) and the instructor's contact information (krishna.at.ait@gmail.com)
> **In order to pass my senior portfolio class, I must earn a grade of C or
> higher on all of your cumulative work. As per the Ai Tampa grading scale,
> a C is equal to 73.0 %.**
> I understand that late work will not be graded and will result in a ZERO.

_____   _____
Signature   Date