**Ira A. Fulton Schools of Engineering**
**Arizona State University**

# Section 1: Course Overview

**Instructor:** Quest Rogers
**Email:** quest.rogers@asu.edu
**Office Hours:**

| |
|---|
| Office Location:  Virtual |
| UGTA Assistance Hours are posted weekly in Canvas. <br> All office hours for the Professor are by appointment (includes virtual meetings) |
| All Office Hours are Arizona Time (MST). |

**This class uses Zoom for Virtual Office Hours.**  You can learn more about downloading, registering and using Zoom here:  https://asu.zoom.us/

Virtual Office Hours are by appointment and arranged via email.  **All Office Hours are Arizona Time (MST).**

A computer with microphone or smartphone is required to participate. Virtual Office Hours will only use the screen-share, audio, and chat functions.  Student devices (webcam and microphone) will be automatically disable when joining each meeting.  Please remember to un-mute microphones before speaking.

## Course Description

The creative process of generating ideas, conceptualizing projects, planning, designing, story boarding, and presenting interactive multimedia products.

## Course Credit: 3

## Class Meetings

| Section(s) | Days | Time | Location |
|---|---|---|---|
| 20219 | Online | Online | Online |

#### Online/iCourse Classes

There are no specific meet times for the icourse/online sections of this class.  Students can log into your course via MyASU or https://my.asu.edu.

## Enrollment Requirements

Minimum junior standing; GIT 230 OR Applied Science (Graphic Information Technology) BAS or Applied Science (Internet and Web Development) BAS major.

# Textbook & Course Materials

**Class Textbook**

**The textbook is required,** and an essential learning tool given challenges of this class as well as the abbreviated course length.  See the online course Textbook and Software page for purchase information.

**Adobe After Effects CC Classroom in a Book (2019 release)**

● By Brie Gyncild & Lisa Fridsma
● Published 2019 by Adobe Press
● ISBN-13: 978-0135298640
● ISBN-10: 0135298644

**Required Software**

Students need regular and reliable access to a Computer, with either Windows or Mac operating systems that meets or exceeds the Hardware Requirements for Adobe Creative Suite.

**Students will need an external hard drive (not internal) with at least 20 gigabits of free space to work on projects.  This is mandatory!**

This course requires a computer with Internet access and the following:
• Web browsers (Chrome, Internet Explorer, Mozilla Firefox, or Safari)
• Adobe Acrobat Reader (free)
• Adobe Flash Player (free)
• Microphone (optional) and speaker
• **Microsoft Office (Word, PowerPoint)**
• **Adobe Creative Cloud 2019**

● **After Effects**        ● **Photoshop**

● **Illustrator**          ● **Media Encoder**

● **Bridge**              ● **Premiere**

## Course Objectives
● Design effects that support communication.
● Research and develop workflows to solve design problems.
● Apply principles of motion and story to generate visual solutions.
● Demonstrate understanding of project hierarchies.
● Conceptualize for computer graphics.
● Develop story/storyboards that communicate a central idea / theme.
● Analyze, prioritize, and sequence tasks.
● Integrate static, dynamic and audio assets into projects.
● Design using spatial and temporal interpolation.
● Critically evaluate projects.

- Define and develop for audiences.

## Student Learning Outcomes
- Initiate, design, develop and publish 3 unique client based projects.
- Employ graphic toolsets to create visual solutions to industry problems.
- Develop workflow solutions that accommodate project schedules.
- Incorporate peer ideas into each project.
- Deliver constructive, insightful feedback to peers.

# Section 2: Course Policies

## How to Succeed in this Course
- **Pace yourself!  Do not wait until the last minute to begin assignments!**
- Attend all of the face-to-face classroom sessions.
- Complete all pre-class preparation assignments and reading.
- Complete all post-class follow up assignments and reading.
- Participate in office/UGTA hours.
- Check your ASU email regularly.
- Log in to the course website at least once each week.
- Communicate with your instructor.
- Create a study schedule so that you do not fall behind on assignments.
- Utilize additional instructional videos that could be helpful for absorbing course content, including those from YouTube and Khan Academy.

## Grading

| Grade | Range |
|-------|-------|
| A+ | 97 – 100 |
| A | 93 – 96 |
| A- | 90 – 92 |
| B+ | 87 – 89 |
| B | 83 – 86 |

| Grade | Range |
|-------|-------|
| B- | 80 – 82 |
| C+ | 77 – 79 |
| C | 70 – 76 |
| D | 60 – 69 |
| E | 0 – 59 |

**Course Point Breakdown**

**Ground Section**

| | | |
|----|-------------|-----|
| 10 | Discussions | 110 |
| 7 | Assessments | 210 |
| 3 | Projects | 400 |
| | **Total** | **720** |

**Online Section**

| | | |
|----|-------------|-----|
| 10 | Discussions | 110 |
| 7 | Assessments | 210 |
| 3 | Projects | 400 |
| | **Total** | **720** |

**Ground Class Attendance:**  ~~There are 30 class meetings this semester.  Attendance is taken at the end of class.  Students earn 3.33 points per class for signing the attendance sheet after class is dismissed.~~

**Ground sections have been converted to iCourses for this class.** Due to COVID-19 attendance is not required. Ground students are required to stay home if they are not feeling well or believe they have been exposed to others that may have been exposed themselves or have fallen ill with the coronavirus. For updated guidance related to ASU's Novel Coronavirus policies and practices please visit:

**https://eoss.asu.edu/health/announcements/coronavirus**

## Submitting Assignments

All assignments, unless otherwise announced, MUST be submitted to the designated area of Canvas. Do not submit an assignment via email.

## Late or Missed Assignments

**This class does not accept late work. Please be prepared to submit your work on or before the due dates.** Life events befall all of us. When possible speak with the Professor **BEFORE DEADLINES** to work through potential accommodations.

Accommodations will be made for religious observances provided that students notify the instructor at the beginning of the semester concerning those dates. Students who expect to miss class due to officially university-sanctioned activities should inform the instructor early in the semester. Alternative arrangements will generally be made for any examinations and other graded in-class work affected by such absences. The preceding policies are based on ACD 304–04, "Accommodation for Religious Practices" and ACD 304–02, "Missed Classes Due to University-Sanctioned Activities."

## Drop and Add Dates/Withdrawals

This course adheres to a compressed schedule and may be part of a sequenced program, therefore, there is a limited timeline to drop or add the course. Consult with your advisor and notify your instructor to add or drop this course. If you are considering a withdrawal, review the following ASU policies: Withdrawal from Classes, Medical/Compassionate Withdrawal, and a Grade of Incomplete.

## Grade Appeals

Grade disputes must first be addressed by discussing the situation with the instructor. If the dispute is not resolved with the instructor, the student may appeal to the department chair per the University Policy for Student Appeal Procedures on Grades.

## Course Evaluation

Students are expected to complete the course evaluation. The feedback provides valuable information to the instructor and the college and is used to improve student learning. Students are notified when the online evaluation form is available.

## Syllabus Disclaimer

This syllabus is to be used as a guideline only. The information provided is a summary of topics to be covered in the class. Information contained in this document such as assignments, grading scales, due dates, office hours, required textbooks are subject to change. Students will be notified accordingly.

# Section 3: Class Schedule

## Schedule Overview
See the schedule addendum posted in Canvas.

## Weekly Schedule
See the schedule addendum posted in Canvas.

# Section 4: University Policies

## Classroom Behavior
Cell phones and pagers must be turned off during class to avoid causing distractions.  The use of recording devices is not permitted during class.  Any violent or threatening conduct by an ASU student in this class will be reported to the ASU Police Department and the Office of the Dean of Students. See SSM 104–02, "Handling Disruptive, Threatening, or Violent Individuals on Campus."

## Academic Integrity & Copyright Laws
One of the core topics of this course is academic integrity.  You will be discussing it further throughout the course.  ASU expects and requires all its students to act with honesty and integrity, and respect the rights of others in carrying out all academic assignments. Fulton Schools of Engineering takes academic integrity VERY seriously. The Fulton Honor Code will be discussed during a future class.

Students in this class must adhere to ASU's academic integrity policy, which can be found at https://provost.asu.edu/academic-integrity/policy). Students are responsible for reviewing this policy and understanding each of the areas in which academic dishonesty can occur. In addition, all engineering students are expected to adhere to both the ASU Academic Integrity Honor Code and the Fulton Schools of Engineering Honor Code. All academic integrity violations will be reported to the Fulton Schools of Engineering Academic Integrity Office (AIO).  The AIO maintains record of all violations and has access to academic integrity violations committed in all other ASU college/schools.

Course content, including lectures, are copyrighted materials and students may not share outside the class, upload to online websites not approved by the instructor, sell, or distribute course content or notes taken during the conduct of the course (see ACD 304–06, "Commercial Note Taking Services" and ABOR Policy 5-308 F.14 for more information).

You must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

## Plagiarism

Although ASU encourages collaboration between students, and faculty, in the sharing of ideas and experiences, individual work needs to represent the student's original thought and be distinguishably different from other students' work. Copying from other people's work in part or in whole will result in a ZERO grade for the whole work. Recurring plagiarism will result in obtaining an XE and reporting each student's misconduct.

## Threatening Behavior Policy

Students, faculty, staff, and other individuals do not have an unqualified right of access to university grounds, property, or services (see SSM 104-02). Interfering with the peaceful conduct of university-related business or activities or remaining on campus grounds after a request to leave may be considered a crime. All incidents and allegations of violent or threatening conduct by an ASU student (whether on- or off-campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students.

## Harassment and Sexual Discrimination

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited.  An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university.  If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/faqs.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence.  ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish to discuss any concerns confidentially and privately.

## Disability Resources

Any students who have special needs or need accommodations in this course are encouraged to communicate with me as soon as possible to make appropriate arrangements for these accommodations. The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. One element of this legislation requires that all qualified students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation please contact the Disability Resource Center (DRC) at ASU Polytechnic located in Student Affairs Quad # 4 or call 480-727-1039 / TTY: 480-727-1009. Please note that students who may need accommodations must register with the ASU Disability Resource Center

and provide documentation of that registration to the instructor. Eligibility and documentation policies online: http://www.asu.edu/studentaffairs/ed/drc/

## Technical Support

- This course uses Canvas to deliver content. It can be accessed through MyASU at http://my.asu.edu or the Canvas home page at https://myasucourses.asu.edu
- To monitor the status of campus networks and services, visit the System Health Portal at http://syshealth.asu.edu/
- To contact the help desk call toll-free at 1-855-278-5080.