FMP225 Principles of Visual Effects Compositing Fall 2024

- **Instructor: Susan Weeks, MFA** (She/Her)
- **Email:** smweeks3@asu.edu
- **Tuesdays, 12:00 pm-2:45 pm**
  MIX 228
- **Office Hours**: Thursdays 10:00 am -12:00 pm by zoom or by zoom appointment.
- **Zoom link for Professor Weeks**

https://asu.zoom.us/j/9363310750

Course Description

This course introduces students to concepts, terminology, and techniques related to visual effects for film and broadcast. Students will be instructed in the use of industry-standard compositing software to execute beginner-level visual effects shots. This hands-on course has been tailored to show in every class a basic specific visual effect approach to work on the delivery of a finished shot. By learning different visual compositing techniques, the student will complete planned introductory visual effects exercises. Recorded lectures, tutorials and also some readings related to important visual effects milestones are used to help the students understand industry standard visual effects

Enrollment Requirements

Credit is allowed for only FMP 225 (Principles of Visual Effects Compositing)

Course Objectives

This course is designed to introduce students to the world of visual effects for film and television and examine all aspects of the process from a practical, real-world perspective.

Students will learn the techniques of compositing multiple images into convincing and photo-realistic visual effects shots and the integration of those shots into film projects completing exercises.

Student Learning Outcomes

Students will learn:

- industry standard visual effects software interface.
- 2D compositing
- keyframing
- rotoscoping
- chromakeying
- motion tracking
- basic color matching
- integration techniques
- The process for round-tripping VFX shots

Students will also gain a perspective of the various career opportunities that are available and unlock the path to design more complex visual effects for those interested in going into the visual effects industry in the future.

Course Access

Your ASU courses can be accessed by both my.asu.edu and myasucourses.asu.edu; bookmark both in the event that one site is down.

Additional Requirements

This course requires the following technologies:

- Adobe Creative Cloud: You will need to utilize your own laptop or desktop to work on course materials, for this reason you will need to install Creative Cloud on your own computer. Go to https://uto.asu.edu/adobe-creative-cloud to obtain your free student license of Adobe Creative Cloud. (Note that your instructor is not available to assist you with installation of Creative Cloud or other applications.) Please only install the approved version of the software from the site above specified, if you choose to use your own software make sure you are using version 24.5, or newer. Please make sure to disable the automatic update functions of Creative Cloud for the duration of the semester.

- A good three-button mouse is highly recommended. A laptop touchpad is not suitable for use with Adobe After Effects.

- A dedicated external hard drive (NOT A USB THUMB DRIVE) of at least 500gb. **Please don't plan on using cloud storage for your work in this course!**

- Web browsers (Chrome, Mozilla Firefox, or Safari): Check that Canvas supports your browser, and that your browser is up to date.

Classroom Technology

- This course is designed to provide all information and materials needed online within Canvas. It is encouraged that you save your work in two different places, it is not uncommon to hear that a specific laptop fell and broke, or a desktop is not working anymore.

- It is strongly suggested that you keep a copy of your work in progress on an external hard drive (or cloud) AND also in your computer, this way if one fails you have the option of recovery and deliver your work for evaluation. Your instructor is not responsible for undelivered or uncompleted exercises.

- Note that your Instructor cannot provide technical support for your own system, nor can she ensure a uniform educational experience if you are using equipment that does not meet the basic requirements by the software manufacturer.

- Technology can be incredibly useful and help us take notes, dive deeper, connect with one another, etc. However - it can also be distracting and remove us from being present with one another. Please respect your instructor and peers by using technology ONLY as a tool to aid your learning, communication and ability to be present in the classroom.   You will be asked to turn off any technology you are using during class that is not in support of course engagement. **Personal cell phone use will result in deduction of participation points from your final grade.**

- Students are not allowed to record the class with any device, video or audio, unless previously arranged with the instructor.

Student Success and the Course Learning Community

To be successful:

• You are part of the learning community in this course and expected to engage with the material, discussion and activities with care and integrity, and to respect the rights of others in carrying out all academic assignments and classroom discussions. At all times is expected active and informed participation in our class activities and original creative practices.

• We will follow all ASU policies and recommendations.

Additional Success Strategies

- check the course daily, review the class materials, and practice as much as you can. •

read announcements

- read and respond to course email messages as needed

- complete assignments by the due dates specified

- communicate with your instructor as needed

- create a study and/or assignment schedule to stay on track, create your own exercises. •

access ASU Student Resources

Required Primary and Secondary Materials

The Art and Science of Digital Compositing, Second Edition
By: Ron Brinkmann, Morgan Kaufman Press, Pub. Date: June 4, 2008

The VES Handbook of Visual Effects: Industry Standards VFX Practice and Procedures
By Susan Zwerman and Jeffrey A. Okun, July 17, 2020

Both of these texts are available online from the ASU Library and on the Canvas ASU Library Resource page.

Anti-Discrimination Statement

The Herberger Institute of Design and the Arts at Arizona State University upholds, values, and cherishes student and faculty diversity, no matter the circumstance. As members of the ASU community, we are charged with challenging injustices and social inequities of any kind through education. These values are an integral part of our standing as an institution and must be upheld by all members of the ASU community, including but not limited to all Herberger Institute of Design and the Arts staff, faculty and students. The call is clear and present at ASU for every member of our community to do their part in fostering a culture of Inclusive Excellence that contributes meaningfully to lasting equity for all. For students and faculty alike, this culture of Inclusive Excellence creates role models, broadens perspectives, combats negative stereotyping and enables artists, designers and makers of the 21st century to think creatively, critically and, above all, compassionately about our impact on the world at large.

This course and Arizona State University welcomes all students regardless of race/ethnicity, gender identities, gender expressions, sexual orientation, socio-economic status, age, disabilities, religion, regional background, Veteran status, citizenship status, nationality and other diverse identities that we each bring to class. Each of us bear intersectional perspectives that are born out of our backgrounds and identities, and each of us has a contribution to make towards our culture of Inclusive Excellence. As your instructor, I expect that all of my students abide by the following community agreements:

• to bring a willingness to deeply inspect your own assumptions about the world, identifying areas in which you may need to unlearn implicit biases and behaviors

• to help others learn by respectfully voicing your thoughts and reactions, acknowledging that they are partial to and shaped by the way you make sense of the world

• to demonstrate a curious and eager inquiry into how others make sense of the world

Diversity of experiences, backgrounds and opinions are essential to cultivating a rich academic environment which in turn strengthens our capacity to be ethical and empathetic creative-thinkers. I aim for students of all backgrounds to be well served by this course and that the diversity students bring to this class be viewed as a resource, strength and benefit. The materials of this course, including readings and assignments, will reflect this commitment to diverse and inclusive knowledge. If a student feels that there has been a discrepancy between my teaching practices and the university's commitment to Inclusive Excellence, you are encouraged to discuss your concerns directly with me. I value your learning experience and welcome all opportunities to enrich the efficacy of this course for all student groups. Here are resources available to all students to report incidents of bias, harassment, and other forms of discrimination inside and outside the classroom:

• Unsure of whether the concern you experience or witness falls under the criteria of bias, harassment, and other forms of discrimination? You can fill out the Herberger Institute Community of Care form at herbergerinstitute.asu.edu/caring describing the situation. One of the members of the Herberger Institute Behavioral Response Team will connect with you.

• Anyone who believes that they have been subjected to discrimination, harassment, or retaliation in violation of this policy, or who believes that this policy has been violated, should report the matter

immediately to the Office of University Rights and Responsibilities or the Dean of Students office or directly fill out an incident report.

• Unless a person is restricted by law from doing so, any employee who is informed of or has a reasonable basis to believe that sexual harassment has occurred, shall immediately report all information regarding the occurrence(s) to the Office of University Rights and Responsibilities or the Title IX Coordinator or the Dean of Students office.

• More reporting pathways are available to students on the University's Prohibition Against Discrimination, Harassment, and Retaliation policy page.
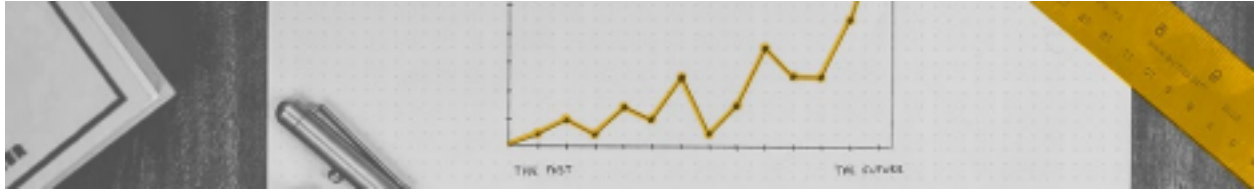
Assignments

Assignments in this course fall into the following categories:

• **Weekly Tutorials**
These tutorials will be a combination of in-course work and self-directed homework. Tutorials will most often begin in Canvas and will be completed at your own time. Your Instructor provides all footage and materials for these (if needed). Your instructor is happy to meet with you via zoom in the event you need additional support with any of the assignments. There are 12 tutorials worth 50 points each.

• **Attendance**
This class meets 14 to15 times this semester, and every class session counts towards your grade. Therefore you should make every effort to attend every class session. You are allowed 1 unexcused absence with no grade penalty. See "Attendance Policy" below for further details on what does and does not constitute an excused absence.

• **Midterm and Final Projects**
These are larger assignments that measure a student's ability to combine various visual effects techniques learned in class to synthesize a creative outcome. Students will be encouraged to use these projects to contribute VFX shots to films for other courses or personal projects, either their own or someone else's. Students will be encouraged to shoot their own material. Students who can't shoot their own material will be allowed to use stock footage as the basis of their projects. By design the Final and the Midterm projects are free-form to allow each student in the course to apply their own creativity to the activity. What is measured is the technical and aesthetic merit of the VFX work through the lens of the instructor's professional experience in the field.

• **Creativity & Details**
Although all material produced during the course has a high personal component, these 100 points are reserved by the instructor to be distributed at the end of the course to each student considering the level applied to creativity in the content of the exercises and to special attention to detail in the course teachings and techniques.

• **Professionalism**
The class participation grade is for professionalism. Use of cellphones in class, doing other work in class, talking out of turn, tardiness, poor attendance and late assignments are all behaviors considered unprofessional in a studio environment.

Each student enters the classroom each week with 5 points for class participation. Points will be deducted for unprofessional behavior in class.

All student work must be submitted for grading through the Canvas site for the class. Emailed material, YouTube links, links to your personal Google Drive or Dropbox will not be accepted. Everything must be uploaded to Canvas. During the semester we will discuss technical specifications for your video files in order to facilitate uploading.

Please submit your assignments using the following technical specifications:

.aep project file properly named and versioned as demonstrated below. Use the "Comp" parameter to add more detail to your filename if necessary.

Course_Semester_Module#_Comp_Your Initials_Version#.Format

For example:

FMP225_F24_M01_Comp_smw_v01.aep

.mp4 Render of the AE project file submitted. Render specifications will be 1920x1080 resolution, 29.97 fps (or 24 fps depending on the source), H.264 codec unless otherwise specified. The filename of the render **MUST** match the name of the AE file that produced it.

 For example:

FMP225_F24_M01_Comp_smw_v01.mp4

Please include any additional assets used in the composition in the same folder with the AE file and the render.

Due dates will be clearly posted in Canvas and all assignments are expected to be turned in on time. Please factor in uploading time so that your work doesn't get flagged as "late" by the Canvas system.

Assignments may be turned in up to 1 week after the deadline. However, you will automatically lose points according to the following schedule:

  1 day late: -10% of possible points

  2 days late: -20% of possible points

  3 to 7 days late: -30% of possible points

  exercises not delivered: -100% of possible points

No work will be accepted later than 1 week past the deadline.

Please communicate **ahead of time** if you think you might need some extra time on a particular assignment. If you are in good academic standing in the course, we usually will grant the occasional extension. Bear in mind that "I have lots of work in my other classes" is generally not an acceptable reason for an extension to be granted; every student is dealing with a significant workload across their courses, and it's up to every student to manage their time and workload accordingly. Students with SAILS accommodations will receive more time to complete regular assignments but never past final project delivery date

Grading, including grade scale

Tutorials	600 points
Midterm	100 points
Final Project	200 points
Creativity, Details and Professionalism	100 points
Total	**1000 points**

Grade Scale

%	Letter grade
97-100	A+
94-96.9	A
90-93.9	A
87-89.9	B+
84-86.9	B
80-83.9	B
76-79.9	C+
70-75.9	C
60-69.9	D
0-59.9	E

Did not complete all course work and should have withdrawn = EU

Did not complete ANY course work and should have withdrawn = EN

Student has extenuating circumstances and will complete the course later =

I Academic Dishonesty = XE

Rounding Policy

There will be no rounding of grades in this course.

Y GRADE

The Y (Satisfactory) grade is an option for all classes and does not impact DARS requirements, although it is NOT included in GPA. If students will have the option for a Y grade in this course, then please include the conditions and processes they should follow to request a Y grade.

Incomplete Policy

The incomplete is not a routine process for successful completion of coursework. Rather, it is a limited academic exception intended to address situations where a student who has been doing acceptable work experiences exceptional extenuating circumstances beyond the student's

control preventing their timely completion of the course. In evaluating requests for incomplete, we assess the nature of the extenuating circumstances and whether such circumstances were beyond the student's control, and also whether the student's record of performance in the class demonstrates the likelihood for successful completion of the remaining coursework. All incomplete contracts must also be approved from the academic unit leads. Finally, while policy dictates the maximum time for contract completion, we take into account what materials are outstanding and consider the appropriate extension. Statistically at ASU, the shorter the contract length the more likely students will be able to successfully complete their classroom obligations. You can read more about the incomplete policy at https://www.asu.edu/aad/manuals/ssm/ssm203-09.html

Subject to change

The Instructor reserves the right to change portions of this syllabus (assignments, deadlines, etc.) at any moment by written announcement in Canvas during scheduled course duration. The student is responsible for noting changes and acting accordingly. Grading Scale is not subject to change.

Course Itinerary (Schedule)

The course is broken into modules across the semester. These modules usually (but not always) represent groupings of related topics. They will open in Canvas on specific weeks as shown below:

Module 1: Opens in Canvas on 08/27

- Intro to the Course, Syllabus, and Instructor Policies
- Background Knowledge Questionnaire
- Some VFX history and evolution
- Tutorial 01: Introduction to After Effects / Rotoscoping

Module 2: Opens in Canvas on 09/03

- The Digital Representation of Visual Information
- Basic Image concepts
- VFX Pipeline Organization
    - 2.5D Compositing Tutorial
    - Advanced Rotoscoping exercise

Module 3: Opens in Canvas on 09/10

- Compositing Color Theory: color correction and matte construction
    - Tutorial: Day for Night

Module 4: Opens in Canvas on 09/17

- Motion Tracking 1 point, 2 point, cornerpin perspective and introduction to 3D Camera Tracking, Parallax
  - Sign Placement with Drone Footage
  - Midterm Proposal Assignment

Module 5: Opens in Canvas on 09/24
- Midterm Proposal Due
- Green Screen chroma keying using Keylight
  - Tutorial: Keylight

Module 6: Opens in Canvas on 10/1
- Advanced Chromakey matte creation
  - Tutorial: Greenscreen Driving Comp

Module 7: Opens in Canvas on 10/8

   Midterm Lab

Midterm Projects DUE on 10/22

FALL BREAK 2024… 10/12-15/2024

Module 8: Opens in Canvas on 10/22
- **Midterm Projects due**
- Planar tracking with Mocha
  - Tutorial: Screen Comps

Module 9: Opens in Canvas on 10/29
- 3D Projection Mapping
  - Tutorial: 3D Projection Mapping

Module 10: Opens in Canvas on 11/5
- Advanced Projection Mapping
  - Tutorial: Advanced 3D Projection Mapping
  - Final Project Proposal

Module 11: Opens in Canvas on 11/12

- Final Project Proposal
- Basic Expressions
  - o Tutorial: Basic Expressions

Module 12: Opens in Canvas on 11/19

- Particles and plugins
  - Tutorial: Particles

Module 13: Opens in Canvas on 11/26

- Character Animation
  - Tutorial: Puppet Tool

Module 14: Opens in Canvas on 12/3

Final Project Lab

Module 15: Opens in Canvas on 12/11

Final Projects Presentation

Policies and Procedures

Attendance Policy

Attendance and participation for the duration of the class period is mandatory. If you have more than 3 absences (unexcused), your final grade will be lowered 1/3 grade for each subsequent absence (i.e. B to B-). You should notify me by email prior to absence if possible and provide doctor's note where applicable. Repeated tardiness and leaving class early will be recorded, and as a result, your final grade will be lowered. It is the student's responsibility to keep track of their absences.

Excused absences related to religious observances/practices in accord with ACD 304–04, "Accommodation for Religious Practices." Students may be excused for the observance of religious holidays. Students should notify the instructor at the beginning of the semester about the need to be absent from class due to religious observances. a list can be found here https://eoss.asu.edu/cora/holidays]; (Students will be responsible for materials covered during their absence and should consult with the instructor to arrange reasonable accommodation for missed exams or other required assignments.

Excused absences related to university sanctioned activities in accord with ACD 304–02, "Missed Classes Due to University-Sanctioned Activities." Students required to miss classes due to university sanctioned activities will not be counted absent. However, absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the course work required during the period of the absence. Students should inform the instructor early in the semester of upcoming scheduled absences and immediately upon learning of unscheduled required class absences. Reasonable accommodation to make up missed exams or other required assignments will be made. Consult the instructor BEFORE the absence to arrange for this accommodation.

Line-of-duty absence and missed assignment policy
A student who is a member of the National Guard, Reserve, or other U.S. Armed Forces branch who misses classes, assignments or examinations due to line-of-duty responsibilities shall have the opportunity to make up the coursework in accordance with SSM 201-18 Accommodating Active Duty Military Personnel. This accommodation also applies to spouses who are the guardian of minor children during line-of -duty activities. This policy does not excuse students from course responsibilities during their absence. Students should first notify the Pat Tillman Veterans Center of their activation and then the instructor to discuss options.

Instructor Absence Policy

Students should wait for an absent instructor 15 minutes in class sessions of 90 minutes or less, and 30 minutes for those lasting more than 90 minutes, unless directed otherwise by someone from the academic unit.

Class Recording

YOU DO NOT HAVE PERMISSION TO RECORD THE LECTURES.

Participation

Participation is measured by the quality and timely delivery of the students' required activities, assignments and homework. In this course. class activities are an essential part of the learning process, and students are expected to deliver all the requested assignments and final project on due dates.

Failure to comply must be communicated to the instructor by email at least 3 days before the expected assignment due date.

Undelivered assignments for illness, quarantine or self-isolation related to illness should be documented by a health professional and communicated to the instructor as soon as possible by email.

Excused due date assignments do not relieve students from responsibility for any part of the course work required during the late period. Faculty will provide accommodations and additional time if needed.

Academic Integrity and Student Honor Code

The ASU student honor code affirms the commitment of ASU to uphold the values, principles, and ethics of academic integrity. All students are expected follow the code which states,

> *"We, the students of Arizona State University, have adopted this code as an affirmation of our commitment to academic integrity and our participation in ethical education. We embrace the duty to uphold ASU's Honor Code, and in light of that duty, we promise to refrain from academic dishonesty. We pledge to act with integrity and honesty to promote these values among our peers. We agree to always abide by the Sun Devil Way and uphold the values of the New American University."*

Every student at Arizona State University is expected to produce his/her original, independent work. Any student whose work indicates a violation of the ASU Academic Integrity Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Plagiarism is defined as deliberately passing off someone else's words or ideas as your own. All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. Arizona State University and the Herberger Institute for Design and the Arts expect the highest standards of academic integrity from all students. Failure to meet these standards may result in suspension or expulsion from the university or other sanctions as specified in the ASU Student Academic Integrity Policy (http://provost.asu.edu/academicintegrity), "[e]ach student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments." This policy also defines academic dishonesty and sets a process for faculty members and colleges to sanction dishonesty. Violations of this policy fall into five broad areas that include but are not limited to:

• Cheating on an academic evaluation or assignments

- Plagiarizing
- Academic deceit, such as fabricating data or information
- Aiding Academic Integrity Policy violations and inappropriately collaborating
- Falsifying academic records

I sanction any incidents of academic dishonesty in my courses using University and HIDA guidelines. Should you have any question about whether or not something falls subject to this clause, feel free to contact me or review the university policy on academic integrity at the above link. Per ASU policy, a student may not avoid the consequences of academic dishonesty by withdrawing from a course and may be placed back in the course in order to face sanctions resulting from academic integrity violations. You are responsible for abiding by this policy.

Student Learning Community Conduct

ASU adheres to a university-wide Student Code of Conduct. The philosophy behind this policy states, the aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals.

The Student Code of Conduct is designed to promote this environment at each of the state universities. You are expected to treat your instructor and your fellow classmates with respect and kindness. In all correspondence and in Discussion Board postings, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums. In addition, all students should be aware of their Rights and Responsibilities at Arizona State University.

Herberger Institute Professionalism Standard

Further, Herberger Institute students are expected to adhere to the Herberger Institute Professionalism standards. Professionalism entails a set of skills critical for workplace and creative successes, and professional behavior creates an atmosphere promoting safe and high-quality spaces for constructive learning as well as individual and community well-being. The institute expects students to show professional behavior with clients, members of the community, and others in the university environment (e.g., classrooms, clinics, labs, studios) including members of the faculty and administration, other students and staff. Students are expected to conduct themselves in a professional manner, including arriving on time with an open attitude to learning, engaging in ethical behavior, resolving conflicts in an appropriate manner at all times, holding partnership information confidential, and using prudence in written and verbal communications. Professionalism includes:

- self-control
- respectful communication
- following all university and studio safety protocols and behavioral expectations
- attendance and punctuality
- honesty and integrity.

Copyright

Students 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. The course content, including lectures and other handouts, is copyrighted material. Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course (see ACD 304–06, "Commercial Note Taking Services" for more information). THIS CONTENT IS PROTECTED AND

AI Code of Conduct

No Generative AI Use Permitted

In this course, all assignments must be completed by the student. Artificial Intelligence (AI), including ChatGPT and other related tools used for creating of text, images, computer code, audio, or other media, are not permitted for use in any work in this class. Use of these generative AI tools will be considered a violation of the ASU Academic Integrity Policy, and students may be sanctioned for confirmed, non-allowable use in this course.

Statement on ASU's Community of Care standards

The Herberger Institute for Design and the Arts complies with the spirit and the letter of ASU's community of care standards with regard to social distancing, and student, faculty, and staff safety and wellbeing. https://eoss.asu.edu/communityofcare

Threatening or disruptive behavior

Self-discipline and a respect for the rights of others in the classroom or studio and university community are necessary for a conducive learning and teaching environment. Threatening or violent behavior will result in the administrative withdrawal of the student from the class. Disruptive behavior may result in the removal of the student from the class. Threatening, violent, or disruptive behavior will not be tolerated in this class and will be handled in accordance with ASU policy (SSM 104-02). For more information please visit:
https://eoss.asu.edu/dos/srr/PoliciesAndProcedures and
https://eoss.asu.edu/dos/safety/ThreateningBehavior.

Withdrawal

 If you are unable to complete the course, it is your responsibility to arrange for withdrawal from the class. You will not be automatically withdrawn and unless you are officially withdrawn from the course you will receive a final grade based upon the total points you have earned for the semester. Students are required to pay all tuition and fees for any registered course unless enrollment is officially canceled during the 100% refund period. Please visit the Academic Calendar to review the withdrawal deadlines for this semester. For more information on Drop/Add and Withdrawal visit https://students.asu.edu/drop-add

Special Accommodations

Your instructor will make any reasonable adaptations for limitations due to any disability documented with the Student Accessibility and Inclusive Learning Services (SAILS), including learning disabilities. Please contact the instructor during office hours or by appointment to discuss any special needs you may have. You must contact the SAILS to process the paperwork for special course accommodations. To request academic accommodations due to a disability, please contact the SAILS (https://eoss.asu.edu/drc); Phone (480) 965-1234; TDD (480) 965-9000). Students who feel they will need disability accommodations in this class but have not registered SAILS should contact SAILS immediately. Students should contact the Center on the campus that your class is being held. Campus-specific location and contact information can be found on the SAILS website. SAILS offices are open 8 a.m. to 5 p.m. Monday – Friday. Check the above website for eligibility and documentation policies (https://eoss.asu.edu/drc). This is a very important step as accommodations may be difficult to make retroactively. If you have a letter from their office indicating that you have a disability which requires academic accommodations, in order to assure that you receive your accommodations in a timely manner, please present this documentation to me as soon as possible so that your needs can be addressed effectively.

Title IX and Mandated Reporter Policy

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.

Policy on Sexual Discrimination

Policy on sexual discrimination as described in ACD 401, "Prohibition Against Discrimination, Harassment, and Retaliation", including the fact that the instructor is a mandated reporter and therefore obligated to report any information regarding alleged acts of 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.

Student Services & Resources

You will find a list of student resources at https://eoss.asu.edu/resources

Resources included are advisement, registration, financial aid, disability services, counseling, tutoring, library, and more.

Novel Coronavirus Information and Updates

You will find information and Frequently Asked Questions here https://eoss.asu.edu/communityofcare

You will find Novel Coronavirus updates and announcements here https://eoss.asu.edu/health/announcements/coronavirus

Non-emergency Student Care process

If you are concerned for a your own or a fellow student's well-being, please review the information and complete the form at herbergerinstitute.asu.edu/caring and the HIDA Care Team will reach out. FOR EMERGENCIES CALL 911. (Be prepared with the physical address of the location.)

Academic Calendar and Important Dates

The academic calendar can be found here https://students.asu.edu/academic-calendar