Digital Design Graphics Technology
DDGT 241 – DDGT 4
Spring 2020 Course Syllabus

Instructor: Gary Strommen

Department Websites:

Department Website: www.ddgt.net

Canvas Website: https://napavalley.instructure.com

Location: 3901

Course Length: 18 weeks

Times: MTWTh: 8:45am - 12:10pm
Break: 10:30am – 10:45am

Units: Seven

Prerequisites: DDGT 240

Office: Room 3901B (Inside Drafting Lab, Building 3900)

Office Hours: Mondays and Wednesdays:
        8:00am-8:45am; 12:15-12:30; 5:45-6:00; 8:15-8:30

                      Tuesdays and Thursdays through Thursdays
        8:00am-8:45am; 12:15-12:30

Lab Hours: Mondays and Wednesdays:
        8:00am – 1:00pm; 5:30pm – 8:30pm

                      Tuesdays and Thursdays
        8:00am – 1:00pm

                      Fridays: Announced as available or by appointment

DDGT Technician Hours: M-Th: 8:00 A.M – 1:00 P.M.

Telephone: (707) 256-7526

Email: **ddgt@napavalley.edu**

This syllabus is subject to change at teacher's discretion.

Course Description:

The last of a four course series in the Digital Design Graphics Technology A.S. Degree program. Study in technical 3D animation, video editing, and compositing. Study of Adobe After Effects as a tool for video compositing, motion graphics design, and animation. Students will work together on a group project showcasing all of the skills they have learned in the two year program. Students will put together and post a resume and portfolio with animated demo reel on their student websites. Students will prepare for Autodesk Certified Professional Exams.

Student Learning Outcomes:

SLO1: Autodesk Certificate of Training – AutoCAD Advanced
    SLO1 Assessment will be based on the Ascent Quiz.

SLO2: Ability to implement technical skills in video compositing utilizing the Adobe After Effects software.
    SLO2 Assessment will be based on the "After Effects Logo" assignment.

SLO3: The ability to create a portfolio video utilizing all programs and skills learned in the DDGT program.
    SLO3 Assessment will be based on the assignment: "Final Project".

Course Objectives: Upon successful completion of this course, the student will have the:

1. Effectively implement advanced skills utilizing CAD software
2. Create complex three-dimensional models
3. Successfully rig and animate complex assemblies for animation purposes
4. Implement their knowledge of mechanical assemblies into video animation
5. Create and animate particle systems
6. Utilize multi-pass rendering techniques to create and render out professional level animations as frames
7. Effectively use digital visual effects, motion graphics, and compositing software
8. Perform video post-production operations
9. Utilize Autodesk and Adobe software in the same three-dimensional environment
10. Successfully work with multiple audio and video tracks in a non-linear video editor or compositor
11. Successfully work in a group project
12. Organize a large scale project to successfully meet milestones and deadlines
13. Properly maintain an organized file folder-structure
14. Maintain proper file backups for large scale projects
15. Work on individual tasks while working as a group
16. Create and post a professional level website showcasing their final project
17. Create a professional level video and post it on their project related website
18. Take Autodesk Certified Professional level exams

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Required Texts: Technical Graphics Communication Fourth Edition
Bertoline, Wiebe, Hartman, Ross
McGraw Hill   ISBN 978-0-07-312837-5

(This book is currently available as a free downloadable PDF at this link:
http://mechfamilyhu.net/download/uploads/mech1465598794631.pdf
or you can just google "technical graphics communication 4th edition pdf
download")

Required Materials: Three-ring, 2" binder

External Hard Drive (2TB or larger is recommended that does not
require an external power supply – it should be able to be
powered over USB)

Headphones

Recommended Materials: Lock for lockers

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Grading Policy:

Students are responsible for completing any reading assignment <u>prior</u> to the next class meeting. Any graded coursework not performed with assigned and/or required equipment will be marked down accordingly. Letter grades are assigned as follows:

A	90-100%
B	80-89%
C	70-79%
D	60-69%

Final course grades are determined as follows:

Assignment Scores	50%
ASCENT Reading Participation	5%
Classroom Participation	10%
Quiz Scores	5%
Final Exam / Project	30%
Final Grade	100%

All courses required to complete the DDGT AS Degree or Local Skills - Certificates of Achievement must be completed with a grade of C or better.

You can login online to Canvas at any time to see your current grade.

Assignment Scores:

You will be asked to work on multiple assignments at once. Each assignment will have a due date either posted on our department website, on our "Assignment List" handout, or on the board at the front of the class. Assignments may only be turned in once. You must submit the assignment before the due date in order to earn full credit. Any assignments turned in after the due date will be penalized 12.5% - you will only be able to receive a maximum of 87.5% on that assignment.

ASCENT Reading Participation:

ASCENT Reading participation assignments consist of the "Chapter Reviews" at the end of every ASCENT chapter. They all have due dates and are listed on the "ASCENT Reading Participation Assignments" handout. Reading Participation Assignments will not be accepted late unless you contact me prior to the due date AND you are sick or there is an emergency. Late ASCENT Reading Participation Assignments will be submitted at the beginning of class the day you return.

The reading participation will be announced several class sessions prior to the due date and is listed on the "Reading Participation" handout and on our department website. **You will be required to submit the reading participation at the beginning of the class on the day it is due.** You will be graded on your answers to the Chapter Review questions. The scores will be cumulative and will be weighted as 5% of your overall grade.

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Classroom Participation:

Class participation is a maximum of 10 points and this is 10% of your final grade.

Students are expected to participate fully in all class activities including (but not limiting to) assignments, lectures, group activities, and peer critiques. Students are expected to arrive to class on time and be engaged on DDGT related tasks to the end of the class. Lab time is not considered optional and your participation score will be affected if you leave early.

Students will be prepared to answer the question of the day (anytime during class, possibly multiple times a day) for class participation credit. You can miss four "question of the day" activities penalty free. For every missed "question of the day" thereafter, you will receive a penalty on your class participation score of 1 point.

Example 1: If you miss five "question of the day" activities, you will be penalized 1 point and your classroom participation will be 9/10 and your overall grade for the class will drop by 1%.

Example 2: If you miss 8 "question of the day" activities, you will be penalized 4 points and your classroom participation will be 6/10 and your overall grade for the class will drop by 4%.

Quiz Scores:

Quizzes are held at the beginning of class. When the quiz is started, there will be a time limit set. The time will vary depending on how many questions are on the quiz. Students arriving late can still take the quiz as long as there is still time available but will have to turn in their quiz once the time limit is up – regardless if they are done or not. Once the last quiz is turned in, any students arriving late will not be allowed to take the quiz. If you are in need of special accommodations through DSPS, you may choose to take your exams at the Testing Center located in the library. Schedule with the instructor in advance.

There are no makeups for missed quizzes unless you contact me prior to the quiz AND you are sick or there is an emergency (oversleeping is not an emergency). Makeup quizzes will be held before class the day you return.

Final Exam / Project:

The Final Exam / Project is worth 30% of your final grade.

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Online Resources:

If you are unable to attend class, or wish to review course material, you may watch our recorded video lectures placed online at our department website:
http://www.ddgt.net/ddgt241.html

Lectures are recorded daily and are usually uploaded within 24 – 48 hours.
Lectures are password protected. Please contact the instructor for the password.

Class documents and assignments are also available for download on the same page.

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Academic Honesty

Students are prohibited from sharing their username and password with anyone. Students shall not allow other students or others not enrolled in the course to access course materials or lab computers without instructor's permission. Allowing anyone else to access your account may result in failing the course.

All students are expected to complete their own work and all written work must be original. Work cited from other sources must be cited properly using quotations marks and references as appropriate. Plagiarism in any form will not be tolerated and will result in no credit for the assignment. Subsequent incidents of plagiarism may result in failing the class and a referral to the vice-president of student services for formal discipline. Students are expected to take all course exams individually. Cheating includes accessing test information in any way that is not approved by the instructor or sharing test information with another student in any way not approved by the instructor. Cheating on a test shall result in a failing grade on that test. Subsequent incidents of cheating may result in a failing the class and a referral to the vice-president of student services for formal discipline.

If you have been found cheating, you will receive no credit for that test or assignment. If it is found that have copied an assignment from another student in the class, then both parties will receive no credit for that test or assignment.

Attendance Information:

Regular attendance in all classes is important for satisfactory academic progress. The Napa Valley College attendance regulations make provisions for a limited number of unavoidable absences. However, a student who is absent for as many times as a class meets each week will have exhausted this provision. An instructor may request verification of those absences. Further absences may cause the instructor to drop the student from the class.

The Students dropped from a class must submit a petition to the Vice President, Student Services in order to be reinstated. If a student is absent because of illness, a signed statement from a physician must be attached to the petition. It is important that the student contact the instructor as soon as possible after an absence has occurred. The Office of Student Services is located in Room 1330, 1300 Student Services 1 Building, 256-7360.

Students are ultimately responsible for dropping the class should they wish to no longer participate or to even start the class once registered. The instructor is not obligated to drop students at any point in the course.

If you have a disability that requires accommodations, please let me know as soon as possible and I will provide you with the information you need to receive services. You may also contact the Office of Special Services (DSPS), Bldg. 1700, at (707) 253-3080, or make an appointment in the Counseling Center (Bldg. 1300) to meet with a DSPS Counselor, (707) 253-3040.

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Drafting Lab Etiquette and Policies:

1. Lab computers are to be used for DDGT course purposes only. **Working on projects for other classes during your class time is not allowed**. (Some open lab time, other than your scheduled classes in DDGT may be made available to you. At these times, you may request to use a workstation for other class work. This type of use will be on a case by case basis and you must receive prior approval from the instructor before using the Open Lab time for other than DDGT projects.)

2. Lab computers are used by many other students during the day. Do not adjust or customize the display (monitor) or the workings of the computer in any way. This includes background wallpaper on the desktop and resolution settings of the display adaptor or adjustment of the actual computer monitor hardware. (If you need special accommodation for a visual problem or otherwise, make a request and we will review your consideration.)

3. Lab computers are used by many other students during the day. Please shutdown your computer before leaving for the day. You may leave the computer monitors on as they will go into "Stand By" mode.

4. Internet access is a privilege. Do not access questionable websites. Do not download and install any software or games. Access to the internet is limited to needs for projects in the DDGT Courses. Any other access is not allowed without permission. (On occasion, you may request to access the Internet for personal use. If your request is granted, it does not override the directive regarding software/game downloads or installations. You will need to clear this type of use on a case-by-case basis.)

5. The DDGT lab computers are for learning and studying. Do not play computer games of any kind on the DDGT Lab Computers. Playing solitaire and the like on the DDGT computers is not allowed. Unless by chance you have created the artwork and programmed a computer game as part of a DDGT course project, there will be NO computer games played in this lab. Playing computer games is something that you can do at home, on your own computer, in your own time.

6. Do not touch the computer monitor screen with any items or especially with your fingers. There is absolutely no reason why anyone needs to touch the monitor screens. If you wish to point out something on your screen to another person, POINT WITHOUT TOUCHING! If you cannot seem to help yourself, use the eraser end of your pencil to point with and do not touch the screen with that either! If your monitor is found to be all fingerprinted up, you will lose the access to the DDGT Lab Computers. If you happen to accidently touch the screen, you may use the cleaning spray and cloths available to you in the lab. DO NOT use any other cloth except for the ones designated to you. If you are unsure, ask the instructor or DDGT Technician for assistance.

7. Each student is required to clean their CAD workstation before leaving the classroom at least once a week or as needed. Ask Instructor or Assistant for cleaning supplies.

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8. Please keep in mind at all times that computer use in this lab is not your private business. All access on this network is logged and may be reviewed at any time. The activity on your screen when you are working in this network can and may be recorded for later review as well.

9. Please set cell phones to "vibrate" during class times. Take all phone calls outside. Do not take phone calls during lecture or demonstrations unless it is an emergency and do so quietly. Keep in mind that you may miss vital information during a lecture.

10. Students may keep drinks / food at designated areas at the back of the room. Water in a closed container may be kept by students on the floor at work area. Please eat outside or in the kitchen area. Privileges may be revoked at any time if policies are abused. Any garbage that has food in it should be disposed of in the garbage cans **OUTSIDE** of the building (there are garbage cans located on the north and south ends of the building). No gum chewing allowed in class.

11. Talking during a lecture other than to a student to clarify something that is not clear will not be permitted. If you do not understand something, ask the instructor. I will be more than happy to assist you. If your question is not answered, come and see me after the lecture and we will go over the topic until everything is clear.

12. The rest rooms are located on the north end of the building. You may leave the class at any time to use them without asking permission. Keep in mind that you may miss vital information during a lecture.

13. Lab hours are available regularly. It his highly recommended that you take full advantage of the CAD workstations during these times.

14. Lockers are available at the back of each room for your convenience. Do not utilize the lockers during other classes. You will be required to supply your own padlock. Note: Locks are to be removed at the end of the semester.

15. If you know that you will be tardy or absent, you must contact the instructor of your class to let them know ahead of time.

16. In the event of a major disaster or emergency, the instructor is to lead the students to the grassy area between the 1700 and the 2000 (between the new library and science buildings) or to the sports track.

17. Scent Free Zone. The chemicals used in scented products can make some people sick, especially those with fragrance sensitivities, asthma, allergies and other medical conditions. Please do not wear perfume, cologne, aftershave, and other fragrances. Please use unscented personal care products.

18. Failure to comply with any of these directives will result in immediate suspension of DDGT Lab Computer privileges!

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Other Notices of Importance:

Students in need of an academic adjustment (accommodations) in the college learning environment:

Any student who feels they may need an academic adjustment based on the impact of learning, the student may contact Disability Support Program and Services and Learning Services on the second floor of the Library, room 1766; you may also call either 256-7442 or 256-7345. Upon filling out an online application, the student will be referred to the appropriate staff to assess your needs and provide appropriate academic adjustments. The department(s) can assist you with academic adjustments for learning disabilities, physical and mental health related or other medical conditions.

You will be asked to submit any medical/disability documentation prior to your appointment with one of DSPS/LS staff that assesses your specific needs. All information and documentation is confidential. Students with disabilities who may need academic adjustments (accommodations) are encourage to discuss their authorized accommodations from Disability Support Programs and Services (DSPS) or Learning Services (LS) with their professors early in the semester. This ensures your academic adjustment (accommodations) letter has been received and your academic adjustments accommodations may be implemented as soon as possible.

By law, it is up to the DSPS and LS Office, through the interactive process with the student, to determine which academic adjustments are appropriate, not the instructor. This includes academic adjustments in the clinical settings.

All students who have requested academic adjustment(s)/accommodations through DSPS or Learning Services check in with me (in person or via email) that I have received a letter.

Students in need of Writing and Research help:

Any student who feels s/he may need assistance with grammar, writing, and formatting should contact the Writing Success Center in room 832 (Catacula Hall), phone (707) 256-7640 or Library Services for research help in the Library and Learning Resource Center 1700 building, phone (707) 256-7400. A Specialist will review students' needs and determine appropriate assistance. Appointments available. Students may also receive assistance from an online tutor via SmartThinking by starting at:
http://www.napavalley.edu/academics/WritingCenter/Pages/SmartThinking.aspx

Students in need of Canvas support:

"Napa Valley College provides technical, administrative and software support for students participating in distance learning and courses utilizing Canvas. Students should contact Brandon Tofanelli, phone (707) 256-7154 or email:
btofanelli@napavalley.edu for assistance.

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In accordance with Napa Valley College Board Policy D1130, the Student Code of Conduct, and applicable state and federal laws, discrimination or harassment based on gender, gender identity, race, nationality, ethnicity, religion, sexual orientation, or disability is prohibited in any form.

Students are encouraged to participate fully in class discussions and to engage other students and the instructor in honest productive discussions. All interactions online shall be professional and respectful.

Student Services; College Policies and Procedures
http://www.napavalley.edu/studentaffairs/SRR/Pages/default.aspx

Important College Numbers (707 area code)

Admissions & Records	256-7200
Career Center	256-7327
Financial Aid/EOPS	256-7300
Child Development Center	253-3046
Counseling Office	256-7220
Student Services	256-7360
Special Services	253-3080
Testing & Tutoring Center	256-7437
Transfer Center	256-7333
Welcome Center	256-7215

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I have received, read, and understood the contents of this syllabus and I understand the consequences of not following the assignments and rules. It is my responsibility to complete the assignments of this course, to study the course material, and to attend each class meeting on time. I also understand that it is my right to ask the instructor, at any time, for clarification of any assignment, rule, or my responsibilities for this course.

Signature _____ Print Name _____

Student ID _____

Date _____

Phone number _____ Cell Phone _____

E-Mail address (print very neatly) _____

What do you hope to get out of this class? _____

_____

_____

_____

_____

Anything I should know? _____

_____

_____

_____

_____

Would you like to be included on an email list for possible job opportunities?

YES   NO

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