

COURSE OUTLINE		
TERM: Spring 2028	COURSE NO: DIGI 240	
INSTRUCTOR:	COURSE TITLE: 3D Animation IV	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 4.5
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Sk̓wx̓wú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səliłwətał (Tsleil-Waututh), shíshálh (Sechelt), Sk̓wx̓wú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

COURSE FORMAT

6 lecture hours per week for 15 weeks

COURSE PREREQUISITES

DIGI 230

CALENDAR DESCRIPTION

The animation industry demands specialists who produce exemplary work on tight timelines. This course enables students to attain outstanding skills in animation. Students will identify an animation career specialty and create an industry-focused, self-directed portfolio and animation demo reel that targets industry for employment. Regular peer reviews, group critiques and mentoring sessions will provide critical feedback while developing students' creative evaluation and analytical skills. Instructors will work with students to plan and develop unique, creative projects for their demo reels. An emphasis will be placed on quality standards, professionalism, project management, and networking in the animation community.

REQUIRED TEXTS AND/OR RESOURCES

Resource material will be provided by the instructor/s.

A cell phone, iPod, or camera capable of recording video footage for reference. A mirror and stop-watch.

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

- Research a specialized field of study in animation and apply the knowledge to a self-directed portfolio project;
- Assemble the required resources to support individual learning;

- Plan, organize and manage a production schedule for a self-directed project;
- Demonstrate high level of technical and artistic achievement in animation;
- Compile an industry relevant portfolio demonstrating professional animation skills;
- Create an online presence that showcases their work in the form of a blog or a website.

COURSE CONTENT

This content will be delivered in the form of lectures, screenings and in class exercises as well as assignments. All course materials will be on elearn and Teams.

WEEK	TOPICS	READINGS and ACTIVITIES
Week 1	<ul style="list-style-type: none"> • Researching and choosing a career specialization • Developing a self-directed project plan and milestones • Establishing career goals and timelines for a directed study project • Creating a production schedule and critical path • Developing effective work habits 	
Week 2	Performance review. Your plan is due this week. Self-directed study critical path and demo reel rough cut, due week 2. This project is for you to relay to the instructors your plan for constructing your demo reel this semester	Assignment #1 Due
Week 3	<ul style="list-style-type: none"> • Self-directed study pre-production • Technology research and skill development • Performance review 	
Week 4	Continue working on Reels	
Week 5	Performance Review 1 This is the first review of your Rough Demo. Should have placeholders for intended content and first projects should be started.	Assignment #2 Due
Week 6	<ul style="list-style-type: none"> • Self-directed study production • Technology research and skill development • Group critique and peer review • Career planning 	
Weeks 7-8	Continue working on Reels	
Week 9	<ul style="list-style-type: none"> • Performance Review 2. This is the second review of your Demo • Technology research and skill development • Self-directed study production • Group critique and peer review 	Assignment #3 Due
Week 10	Continue working on Reels	
Week 11	Performance Review 3. This is the third review of your Demo Gradshow and graduation are in 4 weeks time which means the most work on your demo reel should be complete.	Assignment #4 Due
Week 12	Self-directed study progress report	

Weeks 13-14	Demo reel polish and updating	
Week 15	<ul style="list-style-type: none"> • Performance Review 4 This is the FINAL review of your Demo • Time to show off all your hard work at the Gradshow 	Assignment #5 Due

EVALUATION PROFILE

Participation (attendance, asking questions, proactively seeking feedback)	10%
Assignment 1 – Industry specialization / Critical Path/ Career Preparation	10%
Assignment 2 – Self-directed study project review #1	20%
Assignment 3 – Self-directed study project review #2	20%
Assignment 4 – Self-directed study project review #3	20%
<u>Assignment 5 – Industry portfolio presentation review #4</u>	<u>20%</u>
Total:	100%

Assignment Descriptions

All assessments will be completed and/or submitted online.

- Assignments – MS Teams
- Work in progress – upload your video files to Syncsketch for feedback and/or drawovers.

All assignments will be included in the calculation of your final grade. Failure to submit assignments may result in failing the course.

Participation

Participation is evaluated based on regular attendance in classes and labs, active engagement in discussions and projects, demonstrated understanding of assigned readings and coursework, and the frequency and quality of relevant comments, questions, and observations.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

All assignments must be delivered at the place and time specified by the instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.

Missed Exams/Quizzes/Labs etc.

If you anticipate missing an exam/quiz/or lab, please consult with your instructor prior to the scheduled date, so that alternate arrangements can be considered. Accommodation can be made to honour community needs and traditional practices.

Attendance

Students are expected to attend all classes and associated activities. Attendance is taken at the start of each class. Students who miss more than 20% of the course will not receive credit. Students are responsible for all material and assignments, even if absent. If circumstances affect attendance or coursework, email the instructor in advance to discuss possible adjustments. Instructors are not required to repeat missed material.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use personal electronic devices during class for note taking only.

On-line Communication

Please be sure to check your official Capilano University email regularly as all official communication will be sent via this email address only. Additionally, you should be logging on to eLearn/teams 3 to 4 times per week for class updates and/or to engage in learning activities.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-services/>

Capilano University Security: download the [CapU Safe Alert App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:

<https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence Policy and B.401.1 Sexual Violence Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

DEPARTMENT OR PROGRAM OPERATIONAL DETAILS

Continuation Policy

Students must successfully complete the required and elected 2D Animation (ANIM), 3D Animation (DIGI) or VFX course credits in one term before continuing to the next term.

Punctuality

Punctuality is essential. Students more than 15 minutes late for class will be marked absent.

Professional Behaviour

Students must demonstrate a professional attitude and behaviour toward work, other students, guests, and instructors. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in this course. Students must show respect for equipment and facilities.

Class Recordings

Class sessions may be recorded for use within this course only. Recordings may not be shared, reproduced, or uploaded outside the class. If recordings are to be used for any other purpose, students who are identifiable will be notified and their consent requested in advance.

Online Community and Communication Tools

All class content will be available through the course on <https://elearn.capu.ca>. All direct student communication will be done via Capilano email/teams.

Software	Link
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eLearn	https://elearn.capu.ca/
myCapU	www.capilanou.ca/mycapu/
Zoom	www.zoom.com/
Microsoft Teams	teams.microsoft.com