

<b>GA409</b> <b>Section: A</b> <b>Game Pre-Production</b>	
Spring 2018 Room 308 Monday: 1pm – 5pm	Instructor: <b>Nikki Dunsire</b> E-mail: <a href="mailto:ndunsire@aii.edu">ndunsire@aii.edu</a> Office Hrs: <b>By appointment</b> Website: <a href="http://www.myclasses.artinstitutes.edu">www.myclasses.artinstitutes.edu</a>

COURSE DESCRIPTION:	
	<p>In this course, students will work collaboratively to finish an original interactive application. Students will focus on a specific area of expertise but will be exposed to all facets of the production process.</p> <p>Overall goal over the course of 3-4 terms: The creation of assets and elements of a interactive application, including design documentation, level designs, 3D art and models, and UI/UX design in a production team environment.</p> <p>This class is a collaborative group effort that is intended to simulate a professional studio environment. Consistent communication and adherence to class deadlines is <i>crucial</i>. Students who fail to perform at a professional level will be dropped from the course.</p> <p><i>Prerequisite: GA415, Jr. Level &amp; Instructor Approval</i></p>
ADDITIONAL COURSE OUTCOMES:	
	<p><i>Upon successful completion of this course, the student should have developed skills in:</i></p> <ul style="list-style-type: none"> <li>• Critical thinking</li> <li>• Creative problem solving</li> <li>• Team building</li> <li>• Recognition of appropriate conduct in a professional environment</li> <li>• Heightened sense of time management</li> </ul>

TEAM GUIDELINES & EXPECTATIONS	
	<p>The below are guidelines and expectations for working in a team environment. Strict adherence to these guidelines will be enforced. Those who violate these guidelines will be subject to the following:</p> <ol style="list-style-type: none"> <li>1. First violation = verbal warning</li> <li>2. Second violation = student will be asked to leave the classroom for the rest of the class period</li> <li>3. Third violation = Automatic failure for the course</li> </ol>
	<ol style="list-style-type: none"> <li>1. <b>Punctuality:</b> You are responsible for getting to class on time. Most announcements and lecture material will be provided at the beginning of class. If you are late, you are responsible for getting the information from your classmates. Additionally, you will be <b>deducted points</b> towards your overall grade. IF you have a circumstance where you will need to be consistently late, please let me know (i.e. work etc.) <ul style="list-style-type: none"> <li>• If you are more than <b>10mins late to class on 3 or more occasions</b>, you will be marked absent for the full class period that you are not on time to.</li> <li>• You are responsible for notifying me of your presence. I will not track individuals down, who walk in during the middle of a lecture or production.</li> </ul> </li> <li>2. <b>Attendance:</b> You need to be in class to get all of the information required to find success in this course. Class notes will only get you so far. <ul style="list-style-type: none"> <li>• <b>If you miss a class</b>, you are responsible for talking to your classmates to get yourself caught up. I will not respond to emails asking to regurgitate information provided in class (unless you show me proof of an excused absence (doctor's note, police report, jury duty notice, etc.)).</li> <li>• <b>If you are sick</b>, please do not come to class and infect others. Brightspace provides you access to your classmates and me, to get questions asked and answered...use it. If you enter the classroom sick, I will respectfully request that you go home and get well.</li> </ul> <p><u>Steps to take if you miss class are to:</u></p> <ul style="list-style-type: none"> <li>• <b>Email me</b> PRIOR to the start of class letting me know why you are absent.</li> <li>• <b>Turn in homework due for that day</b> by emailing me for submission instructions. OR If the file size is small enough, email me content. The time stamp <b>must</b> be before or during class time in order to get credit. Anything received after will not be credited.</li> </ul> </li> </ol>

- **Talk to your classmates** regarding what you missed and be sure to get assignments due for the next week. You are still responsible for that content.
- **Absences can be excused**, and homework can be submitted late ONLY IF you provide documentation supporting your absence...i.e. doctor's note, police report, jury duty notice, etc...excused absences are at the descension of the instructor!

Presentations, Midterm & Final Evaluations:

- **You may NOT miss project presentations, the midterm or the final class dates (evaluations).** Doing so will equal an automatic failure for the project or activity on that given date. If for some reason you cannot make one of these times, you must contact me WELL BEFORE the class that you need to miss. Excuses given after the fact will not be accepted.

3. Getting Assignments in on time (I.e. Hitting Deadlines):

- This is crucial. You are going into a field where deadlines are extremely important. If you consistently miss those, you will not maintain employment. So, break bad habits now or don't start them to begin with.
- **I WILL NOT ACCEPT LATE WORK!!!** If you do not turn in your homework when it is due or hit critical deadlines you will not pass this course. Do not procrastinate, this is a killer. Exceptions can be made in extenuating circumstances at the discretion of the instructor.
- If you are failing to meet your deadlines and are not producing work that is acceptable toward the overall goal, your tasks are subject to reassignment.

4. Responsibility and Accountability:

- As adults, you are responsible for **managing your time wisely**, asking questions as needed, and being aware of due dates and requirements for assignments. Excuses will not be accepted.
- **Back up your work!** Failure of computer software and or Hardware will not be accepted as an extenuating circumstance for late assignments, so back up your work daily and save in iterations!
- You are responsible for the things you have control over. Do not focus on outside distractions. As they say, 'check drama and unrelated distractions at the door'. Your teammates are relying on you to stay focused.

	<p>5. <b><u>Proactive Learning:</u></b></p> <ul style="list-style-type: none"> <li>• I am certainly a resource for you; however, I will also be expecting you to be proactive in finding solutions to problems or questions that you have. This means, utilize google, online tutorials, forums, the library, the tutoring center and most importantly each other!!</li> <li>• As a professional you will often be asked to do things that you don't know how to do. You will be expected to solve problems and find answers. This will be no different here.</li> <li>• The effort that you put into your work and into the class does not go unrecognized...by me or by your classmates.</li> <li>• I will not tolerate people giving up or simply not trying.</li> </ul> <p>6. <b><u>Communication:</u></b></p> <ul style="list-style-type: none"> <li>• IF you are lost or need assistance with materials (after you've made some attempt at seeking answers on your own) please email me or talk to me in class. If I don't hear from you, I am assuming that things are going well.</li> <li>• If there is a problem in general, you need to address it with me. I am not a mind reader. If I don't know about something, I can't address it. I'm happy to have a dialogue with anyone who wishes to express concerns or issues.</li> <li>• <b>Remember, this is mimicking a professional environment. IF you wouldn't say 'it' at your place of employment, you shouldn't say 'it' in here.</b></li> <li>• The following forms of communication are considered acceptable: <ul style="list-style-type: none"> <li>i. Honest, direct and Constructive</li> <li>ii. Calm and respectful</li> <li>iii. Professional</li> </ul> </li> <li>• The following forms are considered unacceptable: <ul style="list-style-type: none"> <li>i. Disrespectful</li> <li>ii. Sarcastic</li> <li>iii. Condescending</li> <li>iv. Angry/elevated/Aggressive</li> <li>v. Personal attacks</li> </ul> </li> <li>• IF there is a disagreement, all resolutions will be discussed IN CLASS. Arguments on social media will not be tolerated. In-class arguments that are not productive or constructive are also unacceptable.</li> <li>• If you see or feel that a teammate is struggling, take the opportunity to help them! Provide insight, suggestions, offer to take something off their hands if they appear to be overwhelmed.</li> </ul>
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	<p>7. <b><u>Participation:</u></b></p> <ul style="list-style-type: none"> <li>• While you are in class, you are expected to participate in discussions and the creation of content for the project. There will be PLENTY to work on. Working on content for other classes, self-isolating or wandering the halls will not be acceptable or tolerated. If I find that you are doing these things, points will be deducted from your attendance grade.</li> </ul> <p>8. <b><u>Content Ownership:</u></b></p> <ul style="list-style-type: none"> <li>• Content and ideas discussed in class as part of the production, are owned by the class as a whole and ultimately the media department and end client. No one person may claim sole ownership over ideas and content and/or prohibit the class from its use. SO, if you have any ideas that you think you might be too personally connected to you that you are unwilling to see altered in any way, you may want to save those for personal projects. Otherwise, share away!</li> <li>• Don't be afraid to put yourself out there and be open minded...many of the best productions have come from ideas that morphed into something completely different than the original pitch, as a result of creative brainstorming and diverse influences. Collaboration also makes for more well-rounded portfolio pieces.</li> </ul> <p>9. <b><u>Receptiveness to Feedback and Critique:</u></b></p> <ul style="list-style-type: none"> <li>• You will be expected to take notes during moments of critique.</li> <li>• Do not disparage your own work</li> <li>• Excuses will not be tolerated, as they will not be acceptable in a professional environment either</li> <li>• Remember, this is when you learn, which is why you're here!</li> <li>• Ask questions! Assumptions get you nowhere.</li> </ul> <p>10. <b><u>Feedback &amp; Content Decision Making:</u></b></p> <ul style="list-style-type: none"> <li>• All decisions regarding content direction, storyline and/or asset adjustments will be made each week at the beginning of class during group check-ins via team vote. In the event of a tie, the instructor will act as the 'tie-breaker'. Once votes are complete, they are considered final unless at least 70% of the class feels it should be put up to a re-vote at a later time.</li> <li>• While producing a product for an end client, all revisions and final decision making regarding the project are driven by them. We can and will make suggestions, however they have the right to make the final call on any component of the project.</li> </ul>
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	<p>11. <b>Professional Conduct:</b></p> <ul style="list-style-type: none"> <li>• I will be factoring professional conduct into your overall grade. You are expected to conduct yourselves in a way the mimics a professional environment. This includes all of the bullet points above. As a rule of thumb - if you wouldn't do something on a job, you shouldn't do it in the classroom. This includes conduct toward other classmates and instructors alike.</li> <li>• <b>Networking:</b> In each of your courses you are networking whether you realize it or not. Your instructors and classmates could become future coworkers. They could be instrumental in job recommendations.</li> <li>• If you are not submitting homework, coming in late, not showing up to class, being unreceptive to feedback, disrupting class, digging your feet in and being unwilling to compromise or generally acting in an uncoachable manner... those things are registered consciously and subconsciously by those in the room with you. The other side of that is equally true. People recognize those willing to help others, being receptive to feedback, openness to collaboration, flexibility, effort, commitment to finding success and self-reflection (rather than deflection) in moments of failure. I want to encourage you all to fall into the latter of these categories.</li> </ul> <p>12. <b>Come to Class Prepared:</b> You are <b>REQUIRED</b> to bring all course related materials to class with you each week. This includes notes, hard drives, thumb drives and course projects.</p> <p>13. <b>Have Fun:</b> This is the best one! You are going into a really cool field!! This is as close to the real thing as you can get in a school environment. Get excited about the materials you create! Try to come out of this course with portfolio material!</p>
<b>QUARTER CREDIT HOUR DEFINITION</b>	
	<p>A quarter credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 10-12 weeks, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.</p>

REVIEW & CRITIQUES	
	Students are expected to participate in all discussions and reviews involving coursework and projects. Interaction between the students through questions and constructive criticism is expected, especially in review/critique settings. Non-participation in critiques and reviews will be counted against your participation portion/In-class assignments of your final grade.
TEXT and MATERIALS:	
Required Text(s)/Materials:	Portable storage media 4gig or < and <b>Back-up media</b>
Recommended Software:	<p>Maya [Free 3yr student license]  3ds Max [Free 3yr student license]  Unity [Free student license]  UE4 [Free student license]  Photoshop [\$9.99/month solo license]  Headus UV Layout: <a href="https://www.uvlayout.com/">https://www.uvlayout.com/</a>  Quixel: <a href="http://quixel.se/">http://quixel.se/</a> [\$39 right now!!]  Marmoset Toolbag2: <a href="https://www.marmoset.co/shop/tb2">https://www.marmoset.co/shop/tb2</a> [\$150]  Substance Painter: <a href="https://www.allegorithmic.com/">https://www.allegorithmic.com/</a> [\$19/month]  xNormal: <a href="http://www.xnormal.net/Downloads.aspx">http://www.xnormal.net/Downloads.aspx</a>  KeyShot: <a href="https://www.keyshot.com/">https://www.keyshot.com/</a>  <a href="http://www.beepbox.co/">http://www.beepbox.co/</a> – Audio mixing for games  <a href="http://www.bfxr.net/">http://www.bfxr.net/</a> – Sound effects creator  <a href="https://pixlr.com/">https://pixlr.com/</a> – browser based painter/editor  Scratch: <a href="https://scratch.mit.edu/">https://scratch.mit.edu/</a>  <a href="https://itch.io/">https://itch.io/</a> - Possible place to post our game!  <a href="http://www.piskelapp.com/">http://www.piskelapp.com/</a> - free online sprite editor  <a href="https://www.oculus.com/">https://www.oculus.com/</a> - Oculus</p>
Websites URL's:	<a href="http://www.autodesk.com/">http://www.autodesk.com/</a>
Recommended Resources:	<p>Digitaltutors.com  Lynda.com  Autodesk.com  Adobe.com  <a href="http://pigsquad.com/">http://pigsquad.com/</a> The Portland Indie Game Squad  <a href="http://www.oregongames.org/">http://www.oregongames.org/</a>  <a href="http://www.meetup.com/Portland-Virtual-Reality-Meetup/">http://www.meetup.com/Portland-Virtual-Reality-Meetup/</a>  <a href="http://www.meetup.com/pdxvrgaming/">http://www.meetup.com/pdxvrgaming/</a>  <a href="http://www.meetup.com/hololenspdx/">http://www.meetup.com/hololenspdx/</a>  <a href="http://www.meetup.com/UnityPDX/">http://www.meetup.com/UnityPDX/</a>  <a href="http://www.meetup.com/UnrealPDX/">http://www.meetup.com/UnrealPDX/</a>  <a href="http://wp.siggraph.org/cascade/en">http://wp.siggraph.org/cascade/en</a> Cascade Siggraph (NW Local Chapter)  <a href="http://www.siggraph.org">www.siggraph.org</a> ACM Siggraph  <a href="http://www.cgsociety.org">www.cgsociety.org</a> The Society of Digital Artists  <a href="http://www.cgmeetup.org/">www.cgmeetup.org/</a> Computer graphics industry job postings  <a href="http://www.omp.org">www.omp.org</a></p>
Field Trips:	NONE
Guest Speakers:	NONE
Guest Reviewers or Jurors:	NONE

GRADING POLICY:		
Grade Percentage Breakdown:	Weekly Attendance & Participation	20% of grade
	Weekly Tasks	20% of grade
	General Class Related Assignments	10% of grade
	Midterm Evaluation	25% of grade
	Final Evaluation	25% of grade
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	Total	100 %
Faculty Grading Scale:	<b>A</b> 100 – 93% <b>A-</b> 92 – 90% <b>B+</b> 89 – 87% <b>B</b> 86 – 83% <b>B-</b> 82 – 80% <b>C+</b> 79 – 77% <b>C</b> 76 – 73% <b>C -</b> 72 – 70% <b>D+</b> 69 – 65% <b>D</b> 64 – 60% <b>F</b> 59 – 0%	
Standards For Achievement:	<p><b>Grade A:</b> Student's performance is outstanding. Student exhibits achievement and craftsmanship in all work. Design criteria are exceeded and student challenges him/herself in project design. Work presented is considered to be professional quality. Student exhibits commitment to expanding ideas, vocabulary and performance, and responds appropriately to direction and criticism.</p> <p><b>Grade B:</b> Student performs beyond the requirement of the project. Student exhibits above average progress and craftsmanship. A design criterion is exceeded. Work presented is considered to be approaching professional quality. Student's work reflects above average interest in expanding ideas, vocabulary, and performance.</p> <p><b>Grade C:</b> Criteria of assignments are met, and all requirements are fulfilled. Student's work exhibits promise and professional quality but needs improvement. Projects and assignments reflect an average to above average amount of time and effort.</p> <p><b>Grade D:</b> Criteria of assignments are met, and all requirements are fulfilled. Student's work reflects an average amount of time and effort on projects. Student displays a moderate level of interest. Work presented is below industry standard.</p> <p><b>Grade F:</b> Student performance is uneven and below average. Requirements for projects are only partially fulfilled. Student's participation in class is inadequate. Work presented is below industry standards.</p>	



Requesting an “incomplete” grade:	A student who, due to medical or other exceptional causes, cannot complete the required class work must document his/her situation and submit a written request for an incomplete grade to be entered. The instructor, the Academic Department Director, and the Dean of Academic Affairs must approve the grade and assign a time line for the work to be completed. Incompletes must be requested and approved no later than the end of the quarter for which the incomplete is requested. To remove an incomplete, a student must complete the required course work before the next quarter commences. If a student does not comply within the time line or does not complete the work, an “F” grade, or the grade calculated by the instructor on the incomplete form, will be entered to replace the incomplete.
Classroom Policies:	* <u>Special Accommodations</u> : If you have any special considerations please see the instructor so you can be accommodated.
Grade Challenge Appeals:	<p>Students with academic grievances (faculty, plagiarism or other grading issues) have a right to be heard. The Art Institute of Portland abides by the following adjudication process to resolve student academic issues:</p> <p>Grievance procedures regarding a grade should begin with the instructor. Students should discuss the grievance with the instructor. If the issue cannot be resolved, the Academic Department Director will mediate a grade review with both parties.</p> <p>If the grievance still remains unresolved, students may petition in writing to have the grievance heard by the Academic Grievance Committee. Students wishing to file a grievance should appeal directly to the Dean of Academic Affairs in writing with accompanying documentation. Prior to filing a written petition to the Dean, the student must meet with his or her instructor and/or participate in mediation with the Academic Department Director. If the step is not completed, the Academic Grievance Committee will not review the student’s appeal. The Academic Grievance Committee will review student’s appeal upon receipt of the formal petition and documentation, the Dean of Academic Affairs will follow the process outlined below:</p> <ul style="list-style-type: none"> <li>• Forward appeal to the standing Academic Grievance Committee comprising of staff and faculty.</li> <li>• The Academic Grievance Committee is charged with examining the matter further and recommending a course of action to the Dean of Academic Affairs.</li> <li>• Student will receive written notification of the Dean’s decision.</li> </ul> <p>A student is allowed one and only one petition per academic grievance.</p> <p>If students feel that a concern or a complaint has not been adequately resolved using the procedure described above, students may direct complaints or concerns in writing to the Oregon Office of Degree Authorization, 775 Court Street, NE, Salem, OR 97301, or to the Northwest Commission on Colleges and Universities, 8060 175<sup>th</sup> Ave. NE, Suite 100, Redmond, WA 98052-3981.</p>

Grade Changes:	All grade changes must be approved by the relevant Academic Department Director and the Dean of Academic Affairs and must be submitted no later than the end of the second week of the following academic term.
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STANDARDS FOR CONDUCT:	(expected student behaviors)
COMPUTER FACILITIES:	
	Leave food and drink outside the classroom. Disciplinary action will be taken toward any student found using the equipment in an inappropriate manner, taking cell phone calls or surfing the web. Disruptive, disrespectful or rude behavior will not be tolerated.
CLASSROOM:	
Student Conduct:	<p>The rules and regulations of The Art Institute exist to provide an atmosphere that supports and fosters The Art Institute of Portland's mission. The Art Institute expects students to conduct themselves responsibly and in ways that reflect consideration and respect for the rights of others. Students will conduct themselves in a manner appropriate to an educational environment. The Art Institute may take disciplinary actions, including suspension or dismissal, when student conduct includes any of the actions listed on page 52 of the school catalog.</p> <p><b><u>Classroom Culture:</u> Using head phones in class, surfing the internet, chatting online, sending e-mail, or doing any work unrelated to this course will count directly against your final grade.</b></p>
Plagiarism Policy:	“Plagiarism, presenting the writings, images or paraphrased ideas of another as one’s own, is strictly prohibited at The Art Institute of Portland. Properly documented excerpts from others’ works, when they are limited to an appropriate amount of the total length of a student’s paper, are permissible when used to support a researched argument.”
AiPD's Attendance Policy:	<p>Students who are absent from all scheduled classes over a 14-day period (2 weeks) are subject to automatic attendance suspension—from the Institute, not just from this course. This means the student is administratively withdrawn from all courses and cannot attend classes or continue in the current quarter unless he/she successfully appeals for reinstatement. <i>Students who anticipate violating the attendance policy should contact their Academic Advisor or Academic Department Director immediately</i> to discuss options such as withdrawing from the Institute or navigating the appeals process.</p> <p><b>Adding, Dropping and Withdrawing from courses</b>  <b>Schedule Adjustment period:</b> The schedule adjustment period runs through the first week of the quarter (ending at 5 p.m. on Monday of Week 2). To add or drop a course, the student must complete a schedule adjustment form, available from the Registrar’s Office or in Academic Affairs. The signature of the student’s academic advisor is required to make any changes to the student’s schedule.</p>

	<p><b>Withdrawal (W/WF):</b> The student who withdraws from a course or from the program during the first nine weeks of the quarter will be assigned a “W” code for each course. The “W” code is not used in computation of the student’s grade point average; however, “W” credits are counted toward total credits attempted. The student who withdraws from a course or from the program after the ninth week of the quarter will be assigned a “WF” code for each course. The “WF” code is the equivalent of a grade of “F” and is used in computing the student’s grade point average. Students wishing to completely withdraw from The Art Institute of Portland must file an official Status Change Form with the Registrar.</p> <p><b>Absences Policy</b> Regular attendance is required for successful completion of this course. <i>A student who misses the equivalent of three (3) classes will be withdrawn from the class.</i> Exceptions for extenuating circumstances will be considered at the discretion of the instructor, who must notify the Associate Dean and Registrar’s Office of any such exceptions.</p>
	<b>SERVICES:</b>
Tutor Center:	<p>One-on-one tutoring is available to you across all subjects through the Tutoring Center at no extra cost. The goal of tutoring is to help you learn and master skills, so you can then confidently apply them on your own. Tutoring is helpful for students at all levels. Our tutors are most often fellow students who have excelled in the subjects for which they tutor. You may find a tutor by visiting the Knowledge Hub on the 2<sup>nd</sup> floor. You can also get tutoring information on our Facebook page (search for AiPD Tutoring). Email Susan Jones at <a href="mailto:sujones@aii.edu">sujones@aii.edu</a> or Bill Siebold at <a href="mailto:wsiebold@aii.edu">wsiebold@aii.edu</a>.</p>
ADA Statement:	<p>The Art Institute of Portland provides accommodations to qualified students with disabilities. The Office of Disability Services assists qualified students with disabilities in the process of acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institute of Portland.</p> <p>Students who seek reasonable accommodations should notify The Office of Disability Support Services (1-888-855-0567 or <a href="mailto:_theCenterDSS@edmc.edu">_theCenterDSS@edmc.edu</a>) of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply official documentation by a licensed professional 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 Student Affairs to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact Jonathan Scrimenti in Student Services Office on the 3rd Floor or call 503.382.4812. Complaints will be handled in accordance with the school’s Internal Grievance Procedure for Complaints of Discrimination and Harassment.</p>

Student Assistance Program	The college provides, confidential short-term face-to-face counseling, access to 24/7 phone counseling, crisis intervention, and community referral services through Talk One2One (888.617.3362). Students may access this service for a wide range of concerns, including relationship issues, family problems, loneliness, depression, and alcohol or drug abuse. Services are at no extra cost, available 24 hours a day, 7 days a week. If you have any further questions or are in need of immediate on-campus support/assistance, please stop by the Student Services Office on the 3rd Floor or email Jonathan Scrimenti ( <a href="mailto:jscrimenti@aai.edu">jscrimenti@aai.edu</a> ) or call 503-382-4812.
Additional Assistance Resources	<p>There are additional resources that you can access beyond the Talk One2One help line:</p> <p>Lewis &amp; Clark College Community Counseling Center sees individuals for \$5.00 a session. Sessions are unlimited and are open to everyone. For more information see:  <a href="http://graduate.lclark.edu/clinics/community_counseling/">http://graduate.lclark.edu/clinics/community_counseling/</a>  <a href="http://graduate.lclark.edu/clinics/community_counseling/about/">http://graduate.lclark.edu/clinics/community_counseling/about/</a></p> <p>There are also resources through the counties that are available 24/7. They assist with and provide information about mental health crisis and suicide:</p> <p>           a Clackamas County <a href="tel:503-655-8585">503-655-8585</a>            a Multnomah County <a href="tel:503-988-4888">503-988-4888</a>            a Washington County <a href="tel:503-291-9111">503-291-9111</a>            a National Suicide Prevention Lifeline: <a href="tel:1-800-273-8255">1-800-273-8255</a>  <a href="http://www.suicidepreventionlifeline.org">www.suicidepreventionlifeline.org</a> </p>

Homework Submission GAD/MAA/VEMG Policy	
	<p><b>STANDARD NAMING CONVENTION FOR DIGITAL HOMEWORK SUBMITTED</b></p> <ul style="list-style-type: none"> <li>• Work <u>NOT</u> submitted in this form (unless otherwise indicated by the instructor) will <u>NOT</u> be reviewed</li> <li>• The assignment will receive an automatic 0 until the work is submitted in the standard form</li> </ul> <p><b>LastnameFirstname_projectName.fileExtension</b>            individual file example: DunsireNikki_Final.mov</p>

Evacuation Procedures	
	<p>Please proceed to the nearest exit when the strobe lights flash. If you hear an audible alarm, follow the instructions.</p> <p><b>Brewery Blocks:</b> Evacuation location is around the corner on 10<sup>th</sup> between Everett and Davis; do not stand in front of the Armory or Deschutes Brewery</p>

	<p><b>Park Blocks:</b> The evacuation location is the large metal elephant located just west of the Culinary/Industrial Design buildings within the North Park Blocks between NW Park Ave. and NW 8<sup>th</sup> Ave.</p> <p><i>Someone will come and inform you when it is safe to come back into the building. **ALWAYS ASSUME ANY EVACUATION IS REAL**</i></p>
<b>Campus Email Policy</b>	
	Email communication will be through Brightspace. Be sure to check your Profile in Brightspace to update your email address so that you will receive course communications in a timely manner.
<b>Illness</b>	
	<p>If you get sick, your work is still expected to be completed on time and turned in (you can use Brightspace to do this), but you are expected to follow the following procedures:</p> <p><b><u>DO NOT</u></b> come to class if you are still contagious. As per the advice of the CDC, if you have a fever (100+) or it is within 24 hours of you having a fever, you are still contagious so don't go out unless it is to the doctor! For more info go to <a href="http://www.cdc.gov">www.cdc.gov</a>.</p> <p><b>Email me <u>immediately</u> letting me know you are ill.</b></p>

<b>Holiday Schedule:</b>	Monday 05/28/18: Memorial Day Holiday: <b>School Closed</b>
<b>Term Breakdown:</b>	Monday, April 02, 2018 - Saturday, June 06, 2018
<b>Important Dates:</b>	<p><b>WEEK 1</b>  Monday (4/02/2018): Spring Term 11-week Session Begins  Friday (4/06/2018): Graduation Application due for SP18 Grads</p> <p><b>WEEK 2</b>  Tuesday (4/9/2018): Last day of Schedule Adjustment Period  5PM Deadline</p> <p><b>WEEK 7</b>  Monday (5/14/2018): Summer 2018 Registration Begins</p> <p><b>WEEK 9</b>  Tuesday (5/29/2018): IDEA Survey Begins (selected classes)  Friday (6/01/2018): Last day to Drop with a "W"</p> <p><b>WEEK 10</b>  Friday (6/08/2018): Last day to submit Incomplete Grade form</p> <p><b>WEEK 11</b>  Monday (6/11/2018): SP 18 Finals begin  Friday (6/15/2018): Last day for Grads to submit Diploma Clearance Form for the SP term  Friday (6/15/2018): Portfolio Show  Saturday (6/16/2018): Quarter Ends</p>

Note - This is Subject to shift around a little bit depending on class progression.

	Topic/Lab	Assignment(s) Due
<b>Week 01</b> April 02	<u>Lecture / In-Class Exercise:</u> <ul style="list-style-type: none"> <li>• Course Introduction &amp; expectations</li> <li>• Technology backstory &amp; cross industry relevance</li> <li>• Application user testing and evaluations</li> <li>• Writing production contracts</li> <li>• Roles established: Team Leads</li> <li>• File management System (in-house and external: GitHub, Slack, Basecamp etc)</li> <li>• Team name</li> <li>• Department Director visit</li> </ul>	<u>Assignments:</u> <ul style="list-style-type: none"> <li>• Application User testing and evaluation (In-class) [20pts]</li> </ul>
<b>Week 02</b> April 09	<u>Lecture / In-Class Exercise:</u> <ul style="list-style-type: none"> <li>• Client Visit from Florida</li> <li>• Q&amp;A session</li> <li>• Brainstorming (participation 10pts)</li> </ul>	<u>Assignments:</u> <ul style="list-style-type: none"> <li>• Brainstorm the following: <ul style="list-style-type: none"> <li>➢ Content ideas</li> <li>➢ Questions for revised contract</li> </ul> </li> </ul>
<b>Week 03</b> April 16	<u>Lecture / In-Class Exercise:</u> <ul style="list-style-type: none"> <li>• Software and pipeline exploration</li> <li>• Brainstorming (participation 10pts)</li> </ul> <u>Studio:</u> Production	<u>Assignments:</u> <ul style="list-style-type: none"> <li>• Tasks to be delegated</li> </ul>
<b>Week 04</b> April 23	<u>Lecture / In-Class Exercise:</u> <ul style="list-style-type: none"> <li>• Software and pipeline exploration</li> <li>• Weekly Check-ins (Dailies) &amp; Brainstorming</li> </ul> <u>Studio:</u> Production	<u>Assignments:</u> <ul style="list-style-type: none"> <li>• Tasks to be delegated</li> </ul>
<b>Week 05</b> April 30	<u>Lecture / In-Class Exercise:</u> <ul style="list-style-type: none"> <li>• <b>Self-Evaluations!!</b></li> <li>• Software and pipeline exploration</li> <li>• Weekly Check-ins (Dailies) &amp; Brainstorming</li> </ul> <u>Studio:</u> Production  **You must be present to receive credit for your evaluation! No email or online submissions accepted. Any and all absences must be approved and excused by me well in advance, otherwise supporting documentation is required (i.e. doctor's note, police reports, etc...)**	<u>Assignments:</u> <ul style="list-style-type: none"> <li>• Self Evaluations (In-Class) [100pts]</li> <li>• Tasks to be delegated</li> </ul>
<b>Week 06</b> May 07	<u>Lecture / In-Class Exercise:</u> <ul style="list-style-type: none"> <li>• Software and pipeline exploration</li> <li>• Weekly Check-ins (Dailies)</li> </ul> <u>Studio:</u> Production	<u>Assignments:</u> <ul style="list-style-type: none"> <li>• Tasks to be delegated</li> </ul>

<b>Week 07</b> May 14	<u>Lecture / In-Class Exercise:</u> <ul style="list-style-type: none"> <li>Weekly Check-ins (Dailies)</li> </ul> <u>Studio:</u> Production	<u>Assignments:</u> <ul style="list-style-type: none"> <li>Tasks to be delegated</li> </ul>
<b>Week 08</b> May 21	<u>Lecture / In-Class Exercise:</u> <ul style="list-style-type: none"> <li>Weekly Check-ins (Dailies)</li> </ul> <u>Studio:</u> Production	<u>Assignments:</u> <ul style="list-style-type: none"> <li>Tasks to be delegated</li> </ul>
<b>Week 09</b> May 28	<b>NO CLASS: Memorial Day</b>	
<b>Week 10</b> June 04	<b>Final Self and Team Evaluations!</b> <b>**You must be present to receive credit for your project! No email or online submissions accepted. Any and all absences must be approved and excused by me at least 4 weeks prior to the final date otherwise supporting documentation is required (i.e. doctor's note, police reports, etc...)**</b>	<u>Assignments:</u> <ul style="list-style-type: none"> <li>Self and Team-Evaluations (In-Class) [100pts]</li> <li>Tasks to be delegated</li> </ul>
<b>Week 11</b> June 11	<u>Lecture / In-Class Exercise:</u> <ul style="list-style-type: none"> <li>Weekly Check-ins (Dailies)</li> <li>Tasks and break discussed</li> </ul> <u>Studio:</u> Production  <b>Class Meets 12:30p – 2:30p</b>	

#### Week 11 Final Exam Schedule – June 11 – June 15, 2018

Exams will be held in the regularly scheduled classroom. Note that exams for classes regularly scheduled Thursday afternoon through Saturday have been moved to a different day.

Class Meeting	Class Meeting	Exam Meeting	Exam Meeting
Day	Time	Day	Time
Monday	Morning	Monday	8:00 - 10:00 am
Monday	Afternoon	Monday	12:30 - 2:30 pm
Monday	Evening	Monday	5:30 - 7:30 pm
Tuesday	Morning	Tuesday	8:00 - 10:00 am
Tuesday	Afternoon	Tuesday	12:30 - 2:30 pm
Tuesday	Evening	Tuesday	5:30 - 7:30 pm
Wednesday	Morning	Wednesday	8:00 - 10:00 am
Wednesday	Afternoon	Wednesday	12:30 - 2:30 pm
Wednesday	Evening	Wednesday	5:30 - 7:30 pm
Thursday	Morning	Thursday	8:00 - 10:00 am
Thursday	Afternoon	Monday	2:45 - 4:45 pm
Thursday	Evening	Monday	7:45 - 9:45 pm
Friday	Morning	Tuesday	10:15am - 12:15 pm
Friday	Afternoon	Tuesday	2:45 - 4:45 pm
Friday	Late Afternoon	Wednesday	10:15am - 12:15 pm
Friday	Evening	Wednesday	2:45 - 4:45 pm
Saturday	Morning	Tuesday	7:45 - 9:45 pm
Saturday	Afternoon	Wednesday	7:45 - 9:45 pm