



AVC 240 Cinematography & Directing for 2D/3D Animation 24921 24922 24923 Syllabus

Glendale Community College Main - Fall 2024

Instructor Information

- **Instructor:** Dr. Casey Farina
- **Email:** casey.farina@gccaz.edu
 - Please correspond using your official maricopa email address
- **Office Hours:**
 - **Virtual Office Hours** are held virtually through Google Meet. The meeting link is on the front page of Canvas. <https://meet.google.com/xyt-hgqe-sgk>
 - A virtual meeting can be arranged by email at least three days in advance
 - **In Person Office Hours**
 - M W (11 AM - 12 PM) in HT1 134 (classroom) or 03 112 (office)
- **Format: Multiple Attendance Options (MAO)** - online, in person, and live online are combined into a **single section**
 - Time M W 2:00 - 4:30 PM (in person and live online)
 - Location HT1 134
 - All lectures will be recorded and available livestreamed and archived on the instructor youtube channel
 - <https://www.youtube.com/c/CaseyFarinaGCC>
 - In person attendance is not required, **but highly encouraged**
 - Multiple sections of this course are combined on Canvas. You may be interacting online with students from another class. If you have questions, please contact me.

Course Information

- **Course Format:** Multiple Attendance Options (MAO)
- **Credit hours:** 3
- **Contact hours:** 6 periods
- **Course Start Day:** 8/19/2024
- **Course End Day:** 12/9/2024



- **Final Portfolio Review:** 12/9/2024
- **No in person class or live stream on the following days:** There will be no **in person class or live stream** on the following dates
 - 9/2/2024 Labor Day
 - 11/11/2024 Veteran's Day
- **Instructional Contact Hours & Out-of-Class Student Work:** For this 3 credit hour course, you should plan to spend **10 - 20 hours per week on this course.**
- There is no final exam for this course, rather there is a **submission of your portfolio** at the end of the course.

Course Description

Essential skills, concepts and the use of virtual cameras in 2D and 3D animation environments: planning, pre-production, storyboards and pre-visualization using real-world camera principles is combined with rendering, sound and post-production in a nonlinear environment.

Course Competencies

- Compare and contrast the visualization process in traditional arts vs. directing a shot in a digital environment. (I)
- Manipulate aperture, depth of field, lenses, and attributes needed to control a virtual camera in various environments. (I-II)
- Create conceptual sketches, plans and storyboards for a project. (III)
- Apply lighting and compositional concepts to create a mood in a digital environment. (IV)
- Determine appropriate camera attributes and shot flow using plans and storyboards. (IV-V)
- Apply shot flow and directing techniques to a project. (V)
- Stage a scene for a character and/or product shot. (VI)
- Apply the appropriate lines of action to virtual cameras in various environments. (VII)
- Select the appropriate sound for the shot. (VIII)
- Render a project using appropriate project specifications and output methods. (IX-X)
- Use post-production techniques to edit in a nonlinear environment. (X)



Textbooks

There is no required textbook for this class. The lectures on Youtube and other linked resources serve as the reference material.

Required Materials

- Notebook - I *recommend* a notebook that can easily be backed up to the cloud. [How to back up a physical notebook to your google drive cloud storage](#). You may take notes in a digital format if you prefer.
- External Hard Drive - I recommend using an external hard drive (Please do not use a USB thumb drive) that has at least 1 TB of space and a USB 3.0 interface. I recommend Seagate. Do not spend more than \$100.00 on this hard drive. *You may use the hard drive for other classes simultaneously.*
 - **Recommended**
<https://www.bestbuy.com/site/sandisk-extreme-portable-1tb-external-usb-c-nvme-ssd-black/6427550.p?skuld=6427550>
- Primarily online students will need a **computer with a dedicated graphics card**. If you do not own a computer with a dedicated graphics card (NOT an Integrated graphics card) then I would recommend applying to borrow a laptop for free from GCC for the entire semester. <https://www.gccaz.edu/StudentDeviceRequest>
- Primarily in person students can use their own laptop that adheres to the requirements listed above and **use the computers in the Digital Media Arts Animation Lab (HT1 134)**.



Community Participation Requirements

This class is in the Multiple Attendance Options (MAO) format. I will be teaching the class in person at the time listed in the schedule. The class will be streamed and archived on youtube for the online and live-online students. However, I strive to create a sense of community in the class despite the unorthodox format.

A student in this class can participate in person or online. **Students do not need to commit to a modality for the entire semester, they can switch between modalities as necessary. I encourage all students to attend in person occasionally if at all possible, especially if you're experiencing some difficulty with the course content.**

A component of each weekly project will be creating a presentation video. These presentation videos will be reviewed in class. These videos

- allow all the students in the class to view each other's work.
- provide an opportunity to ask questions about the course/project content.
- create a sense of shared community in the class.

We also use Discord as a central hub for communication and class presentations. You will be expected to post your projects on our GCC DMA discord and provide feedback to other students. We will discuss artistic feedback throughout the semester, however, please adhere to the following guidelines when communicating online.

- Show Professionalism and Courtesy
 - Exhibit the same professionalism and respect in the online class as you would in a face-to-face classroom or in the workplace. Use sarcasm cautiously. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message could be misinterpreted. In a face-to-face setting, our tone of voice and facial expressions convey as much of our meaning as the words we use. In a written message, the subtext of your meaning can easily be confused or misinterpreted.



- Use Correct Spelling and Grammar
 - Adhere to correct spelling and grammar rules. It is good practice to compose your message in a word processing program where you can check your spelling and grammar prior to sending. Avoid texting abbreviations and informal language ("C U L8R").
- Use a Positive Tone
 - Before clicking the Send or Submit button, review your message. The ease and speed of the Internet makes it easy to say something you might regret later. Remember: You are communicating with other human beings of all ages and backgrounds, with feelings, sensitivities, and opinions. When composing a message, ask yourself, "Would I say this to the person or group face-to-face?" or "How might someone interpret this?"
- Follow the Course Communication Guidelines
 - Make sure that you are posting under the correct discussion topic and read all postings in that topic prior to posting your message. Keep in mind that different instructors may have different guidelines for participation and grading.

Course Policies

- The work in this class is project based. We construct a series of projects over the course of the semester.
- Late work will be accepted at the discretion of the instructor. **The focus of this class is creating a high quality portfolio. Students who submit late work have less time to fine tune their portfolio work. Successful students in this class focus on creating strong portfolio work rather than merely "completing assignments."**
- Students are subject to, and must comply with college policies found in the current College Catalog and Student Handbook.
- Failure to turn in **any work for two weeks with no communication** will result in being dropped from the course. If you are experiencing difficulties please contact the instructor via email ASAP.

All of the class work will be officially turned in on Canvas. I will ask students to also post their work in the GCC DMA Discord for feedback from other members of the course.



Course Technology Information

- Basic technology and skills needed:
 - You should have regular access to a computer with an Internet connection. Additionally, you should be comfortable using the Internet and word processing tools. Firefox and Chrome are the recommended web browsers for accessing course materials. To download these browsers visit:
 - Firefox: <https://mozilla.org/firefox>
 - Chrome: <https://www.google.com/chrome/>
- Basic Computer Equipment / Access Needed
 - You will need a working email address, a Canvas account, and access to the Internet. Internet access can be from school, home, or work. Please review your syllabus for specific technology needs. You may be required to have specific hardware or software, a webcam, etc.
- Email Accounts for Students
 - Maricopa Community Colleges provides you with [an email address](#). It is the official way to receive communication from the college and district.

Canvas

Use your Maricopa Enterprise ID (MEID) and associated password to log in to the Canvas Learning Management System at <https://learn.maricopa.edu>.

Check out the Canvas Student Guide at

<https://community.canvaslms.com/t5/Student-Guide/tkb-p/student> or call 1-888-994-4433 for 24/7 support.

Visit the Maricopa 24/7 help site at

<https://my.maricopa.edu/help/canvas-support/submit-canvas-helpdesk-ticket> for a live chat with a support team member.

Technology Help at GCC

For help with course technology, you can contact the GCC Service Desk in the following ways:

In-person: High Tech 1 (HT1) on the main campus and Building B on the north campus

Phone: 623-845-3555, option 1

Email: Servicedesk@gccaz.edu



You can use the [client portal](#) to self-submit tickets and check updates, or more information is available at [GCC Ways to Get Help Site](#).

Online Technologies

You are required to use the following online technologies. Some of these have paid tiers; you do not have to pay for any of them. We will be using the free, student, or personal versions.

- **Maricopa Student Email** - <https://www.gccaz.edu/technology-help/student-email>
 - Email and Canvas messaging are the officially sanctioned method of communication in this class. You will need to use your GCC *student email* to correspond with the instructor and check it on a regular basis. Please do not send messages from personal email accounts.
- **Google Drive**
 - Use this drive as a backup location for all classwork.
 - Log into your Maricopa Email first then <https://drive.google.com/drive>
- **Maricopa Canvas** - <http://www.learn.maricopa.edu>
 - You will access the course content via the Maricopa Instructure Canvas CMS (Class Management System.)
 - Your username and password are your MEID. If you don't know your MEID, find it here: <https://eims.maricopa.edu/MAW/S0lookupid.pl>
 - Canvas FAQ: <https://my.maricopa.edu/canvas-faq>
- **Youtube** - <http://www.youtube.com/c/CaseyFarinaGCC>
 - I post all of the class lectures as screen recordings on Youtube.
 - GCC provides a LinkedIn Learning account to all the students in the class. It is unnecessary to purchase a personal account.
- **Vimeo.com** - we may use vimeo for presentation of final portfolios..
- **Cineversity** - <https://www.cineversity.com>
 - This is a tutorial resource for Cinema 4D.
 - You can log into Cineversity once you receive your student license from Maxon.
- **Miro**
 - <https://miro.com/signup/>
- **Github**
 - Terms of Service
<https://docs.github.com/en/github/site-policy/github-terms-of-service>
 - Privacy Policy
<https://docs.github.com/en/github/site-policy/github-privacy-statement>



Software

- **Cinema 4D from MAXON**
 - Software for 3D Design and Rendering
 - <https://www.maxon.net/en/educational-licenses>
- **Adobe Creative Cloud**
 - You will log onto the Adobe CC through your MEID at GCC.
 - If you want to use the Adobe CC at home you will need to purchase a student subscription. <https://www.adobe.com/creativecloud/buy/students.html>
 - This class uses Illustrator, Photoshop, After Effects, Animator Character Animator, Audition, InDesign and Media Encoder.
- **Unreal Engine**
 - <https://www.unrealengine.com/en-US/download>
 - Realtime Rendering
- **Blender**
 - <https://www.blender.org/download/>
 - Computer Graphics software
- **Github**
 - Online Software development and backup
 - <https://education.github.com/students>
- **Open Broadcast Software**
 - <https://obsproject.com/>
 - Software for screen recording

Terms of Service, Privacy and Accessibility Statements for Services and Software

- **Canvas**
 - Terms of Use: <https://www.canvaslms.com/policies/terms-of-use-canvas>
 - Privacy Policy: <https://www.canvaslms.com/policies/privacy>
 - Accessibility statement: <https://www.canvaslms.com/accessibility>
- **Discord**
 - Terms of Service <https://discord.com/terms>
 - Privacy Policy <https://discord.com/privacy>
- **Google: Gmail, Meets, Drive, Docs, Sheets, etc**
 - Terms of Service <https://policies.google.com/terms?hl=en-US>
 - <https://policies.google.com/privacy?hl=en-US>



- **Adobe**
 - Terms of Service <https://www.adobe.com/legal/terms.html>
 - Privacy Policy <https://www.adobe.com/privacy/policy.html>
- **Maxon (Cinema 4D)**
 - Terms of Service <https://www.maxon.net/en-us/header-meta-navigation/about-maxon/legal/terms-of-use/>
 - Privacy Policy <https://www.maxon.net/en-us/header-meta-navigation/about-maxon/legal/privacy-policy/>
- **Open Broadcaster Software**
 - Terms of Service <https://obsproject.com/help>
 - Privacy Policy <https://obsproject.com/help>
- **Youtube**
 - Terms of Service <https://www.youtube.com/static?template=terms>
 - Privacy Policy <https://www.youtube.com/howyoutubeworks/policies/community-guidelines/>
- **Vimeo**
 - Terms of Service <https://vimeo.com/terms>
 - Privacy Policy <https://vimeo.com/privacy>
- **Blender**
 - Terms of Service <https://www.blender.org/about/license/>
 - Privacy Policy <https://www.blender.org/about/license/>
- **Unity**
 - Terms of Service <https://unity3d.com/legal/terms-of-service>
 - Privacy Policy <https://unity3d.com/legal/privacy-policy>
- **Unreal Engine**
 - Terms of service <https://www.unrealengine.com/en-US/eula/unreal>
 - Privacy Policy <https://www.epicgames.com/site/en-US/privacypolicy>
- **Miro**
 - Terms of Service <https://miro.com/legal/terms-of-service/>
 - Privacy Policy <https://miro.com/legal/privacy-policy/>



Grading Standards

Your final grade will be based on the percentage of points you earn as follows:

	Maximum	Minimum
A	100%	90%
B	< 90%	>= 80%
C	< 80%	>=70%
D	< 70%	>=60%
F	< 60%	

Course Outline

- Creative Projects 75%
- **Final Portfolio 25%**

The course outline calendar is listed in the Module section of Canvas.

Late Work

Work submitted after the due date will be accepted **at the discretion of the instructor**.

Academic Integrity

Integrity is a necessary characteristic of any healthy, flourishing society or community. As such, academic integrity is foundational to learning at Glendale Community College. Students are required to demonstrate the highest levels of honesty in their work and interactions with others. Further, students are responsible for understanding and following the college's standards, as described in Section 2.3.11, "Academic Misconduct," of the GCC Student Handbook at <https://district.maricopa.edu/regulations/admin-regs/section-2/2-3#11>.



Students are expected to demonstrate academic integrity by:

- Producing his/her own original work;
- Keeping course materials (e.g., tests, quizzes, assignments, video conferencing links) confidential;
- Knowing that plagiarism is unacceptable and will not be tolerated

Statement Concerning Plagiarism

There will be content not authored by the student used in this class. Any content included in a project that the student did not directly author should be attributed with a hyperlink and a credit at the end of the work.

Use of Artificial Intelligence

In this class, you are permitted to use generative AI tools as discussed in class. **When submitting work that incorporates generative AI content, please clearly indicate what content was generated by AI tools in the comments when you submit the work. This often takes the form of discussing the AI tool in your weekly presentation video.**

Projects shared with Class and Online

As a member of this class, you will be required to share the projects with other students and the instructor in the class. This will involve posting a project online and any project posted online may be password protected by the student. portfolio projects will be critiqued by the instructor and fellow classmates. A critique will consist of constructive feedback, please ignore the negative connotation of the term *critique*. Critiques will occur online.

Controversial Content

This class may present artwork that addresses subjects that some students may consider controversial or offensive. The views represented in these artworks do not represent the views of the professor or Glendale Community College. If a student thinks that a particular artwork is especially challenging or unsettling, they can exit the classroom or not view the work. If a student leaves or misses class, they are still responsible for the class content.



Student Rights & Responsibilities

You are expected to know and comply with all current published policies, rules and regulations as printed in the college Academic Catalog, Syllabus, and/or Student Handbook.

- [Academic Catalog](#)
- [Student Handbook](#)

The information in the syllabus is subject to change. I will notify you of any changes in course requirements or policies.

As per the GCC Student Handbook, [Administrative Regulation 2.5.2 Student Conduct Code](#), faculty members have the right to remove a student from the teaching environment for disruptive student behavior. Please note that a faculty member may also submit a conduct report to the Dean of Student Life office to invoke the conduct process.

More information on the Student Conduct Code and additional administrative regulations is available in the GCC Student Handbook.

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA), the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). Each class/term/semester that a student needs academic adjustments/accommodations, the qualified student is required to work with the Disability Resources and Services Office (DRS) at their individual college(s). College DRS offices may only offer accommodations/academic adjustments for their own college. Contact with the DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through DRS Connect online services. To learn more about this online service process, please contact your local DRS office.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations, you are welcome to [contact DRS](#) through their website. The DRS office offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations/academic adjustments. Reasonable accommodations are established



through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and MCCCDC. It is the policy and practice of the MCCCDC to create inclusive and accessible learning environments consistent with federal and state law.adjustments. Reasonable accommodations are established through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and MCCCDC. It is the policy and practice of the MCCCDC to create inclusive and accessible learning environments consistent with federal and state law.

Addressing Incidents of Sexual Harassment/Assault, Dating/Domestic Violence, and Stalking

In accordance with Title IX of the Education Amendments of 1972, the MCCCDC prohibits unlawful sexual harassment against any participant in its education programs or activities. Sexual harassment includes quid pro quo (this for that) harassment, hostile environment, sexual assault, dating/domestic violence, and stalking. This prohibition against sexual harassment - including sexual violence - applies to students, MCCCDC employees, and visitors to campus.

The policy of the MCCCDC is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as prohibited by state and federal law. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator, as outlined in policy. MCCCDC will provide on its [Title IX and Preventing Sexual Harassment](#) webpage a link to all [Title IX Coordinators](#) at the MCCCDC. Reports may be filed anonymously at: <https://district.maricopa.edu/consumer-information/reporting>.

Addressing Incidents of Title IX Sexual Harassment

In accordance with Title IX of the Education Amendments of 1972, the MCCCDC prohibits unlawful sexual harassment against any participant in its education programs or activities. Sexual harassment includes quid pro quo (this for that) harassment, hostile environment, sexual assault, dating/domestic violence, and stalking. This prohibition against sexual harassment - including sexual violence - applies to students, MCCCDC employees, and visitors to campus.

The policy of the MCCCDC is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as prohibited by state and federal law. Incidents of Sexual Misconduct should be reported to the college Title IX



Coordinator, as outlined in policy. MCCCCD will provide on its [Title IX and Preventing Sexual Harassment](#) webpage a link to all [Title IX Coordinators](#) at the MCCCCD. Reports may be filed [anonymously](#).

Pregnant and Parenting Students

It is the goal of the Maricopa County Community College District (MCCCCD) to provide students with the opportunity to succeed in their chosen field of study. This goal includes our pregnant and/or parenting students.

As is outlined in Maricopa's Non-Discrimination policy as well as the requirements of Title IX of the Education Amendments Act of 1972, students will not be discriminated against on the basis of a disclosed pregnancy. This includes discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. As a result, a pregnant or parenting student (a student during a defined postpartum period lasting up to 8 weeks after delivery), may be provided adjustments so they are able to access and participate in their educational program or activity. Adjustments are available through college Title IX Coordinators (or their designees). More information can be found at [Working with Pregnant and Parenting Students](#).

Withdrawal Policy

If you stop attending this class after the 45th day of the semester, I may award a grade of W, Y, or F depending on your status in the class up until the day you stopped attending. Please discuss any desire to withdraw from the class with me so that together you can decide on the best course of action. Check your schedule for the last day you are able to withdraw on your own. Find the specific withdrawal information in the [District Administrative Regulation 2.3.6](#) and [Appendix S-7](#).

Basic Needs

Maricopa Community Colleges is committed to the academic success of our students, and we understand that basic needs have a direct impact on the well-being and success of our students. Basic needs can include food, housing, transportation, wellness, child care and other important areas. Find help with these and other resources: [Student Basic Needs](#)

The Department of Economic Security is hosting "Support for Success" events on campus to provide information and a connection to resources including nutrition, cash, and medical assistance the first week of the semester. There is a food pantry located within the Student



Union Building in the Student Leadership Center, SU 123 A. You are able to visit the Food Pantry Once per day to collect up to 3 food items, plus toiletries when available, Monday through Friday (fall and spring), Monday through Thursday (summer months) Posted Hours of Operation for the Pantry are Wednesdays from 9 a.m. - Noon. (Other hours are available, please check the Student Leadership Center's hours of operation.)

Student Life

There are many support services that can help you be successful in your goals. There is a tutoring center and specific subject assistance centers as well as counseling and career assistance. Check out the [Student Life](#) page for links to these and many other resources you should take advantage of in your time at GCC.

Emergency Situations

In the event of an emergency, it may be necessary for GCC to suspend normal operations. GCC may opt to continue delivery of instruction through alternative methods including online tools, Canvas, email, and/or an alternate schedule. It's the responsibility of the student to contact professors and monitor the Canvas site for course specific communication, and the main GCC website, emails, and RAVE messages for important general information. Campus support services may also be suspended or delivered in an alternative format.

Student and Faculty Illness

In the event of student illness, students should contact the faculty member as soon as possible to see if alternative arrangements can be made. Attendance policies will follow the syllabus for each course. In the event of faculty illness, the faculty member or representative of the GCC department will contact students with the next steps for continuing the course.

GCC is taking the following steps to keep the entire GCC community safe

- Stay home if you feel sick.
- Perform hand hygiene frequently.

Instructional Grievance Process

Students who feel they have been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, need to follow the Instructional



Grievance Process (MCCCD Administrative Regulation 2.3.5). The first step is to meet with the faculty member. If the issue remains unresolved, the student should contact the Department Chairperson. The third step involves the Vice President of Academic Affairs or designee and the fourth step involves the College President. Most commonly, grievances are resolved by a conversation with the faculty member and/or department chair. If attempts to informally resolve the conflict with your instructor or the department chair prove unsuccessful and you would like to formally document your grievance, complete the [Student Academic Grievance Form](#)

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA), the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). Each class/term/semester that a student needs academic adjustments/accommodations, the qualified student is required to work with the Disability Resources and Services Office (DRS) at their individual college(s). College DRS offices may only offer accommodations/academic adjustments for their own college. Contact with the DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through DRS Connect online services. To learn more about this online service process, please contact your local DRS office.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations, you are welcome to [contact DRS](#) through their website. The DRS office offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations/academic adjustments. Reasonable accommodations are established through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and MCCCD. It is the policy and practice of the MCCCD to create inclusive and accessible learning environments consistent with federal and state law.

Institutional Learning Outcomes

By the end of your college experience, GCC commits to provide you with the opportunity to develop the marketable and life skills necessary for your success. We call these skills Institutional Learning Outcomes or ILOs. Each course, club, activity, or event builds your skills in



one or more of these 7 areas: Communication, Thinking, Quantitative Reasoning and Analysis, Well-Being, Diversity, Information Literacy, Career Goals and Knowledge.

Student Responsibility for Information in the Syllabus

- [The GCC Common Syllabus Elements](#) are regarded as part of this syllabus
- Students will be notified by the instructor of any changes in course requirements or policies.
- Students must agree to the Syllabus information and requirements in the **Syllabus Acknowledgement Quiz** on Canvas.