

**UNIVERSITY OF SOUTHERN CALIFORNIA**  
**John C. Hench Division of Animation and Digital Arts**  
**CTAN 401B Spring 2011 4 Units**  
**Pre-requisite CTAN 401A**

Thursday 1:00pm-3:50pm SCB 304

Instructor: Trixy Sweetvittles (S.Wattenbarger), [wattenba@usc.edu](mailto:wattenba@usc.edu)

Office: SCB 210-H, ph. (213)740-5880

Office Hours: Wednesday 9:00am-12:00pm, Thursday 9:00pm-12:00pm

Student Assistant: Jordan Prieto, [japrieto@usc.edu](mailto:japrieto@usc.edu)

**Course Description:**

This is part two of a two semester course geared towards assisting students in completing their required faculty approved senior project. By the end of 401B, students are expected to have completed production on their senior project. Everyone is required to have a sound mix during the week of April 18<sup>th</sup>-22<sup>nd</sup>. Each of you will present your final project to a faculty panel during finals week for approval.

**Course Goals:**

- to enhance the student's project planning and management skills
- to increase and/or sustain confidence in the student's ability to complete a successful project by the end of next semester
- to facilitate the student's ability to analyze their project's aesthetic, conceptual and technical progress
- to facilitate the student's ability to analyze and gain awareness of their production process

**Learning Objectives:**

By the end of the semester students will be able to:

- efficiently manage an independent film production
- track and adjust their production progress with the goal of successfully achieving their deadline
- communicate their needs to collaborators such as the sound team
- confidently discuss their aesthetic and technical decisions

**Class Schedule**

**01/13**

Production schedule and sound

**01/20**

Progress Check: Group 1 & 2

**01/27**

Progress Check: Group 3 & 4

**02/03**

Lab-everyone meet in the senior lab

**02/10**

Guest Critique: Tom Sito

**02/17**

Progress Check: Group 1

**02/24**

Progress Check: Group 2

**03/03**

Progress Check: Group 3

**03/10**

Progress Check: Group 4

**03/17- SPRING BREAK**

**03/24**

PREPARING SOUND FILES FOR MIX Pt 1

**03/31**

PICTURE LOCK

**04/07**

PREPARING SOUND FILES FOR MIX Pt 2

**04/14**

SOUND LOCK

**04/21**

MIX WEEK

**04/28**

LAYBACK PREPARATION

**05/11-10am-5pm**

Faculty reviews- each of you will be scheduled for a 20 minute time slot to present your thesis project progress to the faculty thesis panel for critique and approval.

**Production Schedules:**

**EVERYONE IS REQUIRED TO SUBMIT A PRODUCTION SCHEDULE TO ME BY 9AM ON FRIDAY 01/15. The schedule should be uploaded onto our class folder on HAL in .doc or .pdf format. I will not accept a schedule that is posted on your blog.**

**Progress Checks:**

The class is divided into four groups. Each group will present their individual projects for a progress check twice during the first half semester. Your production progress will be evaluated during your presentation.

**Production Blogs:**

Your production blogs will be a place for you to track your progress and evaluate your process. You are required to make at least one entry every week due by 9am every Thursday.

| Entry | Due   | Entry | Due   | Entry | Due   |
|-------|-------|-------|-------|-------|-------|
| 1     | 01/20 | 6     | 02/24 | 11    | 04/07 |
| 2     | 01/27 | 7     | 03/03 | 12    | 04/14 |
| 3     | 02/03 | 8     | 03/10 | 13    | 04/21 |
| 4     | 02/10 | 9     | 03/24 | 14    | 04/28 |
| 5     | 02/17 | 10    | 03/31 | 15    | 05/11 |

The entry should include:

1. What was the most difficult part of your production process this week? You cannot say "nothing". If you feel it's been an exceptionally easy week, dig deeper and think about one thing you could improve upon.
2. What was the most interesting, fun or successful part of your production process this week? Did you stumble upon a time saving technique? Did you finally master that walk cycle? Did you accomplish something you are especially pleased with?

Only one entry is required, but please feel free to add images and thoughts as you progress through the process.

### Picture Lock:

You are required to have your picture locked by 1pm on Thursday 03/31. Picture Lock means all timing is locked for sound mix. All animation is complete. All edits are complete. Title and credits are timed and in place (you can leave markers for credits unknown). Renders can be low res but must be legible. Export your picture lock as a QuickTime movie at PhotoJPEG/Medium compression and upload onto our class folder on HAL.

### Sound Lock:

You are required to have your picture locked by 1pm on Thursday 04/14. Sound lock means all sound elements are in place and prepared for sound mix. Bethany Sparks will advise you on format.

### Grade breakdown:

|                                    |       |
|------------------------------------|-------|
| a. Production schedule             | 10pts |
| b. Progress Checks, 10pts each     | 20pts |
| c. Production blog, 2pts each week | 30pts |
| d. Picture Lock                    | 10pts |
| e. Sound Lock                      | 10pts |
| f. Final Presentation              | 20pts |

Points break down for final grade as follows:

|          |          |             |
|----------|----------|-------------|
| 93-100=A | 80-82=B- | 67-69=D+    |
| 90-92=A- | 77-79=C+ | 63-66=D     |
| 87-89=B+ | 73-76=C  | 60-62=D-    |
| 83-86=B  | 70-72=C- | Below 60 =F |

### Students Who Miss a Final Examination

If a student whose work is of a passing grade misses a final examination because of documented illness or emergency that occurred after the 12th week of the semester, he/she may be given the mark of IN (Incomplete). IN Incomplete is assigned when work is not completed because of documented illness or other "emergency" occurring after the twelfth week of the semester.

Registrar's Note: Recommended definition of emergency: "A situation or event which could not be foreseen and which is beyond the student's control, and which prevents the student from taking the final examination or completing other work due during the final examination period. Also note that as defined above, a student may not request an IN before the end of the twelfth week; the rationale is that the student still has the option to drop the course until the end of the twelfth week. The grade of IN exists so there is a remedy for illness or emergency which occurs after the drop deadline. Arrangements for an IN and its completion must be initiated by the student and agreed to by the instructor prior to the final examination.

<http://www.usc.edu/dept/ARR/grades/index.html>

**Statement for Students with Disabilities**

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me (or to TA) as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776.

**Statement on Academic Integrity**

USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's own. All students are expected to understand and abide by these principles. Scampus, the Student Guidebook, contains the Student Conduct Code in Section 11.00, while the recommended sanctions are located in Appendix A:

<http://www.usc.edu/dept/publications/SCAMPUS/gov/>. Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The Review process can be found at:

<http://www.usc.edu/student-affairs/SJACS/>.