



# Official Syllabus for UW Animation Capstone 2020

## Course Website

<http://cs.uw.edu/458>

- The website is your location for **assignment tutorials**, **TA Office Hours**, **Course Calendar**, and other helpful resources.

## Personnel

### *Instructor:*

Barbara Mones  
Office: Remote  
Email: [mones@uw.edu](mailto:mones@uw.edu), [monesie@gmail.com](mailto:monesie@gmail.com)

### *Staff:*

Cody Wilcoxon and Xavier James  
Office: CSE2 143A (*remote*)  
Emails: [wilcoxon@cs.washington.edu](mailto:wilcoxon@cs.washington.edu) & [alexj@uw.edu](mailto:alexj@uw.edu)

### *TA:*

Andalucia Curtis, Emily Andersen, Ellie Derocher, Matthew Grinnell  
Office hours will be held in Zoom and Discord, and will be posted on the course website

## Important Email Addresses

Staff Mailing list: [cse458-staff@cs.washington.edu](mailto:cse458-staff@cs.washington.edu)

- If you need to contact the staff (and TAs), ask them a question, let them know of tardiness of absence, this is the email you must use.

Support email: [support@cs.washington.edu](mailto:support@cs.washington.edu)

- When you have a computer or account issue, email the support helpdesk.
- Please CC Barbara on the email, so we can keep up to date on the status of our machines.

Cardkey Access email: [cardkey@cs.washington.edu](mailto:cardkey@cs.washington.edu)

- If you are having difficulty gaining entry to the Undergraduate Center or either lab space, email cardkey access.
- Remember to CC Barbara on the email.

## General Information

## Zoom Link/Room Code: 984 1207 8751

Register in advance for the classes. You will only need to register once:

<https://washington.zoom.us/meeting/register/tJwpduuqTMtH9Xtn2zM0m9J80Zzv4JKXBss>

**Class Times:** Tuesday and Thursday 11:30am-12:50pm

**Final Review:** Tuesday December 15<sup>th</sup> 1:00-3:00pm over Zoom

**Discord Invite for Animation Lab:** <https://discord.gg/aQCEvUV>

## Lab Computers (CSE2/GATES 143)

- **Your local machines:** You are expected to have your own machine and to have downloaded the proper software for our course that includes ( *Xavier please list*)
- **UW Machines:** While you should have your own machines capable of completing assignments remotely, our on-site Lab computers have the software necessary to complete all of your Projects.
- **Specifics re. Animation Lab Computers:** You will be expected to log into lab computers with a CS Account. We are working on getting you remote access, so you will be able to use them remotely using “microsoft remote desktop” and the Husky-Net VPN. Once Remote-Access is enabled, we can guide you through this process.
- **Do NOT save files on your desktop machine – there is risk they will be deleted when you log-out.**

## Saving Files on the Network.

- When you work on a lab machine remotely, you will be **saving your files remotely**. We will refer to this location as “The Network”: <\\csetid\cs\unix\projects\instr\capstone1>
- **Save your files here:** <\\csetid\cs\unix\projects\instr\capstone1\ student files>
  - o Create a subfolder with your name, and a second subfolder with files for the class.
    - Example: <\\csetid\cs\unix\projects\instr\capstone4\ student files\xavier\458>
- **The Network can only be accessed from CS Machines.**

## Software

- We will primarily be using **Autodesk Maya 2019**
- You can install a **student version of Maya 2019** on your home machine by following the instructions on the Autodesk website.
- You will also need an **editing software** and a **digital drawing/painting program**. **Examples of these are (Xavier?) IMOVIE, FINAL CUT PRO, PHOTOSHOP**

## Other materials

- You should acquire or find:
  - o 2 flashlights and floodlight. Flashlights should have dimmers
  - o 1 ping pong ball
  - o A heavy ball (bocce, bowling, or an equivalent)

- Light box ( Cardboard box that is at least 18 x 18 x18 inches - empty is light)
- Heavy box ( Cardboard box that is at least 18 x 18 x 18 inches - fill with heavy objects but be sure to be safe)
- Strong/Heavy Rope that is approximately six feet long and one inch thick (or equivalent)

## **Assignments. Turn-In Instructions, and Grading**

### **Due Dates**

The majority of Assignments will be **provided to you each Thursday**, and will be due the following **Wednesday at 9PM**. At 9:30PM on the day the project is due, you will be submitting an Individual Critique Analysis (find the template on our website).

### **Instructions**

Final Assignments will be due on Canvas each Wednesday at 9PM.

Grading Rubrics are listed below.

For each assignment, you will submit a Critique Analysis on Canvas by Wednesday at 9:30PM. Critique Analysis are graded. The material to submit and format for each Critique Analysis is listed on the course website.

### **Monday Progress Reports** (See Golden Rule #2)

For each assignment, by 9PM every Monday, submit the current status of your Weekly Project to Canvas, as well as a “Progress Report Statement”, detailing your current progress and your plan for completion. The Progress Reports are graded. It is important that you successfully submit all information we request when you submit your progress report.

## **Grading Guidelines**

Grades are calculated using the following weights and rubric :

### **8% Project 1 - Yacht and Hand Modeling**

Individual project criteria:

- Following instructions
- Resemblance to reference

- Contains all specified pieces
- Good mesh topology (All quads)
- Clean outliner, deleted history

### **8% Project 2 - Head Modeling**

Individual project criteria:

- Following instructions
- Resemblance to reference
- Good mesh topology (All quads, follows hippydrome, appropriate density, smoothes correctly, clean mesh, no unmerged vertices)
- Clean outliner, history

### **8% Project 3 - Shading**

Individual project criteria:

- Following instructions
- All objects shaded in a believable manner
- Creativity, aesthetics
- Organized Material Library
- Good UV topology
- Clean outliner

### **8% Project 4 - Lighting**

Individual project criteria:

- Following instructions
- Resembles 3 point example
- Reasonable amount of effort
- Creativity, aesthetic
- Room: Variety of light types, lighting that supports moods, motivated light sources
- No lighting mistakes
- Clean outliner

### **8% Project 5 - Rigging**

Individual project criteria:

- Following instructions
- Functional, "clean" rigs (e.g. proper channels locked and hidden)
- Good weight painting
- Clean outliner

### **8% Project 6 – Animation Basics**

Individual project criteria:

- Following instructions
- Presence of animation principles
- Correct use of animation principles
- Readability of planning sheets
- Creativity, aesthetics, believability

### **8% Project 7 – Animation Mechanics**

Individual project criteria:

- Following instructions
- Silhouette, weight, line of action
- Used reference
- Presence of animation principles
- Correct use of animation principles
- Readability of planning sheets
- Creativity, aesthetics, believability

### **4% Exercise – Octopus Reaching**

Individual project criteria:

- Following instructions
- Presence of animation principles
- Correct use of animation principles
- Used Reference
- Readability of planning sheets
- Creativity, aesthetics, believability

### **30% Octopus Dreaming Project**

Group project criteria:

- Technical
- Creativity
- Aesthetic/Composition
- Group Participation

### **10% Attendance/Individual Critiques/Progress Reports**

## **Grading Criteria for all work:**

### **Professionalism (Participation and Collaboration)**

- Ability to work in your group as both a leader in your area of expertise and productive team member to your group as a whole.
- Ability to receive and apply feedback from the Instructor and from the TA's.
- Ability to respond to communication from Instructor and TA's promptly and respectfully.

- Ability to be a positive influence on the class and the project. Where direction seems inconsistent or unclear, to have the ability to bring the discrepancy to Instructor and TA for discussion in office hours if needed.
- Ability to maintain a positive attitude and creative approach toward the project.
- Ability to follow through on work that has been assigned including meeting assigned deadlines.
- Ability to make constructive suggestions by doing the work assigned and providing alternate technical and aesthetic solutions when needed. Ability to communicate positively and constructively and to resolve concerns quickly and effectively.
- Ability to provide appropriate and creative contributions to all aspects of the production.
- Ability to provide constructive and proactive approaches to problem solving during class meetings in support of the goals in the agenda.
- Ability to work collaboratively to reach a common goal and vision including the ability to be flexible and fill in for a fellow student who needs help.
- Ability to find someone to fill in for yourself if an emergency keeps you from finishing your work on time.

### **Production (Quality of Individual Work)**

- Ability to meet deadlines.
- Ability to organize your time and apply your skills.
- Ability to complete assigned shots.
- Ability to take on production tasks and to complete them.
- Ability and willingness to take on extra work and do the job, especially contributions made near the end of a production.
- Ability to behave appropriately on your team.
- Ability to effectively and efficiently lead the areas been assigned.
- To provide weekly reports covering your leadership in your group and your support of other group members or the group as a whole.
- To fill out and submit all self critiques covering your assessment of how you have functioned in the class including all requested critique analysis worksheets that assess how you feel about the work you produced individually and as part of a group.

### **Late work policy:**

It is assumed that your work will be on time. Incomplete work will be turned in on time so that it can be evaluated with everyone else. Under some rare and extenuating circumstances, the course staff may decide to grade revised projects. Under these circumstances, there will be a 0.5 deduction every day the project is late. After three days, it will be up to the course staff to decide whether or not the project will be graded. The grade adjustment is subject to change and adjustable on a per-student basis in exceptional cases.

### **Religious Accommodations**

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy \(https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/\)](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/). Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request form \(https://registrar.washington.edu/students/religious-accommodations-request/\)](https://registrar.washington.edu/students/religious-accommodations-request/).

## **Attendance Policy**

We take attendance at each class meeting. If you are late or absent to class your grade will reflect this. If you miss more than half the class, you will be marked absent.

If you know you will be late or absent to class beforehand, or if there is a day you must leave early, you must email the staff alias before class. In special circumstances in which attending class becomes a hardship, you must contact the instructor.

## **The Capstone Golden Rules**

*Follow the Capstone Golden Rules at all times.*

1. The need to reach out to your staff and Instructor while working remotely is critical: In industry it is quite common for animators and animation production teams to work remotely. Most recently, entire teams are working from home because of the continued pandemic. We are all working out the proper and most efficient protocol as working styles and accessibility to equipment evolve. This is the time to be particularly mindful to make every effort to communicate any concerns and be compassionate and respectful of your team members. If there are any suggestions for improvement or there's a level of discomfort that impedes your progress, share this with your Instructor via email and/or request a zoom meeting. You may share a concern with any of the staff members. The staff will bring the concern to the Instructor for discussion. Staff do not make policy but can bring a concern to the Instructor's attention.

2. . Stay Positive. Collaborative, interdisciplinary work is fraught with potential misunderstanding and confusion even under the best of circumstances. In industry it is critical to do your best to be a positive influence on the team and support the Director. It's important to communicate well, make constructive suggestions and to avoid dwelling on the negative. Turn it around and be respectful and helpful. Work well with your colleagues and Director so that the process moves as smoothly as possible for everyone.

3. Do something. If you have work assigned to you and that work is scheduled for a review, do something and make sure to submit it for review. You are much better off turning in work that is incomplete for the group/Director to review than to submit nothing at all. If you turn in nothing the production group cannot progress. If you learn to present your work so that you get constructive feedback, we all can move forward.

4. Follow the direction and accept feedback from the Director, even when it doesn't seem like the right feedback to you. If you are asked to do something and you feel that you could do it in a

different and better way, do the work that you were asked to do first, and do it the way you were asked to do it and then do the work the way you feel it should be done. When both are complete show the Director who will be able to see your work and decide which solution fits best. The Director will make the ultimate decision but showing your idea is much better than ignoring the Director's request and decision. If you can show a better solution and the Director agrees, then you will have helped the project move forward. if you don't do what you were asked to do by the Director, you will hold the whole team back.

5. The Director alone approves elements of the pipeline before they move forward. This is called "green lighting" the production work and is done in industry before each element can move to the next stage of the pipeline. No one else can green light production work because the process then becomes chaotic and unstable. This is consistent with industry and a very important aspect of any complex production. So, be careful not to move forward without the green light of the Director and if you think your work is ready to be green-lit, communicate with the staff and Director to receive clear feedback.

## **Class Times + Deadlines**

Monday:

- **458 Progress Report Due Monday 9PM**

Tuesday:

- **458 from 11:30am-12:50pm**

Wednesday

- **458 Due 9PM (Critiques 9:30)**

Thursday

- **458 from 11:30am-12:50pm**
  - o **458 Assignments Assigned**