



# ANIMATION

# 3D

## **Student Hand Book**

# Welcome from the Animation Faculty and Staff!

Our Animation 3D Advanced Diploma program is the most unique animation program of its kind in Canada. In partnership with leading industry experts, Mohawk College has created this program to give students the opportunity to explore and develop their skills in the computer animation process. In this Diploma program you will start your educational journey with traditional drawing skills to advanced computer techniques, which has been developed to give students a broad based foundational education on all aspects of the animation industry.

The animation faculty have been chosen for their team efforts and exceptional individual experience in the animation industry. Their accumulated knowledge has helped to develop the Integrated Animation program to encompass all aspects of animation production from concept, script writing, storyboarding, design, digital ink & paint, 3D construction, rigging, texturing, lighting, rendering, 2D & 3D animation, video & editing. Animation is a very demanding and dedicated art form and a very competitive industry, it is also one of the most rewarding careers!

It is important to maximize your college experience by attending all classes and develop strong work ethic and learn life and business skills that will serve you throughout your career. This starts by building your listening and note taking skills, then managing your time and life. Your class time is also to get to know your peers, who should encourage and inspire each other in a friendly competitive manner. This is the time to build relationships and reputation as one of the most important aspects of socializing at college is networking that will last a lifetime.

The expectations of you are high and you are expected to act in a professional manner at all times. For many it is a hard adjustment and a culture shock coming from the public school system. There are many distractions and freedoms to be explored. However, it is important to dedicate your time here and make the most of the education offered. The responsibility is yours to manage the work load in class and completing projects and assignments in the time between classes. One of the biggest lessons is meeting deadlines!

When on-campus and off-campus, you are representing both Mohawk College and yourself. Your professors are here to help you succeed. If you are experiencing any difficulties, please see Susan Peniuk, Student Success Advisor, your professors, or go to Counseling Services. Please take some time to review the rules and regulations in this student handbook and make sure you understand them. If you wish further explanation, ask your faculty, class advisor or the co-ordinator.

Please enjoy your time here at Mohawk College; we encourage you to get involved in all the exciting new opportunities around you! It may seem a long way away, but your Graduation Day is not really that far off.

# THE ANIMATION 3D TEAM

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# PROMOTION, CREDITS, EXEMPTIONS, APPEALS

It is the student's responsibility to make sure he or she is registered in the appropriate courses in all levels of the programs and to be certain of having the necessary requirements to be eligible for graduation.

## BACKGROUND

Mohawk College is committed to a consistent, equitable and transparent process that facilitates students' progression through their chosen Program of Studies to graduation. College policies and procedures related to progression and promotion have been developed in accordance with the Mohawk commitment to excellence and the requirements of the Ministry of Training, Colleges and Universities. Mohawk College Corporate Policy regarding "Program Promotion and Graduation Requirements is Policy Number AC700.

**Weighted Grade Point Average (GPA):** A representation of student achievement that is calculated using the following formula:

The sum of the percentage grades multiplied by the credit value and divided by the sum of the credits for the courses taken as defined by the Program of Studies. Courses for which no numeric grade is assigned (e.g. E, CR, AU, and R) are not considered in the calculation of the Weighted GPA.

**Pass Level** Effective Fall 2009, a **minimum passing grade of 50%** applies for all courses offered at the College.

## Advancement from One Semester to the Next

**Promotion with Good Standing:** Students will be allowed to progress from one semester to the next with attainment of a **minimum Weighted GPA greater than or equal to 60%** (semester promotion grade) **with no failures**. Course registration is subject to course prerequisites. Courses prerequisites are listed at the end of this booklet.

**Promotion with Advice:** This situation applies to students who achieve a Weighted GPA greater than or equal to 50%, with no more than one failure. Provided that prerequisites are met, students in this situation may continue into the next term, but are strongly encouraged to seek academic advice from a Program Coordinator, Student Success Advisor and/or Counselor to help them enhance their academic performance. Students need to recognize that one failure has the potential to compromise progression from one semester to the next, and successive occurrences may prohibit the student from achieving graduation status within the timelines prescribed by the Program of Studies.

**Probation:** Students who achieve a Weighted GPA greater than or equal to 50% with more than one failure will not be promoted. These students may be allowed to progress to the next term with **special authorization** through the mandatory academic advisement process. Students in this category must meet with a Program Coordinator or Student Success Advisor to discuss their academic future. Referral to a Counselor may follow, if appropriate. Students in this category who have identified with Disability Services and have a Confidential Academic Accommodation Plan must meet with their Disability Services Case Manager.

**Compulsory Withdrawal:** Students with a Weighted GPA less than 50 will be required to leave the program. It is strongly recommended that students in this situation seek advisement to explore opportunities for continuing study at the College.

**Requirements for Graduation** An overall minimum weighted GPA of 60% is required to graduate. Where courses have been repeated, the highest course mark will be used in the calculation. Exceptions to these graduation requirements require the approval of the Grading and Promotion Standards Committee.

**Timelines for Graduation:** To be eligible for graduation, students are expected to demonstrate mastery of current competencies outlined in the Program of Studies applicable at the time of graduation. Mohawk College does not permit backdating of diplomas.

In cases where study has been interrupted for one or more years, the College may require a student to repeat a subject area. Generally, most courses will be considered current if they have been completed within the past 5 years.

Note:

1. Students may participate on field placements after their first year of study providing they are in good academic standing.
2. Students will not be allowed to go on field placement if they have **ANY** non-achieved courses. The student must pick up **all** non-achieved courses **before** going on field placement.
3. A student who has been a compulsory withdrawal **twice will not be allowed to re-enter the program**

**Exemptions:** Exemptions from a course may be granted to a student, who can show successful completion of work of at least the same level and scope as defined by the course's objectives, or who has successfully completed a prescribed exemption test(s); in some cases, students with post-secondary credits may apply for exemptions for general education courses. Application for exemption normally must be made not later than four weeks following the start of the semester; the work of the course from which exemption is sought should be begun and continued until written notification of exemption, in writing is received.

### **Academic Appeals:**

The first step is to discuss the grade with the course instructor. Communications Media procedures conform to the College's Academic Appeals procedures (see Mocomotion - Student Policies link <http://studentpolicies.mohawkcollege.ca> ).

### **Academic Integrity in Media & Entertainment**

As a Media & Entertainment Student, in addition to having passion for your work, you are also expected to have academic integrity. This means that you aim for honesty and fairness in all aspects of academic life: classes, assignments, tests, papers, projects, and relationships with students and faculty.

A major element of academic integrity is plagiarism. Plagiarism is also referred to as academic dishonesty. Mohawk College defines this as "a conscious and deliberate attempt to obtain academic credit through deception and/or fraudulent means." With the advent of the Internet, many colleges and universities have begun to use "anti plagiarism" software (i.e. "Turn It In") to help them detect academic dishonesty. Academic dishonesty includes any students who "cuts and pastes" material directly from the Internet into their assignments.

**Examples of academic dishonesty in Media Studies include, but are not limited to, the following:**

**Examinations, Tests & Projects**

Copying from another student, or permitting another student to copy material;

Submitting a take-home examination completed by someone else;

Obtaining through theft, bribery, collusion, or purchase an examination or test paper in advance of the date and time for writing of the examination or test;

Unauthorized possession of an examination or test in advance of the date and time for writing of the examination or test, however obtained, unless the student reports the matter to an appropriate source as soon as possible after receiving the copy;

Impersonating a candidate or allowing someone to impersonate you during an examination or test.

Unauthorized transfer of one or more files or part of the data contained within a file;

Unauthorized use of another's identification and password; use of computing facilities to interfere with, or alter the work of another student, faculty member, or College staff member. This includes quizzes on eLearn.

Taking credit for a group project where there wasn't a collaborative effort on the part of one or more individuals. In other words, where one or more individuals made no contribution to the project that they claim credit for.

**Assignments and Essays**

Submission of an essay or assignment written, in whole or in part, by someone else as one's own work; Preparation of an essay or assignment for submission by another student; Copying an essay or assignment or permitting one's work to be copied; Buying or selling of essays or assignments; Submitting for credit any academic work for which credit has been previously obtained or is being sought in another course or program of study without the knowledge and approval of the faculty member to whom the work is submitted.

**Penalties for Academic Dishonesty**

Issuing a verbal reprimand or warning when there is a strong suspicion of academic misconduct, which cannot be proved conclusively.

Assignment of a grade of zero "0" for the assignment, test or examination with no opportunity to resubmit. Depending on the proportion of the final grade for the course, the assignment, test or examination makes up; this could result in a failing grade being issued for the course.

Assignment of a failing grade reflected on transcript for the course in which the offence was committed.

Suspension from the College, for a period not less than the end of the semester/intake in which the student is enrolled, nor longer than one full year. This penalty will result in automatic failures reflected on transcripts for all courses in which the student is registered, and no fees will be refunded for that semester/intake. Students who have been suspended from the College as the result of academic dishonesty must apply for readmission subject to the conditions which are in effect for students who reapply following unsatisfactory performance.

Expulsion from the College. This penalty will result in automatic failures reflected on transcript for all courses in which the student is registered, and no fees will be refunded. Students who have been expelled from the College as a result of academic dishonesty will not be allowed to reapply or be readmitted to any Mohawk College program or course for a period of not less than 3 years.

Reapplication to the College will be reviewed on a case by case basis.

## **STUDENTS' RIGHTS, RESPONSIBILITIES, & CONDUCT**

A complete description of Mohawk College Students' Rights, Responsibilities & Conduct is available online at <http://studentpolicies.mohawkcollege.ca>. You are expected to have read these guidelines and adhere to them during your time here at Mohawk College.

## **ELECTRONIC DEVICES IN THE CLASSROOM/PRODUCTION FACILITIES**

Use by students laptops, cellular telephones, cell-phones and portable recording devices are allowed in the classrooms. Disrespect to the academic lecturer or lab environment while utilizing the devices will result in the student being removed from the learning environment. In order for the student to be reinstated the student will need to book a meeting with the academic coordinator and the case will be reviewed prior to re-entry.

### **Costs & expenditures**

The Animation program is a mandatory PC laptop program with minimum requirements to operate efficiently with the program software. There is a monthly subscription to access the Adobe produces, however there is no cost at this time for the Autodesk software used in the program. A Digital Drawing Tablet is required by semester two for digital painting. There is an Art Kit with all the supplies you'll need for the three years that you are here. It will be required that you replenish the consumables such as paper and pencils. It is recommended that you have earphones or buds for sound production and an External Hard Drive to back-up your computer frequently.

## **ASSIGNMENTS AND TESTING**

### **Written Assignments & Projects**

All work in any course delivered by faculty within the Media & Entertainment department, which is prepared outside the classroom, must be handed in to the instructor **on or before** the designated submission date. The standard submission date/time is Saturday morning by 8:00am or unless otherwise specified by the professor teaching the course.

### **Assignment Submissions**

All project submissions must meet the standards and format as outlined by the course instructor. Video submissions must be clearly & professionally labelled and contain a slate at the head end of the project. Project labels and slates shall include NAME AND PROJECT TITLE, THE DATE OF THE PRODUCTION.

- Use the designated course dropboxes to submit assignments. It is your responsibility to ensure that submitted files are formatted appropriately. Acceptable formats for assignment submissions are: "mp4" movie files ONLY!
- Do not send orig. 3D max files, .mov, .avi or other.

### **Late Assignment Submissions**

- Late assignment submissions receive a 25% grade deduction. Assignment will be accepted up to one week late with an additional 25% deduction (i.e. a total of 50% deduction). Assignments will not be accepted over two weeks late, receiving a mark of "0" zero.

## **Written Tests**

Students must arrive on time for all testing which are evaluated (e.g. television productions, newscasts) in courses delivered by instructors in the Media Studies department. Late arrivals will be penalized as follows:

### **1-15 minutes late**

The student will be permitted to take the test but must complete it within the time frame originally set for the test. For example, if a practical test is scheduled to be completed within 20 minutes, a student who arrives 10 minutes late will have only 10 minutes.

### **More than 15 minutes late**

The student will **NOT** be permitted to take the test (in some situations there will be no admittance to the testing room) and will receive a "0" (numerical grade) or "F" (letter grade).

## **EVALUATED PRACTICAL TESTS/WORK**

Students must arrive on time for all practical work projects for which there is an evaluation (e.g. television productions, newscasts, operational tests). If late, the student will not receive a mark. Depending upon the situation, the instructor may require the student to complete the assigned task as part of the over-all course requirement or may not allow the student to participate.

## **ILLNESS**

If a student cannot attend a test or turn in an assignment on a due date due to illness, the professor in charge must be notified **in advance** via phone or email. Failure to do so results in a zero. **A Doctor's certificate will be required.**

## **ENGLISH STANDARDS**

All written assignments and projects are to meet the standard of English required within the appropriate field of employment. If work submitted does not meet the required standard in the judgment of the course instructor, it will not be graded until the appropriate level of English has been met. This applies to e mail communication as well. .

## **BORROWING EQUIPMENT & BOOKING FACILITIES**

Mohawk Media facilities (Cameras, Microphones, Recording Devices) are expensive and costly to maintain not to mention vital to your program of studies. Every effort is made to keep them up to date and well maintained. An important aspect of this process is the care you exercise when transporting and using these facilities in the field. Equipment is not to be used for personal projects. Please follow the following Department Policies:

1. Make yourself aware of all Media & Entertainment policies regarding the borrowing of Media Facilities by reading the Student Handbook for your Program of Studies.
2. When picking up your gear check it over carefully (test) to make sure that you have received the facilities that you had booked and that they are in **good working order**.
3. Take care carrying and using these facilities. Never leave them unattended such as in a car over night. If you are unsure of correct operating procedures, consult your faculty prior to the booking of the facilities. Check lists have been provided in most equipment bags.



4. Report any facility faults that occur during your project (forms are available).
5. Return the gear on time. It will be checked over by the staff in the Equipment Room.

Note: You are responsible to return all facilities in good working order. **Damaged or loss of facilities will be repaired or replaced and charged back to the student who made the initial booking.** This would include such occurrences as a camera that falls from a tripod or a microphone that is lost. When damage occurs you must fill out a fault report and include how and under what circumstances the equipment was damaged. It is important for the engineers to understand how the fault occurred to correctly assess the problem. Fault reports and equipment are to be handled through staff in the Resources Centre. Staff may then advise a student to see an engineer in maintenance (F08A) for further consultation.

All students enrolled in the Broadcasting Television & Communications Media program must register with staff in the Equipment room F108L during the first week of classes. Students must provide staff with a valid student ID card, know their section number, a local contact phone number (cell phone preferable), and a valid Mocomotion college e-mail address. This information is only used by staff to inform the student in the event of a booking conflict or if equipment returns are past due. Once a student has registered, is on file, and is in good standing with the Resource Centre, equipment and facilities in the Media & Entertainment department (e.g. TV edit suites, cameras) can then be booked out. It is important to remember that college facilities must be used only for **practice** or **class projects**. The use of facilities after hours and on weekends is a **privilege, not** a right.

### **EQUIPMENT IS NOT FOR USE FOR ANY PERSONAL REASON WHATSOEVER. USAGE OF EQUIPMENT FOR PERSONAL REASONS MEANS EXPULSION FROM THE PROGRAM.**

All equipment and facilities must be booked in advance on a first-come, first-served basis with the Equipment room Technologist, Craig Hogg, Mark Wilson or other staff members in the Equipment room. All bookings must be made in person with a valid student ID card. A **minimum of 30 minutes** advance notice (including a properly filled out booking sheet) is required for all camera bookings. Paperwork for studio productions should be filled out at least a day in advance. For booking edit suites and labs there is no advance notice required. It is advisable to pre-book days in advance for projects considering the number of students and the demands on equipment and facilities. The student is responsible for **writing down** and **keeping track** of bookings made when it is booked with Equipment Room staff.

Students must completely fill out their own booking sheets (available in the Equipment room) for equipment and must **personally** book facilities and equipment using **their** student ID card. All transactions in Media & Entertainment require a valid student ID card at the time of booking. After-hours availability will be posted on the Resource Centre door and computer lab doors during the semester.

Equipment must be returned on or before the **due date and time**. No equipment or facilities will be loaned to a student with a record of overdue equipment. If no previous notice is given (either by phone or in person) to Resource Centre staff to cancel or change a booking time, after **10 minutes** (grace period) from the start of your allotted time, your booking may be cancelled. The next person to walk in the door can take over your subsequent time and equipment for the duration of your booking. A record of the incident will be forwarded to the faculty member in charge of that project and repeated infractions may result in booking and / or after-hours privileges being revoked after consultation with faculty.

### **Penalties**

Equipment returned on the same day one hour late or more (with no prior notification to Resource Centre staff) will have a 20% penalty assigned to the project; a 40% penalty will be assigned if equipment is returned on the next (second) day; if equipment is returned after the second day, the student will receive no marks for the project.

Limits (amount of time) may apply to individual or group bookings depending on guidelines outlined by the course instructor and/or the overall demands on the system.

Food or beverages are not allowed in the department or any computer labs at any time. These prohibitions will be strictly enforced. Any person, who is observed consuming food or beverages, will be asked by faculty or staff to leave the department immediately.

No guests are allowed to be in the Broadcast Television and Communications Media Department after hours without permission of the program co-ordinator. Unauthorized guests may be asked to leave the department.

### **Closing Notes**

The faculty of the Animation 3D program wish you much success in the program. Should you need any assistance please don't hesitate to speak with anyone us. Enjoy your journey!

Sincerely,

The Animation 3D Faculty and Staff

