# GAME DESIGN PRACTICES (GDP)

COURSE NUMBER: DIG3713A	INSTRUCTOR: HEITZMAN
SEMESTER/YEAR: FALL/2019	OFFICE LOCATION/HOURS: NRG 116 WED 3:00 PM
	- 4:00 PM
CREDIT HOURS: 3	CONTACT EMAIL: NICK@DIGITALWORLDS.UFL.EDU
CLASS LOCATION: NRG 120 ORC	<b>CONTACT PHONE:</b> (352) 294-2000
CLASS MEETING TIME(S): MON 3:00 PM – 4:55	COURSE WEBSITE: elearning.ufl.edu
PM, WED 4:05 PM – 4:55 PM	

### **COURSE DESCRIPTION**

Game Design Practices is engineered to equip the students with the basic technical knowledge and skills in the field of design, conceptualization, and visualization for game production. Students will learn to work within multiple disciplines within the game industry in order to develop a general understanding of the integral pipelines and processes. Through a carefully crafted set of assignments which build upon each other, the course simulates an accurate development environment in video game production.

## PREREQUISITE KNOWLEDGE AND SKILLS

BA in DAS or Written Consent of Instructor

# **PURPOSE OF COURSE**

The purpose of this course is to introduce the students to the game industry design practices involved with game production.

# **COURSE GOALS AND/OR OBJECTIVES:** By the end of the course, students will be able to:

- 1. Concept and plan the systems, design, and visual aesthetics for a 2D/2.5D video game.
- 2. Develop a game-industry standard game design document (GDD).
- 3. Introduce complex game design principles and their integration with gameplay.
- 4. Effectively implement core principles of the game design production process: Planning, execution, scope, testing, and iteration.
- 5. Create a final build of the video game including all screens and levels in a cohesive package.

# **COURSE SCHEDULE:**

The FINAL EXAM TIME SCHEDULED FOR THIS COURSE will be announced in advance of each semester by the University of Florida Registrar's Office at <a href="http://www.registrar.ufl.edu/soc/">http://www.registrar.ufl.edu/soc/</a>

# Final Presentation Date: WEDESDAY DECEMBER 11 2019

Module	Topic	Assignments
0	Introduction	IN CLASS – Readiness
	a. LINK – Syllabus	

	h	LINK – Course Links	(Setting up Photoshop
		EXERCISE – Operation Overview	and Unity for game
		EXERCISE – Operation Overview  EXERCISE – Photoshop	development;
		•	•
		EXERCISE – Unity	introduction to game
1	f.	EXERCISE – Design Architecture naissance	development)
1			MISSION – Schedule
	d.	LINK – Five Major Milestones of Game	(assignment; build your
	_	Development	pipeline milestone
	D.	EXERCISE – Student Games (previous student	schedule using course
		games review x3)	Final as release date and
	C.	<b>EXERCISE – Pro Games</b> (2D/2.5D released and	going backwards to today
		successful titles discussion x3)	– template provided)
	d.	EXERCISE – Pipeline and Process (development	
		pipeline overview; pre-production through release)	
2		nentation	MISSION – GDD (version
	a.	LINK – How to Write a Great Game Design	1.0 of your game's GDD –
		Document (GDD)	template provided)
	b.	EXERCISE – Documentation (review previous	
		student and industry GDD examples)	
	C.	EXERCISE – GDD (example GDD exercise)	
3	Avata		MISSION – Player (Player
3	a.	LINK – Creating a 2D Game Character	animation sprite sheet
3	a. b.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation	· · · ·
3	a. b.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation EXERCISE – Character Silhouettes (character	animation sprite sheet
3	a. b. c.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation EXERCISE – Character Silhouettes (character silhouette lecture)	animation sprite sheet
3	a. b. c.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation EXERCISE – Character Silhouettes (character silhouette lecture) EXERCISE – Creating a Player Character Sprite	animation sprite sheet
3	a. b. c.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation EXERCISE – Character Silhouettes (character silhouette lecture) EXERCISE – Creating a Player Character Sprite (Photoshop Player Character sprite and color	animation sprite sheet
3	a. b. c.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation EXERCISE – Character Silhouettes (character silhouette lecture) EXERCISE – Creating a Player Character Sprite (Photoshop Player Character sprite and color palette created; Idle and Walk animation sprite	animation sprite sheet
3	a. b. c.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation EXERCISE – Character Silhouettes (character silhouette lecture) EXERCISE – Creating a Player Character Sprite (Photoshop Player Character sprite and color	animation sprite sheet
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4	a. b. c. d.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation EXERCISE – Character Silhouettes (character silhouette lecture)  EXERCISE – Creating a Player Character Sprite (Photoshop Player Character sprite and color palette created; Idle and Walk animation sprite sheets exercise)  EXERCISE – Unity Player Character Set-up (Player Character creation and testing in Unity)	animation sprite sheet
	a. b. c. d.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation EXERCISE – Character Silhouettes (character silhouette lecture)  EXERCISE – Creating a Player Character Sprite (Photoshop Player Character sprite and color palette created; Idle and Walk animation sprite sheets exercise)  EXERCISE – Unity Player Character Set-up (Player Character creation and testing in Unity)	animation sprite sheet submission)
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	a. b. c. d.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation EXERCISE – Character Silhouettes (character silhouette lecture)  EXERCISE – Creating a Player Character Sprite (Photoshop Player Character sprite and color palette created; Idle and Walk animation sprite sheets exercise)  EXERCISE – Unity Player Character Set-up (Player Character creation and testing in Unity) acce  EXERCISE – Design Conveyance (visual design	animation sprite sheet submission)  MISSION – Interface (GDD update of UI/UX
	a. b. c. d.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation EXERCISE – Character Silhouettes (character silhouette lecture) EXERCISE – Creating a Player Character Sprite (Photoshop Player Character sprite and color palette created; Idle and Walk animation sprite sheets exercise) EXERCISE – Unity Player Character Set-up (Player Character creation and testing in Unity) EXERCISE – Design Conveyance (visual design review; establishing the user experience (UX))	animation sprite sheet submission)  MISSION – Interface (GDD update of UI/UX plans; screenshot of
	a. b. c. d. e. Interfa a. b.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation EXERCISE – Character Silhouettes (character silhouette lecture) EXERCISE – Creating a Player Character Sprite (Photoshop Player Character sprite and color palette created; Idle and Walk animation sprite sheets exercise) EXERCISE – Unity Player Character Set-up (Player Character creation and testing in Unity) acce EXERCISE – Design Conveyance (visual design review; establishing the user experience (UX)) EXERCISE – On Screen (Heads-up Display (HUD)	animation sprite sheet submission)  MISSION – Interface (GDD update of UI/UX plans; screenshot of
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	a. b. c. d. e. Interfa a. b.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation EXERCISE – Character Silhouettes (character silhouette lecture) EXERCISE – Creating a Player Character Sprite (Photoshop Player Character sprite and color palette created; Idle and Walk animation sprite sheets exercise) EXERCISE – Unity Player Character Set-up (Player Character creation and testing in Unity) ace EXERCISE – Design Conveyance (visual design review; establishing the user experience (UX)) EXERCISE – On Screen (Heads-up Display (HUD) design exercises, user interfaces (UI)) Covert EXERCISE – Covert Delivery (player	animation sprite sheet submission)  MISSION – Interface (GDD update of UI/UX plans; screenshot of
4	a. b. c. d. lnterfa a. b. c.	LINK – Creating a 2D Game Character LINK – Simple 2D Character Animation EXERCISE – Character Silhouettes (character silhouette lecture)  EXERCISE – Creating a Player Character Sprite (Photoshop Player Character sprite and color palette created; Idle and Walk animation sprite sheets exercise)  EXERCISE – Unity Player Character Set-up (Player Character creation and testing in Unity)  ACCE  EXERCISE – Design Conveyance (visual design review; establishing the user experience (UX))  EXERCISE – On Screen (Heads-up Display (HUD) design exercises, user interfaces (UI))  Covert EXERCISE – Covert Delivery (player feedback through gameplay discussion)	animation sprite sheet submission)  MISSION - Interface (GDD update of UI/UX plans; screenshot of preliminary UI in game)

	<ul> <li>b. EXERCISE – Health (game health and hazard systems design)</li> <li>c. EXERCISE – Communication (basic user interface (UI) elements)</li> <li>d. EXERCISE – Physics (physics, moving platforms, activation triggers, teleporters, level changes, antigravity mechanics)</li> <li>e. EXERCISE – Modularity (Game build process, packaging, and testing exercise)</li> </ul>	your rough game level with all gameplay elements; UI, level flow and mobility, Player spawn and NPC locations, hazards. One screenshot with gameplay flow overlaid with arrows, lines, and text showing expected Player movement and interaction through the level)
6	<ul> <li>Post-Prototype Evaluation</li> <li>a. DEBRIEF – PROTOTYPE MILESTONE Feedback</li> <li>b. EXERCISE – Evaluation (prioritizing bugs and feedback exercises)</li> <li>c. EXERCISE – Aftermath (evaluate the changes and fixes; gameplay improvement evaluation exercise)</li> </ul>	MISSION – Bugs (assignment; short report listing bug fixes and changes implemented with success level; also list of bugs and edits not completed in Campaign)
7	a. LINK – Example GDD updated b. LINK – MIDTERM MILESTONE Requirements c. EXERCISE – Updates (GDD update exercises to include all edits to this point – including anything cut for scope adjusting)	MISSION – MIDTERM MILESTONE (MIDTERM submission of current GDD and game level build)
8	Post-Midterm Evaluation  a. DEBRIEF – MIDTERM MILESTONE Feedback  b. EXERCISE – Auxiliary (Game Start screen, narrative, transition level development exercises)  c. EXERCISE – Consistency (consistent branding; splash screens, buttons, functionality)	MISSION – Auxiliary (At least 2 screenshots in editor or game build of your auxiliary game levels)
9	Vista  a. EXERCISE – Monument (points of interest (POI) design exercise)  b. EXERCISE – Horizon (skies, backgrounds, parallax development lecture)  c. EXERCISE – Impact (lights and lighting solutions, sun rays, particle editor effects; fire, smoke, rain, snow, dust, shadow and contrast)	MISSION – Vista (1 screenshot in editor or game build demonstrating implementation of lighting, backgrounds, particle effect, and POI placement in your game level)

10	Evolution	MISSION – Evolved (GDD
	a. <b>EXERCISE – Stages</b> (game level transition design	update; minimum two
	and exercises; advanced strategy and techniques)	polished visuals and/or
	b. <b>EXERCISE – Stories</b> (advanced narrative and	narrative, design entries)
	storytelling techniques; overarching gameplay	-
	methodology design)	
	c. <b>EXERCISE – Flow</b> (animation polish; secondary	
	character animations, environmental and	
	situational movement and visual cues)	
11	Encounter	MISSION – Boss
	a. LINK – Example GDD updated	(Updated GDD including
	b. <b>EXERCISE – Bosses</b> (GDD section outlining Boss/epic	the Boss or other epic
	encounter design)	encounter details)
	c. <b>EXERCISE – Lairs</b> (using existing assets and level	
	transition knowledge, build a Boss/epic encounter	
	level that connects to the main game level using	
	some design mechanism)	
12	BETA MILESTONE	MISSION – BETA
	a. LINK – Example GDD updated	MILESTONE (build and
	b. LINK – BETA MILESTONE Requirements	parallel updated GDD
	c. <b>EXERCISE – BETA MILESTONE</b> (Beta Milestone build	submissions)
	I and CDD undate evercical	
	and GDD update exercise)	
13	Post-Beta Evaluation	MISSION – Patch
13	Post-Beta Evaluation a. DEBRIEF – BETA MISSION Feedback	(changelist of issues to be
13	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and	(changelist of issues to be addressed, their schedule
13	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility	(changelist of issues to be addressed, their schedule in relation to the Final
13	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility within schedule constraints)	(changelist of issues to be addressed, their schedule in relation to the Final submission, and proposed
13	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility within schedule constraints)  c. EXERCISE – Patches (optional fixes or edits which	(changelist of issues to be addressed, their schedule in relation to the Final
	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility within schedule constraints)  c. EXERCISE – Patches (optional fixes or edits which can fix critical gameplay issues time-efficiently)	(changelist of issues to be addressed, their schedule in relation to the Final submission, and proposed solutions)
13	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility within schedule constraints)  c. EXERCISE – Patches (optional fixes or edits which can fix critical gameplay issues time-efficiently)  Packaging	(changelist of issues to be addressed, their schedule in relation to the Final submission, and proposed solutions)  MISSION - Credits
	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility within schedule constraints)  c. EXERCISE – Patches (optional fixes or edits which can fix critical gameplay issues time-efficiently)  Packaging  a. DEBRIEF – Final GDD Feedback	(changelist of issues to be addressed, their schedule in relation to the Final submission, and proposed solutions)  MISSION – Credits (screenshot from game
	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility within schedule constraints)  c. EXERCISE – Patches (optional fixes or edits which can fix critical gameplay issues time-efficiently)  Packaging  a. DEBRIEF – Final GDD Feedback  b. LINK – Example Game Credits	(changelist of issues to be addressed, their schedule in relation to the Final submission, and proposed solutions)  MISSION - Credits (screenshot from game build of your Credits
	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility within schedule constraints)  c. EXERCISE – Patches (optional fixes or edits which can fix critical gameplay issues time-efficiently)  Packaging  a. DEBRIEF – Final GDD Feedback  b. LINK – Example Game Credits  c. EXERCISE – Credits (creating a Credits screen and	(changelist of issues to be addressed, their schedule in relation to the Final submission, and proposed solutions)  MISSION – Credits (screenshot from game build of your Credits screen and your game
	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility within schedule constraints)  c. EXERCISE – Patches (optional fixes or edits which can fix critical gameplay issues time-efficiently)  Packaging  a. DEBRIEF – Final GDD Feedback  b. LINK – Example Game Credits  c. EXERCISE – Credits (creating a Credits screen and identifying your roles and any external media	(changelist of issues to be addressed, their schedule in relation to the Final submission, and proposed solutions)  MISSION - Credits (screenshot from game build of your Credits
	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility within schedule constraints)  c. EXERCISE – Patches (optional fixes or edits which can fix critical gameplay issues time-efficiently)  Packaging  a. DEBRIEF – Final GDD Feedback  b. LINK – Example Game Credits  c. EXERCISE – Credits (creating a Credits screen and identifying your roles and any external media (audio, fonts) and assets either used or inspirational	(changelist of issues to be addressed, their schedule in relation to the Final submission, and proposed solutions)  MISSION – Credits (screenshot from game build of your Credits screen and your game
	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility within schedule constraints)  c. EXERCISE – Patches (optional fixes or edits which can fix critical gameplay issues time-efficiently)  Packaging  a. DEBRIEF – Final GDD Feedback  b. LINK – Example Game Credits  c. EXERCISE – Credits (creating a Credits screen and identifying your roles and any external media (audio, fonts) and assets either used or inspirational in the creation of your game)	(changelist of issues to be addressed, their schedule in relation to the Final submission, and proposed solutions)  MISSION – Credits (screenshot from game build of your Credits screen and your game
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	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility within schedule constraints)  c. EXERCISE – Patches (optional fixes or edits which can fix critical gameplay issues time-efficiently)  Packaging  a. DEBRIEF – Final GDD Feedback  b. LINK – Example Game Credits  c. EXERCISE – Credits (creating a Credits screen and identifying your roles and any external media (audio, fonts) and assets either used or inspirational in the creation of your game)  d. EXERCISE – Icon (game icon design exercise)  GOLD MASTER MILESTONE	(changelist of issues to be addressed, their schedule in relation to the Final submission, and proposed solutions)  MISSION – Credits (screenshot from game build of your Credits screen and your game icon image)  MISSION – GDD (Final
14	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility within schedule constraints)  c. EXERCISE – Patches (optional fixes or edits which can fix critical gameplay issues time-efficiently)  Packaging  a. DEBRIEF – Final GDD Feedback  b. LINK – Example Game Credits  c. EXERCISE – Credits (creating a Credits screen and identifying your roles and any external media (audio, fonts) and assets either used or inspirational in the creation of your game)  d. EXERCISE – Icon (game icon design exercise)  GOLD MASTER MILESTONE  a. LINK – GOLD MASTER MILESTONE Requirements	(changelist of issues to be addressed, their schedule in relation to the Final submission, and proposed solutions)  MISSION – Credits (screenshot from game build of your Credits screen and your game icon image)
14	Post-Beta Evaluation  a. DEBRIEF – BETA MISSION Feedback  b. EXERCISE – Prioritization (evaluating and prioritizing Beta Milestone feedback into feasibility within schedule constraints)  c. EXERCISE – Patches (optional fixes or edits which can fix critical gameplay issues time-efficiently)  Packaging  a. DEBRIEF – Final GDD Feedback  b. LINK – Example Game Credits  c. EXERCISE – Credits (creating a Credits screen and identifying your roles and any external media (audio, fonts) and assets either used or inspirational in the creation of your game)  d. EXERCISE – Icon (game icon design exercise)  GOLD MASTER MILESTONE	(changelist of issues to be addressed, their schedule in relation to the Final submission, and proposed solutions)  MISSION – Credits (screenshot from game build of your Credits screen and your game icon image)  MISSION – GDD (Final

c. EXERCISE – GDD Final (final GDD submission) d. EXERCISE – Gold Master Milestone (final game	MISSION – GOLD MASTER MILESTONE
build process and testing exercise)	(FINAL game build submission)

# **REQUIRED TEXTBOOKS, HARDWARE AND SOFTWARE:**

- Unity Hub + Unity 2019 <u>DOWNLOAD</u>
- Adobe Photoshop CC

## **RECOMMENDED MATERIALS:**

- Autodesk Maya
- Lynda.com, Online tutorial (FREE access for UF students)
- Official Unity Community <a href="https://unity3d.com/community">https://unity3d.com/community</a>
- Autodesk Academy <a href="https://academy.autodesk.com">https://academy.autodesk.com</a>
- Autodesk Indestructables Community https://www.indestructables.com/howto/games/
- ArtStation <a href="https://www.artstation.com">https://www.artstation.com</a>
- Digital Graphic Drawing Tablet with Pen (Photoshop compatible)

# **COURSE FEES:**

Course fees are assessed for certain courses to offset the cost of materials or supply items consumed in the course of instruction. A list of <u>approved courses and fees</u> is published in the Schedule of Courses each semester. (UF-3.0374 Regulations of the University of Florida).

Material and supply and equipment use fee information is available from the academic departments or from the schedule of courses (Florida Statutes 1009.24). The total course fee for this class \$0.00

The total course fee for each course is listed on the UF Schedule of Courses. (<a href="https://registrar.ufl.edu/soc/">https://registrar.ufl.edu/soc/</a>).

## **EVALUATION OF GRADES**

Assignment	Total Points	Percentage of Grade
Participation – Synchronous students are expected to be	100	10%
present and participate in class. Asynchronous students are		
welcome to actively participate in class discussions.		
Asynchronous students are expected to review the class		
recordings in order to complete their assignments.		
Missions – Mission assignments are due one the date and	400	40%
time indicated by each Canvas assignment. Asynchronous		
online students, who must wait 24-48 hours for the		

recorded course lecture to be uploaded, have a 48 hour grace period after the Canvas due date to submit their work – EXCEPT for the Final Project which must be		
submitted by ALL students on the same day and time.		
MILESTONES – Includes PROTOTYPE, MIDTERM, BETA,	500	50%
FINAL GDD, and GOLD MASTER Milestone submissions.		

## **GRADING SCALE:**

Letter Grade	% Equivalency	GPA Equivalency
Α	94 – 100%	4.0
A-	90 – 93%	3.67
B+	87 – 89%	3.33
В	84 – 86%	3.00
B-	80 – 83%	2.67
C+	77 – 79%	2.33
С	74 – 76%	2.00
C-	70 – 73%	1.67
D+	67 – 69%	1.33
D	64 – 66%	1.00
D-	60 – 63%	.67
E, I, NG, S-	0 – 59%	0.00
U, WF		

More information on grades and grading policies is here: <a href="https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx">https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx</a>

# **COURSE POLICIES:**

# PARTICIPATION / ATTENDANCE POLICY

We value participation more than mere attendance. Each Instructor is responsible for communicating the specific details of what percentage of your grade (if any) will be assigned to participation, and how class participation will be measured and graded.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

In our course, attendance for synchronous students is mandatory. Students are allowed <u>three</u> <u>unexcused absences</u>. If you miss more than <u>three classes</u> during the semester, each additional absence will lower your overall grade by <u>100 points</u>. If you miss more than <u>six classes</u>, you will fail the course. Exempt from this policy are only those absences involving university-sponsored events, such as

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athletics and band, and religious holidays, family emergencies, and health issues for which <u>you must</u> provide appropriate documentation in advance of the absence.

Additionally, tardiness will not be tolerated. If you are tardy for three class periods, you will receive an unexcused absence.

#### **MAKE-UP POLICY**

All projects must be submitted on time. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence as outlined under UF attendance policy: https://catalog.ufl.edu/ugrad/1617/regulations/info/attendance.aspx

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

#### **COURSE TECHNOLOGY**

The University of Florida and Digital Worlds requires that students have access to and on-going use of a laptop/mobile computer for DIG courses in order to be able to function in the current learning environment. Students are required to access electronic forms of information, submit assignments and communicate with other students and faculty electronically. DW requires each student's mobile computer to meet certain minimum specs for heavy graphics use, the requirements documented below must be met.

# **DW Computer Requirements**

http://digitalworlds.ufl.edu/programs/ba-in-digital-arts-sciences/new-student-buyers-guide/

# **COURSE COMMUNICATIONS**

Students can communicate directly with the Instructor regarding the course material through the course management system (CANVAS).

Electronic communication outside class meetings is welcome, however unless absolutely urgent, will be responded to M-F from 9 AM to 5 PM.

When you send an email to your instructor, you should:

- Use the Canvas "Inbox" tool for your course unless you have specific directions otherwise
- Send to the minimum number of necessary recipients
- Use a descriptive subject line
- Be concise and clear
- Use standard file formats for attachments (e.g. PDF, DOCX, XLSX), or confirm that the recipient can open the format you intend to send
- Sign your message with your name and return email address

### NOTE ON INSTRUCTION

The course incorporates lecture, in-class exercises, and assignments to apply and reinforce skills learned. Additionally, students will be asked to participate in homework expanding on in-class lessons to strengthen their skills. Individual assignments will be explained in detail as the course progresses.

## **COURSE TECHNOLOGY SUPPORT:**

The <u>Technology Support Center</u> provides computer support for Digital Worlds students who access Visimeet, lecture recordings, student equipment, facilities and other technology-based resources. http://digitalworlds.ufl.edu/support

For computer assistance related to Visimeet, lecture recordings, student equipment, and facilities request please <u>Submit a Help Ticket</u> or email <u>support@digitalworlds.ufl.edu</u>.

For support related to account services, technical consulting, mobile device services, software services, administrative support, application support center, and learning support services, please contact the <u>UF Computer Help Desk</u> available 24 hours a day, 7 days a week at 352-392-4357 or <u>helpdesk@ufl.edu</u>.

# **UF POLICIES:**

# **UNIVERSITY HONESTY POLICY**

UF students are bound by The Honor Pledge that states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The <a href="Honor Code">Honor Code</a> specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

## **CLASS DEMEANOR**

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

# STUDENTS REQUIRING ACCOMMODATIONS

Students with disabilities requesting accommodations should first register with the <u>Disability Resource</u> <u>Center</u> (352-392-8565) by providing appropriate documentation. Once registered, students will receive

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an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

# **NETIQUETTE COMMUNICATION COURTESY**

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats, more information can be found at: <a href="http://teach.ufl.edu/wp-content/uploads/2012/08/NetiguetteGuideforOnlineCourses.pdf">http://teach.ufl.edu/wp-content/uploads/2012/08/NetiguetteGuideforOnlineCourses.pdf</a>

## **ONLINE COURSE EVALUATIONS**

Students are expected to provide feedback on the quality of instruction in this course by completing <u>online evaluations</u>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <u>evaluation results</u>.

# **CAMPUS RESOURCES**

### **HEALTH AND WELLNESS**

# U Matter, We Care

If you or a friend is in distress, please contact <u>umatter@ufl.edu</u> or 352 392- 1575 so that a team member can reach out to the student.

Counseling and Wellness Center

http://www.counseling.ufl.edu/cwc/Default.aspx, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS) Student Health Care Center, 392-1161.

University Police Department, 392-1111 (or 9-1-1 for emergencies). http://www.police.ufl.edu/

#### **ACADEMIC RESOURCES**

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. https://lss.at.ufl.edu/help.shtml.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. http://www.crc.ufl.edu/

Library Support, <a href="http://cms.uflib.ufl.edu/ask">http://cms.uflib.ufl.edu/ask</a>. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. http://teachingcenter.ufl.edu/

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Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <a href="http://writing.ufl.edu/writing-studio/">http://writing.ufl.edu/writing-studio/</a>

Student Complaints Campus:

https://www.dso.ufl.edu/documents/UF Complaints policy.pdf

On-Line Students Complaints:

http://www.distance.ufl.edu/student-complaint-process

Disclaimer: This syllabus represents the instructor's current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.