DIG 2282C
Time-Based Media

Syllabus

Fall 2019
3 credit hours
Course location: NRNA G514i (Norman Hall computer lab)
Course meeting times: Tuesday and Thursday 3:00PM-6:00PM

Instructor: Daniel Jolliffe
Office: FAC #304B
Office hours: Tuesday/Thursday 1:45–2:45PM
Email: danieljolliffe@ufl.edu
Email is preferred; expect a response within 24 hours.

Calendar description

Time-based Media introduces the basic practices of time-based media, including animation and video with emphasis on narrative, planning of action and sequencing of images. Fundamental components include basic production techniques, project planning, linear and nonlinear narrative and the integration of various media to explore the possibilities of time-based experiences.

Detailed description

This course is divided into four sections of four weeks. Each section addresses a specific area of time-based digital media practice:

- the *Animation* section (weeks 1-4) involves learning about tools and techniques of stop-motion animation. Includes weekly assignments and finishes with the creation of your own stop-motion video project;
- in the *Alternative Narrative* section (weeks 4-8) you will be exposed to video artworks, tools and techniques for making video artworks. Includes weekly assignments and culminates in the creation of your own piece;
- in the *Embodiment* section (weeks 9-12), you will learn to use sound as a tool for producing creative works. Includes weekly assignments and a major project.
- In the *Performance* section (weeks 13-16) we will explore the meeting point of performance art and digital media in the production of creative works. Includes weekly assignments and a major project.

This course explores the above topics through:

- extensive exposure to contemporary works in video art, sound art, digital art and performance art,
- instruction in digital techniques for manipulating video and sound,
- readings and reading discussions related to time-based media,
- short assignments addressing aspects of time-based media practice,
- four major creative projects– one at the end of each four-week section of the course, and
- in-class critiques of your work.

Course objectives and learning outcomes
In this course you will:
- learn to comprehend terms, ideas and issues related to time-based practice,
- learn the basics of recording, capturing, editing, and delivering audiovisual media,
- be able to critically and coherently express ideas and opinions,
- be aware of the how to document creative output in an appropriate format,
- be able to generate and develop ideas and concepts from observation, personal reflection and research topics related to the concept and content of assigned projects,
- be exposed to project planning and organization techniques, and
- experience diverse approaches to develop art practice within a studio environment.

Evaluation criteria
Adherence to assignment guidelines is the baseline criteria. Meeting the assignment guidelines and requirements will lead to a C+ grade. Meeting the following criteria will lead to higher grades:
- Quality of execution: is the work carefully and well-crafted?
- Effort: did you make a substantial and sincere effort?
- Artistic originality of work: essentially, did you make something new and original? It does not have to be a masterpiece, but it does have to be a unique work that reflects your process.
- Verbal presentation of work during critiques, if applicable: did you clearly and effectively articulate your work and concept?

Participation will be graded holistically based on:
- you contribution to class discussions and critiques, and
- your overall effort and approach to assignments and class work.

Grading scale
Assignments will be graded in Canvas and given a numerical value as follows.

- A   100–94: superior work that meets the assignment guidelines and surpasses all evaluation criteria in an exceptional manner

- A-   93–90: superior work that meets assignment guidelines and surpasses all evaluation criteria

- B+ 87–89: very good work that meets assignment guidelines and surpasses most evaluation criteria

- B   83–86: above average work that meets assignment guidelines and surpasses a few evaluation criteria

- B-   80–82: slightly above average work that meets assignment guidelines and has evidence of meeting one of the evaluation criteria

- C+ 77–79: adequate, average work that meets assignment guidelines but not additional criteria

- C   73–76, adequate but below average work that does not completely meet assignment guidelines

- C-   70–72, less than adequate work that meets some assignment guidelines

- D+ 67–69: barely meets assignment guidelines

- D   63–66 fails to meet assignment guidelines

- D-   60–62 fails to meet assignment guidelines

- E   0–59: entirely fails to meet assignment guidelines

Your final grade for the course will be the letter equivalent of your calculated numerical grade for all projects and participation.

A grade of C- or below will not count toward major requirements. For more information on UF policies on grade points, see http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html

Distribution of grades:
- Weekly assignments: 30% of final grade
- Four major projects: 60% of final grade (15% for each project)
- Participation: 10% of final grade

Attendance
Regular attendance is a basic expectation of university education. You are expected to attend all classes. While it is not recommended, you may miss up to three classes without penalty. The fourth and fifth absences will cause a one letter grade drop for each absence in your final grade. Upon the fifth absence, a failing grade for the entire class will be assigned. See also the university regulations for attendance: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx#absences

Instruction will not be repeated for classes that you miss. If you miss a class, check with a classmate and on the syllabus page to see what material you missed. You do not need to email me to let me know you are missing a class, unless it is an exceptional circumstance and you expect to miss many classes (e.g. extended illness, death in the family etc.).

Lateness
Do not be late for class. Repeated lateness will reduce your participation grade.

Late submission of work
All assignments are expected to be submitted on time. In the case of an exceptional circumstances (illness, death in the family etc.) please contact see me regarding for an extension of the due date. In other cases, accepting late assignments is at my discretion and this will incur a grade drop, also at my discretion.

Accommodations for students with disabilities:
I am happy to provide accommodations for students with documented disabilities. You must first register with the Disability Resource Center (see https://disability.ufl.edu/). The DRC will provide documentation to you, and you bring this documentation to me so that we can work out the appropriate accommodation.

Required textbooks
There are no required texts; readings will be provided in digital form.

Materials
External drive: for Time-based Media, you need a place to store your files. Video files can be very large. The most reliable way to store and transport files is likely a portable Sold State Drive (SSD). Two recommended models are
  • SanDisk 250GB *or* 500GB Extreme Portable External SSD
  • **Samsung Portable SSD T5** (500GB)
Be sure that whatever drive you acquire or use has a USB 3.0 or 3.1 port. Older USB 2.0 drives are not adequate. Do not buy a "flash" or "thumb" drive for use in the class as the file access time is not fast enough for use in video editing.

Camera: in addition to the above, you will need access to an image recording device such as a mobile phone or digital SLR camera. The better the quality of camera, the better your image quality will be– i.e. a digital SLR will produce better images than a cell phone camera.

Other materials: it is possible to spend no other money on this class than you do in acquiring the above items. However, you should expect to spend something on materials for sets and on executing your projects. How much you spend is up to you.

File backup
It is a fact of digital media practice that computers crash, files are lost and computers and hard drives are sometimes stolen! Backup your files carefully. If you lose your hard drive or files for some reason, it will cause you a lot stress and additional work. One way to do this is to keep a copy of your current project at home, on a separate drive or computer.

Software
All of the software we will use will be provided on lab computers. If you wish to work at home rather than in the labs, it is your responsibility to acquire and install the software. For some software this would require its purchase (e.g. video editing) while for others (e.g. Audacity sound editing) free

downloads are available. Whatever the case, the university only supports the software in the labs and not any software on your own computer.

Originality
Unless otherwise stated, all video, sound and images included in your submitted work must have been produced by you. For example, if you need an image of an alligator, you must (very carefully) find an actual alligator to videotape or photograph. Creative-commons or images and video in the Public Domain are the work of others; do not use it in your work. In short, do not download material made by others to include in your work, unless you have been specifically instructed that this is acceptable for the assignment in question.

Academic Honesty
You are required to abide by the Student Honor Code. Any violation of the academic integrity expected of you (e.g. cheating, plagiarism) will result in a <u>minimum</u> academic sanction of a failing grade on the assignment, and may include a reduced participation grade and redoing the assignment for no credit. <u>Second offences will result in an automatic failing grade for the class</u>. Any alleged violations of the Student Honor Code will result in a referral to Student Conduct and Conflict Resolution. Please review the Student Honor Code and Student Conduct Code at sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/

For clarity, plagiarism is the direct copying or paraphrasing of someone else's work without attribution. A minimal amount of material written by others may be included in your written assignments with proper attribution, but bear in mind that professors are looking for originality in thought and writing rather than a demonstration of your ability to cut and paste. Including material written by others or paraphrased from someone else's work is generally used to illustrate a point you want to make, and the other person's work will generally will not earn you any credit: it is there to support *your* ideas, which is what earns you credit. That said, to include material by others:
- Cite direct quotes clearly: "Fogo Island is the largest of the offshore islands of Newfoundland and Labrador, Canada. It lies off the northeast coast of Newfoundland, northwest of Musgrave Harbour across Hamilton Sound, just east of the Change Islands."[1]
- When paraphrasing (rewriting material in your own words), the source must also be clearly cited: *Fogo island is an island off the coast of Newfoundland, near Musgrave harbour and the Change islands*.[1]

Email and communications
All email correspondence will be through your UFL gatorlink email address. You are responsible to check your email on a daily basis. No excuses for not having read email will be accepted. It is recommended that you do not forward your UFL email to other services. Other services will sometimes mark UFL email as junk/spam, resulting in you not receiving it. This is not a valid excuse. I commit to responding to your email within 24 hours during the week, and within 48 hours on the weekend.

---

[1]https://en.wikipedia.org/wiki/Fogo_Island_(Newfoundland_and_Labrador)

Cellphones
Cell phones do not, in general contribute positively to the learning environment. They must be silenced during class. Repeated use of a cell phone in class will lead to a reduction in the participation grade.

Evaluations
Students are requested to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester.

Disruptive Behavior
Be advised that you can and will be dismissed from class for disruptive behavior. More detailed information on this can be found in the UF rules and policies.

Other Policies and Information

Computer Use and Acceptable Use Policy
All faculty staff, and students of the University of Florida are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. See https://it.ufl.edu/policies/acceptable-use/acceptable-use-policy/

Wellness
Contact information for the Counseling and Wellness Center: https://counseling.ufl.edu/, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Health and Safety
See the handbook at https://arts.ufl.edu/academics/art-and-art-history/health-safety/

You must complete a H&S STUDENT WAIVER FORM (available next to the copier in the SAAH office) and on-line (see address above). Waivers must be turned into the SAAH Director of Operations before the end of the 2nd week of classes. Please staple the course sheets together.

Digital Media Safety Guidelines
1. Hazards of Materials: Batteries, old monitors, lamps from digital projectors if broken may release mercury. **There are no known health hazards from exposure to intact lamps**.
2. The department's digital media technician is certified by the University of Florida to handle hazardous waste.
3. For installations, sets or sculptural elements, please cross- reference with other area specific information as needed
4. Area Rules
   - Follow all SA+AH Health and Safety handbook guidelines.
   - Alcohol is not permitted, even in closed containers.

- No smoking in the building or within 50 feet of the entry.
- Do not eat or drink in the lab.
- Wear shoes at all times.
- Protective equipment must be worn for hazardous work.
- Do not block aisles, halls or doors with stored items or when working. This is a violation of fire codes.
- Do not store anything on the floor. This impedes cleaning and creates a hazard.
- Do not park bikes in the building.
- Clean up spills immediately.
- Take items which do not fit into the trash to the dumpster, following dumpster guidelines.

SA+AH Container Policy:

There are 2 types of labels used in the SA+AH: yellow and white. Both labels are found at the red MSDS box and are supplied by the SA+AH. Each is used for a different purpose.

- **White:** All new and or used product in containers (hazardous or what might be perceived as hazardous -i.e. watered down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents, etc.) must be labeled within the SA+AH area to identify their contents. Labels can be found at the MSDS box in each studio and work area.
- **Yellow: <u>designates container as waste</u>**. All waste containers must have a yellow label identifying the contents that are designated as trash for weekly EHS pick up. Waste enclosed in Flammable solid containers (red flip top), 5-gallon jugs and fibrous containers must have a yellow hazardous waste label on the outside (top). Each item in the blue bin must have a yellow hazardous waste label.All containers must be marked with your name, contents and date opened. All secondary/satellite containers for hazardous materials must be marked with content, your name and the date opened.
- Unmarked containers will be disposed of without notice.