

# DIG4944C PRODUCTION PRACTICUM

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**Instructor**

Darius Brown

**Phone**

(352) 294-2000

**Email**

Canvas Mail

**Office Location**

REVE SOHO

**Office Hours**

Wednesdays 1 – 3 PM

**Course Number**

DIG4944C

**Semester/Year**

Fall 2020

**Course Credits**

0–3 credits

**Course Location**

ONL - Sync

**Course Meeting Times**

To Arrange

**Course Description**

Production Practicum will provide DAS students hands-on experience producing and executing real-world digital media projects. Students will participate in many production roles, collaborating with peers and clients in a professional studio environment. In the process, students will accelerate their professional development within the pre-production, live production, and post-production stages of the digital arts and sciences.

**Pre-Requisites**

None

**Objectives: By the end of this course, students will be able to:**

- Prepare production schedules and pipelines used for digital media productions
- Communicate with clients and effectively manage digital media productions
- Practice professional studio etiquette by creating digital assets while properly handling studio equipment
- Research Animation and Interactive technologies and new evolving digital media methods

**Required Materials**

- Laptop

**Recommended Materials**

GOOGLE ACCOUNT

ADOBE CREATIVE SUITE

MAYA

UNITY

MONDAY ACCOUNT

## Course Schedule

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**0 Credit Hours:** Students can enroll in this course for 0 credit hours. This situation would be preferred by students who are approaching a maximum number of credit hours toward their degree or who are unable to cover the cost of tuition for these credits. Students registering for 0 credit hours should carefully discuss with their faculty advisor the time expectations for completion of the requirements of the class, and these expectations should be clearly articulated on the Digital Worlds Zero Credit Application Forum.

**1-3 Credit Hours:** Students can take 1-3 credits per semester, with a maximum of 4 hours to count toward the major. For each credit taken, students must complete 45 hours of work during this semester. This translates into 3 hours per week during Spring and Fall semesters, 3.75 hours per week during Summer C, and 7.5 hours per week during Summer A or Summer B (for each credit taken).

Week	Subject	Assignment/Quizzes	Assignments Due
Week 1	Client Project Overview	<b>Project Assignments</b> Students will be assigned to Digital Media Semester projects and introduced to the project management and communicational tools used for this course.	
Week 2	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks And Hurdles towards sed tasks.	<b>Weekly review</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	
Week 3	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks And Hurdles towards sed tasks.	<b>Weekly review</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	
Week 4	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks And Hurdles towards sed tasks.	<b>Weekly review</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	
Week 5	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks	<b>Weekly review</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	

Week	Subject	Assignment/Quizzes	Assignments Due
	And Hurdles towards sed tasks.		
Week 6	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks And Hurdles towards sed tasks.	<b>Weekly review</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	
Week 7	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks And Hurdles towards sed tasks.	<b>Weekly review</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	
Week 8	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks And Hurdles towards sed tasks.	<b>MIDTERM Progress Presentation:</b>  Students will present artifact in an unfinished viewable state to client/collaborator. If digital media artifacts are not in video format, it is expected to be at a prototypical state or near working with plans to get them operational.	
Week 9	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks And Hurdles towards sed tasks.	<b>Weekly review</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	
Week 10	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks And Hurdles towards sed tasks.	<b>Weekly review</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	
Week 11	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks	<b>Weekly review</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	

Week	Subject	Assignment/Quizzes	Assignments Due
	And Hurdles towards sed tasks.		
Week 12	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks And Hurdles towards sed tasks.	<b>Weekly review</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	
Week 13	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks And Hurdles towards sed tasks.	- <b>Weekly review</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	
Week 14	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks And Hurdles towards sed tasks.	<b>Weekly review</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	
Week 15	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks And Hurdles towards sed tasks.	<b>Weekly review</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	-Final Deliverable
Week 16	Students will perform agile scrum Sprints and provide/share: Projects completed tasks Projects' upcoming tasks And Hurdles towards sed tasks.	<b>Final Assignment Presentation:</b> Students will present artifact in a complete viewable state to client/collaborator.	

## Evaluation of Grades

Assignment	Total Points	% of Grade
<b>PRESENTATIONS</b> – Students are expected to actively participate in weekly progress checks and development presentations. Discernable progress in client projects should be apparent in presentations that assess quality of work, as well as overall adherence to a production schedule laid out by the student at the beginning of the semester. Feedback on quality, scope, and progress will be delivered to student individually at each weekly review.	100	40%
<b>Weekly reports</b> Students will meet with project managers and instructor to report the progression of each project. Instructor and students will prepare to adjust task management if necessary.	100	40%
<b>Attendance &amp; Participation</b> – Students will be present and active during client and team meetings.	100	20%

## Grading Scale

Letter Grade	% Equivalency	GPA Equivalency
A	94 – 100%	4.0
A-	90 – 93%	3.67
B+	87 – 89%	3.33
B	84 – 86%	3.00
B-	80 – 83%	2.67
C+	77 – 79%	2.33
C	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-U, WF	0 – 59%	0.00

More information on grades and grading policies is here:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

### Materials and Supply Fees

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 is \$0.00.

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

## Course Polices

### Attendance Policy, Class Expectations, and Make-Up Policy

We value participation more than mere attendance. The 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. Interaction with your peers and the instructor will empower you to greater achievement.

The instructor expects that all students attend class with their personal computers. This course will require many in-class demos. Attending class on a cell phone will not be counted as full attendance or participation points. Students may be required to screen share during in-class demos and activities.

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/UGRD/academic-regulations/attendance-policies/>

### **Course Technology**

The students will be required to have access to and use a personal computer with the access to the Internet. Word editing software will be required for written assignments.

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. Digital Worlds requires each student's laptop computer to meet certain minimum specs for heavy graphics use, the requirements documented below must be met.

#### [DW Technology Requirements](#)

### **Course Communications**

Students can communicate directly with the instructor regarding the course material through the course management system (CANVAS) using "Canvas Mail".

To establish on community between our "Online" and "Digital Campus students", we will be using Discord for workshops, inspiration, and help on in class and outside class assignments. It is expected that all students handle the Discord server with maturity and respect. Server link will be provided on Canvas. Discord rules be provided on our Discord Channel.

### **Course Recordings**

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

## **Course Technology Support**

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

For computer assistance related to Zoon, lecture recordings, student equipment, and facilities request please [Submit a Help Ticket](#) or email [support@digitalworlds.ufl.edu](mailto:support@digitalworlds.ufl.edu).

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 [UF Computing Help Desk](#) available 24 hours a day, 7 days a week at 352-392-4357 or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

## UF Policies

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### University Honesty Policy

UF students are bound by The Honor Pledge which 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 Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) 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 who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, 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: <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

### Software Use

All faculty, staff, and students of the University 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. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

### **Student Privacy**

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see:

<http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

### **Course Evaluation**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. [Click here for guidance on how to give feedback in a professional and respectful manner](#). Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via [ufl.bluera.com/ufl/](http://ufl.bluera.com/ufl/). [Summaries of course evaluation results are available to students here](#).

## **Campus and Academic Resources**

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***U Matter, We Care:*** If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

***Counseling and Wellness Center:*** [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

***Student Health Care Center:*** Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

***University Police Department:*** [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

***UF Health Shands Emergency Room / Trauma Center:*** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

***E-learning technical support:*** Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

***Career Connections Center:*** Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

***Library Support:*** Various ways to receive assistance with respect to using the libraries or finding resources.

***Teaching Center:*** Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.

***Writing Studio:*** 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.



**Student Complaints On-Campus:** [Visit the Student Honor Code and Student Conduct Code webpage for more information.](#)

**On-Line Students Complaints:** [View the Distance Learning 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.*

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