

DIG4841 Undergraduate Research Forum

Instructor

Tim Difato

Phone

(352) 294-2000

Email

Canvas Mail

Office Location

Online

Office Hours

M/W 4-5pm

Course Number

DIG4841

Semester/Year

Fall/2021

Course Credits

3 credits

Course Location

PICT (Campus)
Canvas (UF Online)

Course Meeting Times

Mon 11:55am - 1:40 pm
Wed 12:50am - 1:40 pm

Course Recording

UF Online students will have recording 24-48 hours after live recording.

Course Description

This course introduces and simulates the pre production skills needed to run a successful research and/or capstone project. Focusing on the production of digital games, animation, and digital audio/video, students will use goal setting, brainstorming, research techniques, presentations, and pre-production pipelines to prepare them for their undergraduate capstone productions and/or personal projects.

Pre-Requisite Knowledge and Skills

BA in DAS Major (DAR)

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

- Articulate project ideas and communicate them effectively to others.
- Ideate and brainstorm original thoughts around creative problem-solving.
- Apply digital story and concept design.
- Articulate goal and objective setting skills.
- Lead and communicate with collaborative teams.
- Demonstrate knowledge of the fundamental tools used for project management.
- Structure and organize a 16-week plan for digital pipelines.

Required Materials

- None.

Recommended Materials

- Lyons, Nancy and Meghan Wilker. *Interactive Project Management: Pixels, People, and Process*. New Riders, 2012.
 - 1st Edition
 - ISBN-10: 0321815157
- Irish, Dan. *The Game Producer's Handbook*. Cengage Learning PTR. 2005.
 - 1st Edition
 - ISBN-10: 1592006175

Course Schedule

This schedule is only a guide and is subject to change. Unless otherwise indicated, assignments and readings are due the day they are listed on the syllabus, not the following day.

Week	Subject	Assignment/ Quizzes	Assignments Due
Week 1	1) Introduction to Senior Project (I) 2) Syllabus and course expectations 3) Guest Speakers: Animation, Games, Int. Design 4) Reflect & Respond: Evaluate a previous Senior Project	"Syllabus Quiz"	
Week 2	1) Fundamentals of a project and the PMLC 2) Scoping a Project 3) Milestones 4) SMART Goal and Objective Setting 5) Project Management Software	Scoping Phase Goal Setting Survey Software Tutorials	
Week 3	1) Project Scheduling 2) Notification Systems and Automated Boards	Milestone 1 -Update Monday.com	
Week 4	1) Creativity Exercise 2) Brainstorming Exercise 3) Skills Matrix	Create 8 ideas Chart each on a Skills Matrix	
Week 5	1) Understanding the Digital Pipeline: Pre, Production, & Post 2) Fundamentals of the Work Breakdown Structure 3) MIRO Interactive Activity: Breakdown a project	Build out a sample R/WBS for 2 ideas.	
Week 6	1) Reference and Source Gathering 2) Treatment, Source Materials and References. 3) Reference Citing. 4) Create Digital Artifact mind-map	Milestone 2 Candidacy: Personal Reflection	
Week 7	1) Feedback on Selection 2) Story and Concept: Rapid Concepting/Prototyping		
Week 8	1) Presentation Prep 2) Public speaking techniques 3) Class Exercise on Concept Pitch	Class Presentation Prep	
Week 9	1) Artifact Presentation 2) Formal presentation on THREE ideas.	Milestone 3 Class Presentation	Student Feedback
Week 10	2) Presentation Retrospective 3) Peer reviewed feedback based around rubric - Desirability, - Feasibility, - Viability 4) Risk Management	R&D Document Version 1	

Week	Subject	Assignment/ Quizzes	Assignments Due
	5) Quality Management		
Week 11	1) R&D Week Two – Results Complete all research and exploration of risk factors and be able to assess viability of potential artifacts based on this research.		
Week 12	1) Decision Presentation – Each student presents on their idea	Milestone 4 <i>Artifact Decision</i>	
Week 13	1) Senior Project Pre Production 2) Concept 1		
Week 14	1) Work Breakdown Structure 2) Network Diagram		
Week 15	1) Fully completed Schedule with all tasks broken down into weekly sprints 2) Align to milestones with proper dependencies 3) Pre-Production Documents are complete (Script, storyboards, GDD, Scope Statement)	Milestone 4	

Evaluation of Grades

Assignment	Total Points	% of Grade
Attendance/Discussions – Students are expected to actively participate in class discussions, as well as in online forums. Students are expected to arrive on time for class.	100	10%
Assignments – Students will have various presentations throughout the semester pitching ideas and concepts.	200	20%
Milestone 1 – Project Management, setup, scheduling, notifications.	100	10%
Milestone 2 – Candidacy & Personal Reflection.	100	10%
Milestone 3 – Concept Pitch. 3 Ideas.	150	15%
Milestone 4 – Refined idea pitch	100	10%
Final Deliverable – Final presentation and proposal	250	25%

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

Letter Grade	% Equivalency	GPA Equivalency
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. 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.

In our course, attendance for campus and online is mandatory. You are required to attend the class on time to receive full credit for attendance as well as participate in the class by asking questions, answering questions, or engaging in the media in others forms during the live class. Exempt from this policy are only those absences involving university-sponsored events, such as athletics and band, and religious holidays, family emergencies, and health issues for which **you must provide appropriate documentation in advance of the absence**. It is the student's responsibility to catch up on material missed if they were not available to come to class.

Additionally, tardiness will not be tolerated.

Attendance and participation will be jointly graded on Canvas using the Attendance tool. By arriving on-time to class you will receive 50% of your grade. By participating/engaging throughout that class, you will receive the other 50% of your grade for that day. If you arrive late to class you will not receive your initial 50% of your grade for that day.

Online students will be expected to stay in sync with the rest of the class, and to achieve their attendance and participation portion by recording their responses to the course at least once-a-week through an in depth discussion forum post 1-week after the lecture.

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/>

Face-to-Face Instruction

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are recommended to wear approved face coverings at all times during class and within buildings.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions.

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: <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) using "Canvas Mail."

Course Technology Support

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.

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.

UF Policies

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 requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.dso.ufl.edu/drc>) by providing appropriate documentation. Once registered, students will receive 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: <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. Guidance on how to give feedback in a

professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. 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 <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>."

Campus Resources

U Matter, We Care:

If you or a friend is in distress, please contact umatter@ufl.edu 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>, and 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 at 392-1111 (or 9-1-1 for emergencies), or <http://www.police.ufl.edu/>.

E-learning Technical Support

352-392-4357 (select option 2) or e-mail to Learning- learning-support@ufl.edu

Career Connections Center

Reitz Union, 392-1601. Career assistance and counseling. <https://career.ufl.edu>

Library Support

Various ways to receive assistance with respect to using the libraries or finding resources.

<http://cms.uflib.ufl.edu/ask>

Teaching Center

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

Writing Studio

2215 Turlington Hall, 846-1138. Help brainstorming, formatting, and writing papers.

<http://writing.ufl.edu/writing-studio/>

Student Complaints Campus

<http://regulations.ufl.edu/wp-content/uploads/2012/09/1.0063.pdf>

Online 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.