



**Darius Brown**

**Contact:** CANVAS

**Classroom:** NRG 120 | Norman Gym

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**Office Hours:** MON 8:20AM-11AM EST

THU 8:20AM-11:30AM EST

[CLICK TO SCHEDULE OFFICE HOURS](#)

## DIG4944C PRODUCTION PRACTICUM SUMMER B 2023

### Course Meetings:

NRG 207 (GYM)

F | Period 2 - 4

(9:30 AM - 1:45 PM)

W | Period 2 - 3

(9:30 AM - 12:15 PM)

### Course Modality:

Meets On Campus Face to Face

## 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 deliverable of media create in the digital arts and sciences program.

### Course Prerequisites

Digital Arts and Sciences major

### Learning Outcomes

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

- Demonstrate proficiency in creating detailed and accurate production schedules for digital media productions, as evidenced by the ability to effectively organize and execute projects within specified timelines.
- Exhibit effective communication skills by consistently engaging with clients and collaborators in a clear and professional manner, resulting in successful management of digital media productions.

- Apply professional studio etiquette by consistently creating high-quality digital assets and consistently handling studio equipment responsibly and safely, as observed through studio evaluations and feedback.
- Conduct thorough and effective research on technologies and emerging digital media methods for production needs, as demonstrated by the ability to identify, evaluate, and apply relevant resources.
- Utilize researched technologies and equipment to successfully address specific production goals and overcome challenges, as measured by the ability to achieve desired outcomes and meet project requirements. Materials & Books

## Required

1. Adobe CC
2. Laptop computer

### Supplemental Materials (You may already have most of these tools)

GOOGLE ACCOUNT

ADOBE CREATIVE SUITE

MONDAY.COM ACCOUNT

MICROSOFT TEAMS ACCOUNT

## Technology Requirements

- Personal computer capable of running software in class

## Credits

**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).

## 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 | Course Overview             | <u>Week 1 ASSIGNMENT 1:</u> -<br>Script Review and analysis | 3 days from assigned day (11:59 PM) |
|        | Client Project Overview     |   |                                     |
|        | Script Reading              | <u>Week 1 ASSIGNMENT 2:</u><br>Storyboard and Shotlist      | 3 days from assigned day (11:59 PM) |
|        | Script Break                |   |                                     |
|        | Production Pipeline         |   |                                     |
|        | Train in Studio             |   |                                     |
|        | Pre-Production and Planning |   |                                     |
|        | <u>Discussion 1</u>         |   |                                     |

| Week   | Subject  | Assignment/Quizzes   | Assignments Due                      |
|--------|--|--|--------------------------------------|
|        |  | Research   | 4 days from assigned day (11:59 PM)  |
|        |  | Weekly review 1<br>Production Pipeline,<br>Roles and Task<br>Management in<br>Monday.com                                 | 7 days from assigned day (11:59 PM)  |
| Week 2 | Client Meeting and Presentation<br>Students will perform agile scrum Sprints and provide/share:<br>Projects completed tasks<br>Projects' upcoming tasks<br>And Hurdles towards said tasks.<br>Train in Studio<br>Pre-Production and Planning | <u>Week 2 ASSIGNMENT 3:</u><br>Studio Set Mockup and<br>Asset Creation<br><br><u>Discussion 2</u><br><br>Weekly review 2 | 14 days from assigned day (11:59 PM) |
| Week 3 | Client Meeting and Intro<br>Students will perform agile scrum Sprints and provide/share:<br>Projects completed tasks<br>Projects' upcoming tasks<br>And Hurdles towards said tasks.<br>Train in Studio<br>Pre-Production and Planning        | <u>ASSIGNMENT 3:</u><br>TBD: Pending<br>Collaborator Request<br><br><u>Discussion 3</u><br><br>Weekly review 3           | 7 days from assigned day (11:59 PM)  |
| Week 4 | Students will perform agile scrum Sprints and provide/share:<br>Projects completed tasks<br>Projects' upcoming tasks<br>And Hurdles towards said tasks.<br>Train in Studio<br>Pre-Production and Planning                                    | <u>ASSIGNMENT 4:</u><br>TBD: Pending<br>Collaborator Request<br><br><u>Discussion 4</u><br><br>Weekly review 4           | 7 days from assigned day (11:59 PM)  |
| Week 5 | Set Mockup<br>Cast Rehearsal<br>Students will perform agile scrum Sprints and provide/share:<br>Projects completed tasks<br>Projects' upcoming tasks<br>And Hurdles towards said tasks.<br>Train in Studio<br>Pre-Production and Planning    | ASSIGNMENT 5:<br>TBD: Pending<br>Collaborator Request<br><br><u>Discussion 5</u><br><br>Weekly review 5                  | 7 days from assigned day (11:59 PM)  |
| Week 6 | Students will perform agile scrum Sprints and provide/share:<br>Projects completed tasks<br>Projects' upcoming tasks<br>And Hurdles towards said tasks.<br>Film live Production<br>Pre-Production and Planning                               | ASSIGNMENT:<br>Production Briefing<br><br><u>Discussion 6</u><br><br>Weekly review 6<br>Production Briefing              | 7 days from assigned day (11:59 PM)  |

## Grading Criteria

| Assignment / Assessment  | Total Points | % of Grade |
|--|--------------|------------|
| Assignments – Each student will complete tasks that relate to an overall production goal. The rubric will grade how well they completed their role on said project   | 300          | 35         |
| Discussions/Reviews – Each student will have discussions/Review assignments that relate to generating solutions and revision to any foreseeable production challenges, observations, hurdles.  | 200          | 15         |
| Participation/Attendance – Students are expected to actively participate in class discussions, client/collaborator meetings, and all projection related meetings outside of class. Class attendance is heavily weighted. Late by 5 minutes results in 50% of grade attendance grade. | 100          | 15         |
| Final Project Production – Final live Production day. All meetings, assignments, and discussions are in preparation for this final production.   | 300          | 35         |
|  |              |            |

## Grading Scale

| Letter Grade      | % Equivalency |
|-------------------|---------------|
| A                 | 94 – 100%     |
| A-                | 90 – 93%      |
| B+                | 87 – 89%      |
| B                 | 84 – 86%      |
| B-                | 80 – 83%      |
| C+                | 77 – 79%      |
| C                 | 74 – 76%      |
| C-                | 70 – 73%      |
| D+                | 67 – 69%      |
| D                 | 64 – 66%      |
| D-                | 60 – 63%      |
| E, I, NG, S-U, WF | 0 – 59%       |

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 are 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 Policies

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

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. The UF Digital Worlds Institute is

committed to the idea that regular student engagement is essential to successful scholastic achievement. No matter if the class is held in a traditional classroom, an online classroom, or a combination of the two, interaction with your peers and the instructor will empower you to greater achievement.

#### **Attendance:**

- Attendance is mandatory and averaged according to the course weight.
- Attend class on time to receive full credit for attendance.
- 10 minutes late or more will result in 50% attendance.

It is the student's responsibility to discuss any scheduling conflicts in advance. In general, acceptable reasons for absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, professional conferences), military obligation, severe weather conditions, religious holidays, and participation in official university activities such as music performances, athletic competition, or debate. Students must provide appropriate documentation in advance of the absence when possible. No documentation is needed for an absence due to religious observation.

#### **Make-Up/Late Work Policy:**

- Each assignment is given a late period of 3 days.
- During this period, the assignment is subject to rubric's late policy.
- After day 3, the assignment will close and remain a 0.
- It is advised to submit your work, even if incomplete, to avoid a 0 in the gradebook.

Late assignments submitted through email *will not be accepted*.

Students may only participate in classes if they are registered officially or approved to audit with evidence of having paid audit fees. The Office of the University Registrar provides official class rolls to instructors. Students are responsible for satisfying all academic objectives as defined by the instructor. Absences count from the first-class meeting.

Acceptable reasons for absence from or failure to engage in class include illness; Title IX-related situations; serious accidents or emergencies affecting the student, their roommates, or their family; special curricular requirements (e.g., judging trips, field trips, professional conferences); military obligation; severe weather conditions that prevent class participation; religious holidays; participation in official university activities (e.g., music performances, athletic competition, debate); and court-imposed legal obligations (e.g., jury duty or subpoena). Other reasons (e.g., a job interview or club activity) may be deemed acceptable if approved by the instructor.

For all planned absences, a student in a situation that allows an excused absence from a class, or any required class activity must inform the instructor as early as possible prior to the class. For all unplanned absences because of accidents or emergency situations, students should contact their instructor as soon as conditions permit.




Students shall be permitted a reasonable amount of time to make up the material or activities covered during absence from class or inability to engage in class activities because of the reasons outlined above.

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 Modality**

Course modality is the way in which a class is offered/delivered to students by the instructor. All students, regardless of the modality, will achieve the same learning objectives. Students can check their class schedules or reference the top of this syllabus to see the format(s) available for each of their individual classes. The modality of a course does not vary during a semester, and students are expected to adhere to the instructor-defined attendance guidelines for that format. Use the guide below to familiarize yourself with the various ways classes are offered at the Digital Worlds Institute.

## Know Your Course Modality

|  |   |  |
|--|---|--|
|                                     |                          |  |
| <b>Face-to-Face (F2F)</b>  | <b>Online Asynchronous (OA)</b>   | <b>Online Synchronous (OS)</b>   |
| Students attend class F2F in a classroom. Class sessions may be recorded for students to view later.                 | Students watch the posted recording of the class session or studio recording online at their convenience. | Students participate in a class in real-time through Zoom.                         |
| <b>Hybrid</b> refers to a course that is partially Face-to-Face (F2F) and Online Asynchronous (OA)                   |   |  |
| In a <b>HyFlex Model</b> , students have the flexibility of moving across all three modalities as needed or desired. |   |  |

### Course Technology

The students will be required to have access to and use a personal computer with 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 ongoing 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 DAS major's laptop computer to meet certain minimum specs for heavy graphics use, the requirements documented below must be met. <https://digitalworlds.ufl.edu/programs/ba-in-digital-arts-sciences/technology-requirements/>.

### Course Communications

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

### 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.

### Creation of Original Content Ethics

For original projects and all assignment deliverables, students should remember that representations of acts of violence, coarse and offensive language, sexual behavior, bodily function and ability, neurodiversity, and personal identity are likely to cause extreme audience response, regardless of the creator's intentions. In addition, the recreation of such actions and subjects for fictional purposes may unintentionally traumatize or negatively impact those who collaborate in the creation of the images. While the university encourages students to explore themes and tell stories that may include this difficult subject matter, they should be cautioned against modes or styles of representation that might be considered unnecessarily offensive or potentially triggering. Instructors, faculty, and university administrators reserve

the right to not show or share any student work they feel is inappropriate for their classroom or for public exhibition, as there may be concerns about the impact of such work on the community. We encourage students to consult with their faculty when producing work that might be considered controversial, and to err on the side of being cautious when it comes to making decisions about a project's content - in other words, make the PG-13 version of your story, not the R version, and certainly not the "unrated" version. This is also to help students understand that most professional creative situations have strict guidelines and limitations on such content and how it is produced: your ability to tell stories effectively with "less" is a strong professional skill that will aid in the dissemination of your work to a broader audience.

## Course Technology Support

### DW Computer Workstations

Digital Worlds offers several high-end computer workstations for students enrolled in DIG coursework that can be reserved in advance to support student assignments and projects. Reservation times vary throughout the semester. To make a reservation: <https://digitalworlds.ufl.edu/workstations>

### Usage Policy

The Digital Worlds Computer Work Stations will be used in conjunction with the curriculum and the educational mission of the Institute. Their use is considered a privilege rather than a right. Students will be responsible for adhering to all technology use conditions and rules presented by the Digital Worlds Institute. Any violation of the terms and conditions may result in losing access to technology.

These DW computer workstations have been established for limited educational purposes, including classroom and career development activities. It has not been established as public access or a public forum. The Digital Worlds Institute has the right to place reasonable restrictions on the material you access or post and the training you need before you are allowed to use the system.

### UF Computing Help Desk

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).

## University 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 who experience learning barriers and would like to request academic accommodations should

connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. 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: <https://catalog.ufl.edu/UGRD/academic-regulations/ferpa-confidentiality-student-records/>

### **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 and Academic Resources**

**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.](#)

**Online 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.