



Official Syllabus for UW Animation Capstone 2022

Important Websites

458 Course Website

- <http://cs.uw.edu/458>
- The website is your go-to location for **Assignment Tutorials**, **TA Office Hours**, **Course Calendar**, and other helpful resources.

Canvas

- <https://canvas.uw.edu/courses/1579024>
- We will be using Canvas for assignment and file turn-in.

Course Personnel

Instructor: Barbara Mones

Barbara's Zoom link: <https://us02web.zoom.us/j/8902202550>

Email: mones@uw.edu

Staff: Terrell Strong and Amy Duer

Office: CSE2 143A

Emails: stront2@cs.washington.edu & duera@uw.edu

TAs: Jessie Huynh, Jasper Corcoran, Noelle Wenceslao, Graham Godfrey

Office hours will be held over Zoom or in the Animation Lab and will be posted on the course website. In person office hours, if scheduled, will be held in CSE2 143 and those hours will also be posted on the course website.

Important Email Addresses

Staff Mailing list: cse458-staff@cs.washington.edu

- If you need to contact the staff (including the TAs), to ask them a question or let them know about inability to get to class on time or expected absence ahead of time, this is the email you must use.

Support email: support@cs.washington.edu

- When you have a computer or account issue, email the support helpdesk.
- Please CC Barbara Mones on the email, so we can keep up to date on machine status
- Cardkey Access email: cardkey@cs.washington.edu
- Lab Access - if you are having difficulty accessing the Undergraduate Center or either lab space, email cardkey access. CC Barbara on the email.

General Information

Lab: CSE2/Gates 143

Lecture: Remote on zoom. In person at CSE2/Gates 141

Class Times: Tuesday and Thursday 11:30am-12:50pm

TA Lab Hours: TBD

Date for Final: TBD

Lab Computers (CSE2/GATES 143)

- While you should have your own machines capable of completing assignments remotely, our on-site Lab computers have the software necessary to complete all of your Course Projects.
- You will need to log into lab computers with a CSE Account. We are working on getting you remote access, so you will be able to use them remotely using “microsoft remote desktop” and the Husky-Net VPN.
 - o Once Remote-Access is enabled, we will guide you through this process. For the meantime, you will be working on your own machines.
- Do not save files on the desktop – there is risk they will be deleted when you log-out.

Saving Files on the Network

- When you work on a lab machine remotely, you will be saving your files remotely. We will refer to this location as “The Network”: <\\csenetid\cs\unix\projects\instr\capstone1> -
- Save your files here: \\csenetid\cs\unix\projects\instr\capstone3_student_files
- o Create a subfolder with your name, and a second subfolder with files for the class. ■
Example: \\csenetid\cs\unix\projects\instr\capstone3_student_files\458\terrell
- The Network can only be accessed from CS Machines.

Software

- We will primarily be using Autodesk Maya 2020
- You can install a student version of Maya 2020 on your home machine by following the instructions on the Autodesk website.
- You will also need an editing software and a digital drawing/painting program

Other materials

- You should acquire or find:
 - o 2 flashlights
 - o 1 light ping-pong ball
 - o A heavy ball (bocce, bowling, or an equivalent)
 - o Light box
 - o Heavy box
 - o Rope or an equivalent

Note: you will be asked to find or purchase an inexpensive 3 light setup for the lighting reference we will do in this class and for the rest of the year.

Also, there is no required textbook but there will be books that will be recommended as support for class material.

Assignments, Turn-In Instructions, and Grading

Due Dates

The majority of Assignments will be **Assigned each Thursday**, and will be due the following **Wednesday at 11PM**. At 11:30PM, you will be submitting an Individual Critique Analysis

Note: the template for the Individual Critique can be found on the course website.

Turn-In Instructions

Final Assignments will be due on Canvas each Wednesday at 11PM. Grading Criteria is listed below.

For each assignment, you will submit a Critique Analysis on Canvas by Wednesday at 11:30PM. Each Critique Analysis is graded for submission and completion. The information needed to provide the Critique Analysis is on the course website.

Monday Work-in-Progress Reports (Golden Rule #2)

For each assignment, by 11PM every Monday, you are expected to submit the current status of your Weekly Project to Canvas, as well as a “Progress Report Statement”, detailing your current progress and your plan to complete on-time. The Progress Reports are graded based on your successful submission of a work-in-progress file along with a completed progress report.

Grading Guidelines

Grades are broken down as follows:

8% Project 1 - Yacht and Hand Modeling

Individual project criteria:

- Following instructions
- Resemblance to reference
- Good mesh topology
- Clean outliner, Deleted History

8% Project 2 - Head Modeling Individual project criteria:

- Following instructions
- Resemblance to reference
- Good mesh topology
- Clean outliner, Deleted History

8% Project 3 - Shading

Individual project criteria:

- Following instructions
- All objects shaded in a believable manner
- Creativity, aesthetics
- Good UV topology
- Clean outliner

8% Project 4 - Lighting

Individual project criteria:

- Following instructions
- Creativity, aesthetics
- Clean outliner

8% Project 5 - Rigging

Individual project criteria:

- Clean outliner
- Following instructions
- Functional, "clean" rigs (e.g. proper channels locked and hidden)
- Good weight painting

8% Project 6 – Animation Basics Individual project criteria:

- Following instructions
- Silhouette, weight, line of action in poses
- Presence of animation principles
- Correct use of animation principles
- Readability of planning sheets
- Creativity, aesthetics, believability

42% Team Based Final Project criteria:

- Following instructions
- Silhouette, weight, line of action
- Correct use of animation principles
- Readability of planning sheets
- Creativity, aesthetics, believability

10% Attendance/Individual Critiques/Progress Report

Grading Criteria for all work:

Professionalism (Participation and Collaboration)

- Ability to work in your group as both a leader in your area of expertise and productive team member to your group as a whole.
- Ability to receive and apply feedback from the Instructor and from the TA's.
- Ability to respond to communication from TA's and Instructor promptly and respectfully.
- Ability to be a positive influence on the class and the project.
- Where direction seems inconsistent or unclear, to have the ability to bring the discrepancy to TA and Instructor for discussion in office hours if needed.
- Ability to maintain a positive attitude and creative approach toward the project.
- Ability to follow through on work that has been assigned including meeting assigned deadlines.

- Ability to make constructive suggestions by doing the work assigned and providing alternate technical and aesthetic solutions when needed. Ability to communicate positively and constructively and to resolve concerns quickly and effectively.
- Ability to provide appropriate and creative contributions to all aspects of the production.
- Ability to provide constructive and proactive approaches to problem solving during class meetings in support of the goals in the agenda.
- Ability to work collaboratively to reach a common goal and vision including the ability to be flexible and fill in for a fellow student who needs help.
- Ability to find someone to fill in if an emergency keeps you from finishing your work on time.

Production (Quality of Individual Work)

- Ability to meet deadlines.
- Ability to organize your time and apply your skills.
- Ability to complete assigned shots.
- Ability to take on production tasks and to complete them.
- Ability and willingness to take on extra work and do the job, especially contributions made near the end of a production.
- Ability to behave appropriately on your team.
- Ability to effectively and efficiently lead the areas been assigned.
- To provide weekly reports covering your leadership in your group and your support of other group members or the group as a whole.
- To fill out and submit all self-critiques covering your assessment of how you have functioned in the class as well as all requested critique analysis worksheets that assess how you feel about the work you produced individually and as part of a group.

Late work policy:

It is assumed that your work will be on time. Incomplete work will be turned in on time so that it can be evaluated with everyone else. Under some rare and extenuating circumstances, the staff may decide to grade revised projects. **Under these circumstances, there will be a 0.5 deduction every day the project is late.** After three days, it will be up to the staff to decide whether or not the project will be graded. The breakdown is subject to change as a whole and adjustable on a per-student basis in exceptional cases. It is always better to turn something in incomplete and on time rather than late and complete. See Golden Rule #2 Below.

Religious Accommodations

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/) (<https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>). Accommodations must be requested within the first two weeks of this course using the Religious

[Accommodations Request form \(https://registrar.washington.edu/students/religious-accommodations-request/\)](https://registrar.washington.edu/students/religious-accommodations-request/).

Attendance Policy

We take daily attendance. If you are late or absent to class your grade will reflect this. If you miss more than half the class, you will be marked absent.

If you know you will be late or absent to class beforehand, or if there is a day you must leave early, you must email the staff alias before class. In special circumstances in which attending class becomes a hardship, you must contact the instructor.

The Capstone Golden Rules

Follow the Capstone Golden Rules at all times.

1. Stay Positive. Collaborative, interdisciplinary work is fraught with potential misunderstanding and confusion even under the best of circumstances. In industry it is critical to do your best to be a positive influence on the team and support the Director. It's important to communicate well, make constructive suggestions and to avoid dwelling on the negative. Turn it around and be respectful and helpful. Work well with your colleagues and Director so that the process moves as smoothly as possible.
2. Do something. If you have work assigned to you and that work is due in for review, do something and submit it for review. You are much better off turning in work that is incomplete for the group/Director to review than nothing at all. If you turn in nothing the production group cannot progress. If you learn to present your work so that you get constructive feedback, we all can move forward.
3. Follow the direction and accept feedback from the Director, even when it doesn't seem like good feedback to you. If you are asked to do something and you feel that you could do it in a different and better way, do the work that you were asked to do first, and do it the way you were asked to do it and then do the work the way you feel it should be done. When both are complete show the Director who will be able to see your work and decide which solution fits best. The Director will make the ultimate decision but showing your idea is much better than ignoring the Director's request and decision. If you can show a better solution and the Director agrees, then you will have helped the project move forward. Of you don't do what you were asked to do by the Director, you will hold the whole team back.
4. The Director alone approves elements of the pipeline before they move forward. This is called green lighting the production work and is done in industry before each element can move to the next stage of the pipeline. No one else can green light production work

because the process then becomes chaotic and unstable. This is consistent with industry and a very important aspect of any complex production. So, be careful not to move forward without the green light of the Director.

5. The need to reach out to your staff and instructor while working remotely is critical. In industry it is quite common for animators and animation production teams to work remotely. Most recently, entire teams are working from home because of the continued pandemic. We are all working out the proper and most efficient protocol as working styles and accessibility to equipment evolve. This is the time to be particularly mindful to make every effort to communicate any concerns and be compassionate and respectful of your team members. If there are any suggestions for improvement or there's a level of discomfort that impedes your progress, share this with your instructor via email and/or request a zoom meeting. You may share a concern with any of the staff members. The staff will bring the concern to the instructor for discussion. Staff do not make policy but can bring a concern to the instructor's attention.

LAB RULES

For the Animation Capstone Lab Spaces

1. Only students of the Animation Capstone are allowed in the labs. Anyone else must obtain specific permission from Barbara Mones before entering. This means no significant others/friends/family, etc. This is for the safety of the students as well as the security of our equipment.
2. Our labs (CSE2 141 and 143) must be kept clean. They are community spaces, and it is important that they stay as clean as possible for everyone who uses them. This means keeping your own workstation clean, as well as doing your part to keep the floor and refrigerator clean. The kitchen in the undergraduate commons is also used by other programs, so it is essential that you clean up your own messes, as well as return any dishes you may have used as soon as possible after you are finished.
3. Always follow the Golden Rules in the lab spaces
4. Follow all UW COVID-19 Procedures and Requirements **at all times.**

*Note: You will risk losing lab access if you are discovered breaking any of these rules.