WASHINGTON STATE UNIVERSITY
VANCOUVER

Syllabus

DTC 499 **Section: A** **Special Topics**	
Spring 2020 VMMC 111 & Remote Fridays: 5:30pm – 6:30pm	Instructor: **Nikki Dunsire** E-mail: nikki.dunsire@wsu.edu Office Hrs: by appointment Website: https://3.basecamp.com/3645975/projects/14742738

COURSE DESCRIPTION:	
	This course focuses on the development of online branding and portfolio content, as well as gaining knowledge that prepares students for entering into the game industry.
ADDITIONAL COURSE OUTCOMES:	
	Upon successful completion of this course, the student should have: • A compilation of best work generated through their program thus far (i.e. prioritized from portfolio ready to not) • A customized, individual website with proper branding and user-friendly layout that highlights portfolio work. **OR** a template that sets them up to populate with work as it's completed. • A professional Domain name associated with the website • A professional email address • Approved resumes with branding that include all pertinent information (job history, skills, education, contact info and URL). All branding should be visually consistent to the website and business cards • Approved Business cards with branding that contains visual consistency to the website and resume • An ArtStation account • A LinkedIn account *Addition Outcomes:* • Critical thinking • Creative problem solving • Recognition of appropriate conduct in a professional environment

COURSE SUCCESS FACTORS:	
	1. <u>Punctuality</u>: You are responsible for getting to class on time OR signing in and engaging in in remote sessions. Most announcements and lecture material will be provided at the beginning of our meetings. If you are late, you are responsible for getting the information from your classmates. Additionally, you will be **deducted point**s towards your overall grade if it becomes a consistent issue. Three classes late = 1 absence. IF you have a circumstance where you will need to be consistently late, please let me know (i.e. work, child care etc). 2. <u>Attendance</u>: You need to be in class or an arranged remote session, to get all of the information required to find success in this course. Class notes will only get you so far. • **If you miss a class or meeting date**, you are responsible for talking to your classmates and reviewing your lecture notes to get yourself caught up. Your homework for the given class is still due if there is any! • **If you are sick**, please do not come to class (if we're physically meeting that week) and infect others. Utilize online class resources to reach out to classmates. If you enter the classroom sick, I will respectfully request that you go home and get well. • **In the case of unexcused absences**, students cannot makeup the work. Students missing three or more unexcused meetings will be asked to drop the course and retake it when they are able. • **Absences can be excused,** and homework can be submitted late ONLY IF you provide supporting documentation for your absence. Excused absences are at the discretion of the instructor! Steps to take if you miss a meeting are to<u>:</u> • **Email me** PRIOR to the start time, letting me know why you are or will be absent. • **Turn in homework due for that day (if there is any)** by emailing me for submission instructions **OR** submitting to the basecamp account **OR** If the file size is small enough, email me content. The time stamp <u>must</u> be before or during our meeting time in order to get credit. Anything received after will not be credited. • **Talk to your classmates** regarding what you missed and be sure to get assignments due for the next week. You are still responsible for that content. Presentations, Midterm & Final Evaluations: • **You may NOT miss project presentations dates if/when we have them**. Doing so will equal an automatic failure for the project or activity on that given date. If for some reason you cannot make one of these times, you must contact me WELL BEFORE the class that you need to miss. Excuses given after the fact will not be accepted. • During these critiques, participation is expected. 3. <u>Receptiveness to Feedback and Critique</u>: • You will be expected to take notes during moments of critique. • Do not disparage your own work • Excuses will not be tolerated, as they will not be acceptable in a professional environment either. • Remember, you are here to learn and receiving feedback and critique is a big part of that. • Ask questions! Don't assume things. 4. <u>Getting Assignments in on time (I.e. Hitting Deadlines):</u>

	• This is crucial. You are going into a field where deadlines are extremely important. If you consistently miss those, you will not maintain employment. So, break bad habits now or don't start them to begin with.
	• **I WILL NOT ACCEPT LATE WORK!!!** If you do not turn in your homework when it is due or hit critical deadlines you will not pass this course. Do not procrastinate, this is a killer. Exceptions can be made in extenuating circumstances at the discretion of the instructor.
	5. **Responsibility and Accountability**:
	    • As adults, you are responsible for **managing your time wisely**, asking questions as needed, and being aware of due dates and requirements for assignments. Excuses will not be accepted.
	    • **Back up your work!** Failure of computer software and or Hardware will not be accepted as an extenuating circumstance for late assignments, so back up your work daily and save in iterations!
	6. **Proactive Learning**:
	    • I am certainly a resource for you; however, I will also be expecting you to be proactive in finding solutions to problems or questions that you have. This means, utilize google, online tutorials, forums, the library, tutors and most importantly each other!!
	    • As a professional you will often be asked to do things that you don't know how to do. You will be expected to solve problems and find answers. This will be no different here.
	7. **Communication**:
	    • IF you are lost or need assistance with materials (after you've made some attempt at seeking answers on your own) please email me, ping me on basecamp or talk to me in class. If I don't hear from you, I am assuming that things are going well.
	    • **Networking**: In each of your courses you are networking whether you realize it or not. Your instructors and classmates could become future coworkers. They could be instrumental in job recommendations. Conduct yourselves with that in mind.
	
	8. **Come to Class Prepared**: You are **REQUIRED** to bring all course related materials to class with you each week. This includes notes, hard drives, thumb drives and course projects.
	
	9. **Have Fun**: This is the best one! You are going into a really cool field!!

UNIVSERITY POLICIES	
	Academic Integrity is the cornerstone of the university and will be strongly enforced in this course. Any Student found in violation of the academic integrity policy will be given an "F" for the course and will be referred to the Office of Student Conduct. For additional information about WSU's Academic Integrity policy/procedures, please contact 360.546.9573.
PLAGIARISM:	
	"Plagiarism, presenting the writings, images or paraphrased ideas of another as one's own, is strictly prohibited. Properly documented excerpts from others' works, when they are limited to an appropriate amount of the total length of a student's paper, are permissible when used to support a researched argument."

DISABILITY ACCOMODATIONS	
	Accommodations may be available if you need the in order to fully participate in this class because of a disability. Accommodations may take some time to implement so it is critical that you contact Disability Services, located in the Student Resource Center on the Lower Level of the Student Services Center 360.546.9138
EMERGENCY NOTIFICAITON SYSTEM:	
	WSU has made an emergency notification system available for faculty, students and staff. Please register at myWSU with emergency contact information (cell, email, text, etc). You may have been prompted to complete emergency contact information when registering for classes on RONet. In the event of a building evacuation, a map at each classroom entrance shows the evacuation point for reach building. Please refer to it. Finally, in case of class cancellation campus-wide, please check local media, the WSU Vancouver web page and/or http://www.flashalert.net/. Individual class cancellations may be made at the discretion of the instructor. Each individual is expected to make the best decision for their personal circumstances, taking safety into account. Safety plan website: http://safetyplan.vancouver.wsu.edu/ .
	Classroom and campus safety are of paramount importance at Washington State University, and are the shared responsibility of the entire campus population. WSU urges students to follow the "Alert, Assess, Act" protocol for all types of emergencies and the "Run, Hide, Fight" response for an active shooter incident. Remain *ALERT* (through direct observation or emergency notification), *ASSESS* your specific situation, and *ACT* in the most appropriate way to assure you own safety (and the safety of others if you are able).
TEXT and MATERIALS:	
Required Text(s)/Materials:	- Portable storage media 8gig or < and **Back-up media** - Printed lecture notes in 3-ringed binder
Recommended Software:	Maya [Free 3yr student license]: https://www.autodesk.com/education/free-software/maya Unity [Free student license]: https://unity3d.com/unity Unreal Engine [Free student license]: https://www.unrealengine.com/en-US/what-is-unreal-engine-4 Headus UV Layout: https://www.uvlayout.com/ Substance Painter: https://www.allegorithmic.com/ [$19/month] Photoshop [$9.99/month solo license] 3ds Max [Free 3yr student license] Quixel: http://quixel.se/

	Marmoset Toolbag2: https://www.marmoset.co/shop/tb2 [$150] xNormal: http://www.xnormal.net/Downloads.aspx http://www.beepbox.co/ – Audio mixing for games http://www.bfxr.net/ – Sound effects creator https://pixlr.com/ – browser-based painter/editor Scratch: https://scratch.mit.edu/ https://itch.io/ - Possible place to post your original games http://www.piskelapp.com/ - free online sprite editor https://www.oculus.com/ - Oculus
Recommended Resources:	Lynda.com Autodesk.com Adobe.com http://pigsquad.com/ The Portland Indie Game Squad http://www.oregongames.org/ http://www.meetup.com/Portland-Virtual-Reality-Meetup/ http://www.meetup.com/pdxvrgaming/ http://www.meetup.com/hololenspdx/ http://www.meetup.com/UnityPDX/ http://www.meetup.com/UnrealPDX/ www.siggraph.org ACM Siggraph www.cgsociety.org The Society of Digital Artists www.cgmeetup.org/ Computer graphics industry job postings _____ http://www.gamasutra.com/ Gamasutra is one of the best game industry oriented websites. In addition to articles and post mortems written by developers, they also have a huge number of videos from the Game Developer's Conference covering a wide variety of topics. http://kotaku.com/ Kotaku is a sight mostly about video games and game culture. Occasionally they discuss business, but mostly its games and reviews. http://www.joystiq.com/ Joystiq is a site dedicated to games and game culture. http://www.polygon.com/ An interesting site that is a smattering of all things game industry. http://www.rockpapershotgun.com/ RPS is a fantastic site dedicated to all things video games. They often have good discussions on a number of topics and of all of the sites listed, have the best community.
Recommended Web hosting services:	https://www.wix.com/ https://www.weebly.com/ https://www.squarespace.com/ https://wordpress.com/
Field Trips:	NONE
Guest Speakers:	NONE
Guest Reviewers or Jurors:	NONE

GRADING POLICY:	
Grade Percentage Breakdown:	Weekly Attendance & Participation 38% of grade Assignments 13% of grade Final Website/Business Card 49% of grade Total 100 %
Faculty Grading Scale:	**A** 100 – 93% **A-** 92.99 – 90% **B+** 89.99 – 87% **B** 86.99 – 83% **B-** 82.99 – 80% **C+** 79.99 – 77% **C** 76.99 – 73% **C –** 72.99 – 70% **F** 69.99 – 0%
Standards For Achievement:	**Grade A:** Student's performance is outstanding. Student exhibits achievement and craftsmanship in all work. Design criteria are exceeded and student challenges him/herself in project design. Work presented is considered to be professional quality. Student exhibits commitment to expanding ideas, vocabulary and performance, and responds appropriately to direction and criticism. **Grade B:** Student performs beyond the requirement of the project. Student exhibits above average progress and craftsmanship. A design criterion is exceeded. Work presented is considered to be approaching professional quality. Student's work reflects above average interest in expanding ideas, vocabulary, and performance. **Grade C:** Criteria of assignments are met, and all requirements are fulfilled. Student's work exhibits promise and professional quality but needs improvement. Projects and assignments reflect an average to above average amount of time and effort. **Grade F:** Student performance is uneven and below average. Requirements for projects are only partially fulfilled. Student's participation in class is inadequate. Work presented is below industry standards.
HOMEWORK SUBMSSION POLICY	
	STANDARD NAMING CONVENTION FOR DIGITAL HOMEWORK SUBMITTED **LastnameFirstname_projectName.fileExtension**

Holiday Schedule:	Monday 01/20/20: MLK Jr Day: **School Closed** Monday 02/17/20: President's Day **School Closed** Monday 03/16/20 – Friday 03/20/20: Spring Break **No Classes**
Term Breakdown:	Monday, Jan 13, 2020 - Friday, May 05, 2020
Important Dates & Deadlines:	Students are encouraged to refer to the academic calendar often to be aware of critical deadlines throughout the semester. The academic calendar can be found at https://registrar.wsu.edu/academic-calendar/. Questions regarding the academic calendar can be directed to the Office of Student Affairs in VSSC100 or call 360.546.9559.

University Learning Objectives	At the end of this course, you should be able to:	Required Course Activities that Advance Learning Goals and Method of Assessment	CMDC Goals & Objectives
Critical &Creative Thinking	Define, analyze and solve problems Integrate and synthesize knowledge from multiple sources Access the accuracy and validity of findings and conclusions Understand how one thinks, reasons, and makes value judgements, including aesthetical judgements Combine and synthesize existing ideas, images or expertise in original ways Think, react in an imaginative way characterized by high degree of innovation, divergent thinking and risk taking	Weekly course assignments leading to a digital portfolio Seeking answers to complex problems using methods not provided in class. Working in small teams or with other classmates to solve problems and get feedback on work.	Goal 1: Demonstrate competency with computer for designing and distributing digital works in various mediums for effective human-computer interactions Goal 2: Synthesize media forms for multimedia contexts Goal 3: Employ the principles of visual form for sophisticated image manipulation Goal 4: Understand the production and assessment of media objects
Communication & Information Literacy	Visually express ideas in coherent, concise, and technically correct forms Identify, explain, compare, apply, argue, interpret, and evaluate information in a variety of digital forms. Engage effectively with diverse groups through listening & speaking one---on--- one, in small groups, &in large groups, both online & face to face.	In class discussions and critiques. Working in small teams to solve problems and get feedback on work. Developing an understanding of software. Working with instructor to identify industry standard portfolio materials and resources for job hunting.	Goal 3: Employ the principles of visual form for sophisticated image manipulation Goal 4: Understand the production and assessment of media objects Goal 6: Question the way digital media functions in multiple cultural contexts Goal 7: Recognize various forms of language processing and their implication for media authoring Goal 8: Appreciate the history of technological development, from local to global perspectives, and its implications for a variety mediums Goal 9: Utilize an interdisciplinary perspective in order to understand the basics of social, economic, and education changes brought about by digital media Goal 10: Be practiced and capable communicators in all mediums

Note - This is Subject to shift around a little bit depending on class progression.

Date	Topic/Lab	Assignment(s) Due
Week 01 Jan 17 [In Class Rm 111]	Discussion: • Course Introduction, syllabus and expectations • Define meeting parameters • General questions	Assignments: • Start identifying possible portfolio work and rank them in order of quality and completeness. • Create a milestone document prioritizing what you'd like to accomplish this semester. [5pts]
Week 02 Jan 24 [In Class Rm 111]	Discussion: • Portfolio and branding examples • Websites & emails: Do's & Don'ts • Demo Reels	Assignments: • Identify and purchase or sign up for your web hosting space. Define a domain name. [5pts] • Beginning creating your website [will be reviewed throughout semester. **Due during finals week**] [100pts] Due: • Milestone document
Week 03 Jan 31 [In Class Rm 111]	Discussion: • Writing your resume: Do's & Don'ts • Business cards [Digital MockUps] • Take aways/tchotchkes	Assignments: • Resume Draft [5pts] • Beginning creating your business cards [will be reviewed throughout semester. **Due during finals week**] [15pts]
Week 04 Feb 07 [In Class Rm 111]	Discussion: • LinkedIn & Art Station • Resource guide • Networking & Events	Assignments: • Job Application Lists (10 URLs) [5pts]
Week 05 Feb 14 [In Class Rm 111]	Discussion: • Cover letters • Interview Etiquette: Do's & Don'ts	Assignments: • Cover Letter [**Extra Credit**] [5pts] Due: • Resume Draft • Job Application Lists

Week 06
Feb 21
[Remote – Discord]
	Discussion:
	• Portfolios reviewed to date (volunteer basis…group feedback - first come, first serve)
	  o User interface and design in place
	  o Portfolio pieces represented (even if there are in-progress place holders)
	  o Contact page will your information
	  o Resume page with a downloadable .pdf (printer friendly)
		Due:
		• First draft of website. Place holders ok where needed.

Week 07 Feb 28 [In Class Rm 111]	Discussion: • Freelancing • Hourly wages (staff vs. contract vs. freelance)	Assignments: • Revised Resume [10pts]

Week 08 March 06 [In Class Rm 111]	Discussion: • Estimates & invoices • The art of communicating with clients • Getting your foot in the door	
Week 09 March 13 [In Class Rm 111]	Discussion: • Estimates & invoices (continued) • The art of communicating with clients (continued)	Assignments: • Mock Estimate [**Extra Credit**] [5pts] • Branded Invoice [**Extra Credit**] [5pts] Due: • Revised, Branded Resume
Week 10 March 20 [Remote – Discord]	SRPING BREAK – NO CLASS	
Week 11 March 27 [Remote – Discord]	Discussion: • Portfolios reviewed to date (volunteer basis…group feedback - first come, first serve) • Questions	
Week 12 April 03 [Remote – Discord]	Discussion: • Portfolios reviewed to date (volunteer basis…group feedback - first come, first serve) • Questions	
Week 13 April 10 [Remote – Discord]	Discussion: • Portfolios reviewed to date (volunteer basis…group feedback - first come, first serve) • Questions	
Week 14 April 17 [Remote – Discord]	Discussion: • Portfolios reviewed to date (volunteer basis…group feedback - first come, first serve) • Questions	
Week 15 April 24 [Remote – Discord]	Discussion: • Portfolios reviewed to date (volunteer basis…group feedback - first come, first serve) • Questions	
Week 16 May 01 [Remote – Discord]	Discussion: • Portfolios reviewed to date (volunteer basis…group feedback - first come, first serve) • Questions	
Week 17 May 08 [Remote – Discord]	**Final Date – Remote Submission (Due by 5pm)** **No formal meeting**	Due: • URL - Portfolio Website (with resume download) • Business card digital mockup (.jpg) • Art Station page (link on website) • LinkedIn page (link on website)