

# **F/TV 72H “Animated Film Production Workshop”**

**CRN 45192, De Anza College, Spring 2025**

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## **Course**

Time: Mon. 10:30 am - 1:20 pm (Lecture)  
Lab is online/asynchronous  
Location: AT 102  
Final Exam: Mon. 6/23, 9:15 - 11:15 am

## **Instructor**

Name: Mark Hamer  
Email: hamermark@fhda.edu  
Phone: 415.864.8519  
Office Hours:  
M & Th 9:30 - 10:30 (AT 102)  
Thur. 3 – 4 pm (via Zoom)

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## **Prerequisites**

F/TV 72G

## **Student Learning Outcomes (SLOs)**

Students will create the production visual and audio components of a short personal animated film.

## **Course Description**

Execution of the principal production stages of a short personal film in any style of animation, e.g. drawn, puppet or computer, that can be used as a demo reel in a professional portfolio. Creation of character and effects animation, models for sets and props, and, if needed, synchronized musical cues.

## **Welcome!**

Welcome to **F/TV 72H Animated Film Production Workshop**. I'm glad you're here and I look forward to working with you this quarter. I hope you have fun and learn a lot! I believe that every student who works hard at it can succeed in this class. Please talk to me if you have any questions or concerns during the quarter, I'm here to help.

## **Course Work & Structure**

This course requires 6 or more hours of work, per week, outside of class. If you can't devote this time to your homework, you may want to consider taking the class a different quarter when you have more time.

This course will be divided into 11 units or “modules.” Each module is 1 week long. Each week’s assignments can be found in the Modules section of our Canvas course. Most weeks will contain a lecture, readings, discussion, and assignments. Weeks begin Monday at 10:30 am and end the following Monday at 10:30 am.

Please plan ahead for times when Canvas, the internet or your computer may be down. Back up all materials early in the week and allow plenty of time to prepare and complete your assignments. Don’t wait until the last minute to post to discussion threads, please give everyone a chance to read your posts and have time to respond to you. Assignment details and due dates will be located in each weekly module.

### **Required Technology**

All the technology needed for this class is available on the school computers in our classroom.

### **Required Materials**

- Regular access to Canvas
- Personal media storage device for backing up and transporting files
- Pens, pencils, erasers
- Sketchbook or plain white copy paper
- Access to digital camera or smart phone with camera for shooting reference video

### **Required Texts**

**No required textbook.** Handouts, readings, and assignment instructions will be provided on Canvas.

### **Recommended Texts**

- Goldberg, Eric. “Character Animation Crash Course!” Silman-James Press, 2008.
- Johnston, Ollie and Thomas, Frank. "Disney Animation: The Illusion of Life." Disney Editions; Subsequent edition, 1995.
- Laybourne, Kit. "The Animation Book: A Complete Guide to Animated Filmmaking--From Flip-Books to Sound Cartoons to 3- D Animation." Three Rivers Press; Revised, Subsequent edition (November 1, 1998).
- Murdock, Kelly L. “Autodesk Maya 2022 Basics Guide.” SDC Publications; 1st edition (August 18, 2021).

- Williams, Richard. "The Animator's Survival Kit: A Manual of Methods, Principles and Formulas for Classical, Computer, Games, Stop Motion and Internet Animators." Farrar, Straus and Giroux; Fourth Edition, Revised, 2012.

## **Software (available on school computers)**

All the appropriate software for any type of short personal animated film is available in the school computers in our classroom (AT 102) and the animation lab (AT 104).

## **Grading**

Your final grade consists of:

- Participation 15%
- Assignments 85%

## **Instructor/Student Interactions**

Email is the fastest way to reach me. I do my best to respond to messages within 24 hours (although it may take longer on weekends). On campus you can find me in Office #42 in Building A4, in our classroom (AT 102), or the animation lab (AT 104). I'm available to meet with you in person during my office hours, or you can always email me to arrange an appointment to meet online via Zoom.

## **Professional Behavior**

*Professionalism is a quality which 97.5% of employers list as either "absolutely essential" or "essential" for a new college hire's success.*

Essentially, being professional is about always giving your best. You think about how your behavior will be perceived by others and make sure you understand and follow the given codes of conduct. You are honest, respectful, responsible, use your time effectively, and produce high quality work.

I expect students to always conduct themselves in a professional manner while in the classroom. Therefore, please come to class prepared to respect each other and your shared workspace and give your best. The classroom is not the place to sleep, or surf the web, or text your friends, so if you are doing this repeatedly, I will ask you to leave, and if it continues, I may drop you from the course.

## **Disruptive Behavior**

Disruptive behavior is engaging in any activity which degrades the learning environment for everyone. Some examples are sleeping, doing ANYTHING not related to the class during class

time, talking loudly or making noise while other people are trying to work, disrespectful or hurtful language or behavior, and excessive domination of class discussions.

Disruptive behavior will not be tolerated. I'll warn students who engage in such behavior and lower their participation grade. If the behavior continues, students may be asked to leave the classroom and/or be dropped from the course.

Please refer to [De Anza's Student Rights and Responsibilities](#) page for more information

## Participation

Your contributions are important! By participating in class, you help create a positive learning environment for you and your classmates. Participation can also make the difference between an A and a B!

In addition to other designated participation activities, participation points will be given based on the student's daily participation in classroom discussion, activities, and critiques. Disruptive behavior will lower this score.

- |              |   |
|--------------|---|
| 9 -10 points | Maximum participation: student came to class on time, actively participated and stayed for entire class session |
| 7 - 8 points | Minimum participation: student arrived late or left early, and only participated when called upon or asked to   |
| 0 - 6 points | No participation: student missed class, did not participate, or engaged in disruptive behavior                  |

## Attendance Policy

- Unless otherwise stated, **attendance for the entire length of the class is required**
- I will take attendance at the beginning of class. If you're not there when I take attendance, you may be marked as absent and receive zero participation points for that day
- A student may be dropped after 2 absences, regardless of the reason
- Arriving late or leaving early will reduce your participation points for that day
- If you arrive late, or have to leave early, please move quietly so as not to disturb the rest of the class
- Please contact me ahead of time to make arrangements for an absence, and as soon as possible for absences due to illness or emergencies

## Classroom Policy

- **The classroom and classroom resources are for academic purpose and should only be used for work connected to class**
- Food and beverages (except for closed water bottles) are NOT allowed on your desk in the classroom. We'll have breaks where you can use the restroom or eat
- Unless otherwise stated, cell phones and other hand-held electronic devices should be always silenced and put away. Please note that using a hand-held device during class time for activities unrelated to class is disruptive behavior and will result in a lowered participation score. If it becomes a problem, I may ask all students to put their electronic devices on my desk for the duration of the class.
- Store your working files in your SAN folder, not on the classroom computers
- Always save and backup your work. You are responsible for your lost data, not the faculty, computers, software, or other students
- Always log out of the computer's animation account before you leave

## Submissions

Please read assignment instructions carefully. Every assignment has a due date and a deadline for submissions. Students are expected to submit assignments on or before the assigned due date, which, in turn, allows me time to review your work and provide meaningful feedback. Due dates have been designed in the course to ensure time is provided to allow you to produce your best work. I understand that because time management is challenging, deadlines might not be met. Late submissions will be accepted with a penalty. Assignments submitted after the deadline may receive a 10% grade point deduction for every week they are late.

## Assignments Policy

- All assignments will have instructions. Please read them carefully.
- **All assignments should be your own new, original work. Any written text or concepts should be your own original thoughts, written in your own words.** You will get a 0 for turning in work from a different class, a previous quarter of this class, or another assignment in this class. You will also get a 0 for turning in work created by someone else, or by an AI application such as ChatGPT; this is considered cheating and is taken very seriously by De Anza College.
- It is the student's responsibility to find out when assignments are due, and to submit their assignments on time, in the correct place, and in the correct format
- Assignments turned in on time may be eligible for revision. Please contact me for more information on revising work.

## Late Assignment Policy

- Assignments are due BEFORE class starts, unless otherwise stated. Once class has started, the assignment is late

- Always check the closing date of the assignment on Canvas. Some assignments cannot be turned in late and will close on the due date. Assignments turned in after the closing date are given a 0
- Late assignments may be reduced by 1 letter grade every week they are late
- Late assignments are not eligible for revision
- All assignments, late or otherwise, must be turned in by the Friday before finals week
- If you know that a situation will prevent you from turning something in, contact me in **advance of the deadline** to make arrangements

### **Don't want the penalty?**

If you recognize a due date might be a problem, advocate for your success by following these steps:

1. Identify the problem
2. Contact me to propose a solution
3. Let's negotiate

### **Missing Assignment Policy**

In our animation production classes, assignments make up the biggest part of your grade. Missing one assignment will negatively affect your grade and missing two assignments will severely affect your grade. Therefore...

- If a student has missed 2 assignments, regardless of the reason, they may be dropped from the class
- All missing assignments will be given a 0

### **Revisions Policy**

- If an assignment has been turned in on time, and received a letter grade below a B-, the student may be able to revise it for a higher grade. Please contact me for details
- A revised assignment will not be given a grade higher than a B
- All revisions must be turned in before finals week

### **Drop Policy**

It is the student's responsibility to keep track of their progress and, if needed, to drop the class with a "W" by the drop date

**A student may be dropped, without warning from me, from this class for several reasons, including:**

- Missing the first meeting of our class (Monday 4/7)
- Missing 2 class meetings, regardless of the reason

- Missing 2 assignments, regardless of the reason
- Severe or chronic disruptive behavior
- Cheating or violating the Academic Integrity guidelines established here in our course syllabus

### Grade Definitions and GPA

A	94 to 100%, Excellent: 4.0 points
A-	90 to < 94%, Excellent: 3.7 points
B+	87 to < 90%, Good: 3.3 points
B	83 to < 87%, Good: 3.0 points
B-	80 to < 83%, Good: 2.7 points
C+	77 to < 80%, Satisfactory: 2.3 points
C	70 to < 77%, Satisfactory: 2.0 points
D+	67 to < 70%, Not Passing, less than satisfactory: 1.3 points
D	63 to < 67%, Not Passing, less than satisfactory: 1.0 point
D-	60 to < 63%, Not Passing, less than satisfactory: 0.7 point
F	0 to < 60%, Failing: 0.0 points
FW	Failed to Withdraw: 0.0 points ( <i>This is new; it's given when students fail the course because they stopped coming to class and turning in work.</i> )
P	Pass (at least satisfactory): units awarded not counted in GPA
NP	No Pass (less than satisfactory, or failing): units not counted in GPA
I	Incomplete: Not used to calculate GPA. Academic work is incomplete for unforeseeable, emergency and justifiable reasons at the end of the term. At least 75 percent of the class must have been completed to qualify for Incomplete status.
W	A "W" will be assigned to all drops occurring between 20 percent and 75 percent of completion of a term. After this period, a student can be awarded a "W" only by means of an Extenuating Circumstance Petition, in which s/he provides documentation proving "verifiable reason" such as illness or incarceration. In the absence of the petition and documentation, a grade will be assigned to the

student record. While a "W" will not be used in calculating GPA, it will be used as a factor in probation and dismissal procedures. It is also used to calculate enrollment limits; that is, students may not enroll in the same course more than three times, which includes both "W" and substandard grades.
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[Read the De Anza grading policy here](#)

## **Academic Integrity**

**As previously stated, all assignments should be your own new, original work.** You will get a 0 for turning in work from a different class, a previous quarter of this class, or another assignment in this class. You will also get a 0 for turning in work created by someone else, or by an AI application such as ChatGPT; this is considered cheating and is taken very seriously by De Anza College

I assume all my students will pursue their studies with honesty. However, students need to know what constitutes academic dishonesty at De Anza College. Incidents of academic dishonesty are taken very seriously. [Read about it on the following pages](#)

## **Special Accommodations**

If you have a condition that will affect your work, you must register with Disability Support Programs & Services (DSPS). A doctor's note is not enough. While I am sympathetic to your personal or medical issues, if you are not registered with DSPS you will not get special accommodations in this class. [Read about it on the following pages](#)

## **Disabled Student Services**

In accordance with the Americans with Disabilities Act, De Anza College is committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical issues).

You can meet with a Disabilities Support Services (DSS) counselor or Learning Disability (LD) Specialist to discuss any accommodations or specific learning needs you may have. If you have a disability-related need for reasonable accommodations or services in this course, you will need to provide the instructor with a Test Accommodation Verification (TAV) from the DSS office.

Students are expected to give 5 (five) days-notice of the need of for accommodations. Students with disabilities may obtain this form by contacting their DSS counselor or LD Specialist at (408) 864-8753.



## Student Success Center

Need help? Student Success Center peer tutors can relate and are ready to help! [Go to the SSC homepage](#) and click on the yellow links for on-campus schedules and Zoom links.

- **Individual Weekly or Drop-in Tutoring:** Come with questions, or just drop by to see how tutoring works
- **Workshops, group tutoring and group study:** Most people work better with others... give it a try!
- **Support for online learning:** speak with a friendly peer tutor or SSC staff member
- **Need after-hours or weekend tutoring?** [See the Online Tutoring page](#) for information about Net Tutor (via Canvas) or Smarthinking (via MyPortal).

## Computer Lab Access

Information on times for open computer lab use will be posted during the first week of the quarter. You can also use the computers in our classroom, AT102, during my office hours on Monday and Thursday from 9:30 – 10:30 am

If you have any questions, please contact our Lab Technician Fernando Perez in AT109, 408.864.8391

You are also welcome to use the equipment in the **Animation Lab (AT104)** once it opens for the quarter, more info on that to come. The Animation Lab has traditional animation desks, a light table for photographing artwork, an animation paper scanner, a stop-motion animation camera, PC's with animation software, and 4 Wacom Cintiqs for digital drawing and painting.

Please take advantage of this! The PC's in both labs are identical and have the same software installed. *For more information on lab hours and equipment availability, please contact the F/TV Lab Technician, Fernando Perez, in AT 109*

## Lab Software

Autodesk Maya  
Autodesk Mudbox  
Adobe CC Animate  
Adobe CC Photoshop  
Adobe CC Illustrator  
Adobe CC Premiere  
Adobe CC After Effects  
Adobe CC Audition  
Toon Boom Harmony 22  
Dragonframe  
MonkeyJam  
Audacity

## File Storage

The F/TV Department uses a special file storage system. Each F/TV class has class folders for shared files, and a password-protected folder for each student to store their work. Step-by-step instructions for accessing SAN folders will be provided via email

Files on the SAN are deleted at the end of every quarter. Please back-up your important files on your own personal media storage device

## Equipment & Facilities

The Film/Television Department has professional equipment and facilities available for student use starting Week 3, including:

ITEM	LOCATION	ACCESS
Wacom digital drawing tablets	AT 110	Check out by the hour or by the week
Desks with animation drawing discs	AT 104	When AT 104 is open
High-speed feed scanner	"	"
Acme pegs paper punch	"	"
Pencil-testing stations, digital capture via Dragonframe or MonkeyJam	AT 104A	"
Stop-motion equipment, digital capture via Dragonframe or MonkeyJam	AT 104B	"
Zoom F4 Multitrack Field Recorders	AT 110	By checkout with lab technician
Microphones	"	"
Headphones	"	"
Foley recording room	AT 121	Reserve with lab technician

## Important Dates

APRIL 7	First day of the Quarter
APRIL 20	Last day to add classes
APRIL 20	Last day to drop without a W
APRIL 21	Census date
MAY 24 - 26	Memorial Day Weekend – no classes, offices closed
MAY 30	Last day to drop with a W
JUNE 19	Juneteenth Holiday – no classes, offices closed
JUNE 23 - 27	Final exams

JUNE 23

Final exam for OUR class, Monday 6/23, 9:15 am - 11:15 am in AT 102

[College-wide listing available on this page](#)

## **Weekly Schedule of Topics, Coursework and Exams:**

### **Week 01, April 7 - 14**

Topic: Introduction & Orientation, Review Animatics from F/TV 72G, Production Milestones and Asset Lists

Homework: Create an asset list for your production work and a production milestone document to track your progress, make a Production Blog and create a post for Week 1, Post a Link to Your Production Blog

### **Week 02, April 14 - 21**

Topic: Review of the Animation Process, In-Class Feedback on Week 1 Blog and Production Docs

Homework: Achieve the work goals established in your Milestone document for Week 2 and create a blog post documenting your work for Week 2

### **Week 03, April 21 - 28**

Topic: Review Homework, Check-in on Progress and Schedule

Homework: Achieve the work goals established in your Milestone document for Week 3 and create a blog post documenting your work for Week 3

### **Week 04, April 28 – May 5**

Topic: Review Homework, Check-in on Progress and Schedule

Homework: Week 4 Milestone. Achieve the work goals established in your Milestone document for Week 4, including those for the Week 4 Milestone, and create a blog post documenting your work for Week 4

### **Week 05, May 5 - 12**

Topic: Review Week 4 Milestone, Check-in on Progress and Schedule

Homework: Achieve the work goals established in your Milestone document for Week 5 and create a blog post documenting your work for Week 5

### **Week 06, May 12 - 19**

Topic: Review Homework, Check-in on Progress and Schedule

Homework: Achieve the work goals established in your Milestone document for Week 6 and create a blog post documenting your work for Week 6

### **Week 07, May 19 - 26**

Topic: Review Homework, Check-in on Progress and Schedule

Homework: Achieve the work goals established in your Milestone document for Week 7 and create a blog post documenting your work for Week 7

**Week 08, May 26 – June 2 \*No class meeting this week due to Memorial Day Weekend \***

Topic: One-on-One Meetings

Homework: Week 8 Milestone. Achieve the work goals established in your Milestone document for Week 8, including those for the Week 8 Milestone, and create a blog post documenting your work for Week 8

**Week 09, June 2 - 9**

Topic: Week 8 Milestone Review, Check-in on Progress and Schedule

Homework: Achieve the work goals established in your Milestone document for Week 9 and create a blog post documenting your work for Week 9

**Week 10, June 9 - 16**

Topic: Discuss Final Goals, Review Homework, Check-in on Progress and Schedule

Homework: Achieve the work goals established in your Milestone document for Week 10 and create a blog post documenting your work for Week 10. Work on Final Presentation

**Week 11, June 16 - 23**

Topic: Review Homework, Check-in on Progress and Schedule

Homework: Final Presentation of work completed on your film this quarter, including a final reflection as a Week 11 Blog Post

**FINAL: Monday 6/23, 9:15 am - 11:15 am in AT 102**

Screen Final Presentations

\*Schedule subject to change at Instructor's discretion