

COURSE SYLLABUS

Spring
ARTS 405

Instructor Information:	
Instructor Name:	Paul Somers
Office Number:	181
Phone Number:	
Email:	psomers@ccsj.edu
Hours Available:	every two weeks by appointment
Instructor Background: MFA University of Chicago BS Graphic Design Ball State University	

Course Information:	
Course Time:	
Classroom:	TBA
Prerequisites:	
Required Books and Materials:	Sketch book/ memory stick
Learning Outcomes/ Competencies: Upon successful completion of this course, students will be able to: 1 - Further understand the animation business and practice 2 -Preparation for creative field employment 3 - identify and exercise methods and processes for conceptualizing and creating projects 4 -create character animation style sheets and storyboards 5 - How to create an online creative portfolio and reel 6 - How to present ones work professionally 7 - Identify strengths and weaknesses in ones work and adapt for successful outcomes	
Course Description A capstone course to prepare ones work for presentation into a creative profession. This course will include one-on-one demonstrations, and discussions. The student will conduct research in ones chosen creative field. Participation in discussion is vital to the success of this class.	
Learning Strategies: lecture, discussion, solo projects, videos, readings, demonstrations and critical thinking	
Experiential Learning Opportunities: Field trip	

Assessments:	
Major Assignments:	Grading Scale: Semester grade will be weighted according to the following percentages: Proportion of each grading segment 50% Final Project 50% participation 100% Total
Class Participation	We are involved in a mutually beneficial communal learning experience, one that requires full attention and respectful behavior toward all members of the class. Participation is a must.

Course Schedule:		
Class Date	Assignments tba	Class Discussion/Activities

I reserve the right to change this schedule to meet the needs of the class.

Responsibilities	
Attending Class	Required: You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course. This is basically the policy that was adopted by the Faculty Senate on October 24, 2007. This policy requires that you SPECIFY YOUR CLASS ATTENDANCE POLICY AND YOUR NOTIFICATION REQUIREMENTS FOR ABSENCES. Students are allowed 3 non excused absences after which a penalty of one letter grade will be given . Be On Time . Excessive (3) tardiness constitute an absence
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work on the day it is due. Students who turn in work late will be penalized a letter grade. Students must be present for presentations
Using Electronic Devices	Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.
Participating in Class	Participation and Preparation Producing appropriate solutions to all required phases of development on projects both in quality and quantity. Engaged in class critiques and activities.
Doing Your Own Work	If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College. Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.
Withdrawing from Class	Please note: All papers may be electronically checked for plagiarism. After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources	
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219-473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a "reasonable accommodation" because of a disability, contact the Disability Services Coordinator at 219-473-4349.
CCSJ Alerts:	Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: http://www.ccsj.edu/alerts/index.html . In addition, you can check other media for important information, such as school closings: Internet: http://www.ccsj.edu Radio: WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78 TV Channels: 2, 5, 7, 9, 32

MEDICAL EMERGENCY
• Call 911 and report incident.

Emergency Procedures

- Do not move the patient unless safety dictates.
- Have someone direct emergency personnel to patient.
- If trained: Use pressure to stop bleeding.
- Provide basic life support as needed.

FIRE

- Pull alarm (located by EXIT doors).
- Leave the building.
- Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

- All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
- If necessary or if directed to do so by a designated emergency official, activate the building alarm.
- When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
- Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
- Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
- **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

- Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are or where you will be moving. If you must move,
- Move to an exterior enclosed stairwell.
 - Request persons exiting by way of the stairway to notify the Fire Department of your location.
 - As soon as practical, move onto the stairway and await emergency personnel.
 - Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

- Call 911 and report incident.
- Secure the area.
- Assist the injured.
- Evacuate if necessary.

TORNADO

- Avoid automobiles and open areas.
- Move to a basement or corridor.
- Stay away from windows.
- Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

- Stay inside a building.
- Seek inside shelter if outside.
- Seal off openings to your room if possible.
- Remain in place until you are told that it is safe to leave.

BOMB THREATS

- Call 911 and report incident.
- If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

- Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

- **Prepare** – frequent training drills to prepare the most effectively.
- **Run and take others with you** – learn to stay in groups if possible.
- **Leave the cellphone.**
- **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
- **Silence your cellphone** – use landline phone line.
- **Why the landline?** It allows emergency responders to know your physical location.
- **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
- **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
- **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
- **Fight as a group** – the more people come together, the better the chance to take down the shooter.
- **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.