

**SPRING
2022**

**USC School of
Cinematic Arts**

**John C. Hench Division of
Animation + Digital Arts**

305 Professionalism of

Animation

Syllabus

CTAN 305 DETAILS

PROFESSOR:

NIC (NICOLE) WEST - NW_094@USC.EDU

DAY:

TUESDAY

TIME:

4:00PM TO 5:50PM

LOCATION:

SCB 207

COURSE UNITS:

2 UNITS

STUDENT ASSISTANT:

THOMAS EDGAR-MCNERNEY - EDGARMCN@USC.EDU

CTAN 305

OVERVIEW AND GOALS

OVERVIEW Developing your professional persona takes an investment of time, many iterations, thoughtful introspection and feedback. This class will focus on demystifying the path to early careers and helping you to develop your professional voice in resumes, cover letters, portfolios, interviews and in interactions with potential hiring managers. Through guest speakers, the class will expose you to professionals who will bring invaluable information to lectures, panels and presentations.

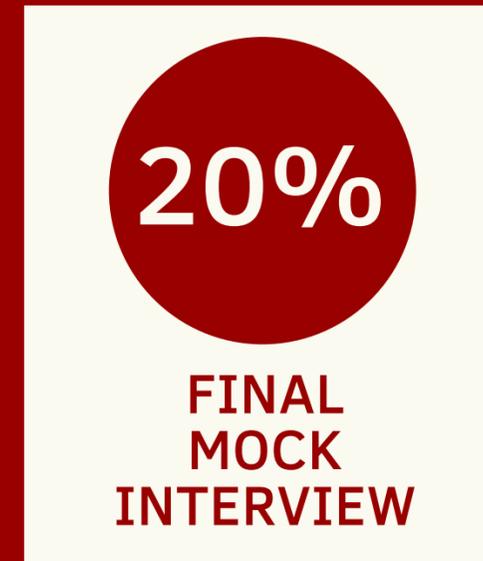
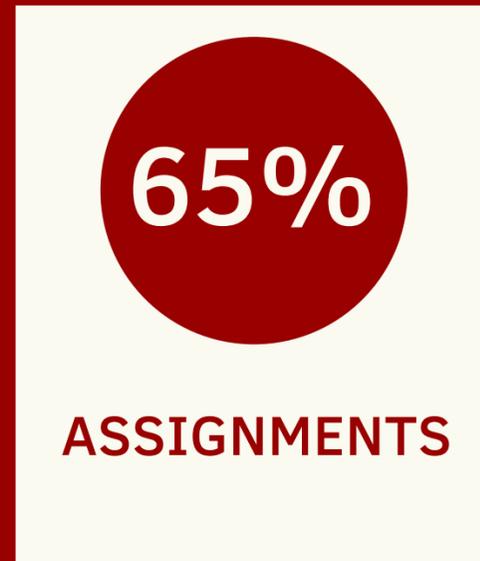
LEARNING OBJECTIVES AND OUTCOMES At the completion of the course, you will have a clear idea of how you want to present yourself on digitally and in person. Also, it will give you the tools to keep leveling up your presentation of yourself in order to prepare you for your first position out of school and beyond.

PARTICIPATION EXPECTATIONS The format of the course will change week to week. We will often have guest speakers who will bring their expertise and knowledge of their craft, the industry and will be available for questions. Several of the assignments will be focused around preparing for opportunities to interact with guest speakers. You are encouraged to embrace these opportunities when they arise.

CTAN 305 SCHEDULE

Date	Class Topic(s)	Guest Speaker	Assignment(s) Due
1/11	Introductions Overview of Class Review Syllabus Animation Feature and TV Pipeline Overviews Group Discussion of Class Goals Survey Regarding Early Career Goals	None	None
1/18	Resumes Cover Letters Portfolios	None	First Draft of your Resume and Cover Letter
1/25	Interviewing Techniques Ask a Recruiter	Recruiter	Research the Recruiter, write a quick summary of the Recruiter's history and compose questions you would like to ask the Recruiter (this assignment is due via email before the start of class)
2/1	Portfolios 101 What Hiring Managers Look For - Story	Storyboard Director/Director	Research early career artist portfolios in the discipline and genre you would like to work in. Find three portfolios that you think are good examples/templates to work off of and explain why. Please list/explain how you found the portfolios and list all of the portfolios you looked at to find the three. This assignment should be emailed in advance of class.
2/8	Live Portfolio Critiques Using Last Week's Assignment What Hiring Managers Look For - Art	Art Director/Production Designer	Research the different portfolio tools that are available and create a proposal of your portfolio plan, including: which tool you will be using and why, what is the intention of creating your portfolio (what do you want viewers to be left with), a mood board of the aesthetic of your portfolio, what supplementary media will you be using (if any)
2/15	What Hiring Managers Look For - CG Roles	CG Professional	Research the CG Professional write a quick summary of the CG Professional's history and compose questions you would like to ask the CG Professional (this assignment is due via email before the start of class)
2/22	Small Studios, Medium Studios, Big Studios Panel Resume and Cover Letter 1:1 with Nic	Panel of Creatives Who Have Worked/Work at Different Size Studios	Refined Draft of your Resume and Cover Letter Printed
3/1	Advocating for Yourself/The Art of Negotiation Protecting Your IP	Animation Industry Manager/Agent	There will be required reading of a few articles on negotiation that we will discuss in class. The articles will be handed out the week of 2/22.
3/8	Present the First Draft of Your Portfolio for Class Feedback	None	First Draft of Portfolio
Spring Recess - 3/13 thru 3/20			
3/22	Professional Growth	Artist Manager	Research the Artist Manager, write a quick summary of the Artist Manager's history and compose questions you would like to ask the Artist Manager (this assignment is due via email before the start of class)
3/29	Present Your Refined Portfolio for Class Feedback	None	Refined Draft of Portfolio
4/5	Networking and Connections	Panel of Early Career Creatives	None
4/12	Animation Production	Production Professional	Research the Production Professional, write a quick summary of the Production Professional's history and compose questions you would like to ask the Production Professional (this assignment is due via email before the start of class)
4/19	Review the Final Present Your Cover Letter and Resume	None	Cover Letter and Resume - Final Version for CTAN 305
4/26	Present Your Portfolio	None	Portfolio - Final Version for CTAN 305
Classes End - 4/29			
Study Days - 4/30 thru 5/3			
Exams - 5/4 thru 5/11			
Final Exam - 5/10 - Starting at 4:30PM - Mock Interview			

CTAN 305 GRADING



PARTICIPATION - 15% - 150 POINTS

Grades for participation are based on the level and quality of your engagement with Nic, Guest Speakers, Thomas and fellow Students. There will be time allotted to feedback for other Student's assignments throughout the semester to share thoughts, ideas, inspiration, etc. with classmates. Students who wish to receive full credit for participation will engage during these moments. While distractions abound, focus on the topics at hand and respectful attention will also will also contribute to your overall participation grade.

ASSIGNMENTS - 65% - 650 POINTS

- Due 1/18 - First Draft of Resume and Cover Letter - 50 Points
- Due 1/25 - Research Recruiter and Questions - 40 Points
- Due 2/1 - Research Portfolios - 60 Points
- Due 2/8 - Portfolio Proposal - 60 Points
- Due 2/15 - Research CG Professional and Questions - 40 Points
- Due 2/22 - Refined Draft of Resume and Cover Letter - 50 Points
- Due 3/8 - First Draft of Portfolio - 50 Points
- Due 3/22 - Research Artist Manager and Questions - 40 Points
- Due 3/29 - Refined Draft of Portfolio - 60 Points
- Due 4/12 - Research Production Professional and Questions - 40 Points
- Due 4/19 - Resume and Cover Letter - Final Version for CTAN 305 - 80 Points
- Due 4/26 - Portfolio - Final Version for CTAN 305 - 80 Points

FINAL - MOCK INTERVIEW - 20% - 200 POINTS

GRADING SCALE

Course final grades will be determined using the following scale
A 95-100+ | A- 90-94 | B+ 87-89 | B 83-86 | B- 80-82 | C+ 77-79
C 73-76 | C- 70-72 | D+ 67-69 | D 63-66 | D- 60-62 | F 59 and below

NIC WEST

nw_094@usc.edu



Nic West is USC alumnus and an experienced entertainment professional passionate about curating and developing inspired teams to create quality content.

She is the Co-Founder and Head of Operations at West Studio, a preeminent visual development and production house (www.weststudio.com). Her professional path has led her to a career in creative production and studio management in a myriad of entertainment industries, including: Television Animation, Feature Animation and Video Games. She has been fortunate to have the opportunity to work alongside some of the most talented, passionate and creative individuals at DreamWorks Television Animation and Feature Animation, Electronic Arts, Los Angeles County Museum of Art, the Academy of Interactive Arts and Sciences, Keywords Studios (formerly Babel Media) and Brash Entertainment.

Nic is active in the BRIC Foundation (www.bricfoundation.org), whose mission is to create new access points for women and people from underrepresented groups so they can excel at creative leadership and to enable culture change through engaging and empowering talent.

STATEMENT ON ACADEMIC CONDUCT AND SUPPORT SYSTEMS

Statement on Academic Conduct and Support Systems Academic Conduct: Plagiarism - presenting someone else's ideas as your own, either verbatim or recast in your own words - is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Part B, Section 11, "Behavior Violating University Standards" policy.usc.edu/scampus-part-b. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, policy.usc.edu/scientific-misconduct.

Counseling and Mental Health: (213) 740-9355 - 24/7 on call - studenthealth.usc.edu/counseling - Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

Student Health Leave Coordinator: (213) 821-4710 - Located in the USC Support and Advocacy office, the Health Leave Coordinator processes requests for health leaves of absence and advocates for students taking such leaves when needed - <https://policy.usc.edu/student-health-leave-absence/>

National Suicide Prevention Lifeline: (800) 273-8255 – 24/7 on call - suicidepreventionlifeline.org - Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

Relationship and Sexual Violence Prevention and Services (RSVP): (213) 740-9355 (WELL), press "0" after hours - 24/7 on call - studenthealth.usc.edu/sexual-assault - Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

Office of Equity and Diversity (OED): (213) 740-5086 | Title IX - (213) 821-8298 - equity.usc.edu, titleix.usc.edu - Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following protected characteristics: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations. The university also prohibits sexual assault, non-consensual sexual contact, sexual misconduct, intimate partner violence, stalking, malicious dissuasion, retaliation, and violation of interim measures.

STATEMENT ON ACADEMIC CONDUCT AND SUPPORT SYSTEMS CONTINUED

Reporting Incidents of Bias or Harassment: (213) 740-5086 or (213) 821-8298 - usc-advocate.symplicity.com/care_report - Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity | Title IX for appropriate investigation, supportive measures, and response.

The Office of Disability Services and Programs: (213) 740-0776 - dsp.usc.edu - Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

Campus Support & Intervention: (213) 821-4710 - campussupport.usc.edu - Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity at USC: (213) 740-2101 - diversity.usc.edu - Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency: UPC: (213) 740-4321, HSC: (323) 442-1000 - 24/7 on call - dps.usc.edu, emergency.usc.edu - Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety: UPC: (213) 740-6000, HSC: (323) 442-1200 - 24/7 on call - dps.usc.edu - Non-emergency assistance or information.

Office of the Ombuds: (213) 821-9556 (UPC) / (323-442-0382 (HSC) - ombuds.usc.edu - A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

PLEASE NOTE: FOOD AND DRINKS (OTHER THAN WATER) ARE NOT PERMITTED IN ANY INSTRUCTIONAL SPACES IN THE SCHOOL OF CINEMATIC ARTS COMPLEX