

CTAN 305 GRADING

15%

PARTICIPATION

55%

ASSIGNMENTS

30%

FINAL
MOCK
INTERVIEW

PARTICIPATION - 20% - 150 POINTS

Grades for participation are based on the level and quality of your engagement with Monica, Guest Speakers, 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 contribute to your overall participation grade.

ASSIGNMENTS - 60% - 450 POINTS

Due 8/31 - First Draft of Resume and Cover Letter - 50 Points

Due 10/5 - Refined Draft of Resume and Cover Letter - 60 Points

Due 10/12 - Research Portfolios - 60 Points

Due 10/19 - First Draft of Portfolio - 60 Points

Due 11/02 - Refined Draft of Portfolio - 60 Points

Due 11/16 - Resume/Cover Letter - Final Version for CTAN 305 - 80 Points

Due 11/23 - Portfolio - Final Version for CTAN 305 - 80 Points

12/7 - FINAL EXAM - 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

CTAN 305 - Professionalism of Animation FALL 2022

Syllabus - Updated 10/3/22

Wednesdays 7:00-8:50p

Classroom Location: SCB 207

Instructor: Monica Mitchell

<https://www.linkedin.com/in/monica-m-78165011/>

Monica's Email Address:

monicam0@usc.edu

Student Assistant: Rui Han

ruihan@usc.edu

Date	Class Topic(s)	Guest Speaker	Assignment(s) Due
8/24/22	Introductions Overview of Class Review Syllabus Animation Feature and TV Pipeline Overviews Group Discussion of Class Goals Survey Regarding Early Career Goals	None	None
8/31/22	Resumes Cover Letters Portfolios	None	First Draft of your Resume and Cover Letter sent as a PDF via email along with a Job Description for which the Cover Letter and Resume were prepared for
9/7/22	Interviewing Techniques Ask a Recruiter	Lisa Jones - Producer at Netflix	
9/14/22	Portfolios 101 What Hiring Managers Look For - Story or Art TBD	None	
9/21/22	Live Portfolio Critiques Using Last Week's Assignment	None	
9/28/22	What Hiring Managers Look For - Story or Art TBD	Bary Kotler, CAA Agent	
10/5/22	Informational Interviews Career Curiosity Small Studios	Paula Spence - Art Director, Union Rep	Refined Draft of your Resume and Cover Letter Printed and handed in
10/12/22	Advocating for Yourself/The Art of Negotiation	Drew Tolman - Producer, Titmouse	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
10/19/22	Present the First Draft of Your Portfolio for Class Feedback	None	First Draft of Portfolio
10/26/22	Professional Growth Performance Reviews	Samanda Wasson - Development Exec	
11/2/22	Networking Sending Cold Emails Present Refined Draft of Portfolio	Bary Strum, Blizzard Entertainment	Refined Draft of Portfolio
11/9/22	Indie Animation Careers Protecting Your IP from an Artist Perspective	Guest Speaker - TBD	
11/16/22	Review the Final Present Your Cover Letter and Resume	None	Cover Letter and Resume - Final Version for CTAN 305
Thanksgiving Holiday - 11/23 thru 11/27			
11/23/22	Present Your Portfolio	None	Portfolio - Final Version for CTAN 305
Classes End -12/2			
Study Days - 12/3 thru 12/6			
Exams - 12/7 thru 12/14			
Final Exam - 12/7 - Starting at 7:00PM - Mock Interview			

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