

**FALL
2023**

**USC School of
Cinematic Arts**

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

**305 Professionalism of
Animation
Syllabus**

IT Help: Creative Tech Help Desk | **Contact Info Email:** creativetech@cinema.usc.edu | **Contact Info Phone:** 213-821-4571

THIS IS AN IN-PERSON CLASS:

In accordance with university recommendations, all meetings of this class will be held in person. Students who become ill and need to self-isolate will be supported in their efforts to stay current with classwork and assignments, to the extent possible. Please contact Professor West and Lyndzi Ramos at least one hour prior to class start time if you become ill and need to self-isolate. Do not come to class if you are experiencing any symptoms of COVID-19 or other illnesses. Requests for longer term exemptions will be considered on a case-by-case basis, and must be supported by a written from the USC Office of Student Accessibility Services (OSAS).

CTAN 305 DETAILS

PROFESSOR:

NIC (NICOLE) WEST - NW_094@USC.EDU

DAY:

WEDNESDAY

TIME:

7:00PM TO 8:50PM

LOCATION:

SCB 207

COURSE UNITS:

2 UNITS

STUDENT ASSISTANT:

LYNDZI RAMOS - LARAMOS@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.

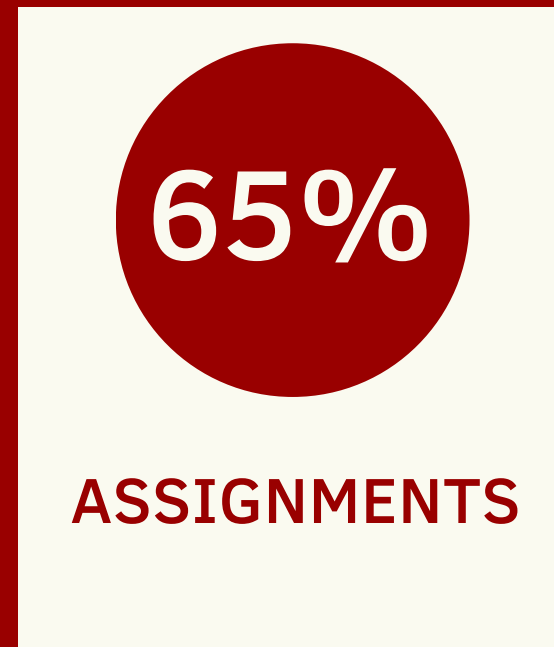
LEARNING OBJECTIVES AND OUTCOMES At the completion of the course, you will have a clear idea of how you want to present yourself on digitally and in person. Also, it will give you the tools to keep leveling up your presentation of yourself in order to prepare you for your first position out of school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

CTAN 305 - Fall 2023 - Schedule			
Class Number	Date	Class Topic(s)	Assignment(s) Due
1	8/23	Introductions Overview of Class Review Syllabus Animation Feature and TV Pipeline Overviews Group Discussion of Class Goals Survey Regarding Early Career Goals	None
2	8/30	Resumes Cover Letters	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 (this assignment is due before the start of class, please place them in the indicated google folder)
3	9/6	No Class - Nic at a Conference	
4	9/13	Portfolios	Research early career artist portfolios of people you do not know or currently follow 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 is due before the start of class, please place them in the indicated google folder)
5	9/20	Live Portfolio Critiques Using Last Week's Assignment Introduce the Interview Prep Form for Next Week's Assignment	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 (this assignment is due before the start of class ideally as a pitch deck, please place them in the indicated google folder)
6	9/27	Interviewing Techniques Ask a Recruiter	Fill out the interview prep form for this week's guest (this assignment is due before the start of class, please place them in the indicated google folder)
7	10/4	Advocating for Yourself and The Art of Negotiation	Refined Draft of your Resume and Cover Letter Printed and handed in
8	10/11	Present the First Draft of Your Portfolio for Class Feedback	First Draft of Portfolio (this assignment is due before the start of class, please place them in the indicated google folder)
9	10/18	Professional Growth Performance Reviews Taking Critiques and Asking for Feedback	
10	10/25	Networking Sending Cold Emails Organizing Applications Survey for Class Needs for Remainder of Semester	
11	11/1	Present the Refined Draft of Your Portfolio for Class Feedback	Refined Draft of Portfolio (this assignment is due before the start of class, please place them in the indicated google folder)
12	11/8	This class will be based on the requests and needs of the students, a survey will take place in class on 10/25 Possible topics include: Protecting Your IP from an Artist Perspective Agents and Managers Indie Animation Careers Small Studios, Medium Studios, Large Studios	Research a guest write a quick summary of the guest's history and compose questions you would like to ask the guest (this assignment is due before the start of class, please place them in the indicated google folder)
13	11/15	Review the Final Present Your Cover Letter and Resume	Cover Letter and Resume - Final Version for CTAN 305 - prepare to present and hand in a printed copy
14	11/22	No Class - Thanksgiving Recess - 11/22 thru 11/26	
15	11/29	Present Your Portfolio	Portfolio - Final Version for CTAN 305
Classes End - 12/1			
Study Days - 12/2 thru 12/5			
Exams - 12/6 thru 12/13			
CTAN 305 Final Exam - 12/6 - Starting at 7:00PM			

CTAN 305 GRADING



PARTICIPATION - 15% - 150 POINTS

Grades for participation are based on the level and quality of your engagement with Nic, Guest Speakers, Lyndzi 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 8/30 - First Draft of Resume and Cover Letter - 50 Points
- Due 9/13 - Research Portfolios - 60 Points
- Due 9/20 - Portfolio Proposal - 60 Points
- Due 9/27 - Research Recruiter and Completed Interview Prep Form - 60 Points
- Due 10/4 - Refined Draft of Resume and Cover Letter - 50 Points
- Due 10/11 - First Draft of Portfolio - 60 Points
- Due 11/1 - Refined Draft of Portfolio - 70 Points
- Due 11/8 - Research Guest and Completed Interview Prep Form - 60 Points
- Due 11/15 - Resume and Cover Letter - Final Version for CTAN 305 - 90 Points
- Due 11/29 - Portfolio - Final Version for CTAN 305 - 90 Points

FINAL - 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. West Studio is a preeminent visual development and production house that combines passion and process to produce some of the best concept art in the world. For more information and to gaze at beautiful entertainment art go to www.weststudio.com.

Nic's 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.

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.

AI may be used as reference or inspiration for your work but we do not accept AI-generated art as your own original work as it is deemed derivative of other works whose originators may not have granted permission for its use.

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.

STATEMENT ON ACADEMIC CONDUCT AND SUPPORT SYSTEMS CONTINUED

The university also prohibits sexual assault, non-consensual sexual contact, sexual misconduct, intimate partner violence, stalking, malicious dissuasion, retaliation, and violation of interim measures.

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