USC Cinematic Arts

Land Acknowledgement

USC acknowledges that we are on the traditional land of the Tongva People. For thousands of years, the Tongva people lived on this land we occupy today and were considered the most powerful indigenous peoples to inhabit the Los Angeles basin. Along with the Tongva, we also recognize the Chumash, Tataviam, Serrano, Cahuilla, Juaneño, and Luiseño People, for the land that USC also occupies around Southern California. To learn about the Indigenous land on which your learning location resides, please visit Native-Land.ca to discover the Original People of your home.

CTAN 305 Professionalism of Animation
2 Units
Fall 2024 - Wednesday - 1:00PM to 2:50PM - SCB 205

Please note that the assignments and details for this course are all in Brightspace.

Instructor: **Nicole (Nic) West**
Office Hours: Please refer to my Calendly in my email signature
Contact Info: ncwest@usc.edu

Student Assistant: **Ethan Lee**
Contact Info: emlee@usc.edu

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

THIS IS AN IN-PERSON CLASS

Course Description
Developing a professional persona takes an investment of time, a commitment to many iterations, thoughtful introspection, and the pursuit of feedback. This class will focus on demystifying the steps that lead to a successful early career. Students will develop their professional voice in resumes, cover letters, portfolios, interviews and in interactions with potential hiring managers. Through guest speakers, the class will expose students to professionals who will bring invaluable information via lectures and presentations. The presentations created by Nic will be made available to download to reference in the future.

Learning Objectives
At the completion of the course, students will have a clear idea of how they want to present themselves digitally and in person. Also, it will give students the tools to keep leveling up their presentation of themselves to prepare them for their first position post-graduation and beyond. Additionally, at the conclusion of this class students will have a polished version of their website, cover letter, and resume.

Description and Assessment of Assignments
Assignments will be assessed for the following: thoroughness, attention to detail, thoughtfulness, presentation, and the quality of the content. Additionally, taking feedback from assignments and integrating them into future assignments is another assessment tool.

Participation

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

Grades for participation are based on the level and quality of student engagement with Nic, Guest Speakers, Ethan 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 meaningfully during these moments. While distractions abound, focus on the topics at hand and respectful attention will also contribute to student's overall participation grade.

Grading Breakdown

Final grades will be based upon the following breakdown:

Assignments*	650 points	65% of overall grade
Final	200 points	20% of overall grade
Participation	150 points	15% of overall grade

*The assignment points are broken down per assignment in the Course Schedule below. This information along with details and instructions for all assignments, including how/where the assignment should be delivered will be listed in Brightspace.

Grading Scale

Final grades will be determined using the following scale:

A	94% to 100%	C	73% to 76%
A-	90% to 93%	C-	70% to 72%
B+	87% to 89%	D+	67% to 69%
B	83% to 86%	D	63% to 66%
B-	80% to 82%	D-	60% to 62%
C+	77% to 79%	D	0% to 59%

Assignment Submission Policy

Assignments should be submitted to the indicated location in the indicated format. All assignments are due directly before the start of class, unless otherwise directed.

At times, students will be instructed to print assignments. While this may seem like an archaic request, it does have its purpose. When going to in person interviews, students will need to have a printed resume on hand for interviewers. According to past students, finding printers can be difficult at times, please plan accordingly.

Any late assignments will be deducted 5% - 25% mattering on when they are turned in. Please turn in assignment on time, each assignment is cumulative. Students will be getting feedback on each submission in order to continue polishing and improving the final version for this course. If assignments are turned in late, then they might miss a cycle of feedback.

Grading Timeline

Generally, students will have their graded assignment returned to them the week after its submission. At times, the amount of detailed feedback will take longer, and it will be returned to students up to two weeks after its submission. At any given time, students should feel free to check in on their current grade. It will be missing aspects of the overall grade (participation, absences, tardiness, final), but it will give students an idea of where they currently stand within the class.

Attendance

Attendance is required for this course, and this is an in-person course. 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. Contact Nic and Ethan via email 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 that could potentially be contagious.

Timely attendance is mandatory and failure to attend all class sections from beginning to end may affect grades.
- Exemptions will be allowed on a case-by-case basis and must be supported by a written accommodation request from the USC Office of Student Accessibility Services (OSAS).
- Students who become ill and need to self-isolate will be supported in their efforts to stay current with classwork and assignments.

If you need to miss a class for reasons outside of illness or accommodation recognized by OSAS, please contact Nic and Ethan more than 24 hours in advance of class via email.

Course Schedule

Week	Date	Topic(s)	Assignment(s) Due and Assignment Points
Week 1	8/28	Introductions Overview/Review Syllabus/Discussion of Class Goals Animation Feature and TV Pipeline Overviews Survey Regarding Early Career Goals	None
Week 2	9/4	**NO CLASS - NIC AT CONFERENCE**	
Week 3	9/11	Resumes Cover Letters	First Draft Resume and Cover Letter 45 points
Week 4	9/18	Portfolios	Research Early Career Portfolios Research Portfolio Tools 45 points
Week 5	9/25	Live Portfolio Critiques Introduce the Interview Prep Form	Portfolio Plan Presentation 60 points
Week 6	10/2	Interviewing Techniques Ask a Recruiter	Interview Prep Form for Recruiter Guest 45 points
Week 7	10/9	Advocating for Yourself and The Art of Negotiation	Refined Draft Resume and Cover Letter 60 points
FALL RECESS - 10/10 thru 10/11			
Week 8	10/16	Present the First Draft of Portfolio for Class Feedback	First Draft of Portfolio 60 points
Week 9	10/23	Continued Present the First Draft of Portfolio for Class Feedback Professional Growth Performance Reviews Taking Critiques and Asking for Feedback	None
Week 10	10/30	Networking Sending Cold Emails Organizing Applications	None
Week 11	11/6	Present the Refined Draft of Portfolio for Class Feedback	Refined Draft of Portfolio 80 points

Week	Date	Topic(s)	Assignment(s) Due and Assignment Points
Week 12	11/13	Continue Present the Refined Draft of Portfolio for Class Feedback Small Studios, Medium Studios, Big Studios Freelance Negotiations Agents and Managers	Interview Prep Form for Guest 45 points
Week 13	11/20	Review the Final Present Final Cover Letter and Resume	Final Version of Cover Letter and Resume 100 points
Week 14	11/27	NO CLASS - THANKSGIVING BREAK - 11/27 thru 12/1	
Week 15	12/4	Present Final Portfolio	Final Version of Portfolio 110 points
FALL SEMESTER CLASSES END - 12/6			
STUDY DAYS - 12/7 thru 12/10			
FINAL EXAMINATIONS - 12/11 thru 12/18			
FINAL	12/18	Turn in Final Exam at 11:00AM	
WINTER RECESS - 12/19 thru 1/12			

Details and instructions for all assignments, including how/where the assignment should be delivered will be listed in Brightspace.

Academic Integrity

The University of Southern California is foremost a learning community committed to fostering successful scholars and researchers dedicated to the pursuit of knowledge and the transmission of ideas. Academic misconduct is in contrast to the university's mission to educate students through a broad array of first-rank academic, professional, and extracurricular programs and includes any act of dishonesty in the submission of academic work (either in draft or final form).

This course will follow the expectations for academic integrity as stated in the USC Student Handbook. All students are expected to submit assignments that are original work and prepared specifically for the course/section in this academic term. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s). Students suspected of engaging in academic misconduct will be reported to the Office of Academic Integrity.

Other violations of academic misconduct include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see the student handbook or the Office of Academic Integrity's website, and university policies on Research and Scholarship Misconduct.

Policy for the use of AI Generators in the John C. Hench Division of Animation and Digital Arts

AI text generation tools may present incorrect information, biased responses, and incomplete analyses; thus, they are not yet prepared to produce text that meets the standards of this course. To adhere to our university values, you must cite any AI-generated material (e.g., text, images, etc.) included or referenced in your work and provide the prompts used to generate the content. Using an AI tool to generate content without proper attribution will be treated as plagiarism and reported to the Office of Academic Integrity. Please review the instructions in each assignment for more details on how and when to use AI Generators for your submissions.

Course Content Distribution and Synchronous Session Recordings Policies

USC has policies that prohibit recording and distribution of any synchronous and asynchronous course content outside of the learning environment.

Recording a university class without the express permission of the instructor and announcement to the class, or unless conducted pursuant to an Office of Student Accessibility Services (OSAS) accommodation. Recording can inhibit free discussion in the future, and thus infringe on the academic freedom of other students as well as the instructor. (Living our Unifying Values: The USC Student Handbook, page 13).

Distribution or use of notes, recordings, exams, or other intellectual property, based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study. This includes but is not limited to providing materials for distribution by services publishing course materials. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the internet, or via any other media. (Living our Unifying Values: The USC Student Handbook, page 13).

The School of Cinematic Arts Support Systems and Statements

Diversity and Inclusion are foundational to the SCA community. We are committed to fostering a welcoming and supportive environment where students of all identities and backgrounds can flourish. The classroom should be a space for open discussion of ideas and self-expression; however, SCA will not tolerate verbal or written abuse, threats, harassment, intimidation, or violence against persons or property. If students are concerned about these matters in the classroom setting, they are encouraged to contact their SCA Diversity and Inclusion Liaison, http://cinema.usc.edu/about/diversity.cfm; e-mail diversity@cinema.usc.edu or anonymously submit a report on SCA Community: https://scacommunity.usc.edu/secure/diversityEquity/ You can also read more about how to report discrimination based on a protected class here: https://eeotix.usc.edu/get-help/what-are-my-choices-text/

SCA Office of Student Services
213-740-8358 or StudentAffairs@cinema.usc.edu

SCA Embedded Therapists
Students enrolled in an SCA major program can schedule an appointment with an embedded therapist for the School of Cinematic Arts through the student health portal MySHR.

SCA Community
For additional SCA resources please visit scacommunity.usc.edu

Creative Technology and Support
(213) 821-4571
creativetech@cinema.usc.edu
Location: SCA 128
Support Hours: Monday - Friday, 8:30 AM - 8:30 PM
https://knowledgebase.sca.usc.edu/
https://workstations.sca.usc.edu/

Physical Production Office
The Physical Production Office assists students and faculty with production-related matters including production numbers, locations, permits, insurance, gear and equipment vendors, safety issues, and crew and actor policies. More information can be found by visiting the online Production Procedures and Safety Handbook. The Physical Production Office is located at SCA 304 and is open every weekday from 9am-5pm (Fridays 9am-1pm). You can also reach the Office by calling 213-740-1298 or by email at spo@cinema.usc.edu.

Office of Industry Relations
School of Cinematic Arts - SCA 235
(213) 740-4432
ir@cinema.usc.edu

Cinematic Arts Library Research Guide
https://libguides.usc.edu/cinema

Statement on Academic Conduct and Support Systems

Academic Integrity:

The University of Southern California is a learning community committed to developing successful scholars and researchers dedicated to the pursuit of knowledge and the dissemination of ideas. Academic misconduct, which includes any act of dishonesty in the production or submission of academic work, compromises the integrity of the person who commits the act and can impugn the perceived integrity of the entire university community. It stands in opposition to the university's mission to research, educate, and contribute productively to our community and the world.

All students are expected to submit assignments that represent their own original work, and that have been prepared specifically for the course or section for which they have been submitted. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s).

Other violations of academic integrity include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), collusion, knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university. All incidences of academic misconduct will be reported to the Office of Academic Integrity and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see the student handbook or the Office of Academic Integrity's website, and university policies on Research and Scholarship Misconduct.

Please ask your instructor if you are unsure what constitutes unauthorized assistance on an exam or assignment, or what information requires citation and/or attribution.

Students and Disability Accommodations:

USC welcomes students with disabilities into all of the University's educational programs. The Office of Student Accessibility Services (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodation is not retroactive. More information can be found at osas.usc.edu. You may contact OSAS at (213) 740-0776 or via email at osasfrontdesk@usc.edu.

Support Systems:

COVID-19 Resource Center **-** https://coronavirus.usc.edu/what-should-i-do/

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

988 Suicide and Crisis Lifeline - 988 for both calls and text messages - 24/7 on call
The 988 Suicide and Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline is comprised of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices. The new, shorter phone number makes it easier for people to remember and access mental health crisis services (though the previous 1 (800) 273-8255 number will continue to function indefinitely) and represents a continued commitment to those in crisis.

Relationship and Sexual Violence Prevention Services (RSVP) - (213) 740-9355(WELL) - 24/7 on call
Free and confidential therapy services, workshops, and training for situations related to gender- and power-based harm (including sexual assault, intimate partner violence, and stalking).

Office for Equity, Equal Opportunity, and Title IX (EEO-TIX) - (213) 740-5086
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.

Reporting Incidents of Bias or Harassment - (213) 740-5086 or (213) 821-8298
Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity, Equal Opportunity, and Title for appropriate investigation, supportive measures, and response.

The Office of Student Accessibility Services (OSAS) - (213) 740-0776
OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

USC Campus Support and Intervention - (213) 740-0411
Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity, Equity and Inclusion - (213) 740-2101
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
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
Non-emergency assistance or information.

Office of the Ombuds - (213) 821-9556 (UPC) / (323-442-0382 (HSC)
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.

Occupational Therapy Faculty Practice - (323) 442-2850 or otfp@med.usc.edu
Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.

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