



Instructor: Mr. Aaron C. Karlson

Contact: Canvas Email

Office: Online Office Hours

Hours: TBD

DIG4841 Senior Project Research Fall 2023

Course Meetings: Tuesday 10:40 AM - 11:30 AM & Thursday 10:40 AM - 12:35 PM

Course Modality: Face-to-Face (F2F)

Course Description

This course introduces and simulates the pre-production skills needed to run a successful research and/or capstone project. Focusing on the production of digital games, animation, and digital audio/video, students will use goal setting, brainstorming, research techniques, presentations, and pre-production pipelines to prepare them for their undergraduate capstone productions and/or personal projects.

Course Prerequisites

BA in DAS Major (DAR)

Learning Outcomes

By the end of this course, students will be able to:

- Articulate project ideas and communicate them effectively to others.
- Ideate and brainstorm original thoughts around creative problem-solving.
- Apply digital story and concept design.
- Articulate goal and objective setting skills.
- Lead and communicate with collaborative teams.
- Demonstrate knowledge of the fundamental tools used for project management.
- Structure and organize a 16-week plan for digital pipelines.

Materials & Books

Required

- none

Supplemental

- Lyons, Nancy and Meghan Wilker. Interactive Project Management: Pixels, People, and Process. New Riders, 2012.
 - 1st Edition
 - ISBN-10: 0321815157
- Irish, Dan. The Game Producer's Handbook. Cengage Learning PTR. 2005.

- 1st Edition
- ISBN-10: 1592006175ISBN

Course Schedule

This schedule is only a guide and is subject to change. Unless otherwise indicated, assignments and readings are due the day they are listed on the syllabus, not the following day.

Week	Subject	Assignment Quizzes	Assignments Due
1	1) Introduction to Senior Project (I) 2) Syllabus and course expectations 3) Guest Speakers: Animation, Games, Int. Design 4) Reflect & Respond: Evaluate a previous Senior Project	"Syllabus Quiz"	
2	1) Fundamentals of a project and the PMLC 2) Scoping a Project 3) Milestones 4) SMART Goal and Objective Setting 5) Project Management Software	Scoping Phase Goal Setting Survey Software Tutorials	
3	1) Project Scheduling 2) Notification Systems and Automated Boards	Milestone 1 -Update Monday.com	
4	1) Creativity Exercise 2) Brainstorming Exercise 3) Skills Matrix	Create 9 ideas Chart each on a Skills Matrix	
5	1) Personal Feedback, Goal Setting, Ideation 2) Understanding the Digital Pipeline: Pre, Production, & Post		
6	1) Reference and Source Gathering 2) Treatment, Source Materials and References. 3) Reference Citing. 4) Create Digital Artifact mind-map	Milestone 2 Candidacy: Personal Reflection	
7	1) Fundamentals of the Work Breakdown Structure 2) MIRO Interactive Activity: Breakdown a project	Build out a sample R/WBS for 2 ideas.	
8	1) Feedback on Selection 2) Story and Concept: Rapid Concepting/Prototyping		
9	1) Presentation Prep	Class	

	2) Public speaking techniques 3) Class Exercise on Concept Pitch	Presentation Prep	
10	1) Artifact Presentation 2) Formal presentation on THREE ideas.	Milestone 3 Class Presentation Milestone 3	
11	1) R&D Week Two – Results Complete all research and exploration of risk factors and be able to assess viability of potential artifacts based on this research.	R&D Document Version 1	
12	1) Decision Presentation – Each student presents on their idea	Milestone 4 <i>Artifact Decision</i>	
13	1) Senior Project Pre Production 2) Concept 1		
14	1) Work Breakdown Structure 2) Network Diagram		
15	1) Fully completed Schedule with all tasks broken down into weekly sprints 2) Align to milestones with proper dependencies 3) Pre-Production Documents are complete (Script, storyboards, GDD, Scope Statement)	Final Project and Presentation	

Grading Criteria

Assignment / Assessment	Total Points	% of Grade
Attendance/Discussions – Students are expected to actively participate in class discussions, as well as in online forums. Students are expected to arrive on time for class.	100	10
Assignments – Students will have various assignments throughout the semester.	250	25
Milestone 1 – Project Management, setup, scheduling, notifications.	100	10
Milestone 2 – Candidacy & Personal Reflection.	100	10
Milestone 3 – Concept Pitch. 3 Ideas.	100	10

Milestone 4 – Refined idea pitch	100	10
Final Deliverable – Final presentation and proposal	250	25

Grading Scale

Letter Grade	% Equivalency
A	94 – 100%
A-	90 – 93%
B+	87 – 89%
B	84 – 86%
B-	80 – 83%
C+	77 – 79%
C	74 – 76%
C-	70 – 73%
D+	67 – 69%
D	64 – 66%
D-	60 – 63%
E, I, NG, S-U, WF	0 – 59%

More information on grades and grading policies is here: <https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

Materials and Supply Fees

Material and supply and equipment use fee information are available from the academic departments or from the schedule of courses (Florida Statutes 1009.24). The total course fee for this class is \$0.00. The total course fee for each course is listed on the UF Schedule of Courses. (<https://registrar.ufl.edu/soc/>)

Course Policies

Attendance Policy, Class Expectations, and Make-Up Policy

Face-to-Face:

Attendance for campus is mandatory for the Face-to-Face modality. You are required to physically attend the class on time to receive full credit for = as well as participate in class discussions by asking questions, answering questions, or engaging in the media in others forms during the live class. Exempt from this policy are only those absences involving university-sponsored events, such as athletics and band, and religious holidays, family emergencies, and health issues for which you must provide appropriate documentation in advance of the absence. It is the student’s responsibility to catch up on material missed if they were not available to come to class.

Additionally, tardiness will not be tolerated. Attendance and participation will be jointly graded on Canvas using the Attendance tool. By arriving on-time to class you will receive 50% of your grade. By participating/engaging throughout that class, you will receive the other 50% of your grade for that day. If you arrive late to class you will not receive your initial 50% of your grade for that day.

Online Asynchronous:




Online Asynchronous students will be expected to stay in sync with the rest of the class and required to complete a weekly discussion post to achieve their attendance and participation. This post will be due 1-week after the live class.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Course Modality

Course modality is the way in which a class is offered/delivered to students by the instructor. All students, regardless of the modality, will achieve the same learning objectives. Students can check their class schedules or reference the top of this syllabus to see the format(s) available for each of their individual classes. The modality of a course does not vary during a semester, and students are expected to adhere to the instructor-defined attendance guidelines for that format. Use the guide below to familiarize yourself with the various ways classes are offered at the Digital Worlds Institute.

Know Your Course Modality

		
Face-to-Face (F2F)	Online Asynchronous (OA)	Online Synchronous (OS)
Students attend class F2F in a classroom. Class sessions may be recorded for students to view later.	Students watch the posted recording of the class session or studio recording online at their convenience.	Students participate in a class in real-time through Zoom.
Hybrid refers to a course that is partially Face-to-Face (F2F) and Online Asynchronous (OA)		
In a HyFlex Model , students have the flexibility of moving across all three modalities as needed or desired.		

Course Technology

The students will be required to have access to and use a personal computer with access to the Internet. Word editing software will be required for written assignments.

The University of Florida and Digital Worlds requires that students have access to and ongoing use of a laptop/mobile computer for DIG courses in order to be able to function in the current learning environment. Digital Worlds requires each DAS major's laptop computer to meet certain minimum specs for heavy graphics use, the requirements documented below must be met. <https://digitalworlds.ufl.edu/programs/ba-in-digital-arts-sciences/technology-requirements/>.

Course Communications

Students can communicate directly with the instructor regarding the course material through the course management system (CANVAS) using "Canvas Mail".

Course Recordings

Our class sessions may be audio-visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Creation of Original Content Ethics

For original projects and all assignment deliverables, students should remember that representations of acts of violence, coarse and offensive language, sexual behavior, bodily function and ability, neurodiversity, and personal identity are likely to cause extreme audience response, regardless of the creator's intentions. In addition, the recreation of such actions and subjects for fictional purposes may unintentionally traumatize or negatively impact those who collaborate in the creation of the images. While the university encourages students to explore themes and tell stories that may include this difficult subject matter, they should be cautioned against modes or styles of representation that might be considered unnecessarily offensive or potentially triggering. Instructors, faculty, and university administrators reserve the right to not show or share any student work they feel is inappropriate for their classroom or for public exhibition, as there may be concerns about the impact of such work on the community. We encourage students to consult with their faculty when producing work that might be considered controversial, and to err on the side of being cautious when it comes to making decisions about a project's content - in other words, make the PG-13 version of your story, not the R version, and certainly not the "unrated" version. This is also to help students understand that most professional creative situations have strict guidelines and limitations on such content and how it is produced: your ability to tell stories effectively with "less" is a strong professional skill that will aid in the dissemination of your work to a broader audience.

Course Technology Support

Technology Support Center

The [Technology Support Center](http://digitalworlds.ufl.edu/support) provides computer support for Digital Worlds students who access Zoom, lecture recordings, student equipment, facilities, and other technology-based resources.

<http://digitalworlds.ufl.edu/support>

For computer assistance related to Zoon, lecture recordings, student equipment, and facilities requests please email support@digitalworlds.ufl.edu.

UF Computing Help Desk

For support related to account services, technical consulting, mobile device services, software services, administrative support, application support center, and learning support services, please contact the [UF Computing Help Desk](mailto:helpdesk@ufl.edu) available 24 hours a day, 7 days a week at 352-392-4357 or helpdesk@ufl.edu.

University Policies

University Honesty Policy

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Class Demeanor

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Netiquette Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats, more information can be found at: <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <https://catalog.ufl.edu/UGRD/academic-regulations/ferpa-confidentiality-student-records/>

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>

Campus and Academic Resources

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.

Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).

University Police Department: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).

UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

Student Complaints On-Campus: [Visit the Student Honor Code and Student Conduct Code webpage for more information.](#)

Online Students Complaints: [View the Distance Learning Student Complaint Process.](#)

Disclaimer: This syllabus represents the instructor's current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.