

NEWM N340

Introduction to Motion Graphics

Department of Human-Centered Computing
Media Arts and Sciences Program
Indiana University School of Informatics and Computing, Indianapolis
Fall 2019

Section No.: NEWM N340 *Credit Hours:* 3
Time: Wednesday 6:00 –8:50 pm
Location: IT 257, Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202 [\[map\]](#)
First Class: August 28, 2019

Instructor: Joseph Cross, BS Computer Animation
Office Hours: by Appointment
Email: crossjo@iupui.edu

Prerequisite: NEWM N243 or N357 or N502 or instructor approval

COURSE DESCRIPTION

This course covers commercial, broadcast, and other forms of motion graphics. Projects introduce motion graphics principles, design and composition, timing and drama, storyboarding and planning, sound and music development, and synchronization. Students master the preproduction, production, and postproduction pipeline, including brainstorming, pitches, style frames, logo/identity animation, commercials, and banners.

Students will gain experience and understanding of a motion graphic package pipeline. Students will embark in pre-production, production, and post-production which will include; brainstorming, pitches, storyboards, style boards, logo/identity animation, :30 and :15 second commercial, and banners. All of this will give students a good foundation and understanding of a motion graphic pipeline and the industry they may want to call home.

Course Outcomes:

Students will produce a full Motion Graphics branding package from beginning to end. Through this they will gain the knowledge needed to understand the motion graphics industry and process.

Core Competencies:

- Students will have the ability to develop, discuss, and implement from preproduction, to production, to post production of a Motion Graphics pipeline.
- Students will have the skills to design, create assets, and motion in After Effects and other software packages.
- Students will create a logo/identity animation, thirty second and fifteen second commercial, and banners for a chosen client.

- Students will learn how to pitch their idea, along with critique.
- Students will learn the importance of organization, project folder structure, and naming conventions.
- Students will learn how to utilize Vimeo to critique and be critiqued.

Required Text(s): None

Recommended Text: Animated Storytelling: Simple Steps for Creating Animation and Motion Graphics by Liz Blazer

Additional Readings:

<http://cgi.tutsplus.com/>
<http://motionographer.com/>
<http://motiongraphictrend.com/>

Software used:

Adobe After Effects – motion design, and animation
Adobe Photoshop – asset/artwork development, and animation
Adobe Illustrator – asset/artwork development
Autodesk Maya 2015 – asset development, and animation

Equipment needed:

Notebook
Sketchbook
Box Account <http://www.box.iu.edu>

Teaching and Learning Methods

The course structure is composed of these parts:

- Lectures / Lab
 - This activity will be the majority of class time. It will include critical review of contemporary media planning as appropriate to class. Use of software packages to implement concepts into practice for each team will be based on client's needs and individual student expertise in the context of the team project.
- Projects:
 - Weekly tasks will be assigned for each team member.
 - Students **MUST** have their work completed weekly for credit in this class. Accountability of work will be assessed through team member surveys.
 - Communication through CANVAS.

Learning Outcomes:

<i>Upon completion of this course, the student will</i>	*RBT	IUPUI+	PLO's	Assessment
<i>1. Develop, discuss, and implement from preproduction, to production, to post production.</i>	4,5,6	P3.2; P4.1; P4.2; P3.4	7,8,9,10	Weekly Assignments, Milestones,
<i>2. Students will have the skills to design, pitch, and produce motion graphics for a branding package.</i>	4,5	P2.2; P3.1, P2.1; P3.4	3,4,10	Weekly Assignments
<i>3. Students will understand a motion graphics pipeline using Adobe After Effects and other software packages.</i>	2,3	P4.1; P4.2; P3.4	8,9,10	Weekly Assignments
<i>4. Students will learn how to be effective and produce under a deadline while meeting expectations.</i>	3,5,6	P1.4, P1.2; P2.2, P1.3; P3.4	2,3,10	Weekly Assignments, Milestones, Final Presentation
<i>5. Students will produce a logo/identity animation, :30 and :15 second commercial, and banners for a client.</i>	3,6	P2.2; P3.4	3, 10	Weekly Assignments
<i>6. Students will learn the importance of organization, project folder structure, and naming conventions.</i>	3,4,5	P1.4, P1.2; P4.4; P3.4	2,8,10	Weekly Assignments

*RBT: Revised Bloom's Taxonomy: 1. Remembering, 2. Understanding, 3. Applying, 4. Analyzing, 5. Evaluating, 6. Creating

<i>Media Arts and Science B.S. Program-level Learning Outcomes (PLOs)</i>	<i>†Profiles of Learning for Undergraduate Success (PLUS, IUPUI+)</i>
1. Understand digital media and its effective use as a form of communication.	P1.1 Communicator – Evaluates Information
2. Communicate ideas effectively in written, oral, and visual form to a range of audiences.	P1.4 Communicator – Conveys Ideas Effectively P1.2 Communicator – Listen Actively* P3.2 Innovator – Creates/Designs**
3. Work effectively as a member of a team to achieve a common goal.	P2.2 Problem Solver – Collaborates P1.3 Communicator – Builds Relationships*
4. Analyze a problem, identify and evaluate alternatives, and plan an appropriate solution.	P2.1 Problem Solver – Thinks Critically P3.1 Innovator – Investigates*
5. Evaluate media from multiple perspectives using the theories, concepts, and language of digital media with an appreciation for the history, theory, and traditions of digital media.	P2.3 Problem Solver – Analyzes, Synthesizes, and Evaluates
6. Demonstrate mastery of the concepts, techniques, and tools in one or more digital media specialties.	P2.4 Problem Solver – Perseveres P3.2 Innovator – Creates/Designs*
7. Develop professional quality digital media productions by promptly applying knowledge and skills including best practices and standards.	P3.2 Innovator – Creates/Designs P3.3 Innovator – Confronts Challenges*
8. Explain the impact of digital media on individuals, organizations, and society.	P4.4 Community Contributor – Anticipates Consequences P4.1 Community Contributor – Builds Community*
9. Acknowledge diverse opinions regarding professional, ethical, legal, and social issues with a global perspective.	P4.3 Community Contributor – Behaves Ethically P4.2 Community Contributor – Respectfully Engages Own and Other Cultures*
10. Plan for continuing professional development with an appreciation of the need for lifelong learning.	P3.4 Innovator – Makes Decisions

EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance:

A basic requirement of this course is that you will participate in all class meetings, whether online or face-to-face, and conscientiously complete all required course activities and assignments. Class attendance is required for classroom-based courses. It entails being present and attentive for the entire class period. Attendance shall be taken in every class. If you do not sign the attendance sheet while in class, you shall be marked absent. Signing the attendance sheet for another student is prohibited. The instructor is required to submit to the Registrar a record of student attendance, and action shall be taken if the record conveys a trend of absenteeism. Only the following are acceptable excuses for absences: death in the immediate family (e.g. mother, father, spouse, child, or sibling), hospitalization or serious illness; jury duty; court ordered summons; religious holiday; university/school coordinated athletic or scholastic activities; an unanticipated event that would cause attendance to result in substantial hardship to one's self or immediate family. Absences must be explained with the submission of appropriate documentation to the satisfaction of the instructor, who will decide whether missed work may be made up. Absences that do not satisfy the above criteria are considered unexcused. To protect your privacy, doctor's excuses should exclude the nature of the condition and focus instead on how the condition impacts your attendance and academic performance. Missing class reduces your grade through the following grade reduction policy: You are allowed two excused or unexcused absences. Each additional absence, unless excused, results in a 5% reduction in your final course grade. More than six absences result in an F in the course. Missing class may also reduce your grade by eliminating opportunities for class participation. For all absences, the student is responsible for all covered materials and assignments.

Incomplete:

The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. <http://registrar.iupui.edu/incomp.html>

Deliverables:

You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through Canvas. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable. In fairness to the instructor and students who completed their work on time, a grade on a deliverable shall be reduced 10%, if it is submitted late and a further 10% for each 24-hour period it is submitted after the deadline.

Exams/quizzes:

There are no exams or quizzes

Lab assignments:

Production milestones will deliver updates to clients based upon agreed dates with client. Labs will be used to produce and troubleshoot production and communication issues on the project and with the project stakeholders.

Class assignments:

Weekly Class assignments will revolve around media project simulation of securing and nurturing a clients' and teams' evolving needs over the life of a project: developing production pitches, prototypes, plans, and final execution of client accepted pitch by semesters' end. Each student/team member will be responsible for owning responsibility for regular and timely communication to team as well as timely production of assets for client.

Grading Information:

- **Weekly Assignments**

All assignments are to be delivered in a folder with your name, class #, and week # titled, if the assignment is Maya based; with zipped Maya project folders and will be evaluated through Canvas within the week.

Each weekly assignment is worth 50 points each.

Weekly assignments will consist of certain parts and beginning to develop an appreciation of how production pipeline between data and print. Students will learn to see, evaluate, and develop a strong sense of foundations in prototyping.

- **Professionalism (100 pts)**

Professionalism is the highest quality a student of industry can gain and respect. We are all adults, the following are areas in which we will earn or lower your grade over the 11 weeks of class.

- Attitude (be excited)
- Tardiness
- Contributing and requesting of Critiques in class
- Deliverables (turning in what is asked for, the way its asked for)
- Effort
- Looking and smelling the part
- Presentation Quality
- Teamwork (Are you contributing effectively? Socially? On time?)
- Timeliness (time spent on projects versus peers)
- Time tracking (What are your services worth? How long are you taking?)

Tentative WEEKLY SCHEDULE

Week #1

August 28, 2019

Topic – Class and Student Introductions, Expectations, Student Knowledge, Goals of the class

Assignment – Research latest motion graphic production in the industry and where it succeeds. What draws you in? What attracts you? Turn in short response on Canvas.

Lab – Equipment/Software Introduction, Set up Vimeo accounts for class

Goals & Objectives – Understanding motion graphics and what a motion graphic pipeline looks like.

Week #2

September 4, 2019

Topic – Trends in Motion Graphics and keeping up, Illusions of Life, Rules in Motion, Setting up Motion Graphic Pipeline and adhering to it, Plans for Motion Graphic package assignments, Getting started in After Effects and setting the stage, Animation Keys, curves and more, Solids & Shapes, Rendering & Encoding.

Lab – Begin shape animation production with help/direction from instructor

Assignment – Shape Animation, upload MP4 to Vimeo and post link to canvas. Choose client for motion graphic package.

Goals & Objectives – Begin the basics of motion graphics animation.

Week #3

September 11, 2019

Topic – Beginning pre-production of Motion Graphic package. General purposes of motion graphics, Kinetic Text and text tools, Animation curves and more, Photoshop - After Effects pipeline, and Illustrator - After Effects pipeline.

Lab – Begin logo design and creating assets for logo/brand identity

Assignment – Motion graphic exercise. Upload preview of Kinetic text to Vimeo for Critique.

Create storyboard logo/brand identity.

Goals & Objectives – Understand communicating brand identity through motion

Week #4

September 18, 2019

Topic – Beginning pre-production of Motion Graphic package. Motion Graphic Package Client Logo, and Creating GIFs and why.

Class Critique – Critique Kinetic Text Animation & Critique Logo/Brand Identity Animation Story Boards.

Lab – Begin building out Kinetic text piece. Collect assets and plan for MGP client Logo Ident animation.

Assignment - **Create motion for Logo/Brand Identity for first round review and post Vimeo link.**

Goals & Objectives – Continue understanding communicating brand identity through motion

Week #5

September 25, 2019

Topic – Tracking mattes and more, Utilizing video in motion graphics

Class Critique – Critique Logo/Brand Identity animation

Lab: Pitch logo/brand Ident boards and style to instructor. Begin production of logo/brand identity animation

Assignment – Finish logo/brand identity animation, and upload preview to Vimeo for Critique.

Produce and upload video track matte assignment.

Goals & Objectives – Understand tracking mattes and use of video with motion graphics.

Week #6

October 2, 2019

Topic – Discuss use of Motion Graphics on the Web. How to create banners, Gifs. More tools to utilize in After Effects

Class Critique – Critique Final Logo/brand identity animation.

Lab - Design and build assets for banners in Motion Graphic package.

Assignment – Produce Banners for MGP. Create website build motion test. Make final revisions to MGP logo brand ident.

Goals & Objectives – Understand motion graphics on the web and opportunities.

Week #7

October 9, 2019

Topic – Discuss next steps in Motion Graphic package. Utilizing video in After Effects and Motion Graphics. Effects, and more

Class Critique - Submit final Logo/brand identity animation. Critique on MGP banners. Submit Website build motion test.

Lab – Revisions to Banners. Video MG assignment

Assignment – Final round on banners, post on canvas.

Goals & Objectives - Understand Video and Motion Graphics

Week #8

October 16, 2019

Topic – Maya in the Motion Graphic pipeline. 3D space in After Effects. Motion Graphics Package next step.

Class Critique - Critique of final banners if time allows.

Lab – Maya to After Effects or After Effects 3d space assignment.

Assignment – Maya to After Effects or After Effects 3D space assignment

Create script, storyboards, and mood boards for MGP :30 commercial.

Goals & Objectives - Understand 3d software and motion graphics capabilities.

Week #9

October 23, 2019

Topic - Demonstration on pre-composition and nesting. From story boards to animatic.

Class Critique - Critique Script, Story Boards and Mood boards :30.

Lab – Quiz. Revisions to script, story board, and mood board.

Assignment - Make revisions to script, story board and mood board for :30 commercial. Create an animatic and 3 style frames for the :30.

Goals & Objectives -

Week #10

October 30, 2019

Topic – Digging deeper into effects and other tools in AE.

Class Critique – Critique Client Logo Animation Quiz. Critique :30 Animatic and Style frames.

Lab – Make any needed revisions to the :30 animatic and style frames.

Assignment - Motion Graphic Production Case Study. Create animatic from boards and audio.

Goals & Objectives

Week #11

November 6, 2019

Topic – From animatic to final production. Demonstration of presets and effects in After Effects.

Class Critique – Critique :30 Animatic

Lab – Quiz assignment provided by instructor.

Assignment - Any revisions on animatic for :30 MGP commercial.

Finish quiz provided by the instructor, post to canvas.

Goals & Objectives

Week #12

November 13, 2019

Topic – Fill Gaps to Prepare for Production

Class Critique – Critique Animatic

Assignment - **Begin creating assets for production of :30**

Goals & Objectives

Week #13

November 20, 2019

Lab – Production time for :30

Assignment – Prepare :30 for class critique

Goals & Objectives

Week #14

November 27, 2019

Topic – “Shining a turd” how and what to add in After Effects to make it shine. Demonstration of color correction, filters and image manipulation in After Effects. “Final touch” Creating a :15 commercial from a :30.

Class Critique – Critique :30

Lab – Final turn on production of :30 commercial

Assignment - **Production of :30 commercial**
 Goals & Objectives - The finishing of production pieces.

Week #15

December 4, 2019

Class Critique – Present Final First Draft in front of class. Instructor/Peer evaluation and critique

Assignment - **Final revisions. Upload Final :30 and :15 cut of commercial for MG package to Vimeo and link via Canvas**

Goals & Objectives

Week #16

December 11, 2019

Class Critique – Present Final in front of class. Instructor/Peer evaluation and critique

Deliver Files to Instructor: All MGP files

Example:

Assignment #1		50
Assignment #2		50
Assignment #3		50
Logo Animation		100
Assignment #5		50
Assignment #6		50
Quiz		
Quiz		
Assignment #7		50
Banners		
Assignment #8		50
Assignment #9		50
Commercial		50
Professionalism		100

Grading Scale:

A+	100% +	Professional level work, showing highest level of achievement
A	93–99.99%	Extraordinarily high achievement, quality of work; shows command of the subject matter
A–	90–92.99%	Excellent and thorough knowledge of the subject matter
B+	87–89.99%	Above average understanding of material and quality of work
B	83–86.99%	Mastery and fulfillment of all course requirements; good, acceptable work
B–	80–82.99%	Satisfactory quality of work

C+	77–79.99%	Modestly acceptable performance and quality of work
C	73–76.99%	Minimally acceptable performance and quality of work
C–	70–72.99%	Unacceptable work (Core course must be repeated for credit)
D+	67–69.99%	Unacceptable work (Course must be repeated for credit)
D	63–66.99%	Unacceptable work
D–	60–62.99%	Unacceptable work
F	Below 60	Unacceptable work

Please note that the minimum grade for credit towards a major (both core and electives), minor, or certificate is a grade of C.

POLICIES CONCERNING ASSIGNMENT/PROJECT DEADLINES

- **NO LATE PROJECTS WILL BE ACCEPTED.**
- **Any project will be assigned a score of 0 (zero) points if not turned in by the stated project deadline.**
- Please check Canvas assignments to determine when your project is due. It is your responsibility to understand due dates.
- Please check Canvas assignments to determine the proper way to turn in the project due. **All** projects will be turned in through the assignment tab on Canvas.
- In the event that Canvas is not available, only IUBox may be used as a secondary upload site. Please refer to the PDF “Policy for Failed Canvas Submission” posted in the course syllabus section and follow stated procedures.
- If projects exceed 200 MB in size, then only IUBox may be used as a secondary upload site. Please refer to the PDF “Policies for Project Submission Through IUBox” posted in the course syllabus section and follow stated procedures..
- Please label **all** media appropriately. Points will be taken off for improperly labeled media and assignments
 - Example for file: lastName_ClassNumber_projectName.fileExtension
 - JoanSmith_N100_project 1.jpg
 - Example for media: Joan Smith, Class ####, Project ###
 - Joan Smith N100 Project 1
- Meeting project checkpoints will be required for full point credit on projects. Please reference the Canvas assignment for specifics on each project.
- Midterm and Final exams/presentations will only be administered during set class times. A score of 0 (zero) points will be assessed on any exams not taken during class.
 - Exams will only be scored if a signed exam sheet is turned in on the day of the test
- In class quizzes that are missed will be scored a zero and no make up quizzes will be administered.
- Project grades may be challenged for one week after being posted. Project grades not challenged with-in seven calendar days will be final.

OTHER CONSIDERATIONS

- Please come to class on time and be prepared to start on time.
- Participation in class discussions, including class critiques and any written papers or critiques are required and will be considered in final grading.
- Students will develop and present individual projects unless otherwise approved in writing from the instructor.
- All electronic devices should be turned off and not used during the entirety of class time.
- Social sites such as Facebook, Twitter, or any others, may not be accessed during class time.
- Work for other courses may not be done during this class time.
- If you need to leave class early, please inform the instructor in advance.
- **Food is strictly forbidden** in the computer labs.
- **Laptops should only be used for taking notes, not for running advanced software. All in-class work must be performed on lab computers.**
- The outcomes and artifacts developed for any one class in Media Arts and Sciences at IUPUI cannot be the same or overly similar between semesters or in the same semester for one student or group of students or one faculty or group of faculty. The project must be differentiated, the expectations for the project outlined, and the faculty involved, notified and in agreement prior to the semester beginning. In other words, all projects must be unique and may not be used from one class to another without instructor permission.

EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance:

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Attendance will be taken at the beginning of class by the instructor or teaching assistant.

Students present at the beginning of class will receive full credit for attendance. Students arriving after attendance has been taken will receive 80% credit for that class period: it is the responsibility of the late arriving students to contact the instructor or TA at the end of class to make sure they are marked late and not absent. Students who do not attend will be marked absent and will receive 0% attendance for the class period.

Only the following are acceptable excuses for absences: death in the immediate family (e.g. mother, father, spouse, child, or sibling), hospitalization or serious illness; jury duty; court ordered summons; religious holiday; university/school coordinated athletic or scholastic activities; an unanticipated event that would cause attendance to result in substantial hardship to one's self or immediate family. Absences must be explained with the submission of appropriate documentation to the satisfaction of the instructor, who will decide whether missed work may be made up. Absences that do not satisfy the above criteria are considered unexcused. To protect your privacy, doctor's excuses should exclude the nature of the condition and focus instead on how the condition impacts your attendance and academic performance.

Missing class reduces your grade through the following grade reduction policy: Each class factors into a score of 100 points. Any missed or late classes will reduce this score. You are allowed two excused or unexcused absences. Each additional absence, unless excused, results in a 5% reduction in your final course grade. **More than six absences will result in an F in the course.** Missing class may also reduce your grade by eliminating opportunities for class participation. For all absences, the student is responsible for all covered materials and assignments.

Deliverables:

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Incomplete:

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CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student's work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the *Code of Student Rights, Responsibilities and Conduct* and in particular the section on academic misconduct. Refer to *The Code > Responsibilities > Academic Misconduct* at <http://www.indiana.edu/~code/>. All students must also successfully complete the Indiana University Department of Education "How to Recognize Plagiarism" Tutorial and Test. <https://www.indiana.edu/~istd> You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else's words (e.g., following the *Publication Manual of the American Psychological Association*). To detect plagiarism instructors apply a range of methods, including Turnitin.com. <http://www.ulib.iupui.edu/libinfo/turnitin>

Academic Misconduct:

- **Cheating:**

Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

- A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
- A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
- A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.
- A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.
- A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
- A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
- A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
- A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.
- **Fabrication:** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.
- **Plagiarism:** Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.
 - A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
 - A student must give credit to the originality of others and acknowledge indebtedness whenever:
 - directly quoting another person’s actual words, whether oral or written;
 - using another person’s ideas, opinions, or theories;
 - paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
 - borrowing facts, statistics, or illustrative material; or
 - offering materials assembled or collected by others in the form of projects or collections without acknowledgment
- **Interference:** A student must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

- **Violation of Course Rules:**
A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.
- **Facilitating Academic Dishonesty:**
A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

OTHER POLICIES

- **Administrative withdrawal:** A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.
- **Civility:** To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones, engagement in private conversations, and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes "a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued" (IUPUI Strategic Initiative 9). IUPUI prohibits "discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or veteran status" (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.
- **Communication:** For classroom-based courses, the instructor or teaching assistant should respond to emails by the end of the next class or, for online courses, within two Indiana University working days, which excludes weekends and holidays. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings, and announce periods of extended absence in advance.
- **Counseling and Psychological Services (CAPS):** Students seeking counseling or other psychological services should contact the CAPS office by phone at 274-2548 or email at capsindy@iupui.edu. For more information visit <http://life.iupui.edu/caps/>.

- **Course evaluations:** Course evaluations provide vital information for improving the quality of courses and programs. Students are urged to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing with the following three exceptions: (a) The student has withdrawn from the course; (b) fewer than five students are enrolled in the section (in which case maintaining anonymity is difficult); and (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at <https://soic.iupui.edu/app/course-eval/>. Course evaluations are typically open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student.
- **Disabilities policy:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit <http://aes.iupui.edu> for more information.
- **Email:** Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.
- **Emergency preparedness:** Safety on campus is everyone's responsibility. Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website. <http://protect.iu.edu/emergency>
- **IUPUI course policies:** A number of campus policies governing IUPUI courses may be found at the following link: http://registrar.iupui.edu/course_policies.html
- **No class attendance without official enrollment.** Only those who are officially enrolled in this course may attend class unless they are enrolled as an auditor or making up an Incomplete by prior arrangement with the instructor. This policy does not apply to those assisting a student with a documented disability, serving in an instructional role, or administrative personnel. <http://registrar.iupui.edu/official-enrollment-class-attendance.html> Children may *not* attend class with their parents, guardians, or childcare providers.
- **Religious holidays:** Students seeking accommodation for religious observances must submit a request form to the course instructor by the end of the second week of the semester. For information visit <http://registrar.iupui.edu/religious.html>.
- **Right to revise:** The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.
- **Sexual misconduct:** IU does not tolerate sexual harassment or violence. For more information and resources, visit <http://stopsexualviolence.iu.edu/>.
- **Student advocate:** The Student Advocate provides assistance to students with personal, financial, and academic issues. The Student Advocate Office is located in the Campus

Center, Suite 350. The Student Advocate may also be contacted by phone at 317 274-4431 or by email at studvoc@iupui.edu. For more information visit <http://studentaffairs.iupui.edu/advocate>.

MISSION STATEMENT

The Mission of IUPUI is to provide for its constituents excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI's mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University's Strategic Directions Charter.

STATEMENT OF VALUES

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.