Enjoy the Process

BE CURIOUS

Celebrate

Embrace Failure as an Avenue to Success

Collaborate

Help each other

Innovate

If you stop learning, you stop growing

Do your best!

Have FUN!

Dream

Be Respectful

Be kind

Try new things

//3D Animation & Visual Effects

Redefine Reality with Imagination!

What You Can Expect From the Instructor:
- Positive guidance and instruction
- Organized, thorough preparation
- Punctuality and professional behavior
- Encouragement and motivation
- Sincere efforts to develop your potential to its fullest
- Encouragement to become involved in student organization (BPA), thereby developing leadership skills and a greater awareness of the community and the organizational process
- To develop within the students the concept that education is a lifelong process
- To foster within the student a positive, productive and professional work attitude
- To promote teamwork and peer mentoring
- To have FUN!

What the Instructor Will Expect From You:
- Punctuality, dependability and professional behavior
- Responsibility, maturity and initiative
- Encouragement and **respect** to fellow class members, self, instructors and profession
- To develop and model high standards and work ethics for yourself
- To request additional guidance whenever needed; however, be sure to try to find an appropriate solution first, either using textbook or online resources, because you often learn best when you solve your own problems
- To take initiative and responsibility for work assignments
- To be an excellent problem-solver and **always** do your best
- To have FUN!

Classroom Rule:
All expectations and class procedures evolve around *professionalism* and *respect*—respect for self, others, teachers, administrators, facility and profession. Anything less is unacceptable and will not be tolerated. If in doubt, check with the instructor first.

Fast Track Checklist—Orientation Requirements

- Complete your Orientation project in Basecamp.
- Complete and Submit all forms—PAPERLESS is an option!
- Test all accounts you have:
  - Log into computer
    - Select AM or PM account, accordingly
    - **Password**: imagine
  - Class Site http://www.animatedfuture.com
  - Lynda/Plural Sight/Behance/Basecamp/Other Accounts
    - **Username**: You will set this up **Password**: You will set this up
    - Record on your Account Information Sheet and place in your notebook.
- Safety and Attendance quizzes online. (Use provided link from course project.)
- Complete Basecamp and Behance training at Lynda.com
- Work through first portion of Orientation Project in Basecamp

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- Prepare for file maintenance quiz/resources using IShowU
- Take quiz, complete IShowU video, publish, post link to Classmates' Corner
- Prepare for **Brainbench Computer Fundamentals Mac OSX** OR **Windows** test (use link and information provided in Classmates' Corner, Basecamp project.)
- Review your first course activities. Establish goals, set up calendar in Basecamp.

Start your coursework!

NOTE: Our class has few rules; in order for class to run smoothly, however, several *procedures* have been developed that students should follow on a daily basis. These procedures, as well as consequences for poor decisions, are outlined on the following pages. Learning is much more enjoyable when you know what is expected—and we have HIGH expectations ☺ from the BEST class our campus. Please make good choices each day, work hard—even when you think no one is looking or notices, be reliable and helpful, and maintain a positive attitude.

Procedures & Expectations

Professional Environment:

The classroom is often used in the evening and on weekends as well as on display for many tours and visitors. **Any changes to the computer or software settings require prior approval** of the instructor. This encompasses desktop settings including, but not limited to, wallpaper or screen savers; printer settings; network settings; and hardware/software configurations and settings. Any changes must result in a professional appearance, be appropriate for an educational environment, and pre-approved by the instructor. Computers and drawing tablets are provided for educational purposes only, and you are **not to use any extra screen real estate or time to view videos or any other sites not related to class**. Our equipment and supplies are state of the art – please take care of this equipment and report any problems, broken cables, etc., immediately to the instructor.

Sign in each day using the sign-in sheet located at the front of the room. We are also trying an online tool to manage attendance, Time Clock Hub. Be seated at your workstation before class begins and don't wait for the last bell to ring to begin working on your goals. Check the class site daily, to **read current announcements**. To maximize learning time, please stay at your workstation until the end of the class period—do NOT line up at the door ☺. **Take initiative to work** without being told to do so.

Plan to arrive no earlier than 10 minutes before class time; there is very little room for students to wait in the hall and waiting students can cause unsafe evacuation conditions. Students should not sit in the stairwell at any time. If you arrive prior to 10 minutes before class, you may go to the Student Lounge. When using the stairs, please don't run, jump, or be noisy. Please be quiet, **courteous, and respectful** in the hallways when arriving, leaving, or going to break; show respect to visitors, tours, classes still in session, meetings, etc.

Students should also be **courteous of the instructor's time**. The instructor may have meetings during lunch or after school. It is important for students to be punctual to class and likewise, it is important for the instructor to be punctual to meetings.

Please **keep your workstation neat and clean**. Except for special pre-approved circumstances, **no food** in the classroom—keep it in the break area. You may keep **beverages with a lid**, at your workstation. Remove all paper and personal items and throw away used cleaning supplies, wrappers, Kleenex, etc. Check the floor around your workstation. We're thinking green – keep printing to a minimum, print 2-sided, and use the Recycle container located beneath the printer. **You may store papers in your folder located at the sign-in area. Papers and communications to you will be left in your folder in this area as well**. You are encouraged to organize *ideas/samples* that stimulate you and provide inspiration for projects you will complete as well as your portfolio. You are also encouraged to keep a virtual *sketch book* for ideas, thoughts, storyboards, etc.

Turn cell phones to silent mode and **wait until break when you are in the Student Lounge to use your phone, including texting**. Cell phones used in class or in the hallways are disruptive. Laptops should not be out during class time unless prior arrangements have been made, and approval has been given by instructor.

You will **use e-mail for professional communications**, to apply for jobs, communicate with instructor, for your resume, portfolio, etc.

Progress/Project-Based Instruction:

Throughout your training, you will complete a variety of projects that reinforce learning and can be used as portfolio entries, if desired. All courses are supported online via a **Basecamp Project**, which contain all the requirements needed to successfully complete the course. **Always review your course project resources** *before asking questions*. Course materials are published to a link available on Basecamp. Everything is planned for each career major; *you should never be in a position where you're not sure what to work on, or where you don't have something to do*. You are **always expected to work hard and do your best**; this includes times when we have a substitute, guests, or any other potential distractions. We will often have visitors, tours, and administrators passing through our classroom who may stop to see what you are doing and may ask you questions. *You are an ambassador of our program*—always be respectful and polite, answering questions to the best of your ability.

Test Out Procedure:

If you feel you've already mastered the skills taught in a particular course, you are welcome to check with the instructor regarding testing out of the entire course, or excerpts of a course. Hours associated with the course are not awarded when you test out. Be aware that any tests you take through this process will count as your course grade. If you take a test and score below 85%, the score will be averaged in with your course grade, and you may be required to complete the assignments related to that unit of instruction.

Assessment:

If self-check keys or completed exercise files are provided, it is important that you use these materials appropriately. Use them only to check answers, or for guidance, never to complete an assignment or to claim as your completed work. As you complete hands-on computer-based assignments refer to the scheduled milestones and procedures in your Basecamp Project for submission to the instructor in order to receive credit. In many cases you will schedule a time with the instructor to review completed assignments at your station. You should always print and complete any *project* rubric(s) **before** meeting with the instructor; the instructor will also complete the same rubric and the results will be discussed during your meeting.

When you are ready to take a test, check with your instructor to determine if resources may be used. Tests should only be completed under the supervision of the instructor during class. Whenever possible, immediately upon completing a test, schedule a review with the instructor. Most skills and performance tests will be taken at your workstation. Written tests will be taken in blackboard. Performance tests, checklists, and projects may utilize IShowU or the instructor to demonstrate your skills. In some cases, you may be allowed to use your resources for written tests—ask your instructor first. You should create a **tests** folder on your home directory and store all performance/skills tests in this folder. Before beginning a test, anticipate how long it will take to complete and do not start the test if you cannot finish it before the end of the class period. If you have a question about any part of the test, please ask your instructor for clarification. Do not ask another student for assistance with a test.

Teaching is competency-based at 85% or better; consequently, mastery level for the majority of units is defined at 85%. In most units, a student may test up to three times to attempt the 85% mastery for a LAP test. All grades will be averaged together for the LAP. If mastery level is not achieved, it may be necessary to repeat a course.

Individualized Instruction:
Francis Tuttle has an Open-Entry, Open-Exit policy for post-secondary students. Persons may enter the class at scheduled entry dates during the year and leave when they have completed the desired occupational outcome. Because of the differences in training, time spent in class, and individual experience, the class will not be taught as a lecture series or structured where everyone completes the same objectives at the same time. The class is structured as *Progress-Paced*, meaning you will need to work on designated assignments and make satisfactory progress towards completion of your occupational outcome; an advantage of this method is that if you have previous experience, you will not be slowed by the progress of others and can actually complete an occupation in less than the approximate time given.

Each person must assume a mature, responsible attitude toward completing the lesson materials. It is assumed that anyone enrolled is here for the purpose of preparing for a related occupation. The responsibility for learning must be assumed by YOU. Once you have identified your career major and completed orientation, you will know what to study and where you stand at any given time. You are responsible for using your time wisely. Use the Internet only for class-related assignments. If you choose to listen to music, it should not monopolize your time or prevent your progress (as determined by instructor) and *should not be heard by others*. **Do NOT stream video or watch Internet videos, other than those listed on your Course Activities**. Do not watch movies on a device you bring to class; if you want to be entertained or catch up on a favorite TV show, stay home. It is suggested you set up an account and use one that simply streams music and not video or facilitates online chatting. Reports may be generated periodically to monitor your project management skills and ability to remain on task. If you do not use your class time wisely, including playing games, chatting, social networking, etc., it will impact your progress and your grade; additionally you may be placed on a behavior and/or progress contract. If you finish early, keep working on assignments; failure to do so and/or poor use of class time may result in additional hours added to your contract. Continued abuse of this policy and/or lack of progress may result in revoking access to a computer and/or related privileges, notification of parents, loss of privilege to return to the program for additional training, ability to change enrollment status, and/or suspension or dismissal. **You must achieve a minimum of 70% progress and a minimum of a 70% course average in order to remain enrolled and/or return to the program for additional training.**

You are given one 15' break each period, and you are encouraged take a break, and to use it for its intended purpose—restroom, break, refreshments, phone calls, text messaging, etc. If you fail to return from break on time, you will be counted tardy. For safety reasons, if you need to leave the classroom during class other than break time, you should sign out on the sheet, indicating your destination. Likewise, if you attend class outside of your normal session, for safety reasons, please sign in on the sheet. Leaving the classroom at times other than break should be for unusual circumstances, and it is not expected you would do so on a daily basis. If you abuse this privilege, it may be revoked. If you have any questions about any of these policies, please visit with your instructor.

Certifications/Grading:
Since the emphasis of the program is the **completion of career majors**, students are expected to complete various industry certifications, competencies, and assignments pertaining to a designated occupation. You will work with your instructor when you begin the class to establish career goals and objectives, which will provide guidance as you select at least one occupational pathway you wish to pursue for completion. Once you select a career major, all assignments, certifications and the process for completion are clearly identified.

Many of your classroom resources, (Assignments, announcements, calendar, etc.) can be found in Basecamp and/or the class website. **You should become familiar with this site and check this website *daily*.** http://www.animatedfuture.com

Periodically, you will receive an update of your progress towards your *quarterly* grade, which is an indicator of your work ethics and progress in meeting your goals. You will also complete progress reports of work completed. It is your responsibility to double-check all reports for accuracy and keep your parents/guardians or other family members informed.

Note that *quarterly* grades will vary from *course* grades. Each quarter you will earn a "paycheck" which is dependent upon your completion of your contracted coursework and simulates a work-based experience. The following example illustrates a quarter with 120 clock hours:

Quarterly Contract:	**120 hours**	
Hours completed during quarter:	100 hours	(Course assignments are broken down into hours)
Progress:	83%	(100 hours completed / 120 hours contracted)
Technical Skills Average	90%	(Average of technical skills completed during qtr.)
Professional Skills Average:	80%	(Average of professional skills during qtr.)

Quarterly Grade = (Technical Skills Avg + Professional Skills Avg + Progress)/3

Quarterly Grade:	**84%**	**(90% +80% +83%)/3**

Calculating Your Course Grade:
How is my **course** grade computed and how are course grades used?
Course grades are recorded on your Francis Tuttle transcript, submitted for students participating in Oklahoma's Promise, and, if you enroll to receive college credit, recorded on your college transcript.

What types of grades are included in the **course** grade?
- **Daily assignments** – progress is recorded when you submit or show your completed exercise files to instructor, as indicated in the milestones section of each course LAP.
- **Productivity** – Reflects timely completion of all weekly assignments, Blogs, Professional Skills Sheets, updated Portfolio AND time/resources must be used wisely during class. To help you stay on track, all course LAPs include a weekly as well as a daily breakdown of assignments due at the end of the period. You will also complete and email the instructor a professional skills report at the end of each week. If you do not get your work done in the designated time, you should consider doing homework to stay on track.
- **Performance Skills** – After completion of a unit, you may demonstrate you have attained the desired skills completing performance tests as well as completing a competency rating sheet with the instructor.
- **File Management/Communication** – keep Basecamp organized and updated ☺
- **Weekly Status Reports** – This is a significant part of the grade that includes evaluation of your professional skills. You will submit a report in the Professional Enhancement discussion board via Basecamp. You should make arrangements to do so even when you will not be in class on the due date.
- **Written Exams/Certifications** – Each course will have at least one; when appropriate, an industry certification may be used as the final written exam.
- **Creative Blitz Portfolio Challenge** – The largest part of your course grade will come from completion of a final project that demonstrates application of your skills in conjunction with a client-based simulation. It's critical you devote your best work to this task and complete the project on time; review the client requests and the evaluation rubric *before* starting. You will also work with classmates to receive Peer Evaluations throughout completion of your project. You will be called upon to do the same for others.

Depending upon your schedule and previous experiences, the program may take two years for completion. Continued *training in this program is a privilege* that should be earned through responsible, mature behavior, satisfactory progress and grades, and compliance of the attendance

policy. If you enter the program as a senior and would like to enroll in the program for an additional year, visit with your instructor about earning a *senior scholarship*. Additionally, if you know someone who completed high school and did not have the opportunity to enroll, but would like to do so during the year following high school, they may be eligible for a *Next Step* scholarship.

Francis Tuttle expects mastery of competencies learned, defined as 85% or higher. For example, if you score below 85%, you are allowed to take a test again, up to three times. If you are unable to attain mastery, it may be necessary to complete a unit of instruction a second time. If this occurs, the instructor may elect to use different instructional materials – sometimes a new approach is best.

Opportunities for Extra Credit/Incentives:

"Above & Beyond" opportunities are encouraged and should be something that causes you to grow as a future professional. Additional rewards may be available through regular participation in the Creative Challenges, giving a classmate a shout-out, and for sharing 3D resources with your classmates by posting to our Basecamp Classmates' Corner and/or Twitter. Follow @3dclass @pixlcrew and @FrancistuttleIT! Additionally, we will be using Classcraft to offer various rewards and motivation for INCREDIBLE feats! More information will be shared with you regarding this opportunity during our team meeting.

Account Information/Privileges:

You will be provided various accounts for accessing the classroom portal as well as other classroom resources. **You are responsible for maintaining your account information**. (You would not want to need to ask your boss to remind you of your username/passwords all the time.) You will be storing your work on your computer's hard drive. Please make a folder with your first initial, last name, (dmyers). When completing assignments, be sure to organize work in folders (by course) and save to this directory. You should make a practice of saving *all* assignments completed, even if not instructed to do so by the resource materials. Further, you should **save often and incrementally**, as different versions of the file to show progression. *Additionally, you will publish many completed assignments to your portfolio.*

Adobe/Brainbench/ODCTE Certifications

Whenever appropriate, third-party certification tests will also be used to validate skills as well as career majors achieved during the training program. This is a super opportunity to enhance your portfolio and abilities to compete against others for jobs, scholarships, etc. Each student in the program *must* pass at least one occupational title for program completion.

FTP Procedures/Portfolio Requirements/Social Networking

In order to acquire a job related to 3D, it is *critical* that you develop an impressive digital portfolio. You will receive instructions on developing your portfolio as you complete the program.

You may also be encouraged to utilize Behance, Basecamp, YouTube, Twitter, and/or professional forums to provide updates of your progress, provide links to your work, and to aid in self-promotion of your skills. When interviewing for a job, employers are interested in seeing that you are current about topics and trends in the industry. You should also be aware that employers search social networks and the Internet to learn more about potential employees. Be aware that your online presence is building your reputation. Often, people do not get job offers because of what they post online—it matters in all cases.

Educational Enhancement Center/Student Services
Career, academic, and financial aid counselors are accessible to our students by appointment and Francis Tuttle also has an excellent Educational Enhancement Center available. In addition to emphasizing appropriate academic skills and training, the EEC provides resources to help with preparation for college entrance exams, soft skills, and other needs students have. Assistance is also available to help complete documents needed for entrance into college.

Loft3D Pixls reach epIK Dimensions . . .

A primary emphasis for our class is collaboration, sharing, teamwork, encouragement, and helping each other be our best. One person will never know it all, but if we work together to share new resources we find, as well as tips, etc., we will all gain much more than if we were working alone! We will have regular team meetings to share our Creative Blitz projects and other experiences.

Students enrolled in the Web, Audio, Video, Graphics, Marketing, and Animation programs are all members of the Pixl Crew, an organization led by students, that encourages students to collaborate, enhance their professional skills, share resources, etc. Throughout the year there may be various opportunities to work together on projects. Additionally, each spring we host PixlFest, a free conference for students across the state.

Students will be encouraged to participate in their student organization, **BPA**, which fosters leadership and teamwork skills, emphasizes community service and patriotism, and provides eligible students the opportunity for state and/or national competitive events. Requirements for competitive events may be substituted for similar assignments in relevant courses. For more information, visit with your instructor and access any of the following resources:

- http://bb.francistuttle.com (log in using your blackboard account information and access the Organization BPA this is where information for our local executive council will be maintained.)
- http://www.okbpa.org/ - our state BPA website
- http://www.bpa.org - our national BPA website

National Technical Honor Society/Leadership Opportunities
Students who make good progress, earn good grades, maintain excellent attendance, participate in BPA and establish a strong work ethic may be eligible for additional benefits including membership in the National Technical Honor Society, membership in the Superintendent's Leadership Academy, serving as a BPA Executive Council member, serving as a Student Ambassador, and/or serving as a Class Representative. For more information, visit with your instructor.

Additional Information:

As noted earlier, you will often be completing projects and may also be working on teams. When working on teams, you may schedule a conference area for team meetings; however, you must use your meeting time wisely and make progress on your assignment. When working on a team, you may be asked to complete a peer evaluation of your team members and the experience, for a portion of your grade. Anytime you are completing a peer evaluation, posting to a forum or discussion board, meeting with a classmate, etc., **all communication must be professional and positive at all times**. *With prior instructor approval*, you may sometimes negotiate assignments and/or projects listed in an activity project, or receive credit for relevant projects (of the same rigor) that you wish to complete. Note that the number of projects, contests, etc., that can be

completed is limited, except for unique circumstances pre-approved by instructor. You should also be in good standing (academics, progress, etc.,) before submitting a request to complete a special project.

All textbooks, DVD tutorials, and reference manuals are checked out daily. Additionally, you will have access to various forms of online learning 24/7 through accounts the school has purchased on your behalf to support your advancement. Depending upon availability and with prior instructor approval, you may be allowed to check out a resource overnight if necessary. You may receive a hold on your paperwork and grades if all materials are not returned. Every effort has been made to provide you with the best tools and resources that will provide quality, industry-based learning experiences. In some cases, however, alternate books or online resources may be available if you have tried the resources provided and the instructor agrees that a new approach may better facilitate your learning needs. Be aware that Basecamp Projects may not be developed for these resources and your flexibility is essential. All tests, objectives, and competencies will remain the same, regardless of the resources used.

Supplies you may need to provide:
- Sketch Book, Flash Drive, etc., (as needed by you for back-up purposes)
- Headphones – one set provided per station, but students often prefer their own. School headphones should be returned to the appropriate area daily.

You are encouraged to **back up your files** using Drop Box. While you are not encouraged to install Drop Box on your school computer, you can do so on your home computer and still access it at school via the Internet.

It's going to be a great year. We're looking forward to watching you all succeed as you develop INCREDIBLE Skills!