

MM 411 Production Team Winter 2005

Class Time: Fridays, 12:45 – 4:30 PM

Location: 1122 NW Davis, Room ???

Instructor: Janet Tingey

Contact info: jt382@fac.ait.edu, 228-6528 x2572

Best way to reach me: E-mail

Available: After class, or by scheduled appointment

Course Description

Students will combine individual and team skills in a real world environment. Students will learn to apply group techniques and talents to the development of a pro bono software product which will fulfill an actual client need.

Course Objectives and Outcomes

Upon completion of MM 411, students will:

- Be able to identify hard and soft assets available prior to beginning a project
- Learn to combine diverse knowledge bases and team member personalities with the objective of a common goal and outcome
- Learn to resolve conflict within a group
- Develop skills for handling ambiguous conceptual possibilities
- Learn to build a product to meet client specifications
- Understand strategies for quality control using client feedback and maintaining pre-selected levels of quality within the team
- Learn to adjust project scope on-the-fly without losing quality
- Create a professional, finished product complete with required graphics to deliver to client

Required Materials

- External storage media to save and transport your project files (hard disk, flash disk)
- Email account
- Notebooks/sketchbooks to take notes and record progress

Class Structure

Class will begin with a progress report from the preceding week and the assignment of tasks for the upcoming week. The remainder of class time will be devoted towards accomplishing the weekly goals. Client meetings will occur during class time when required.

Course Text

None.

Classroom Conduct

- Be on time
- Assist other students
- Participate in class
- Use of classroom time for personal projects, personal email, or working on projects for a different class is prohibited
- Maintain a professional attitude
- Bring up and discuss all problems, opinions, and questions. Chances are, if you're thinking it, someone else is as well

Evaluation and Grading

See the attached evaluation sheet. Letter grades with a point value will be assigned to each deliverable and journal entry handed in. At the end of the term, the grades earned will be averaged to determine the final grade for the course. Everyone will receive the same grade on the final product delivered to the client. The following grading scale is published in the AiPD 2004-2005 Catalog (page 78).

| Letter Grade | Number Grade | Rating |
|--------------|--------------|--------------|
| A | = 95 – 100 | Excellent |
| A- | = 90 – 94 | |
| B+ | = 87 – 89 | |
| B | = 83 – 86 | Good |
| B- | = 80 – 82 | |
| C+ | = 77 – 79 | |
| C | = 73 – 76 | Satisfactory |
| C- | = 70 – 72 | |
| D+ | = 67 – 69 | |
| D | = 62 – 66 | Marginal |
| F | = Below 62 | Failure |

As you can see, attendance counts, you can earn up to 10 points simply by showing up for class. These points will be converted to a letter grade that factors into the average at the end of the semester. Criteria that will factor into the letter grade/number of points earned for a given assignment are: quality and creativity of work done, level of professionalism both in work created and in presentation of that work, and ability to contribute constructively to group discussions and critiques.

TERM-LONG ASSIGNMENT: PROGRESS REPORT

A progress report is due every week from each student. Every report should contain the following headings and include text or bullet points to address:

- **Goals for Week of (date that class meets)**

Example:

Goals for Week of January 14th, 2005

| Goal | Status | Notes |
|----------------------|----------|--|
| 1. Divide into teams | Achieved | Done in class, blah blah blah |
| 2. Meet with client | Achieved | Notes here on how meeting went, anything pertinent |

- **Production analysis**

Here you need to answer the questions: Where did things work well? Where did things not work so well? What can be done to improve the project's progress in the upcoming week?

- **Upcoming Goals for Week of January 21st**

What are the goals for the upcoming week? Define a bullet list for your team.

Your progress report should be written a day or so before class, and is due at the start of class. Because this class is focused on professionalism, **I will not accept late progress reports**, you will simply have a zero factored into your grade for missed assignments. If you must be absent from class, you are required to email me your progress report *before the missed class*. Progress reports are to be typed, free of grammatical and spelling errors, and use complete sentences except in bullet lists.

CLASS-BY-CLASS SCHEDULE

| Class | Activities | Assignment |
|--------------|--|--|
| 1. Jan 14 | <ul style="list-style-type: none"> • Introductions • Course Overview • Describe progress report assignment • Discuss project, develop group roles, email list, sub-groups email list, open discussion • Client meeting • Divide into groups and establish roles for each: <ul style="list-style-type: none"> – Client Liaison – Management – Creative – Technical | <ul style="list-style-type: none"> • Progress report • Define project requirements |

| | | |
|--------------|---|--|
| 2 Jan 21 | <ul style="list-style-type: none"> • Experimentation, competitive analysis, research phase • Review task lists for each group and strategize production plan | <ul style="list-style-type: none"> • Progress report • Production plan |
| 3 Jan 28 | <ul style="list-style-type: none"> • Work in class | <ul style="list-style-type: none"> • Progress report |
| 4 Feb 4 | <ul style="list-style-type: none"> • Work in class | <ul style="list-style-type: none"> • Progress report |
| 5 Feb 11 | <ul style="list-style-type: none"> • Work in class | <ul style="list-style-type: none"> • Progress report |
| 6 Feb 18 | <ul style="list-style-type: none"> • Work in class | <ul style="list-style-type: none"> • Progress report |
| 7 Feb 25 | <ul style="list-style-type: none"> • HOLIDAY: President's Day, no class. This week's journal entry may be handed in next week. | <ul style="list-style-type: none"> • Progress report |
| 8 Mar 4 | <ul style="list-style-type: none"> • Work in class | <ul style="list-style-type: none"> • Progress report |
| 9 Mar 11 | <ul style="list-style-type: none"> • Work in class | <ul style="list-style-type: none"> • Progress report |
| 10 Mar 18 | <ul style="list-style-type: none"> • Deliver product, complete all loose ends | <ul style="list-style-type: none"> • Progress report |
| 11 Mar 23 | <ul style="list-style-type: none"> • WEDNESDAY Client presentation 2:45 – 4:45 • Final critique of product • Review team and production process | <ul style="list-style-type: none"> • Final Progress report due • Final product due |

AIPD Policy Statements

Plagiarism

Plagiarism, presenting the writings, images or paraphrased ideas of another as one's own, is strictly prohibited at the Art Institute of Portland. Properly documented excerpts from others' works, when they are limited to an appropriate amount of the total length of a student's paper, are permissible when used to support a researched argument.

ADA Statement

It is AiPD policy not to discriminate against qualified students with a documented disability in its educational programs, activities or services. If you have a disability-related need for adjustments or other accommodations in this class, contact the Disability Services Coordinator, Heather Bee, at 503-382-4724.

Student Work Labeling

All student work must be turned in with the following information:

Name

Course/section

Instructor

Term/Date

Project/Assignment

Contact info (phone or email).

The Supply Store sells permanent Avery peel-off labels for \$1.50 per sheet of 15 labels for this purpose. Work may not be accepted for full credit without the required information. AiPD cannot guarantee the return of student work that is not labeled with the required information.

