

# NMD Capstone Fall 17 - NMD 498-syllabus-v1.2

Fall Semester 2017 Syllabus

Course Number: NMD 498

Credits: 3

**Instructor:** Gene A. Felice II – [www.genefelice.com](http://www.genefelice.com)

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Office Hours (please email to make an appointment):

IMRC or York Village #6

## **Classrooms / Times:**

Wednesday's 1pm to 4pm - IMRC 112

## **Course Description:**

As the first course in the NMD 498-499 Capstone experience, NMD 498 will emphasize the initiation of a complex, self-determined new media project through extensive research, writing, and in-class presentations. Students will meet in class, individually with the professor, and some will participate in presentations to a larger audience including other new media faculty and students. The course will fulfill the Writing Intensive general education requirement.

With the goal of completing your project in the second term, this course aims to help you develop a series of *approaches*--mockups, proposals, and other preparatory files to serve as blueprints--and then move you onto releases--actual working prototypes that you'll develop in an iterative fashion. We can also help you research ideas for your capstone and get feedback about those ideas; however, the course assumes that you come with an idea and some approaches already in hand.

## **Class Structure / Goals:**

The new media capstone is meant to be the pinnacle of your achievement as a New Media major, and thus will be judged to the highest standard of any work you will do in this program.

This course makes **no assumptions** about the media or technologies to be used in your capstone. A capstone need not lead to a Web site or DVD; while a successful capstone always finds the right medium for its intent, successful past capstones have included game mods, light installations, renewable skis, vinyl LPs, and data gloves. It is less important which box you break out of than that you break out of one.

NMD 498 and 499 are intended for seniors in the final stages of their professional and creative development. High levels of maturity, self-discipline and personal organization are expected. This means that each student must

take responsibility for managing his or her time and other resources. The instructor's role is to help stimulate your thinking, to help you identify resources, and to serve as a sounding board. Don't expect the instructor to lead you by the hand. Success or failure depends almost entirely on your enthusiasm for the challenges that you have posed for yourself and your willingness to follow through.

Expect to invest **four or more hours** per week for every hour spent in class throughout the semester. You'll be encouraged to apply for grants during the first month of your capstone, but you should also be prepared to spend up to **\$500** of your own money to support your capstone.

## **Objectives:**

To produce conceptually interesting and formally compelling art & design work.

To understand the principles of New media,

To research and develop original ideas and concepts.

To offer intelligent and informed critiques.

## **Requirements:**

You are given one excused absence from class for the semester to use as you see fit. Otherwise, attendance is a must and only medical or family emergencies will be accepted. If you have an emerge Please contact the instructor before class, in either of these cases. No exceptions! Each un-authorized absence beyond the one allowed absence, will result in a 1 point reduction from the overall 100 point grade structure for the class. Example: If your grade is currently an A+ / 100 points, one absence will bring you down to 99 points, two absences will bring you down to 98 points.

Students will be required to purchase a flash drive with at least 64 gigs capacity. Here is a great deal on a [128 Gig USB 3.0 drive on Amazon.](#)

All students are required to participate in the end of the semester Fall Show at the IMRC, where they will present their capstone projects in process for critique.

## **Evaluation:**

Evaluation will be based on the following:

1. The quality of class participation, including contribution to critiques, discussions and in class presentations.
2. Out of class reading and writing assignments will also required and graded throughout the quarter as well as additional homework assignments given out in class.
3. The quality of your completed assignments with your comprehension of concepts, demonstration of your effort in achieving your goals, the exploration of new ideas, and your personal development.

4. Students must demonstrate satisfactory achievement of course objectives through fulfillment of course projects and by contributing to class discussions and critiques.
5. All projects will require students to work both inside and outside of class. Assignments turned in late will be decreased by 25% for each day the assignment is late. Example: 20 points will equal 15 after 1 day. 20 points will be 5 points after 3 days late.
6. Completion of each week's project assignment.

## **Grading:**

**Class / critique participation = 10 points**

**Capstone / Final portfolio website / written reflection posts = 10 points**

**Capstone Project stage 1 = 20 points:**

Students must create a detailed project proposal in PDF format with a written component describing the project and conceptual framework as well as sketches, photos or 2D / 3D visualizations explaining their project and the layout of how their project will be developed over the coming year. The proposal must include:

- a written description of the idea / question being asked
- a drawn or designed visual outlining the project function and form
- a clear research question and at least three forms of initial research:
  - What is your research question?
  - At least two online source
  - At least two in-person interviews / meeting with an outside faculty member / lab / expert working in a related field. One of these interviews can be via Skype / Google Hangout / Facetime if needed.
  - At least two Library journal article / books / non-online resource
- a detailed timeline outlining a week by week breakdown of Fall semester
- a detailed budget / materials / tech list.

All students will be required to submit their proposals for CUGR / NMD Grants to fund their work. Students will also be required to create a project website or page / pages on their portfolio websites. Lastly student will present their proposals using presentation software such as Google Slides, Prezi, Keynote or Powerpoint followed by a full class critique.

**Project stage 2 = 20 points:**

**Prototypes:** Students will be expected to create or perform an initial prototype / draft / rehearsal of their project for the class, for feedback and critique. This first version of the capstone project will also be documented with both photo and video and will be uploaded to their capstone website / page on their portfolio website as a post describing this stage of the project. Students will present

their first version of their capstone projects for testing and review in a full class critique.

**Project stage 3 = 20 points:**

Students will be expected to create a 2nd prototype / draft / rehearsal of their project for the class and for an external group for user testing / feedback. Students will organize their test subject groups and will collect the feedback data through a variety of collection techniques. They will present the 2nd version of their project and the test data / feedback for critique and on their capstone website / page on their portfolio website. Students will present their second version of their capstone projects for testing and review in a full class critique.

**Capstone Project stage 4 = 20**

Final capstone / stage 4 projects will be displayed in a public show for critique by our peers, in the last week of classes at the IMRC as a part of the Open Studios event. Students will be responsible for setting up and tearing down their projects for the final show, as well as attending the show and being available to talk about their work. Students will also be responsible for documenting their work with photos and video at the open studios event and in other format such as studio lighting, screen captures, or other relevant forms of documentation, to be uploaded to their final portfolio / capstone websites in the form of a written post or page describing the final findings / reflections on the project. Students will also be required to write a 1500+ word written paper detailing your entire capstone project (all four stages), your research your process and your experience / feedback during Open Studios . This paper must include a bibliography / list of citations for all project research. This final paper is due Sunday, Dec. 17th at 11pm.

**Capstone Projects in progress will be displayed from 5 to 7pm on Friday, Dec. 8th as a part of the IMRC Open Studios event.**

**Total possible points = 100 points**

**Grading scale:**

A = 94 - 100 A- = 90 - 93  
B+ = 88 - 89 B = 83 - 87 B- = 80 - 82  
C+ = 78 - 79 C = 73 - 77 C- = 71 - 72  
D+ = 69 - 70 D = 64 - 68 F = 0 - 63

**Academic Honesty Statement:**

Academic honesty is very important. It is dishonest to cheat on exams, to copy term papers, to submit papers written by another person, to fake experimental results, or to copy or re-word parts of books or articles into your own papers without appropriately citing the source. Students committing or aiding in any of

these violations may be given failing grades for an assignment or for an entire course, at the discretion of the instructor. In addition to any academic action taken by an instructor, these violations are also subject to action under the University of Maine Student Conduct Code. The maximum possible sanction under the student conduct code is dismissal from the University.

### **Students with disabilities statement:**

If you have a disability for which you may be requesting an accommodation, please contact Student Accessibility Services, 121 East Annex, 581-2319, as early as possible in the term.

### **Sexual Discrimination Reporting**

The University of Maine is committed to making campus a safe place for students. Because of this commitment, if you tell any of your teachers about sexual discrimination involving members of the campus, **your teacher is required to report** this information to the campus Office of Sexual Assault & Violence Prevention or the Office of Equal Opportunity.

Behaviors that can be “sexual discrimination” include sexual assault, sexual harassment, stalking, relationship abuse (dating violence and domestic violence), sexual misconduct, and gender discrimination. Therefore, all of these behaviors must be reported.

#### **Why do teachers have to report sexual discrimination?**

The university can better support students in trouble if we know about what is happening. Reporting also helps us to identify patterns that might arise - for example, if more than one victim reports having been assaulted or harassed by the same individual.

#### **What will happen to a student if a teacher reports?**

An employee from the Office of Sexual Assault & Violence Prevention or the Office of Equal Opportunity will reach out to you and offer support, resources, and information. You will be invited to meet with the employee to discuss the situation and the various options available to you.

If you have requested confidentiality, the University will weigh your request that no action be taken against the institution's obligation to provide a safe, nondiscriminatory environment for all students. If the University determines that it can maintain confidentiality, you must understand that the institution's ability to meaningfully investigate the incident and pursue disciplinary action, if warranted, may be limited. There are times when the University may not be able to honor a request for confidentiality because doing so would pose a risk to its ability to provide a safe, nondiscriminatory environment for everyone. If the University determines that it cannot maintain confidentiality, the University will

advise you, prior to starting an investigation and, to the extent possible, will share information only with those responsible for handling the institution's response

The University is committed to the well-being of all students and will take steps to protect all involved from retaliation or harm.

**If you want to talk in confidence** to someone about an experience of sexual discrimination, please contact these resources:

For *confidential resources on campus*: **Counseling Center: 207-581-1392** or **Cutler Health Center: at 207-581-4000.**

For *confidential resources off campus*: **Rape Response Services: 1-800-310-0000** or **Spruce Run: 1-800-863-9909.**

**Other resources:** The resources listed below can offer support but may have to report the incident to others who can help:

For *support services on campus*: **Office of Sexual Assault & Violence Prevention: 207-581-1406, Office of Community Standards: 207-581-1409, University of Maine Police: 207-581-4040 or 911.** Or see the OSAVP website for a complete list of services at <http://www.umaine.edu/osavp/>

## **Course Schedule:**

***Course Schedule Disclaimer (Disruption Clause):*** *In the event of an extended disruption of normal classroom activities, the format for this course may be modified to enable its completion within its programmed time frame. In that event, you will be provided an addendum to the syllabus that will supersede this version.*

### **Week 1:**

#### **Wed 8/30**

- Introductions
- Syllabus / Schedule Review
- Google Drive System Review
- Initial discussion of early capstone project ideas / what is your research question?
- Review of Pecha Kucha structure / requirements
- Review of possible research / collaboration options across campus

#### **Homework:**

- Begin Capstone project initial research
- Begin the creation of your first capstone project proposal draft

- Create a pecha kucha presentation outlining your initial ideas / research / sketches / interests / research question to be shared in the next class during week 2. (Pecha Kucha presentations should consist of 20 slides, that last for 20 sec. Each before automatically transitioning to the next.) More details: <http://www.pechakucha.org/> Please add a link to your Pecha Kucha presentation to a Google doc in your personal Google drive. Please label the Google doc: yourname\_pechakucha

## **Week 2:**

### **Wed 9/6**

- Pecha Kucha Presentations
- Visit from outside researcher / faculty member presenting possible collaborations with outside departments.

### **Homework:**

- Continue working on Capstone project initial research
- Write a 500+ reflection / report on your first pair (2 sources) of your 6 required research sources. Upload the reflection / report and links to or files / scans of your research as PDF's by Monday 9/11 at 11pm.
- Complete your first capstone project proposal first draft and upload it to your Google drive in PDF format by Monday 9/11 at 11pm

## **Week 3:**

### **Wed 9/13**

- Review of proposal first drafts and initial research (break out group / table sessions- 5 min. To present, 5 min Q&A for each student)
- Review of Fogler library research search options
  - <https://library.umaine.edu/>
  - <https://library.umaine.edu/ejournals/ejournals.asp>
  - <http://libguides.library.umaine.edu/>
  - <http://ursus.maine.edu/>
- Individual faculty check-in with each student
- Research non-digital resource requirements at the library after faculty check-in

### **Homework:**

- Add your first and second pair (4 sources) of your 6 required research sources to your revised proposal
- Revise first drafts accordingly and create final proposals / presentations for the next class in PDF format.

## **Week 4:**

### **Wed 9/20**

- Visit from Cynthia Erdley from the IRB office
- Project stage 1 final proposals and presentations due for class critique
- Review project stage 2 requirements / timeline

**Homework:**

- Write a 500+ word written reflection on Project stage 1 presentation / critique and upload as a PDF to your Google drive by Monday 9/25 at 11pm
- Begin work on stage 2 prototype / draft / rehearsal

**Week 5:****Wed 9/27**

- Complete proposal presentations: Dylan, Brynee & Eli
- Workshop on Trello for project management / task lists
- Review of Cougar / CLAS Grant Process
- Vote on top 3 proposals to apply for Cougar grant
- Review NMD grant process and complete grant applications in class

**Homework:**

- Take your timeline from your proposal and convert it to a Trello task list. Create a list of tasks in Trello that you will need to accomplish to complete Project stage 2.
- 3 finalists need to complete application & submit your Capstone project proposal for a [CUGR grant](#) by 10/10/17 and all students that need funding must submit a New Media Grant by Tuesday 10/3/17
- Add your 3rd pair (2 sources) 6 required research sources to your final proposal. Upload the revised proposal by Monday 10/2 at 11pm.

**Week 6:****Wed 10/4**

- In class / IMRC labs work day to complete Project stage 2
- Review project stage 2 progress - one on one check in sessions with instructor / Review of Trello List

**Homework:**

- Begin working on a 5-min presentation showing your current progress in Project stage 2 to be shared in critique on 10/18.
- For those that need to submit an IRB application, Online training and your IRB application needs to be complete by Monday 10/10/17
- Work on project stage 2 of your capstone work.

**Week 7:****Wed 10/11**

- In class / IMRC labs work day to complete Project stage 2

**Homework:**

- Complete Project stage 2 and work-in-progress presentations for class critique on 10/18



## **Week 8:**

**Wed 10/18**

- Project stage 2 due for class critique. Bring your physical object (if applicable) and photo and video documentation of your project and present in a presentation software of your choice (Google slides, Prezi, Powerpoint, Keynote, etc.) Presentations should be no longer than 5 min. In length. This will allow 5 min. To present and 5 min. For Q&A
- Review Stage 3 requirements

### **Homework:**

- Write a 500+ word written reflection on Project stage 2 prototype / draft / rehearsal and upload as a PDF to your Google drive by Monday 10/23 at 11pm

## **Week 9:**

**Wed 10/25**

- Begin process of updating / archiving / transferring old NMD portfolio site to new server space.
  - Remove class menu and change to genres.
  - Add capstone work-in-progress to portfolio site
  - Install transition plugin
  - Purchase and setup new server space
- In-class / IMRC work day

### **Homework:**

- Work on project stage 3.

## **Week 10:**

**Wed 11/1**

- Continue process of archiving / transferring old NMD portfolio site to new server space.
  - Remove class menu and change to genres.
  - Add capstone work-in-progress to portfolio site
  - Install transition plugin
  - Purchase and setup new server space
- Overview of final paper requirements for capstone 498
- Class time to work on capstone project / check in with instructor

### **Homework:**

- Work on project stage 3.
- Be ready to present your work in next class for visiting instructor: work in progress in presentation format and / or full demo's

## **Week 11:**

**Wed 11/8 - Guest Instructor - Sofian Audry**

- Guest critique of all projects. Be ready to present your work in progress in presentation format and / or full demo's

**Homework:**

- Complete project stage 3 for class critique.

**Week 12:**

**Wed 11/15**

- Presentation by Ken Rinaldo & Amy Youngs
- Project stage 3 due for class critique. Bring your physical object (if applicable) and photo and video documentation of your project and present in a presentation software of your choice (Google slides, Prezi, Powerpoint, Keynote, etc.) Presentations should be no longer than 3 min. In length. This will allow 3 min. to present and 5 min. For Q&A

**Homework:**

- Write a 500+ word written reflection on Project stage 3 prototype / draft / rehearsal and upload as a PDF to your Google drive by Monday 11/20 at 11pm
- Work on project stage 4.

**Week 13:**

**Wed 11/22** No Class Thanksgiving Break

**Week 14:**

**Wed 11/29**

- Instructor Check in with each student
- In-class / IMRC work day

**Homework:**

- Complete project stage 4 for class critique.

**Week 15:**

**Wed 12/6**

- Project stage 4 due for class critique. Bring your physical object (if applicable) and photo and video documentation of your project and present in a presentation software of your choice (Google slides, Prezi, Powerpoint, Keynote, etc.) Presentations should be no longer than 5 min. In length. This will allow 5 min. To present and 5 min. For Q&A

**Homework:**

- Write a 1500+ word written paper detailing your entire capstone project (all for stages), your research your process and your experience / feedback during Open Studios. This paper must include a bibliography / list of citations for all project research. Upload as a word or google doc to your Google drive by Monday 12/11 at 11pm

**Friday 12/8**

**End of Semester Open Studio in the IMRC 5 to 7pm**

All students must present their Final projects as a part of Open Studios on 12/8 as this will be a part of your Final project grade.

**FINALS WEEK:** If needed, we will meet again during finals week for a final critique. I am hoping to have the final critique on 12/6 but if we determine that you need more time, we will push final critique to your schedule finals time slot for the class.