



ART-352-BB1: Motion Graphics — Spring 2024

Course Syllabus

Meeting Time and Location: Wednesday, 8:20-11:20 AM, Fine Arts 249

Instructor: Matthew DiMatteo (he/him)

Email: mdimatteo@rider.edu

Office Hours: Monday, Wednesday, Friday 12:30-1:30 PM or by appointment, Fine Arts 214

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Mutual respect and a commitment to inclusiveness are crucial to a positive learning environment. In this course, we will honor the diversity of all members of the Rider community by fostering a learning environment that is respectful of other classmates based on their identities and past experiences, including race, ethnicity, national origin, gender, sexuality, age, religion, culture, veteran status, and disability. I encourage any student who has concerns about the climate of this classroom or the behavior of others in the class to discuss matters with the instructor or the chair of the instructor’s department.

Health and Wellness Resources

[Student Health Center](#): Poyda Hall — healthcenter@rider.edu **609-896-5060**

[Counseling Center](#): Zoerner House — counseling@rider.edu **609-896-5157**

[Healthy Broncs Portal](#) — Appointments, Medical Forms

National Suicide and Crisis Lifeline: **Dial 988**

Local Therapy Resources: <https://findtreatment.samhsa.gov/>

[Report an Incident](#)

Tutoring and Accessibility Support

[Academic Success Center](#): Bart Luedeke Center, Suite 237, academicsuccesscenter@rider.edu

[Student Accessibility and Support Services](#): Bart Luedeke Center, Suite 201, accessibility@rider.edu

Course Description

The [Motion Graphics](#) course will provide an introduction in the use of industry standard tools and methods employed in motion and animation design. Concepts of composition, form, style and continuity of motion will be key. A focus will be placed on 2D rendering with contemporary tools, as well as underlying theory and critique. Consideration of cross-media techniques utilized in game design, streaming media, film and television will be highlighted.

Course Learning Goals

On successful completion of the course, students will be able to:

1. Demonstrate proficiency in standard motion graphics software and production methods.
 2. Utilize a typical motion graphics workflow and editing process.
 3. Develop motion animations as utilized in games, streaming media, and web applications.
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Course Requirements

1. Students will be expected to arrive to class on time, participate in class workshops, discussions, and critiques, and complete assignments and tutorials by the date due. In the event of absence, students are responsible for communicating with the instructor in a timely manner, catching up on material covered in class, and completing any missed assignments.
 2. Students should expect to spend a few hours per week outside of class time to complete assignments. Students are strongly encouraged to work consistently throughout the semester. Always take into account lab hours and possible technical problems when planning the time you will spend on assignments.
 3. Students are responsible for saving and backing up their work, and are strongly encouraged to utilize multiple backup locations, such as external hard drives and cloud storage services (such as Google Drive, Dropbox, etc.) in addition to personal computers. Because students are expected to routinely back up their files, the loss of data is not considered an acceptable excuse for late or missing work.
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Course Materials

1. **Required Software** — To complete assignments, students will use [Toon Boom Harmony 22](#), which is installed on the lab machines in our classroom, Fine Arts 249.
2. **Adobe Creative Cloud** — through their enrollment in this course, students will have access to Adobe Creative Cloud software such as Adobe Photoshop, Illustrator, Premiere Pro, After Effects, and Animate. This software can be accessed through your Rider account — from the [sign-in page](#), first enter *rider.edu* into the email address field. You will then be redirected to a Rider University portal where you can log in using your Rider email address and password. For more information, follow this [Adobe CC Getting Started Guide on Canvas](#).

3. [Canvas](#) — Resources such as class slides, tutorials, and other materials will be posted in the [Files](#) section. Assignment instructions and submission can be found in the [Assignments](#) section. The [Announcements](#) section will be used to post notifications on weather-related scheduling changes or any other relevant news. Any announcements made will also be copied as a class-wide email.
4. **External Storage** — Highly recommended for storing and transferring files (useful not only for this course). A personal Google account includes 15 GB of free cloud storage. iCloud and Microsoft OneDrive offer 5 GB of free cloud storage. A physical external storage device is also recommended. A 1 TB drive can be a good personal investment for storing files beyond the scope of this course. Keep in mind that these drives may need to be formatted. [View these slides on Canvas for detailed instructions on the formatting process.](#)
5. **Sketchbook/Notebook** — Recommended for sketching out concepts, jotting down notes.
There is no required textbook for this course.

Assignments and Grading

The grade for this course is determined by class participation, assignments, projects, and participation in critiques. Individual students' grades will be determined as a percentage out of the **500 points possible** to be earned on the following:

- **[30%] [Final Animation](#) (150 pts)**
 Students will spend the semester working toward completing a “publishable” narrative project based on storyboard and concept designs. This animation is expected to be approximately 2 minutes long, depending on your concept. Smaller projects and assignments throughout the semester will help students build up to meeting this final goal.
- **[20%] [Pre-Production Package](#) (100 pts)**
 Using hand and/or vector rendering techniques, students will create multiple views of an original character. The finished project package will include several character prototype sketches, a character turnaround, a scene mockup, and a storyboard of the planned animation.
- **[16%] Tutorials — 8 for 80 pts (10 pts / 2% of Semester Grade each)**
 Most weeks, there will be one tutorial assigned for a hands-on way of learning the software. These range from small, bite-sized exercises to small mini projects that will help you prepare your final animation.
- **[16%] [Attendance and Participation](#) (80 pts)**
 5 pts will be deducted from this category for each unexcused absence; 2 pts will be deducted for each tardiness of 30 minutes or more.
- **[10%] [Conduct](#) (50 pts)**
 Students are expected to treat others with respect, display a positive attitude, pay attention in class, keep distractions to a minimum, and abide by all classroom policies.
- **[8%] Critique and Peer Review — 2 for 40 pts (20 pts / 2% of Semester Grade each)**
 On days when a project is due, students are expected to share their work with the class in a constructive, informal peer review.

Late Work

- All assignments (unless otherwise specified) must be submitted electronically to [Canvas](#). **Assignments that will be given an in-class critique (major projects) will be due by class time (8:20 AM)** on the date specified. **Tutorial assignments will be due by 5:30 PM** on the date specified. **Assignments handed in late, without a proper excuse, will receive a grade penalty of -10% each week they are late.** Assignments not turned in at all will receive a grade of 0.

Grading Scale

A	93.50-100%	(468-500 pts)
A-	89.50-93.49%	(448-467 pts)
B+	86.50-89.49%	(433-447 pts)
B	83.50-86.59%	(418-432 pts)
B-	79.50-83.49%	(398-417 pts)
C+	76.50-79.49%	(383-397 pts)
C	73.50-76.49%	(368-382 pts)
C-	69.50-73.49%	(348-367 pts)
D	59.50-69.49%	(298-347 pts)
F	0-59.49%	(0-297 pts)

Students must earn a **D or higher to pass the course** and receive credit; however, students are strongly encouraged to earn a C or higher in each of their courses in order to maintain the necessary Grade Point Average of 2.0 or higher to remain in good academic standing.

Assignments by Category

Projects — 2 for 250 pts (50% of Semester Grade)

Due Feb. 14: [Pre-Production Package](#)

100 pts / 20% of Semester Grade

Due Apr. 29: [Final Animation](#)

150 pts / 30% of Semester Grade

Critiques — 2 for 40 pts (8% of Semester Grade)

Due Feb. 14: [Critique #1: Pre-Production Package](#)

20 pts / 4% of Semester Grade

Due Apr. 29: [Critique #2: Final Animation](#)

20 pts / 4% of Semester Grade

Tutorials — 8 for 80 pts (16% of Semester Grade)

Due Feb. 28: [Tutorial #1: Example Scene Setup](#)

10 pts / 2% of Semester Grade

Due Mar. 6: [Tutorial #2: Bouncing Ball Frame-by-Frame Animation](#)

10 pts / 2% of Semester Grade

Due Mar. 20: [Tutorial #3: Character Line & Color Art and Scene](#)

10 pts / 2% of Semester Grade

Due Mar. 27: [Tutorial #4: Simple Pivot and Easing](#)

10 pts / 2% of Semester Grade

Due Apr. 3: [Tutorial #5: Character Rig](#)

10 pts / 2% of Semester Grade

Due Apr. 10: [Tutorial #6: Audio](#)

10 pts / 2% of Semester Grade

Due Apr. 17: [Tutorial #7: Motion Typography](#)

10 pts / 2% of Semester Grade

Due Apr. 24: [Tutorial #8: Animated Character](#)

10 pts / 2% of Semester Grade

[Attendance and Participation](#) — 80 pts (16% of Semester Grade)

No submission; assessed at end of semester

80 pts / 16% of Semester Grade

[Conduct](#) — 50 pts (10% of Semester Grade)

No submission; assessed at end of semester

50 pts / 10% of Semester Grade

Assignments Calendar

Date Due	Assignment	% of Semester Grade
Feb. 14:	Pre-Production Package	100 pts / 20% of Semester Grade
	Critique #1: Pre-Production Package	20 pts / 4% of Semester Grade
Feb. 28:	Tutorial #1: Example Scene Setup	10 pts / 2% of Semester Grade
Mar. 6:	Tutorial #2: Bouncing Ball Frame-by-Frame Animation	10 pts / 2% of Semester Grade
Mar. 20:	Tutorial #3: Character Line & Color Art and Scene	10 pts / 2% of Semester Grade
Mar. 27:	Tutorial #4: Simple Pivot and Easing	10 pts / 2% of Semester Grade
Apr. 3:	Tutorial #5: Character Rig	10 pts / 2% of Semester Grade
Apr. 10:	Tutorial #6: Audio	10 pts / 2% of Semester Grade
Apr. 17:	Tutorial #7: Motion Typography	10 pts / 2% of Semester Grade
Apr. 24:	Tutorial #8: Animated Character	10 pts / 2% of Semester Grade
Apr. 29:	Final Animation	150 pts / 30% of Semester Grade
	Critique #2: Final Animation	20 pts / 4% of Semester Grade
	Attendance and Participation	80 pts / 16% of Semester Grade
	Conduct	50 pts / 10% of Semester Grade
		500 pts Total

Assignment Instructions

Pre-Production Package

100 pts (20% of Semester Grade)

Due Week 4 (Feb. 14)

Using hand and/or vector rendering techniques, create at least **3 views** of an original character in motion. Include:

25 pts: 5 or more character **prototype sketches** showcasing your iterative creative process

30 pts: Your finalized character design (including line art and color) from at least **3 different perspectives** (such as 3/4 view, front view, and side view)

15 pts: A **scene mockup**

30 pts: A **storyboard** of the planned animation

Tutorial #1: Example Scene Setup

10 pts (2% of Semester Grade)

Due Week 6 (Feb. 28)

Utilizing [these assets](#), please construct a simple scene, including:

- The **background image LEARN_BG.psd** (imported as separate layers or groups and scaled to the size of the scene)
- The **fish on a stick image ESS-ADV_FISHSTICK.tpl**
- The **girl image ESS-ADV_LITTLE_LADY.tpl**
- Use the selection and transform tools, along with your knowledge of layers and groups, to **arrange the girl's arm and the fish on a stick to make it look like she is holding it**. *Be careful to select the drawing layers, not the attached pegs.*

This can all be done on frame 1. No motion is required for this tutorial. **Upload your Harmony project folder as a compressed .zip file.**

For more information, [view the tutorial on Toon Boom's website](#) and [refer to this video tutorial series](#).

2 pts: Background image imported

2 pts: Fish on a stick image imported

2 pts: Little lady image imported

2 pts: Background scaled to scene size

2 pts: Arm and fish on a stick positioned to resemble stick being carried

[Tutorial #2: Bouncing Ball Frame-by-Frame Animation](#)

10 pts (2% of Semester Grade)

Due Week 7 (Mar. 6)

Please create a brief (10-20 frame) animation of a bouncing ball. The ball should **bounce at least once** and come to a stop. Use **squash and stretch** techniques to make the animation feel more realistic. Use the onion skin feature to help visualize previous and next frames. **Upload your Harmony project folder as a compressed .zip file.**

2 pts: Draw and paint a simple ball (or use shape tools to create a circle)

4 pts: At least one bounce before coming to a stop

4 pts: Squash and stretch techniques applied for realistic feel

[Tutorial #3: Character Line & Color Art and Scene](#)

10 pts (2% of Semester Grade)

Due Week 8 (Mar. 20)

Import your scene mockup (background) into your Harmony scene and **create line art for your character** by tracing over the key pose from your pre-production work or one of the views from your character turnaround (front or 3/4 view preferable). If you need to add any details to your background or character drawings, do so before importing into Harmony. Finally, **add color to your character drawing**. Use the Line Art and Color Art layers inside Harmony to separate the line art and color art. **Upload your Harmony project folder as a compressed .zip file.**

2 pts: Scene mockup/background added

3 pts: Scene mockup/background detail

3 pts: Character line art

2 pts: Character color

[Tutorial #4: Simple Pivot and Easing](#)

10 pts (2% of Semester Grade)

Due Week 9 (Mar. 27)

Create a brief (10-20 frame) animation demonstrating **rotation** around a **pivot** point. This could be a simple placeholder such as a shape, or it could be a portion of your character's anatomy (such as an arm with pivots at the shoulder, elbow, and wrist). Apply **easing** to your animation to achieve a realistic feel. **Upload your Harmony project folder as a compressed .zip file.**

5 pts: Rotation around pivot point

5 pts: Easing applied for a natural feel

[Tutorial #5: Character Rig](#)

10 pts (2% of Semester Grade)

Due Week 10 (Apr. 3)

Using your character artwork from [Tutorial #3](#), **construct a character rig** that will allow for **realistic movement** and animation. Define a **hierarchy of parent and child objects that move together** when each parent is moved (for example, an arm and hand as children of a shoulder joint). In other words, you are defining the character skeleton, the bones and joints that allow for movement. **Use pegs** in your layers panel to separate the artwork from the animation. **Upload your Harmony project folder as a compressed .zip file.**

5 pts: Completeness of rig

4 pts: Rig lends itself to realistic movement (you do not actually need to animate your character for this tutorial)

1 pt: Pegs are used to separate artwork from animation

[Tutorial #6: Audio](#)

10 pts (2% of Semester Grade)

Due Week 11 (Apr. 10)

Add audio to your animation. This could be a background music track, an ambient background sound, sound effects, foley, or dialogue. **Upload your Harmony project folder as a compressed .zip file.**

5 pts: Audio plays successfully

5 pts: Audio is used appropriately (sound effects at the correct timing, background sound fits contextually, etc.)

[Tutorial #7: Motion Typography](#)

10 pts (20% of Semester Grade)

Due Week 12 (Apr. 17)

Create a **text-based intro** for your final animation. [See these examples for inspiration.](#)

7 pts: Fluidity of motion

2 pt: Fits the style of your animation concept

1 pts: Spelling/grammar

Other Resources:

[Using the Text Tool in Harmony 22 Advanced](#)

[Motion Typography Demo](#)

Tutorial #8: Animated Character

10 pts (2% of Semester Grade)

Due Week 13 (Apr. 24)

Create a brief animation of your character going through a motion. This could be your character walking, jumping, throwing a punch, making a facial expression, or anything else that your character will be doing in your final animation. **Upload your Harmony project folder as a compressed .zip file.**

5 pts: Attention to visual detail

5 pts: Fluidity of character motion

Final Animation

150 pts (30% of Semester Grade)

Due by Final Exam Period (Monday, Apr. 29, 8:00 AM)

Please **upload the Harmony project folder for your finished animation as a compressed .zip file**. This animation is expected to be long enough to tell a clear, coherent story. You may choose to incorporate audio and text, or depict action solely through the motion on screen.

50 pts: Attention to visual detail (character and scene)

50 pts: Fluidity of character motion

50 pts: Duration is long enough to tell a clear, coherent narrative

Critiques

40 pts (8% of Semester Grade)

Due [Feb. 14](#), [Apr. 29](#)

On days when a project is due, students are expected to have their work submitted to Canvas by class time (nothing needs to be submitted to the critique page). In class, each student will showcase their work, discuss their process, and elicit constructive feedback.

Students who **participate** in this peer review will receive **20 pts** per critique.

Students who do **NOT participate** will receive **0 pts**.

The grade for this critique will be **separate** from the grade for the project itself.

Attendance

80 pts (16% of Semester Grade)

No submission; assessed at end of semester

- **5 pts** will be **deducted** from this category for each **unexcused absence**.
 - **2 pts** will be **deducted** for each **tardiness** of **30+ minutes**.
-

Conduct

50 pts (10% of Semester Grade)

No submission; assessed at end of semester

Students are expected to:

- **10 pts** — Treat others with **respect**
- **10 pts** — Display a **positive attitude**
- **10 pts** — Pay **attention** in class
- **10 pts** — Keep **distractions** to a **minimum**

10 pts — Abide by all classroom **policies**

Course Schedule (subject to change)

Week 01 (Jan. 24) — Course Overview, Intro to Motion Graphics

- Course Materials and Expectations
 - Introduction to Motion Graphics — Adobe Animate In-App Tutorials
 - Stages of Creativity, Developing a Premise and Protagonist
 - Storyboarding Rules of Thumb
 - Lab Time — Begin Brainstorming a Character Animation Concept
 - **Assignment:** Start [Pre-Production Package](#) (Due Week 4 / Feb. 14)
-

Week 02 (Jan. 31) — Concept Art & Storyboard Studio

- Adobe Animate In-App Tutorials
 - Stages of Creating a Cutout Animation
 - Drawing for Storyboarding
 - Telling a Story in 2 Minutes
 - Lab time to work on [Pre-Production Package](#) (Due Week 4 / Feb. 14)
-

Week 03 (Feb. 7) — Character Turnarounds & Pre-Production Studio

- Adobe Animate In-App Tutorials
 - Types of Character Turnarounds
 - Creating a Character Turnaround
 - Lab time to work on [Pre-Production Package](#) (Due Week 4 / Feb. 14)
-

Week 04 (Feb. 14) — Pre-Production Package Critique

- **Due:** [Pre-Production Package](#) (100 pts / 20% of Semester Grade)
 - **In class:** [Critique #1: Pre-Production Package](#) (20 pts / 4% of Semester Grade)
-

Week 05 (Feb. 21) — Introduction to Toon Boom Harmony

- Understanding the Workspace
- Importing Images, Setting up a Scene
- Drawing in Toon Boom Harmony
- Transforming Drawings
- Using the Timeline
- Creating a Frame-by-Frame Animation
- Creating a Motion Keyframe Animation
- Lab time to work on tutorials
- **Assignments:**
 - [Tutorial #1: Example Scene Setup](#) (Due Week 6 / Feb. 28)
 - Start [Tutorial #2: Bouncing Ball Frame-by-Frame Animation](#) (Due Week 7 / Mar. 6)

Week 06 (Feb. 28) — Starting Your Character Rig

- **Due:** [Tutorial #1: Example Scene Setup](#) (10 pts / 2% of Semester Grade)
- Types of Character Rigs
- Cutting Out Your Character
- Creating Line Art and Color Art
- Starting Your Character Rig
- Working with Pegs and Pivots
- Lab time to work on tutorials
- **Assignments:**
 - Finish [Tutorial #2: Bouncing Ball Frame-by-Frame Animation](#) (Due Week 7 / Mar. 6)
 - Start [Tutorial #3: Character Line & Color Art and Scene](#) (Due Week 8 / Mar. 20)
 - Start [Tutorial #4: Simple Pivot and Easing](#) (Due Week 9 / Mar. 27)

Week 07 (Mar. 6) — Rigging Your Character

- **Due:** [Tutorial #2: Bouncing Ball Frame-by-Frame Animation](#) (10 pts / 2% of Semester Grade)
- Creating a Peg Hierarchy, Using Master Pegs
- Using Deformers to Create Bones
- Adding Kinematic Outputs
- Using Cutter Effects to Mask Objects
- Lab time to work on tutorials
- **Assignments:**
 - Finish [Tutorial #3: Character Line & Color Art and Scene](#) (Due Week 8 / Mar. 20)
 - Continue [Tutorial #4: Simple Pivot and Easing](#) (Due Week 9 / Mar. 27)
 - Start [Tutorial #5: Character Rig](#) (Due Week 10 / Apr. 3)

No Class Mar. 13 (Spring Break)

Week 08 (Mar. 20) — Finalizing Your Character Rig

- **Due:** [Tutorial #3: Character Line & Color Art and Scene](#) (10 pts / 2% of Semester Grade)
- Transforming a Rig for Different Turnaround Angles
 - [Transparency](#), [Skewing](#), [Z-Axis Nudging](#)
- Creating Templates, Using Substitutions to [Swap Drawings](#) (Useful for Eyes, Mouths, Hands)
- Lab time to work on tutorials, [Final Animation](#) (Due at Finals / Apr. 29)
- **Assignments:**
 - Finish [Tutorial #4: Simple Pivot and Easing](#) (Due Week 9 / Mar. 27)
 - Continue [Tutorial #5: Character Rig](#) (Due Week 10 / Apr. 3)

Week 09 (Mar. 27) — Starting Your Animation

- **Due:** [Tutorial #4: Simple Pivot and Easing](#) (10 pts / 2% of Semester Grade)
- Saving Your Rig as a Template
- [Key Poses, Breakdowns, In-Betweens](#)
- Setting and [Flipping through](#) Key Poses
- [Creating Cycles](#)
- [12 Principles of Animation](#)
- [Using the Camera](#) | [Video Tutorial](#)
- Lab time to work on [Final Animation](#) (Due at Finals / Apr. 29)
- **Assignment:** Finish [Tutorial #5: Character Rig](#) (Due Week 10 / Apr. 3)

Week 10 (Apr. 3) — Audio & Animation

- **Due:** [Tutorial #5: Character Rig](#) (10 pts / 2% of Semester Grade)
- Adding Audio to an Animation
- Animating a Turnaround
- Lab time to work on tutorials, [Final Animation](#) (Due at Finals / Apr. 29)
- **Assignment:** Complete [Tutorial #6: Audio](#) (Due Week 11 / Apr. 10)

Week 11 (Apr. 10) — Motion Typography

- **Due:** [Tutorial #6: Audio](#) (10 pts / 2% of Semester Grade)
- [Using the Text Tool in Harmony](#)
- [Example Animated Text Intros](#)
- [Animating Text in Harmony](#)
- Lab time to work on tutorials, [Final Animation](#) (Due at Finals / Apr. 29)
- **Assignments:**
 - Complete [Tutorial #7: Motion Typography](#) (Due Week 12 / Apr. 17)
 - Start [Tutorial #8: Animated Character](#) (Due Week 13 / Apr. 24)

Course Evaluations open Apr. 12 at 10 AM

Week 12 (Apr. 17) — Final Animation Lab Time

- **Due:** [Tutorial #7: Motion Typography](#) (10 pts / 2% of Semester Grade)
- Lab time to work on tutorials, [Final Animation](#) (Due at Finals / Apr. 29)
- **Assignment:** Finish [Tutorial #8: Animated Character](#) (Due Week 13 / Apr. 24)

Week 13 (Apr. 24) — Final Production and Rendering

- **Due:** [Tutorial #8: Animated Character](#) (10 pts / 2% of Semester Grade)
- Lab time to work on [Final Animation](#)
- **Assignment:** Finish [Final Animation](#) (Due at Finals / Apr. 29)

Course Evaluation by Apr. 26 — if the class reaches an 80% response rate, I will give everyone 1% extra credit

Note: If you wish to request a grade of [Incomplete](#) for this course, you must do so by this date

Final Exam Period (Apr. 29) — Final Animation Critique

Please note that this class meeting will take place Monday, Apr. 29 from 8:00-10:00 AM

- **Due:** [Final Animation](#) (100 pts / 25% of Semester Grade)
 - **In class:** [Critique #3: Final Animation](#) (20 pts / 4% of Semester Grade)
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[Academic Policies](#)

Policy on Academic Integrity and Cases of Academic Dishonesty

This class will follow the policies of Rider University regarding Academic Integrity, as well as the procedures in addressing cases of Academic Dishonesty. The College's policies on such matters can be found in their entirety at: <http://catalog.rider.edu/policies/code-academic-integrity/>. Academic Dishonesty refers to a misrepresentation of the source or permissions related to the submission of written and creative works. In the area of digital design, this includes visual work, audio work, and written work. If in doubt, feel free to discuss sources with me before submission of work.

Academic Success Center

Students needing supplemental help beyond the scope of this class are encouraged to contact the [Academic Success Center](#) in Suite 237 of the Bart Luedeke Center. The center's services include a writing studio, success coaching and the potential for tutoring services. Email academicsuccesscenter@rider.edu.

Academic Disability Policy

Rider University is committed to providing reasonable accommodations for all students with disabilities. If you are seeking classroom accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of Sample Syllabus Statements-Disabilities April 2021 1973, you are required to register with [Student Accessibility and Support Services](#) office (SASS) at the Bart Luedeke Center, Suite 201. SASS can be contacted by email at accessibility@rider.edu or by phone at 609-895-5492, To receive academic accommodations for this class, please obtain the proper accommodation form from SASS and meet with me at the beginning of the semester to discuss your accommodations.

Class Absence Notice

It is the student's responsibility to inform instructors of the nature and extent of an actual or anticipated absence. If that is impossible, or if the absence is or will be more than three (3) consecutive class sessions (seven (7) calendar days), the student should contact the Office of the Dean of Students at deanofstudents@rider.edu or 609-896-5101. Then the dean's office will notify the appropriate faculty member. More information about the procedure for notifying the dean's office of absences can be found at <https://www.rider.edu/about/offices-services/student-affairs/dean-of-students/info-for-students/class-absence-notice>

Incomplete Grades

Students who, as a result of extenuating circumstances, are unable to complete the required work of a course within the term, may request an extension of time from a faculty member. Such extensions of time can be granted only in cases in which illness or another serious emergency has prevented the student from completing the course requirements or from taking a final examination. The request for extension of time must be made prior to the last scheduled class meeting, except in those unusual situations in which prior notification is impossible.

The faculty member shall determine whether to grant the request for a time extension and the type of verification (if any) required to support the request. The faculty member shall specify the time, up to four weeks from the last day of the term, as specified in the academic calendar, by which work must be completed by the student. If the faculty member does agree to the request, the notation "I" (Incomplete) shall be submitted on the grade roll. In those situations where the faculty member has not received a request for an extension of time, the notation "I" (Incomplete) may be submitted on the grade roll by the faculty member when, in his or her judgment, such a determination appears justified. Upon submission of completed required work the faculty member shall submit a Change of Grade form to the Registrar.

Students who, as a result of extenuating circumstances, are unable to submit the completed required work at the end of the four-week period may request an extension of the incomplete grade. The request for an extension of the incomplete must be made prior to the expiration of the four-week period. If the faculty member agrees to the request for an extension of the incomplete, the faculty member shall specify the time, up to a maximum of two weeks from the date of expiration of the four-week period (i.e., six weeks from the last day of the term) by which work must be completed by the student and shall submit an Extension of Incomplete form to the Registrar.

Upon submission of completed required work, the faculty member shall submit a Change of Grade form to the Registrar and assign the course grade. Failure of the Registrar to receive from the faculty member a Change of Grade form or an Extension of Incomplete form at the end of the four-week period, or a Change of Grade form at the end of the six-week period shall result in the automatic assignment of the grade "F," "Z," or "U" by the Registrar.

Students who receive an incomplete in a course that is part of a course sequence must obtain permission from the department chairperson to remain enrolled in the next course in the sequence or they will be removed from that next course.

More information on grade reports can be found here:

<http://catalog.rider.edu/policies/undergraduate/grades/>

Courses — Adding, Dropping, Withdrawing, Auditing, Repeating

Students may add courses through the first week of the regular semester at their own discretion provided the course is still open for registration. Students may drop courses through the second week of the regular semester at their own discretion. In such cases, the courses are deleted from the student's record. After the second week of the semester, a withdrawal from the course is necessary and a 'W' is recorded on the transcript.

Students may withdraw from courses and receive a grade of 'W' during the third through tenth weeks of the semester. The student's academic advisor and financial aid counselor will be notified of class withdrawals by email.

View the course drop/withdrawal policy:

<https://www.rider.edu/tuition-aid/financial-aid/payment-billing/drop-withdrawal-policy>

Spring 2024 withdrawal dates can be found here:

<http://catalog.rider.edu/academic-calendar/#Spring%20semester>

More information on course processes can be found here:

<http://catalog.rider.edu/policies/undergraduate/courses-add-drop/>

Registrar forms can be found here:

<https://www.rider.edu/academics/academic-support/registrar/forms>



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