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Spring 2020

DD 464-002: Digital Design Studio III

Taro Narahara

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Recommended Citation

DD464, Digital Design Studio 4
Spring 2020 School of Art & Design, New Jersey Institute of Technology
M 12:00-5:40, TR 12:00-5:40

Instructor: Taro Narahara, Associate Professor, **narahara@njit.edu**
Office Hours   Mondays after studio hours and by appointment anytime **virtually using**
                      Google Meet. Students should remind the instructor by sending an email.

Syllabus (Version 2020 0323)

Course Description

This course supports Digital Design students in the creation of a comprehensive thesis project.

All communication will be done virtually:
- **using Google Meet for any face-to-face session including desk critiques, and**
- **using shared documents, slides, and websites that are linked to the Google Drive for any exchange of visual or text-based materials.**

The instructor will share the screen with students in order to give verbal feedback with some images.

Course Objectives

• Synthesize DD curriculum studies in composition, graphics, audio, narrative and interaction.
• Develop a design methodology which operates at multiple scales.
• Develop a quality of craft with multiple digital tools.
• Develop the ability to present a design proposal graphically.
• Learn how to communicate through virtual media

Class Policies

Assignments:

Assignments are due at the beginning of class. Assignments that are not clearly labeled will not be accepted or graded. Late homework will be graded down one letter grade for every class late. **(All submission materials will have digital formats.)**

Data Backups:

You are expected to keep multiple backups of all course data and to have your current project files available at all times during class time. Lost, unavailable or inaccessible data will not be a valid reason for project extensions or Incomplete grade issuance.

Lab Policies:

No food or drink is allowed in the computer lab. Lab door codes are to be kept private within the roster of enrolled students. Lab projectors and speakers are only for instructor use. You are expected to use good judgement in setting lengthy rendering tasks using lab facilities. Failure to adhere to these policies can result in your being locked out of the labs.

Academic Warning:

Students who do not complete and submit assignments on time and to a satisfactory standard will fail the class. It is the student's responsibility to obtain missed assignments from other classmates and make up work in time for the next class.

Class Policies:

Cell phones, email, music players, social networking and music streaming software should not be used during class. Usage of these devices or applications will result in your being asked to leave the class and being marked absent for that class session.

Instructor Expectations

At all classes you are expected to bring new computer models, renderings, and hand drawings (sketches: all need to be scanned and digitally delivered to the instructor) relevant to the project in progress. You are expected to work each and every day on the projects assigned. If for any reason you doubt your ability to do so you should consider whether you belong in this studio.

Students are required to have virtual representations and need to learn how to effectively articulate their ideas using Google Meet and sharable digital materials. While this course introduces and uses several software packages, you should not rely only on this course to teach them to you. Make use of all available resources to learn the software, books, online help, instructors and fellow students.

Grading

The following factors will be considered when assigning your grade:

1. Ability to intellectually engage the material investigated in the course.

Students are to thoughtfully engage the material presented in readings, presentations and discussions. Responses to questions should be directly and thoughtful related to topics investigated in the assignment.

2. Communication.

The ability to communicate ideas and concepts to others. This includes written, verbal, and visual communication skills. Outside critics may be brought in at the end of each project to review your work in an open forum environment. These presentations should be considered "client presentations" and should be presented with a level of professionalism consistent with your work.

3. Independent thinking.

Independent thinking will be evaluated and will be based on the ideas and thoughts developed on an independent basis by the student. Depth of creative thought is primary to the independent thinking evaluation. Independent thinking must be clearly demonstrated in all aspects of the course including verbal participation in the classroom.

4. Professional Attitude.

Students are to express and articulate clearly their view toward the topics in this course in a method which reflects the quality of a professional in the field of design. It is the ethical responsibility of the student to support the learning community in this course in a positive and constructive manner. Maintaining a positive learning community is parallel to expectations one will experience in supporting a positive work environment after graduation.

Professional attitude includes, but is not limited to, the ability to maintain and contribute to a positive learning environment, professional attitude towards classmates, guests, and the instructor. To receive a positive evaluation, professional attitude must be clearly demonstrated on a consistent and daily basis. Do not take this portion of the course for granted--you are expected to demonstrate professional maturation processes within the course. The ability to receive and give critical feedback, respond to challenging situations with a positive attitude, and support an excellent working studio environment are all essential to receiving high marks in professional attitude evaluations.

The grade breakdown for this course is as follows:

100% Projects 1, 2, 3, 4, 5

In almost every case, dramatic improvement of both understanding and ability through hard work, commitment, and initiative with be positively supported in terms of assessment. In an effort to further clarify the grading policy, below are brief summaries of the kind of work appropriate to each grade, based on the NJIT undergraduate grading scale:

A (Superior): Work demonstrates advanced understanding of learning objectives and a high level of execution in terms of production abilities. Work is reflective of an intensive process of development that goes above and beyond expectations. Work is connected to larger architectural discussions and pursuant of specific architectural aims. Products demonstrate a high level of sophistication, craft, attention to detail, and willingness to explore a wide range of production techniques. Work is further supported by advanced levels of independent initiative and research. Work excels in response to the criteria for integration described above.

B+ (Excellent) /B (Very Good): Work demonstrates good understanding of learning objectives and a good level of production abilities. Work is reflective of a process of development that generates multiple alternatives, assesses, selects, refines, and so on. Products demonstrate a high level of sophistication, craft, attention to detail, and willingness to explore a wide range of production techniques. Work is further supported by independent initiative and investigation as well as active participation in the studio and consistent engagement of course material. Work demonstrates a sophisticated understanding of integration criteria.

C+ (Good) / C (Acceptable): Work fulfills the requirements of the studio in terms of conceptual understanding and technical ability, including the integration requirements. Work takes few risks and has some engagement with an iterative design process. Products demonstrate a good level of craft and are carefully made. E.g. drawings are legible and correct, models are carefully cut and cleanly assembled. Work demonstrates basic level of independent initiative. Work improves over the course of the semester and reflects a genuine effort to improve in ability and understanding.

D (Minimum): Work barely fulfills the requirements of each phase of the studio in terms of conceptual understanding and technical ability. Work process is not evident. Products demonstrate poor development of craft and / or do not demonstrate improvement over the course of the semester. Work demonstrates no additional initiative or engagement.

F (Failing): Work is incomplete and does not demonstrate an understanding of the course content or abilities related to required skills.

Evaluation of studio work will take place through design reviews and by each studio critic in discussion with other faculty. Incompletes are only granted in the event of a documented medical or family emergency, and must be approved by the instructor, coordinator, and advisor.

NJIT issues mid-term warnings for students who are not performing at a satisfactory level. Any student issued a warning will be required to have a conference with the instructor to evaluate satisfactory completion of the work for the semester. At any point during the semester students can arrange to meet with the instructor to inquire how their performance is progressing and how they may improve.

Students must complete all assignments on time and be must be present and active in all class sessions. Students will be counted absent if they are not in the studio 15 minutes after the scheduled start time. If a student will be late for any reason it is his or her responsibility to notify their instructor.

Kepler (See also section below for more details)
Project grading is not officially applied to student standing until project deliverables have been uploaded in the proper format to the Kepler system. Failure to upload work to Kepler will result in an F for the course.

ATTENDANCE POLICY
Students with either freshman or sophomore standing also have an attendance requirement overlaid on the grading criteria. No more than three unexcused absences are permitted without a grade reduction. Each unexcused absence above the three (starting with the fourth) will result in a letter grade reduction for the semester. In other words, four absences would result in a maximum grade of B (assuming everything done is of "A" quality), five absences would result in a maximum grade of "C", six in a maximum grade of "D", etc. Students do NOT receive extensions for submission of work due to any unexcused absences. Acceptance of late work is at the discretion of the individual instructor. Absences for illness in order to be excused MUST be accompanied by documentation from professional medical personnel who are NOT members of your family. Since religious holidays are known in advance, students who expect to be absent due to religious holidays must notify their instructor by the second week of class.

Weekly Outline

Jan 23	Week 1:	Introduction & Welcome
Jan 27	Week 2:	1 Pecha Kucha Presentation
Feb 3	Week 3:	Desk Critiques
Feb 10	Week 4:	2 Progress Review
Feb 17	Week 5:	Desk Critiques
Feb 24	Week 6:	Desk Critiques
March 2	Week 7:	Desk Critiques
March 9	Week 8:	3 **3/9(M) Mid Semester Presentation 50% project completion** 3/12(Th) TN Traveling
March 16	Week 9:	Spring Recess
March 23	Week 10:	Shifting to the virtual studio using Google Meet & Shared folder
March 30	Week 11:	Face-to-Face & Text-based Sessions
April 6	Week 12:	4 Progress Report (virtually)
April 13	Week 13:	Face-to-Face & Text-based Sessions
April 20	Week 14:	Face-to-Face & Text-based Sessions
April 27	Week 15:	Face-to-Face & Text-based Sessions
May 4	Week 16:	**Final Review Date using Google Meet with Guests attending online Submit your materials.**

ACADEMIC INTEGRITY:

Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at:

http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf.

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at dos@njit.edu

KEPLER POSTING:

All files must be resized and renamed. Please fill out all of the metadata information. The maximum size is 2000 x 2000 pixels. Images must retain their original proportions without being enlarged. In cases where the width to height ratio exceeds 3:1 you may resize the short dimension to 2000 pixels. To distinguish PROCESS documents from FINAL documents, be sure to enter labeling information in the pull-down metadata section built into each Kepler file.

The filename should be saved according to the following naming convention: **< Firstname Lastname ##.jpg>**. The guidelines described here are in place to promote economical representations of student work and to ensure the sustainability of the Kepler system. Grossly oversized images will be deleted without notice and will not be considered for grading purposes. All final presentation material (including.pdf files of presentations boards, PowerPoint files, etc.) must be submitted on your Kepler DVD only. You must submit your slides to Kepler as .jpgs and ensure that the file size is reasonable (<10mb). You will not receive your final grade until you submit your Kepler DVD. Please consult Kepler's FAQ for further details.

BACKUP YOUR WORK:

Students are required to maintain and complete backups of all their computer-based work. It is the responsibility of each student to restore or recreate any work that is lost for any reason, including the failure of University-provided software and hardware. All backup files should be stored on two independent external locations (not local or CoAD networked locations as they are subject to reformatting without notice). For suggestions on backup processes, please contact the NJIT HelpDesk: (ist.njit.edu/support/index.php). If you have questions, please contact Taro Narahara at narahara@njit.edu.

On-line Resources & Pluralsight (aka: Digital-tutors)

You are encouraged to use any on-line resource in terms of learning skills and techniques for software. Also check out new programs from Pluralsight, with tutorials on tons of software and subjects. Click here to get to the login page. Registration will only work with your NJIT email address. Once you're registered you can use the Digital Tutors program for one hour at a time from campus-wide IP ranges only.

Accommodations:

"Any student who, because of a disability, may require some special arrangements to meet course requirements should contact the professor as soon as possible to make necessary accommodations. Students should present appropriate verification from the Disabled Student Services, Dean of Students Office. No requirement exists that accommodations be made prior to completion of this approved University process." [TTU-Faculty Handbook, August 98].