

## §130.111. Practicum in Animation (Two [to Three] Credits), Adopted 2015.

### DOMAIN 1 – PROFESSIONAL PRACTICE

(1B) demonstrate professional standards and personal qualities needed to be employable such as oral and written communication, leadership, teamwork, appreciation for diversity, conflict management, customer service, work ethic, and adaptability;

(3E) apply active listening skills to obtain and clarify information;

(3F) listen to and speak with diverse individuals; and

(4B) employ interpersonal skills in groups to solve problems and make decisions.

(7A) consistently implement personal and workplace safety rules and regulations;

(7B) recognize and resolve potential safety concerns; and

(7C) follow emergency procedures.

(8A) employ leadership skills to accomplish goals and objectives by analyzing the various roles of leaders within organizations, exhibiting problem-solving and management traits, describing effective leadership styles, and participating in civic and community leadership and teamwork opportunities to enhance skills;

(8B) employ teamwork and conflict-management skills to achieve collective goals;

(8C) establish and maintain effective working relationships by providing constructive praise and criticism, demonstrating sensitivity to and value for diversity, and managing stress and controlling emotions;

(8D) prepare for meetings by developing goals and objectives to achieve within a scheduled time and producing agendas;

(8F) employ mentoring skills to inspire and teach others.

(11A) employ effective planning and time-management skills to complete work tasks; and

(14D) demonstrate teamwork and knowledge of interpersonal skills with sensitivity to diversity;

(16B) use professional etiquette and protocol in situations such as making introductions, speaking on the phone, communicating via electronic devices, offering and receiving criticism, and making follow-up communications; and

(17C) exhibit appropriate grooming and attire.

(18A) employ appropriate verbal, nonverbal, and listening skills;

(18B) use clear and appropriate communications to convey skill set to others;

(18D) identify and use appropriate strategies for dealing with diverse individuals.

### DOMAIN 2 – OFFICE PRACTICE

(2A) apply English language arts knowledge and skills by consistently demonstrating use of content, technical concepts, and vocabulary; using correct grammar, punctuation, and terminology to write and edit documents; and composing and editing copy for a variety of written documents such as scripts, captions, schedules, reports, manuals, proposals, and other client-based documents; and

(3A) adapt language such as structure and style for audience, purpose, situation, and intent;

(3B) formulate, analyze, and organize oral and written information;

(3C) formulate, analyze, interpret, and communicate information, data, and observations;

(3D) create and deliver formal and informal presentations;

(3G) exhibit public relations skills to increase internal and external customer/client satisfaction.

(4A) employ critical-thinking skills, including data gathering and interpretation independently and in groups; and

(5A) use technology applications such as social media, email, Internet, writing and publishing, presentation, and spreadsheet or database applications for animation projects; and

(5B) use processes such as personal information management, file management, and file sharing.

(8E) conduct and participate in meetings to accomplish work tasks by achieving goals and objectives within a scheduled time; producing meeting minutes, including decisions and next steps; and using parliamentary procedures, as needed; and

(15A) make necessary adjustments regarding compatibility issues, including digital file formats and cross-platform connectivity;

(15B) use various compression standards;

(16D) use technology applications common to freelance entrepreneurs.

(18C) understand and apply federal laws regarding lawful employment interviews; and

### DOMAIN 3 – CAREER RESEARCH

(1A) participate in training, education, or certification for employment;

(1C) demonstrate skills related to seeking and applying for employment; and

(1D) create a resume and cover letter/letter of interest to document information such as work experiences, licenses, certifications, and work samples.

(10A) maintain a career portfolio to document information such as work experiences, licenses, certifications, and work samples;

(10B) demonstrate skills in evaluating and comparing employment opportunities;

(10C) examine and employ professional networking opportunities such as career and technical student organizations, professional social media, and industry professional organizations; and

(10D) examine employment opportunities in entrepreneurship.

(16A) implement standard freelance entrepreneur self-promotion techniques;

(16C) research freelance entrepreneur start-up practices; and

(17A) identify types and requirements of potential employers;

### DOMAIN 4 – PROJECT ORGANIZATION

(12A) determine and meet client needs by conducting client meetings to identify specific project requirements and target demographics; and

(12B) develop a production proposal for client approval that includes a production schedule, research-based production costs, and appropriate delivery and distribution options.

(13A) identify cast, crew, equipment, and location requirements;

(13B) develop a budget with considerations for cast, crew, equipment, and location;

(13C) analyze the script and storyboard processes; and

(13D) assign team roles required for production.

(14A) conduct a client meeting for presenting production strategies and implement client feedback;

(14B) implement a coherent sequence of production events;

(14C) use necessary equipment and crew for quality productions;

(14E) demonstrate appropriate use of editing systems; and

(14F) make decisions appropriate for each element of production.

(15C) research the appropriate delivery formats for the target audience;

(15D) advise clients on optimal delivery options; and

(15E) discuss distribution options with optimal project reach.

(16B) develop proposals and [,] standard billing [,] and collection practices;

### DOMAIN 5 – INDUSTRY MATERIALS & METHODS

(6A) summarize the history and evolution of the animation industry; and

(6B) analyze the current trends of the animation industry.

(9A) exhibit ethical conduct related to providing proper credit for ideas and privacy of sensitive content;

(9B) discuss and apply copyright laws in relation to fair use and acquisition, trademark laws, and personal privacy laws [,] and use [of] digital information [by] citing sources using established methods;

(9C) model respect for intellectual property when manipulating, morphing, and editing graphics, video, text, and sound;

(9D) demonstrate proper etiquette and knowledge of acceptable use policies when using networks, especially resources on the Internet and intranet; and

(9E) analyze the impact of the animation industry on society.

(11B) use technology to enhance productivity.

### DOMAIN 6 – MATHEMATICS & PHYSICS PRINCIPLES

(2B) apply mathematics knowledge and skills in invoicing and time-based mathematics by consistently demonstrating knowledge of arithmetic operations and applying measurement to solve problems.