THE CENTER FOR CARTOON STUDIES

SUMMER WORKSHOP HANDBOOK

STANDARDS OF CONDUCT

Harassment
The intimidation or harassment of any student will not be tolerated under any circumstances.

Safety
Behavior that threatens or endangers the safety of one's own well-being or the well-being or property of other persons is prohibited.

Privacy
Respect the privacy of fellow students, faculty, and teaching assistants. Do not record or share lectures or course materials, discussions or critiques without express permission.

Creative Rights
Respect the creative rights of fellow students, faculty, and teaching assistants. Do not download, distribute, or in any way alter the work of others

Hours
Students must abide by the posted hours of the class and be available during that time. Please let instructors know of any potential conflicts in advance.

Alcohol and Drugs
The possession and/or consumption of alcohol or illicit drugs is expressly prohibited during class time.

Other College Policies
CCS reserves the right to hold students to generally accepted standards of behavior. CCS reserves the right to make changes to policies when necessary.

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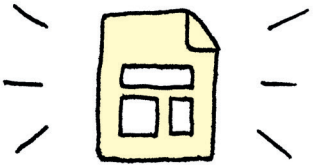
((REQUIRED TECHNOLOGY))

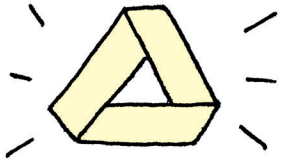
EVERY STUDENT IS REQUIRED TO HAVE A GOOGLE ACCOUNT.

_____@gmail.com

THIS WILL ALLOW ACCESS TO A PRIVATE **GOOGLE SITE** WHICH WILL BE USED TO ORGANIZE THE CLASS



AND **GOOGLE DRIVE** WHICH WILL BE USED TO TURN IN WORK AND TO SHARE IT FOR CRITIQUE

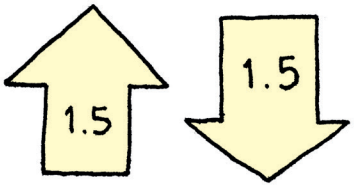


CLASSES WILL MEET USING **ZOOM** VIDEO CONFERENCING.

zoom

www.zoom.us

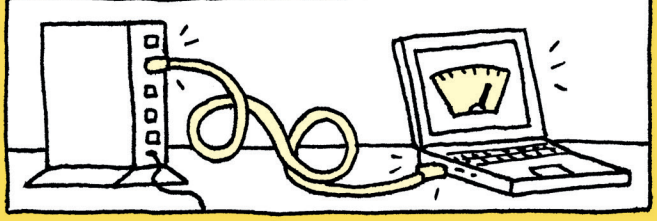
ZOOM RECOMMENDS AN UPLOAD **AND** DOWNLOAD SPEED OF **1.5Mbps** FOR GROUP CALLS



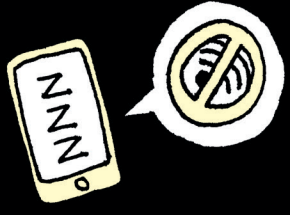
YOU CAN CHECK YOUR INTERNET UPLOAD AND DOWNLOAD SPEED AT:

www.speedtest.net

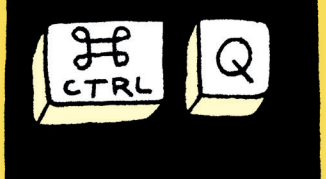
YOU CAN INCREASE THE SPEED OF YOUR INTERNET CONNECTION BY USING AN ETHERNET CABLE TO CONNECT **DIRECTLY** TO YOUR ROUTER, INSTEAD OF USING WIFI.



IT ALSO HELPS TO MAKE SURE NO OTHER DEVICES ARE USING YOUR NETWORK.



LASTLY, QUIT ANY OTHER APPLICATIONS THAT ARE NOT CLASS-RELATED.



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AUDIO VISUAL SETUP

TO ENSURE THE BEST POSSIBLE ONLINE EXPERIENCE, IT'S VITAL THAT EVERYONE CAN **SEE** AND **HEAR** YOU. THE FIRST REQUIRED STEP IS **HEADPHONES!**

CLASS WITHOUT HEADPHONES:

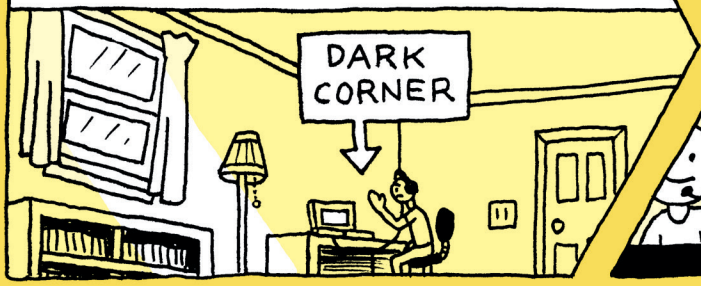
CAN YOU HEAR ME?

CLASS **WITH** HEADPHONES:

CAN YOU HEAR ME?

YES!

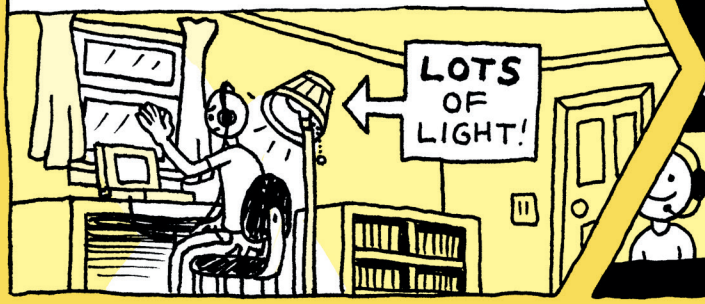
NEXT IS **PROPER LIGHTING!** YOU MAY NOT HAVE CONSIDERED VIDEO CONFERENCING WHEN YOU SET UP YOUR COMPUTER WORK AREA.



WHEN YOUR INSTRUCTORS CAN NOT SEE YOU WELL IN THE TINY VIDEO PREVIEW, IT MAKES INTERACTING MORE DIFFICULT.

WHY AREN'T THEY CALLING ON ME?

SETTING UP YOUR COMPUTER IN FRONT OF A WINDOW, OR MOVING SOME LAMPS NEARBY ARE TWO GOOD SOLUTIONS!



WITH PROPER LIGHTING, INSTRUCTORS CAN SEE YOUR FACIAL EXPRESSIONS AND HAND SIGNS MORE EASILY.

DO YOU HAVE A QUESTION? YOU LOOK CONFUSED....

YES! COULD YOU SHOW US THAT TRICK AGAIN?

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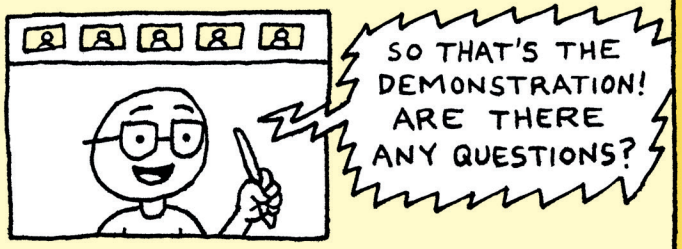
CLASS PARTICIPATION

IT TAKES A LITTLE BIT OF EXTRA EFFORT TO RECREATE IN-CLASS INTERACTIONS ONLINE.



IT'S IMPORTANT TO USE ZOOM'S BUILT-IN FEATURES TO INTERACT **FREQUENTLY**, OTHERWISE STUDENTS (AND TEACHERS) CAN BEGIN TO FEEL DISCONNECTED.

UNMUTE YOUR MIC!

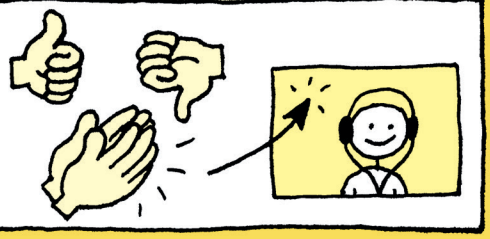
USE THE CHAT FEATURE!

STUDENT A: Thanks for the great demo!

STUDENT B: No Qs over here, THX.

STUDENT C: I have a question what did you mean when you...

USE THE DIGITAL HAND SIGNS IN ZOOM'S **REACTIONS** AND **PARTICIPANTS** FUNCTIONS, WHICH WILL APPEAR IN YOUR VIDEO.

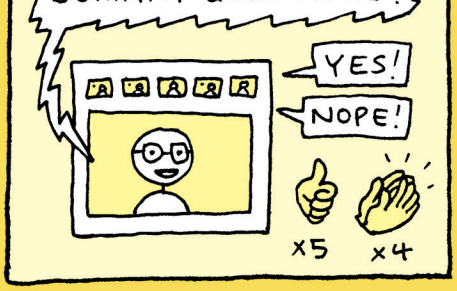


OR EVEN BETTER, USE **REAL** HAND SIGNS IN YOUR VIDEO PREVIEW.

AT CCS, WE USE A NODDING FIST TO **AGREE...**

AND A SHAKING FLAT HAND TO **DISAGREE.**

IT'S BETTER TO HAVE **TOO MANY** INTERACTIONS THAN NOT ENOUGH!



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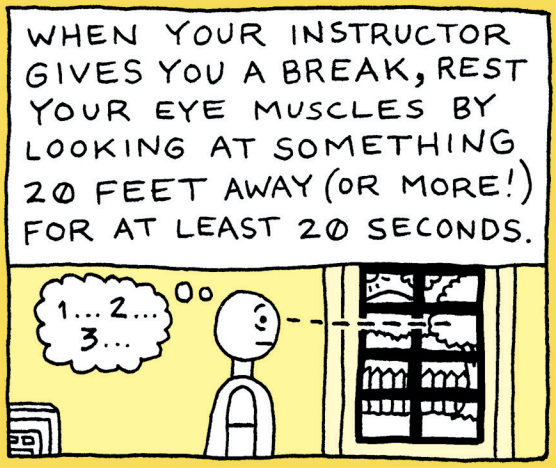
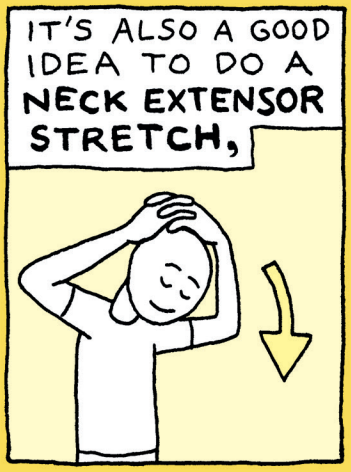
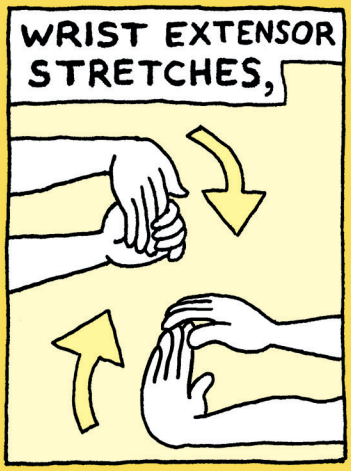
ERGONOMICS







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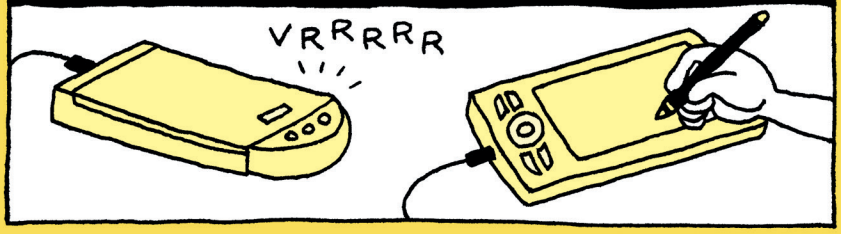
SCANNING & UPLOADING WORK

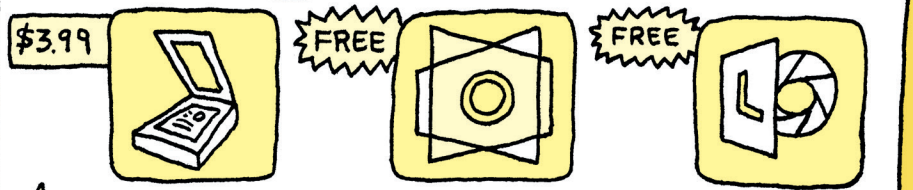
MULTIPLE TIMES A DAY YOU WILL BE ASKED TO TURN IN YOUR WORK DIGITALLY.

PLEASE HAVE YOUR COMIC UPLOADED TO THE GOOGLE DRIVE FOLDER BY 2:00PM E.T.

ADVANCED STUDENTS! IF YOU ARE ALREADY WORKING DIGITALLY, OR USE A DESKTOP SCANNER, EXPORT **JPG** OR **PDF** FILES (1MB **OR LESS** PER PAGE) THEN SKIP TO **STEP 8** BELOW.

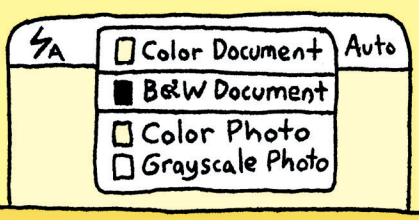


EVERYONE ELSE! YOU CAN USE A SMART PHONE OR TABLET TO DIGITALLY SCAN YOUR WORK. FIRST DOWNLOAD A SCANNING APP. POPULAR APPS INCLUDE:

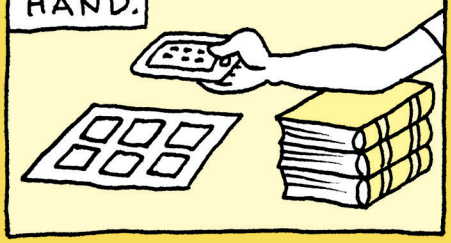


STEP 1 MAKE SURE YOUR WORK IS WELL LIT! LAMPS ARE FINE, BUT NATURAL LIGHT IS BEST!

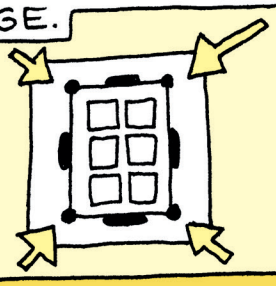
STEP 2 OPEN THE APP. BEFORE YOU SCAN, SELECT "BLACK AND WHITE DOCUMENT" WHICH WORKS WELL FOR COMICS.



STEP 3 HOLD YOUR DEVICE STEADILY OVER THE WORK. A TRIPOD OR STACK OF BOOKS CAN HELP STABALIZE YOUR HAND.

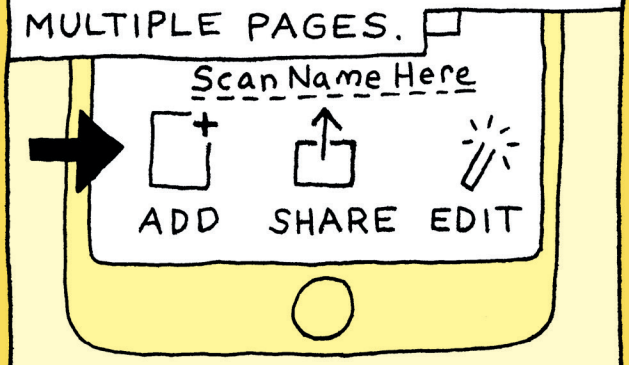


STEP 4 SCAN YOUR WORK! YOU CAN THEN CROP THE IMAGE TO THE EDGES OF THE PAGE.



SCANNING & UPLOADING WORK CONTD.

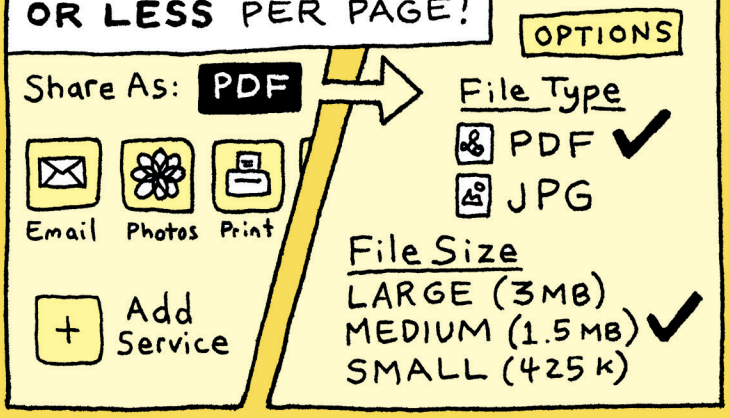
STEP 5 IF YOU ARE SCANNING MORE THAN ONE PAGE, USE THE APP'S FEATURES TO CREATE A SINGLE **PDF** FILE WITH MULTIPLE PAGES.



STEP 6 IT IS **ESSENTIAL** THAT EVERY FILE BE RENAMED BEFORE IT IS UPLOADED! THIS WILL HELP INSTRUCTORS KNOW WHOSE WORK THEY ARE CRITIQUING.

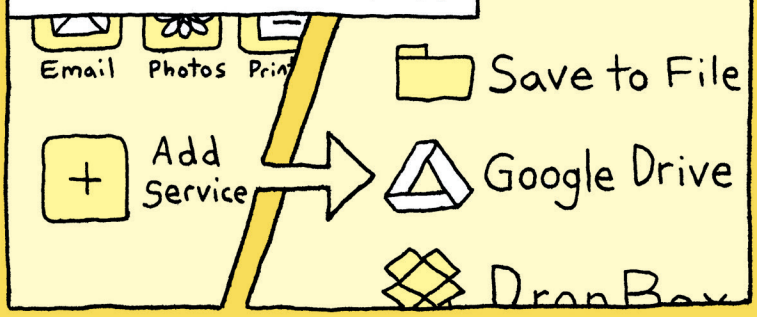
StudentName_Assignment.

STEP 7 SELECT "SHARE." WE WILL **ONLY** BE USING **JPG** AND **PDF** FILES, WHICH SHOULD BE 1MB **OR LESS** PER PAGE!



STEP 8: OPTION 1 EMAIL THE FILE TO YOURSELF (A SIMPLE WAY TO CREATE A BACKUP COPY!) AND THEN ON YOUR COMPUTER, UPLOAD THE FILE TO THE CLASS FOLDER.

STEP 8: OPTION 2 YOU CAN ALSO LINK YOUR SCANNING APP TO GOOGLE DRIVE WHICH WILL ALLOW YOU TO UPLOAD YOUR WORK **DIRECTLY** TO THE CLASS FOLDER.



THIS TAKES SOME PRACTICE, SO PLEASE DO SOME TESTS AND EXPERIMENT BEFORE YOUR WORKSHOP BEGINS.