

COURSE DESCRIPTION:

Centers on the application and principles of computer aided drafting techniques for the entertainment industry.

STUDENT LEARNING OUTCOMES:

- 1) The student will be able to discuss, create and evaluate theatrical drawings.
- 2) The student will be able to draw objects/designs from the blank page using two and three-dimensional drafting techniques.
- 3) The student will demonstrate an adequate use and knowledge of CAD software.
- 4) The student will develop skills in communication of the design idea through technical drafting.

REQUIRED TEXT:

Dorn, Dennis & Shanda, Mark, Drafting for the Theatre – Second Edition
Allen, Kevin Lee, Vectorworks for Entertainment Design

Recommended Text:

Woodbridge, Patricia, Designer Drafting for the Entertainment World
Carter, Paul, Backstage Handbook

CLASS SESSIONS: M & W 10:00am-10:50 – ARCH 324, M 1:00pm-4:50 – ARCH 324

REQUIRED SUPPLIES:

- A variety of pencils: from 2B to 4H
- Computer with internet connection (If you do not have a personal computer, you will need to check availability of computer labs in Fine Arts and Architecture to complete work outside of class)
 - If you have your own computer, you are encouraged to obtain a student license (free) for Vectorworks and install it on your computer. The computer labs have Vectorworks 2015 installed. However, the 2016 version is available for download on your personal computer from the Vectorworks student portal (you can also download 2015 if you prefer, I believe). If you use 2016, you will have to export your drawing to 2015 to be able to work on the computer lab computers and to turn in projects.
 - You may bring your personal laptop to work during lab.
 - AutoCAD is also available for a free student license.
 - You will submit projects and take quizzes through Blackboard. You must have a reliable Internet connection to use Blackboard.
- Flash drive or ability to access cloud or student network drive for saving drawings.
 - Be very careful when saving work to the lab computers. If not saved properly on your student J drive or on a flash drive, the work you've done in the lab may be lost.
 - I've seen it happen multiple times. BE CAREFUL WHERE YOU SAVE.

CLASS POLICIES AND ATTENDANCE: Class Attendance and punctuality are required.

- There are a total of 28 lecture classes. You will receive 10 points for each lecture attended.
 - If you are late up to 15 minutes, you will lose 5 points. If you are more than 15 minutes late, you will lose all 10 points.
- There are a total of 14 lab classes. You will receive 50 points for each lab attended. If you are 1-15 minutes late, you will lose 10 points. For each additional 15 minute segment you are late, you will lose 5 points.
 - There may be opportunities to leave lab early, but in general, this is only if you have completed the assignment and uploaded it to Blackboard. If you choose to leave early for any other reason, you will lose 5 points for every 15 minutes you are absent.
- If you must miss class and/or lab because you are ill, in order to not lose attendance points, you must present an official doctor's excuse, with full contact information for the doctor's office.
 - I would also appreciate an email stating you are ill and will miss class if possible.
 - You will not lose points for attendance with proper notification.
- If you must miss class because of an official university function and/or attendance at approved conferences, you must offer, in writing, exact dates of outside activity at least two weeks in advance of the absence. This should include a contact number and/or email of supervisor for the activity. With proper notification, you will not lose attendance points for the absence.
- Absences for other reasons will be handled on a case-by-case basis.
- Computer and drafting techniques will be demonstrated during class meeting times. If you choose to miss class, unless notified before the absence and with proper excuse, I will not feel obliged to demonstrate again.
 - Extra assistance outside of class can and will be given as needed to those who show up for class.
 - There are many video tutorials online to aid in understanding of technique.
- Participation
 - Active engagement in class discussions and demonstrations is expected.
 - Use of cell phones or other distractions during discussion and demonstrations will result in loss of points from participation.
 - Lab time is for working on projects and/or getting help with problems. It is not for working on other class assignments, studying for other classes, playing on Facebook, etc. If you are not actively working on projects, you will lose points for participation.
 - I do not mind if you listen to music or use your cell phone during individual working time as long as it is not distracting to other students.
 - If you are asked to cease using the electronic device, you will be expected to do so whether it is during individual work time or not.
 - Failure to comply will result in the loss of all participation points.
 - Subsequent issues will result in the loss of points from your final course average.
 - You may take short breaks during lab as needed to use the restroom or get a drink of water without loss of points. This does not include time to go to Starbucks, Sonic, Einstein Bros, etc. If you think you might get hungry during lab, bring it with you. If you have a medical reason to need to go out and get food, please make me aware.
- At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. **As the instructor of this section, I have ABSOLUTELY chosen to take attendance and all elements cited in this Required Attendance Policy are absolutely crucial to student success in this course.** However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a

mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

○ **CLASS REQUIREMENTS:**

○ Drafting Projects

- Specific instructions and grading requirements will be given at the beginning of each lab. The first several projects will come out of the book and we will follow the general directions given. However, some of these exercises will need slight alteration for use with Vectorworks rather than hand drafting. Generally speaking, there will be a new project due each week.
- Final Project:
 - You will create a multi-layer Vectorworks project that includes a ground plan, elevations, centerline section and 3D “rendering” that includes textures and lighting effects available in the program.
 - Specific requirements will be discussed later in the semester.

○ **Make up and late assignments:**

- Full credit for late projects will only be offered for medical reasons outlined in a doctor’s excuse or for participation in official University functions.
- **Late assignments** will be penalized 5 percentage points for **each day** that they are late. After one week, the highest percentage possible for a fully completed project will be 60%.
- **Please keep in mind that the practice of theatre requires a strict adherence to deadlines.**
- Failure to complete assignments will be reflected in your grade.

○ **Projects are due at the beginning of lab on the date due unless otherwise notified and will generally be due on Blackboard.** I may, on occasion, choose to open student’s drawings for the class to see when demonstration is needed.

- Be aware, as projects get more complicated, upload times may become fairly long. Be patient and allow the upload to take place. You will typically get a “complete” message from Blackboard when the document has been uploaded successfully. In the past, this process has taken up to an hour.

○ **Projects and exams are not group work.** You are expected to complete the work on your own. You may seek help with Vectorworks and its functions from other students, but the work itself must be yours. Any case of suspected cheating will be dealt with according to the UTA Academic Integrity Honor Code.

- **If you are struggling with projects, I will be available outside of class by appointment.**

○ **Do not get behind.** Catching up will be very difficult!

Expectations for Out-of-Class Study: Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

GRADING: Grades will be determined based on the individual student's mastery of each technique, individual growth through the semester, and thorough and accurate completion of assignments.

- Grades will be assigned as follows:

90%-100% = A

80%-89% = B

70%-79% = C

60%-69% = D

Under 60% = F

EVALUATION:

Drafting Projects (12):	600 pts (50 pts each)
Final Drafting Project:	200 pts
Midterm exam:	100 pts
Lecture Attendance:	280 pts
Lab Attendance:	700 pts
Participation:	100 pts

TOTAL 1980 pts

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels. I will do my best to grade projects weekly. Occasionally, I may become unable to adhere to this timeline. If this happens and you are concerned about your grade and/or progress, please make an appointment and I will be happy to go over your projects with you.

Blackboard: Course materials and grades will be available via Blackboard.

<https://elearn.uta.edu/webapps/login/>

Grade Grievances: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate catalog. For undergraduate courses, see http://www.uta.edu/catalog/content/general/academic_regulations.aspx#10

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering.

Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information. (<http://www.uta.edu/aao/fao/>).

Theatre Arts Attendance/Production Duty Policy: Students who fail to meet class attendance requirements may be removed from acting, directing, design, and/or stage management positions for the current semester's productions at the discretion of the department chair.

Conferences/Auditions: Department of Theatre Arts majors are encouraged to participate in theatre conferences and graduate school auditions. However, Theatre Arts majors are required to submit an excused absence request to the instructor **no less than two full weeks prior to the conference/audition** in order for the instructor to **consider** granting an excused absence. Such notification **must be in writing** and support documentation will be required to verify the Theatre Arts major's attendance, completion and/or successful (or professionally worthwhile) participation in said conference or audition. All students are expected to complete all coursework (as stipulated in the syllabus) and all course requirements (as stipulated by the syllabus) in a timely manner (the term "timely manner" will be defined/specified by the instructor at the time the Theatre Arts major submits their excused absence request to the instructor for initial consideration). At the discretion of the instructor, class participation grades may be affected; therefore, Theatre Arts majors are advised to fully consult with the instructor prior to engaging in such activities.

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Student Support Services Available: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

The IDEAS Center : (2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

Non-Discrimination Policy: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.*

Title IX Policy: The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.*

Academic Integrity:

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

Instructors may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Lab Safety Training: Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities. Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., through the following August) and must be completed anew in subsequent years. There are **no** exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Electronic Communication Policy: The University of Texas at Arlington has adopted the University "MavMail" address as the sole official means of communication with students. MavMail is used to remind students of important deadlines, advertise events and activities, and permit the University to conduct official transactions exclusively by electronic means. For example, important information concerning registration, financial aid, payment of bills, and graduation are now sent to students through the MavMail system. All students are assigned a MavMail account. ***Students are responsible for checking their MavMail regularly.*** Information about activating and using MavMail is available at <http://www.uta.edu/oit/email/>. There is no additional charge to students for using this account, and it remains active even after they graduate from UT Arlington.

To obtain your NetID or for logon assistance, visit <https://webapps.uta.edu/oit/selfservice/>. If you are unable to resolve your issue from the Self-Service website, contact the Helpdesk at helpdesk@uta.edu.

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabi. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located for lecture: outside the door, turn left to nearest stair case; for lab: down the stairs directly outside of the room one floor down and go outside through the sliding glass doors. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

COURSE SCHEDULE: subject to change

LECTURE	LAB
Aug 29: First day of class/ syllabus The Tools of Drafting/Line types and weights review	Intro to Drafting- hand drafting methods and tools Drafting Standards & line types Hand drafting project
Aug 31: Scale- review Read Ch 1-3 Dorn/Shanda : Ch 1 Allen	
Sept. 5: Labor Day – no class	still Labor Day – no class
Sept.7: Reading a ground plan - review	
Sept. 12: Vectorworks basics – Vectorworks tools, palates, menus Read Ch. 2-3 Allan : Ch. 4 Dorn/Shanda	Project #2: Vectorworks basics - Setting up a drawing/ toolsets/palates, basic geometry Hand drafting project due
Sept. 14: Vectorworks basics continued	
Sept. 19: Vectorworks basics continued – Tips and tricks for Project #3	Project #3: Problem 4.1 & 4.2 from book Project #2 drawing due on Blackboard by 1pm
Sept. 21: Design Layers vs. Sheet Layers, Saved Views, Viewports, Classes Read Ch. 5 Dorn/Shanda – Geometry	
Sept. 26: Orthographic Projection and Section Views / Isometric Drawings Read Ch. 7-8 Dorn/Shanda	Project #4: Worksheets 7.1, 7.2, & 8.1 in 2D Project #3 Due
Sept. 28: Layer Plane vs. Screen Plane Basic 3D tools	
Oct 3: Complex 3D drawing / Adding and Subtracting solids, sweeps Read Ch. 7 & 9 Allen	Project #5: Worksheets 7.1, 7.2 & 8.1 in 3D Using design layers, sheet layers and viewports Project #4 Due
Oct. 5: “Reading” Detail Drawings	
Oct. 10: Dimensions and Notation Read Ch. 6 Dorn/Shanda	Project #6: Worksheet 6.1, and project #5 “annotations” Project #5 Due
Oct. 12: Design Drawings vs. Construction drawings Read Ch. 17 & 18 Dorn/Shanda	
Oct. 17: Construction Drawings Continued Read Ch. 13 & 19 Dorn/Shanda	Project #7: Problems 14.1 – 14.3, Worksheets 19.1 – 19.2 Project #6 Due
Oct. 19: Drafting the Ground Plan Read Ch. 16 (pgs. 183-194) Dorn/Shanda	
Oct. 24: Drafting the Ground Plan Read Ch. 16 Dorn/Shanda	Project #8: Original Ground Plan Project #7 Due
Oct. 26: Midterm Exam – we will not meet for class Completed on Blackboard by 10pm	
Oct. 31: Building the 3D Model. Using the resource browser / Image props	Project #9: 3D Model from Ground Plan Project #8 Due
Nov. 2: Elevations and Centerline Sections	
Nov. 7: Elevations and Centerline Sections, con’t	Project #10: Elevations and Centerline Section Project #9 Due

Nov. 9: Light Plots Read Ch. 10, 15 & 16 Allen	
Nov. 14: Lighting resources/ Light Plots	Project #11: Basic Light Plot Project #10 Due
Nov. 16: models for the 3D printer	
Nov. 21: 3D models for the 3D printer, cont' Thingiverse.com	Project #12: Create a 3D object, sign up for consultation time and printing time. Project #11 Due
Nov. 23: Adding textures Read Ch. 8 Allen	
Nov. 28: Adding lighting effects to the 3D model	Work on Final project Project #12 Due
Nov. 30: TBD	
Dec. 5: Work on final project	Work on Final Project
Dec. 7: Last day of class- evaluations, last chance to ask questions	
Final Project Due on Blackboard by:	5pm Thursday December 15