

THFM-3202-001 (3 credit hours)

DRAFTING AND DRAWING

Winter, 2022
Monday & Wednesday, 14:30 - 15:45
Location: OT20, Asper Centre
Start: 01/10/22
End: 04/06/22

Instructor: Sean McMullen
Phone: TBA
E-Mail: se.mcmullen@uwinnipeg.ca
OT20 Office Hours: Friday 14:30 - 15:45
Virtual Office Hours: By Appointment

COURSE DESCRIPTION

This course will demonstrate and build upon the fundamentals of both pictorial drawing and mechanical drafting for the theatre and film industry. The first portion of this course will cover the basics of tool selection and usage, and introduce the student to the conventions used to communicate three dimensional information from a two dimensional surface. Topics covered will include, pencils and lead weights, line weights and thicknesses, title blocks and communication graphics, geometry and problem solving, and data collection for the preparation of drafting projects. The second half of the course will explore in greater depth the details and factors to consider when preparing drafting and drawing packages for the theatre and film industry, and rendering techniques for advanced surface communication. The student will be assessed on work completed during the term in conjunction with two projects, a Mid-term and a Final. The skills demonstrated in this course have applications beyond the world of theatre and film, such as with interior and graphic design programs, as well as architecture and engineering.

Classes are in-person at the OT20 studio space of the Asper Centre for Theatre and Film. Students will have access to the OT20 work space within University operating hours. In the event that a class must occur in an on-line setting, the instructor will make appropriate accommodations to conduct lecture material over Zoom.

In-person office hours will be available on Fridays from 14:30 - 15:45, and by appointment as needed. Should events arise making in-person meetings impossible, the instructor will be available via Zoom.

Invitations to Zoom* sessions will be made available to students in advance of meeting times via their uwinnipeg email address.

*As devices range in compatibility and functionality with Zoom, the instructor is able to make reasonable accommodations appropriate to different student circumstances. Please contact the instructor with any questions or concerns regarding access to or participation in this course.

COURSE MATERIALS / RECOMMENDED TEXTS

Course texts and digital documents will be provided through uwinnipeg email and through Nexus in advance of lectures. The instructor will demonstrate how to access the following [recommended text](#), available online through the uwinnipeg library.

Dorn and Shandra: *Drafting for the Theatre*

MARK DISTRIBUTION

Term Work	10%
Mid-term Project (due February 18, 2020).....	20%
Final Project (due April 8, 2022)	50%
Participation	20%
TOTAL.....	<u>100%</u>

MARK BREAKDOWN**Term Work (10%)**

Term Work will comprise of two assignments (5% each) distributed during the first three weeks of class. Term Work will be completed by and submitted with the Mid-term Project, but is welcome to prior assessment and critique in advance of submission towards producing as satisfactory a product as possible.

Mid-term Project (30%)

The Mid-term project will be production of a ground plan and a detailed wall elevation of the OT20 studio, based on a combination of provided and self-collected information for the OT20 studio. Assessment will be based on material covered during the first half of this course by means of lecture and assigned term work. Term Work will be formatted as to be submitted with the Mid-term Project. Mid-term Projects submitted by February 18, 2022, will be assessed and available on February 28, 2022.

Final Project (50%)

The Final Project will be drafting packages for both theatre and film settings, as well as any work and research as of the February 28, 2022, return to class. The two drafting packages will be worth 20% each, and all research and associated class work will make up the remaining 10%, for a total of 50% of the final mark.

Project and Work Assessment Rubric

A+/A/A-: Student exceeds expectations, and/or otherwise shows mastery of concepts and/or techniques
 B+/B : Student meets expectations, and/or shows understanding of concepts and techniques
 C/D : Student does not meet expectations, limited understanding of concepts or techniques
 F : Assignment/project not submitted

While the goal will be to submit physical documents, digital submission of assignments will be accommodated for extreme circumstances.

All term work must be completed by **Friday, April 8, 2021**. **ASSIGNMENTS WILL NOT BE ACCEPTED AFTER THIS DATE.**

Participation (20%)

Participation is the assessment of the student's contribution to the learning environment, as well as attendance record (see Attendance following). The student's contribution to the learning environment is accounted for by in-class discussion on lecture topics, respect for the environment, students, and instructor, and preparedness to engage in activities as prescribed for the day.

Attendance

Student attendance will be kept for each class. If you find yourself unable to attend a class, please let the instructor know prior to the expected absence, or as soon as possible. **Unexcused absences are assessed a penalty; 2% will be deducted from the final grade per occurrence.** Attendance is encouraged, however arriving late is disruptive to the learning atmosphere, especially where students may be learning from different devices. **Arriving to classes later than 10 minutes of class start time will be counted as an unexcused absence**, so please alert the instructor if you cannot avoid being late and intend on attending.

IMPORTANT DATES

Lectures begin for the 2022 Winter Term.	January 6, 2021
Winter term reading week. No classes.	February 20 – 26, 2021
Louis Riel Day. University closed.	February 21, 2021
Final date to withdraw from Winter Term courses.	March 16, 2021
Lectures end for the 2020 Winter Term.	April 6, 2021

TENTATIVE SCHEDULE FOR 2021

<u>Jan 10</u> - First class: course outline review - Introduction to Lettering and Sketchbook	<u>Jan 12</u> - Lecture: page preparation, tools, lines, notation - Term work begins
<u>Jan 17</u> - Lecture: geometry, scale, rulers - Term work continues	<u>Jan 19</u> - Term work continues
<u>Jan 24</u> - Lecture: dimensions, ground plans, symbols - Term work continues	<u>Jan 26</u> - Term work continues
<u>Jan 31</u> - Lecture: elevations, measuring - Mid-term project work begins	<u>Feb 2</u> - Lecture: orthographics - Mid-term project continues
<u>Feb 7</u> - Mid-term project continues	<u>Feb 9</u> - Mid-term project continues
<u>Feb. 14</u> - Mid-term project continues	<u>Feb. 16</u> - Mid-term project complete (Due Feb.18)
<u>Feb. 21</u> - Louis Riel Day, NO CLASS	<u>Feb. 23</u> - Reading Week, NO CLASS
<u>Feb. 28</u> - Lecture: construction and accessory drawings - Final project starts	<u>Mar. 2</u> - Final project continues

<u>Mar. 7</u> - Lecture: mechanical perspective - Final project continues	<u>Mar. 9</u> - Final project continues
<u>Mar. 14</u> - Final project continues	<u>Mar. 16</u> - Final project continues
<u>Mar. 21</u> - Final project continues	<u>Mar. 23</u> - Final project continues
<u>Mar. 28</u> - Final project continues	<u>Mar. 30</u> - Final project continues
<u>Apr. 4</u> - Final project continues	<u>Apr. 6</u> - Lectures end/Last classmate - Final project complete (Due Apr. 8)

In the event a class must be canceled due to exceptional circumstance, I will make every effort to inform students via uwinnipeg email, as well as the Departmental Assistant and Chair/Dean, so that class cancellation forms will be posted outside of the classroom in advance.

Students are reminded that they have a responsibility to regularly check their uwinnipeg email address to ensure timely receipt of correspondence from the University and/or their course instructors. Please alert your instructor of additional/preferred means of contact as necessary.

SUPPLIES

Students will need the following supplies available to them to complete their course work. While the department will have select items available, much of this can be located locally (or ordered online) from businesses that sell school supplies, or art stores.

- Painters/drafting tape (green or blue) to secure work to work surface
- Pencils (a variety of lead grades (HB, 2H, etc.) and/or lead widths (0.5mm, 0.7mm, etc.) recommended)
- an Eraser (white vinyl or plastic)
- a Pencil Sharpener (as needed)
- a Straight edge or T-square
- Architect's Scale Ruler*
- 30/60 Degree set Square*
- 45 Degree adjustable Square*
- a Compass* (such as from a geometry set)
- Ames Lettering guide*
- Erasing Shield*

*Marked equipment is available for loan from the department by the Instructor. Tool packages will be available from the first day of class. Borrowed equipment is required to be returned by April 8, 2022. Failure to return equipment may incur a withholding of final marks. Contact the instructor for more information.

CONVERSION SCALE

For the calculation of the final grade the following conversion table will be used:

A+	90 – 100%	GPA	4.5	C+	65 – 69.9%	GPA	2.5
A	85 – 89.9%	GPA	4.25	C	60 – 64.9%	GPA	2.0
A-	80 – 84.9%	GPA	4.0	D	50 – 59.9%	GPA	1.0
B+	75 – 79.9%	GPA	3.5	F	below 50%	GPA	0
B	70 – 74.9%	GPA	3.0				

Work not submitted will be graded as 0%.

STUDENT PARTICIPATION POLICY & COURSE CONTENT

Theatre & Film are communal art forms in which a number of interdependent artists and crafts people cooperate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals, meetings or shoots both within and outside of class times; and, in short, exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

COURSE CONTENT NOTE

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.

KNOW YOUR RIGHTS**Human Rights and Diversity**

All students are encouraged to visit the University's Human Rights and Diversity website (<https://www.uwinnipeg.ca/respect/index.html>) to familiarize yourself about your rights, the University's policies, and resources in place to support you. This site includes links to the University's Sexual Violence Policy and Procedures (<https://www.uwinnipeg.ca/respect/sexual-violence-policy-and-procedures.html>), as well as resources for getting and providing support and clear steps for disclosing or reporting sexual violence.

Sexual Violence Resources on Campus

From the UW Human Rights & Diversity website:

The University takes all disclosures and reports of sexual violence seriously; survivors of all backgrounds and experiences will be treated with dignity, respect, and care. If you have experienced sexual violence, there are trained staff to help you in whatever way suits you best."

Disclosing is telling a member of the UW Community that you have experienced sexual violence. This could be someone you trust or feel comfortable with, like a professor, coach, another staff person, or a member of the Sexual Violence Response Team (**SVRT**). A disclosure can be made in order to receive support, accommodation, or to be connected to other resources. The Sexual Violence Response Team (**SVRT**) is a small team of specially trained, well-situated staff that coordinates and organizes services for survivors in a confidential manner. For example, if you personally do not feel comfortable talking to your professors about extensions or deferring work, they would be able to arrange changes for you without telling the professor why you need accommodation.

Contact SVRT by phone at 204-230-6660. [You can find more information on disclosing here.](https://www.uwinnipeg.ca/respect/sexual-violence/support/index.html)
(<https://www.uwinnipeg.ca/respect/sexual-violence/support/index.html>)

Reporting is making a statement to the **Human Rights & Diversity Officer (HRDO)** with the intention of seeking remedy, sanction, or consequences through the university. Once a report is made, the **HRDO** will review your report and discuss your options. Your options could include an investigation process, or informal resolution (if you wish to resolve it without an investigation). The **HRDO** can still connect you with support, accommodation, or external organizations while the investigation is taking place.

You can contact the HRDO by phone at 204-988-7508 or by email at hrdo@uwinnipeg.ca
[You can report online here »](https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXjyBv) (https://uwinnipeg.qualtrics.com/jfe/form/SV_4ONi2EP1gcXjyBv)

PUBLIC HEALTH COVID CONSIDERATIONS

In the current changing health situation, the schedule and content of the course may be subject to change on short notice. Every effort will be made to inform students of these changes, to deliver the course content in the best way possible under the circumstances, and to evaluate students fairly.

HEALTH AND ACCESSIBILITY SERVICES

Life happens to everyone. If you are experiencing a crisis in your life, or if you have a physical or mental health issue, communicate with your Professor or Accessibility Services – let us know so we can provide support or direct you to those who can. The earlier we know, the earlier we can discuss what resources might be available. Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams/presentations (e.g., private space or more time) or during lectures/labs (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. Please see <http://www.uwinnipeg.ca/accessibility>. If you do not register with AS, you cannot be granted special consideration (e.g. extra time to write exams/tests, attendance issues because of physical or mental health conditions, etc.).

The University of Winnipeg promotes a scent-free environment. Please be respectful of the needs of your fellow classmates and your instructor by avoiding the use of scented products while attending on-campus lectures and labs. Exposure to perfumes and other **scented products (such as lotion)** can trigger serious health reactions in persons with asthma, allergies, migraines or chemical sensitivities. We are asking for your cooperation to create a scent-free environment **on campus** by students, faculty and staff.

"THE REAL THING" LECTURE SERIES

During the FW terms, the Department of Theatre and Film presents a series of lectures held on Wednesdays during the free period (12:30-13:20). This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. and

are open to all students. The speakers will specifically address issues related to “the business of the business.”

Lectures are planned on the following dates in the Winter term:

January 19, 2022

March 2, 2022

Guests will be confirmed shortly.

MANDATORY ATTENDANCE FOR HONOURS STUDENTS: Beginning in January, attendance at **EVERY** lecture is mandatory for ALL Honours students in Theatre (that is, anyone taking 4000-level courses in any area), as well as students in THFM-3110 Screen Acting, THFM-3201 Styles in Design, THFM-3801 Production II, and THFM-3920 Musical Theatre.

All students are encouraged to attend these fun and informative lectures. Please see our department website in the Fall for information.

ORIENTATION ASSEMBLY

The department will hold a Winter term Orientation/Info session by Zoom in January, currently planned for Monday, January 17th at 12:30 pm to welcome students to the new term, provide information about the department, its various activities and those of its professors; and deliver news about what's coming up.

ALL STUDENTS ARE ENCOURAGED AND WELCOME TO ATTEND! Please see our department website for information in January.

TAFSA

All students enrolled in at least one theatre or film class are automatically members of TAFSA, the Theatre and Film Students' Association, which plans a number of exciting activities each academic year. Activities organized by TAFSA include regular **Performance Jams**, **Department parties** and **Socials** as well as **DioFest** (a new play festival featuring student written and produced plays), and **24/7** (an event in which students move into our building and several plays are written, rehearsed, produced, and presented – all in a period of 24 hours!).

Please join TAFSA to find out more at their meetings, every second Wednesday from 12:30-13:20 pm. This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events. Visit the TFSFA Instagram account at **@tafsauw** or send them an email at tafsa.uw@hotmail.com.

BUILDING SECURITY

To safeguard the health of the UWinnipeg community — and support public health efforts — during the ongoing COVID-19 situation, the UW campus is closed to the public until further notice. Students, Faculty and Staff must use specific access points to buildings and provide identification upon entry.

Information about access for students can be found at <https://www.uwinnipeg.ca/covid-19/on-campus-learning-faq.html>.

NOTE: It is **MANDATORY** that anyone entering the building and attending classes, labs or rehearsals in the building carry an ID card/student card to verify their vaccination status and that they are allowed to be on campus. If a Security Guard checks and you do not have proper accreditation, **you will be evicted**.

These rules are in place to protect our students and our equipment; please respect them.

SECURITY PHONE (General, non-emergency, Safe Walk and Safe Ride): 204-786-9272
SECURITY EMERGENCY NUMBER: 204-786-6666

The Asper Centre for Theatre and Film is equipped with an emergency-only phone to directly contact Security in the main lobby by the House Management Office. This can be used in an emergency situation to directly connect with the UW Security Services.

Students are encouraged to visit the UW Security Services webpage at <https://www.uwinnipeg.ca/security/index.html> for complete information about campus security and emergency procedures.

RECORDING ON-LINE CLASSES

The instructor of an on-line class may choose to record a zoom or video class if there are online connectivity issues, absences, or to post to Nexus for later review.

If a lecture is recorded, students will be given notice (via the course outline or on a case-by-case basis) that their personal information may be captured; informed of how long the recording will be retained; and whether the recording will be used for evaluation of any kind. Students will also be given the option to turn off their cameras/microphones and use pseudonyms to remain anonymous (except where class participation is required).

Students with concerns or who wish to seek alternate arrangements may discuss the matter with the instructor.

Access to recordings will be limited to the academic staff, students, and others with a legitimate need. Recordings containing student personal information will not be posted publicly, but only on UW-approved servers.

No student is allowed to disseminate recordings outside of the class or post recordings publicly. Access to the recordings will be limited to the instructor and the students.

ELECTRONIC COURSE OUTLINE ADDENDA

Department Website: <https://theatre.uwinnipeg.ca> or <https://film.uwinnipeg.ca>

Please refer to the website for department information, but particularly regarding:

Fire and Safety Information for ACTF: Students must check our website and review the *Fire Safety Instructions in the Asper Centre for Theatre and Film* and *Access Card/Building Use Policy* at <https://www.uwinnipeg.ca/theatre-film/student-resources/loves-labours-lost-production-schedule.html>.

Room Bookings for Class Assignment Work: We expect students will be allowed to book rehearsal room space FOR CLASS-RELATED WORK ONLY. Please see our website links to *Room Booking Instructions* and electronic *Online Room Booking Form* found on our department website at <https://www.uwinnipeg.ca/theatre-film/rentals/access-card-and-building-use-policy.html>. Please read and note all instructions carefully. Room booking availability is subject to change according to public health and university policies.

GENERAL NOTES

- Students can find answers to frequently asked questions related to the University's Covid-19 policies for the 2021-22 year here: <https://www.uwinnipeg.ca/covid-19/index.html>
- Students should check their UWinnipeg e-mail addresses daily as this is the most direct way instructors and the University will contact students, particularly during the current environment of quickly-changing circumstances.
- This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.
- A permitted or necessary change in mode of delivery may require adjustments to important aspects of course outlines, like class schedule and the number, nature, and weighting of assignments and/or exams.
- Archival records such as videotapes, sound recordings, and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, they should withdraw from this course immediately.
- Unless necessary for accessing class, cellular phones should be turned off during classes and examinations. Texting is not permitted in class.
- Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.
- It is the student's responsibility to retain a photocopy or computer disk copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.
- When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students via UWinnipeg webmail (and/or using the preferred form of communication, as designated by the instructor), as well as the Departmental Assistant and Chair/Dean. ***Students are reminded that they have a responsibility to regularly check their UWinnipeg e-mail addresses to ensure timely receipt of correspondence from the university and/or their course instructors.***
- Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work or examinations without penalty. A list of religious holidays can be found in the 2021-22 Undergraduate Academic Calendar, <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

Regulations, Policies, and Academic Integrity

Students are encouraged to familiarize themselves with the "Regulations and Policies" found in the University Academic Calendar at:

<https://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>. Particular attention should

be given to subsections 8 (“Student Discipline”), 9 (“Senate Appeals”), and 10 (“Grade Appeals”). Please emphasize the importance of maintaining academic integrity, and to the potential consequences of engaging in plagiarism, cheating, and other forms of academic misconduct. Even “unintentional” plagiarism, as described in the UW Library video tutorial “Avoiding Plagiarism” (<https://www.youtube.com/watch?v=UvFdxRU9a8g>) is a form of academic misconduct. Similarly, uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) is a form of misconduct, as it involves “aiding and abetting” plagiarism. More detailed information can be found here: Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf>.

Respectful Learning Environment

Students are expected to conduct themselves in a respectful manner on campus and in the learning environment irrespective of platform being used. Behaviour, communication, or acts that are inconsistent with a number of UW policies (e.g. Respectful Working and Learning Environment Policy <https://www.uwinnipeg.ca/respect/respect-policy.html>, Acceptable Use of Information Technology Policy <https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf>) could be considered “non-academic” misconduct. More detailed information can be found here: Non-Academic Misconduct Policy and Procedures: <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf> and <https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-procedures.pdf>.

Copyright and Intellectual Property

Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides—irrespective of format. Students who upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor/presenter before, for example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board. Students found to be in violation of an instructor’s intellectual property rights could face serious consequences pursuant to the Academic Misconduct or Non-Academic Misconduct Policy; such consequences could possibly involve legal sanction under the Copyright Policy (https://copyright.uwinnipeg.ca/docs/copyright_policy_2017.pdf).

Research Ethics

Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain research ethics approval before commencing data collection. Exceptions are research activities done in class as a learning exercise. For submission requirements and deadlines, see <http://www.uwinnipeg.ca/research/human-ethics.html>

Privacy

Students are reminded of their rights in relation to the collecting of personal data by the University (<https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html>), especially if Zoom is being used for remote teaching (<https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html>) and testing/proctoring (<https://www.uwinnipeg.ca/privacy/zoom-test-and-exam-proctoring.html>).

VOLUNTARY WITHDRAWAL DATES

The voluntary withdrawal dates for each term, without academic penalty, are:

- **FALL/WINTER TERM COURSES:** February 16, 2022 for Fall/Winter courses which begin in September 2021 and end in April 2022
- **WINTER TERM COURSES:** March 16, 2022 for Winter courses which begin in January 2022 and end in April 2022

Students are encouraged to speak to the Instructor before withdrawing to explore other options.

Please note that withdrawing before the VW date does not necessarily result in a fee refund.