

THFM-3202-001 (3 credit hours)

## DRAFTING AND DRAWING

Winter, 2021

Monday & Wednesday, 14:30 - 15:45

Online Course: via Live Zoom and Nexus+

Start: 01/06/21

End: 04/23/21

Instructor: Sean McMullen

Phone: TBA

E-Mail: se.mcmullen@uwinnipeg.ca

Virtual Office Hours : Friday 14:30 - 15:45 and by Appointment

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### COURSE DESCRIPTION

This online course will demonstrate and build upon the fundamentals of both pictorial drawing and mechanical drafting for the theatre and film industry. Each week, students will engage in online lectures, followed by open studio sessions. Students will be evaluated based on their participation in open studio sessions, as well as the completion of weekly assignments and projects during the course. Topics of this course include, but are not limited to; observational drawing techniques, lead and paper selection, pencil techniques, drafting with geometry, preparing scaled drawings, drafting conventions in theatre-film, dimensional drawings, and pictorial/mechanical perspective.

This course will be provided via Zoom sessions, requiring the student have access to Zoom on an appropriate device to attend these sessions\*. Classes will start with a speaker only lecture portion which will be recorded and made available on uwinnipeg Nexus. Monday lectures will be followed by open studio sessions, where students will be called upon to provide suitable drawing subjects with their device for live drawing sessions, and/or engage in one on one meetings with the instructor for individual feedback. Wednesday lectures will be followed by work periods that will serve as time for the students to interact with the instructor in an open forum setting, but is otherwise non-mandatory for attendance and primarily for focusing on assignments/project work.

\*As devices range in compatibility and functionality with Zoom, the instructor is able to make reasonable accommodations appropriate to different student circumstances. In addition to accessing classes, **students are asked to submit weekly assignments digitally to the instructors email address** - the instructor will demonstrate ways to accomplish this in the first week of class. Please contact the instructor with any questions or concerns regarding access to or participation in this course.

Virtual Office hours on Fridays will also serve as non-mandatory, drop-in studio sessions, where the instructor will primarily be available to address students one on one via a break-out room, or to a group of students as a whole.

Invitations to Zoom sessions for Monday and Wednesday classes, as well as Fridays from 14:30-15:45, will be made available to students in advance of class dates via their uwinnipeg email address. A review of this course outline will take place during the first class, Jan 6.

### 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**

|   |                    |
|---|--------------------|
| Open Studio Participation .....                       | 20%                |
| Studio Sketchbook .....                               | 10%                |
| Assignments (six assignments valued at 5% each) ..... | 30%                |
| Mid-term Project (due February 22, 2021).....         | 15%                |
| End-term Project (due April 7, 2021).....             | 25%                |
|   | -----              |
| <b>TOTAL.....</b>                                     | <b><u>100%</u></b> |

**MARK BREAKDOWN**

**Open Studio Participation (20%)**

There will be 10 open studio sessions (indicated on schedule) where students will be asked to provide a minimum of 3 drawing subjects across the 10 sessions. Students will be separated into breakout rooms, where the instructor will call upon individual students to provide their subject to their assigned room for the other students to then draw from. Students will be called upon semi-randomly, prioritizing students yet to supply the 3 minimum subjects. If a student is unwilling or unable to provide a subject when called upon, 5% of this mark will be deducted for the first occurrence, and reduced to 5% on a second occurrence. Students can claim these participation marks back if they volunteer an appropriate subject for a later session with consultation of the instructor. A third occurrence will result in an open studio participation mark of 0%. Students can ensure they achieve full marks by having a subject on 'stand-by' for open-studio sessions, should they be called on. The instructor will always have a subject available for each class, and will offer suggestions in selecting subjects for following classes.

**Studio Sketchbook (10%)**

The studio sketchbook is a collection of the drawings produced during Monday open-studio sessions, as well as supplemental drawings asked for outside of scheduled class times. These drawings will be due to the instructor for assessment by the next open-studio session (indicated on schedule). This mark will be reduced by 1% for each time a student fails to produce work. Sketchbook work can either be submitted digitally, or shared remotely in a one on one meeting between the student and instructor, and will receive critique on areas of improvement and points of interest and success.

**Assignments and Projects**

There will be 6 assignments, each valued at 5% toward the final mark (for a total of 30%). Assignments and Projects (Mid-term, 15%; End-term 25%) will be assigned during Wednesday lectures, and are generally due the following week. Please see the schedule for more details. Grading criteria for projects and assignments will be further detailed as assigned, along the following 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

Assignments are to be submitted digitally (jpeg preferred) to the instructor's email address – this will require the student to have access to means of digitizing their work, like with a document scanner or cellular phone camera

Assignments will be returned within a week after being submitted and will include commentary on further improvement, and highlight areas of particular interest and success. Students are welcome and encouraged to use drop-in studio sessions on Fridays, and following after Wednesday lecture sessions, for instructor commentary of progress on assignments before submission.

All term work must be completed by **Friday, April 9, 2021. ASSIGNMENTS WILL NOT BE ACCEPTED AFTER THIS DATE.**

### **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 2021 Winter Term.  
 Winter term reading week. No classes.  
 Louis Riel Day. University closed.  
 Final date to withdraw from Winter Term courses.  
 Lectures end for the 2020 Winter Term.

January 6, 2021  
 February 14 – 20, 2021  
 February 15, 2021  
 March 16, 2021  
 April 6, 2021

### **TENTATIVE SCHEDULE FOR 2021**

|   |   |
|---|---|
| <u>Date</u><br>- Topics covered, assignment and due dates                             | <u>Jan 6, Lectures begin/First day of class.</u><br>- Course outline review<br>- Work surfaces, page preparation, and pencils |
| <u>Jan 11</u><br>- Fundamentals of pictorial drawing<br>- Doodles                     | <u>Jan 13</u><br>- Tools, lines, lettering, and geometry<br>- Assignment 1 (due Jan 20)                                       |
| <u>Jan 18</u><br>- Sketching and style<br>- Open-studio 1                             | <u>Jan 20</u><br>- Scale and rulers, dimensions, and notation<br>- Assignment 2 (due Jan 27)                                  |
| <u>Jan 25</u><br>- Shading and contrast<br>- Open-studio 2<br>- Jan 18 Sketchbook due | <u>Jan 27</u><br>- Ground plans, symbols<br>- Assignment 3 (due Feb 3)  |

|  |  |
|--|--|
| <u>Feb 1</u><br>- Natural objects and textures<br>- Open-studio 3<br>- Jan 25 Sketchbook due   | <u>Feb 3</u><br>- Section drawings<br>- Mid-term Project outline review<br>- Mid-term Project work begins (due Feb 22) |
| <u>Feb 8</u><br>- Non-natural materials and textures<br>- Open-studio 4<br>- Feb 1 Sketchbook due                                    | <u>Feb 10</u><br>- Accessory drawings<br>- Mid-term Project work   |
| <u>Feb 15</u> , Louis Riel Day, NO CLASS   | <u>Feb 17</u> , Reading Week, NO CLASS   |
| <u>Feb 22</u><br>- Composition<br>- Open-studio 5<br>- Mid-term Project due<br>- Feb 8 Sketchbook due                                | <u>Feb 24</u><br>- Orthographic drawings<br>- Assignment 4 (due Mar 3)   |
| <u>Mar 1</u><br>- Fabric<br>- Open-studio 6<br>- Feb 22 Sketchbook due   | <u>Mar 3</u><br>- Drafting for theatre and film<br>- Assignment 5 (due Feb 1)  |
| <u>Mar 8</u><br>- Perspective<br>- Open-studio 7<br>- Mar 1 Sketchbook due   | <u>Mar 10</u><br>- Mechanical perspective<br>- Assignment 6 (due Mar 17)   |
| <u>Mar 15</u><br>- The human form<br>- Open-studio 8<br>- Mar 8 Sketchbook due   | <u>Mar 17</u><br>- End-term Project outline review<br>- End-term Project work begins (due Apr 7)                       |
| <u>Mar 22</u><br>- Draping costumes<br>- Open-studio 9<br>- Mar 15 Sketchbook due  | <u>Mar 24</u><br>- Shop and construction drawings<br>- End-term Project work   |
| <u>Mar 29</u><br>- Human faces<br>- Open-studio 10<br>- Mar 22 sketchbook due  | <u>Mar 31</u><br>- End-term Project work   |
| <u>Apr 5</u> , Last Class<br>- Living subjects<br>- Mar 29 Sketchbook due<br>- End-term Project work<br>- Open-studio time available | <u>Apr 7</u><br>- End-term Project due   |

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. Much of this can be located locally (or ordered online) from businesses that sell school supplies or art stores. The Instructor acknowledges that some equipment may be difficult for students to access, and will make every effort to demonstrate ways of working WITHOUT tools as needed.

- a Work Surface, such as a thick sketchbook, desk top, or drawing board
- Paper to draw on, suitable to your work surface and method of digital presentation.  
(a package of 8.5" x 11" paper would be sufficient to cover your work for this course)
- 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 (within Winnipeg, MB) by the Instructor. Pick-up/drop-off appointments will be made during the first day of class (Jan 6) to facilitate having all supplies signed-out as soon as possible. Borrowed equipment is required to be returned by April 16, or else the student risk having their marks withheld. 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.**

## **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](mailto: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**

Normally, 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. These speakers will specifically address issues related to “the business of the business,” and attendance is compulsory for some courses (for example, all Honours level students must attend). This year, the series has been somewhat truncated. One lecture took place by Zoom in September, and further lectures may be added in the winter term online (by Zoom or other platform). Watch our website for information on further lectures as they are planned.

### **ORIENTATION ASSEMBLY**

Each year in September we hold an *Orientation Assembly* to welcome students to the new term; introduce our new students to faculty and other students; provide information about the department, its various activities and those of its professors; and deliver news about what's coming up. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend.

Our Orientation Assembly took place by Zoom in September. Occasionally during the year, other Town Hall type Department-wide meetings may be called; check our website for information as new meetings are planned.

### **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 Monday from 12:30-13:20 pm (by Zoom or other platform in 2020-21). Follow TAFSA at @tafsauw on Instagram. This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events.

### **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 until further notice. All academic instruction and evaluation will continue through alternate delivery.

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is CLOSED as per Campus policy. Access for students attending in-person labs in our building will be arranged as necessary. All studios and labs are locked 24/7.

**NOTE:** It is **MANDATORY** that anyone attending labs or rehearsals in the building carry an ID card/student card to verify 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.

### **RECORDING ON-LINE CLASSES**

The instructor 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**

Students must check our website at <http://uwinnipeg.ca/theatre-film> and read the menu items called *Fire Safety Instructions in the Asper Centre for Theatre and Film* and *Access Card/Building Use Policy*.

Room bookings at the ACTF are suspended until at least December 31, 2020 and possibly longer. However, when we are able to allow students to book rooms again, links to *Room Booking Instructions* and electronic *Online Room Booking Form* can also be found on our department website. Please read and note all instructions carefully.

### **GENERAL NOTES**

- Students can find answers to frequently ask questions related to remote learning here: <https://www.uwinnipeg.ca/covid-19/remote-learning-faq.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 remote learning environment.
- 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.
- 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 email (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.***
- **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 note the importance of maintaining academic integrity, and 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>.

- **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, notes on whiteboards, 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](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 should be familiar with 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>)
- **Respectful Learning Environment.** All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. 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* at <https://www.uwinnipeg.ca/respect/respect-policy.html>; *Acceptable Use of Information Technology Policy* at <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> .

- 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 examinations without penalty. A list of religious holidays can be found at <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

### **VOLUNTARY WITHDRAWAL DATES**

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

- **FALL TERM COURSES:** November 17, 2020 for Fall courses which begin in September 2020 and end in December 2020;
- **FALL/WINTER TERM COURSES:** February 23, 2021 for Fall/Winter courses which begin in September 2020 and end in April 2021;
- **WINTER TERM COURSES:** March 16, 2021 for Winter courses which begin in January 2021 and end in April 2021.

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.**