



THEA 2304: Theatre Graphics & Technology

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Office Hours: T,W,R 1:00- 2:00 pm
Or by appointment

Spring 2021
Monday & Wednesday
10:30 am- 11:50 am
[Remote Via Zoom](#)
3 Credits

Course Description

To thoroughly investigate the use of Vectorworks as a design and craft tool in 2D & 3D.

- To learn a system of working that facilitates collaboration with all design disciplines in a close, careful, and structured way that allows the design process to flow naturally and efficiently.

Objectives

The class will combine the use of online video tutorials, written tutorials, short online quizzes per tutorial, in-class discussions, assignments, projects, and in-class lab time / **progress checks**.

- The class will specifically concentrate on:
 - 2D drafting.
 - 3D modeling
 - Basic texturing
 - Basic lighting
 - File organization
 - Printing and graphic layouts
- Students will be expected to spend at **least four** hours a week, outside of class, working in the software,
 - not including time spent with tutorials:
 - Video times listed in syllabus. Use to plan your time!

Materials and Supplies

- 3 Button Mouse

Software

- Vectorworks 2021
 - [Vectorworks Student Portal | Vectorworks Educational Portal \(myvectorworks.net\)](#)

Recommended Text



Vectorworks for Entertainment Design: Using
Vectorworks to Design and Document Scenery,
Lighting, Rigging and Audio Visual Systems 2nd Edition
By Kevin Lee Allen
ISBN: 978-0367192945

Course Assessment and Grading

Assignments for this course are assessed according to rubrics. You can find these rubrics by clicking on the appropriate assignment link in Blackboard and choosing to "View Rubric" from the button beneath the Points Possible for the assignment.

Grade Distribution:

1300-1170 = A 1169-1040 = B 1039-910 = C 909-780 = D 779 and Below = F

Attendance, Participation, and Professionalism	100 pts
Quizzes- Due on Monday at 10:30 AM	
Quiz 1: Vectorworks Startup	5 pts
Quiz 2: Vectorworks U.I.	5 pts
Quiz 3: Classes and Attributes Palette	5 pts
Quiz 4: Layers	5 pts
Quiz 5: Snapping Palette	5 pts
Quiz 6: 2D Tools	5 pts
Quiz 7: Edit/ Modify Menu	8 pts
Quiz 8: Resource Manager	5 pts
Quiz 9: Sheet Layers	5 pts
Quiz 10: 2D Symbols	5 pts
Quiz 11: 2D Annotations	5 pts
Quiz 12: 3D Modeling Palette	6 pts
Quiz 13: Model Menu	6 pts
Quiz 14: Hybrid Symbol	5 pts
Quiz 15: Textures	8 pts
Quiz 16: Building Shell Palette	5 pts
Quiz 17: 3D View Viewports and Annotations	5 pts
Quiz 18: Vectorworks Standards	5 pts
Quiz 19: 3D Section	5 pts
Quiz 20: Visualization Palette	5 pts
Quiz 21: Lighting Vectorworks	5 pts
Quiz 22: Rendering Camera and Viewport	5 pts
Quiz 23: Spotlight Palette	5 pts
Quiz 24: Lighting Standards	5 pts
Assignments- Due on Mondays at 10:30 AM	
Assignment 1-Vectorworks Installation	50 pts
Assignment 2: 2D Worksheet	50 pts
Assignment 3: 3D Modeling Worksheet	50 pts
Projects- Due date specified on Rubric	
Project 1: Wall Elevation	100 pts
Project 2: Title Block	100 pts
Project 3: 3D Model Wall	100 pts
Project 4 Final Project- Due date specified on Rubric	
Project 4A- Scenic Design Model	100 pts
Project 4B: Section	100 pts
Project 4C: Rendering	100 pts
Project 4D: Elevations	100 pts
Project 4E: Light Plot	100 pts
Project 4F: Final	100 pts

Technology Requirements

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk](#) as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

Vectorworks Technology Requirements

Please look at the link provided for Vectorworks Software Requirements. If you do not have a computer that meets the specification please let me know as soon as possible so that I can get you information on the remote PC. [Software System Requirements | Vectorworks](#)

Course Communication:

Because this is an online class, we won't see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are a number of ways we can keep the communication channels open:

- **Office Hours:** We will not be able to meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be held on zoom(<https://utep-edu.zoom.us/j/82486707665?pwd=bWluZXBWeEluajV2amRQdDBjcmxsUT09>) during the following times:

Wednesdays: 1-2 p.m. Mountain Time

Thursdays: 1-2 p.m. Mountain Time

- **Email:** UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.
- **Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

Netiquette

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

COURSE POLICIES:

Attendance and Participation:

Attendance in the course is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements.
- Participating in engaging discussion with your peers on the discussion boards (grading rubric provided in the "grading information" area of each forum)
- Other activities as indicated in the weekly modules.

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

Excused Absences And/or Course Drop Policy

According to UTEP Curriculum and Classroom Policies, "When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class with a grade of "W" before the course drop deadline and with a grade of "F" after the course drop deadline." See academic regulations in the UTEP Undergraduate Catalog for a list of excuse absences. Therefore, if I find that, due to non-performance in the course, you are at risk of failing, I will drop you from the course. I will provide 24 hours advance notice via email.

Deadlines, Late Work, And Absence Policy

Tutorial Quizzes

- Tutorial Will be available Monday Morning and Tutorial Quizzes will be due the Monday at 10:30 am. No late work will be accepted if the reason is not considered excusable.

Projects and Assignments

- Deadlines and Assignments for projects will be outlined in the Rubric as well as the Course Schedule. Failure to complete projects on time results in a 10% Grade reduction, an addition 10% will be deducted

each day late. After 5 days Projects will be recorded as 0.

Make-Up Work

Make-up work will be given only in the case of a documented emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if at all possible—and explain with proper documentation why you missed a given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

Alternative Means of Submitting Work In Case Of Technical Issues

I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work (answers to discussion points, quizzes, exams, and essays) in a separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort.

Incomplete Grade Policy

Incomplete grades may be requested only in exceptional circumstances after you have completed at least half of the course requirements. Talk to me immediately if you believe an incomplete is warranted. If granted, we will establish a contract of work to be completed with deadlines.

Accommodations Policy

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the [UTEP Center for Accommodations and Support Services \(CASS\)](#). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the [CASS portal](#).

Covid-19 Accommodations

Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations.

Scholastic Integrity

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct](#)

[and Discipline.](#)

Class Recordings

The use of recordings will enable you to have access to class lectures, group discussions, and so on in the event you miss a synchronous or in-person class meeting due to illness or other extenuating circumstance. Our use of such technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP's acceptable-use policy. A recording of class sessions will be kept and stored by UTEP, in accordance with FERPA and UTEP policies. Your instructor will not share the recordings of your class activities outside of course participants, which include your fellow students, teaching assistants, or graduate assistants, and any guest faculty or community-based learning partners with whom we may engage during a class session. **You may not share recordings outside of this course.** Doing so may result in disciplinary action.

Covid-19 Precautions

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures.

Content of Theatre Productions:

The performing arts have a power to stir strong emotions, or possibly touch on subjects you might not feel comfortable seeing on stage. If you have concerns about viewing or discussing specific subjects, please see me as soon as possible to discuss possible accommodations. As I will respect your individual's rights to choose what shows you want to see, I expect all our discussions—including any that may occur outside of class—to be conducted in a respectful and professional matter.

STUDENT RESOURCES:

UTEP Technology Support Center: The Technology Support Center (TSC) offers UTEP students access to state of the art computing equipment and specialized software for academic needs. The TSC is also home to the PC Clinic, which offers computer software repair services to students at no cost. The center is located in the library, room 300 (747-5257).

Student Health Center: UTEP Student Health Center is here to meet the health care needs of all students so they can focus on their studies. As a student you have paid a medical service fee that allows you to be seen at the clinic as often as needed. Office visits are low cost as well as medications, supplies and any needed lab tests (747-5624).

University Counseling Center: The UTEP University Counseling Center located at 202 Union West can assist you to decide on a career or work through personal concerns. They provide confidential counseling

services, assist with stress management, and offer an after-hours crisis support line (747-5302).

Disclaimer

Information contained in this syllabus, other than the grade and absence policy, is subject to change with advance notice, as deemed appropriate by the instructor to enhance learning opportunities. All changes will be clearly communicat

Course Schedule

Class Meeting Link: <https://UTEP-EDU.ZOOM.US/j/88302755170?pwd=ANBJRU5EZMXEU2NPelZMQzJNSGHSQT09>

Office Hours (W/R 1:00-2:00 PM) Link: <https://UTEP-EDU.ZOOM.US/j/82486707665?pwd=BWLuzXBWEEUajV2amRQdDBjcmxSUT09>

	Date	Lecture Topic	Tutorial Video	Assignment	Assignment Due
Week/Module 1- Introduction to Vectorworks					
W	1/20	Syllabus/ Course Introduction			
Week 2- Module 2: Foundations					
M	1/25	Lecture- Introduction to Graphics	1. Vectorworks Startup 2. Vectorworks U.I. 3. Classes and Layers	Assignment 1- Vectorworks Installation	
W	1/27	Lecture- Vectorworks User Interface	4. Snapping and Constraints Palette 5. 2D Tools 6. Edit/ Modify Menu Quiz 1-7 Due Sunday at 11:59 PM		
Week/Module 3- "2D Drafting"					
M	2/1	Lecture- 2D Toolset Review	7. Resource Manager 8. Sheet Layer 9. Symbols	Assignment 2: 2D Worksheet	Assignment 1: Vectorworks Installation
W	2/3	Lab- Assignment 1- 2D Work Sheet	10. View Menu Quiz 8 -10 Due Monday at 10:30 am		
Week/ Module 4: Elevation					
M	2/8	Lecture- Starting your file in Vectorworks	11. Annotations	Project 1: Wall Elevation	Assignment 2: 2D Worksheet
W	2/10	Lab- Project 1- Wall Elevation	Quiz 11 Due Monday at 10:30 am		
Week/ Module 5: Title Block					
M	2/15	Check-In			Project 1: Wall Elevation
W	2/17	Lecture: Title Blocks		Project 2: Title Block	
Week/ Module 6: Introduction to 3D					
M	2/22	Lab- Project 2	12. 3D Modeling Palette 13. Model Menu 14. Hybrid Symbol 15. Textures	Assignment 3: 3D Modeling Worksheet	Project 2: Title Block
W	2/24	Lecture-3D Modeling	Quiz 15-18 Due Monday at 10:30 am		
Week/ Module 7: Introduction to 3D Cont.					
M	3/1	Lab- Assignment 3	16. Building Shell Palette 17. 3D View Ports and Annotations	Project 3: 3D Model Wall Elevation	Assignment 3: 3D Modeling Worksheet
W	3/4	Lecture- 3D Walls Tips	Quiz Due Monday at 10:30 am		

Week/ Module 8: 3D Wall Elevation					
M	3/8	Lab-			
W	3/10	Check-in: 3D Model Wall Elevation			Project 3: 3D Model Wall Elevation
Week/ Module 9- Spring Break					
M	3/15	No Class- Spring Break			
W	3/17	No Class- Spring Break			
Week/ Module 10: Standards Introduction					
M	3/22	UTEP Standards Introduction	18. Vectorworks Standards	Project 4A- Scenic Design Model	
W	3/24	Lab- Project 4: Scenic Design	Quiz 22 Due Monday at 10:30 am		
Week/ Module 11: Scenic Model					
M	3/29	Lab- Project 4A: Scenic Design			
W	3/31	Cesar Chavez Day- No Class			
Week/ Module 12: Section					
M	4/5	Lecture- Section Drawing Review	19. 3D Section	Project 4B: Section	Project 4A- Scenic Design Model
W	4/7	Lab- Project 4B: Section	Quiz 24 Due Monday at 10:30 am		
Week/ Module 13: Rendering					
M	4/12	Rendering Review	20. Visualization Palette 21. Lighting Vectorworks	Project 4C: Rendering	Project 4B: Section
W	4/14	Lab- Project 4C: Rendering	22. Rendering Camera and Viewport Quiz 24- Due Monday at 10:30 am		
Week/ Module 14: Project Elevations					
M	4/19	Lab- Project 4D: Elevations	23. Spotlight Palette 24. Lighting Standards	Project 4D: Elevations	Project 4C: Rendering
W	4/21	Lab-Project 4D: Elevations	Due Monday at 10:30 am		
Week/ Module 15: Intro to Lighting					
M	4/26	Lecture-Lighting Plots		Project 4E: Light Plot	Project 4D: Elevations
W	4/28	Lab- Project 4E: Light Plot			
Week/ Module 16- Last Week of Class					
M	5/3	Lecture: Moving Forward			Project 4E: Light Plot
W	5/5	Lab- Refine/ Finish Final		Project 4F: Final	
Finals Week					
F	5/14	Final Exam 10:00 am - 12:45 pm	Turn in Final by 12:45		