THEA 2304: Theatre Graphics & Technology

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Cell: 573-881-0430
Office Hours: Tuesday and Wednesday 1:00- 2:00 pm
Or by appointment

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:
    o 2D drafting
    o 3D modeling
    o Basic texturing
    o Basic lighting
    o File organization
    o Printing and graphic layouts
  • Students will be expected to spend at least four hours a week, outside of class, working in
the software,
    o 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
    o 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 Sunday at 11:59 PM
Quiz 1: Vectorworks Startup 5 pts
Quiz 2: Vectorworks U.I. 5 pts
Quiz 3: Classes and Layers 5 pts
Quiz 4: Snapping and Constraints Palette 5 pts
Quiz 5: 2D Tools 8 pts
Quiz 6: Attributes Palette 5 pts
Quiz 7: Edit/ Modify Menu 5 pts
Quiz 8: Resource Manager 5 pts
Quiz 9: Sheet Layers 5 pts
Quiz 10: Symbols 5 pts
Quiz 11: View Menu 5 pts
Quiz 12: Sheet Layers and View Ports 5 pts
Quiz13: Dimension and Notes 6 pts
Quiz 14: Publish PDF 5 pts
Quiz 15: 3D Modeling Palette 6 pts
Quiz 16: Model Menu 6 pts
Quiz 17: Hybrid Symbol 5 pts
Quiz 18: Textures 8 pts
Quiz 19: Building Shell Palette 5 pts
Quiz 20: 3D Wall Tips 5 pts
Quiz 21: 3D View Viewports and Annotations 5 pts
Quiz 22: Vectorworks Standards 5 pts
Quiz 23: 3D Section 5 pts
Quiz 24: Visualization Palette 5 pts
Quiz 25: Lighting Vectorworks 5 pts
Quiz 26: Rendering Camera and Viewport 5 pts
Quiz 27: Spotlight Palette 5 pts
Quiz 28: Lighting Standards 5 pts

Assignments- Due on Mondays at 9:00 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: 3D Model Wall 100 pts
Project 3: Title Block 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 Blackboard Collaborate during the following times:
  - Tuesdays: 1-2 p.m. Mountain Time
  - Wednesdays: 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 following Sunday at 11:59 PM. 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](http://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](mailto: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](http://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 communicated.*
## Course Schedule

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<tr>
<th>Date</th>
<th>Lecture Topic</th>
<th>Tutorial Video</th>
<th>Assignment</th>
<th>Assignment Due</th>
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<td><strong>Week/Module 1- Introduction to Vectorworks</strong></td>
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<td>W 1/20</td>
<td>Syllabus/ Course Introduction</td>
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<td><strong>Week 2- Module 2: Foundations</strong></td>
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| M 1/25 | Lecture- Introduction to Graphics | 1. Vectorworks Startup  
2. Vectorworks U.I.  
3. Classes and Layers  
4. Snapping and Constraints Palette  
5. 2D Tools  
6. Attributes Palette  
7. Edit/ Modify Menu | Quiz 1-7 Due Sunday at 11:59 PM | Assignment 1- Vectorworks Installation |
| W 1/27 | Lecture- Vectorworks User Interface | | | |
| **Week/Module 3- “2D Drafting”** |
| M 2/1 | Lecture- 2D Toolset Review | 8. Resource Manager  
9. Sheet Layer  
10. Symbols  
11. View Menu | Assignment 2: 2D Worksheet | Assignment 1: Vectorworks Installation |
| W 2/3 | Lab- Assignment 1- 2D Work Sheet | Quiz 8 -11 Due Sunday at 11:59 PM | | |
| **Week/ Module 4: Elevation** |
| M 2/8 | Lecture- Starting your file in Vectorworks | 12. Sheet Layer and Viewports  
13. Dimension and Notes  
14. Publish PDF | Project 1: Wall Elevation | Assignment 2: 2D Worksheet |
| W 2/10 | Lab- Project 1- Wall Elevation | Quiz 12-14 Due Sunday at 11:59 PM | | |
| **Week/ Module 5: 2D Annotations** |
| M 2/15 | Lecture- Viewports and Annotations | 15. 3D Modeling Palette  
16. Model Menu  
17. Hybrid Symbol  
18. Textures | | |
| W 2/17 | Lab- Project: 1 Wall Elevation | Quiz 15-18 Due Sunday at 11:59 PM | | |
| **Week/ Module 6: Introduction to 3D** |
20. 3D Wall Tips  
21. 3D View Ports and Annotations | Assignment 3: 3D Modeling Worksheet | Project 1: Wall Elevation |
<p>| W 2/24 | Lab- Assignment: 3D Modeling Worksheet | Quiz 19-21 Due Sunday at 11:59 PM | | |</p>
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<th>Week/ Module 11: Scenic Model</th>
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