

TPA3208: Drawing/Drafting for the Stage (ONLINE)

General Information

University of Florida School of Theatre + Dance

Spring Semester 2025

Mondays & Wednesdays

3:00 p.m. - 4:55 p.m. EST

Instructor

Alan E. Schwanke, M.F.A.

Website: www.aeschwanke.com

Email: aschwanke@ufl.edu

Phone: (503) 409-1009

Office Hours: Available Virtually by Appointment Only

Course Description

This course teaches students how to translate design ideas from sketches and technical drawings, to computer drawing applications - specifically AutoCAD.

Course Goal

Drafting is the ability to translate three-dimensional ideas into two-dimensional information in reproducible form. The goal is to leave the class with a solid understanding of drafting for the theatre in digital format. This class prepares you for a career in the arts.

Course Philosophy

Drafting is a tool which allows a designer or technician to visualize their creative impulses. Clear and clean drafting based on those visions, communicates enough

information for correct realization on the stage. Drafting skills include learning to accurately draw designed scenery in scale/proportion. By the end of the course, you should have mastered the conventions and fundamentals of the language of theatrical drafting. Proficiency in drafting is a matter of extensive practice with patience. It will seem challenging at first, but once you understand how to approach drafting, it will get easier, and you will get faster. It is important to remember that drafting is always a tool with a purpose. As designers, you should aim for clear and accurately drawn components so that other members of a production team can bring your ideas to life.

AutoCAD has become the industry standard for many set designers and nearly all technical directors. Computer aided drafting allows users to create drawings that are easily altered, replicated, and distributed, but it does not necessarily replace hand drafting in the creative process. Often, many designers still start with traditional methods. Even though both AutoCAD and hand drafting can be used to create drawings with the same degree of completeness, we will be focusing on completing projects on AutoCAD. You will leave the class with another tool to add to your kit by gaining experience working effectively in a forum of open discussion and exploration.

Note: While Vectorworks has become the go-to software for lighting designers, the main goal of any designer is the same. Regardless of the computer program, you will need to find a clear and clean way of drawing things correctly. Lighting designers will still benefit from learning how to properly draft by composing scenic layouts.

Through this course you will:

1. Learn about theatrical drafting standards, and USITT guidelines for drafting packages.
2. Receive training in drafting specific components such as doors, windows, and stairs.
3. Gain basic to intermediate knowledge of AutoCAD including:
4. Work with program preferences, options, & settings
5. Use many of the drawing control tools and modification tools
6. Draft orthographically aligned objects using layers, line-weights, and line-types
7. Create layout pages with dimensions, notes, labels, and multi-leaders
8. Learn to distribute a full set of finished theatrical drawings (.zip & .pdf files)

Required Computer Applications

The required applications for this course are available in the current catalog of UF APPS. All programs are offered for both PC and Mac operating systems, though demos will be done in class on the PC version.

- AutoCAD 2025 (PC or Mac) –Autodesk has licenses for AutoCAD (PC or Mac) through the Education Community. Go to <http://www.autodesk.com/education/free-software/all>
- [Links to an external site.](#)
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Required Technology

Students are required to have access to a full computer system that runs regular software. Tablet and phone options are not acceptable. Zoom will be utilized for class sessions, so please work out your camera/microphone situation in advance.

If using campus equipment: The Technology Support Center provides computer support for Digital Worlds students who access Zoom, lecture recordings, student equipment, facilities, and other technology-based resources.

<http://digitalworlds.ufl.edu/support>

[Links to an external site.](#)

For computer assistance related to Zoom, lecture recordings, student equipment, and facilities request please submit a Help Ticket or email support@digitalworlds.ufl.edu

For support related to account services, technical consulting, mobile device services, software services, administrative support, application support center, and learning support services, please contact the UF Computing Help Desk available 24 hours a day, 7 days a week at 352-392-4357 or helpdesk@ufl.edu

Recommended Text

There is no formal text required for this class although you might find it helpful to purchase the following books for your library:

1. [Designer Drafting and Visualizing for the Entertainment World](#) 2nd Edition by Patricia Woodbridge and Hal Tine ISBN: 978-0-240-81891-7
2. [The Backstage Handbook: An Illustrated Almanac of Technical Information](#) by Paul Carter

3. Architectural Graphic Standards 1932 Edition by Ramsey & Sleeper

Attendance and Participation

Class participation and attendance is required. You are expected to be prepared for every class and be on time. Time management is critical to the practice of a theatre artist, therefore attendance and adherence to due dates is essential. Attendance is mandatory. If you cannot make it to class, you must contact me prior to the start of the class session to be excused.

1. Both Excused and Unexcused absences can result in your grade being lowered. 3 Absences will lower your total letter grade by one.
2. Grades are lowered due to excessive lateness. Please make an effort to log-on before class is about to begin.
3. Be prepared to stay the entire duration of the class time. You will lose participation credit for departing early.
4. Be ready to appear on camera when requested, unless prior arrangements have been made.
5. Your work should be open and ready to screen-share for group critique sessions and instructor feedback.
6. In-class workdays are meant for one-on-one feedback; come prepared and ready to ask questions.

Should you miss class due to an emergency or severe illness, I urge you to contact me as soon as possible regarding your absence so we can discuss progress moving forward and make sure you have all the information you need.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

<https://catalog.ufl.edu/UGRD/academicregulations/attendance-policies/>

[Links to an external site.](#)

Assignment Policy

All assignments are to be ready for discussion & critique at the beginning of the class period for which they have been assigned, or they will be considered late. Late assignments may be accepted late with an extension at instructor discretion. If an

assignment is not submitted by the revised deadline, it will be given a zero. Projects are designed and graded on a point system. The greater the number of points, the more percentage of your overall grade.

Submitting work

Projects are due to the appropriate CANVAS submission folder by the start time of class on the specified due date. Files must be saved in AutoCAD DWG format with the following filename:

Lastname_Projectxx.dwg (substitute 2, 3A, etc. for xx)

Example: Schwanke_Project2.dwg or Schwanke_Project5C.dwg

If there are any changes to this format, they will be noted on the assignment sheet for that project. All assignments must be uploaded to CANVAS. Emailed files will not be accepted without prior approval from the Instructor.

Grading

Course assessment is based on accumulated points earned for assignments and participation. Each project will have its own grading rubric. In general, projects will be graded on:

- Overall composition
- Clarity
- Drawing management
- Layer management
- Layout
- Line-weight
- Line-type
- Notation/Dimensioning
- Level of Detail

Points earned for assignments will be combined with the total amount of points earned for attendance and participation to determine your final grade.

One important aspect of acquiring a skill is discipline. It is essential to do your assignments and do them on time. Professional designers adhere to deadlines, and this class should help you shape your time management skills. Do your best to keep up.

Academic fraud and/or plagiarism is not acceptable and will result, at a minimum, in a zero credit for that assignment. Students are encouraged to help one another if a problem arises but you are expected to do your own work. The policies outlined by the university for grading and for assigning grade points can be located at this website:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

[Links to an external site.](#)

Classroom Culture

This class is a learning community in which all are welcomed and equally valued, regardless of background or identity category. I encourage you to share your experiences (as they are relevant to the course) and to learn from others' experiences, particularly when they are different from your own. In this classroom, you have a right to your own identity. This includes being called by your preferred name, pronounced correctly, and the use of correct pronouns. You have the right to adjust those things at any point in your education. If there are aspects of the instruction of this course that result in barriers to your inclusion, please contact me privately.

Online Classes and In-Class Recording

Online classes are recorded and therefore it is the student's choice to display their camera or not during the recording processes. Students are expected to be present on camera at the class meeting time. Once recording begins, they may opt out of showing their camera image if they so wish. Students are expected to respond to instructor or classmate comments or questions in a reasonable time, unmuting and responding indicating a focus of attention. If the student is going to be away from the session, it is important to communicate with the instructor in the chat window and express that a need to be excused momentarily is required. Students are also expected to notify on return. Failure to do so or failure to respond will be considered as an unexcused early departure.

Online Course Evaluations

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>.

Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students <https://evaluations.ufl.edu/results/>

[Links to an external site.](#)

Course Schedule & Assignments

Course Schedule & Assignments will be posted after the first meeting once the instructor has ascertained the existing skill & knowledge base of the class.

University Honesty Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions.

Students Requiring Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352- 392-8565, www.dso.ufl.edu/drc/)

[Links to an external site.](#)

) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor. Students with disabilities should follow this procedure as early as possible in the semester.

COVID-19

Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination pertaining to on-campus activities.

Disclaimer

This syllabus represents the instructor's current plans and objectives. As we go through the semester, those plans may need to change to enhance learning opportunity. Such changes when communicated are not unusual and should be expected.

Health and Wellness Recourses

- **Student Health Care Center:**
 - Call 352-392-1161 for 24/7 information to help you find the care you need or visit the Student Health Care Center website.
- **Counseling and Wellness Center:**
 - Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services and non-crisis services.
- **U Matter, We Care:**
 - If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit the U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.
- **University Police Department:**
 - Visit UF Police Department website or call 352-392-1111
- **UF Health Shands Emergency Room / Trauma Center:**
 - For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.
- **GatorWell Health Promotion Services:**
 - For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450.

Academic Resources:

- **E-learning technical support:**
 - Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu
- **Career Connections Center:**

- Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services
- **Library Support:**
 - Various ways to receive assistance with respect to using the libraries or finding resources
- **Teaching Center:**
 - Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills/tutoring.
- **Writing Studio:**
 - 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- **Student Complaints On-Campus:**
 - Visit the Student Honor Code and Student Conduct Code webpage for more information.
- **On-Line Students Complaints:**
 - View the Distance Learning Student Complaint Process