



## 200 Architectural Drafting & Sketch Up Course Syllabus

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Weeks 8-12 Tasha Sumner Email [tasha.sumner@idi.edu](mailto:tasha.sumner@idi.edu)

**CLASS FORMAT:**  
**Week 1-7**

1. Lecture to interpret and explain drawings.
2. Answer student questions.
3. Students work on project with instruction to complete three sheets of working drawings for a residence along with exercises that develop skills in hand lettering, scaled drawing, and other project communication techniques.
4. Students are tested on reading a drawing set and drawing interior elevations.

**CLASS FORMAT:**  
**Week 8-12**

1. Lecture to introduce Sketch Up 3D modeling program
2. Create and modify a 3D model

**OBJECTIVES:**

1. To demonstrate abilities in the creation of **INTERIOR DESIGN CONSTRUCTION DOCUMENTS.**
2. To develop skills in **DRAFTING** and **LETTERING** techniques used in **PROJECT COMMUNICATION.**
3. To increase awareness of the process of interior design and how it relates to **CONSTRUCTION METHODS.**
4. To demonstrate the ability to **READ A SET OF WORKING DRAWINGS.**
5. To learn Sketch Up 3D modeling and demonstrate the ability to use the program to create and modify 3D models

**ARCHITECTURAL DRAFTING SCOPE OF WORK:** (Subject to change at discretion of instructor)

Week 1 **Introduction, Class Format, Supplies, Lettering, Scaling, Line Quality and Dimensions, borders  
Lecture & demonstration  
Assignment - HOMEWORK EXERCISE #1 & #2**

Week 2 **Maneuvering through a Set of Drawings  
Setting up Title blocks  
Reading and Drawing a Floor Plan – Sheet 3  
Lecture & demonstration  
Assignment - HOMEWORK SHEET 3 SET UP BORDERS AND TITLE BLOCK  
DUE WEEK 2 – HOMEWORK EXERCISE #1 & #2**

Week 3 **Drawing a Floor Plan (cont.) – Sheet 3  
Lecture & demonstration  
DUE WEEK 3 – SHEET 3 SET UP BORDERS AND TITLE BLOCK**



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- Week 4      **Reading and Drawing Architectural Details – Sheet 12**  
                 **Lecture & demonstration**  
                 **DUE WEEK 4– FLOOR PLAN – Sheet 3**
- Week 5      **Reading and Drawing Interior Elevations - Sheet 9**  
                 **Lecture & demonstration**  
                 **DUE WEEK 5 – ARCHITECTURAL DETAILS – Sheet 12**
- Week 6      **Drawing Interior Elevations (cont.) Sheet 9**  
                 **Review of Drawing Set & Final Test prep**
- Week 7      **Final – Reading a Drawing Set & Elevations**  
                 **Final Exam and Elevation Drawing**  
                 **DUE WEEK 7 – INTERIOR ELEVATIONS – Sheet 9**

**SKETCHUP SCOPE OF WORK** (See separate syllabus for details)



## 200 Architectural Drafting & Sketch Up - Online Course Syllabus

All of these supplies should be purchased at the beginning of the Architectural Drafting course. **YOU ARE EXPECTED TO HAVE ALL OF THE SUPPLIES AVAILABLE FOR EVERY CLASS WEEKS 1-7**

Supplies that were provided to you in your Certificate class including the following - Review these supplies and supplement if needed:

- Flimsy (12" or 18" roll is okay)
- Drafting tape or dots
- Leads 2H, H, HB, and F with lead holders for each (3 leads to a tube is best)
- Architectural scale
- Lead pointer/sharpener
- Soft eraser
- Template with small hexagons, squares, circles and triangles
- Bath fixture template (1/4" scale)
- Drafting brush
- Erasing shield
- Triangles

Supplies that can be purchased at Art Supply Warehouse, Huntington Beach (artsupplywarehouse.com), Staples.com, or Amazon.com or similar type store:

- 24" x 18" sheets of vellum (3 or 4 sheets will be needed)
  - 1000H erasable grid (called Fade Out)
  - 8 squares to an inch
  - No** borders on the vellum
- 8 1/2" x 11" pad of vellum (erasable grid or plain)
- Prismacolor pen, French Grey 70%

Optional supplies:

- Non-Photo Blue Pencil
- Portable Drafting Board with Parallel Bar or T-Square – 24" x 36"

Other supplies:

- Downloads from IDI website and Canvas:
  - 200 Drafting Syllabus
  - 200 Drafting Plans (Canvas only)

**NOTE: PLEASE KEEP ALL SUPPLIES, CLASS NOTES AND MATERIALS FROM THIS CLASS, AS THEY COULD BE USEFUL IN OTHER CLASSES**



## 200 Architectural Drafting & Sketch Up - Online Course Syllabus

### Course Policies:

#### Attendance and Tardiness:

**Attendance is mandatory for every class.** You must remain for the entire class period.

**Two classes missed will result in a drop of one letter grade. Two consecutive absences or three total absences may result in failure in the class.** Arriving to class 10 minutes late constitutes a **tardy** as does **leaving class early before the class is excused**. Two times tardy will equal one class missed. **A student missing class is responsible for getting missed information from another student.**

#### Assignment Submissions

**All assignments and tests will be posted on Canvas. You will be expected to submit your work at the specified deadline on Canvas as well as bringing in the actual hard copy to IDI. The drawing set used for your assignments will be a digital file that will be posted on Canvas. You will need to have it plotted at Arc or another reprographic location of your choice by week 2.** If you have any issues with Canvas or need tech support, please contact Tammy or Jackie at the front desk.

#### Make-Up /Late Work

Weekly assignments require a hard copy submittal of the work to IDI the day the assignment is due. This is required for grading since all work is drafted to scale and cannot be graded off of the online submittals. Therefore, weekly assignments that are turned in 1 week late will have **5 points** deducted for the late submittal. **After one week late a zero will be given for the assignment – again, no exceptions – no excuses.**

#### Finals

A requirement of the class on week 7 is a final exam test and drawing. **Any student failing to take the final will fail the class.**

#### Cheating:

Any form of cheating, copying, or plagiarizing will result in failure and immediate dismissal from the class and possible dismissal from the college. This includes drafting by another student, family member or any other person.

#### Tutoring:

If any student is having trouble keeping up or understanding the course work, getting outside help is a better alternative to dropping the class or risking failure. Please see me about the possibility of a peer group tutor. Don't hesitate to contact or email me with questions about tutoring.

#### Emails:

As your teacher, I will be emailing and communicating with the class on a regular basis through Canvas. This may contain course schedule updates, change of due dates and/or assignments or other information that you will want. I welcome questions about the class.



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### Course Syllabus

Emails on weekends may not be answered until the following Monday. All students MUST have a current @idi.edu email address used for all class communication.

**Office Hours:** You will need to email me first to set up an appointment. I have very limited availability Wednesdays through Mondays. If you email me during those times, I may not answer you until Tuesday morning when I return to school. I can always arrange a one on one with you outside of my office hours with advanced notice. You will also have the ability for on one ones with me during class most weeks so gather your questions and ideas you need to review and try to have them ready.

Kristin's office hours: Tuesday 11:30am-12:30pm  
 Tuesday 4:00pm-5:30pm

#### COURSE GRADING POLICIES:

**STUDENT EVALUATION:** Criterion-based method of grading which means the grade is independent of other student scores.

#### POINT DISTRIBUTION FOR WEEK 1-7:

5 points	Attendance and attitude (1 point deducted for each absence)
30 points	Homework Exercise #1 & 2
25 points	Floor Plan - Sheet 3
25 points	Architectural Details - Sheet 12
25 points	Interior Elevations – Sheet 9
60 points	Final Exam (No Final Fails Class)

170 TOTAL POSSIBLE POINTS

#### 25 POINT BREAKDOWN:

LN	10 points for line quality and neatness
S	5 points for scaling
D	5 points for directions and specifications met
L	5 points for lettering

GRADE	POINTS	STANDARD
A	170 -153	Very superior achievement and high quality work
B	152 -136	Highly satisfactory achievement and above average work
C	135 -119	Competent achievement and average work



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D	118 -102	Poor achievement — work is late or incomplete
F	101 - 0	Very low achievement — work is late or incomplete and attendance is poor