

DES 320 Drafting & Sketching for Design

Pino Trogu

Professor, School of Design

www.trogu.com

Syllabus – Fall 2025

CLASS HOURS: In-person & Asynchronous
Thursday only 9–11:45 am Room FA 119
Section 2 – Class number: 4115

OFFICE HOURS: Thursday 2–5 pm
Room HUM 248 and/or on Zoom

email: trogu@sfsu.edu

web: faculty.sfsu.edu/~trogu

San Francisco State University
College of Liberal and Creative Arts
School of Design

Note: individual items in this syllabus are subject to change.

Last update: August 24, 2025

BULLETIN DESCRIPTION

Mechanical and freehand drawing, the reproduction of drawings, and interpretation of graphic projections. Perspective drawing and the common elements of technical illustration. Signs and symbols of design and drafting. Required for BSID majors. Activity. Extra fee required. (Plus-minus letter grade only)

PREREQUISITES

Must be upper-division Design majors or minors to enroll in this course.

FEES

\$10 instructional materials fee.

MISSION STATEMENT

The School of Design serves a diverse cohort of students in the areas of Product Design and Visual Communication Design at both the undergraduate and graduate levels. Our curricula emphasize design process as a means of problem solving, and our classes help students to build the technical, conceptual, critical, and collaborative skills required in design professions.

COURSE MODALITY: HYBRID IN-PERSON & ASYNCHRONOUS

The class is Hybrid (Combination of in-person and online asynchronous). In-person meetings are on Thursdays from 9 to 11:45 am. There are no other in-person meeting times. In the event that zoom meetings be required, see the link to the Online Education Policy, which lists the rights and responsibilities of faculty and students during video meetings.

[S21-264 \(...\) Online Education Policy](#)

CREDIT HOUR CALCULATION FOR ACTIVITY COURSES

This course is a 3-unit activity course.¹ Direct instruction time is 150 minutes (2.5 hours) in-person and 150 minutes asynchronous (video lectures and

demonstrations) on average per week. The asynchronous assignment each week is to review the videos pertaining to the drawings that we will work on the following week, which will benefit the one-on-one instruction in class. The minimum expectation for out-of-class work (homework) is 150 minutes (2.5 hours) on average per week, but may extend to as much as 4 hours per week.

PHOTO AND VIDEO RECORDINGS

Students may not capture audio, photos or video from class sessions on their own devices without the explicit permission of the instructor and everyone present, unless part of a DPRC-authorized accommodation. Students are allowed to take photos of their own work, drawings and/or models in consultation with the instructor.

POSTING OF CLASS MATERIALS

Students may not post any course materials to any third-party sites such as Chegg or post any recordings, screenshots, audio or chat transcripts in any setting outside the class. Violations of this policy are subject to student disciplinary action.²

Students are encouraged to share course materials amongst themselves for the purpose of helping each other in the completion of assignments. Each student is still responsible for their own homework. See also the Honor Pledge and the Cheating & Plagiarism sections in this syllabus.

CLASS SESSION RECORDINGS

The Fall 2025 in-person sessions will not be recorded. This course already includes recorded lessons and demonstrations. Students are to consult those videos but especially to be active participants in class to maximize learning and complete as many assignments as possible during the regular class time.

COURSE DESCRIPTION & GOALS

This course will introduce you to the practice of drawing and its relationship to design:

Basic vocabulary of drawing: line, volume, light, shadow, depth, contours.

Hand, eye, and body coordination when drawing.

Basic still life drawing of simple solids such as boxes, bottles, balls, cube, cylinder, cone, and sphere.

Free-hand sketching as well as technical drawing of physical objects.

Integration of drawing and sketching with written annotations.

The three main types of projective geometry: (1) orthographic projections; (2) axonometric projections; and (3) perspective.

Drawing seen as a continuous feedback loop between the hand, eye, and brain that generates new drawings and ideas.

Drawing by hand will also enhance your computer drawing skills and help you understand 2D and 3D representations. These skills will help you to prepare professional presentations in your classes and help you build your design portfolio.

By learning how to draw and sketch, you will gain confidence in your design abilities and you will be able to clearly communicate your ideas and concepts to others.

LEARNING OUTCOMES

After completing the course, students should be able to:

1. Use different line weights in a drawing to communicate different aspects of the drawing: the “alphabet of lines”.
2. Understand and use drawing tech-

¹ Credit Hour Definition: The SFSU definition of the credit hour aligns with the CSU (12/21/2020 Memo), WSCUC (Credit Hour Policy), and federal law (600.2 and 600.4 rev. 7/12020). University's [Credit Hour Policy S22-299](#).

² University's [Syllabus Policy S23-257](#) and [Guide for S23-257 Course Syllabus Policy](#).

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niques deeply rooted in a long tradition of draftsmanship going back to the Renaissance.

3. Sketch models, environments, and other objects.
4. Produce crisp and clean drawings as part of professional presentations.
5. Use hand sketching as a faster prototyping environment than drawing with digital tools.
6. Use your hand to not only depict existing objects, but also to imagine and depict objects that do not yet exist.
7. Produce professional-looking drawings that will build your confidence in your drawing ability, regardless of your initial skill level.
8. Through hand-drawing, enhance your computer drawing skills and understand 2D and 3D representation processes, which are mostly invisible when a drawing is made on the computer.
9. Demonstrate the use of drawing tools to produce technical line drawings.
10. Demonstrate the use of drawing methods including tracing, making revisions, and scaling.
11. Visualize a sectioned cube using progressive sections and transformations from 2D to 3D space.
12. Draw the sectioned cube in orthographic, isometric, and perspective projections.
13. Construct the sectioned cube using drafting tools, cutter, paper, glue, and tape.
14. Interpret a technical drawing for the purpose of constructing the object depicted in the drawing.

SIGNIFICANCE

In addition to creating quick ideation sketches, design professionals also need to accurately describe the size and shape of an object or environment, so that it can be physically produced. They produce these drawings with standardized line work, notation and measuring conventions. The foundation of their

drawing techniques is rooted in the tradition of pen and ink drawing with mechanical instruments used by architects and engineers since the Renaissance.

These drawings are sometimes called mechanical drawings, engineering drawings, construction documents, or shop drawings. Knowledge of the traditional techniques taught in this class will strengthen your drawing skills and help you to think more analytically about how to solve design and manufacturing problems.

INSTRUCTION

Demos, videos, and other materials presented in-person are also available in Canvas. During the in-person meetings, the instructor will review the assignments, provide additional instruction, and clarify issues that students might bring. As time allows, individual feedback will be given that benefits the whole class. Although there will not be group critiques of anyone's specific work in progress, students are encouraged to share their work and receive feedback not only from the instructor but also from fellow students.

CLASS COMMUNICATIONS

Email is the preferred mode of communication outside class. *Students are required to check their SF State email address.* Note that you cannot forward your SF State email to a personal email address. Messages to students will also be sent via *Announcements* in Canvas. Install the Canvas Student app in your devices so that you can receive those announcements in a timely manner.

PROJECTS & GRADES

Final grades will be based on:

Comprehension and understanding of concepts covered in the course.

Quality of work during semester.

Complete assignments by the due dates.

DRAWING INFORMATION

All assignments must be identified with the following information written in the title block. Unless otherwise noted, any drawing missing the title block with this information (and the border) will automatically receive a "0" grade.

1. Assignment number – **VERY IMPORTANT** – and title, abbreviated when necessary
2. Roster number & your name
3. Course # and teacher's last name
4. Assignment due date
5. Four-digit code. Roster # and drawing #, above the date cell.

See this [title block video](#) and [a PDF of the Canvas Title Block page](#) for more details.

Update the title block information as needed:

#7 Sketch Ellipses
12 Jane Doe
SFSU DES 320–02 Trogu
Feb. 14, 2022
12 07 (Above title block)

LETTER GRADES & POINTS

A	96–100
A–	92
B+	88
B	84
B–	80
C+	76
C	72
C–	68
D+	64
D	60
F	59–0

The grading scale is distributed evenly: there are ten possible letter grades (D– is not included) plus F. Each letter has a range of 4 points, evenly spaced from 100 to 60 (from A to D); F ranges from 59 to 0.

- A. Performance of the student has been of the highest level, showing sustained excellence in meeting course responsibilities and personal potential.
- B. Performance of the student has been

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- good, though not of the highest level.
- C. Performance of the student has been adequate, satisfactorily meeting the course requirements.
- D. Performance of the student has been less than adequate.
- F. Performance of the student has been such that course requirements have not been met.

SFSU grading policy

bulletin.sfsu.edu/policies-procedures/grading/#gradingpolicy

CATEGORIES & WEIGHTS

The course has four categories (the percentages are rounded):

1. Line Plane Volume	35 %
2. Cube Section	28 %
3. Perspective	22 %
4. Attendance	15 %
TOTAL	100 %

ASSIGNMENT (DRAWING) FORMAT

All drawings will be physical drawings on paper and be turned in typically a week later during the class time.

GRADING AND CATEGORIES

Points for individual assignment range from 10 to 40 points. Please see the separate assignment schedule for the percentage that each assignment contributes to the overall grade of 100 percent.

PASSING GRADE

A grade of "C" or higher is required to pass the class. Please note that the course does not include the CR/NC option (only plus or minus letter grade).

GRADES ON CANVAS

On Canvas you can check your grade for individual assignments, for each category, and for the overall course grade. An empty grade in any assignment does not affect your overall grade.

WORK REVISIONS

Only assignments submitted on time can be revised and resubmitted for a better grade, up to a maximum of one full extra

Table 1. Possible grades for each assignment. Points and corresponding letter grades, rounded to the nearest decimal.

Letter/points	10	20	30	40	50
A	9.6	19.2	28.8	38.4	48
A–	9.2	18.4	27.6	36.8	46
B+	8.8	17.6	26.4	35.2	44
B	8.4	16.8	25.2	33.6	42
B–	8.0	16.0	24.0	32.0	40
C+	7.6	15.2	22.8	30.4	38
C	7.2	14.4	21.6	28.8	36
C–	6.8	13.6	20.4	27.2	34
D+	6.4	12.8	19.2	25.6	32
D	6.0	12.0	18.0	24.0	30
F	<60	<12	<18	<24	<30
Late points (15%)	1.5	3.0	4.5	6.0	7.5

letter grade above the original grade.

LATE WORK

Unless otherwise noted, assignments will be due every week on Thursdays. Bring the drawings to class on Thursday. If an assignment is late, the grade will automatically drop by 15% in the week in which it is due, and an additional 15% for each week missed thereafter, calculated after all the other criteria have been taken into account. See Table 1 above for specific points and corresponding letter grades. If you have questions about how you are doing in the class or disagree with a given grade, email me or schedule an appointment with me to discuss your progress.

ATTENDANCE

Attendance in the in-person meetings is required. This category is worth 15 percent of the total class grade. A grade of C is required to pass this category. However, failing this category will not, by itself, result in failing the course. But of course a low grade in this category will negatively affect your overall grade and possibly contribute to a failing grade for the course once all other categories are accounted for, so it's very important that

you attend all classes in the semester.

Attendance points: 100 pts

Each absence = 7 pts

Each tardy or leave-early = 2 pts

Failing the attendance category means missing more than four meetings (28 points) or missing more than an equivalent combination of absences / tardies / leave-early, resulting in a grade of C– (71/100) or lower for the category.

Attendance is taken at start of class. Tardy means arriving after roll has been taken. If you arrive after roll is taken, it's your responsibility to alert me so that you are only marked late and not absent. Leave-early means leaving class before the scheduled end of the class. If you need to leave early for any compelling reason please ask in advance. If you arrive to class 1/2 hour after roll is taken, then 3 points will be deducted. If you leave class 1/2 hour before the end of class, 3 points will also be deducted.

Excused absences include being sick or other major events that prevent you from coming to class. You must email me in advance if you know you can't come to class or email me as soon as possible if

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you can't come because you feel sick that day.

NO CELLPHONE USE IN CLASS

Cellphone use is not permitted in the classroom during the official class time. At the start of class or upon arrival if late, you are required to place your phone in your assigned space in the cabinet set up for this purpose (cell-phone lot).

If you need to login to Canvas, please do so prior to the start of class using the Duo authentication app. I recommend that you also get a physical *token* as an alternative authentication method. You can request one here:

its.sfsu.edu/service/mfa

With a physical token you don't need your phone to login. This will also work when traveling abroad and have no access to your US number.

You can use your phone during break but only outside the classroom during the regular 15-minute break, typically from 10:15 to 10:30 AM.

If you want to take photos of your work in progress, you can do so during the 15-minute break. Please exit the classroom during the break if you need to use your phone for personal reasons.

If you need to consult online class materials during regular class time, use your laptop instead or a tablet if you have one. However, other non-course related activities such as texting, internet surfing, and other social media personal activities are also not permitted on laptops or other electronic devices. Improper phone or laptop usage during class time as described above will affect your attendance grade:

Two points will be subtracted from the attendance category for each instance of phone usage and/or laptop usage not directly related to classroom work.

ACADEMIC CALENDAR

Classes will meet during the time listed in the university's bulletin: Thursdays from 9:00 to 11:45 am. The final portfolio will be due during Finals Week on Thursday, December 18, 2025, officially from 8:30 to 10:00 am. However, if students have no conflicts, from 9:00 to 11:45 am to match the regular class time. Students will be notified of any changes in advance.

The weekly schedule for the course will be posted on Canvas. The schedule may change during the semester to accommodate emerging circumstances, in which case students will again be notified.

CLASSROOM STANDARDS AND PROFESSIONALISM

The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. Differences of viewpoint or concerns should be expressed in such ways that students and faculty are encouraged to learn and reason with clarity and compassion, to share opinions and perspectives without losing their identities, and to develop an understanding of their community. Students whose conduct disrupts the learning process will be asked to leave the classroom.

Design is a professional discipline, and students should behave professionally in class. Use of laptops, cellphones or other electronic devices is not permitted during class.

NO EATING OR DRINKING IN CLASS (WATER OK)

No food or drinks of any kind except water are to be consumed in the classroom. Students who eat or drink during class will be asked to leave. Please be respectful of your fellow students and the teacher to ensure that we keep a clean

and welcoming environment. Similar to the cellphone policy, I will subtract 2 points from the attendance category for each instance of eating or drinking in class as described above.

REQUIRED TOOLS & SUPPLIES

Drawing instruments, materials, and tools will cost approximately \$100.

All tools are shown in this [tools and supplies video](#) and this [tools and supplies PDF](#).

1. Mechanical Lead Holder
2. Staedtler Mars Plastic Eraser.
3. Dahle 301 Precision Sharpener for 2mm Leads.
4. Coopy Triangle Set 30/60° (9") & 45/45° (6")
5. Kern Jointed Bow drafting compass for drawing circles and geometric constructions.
6. Alternative to #5: Alvin Introductory Bow Drafting Compass
7. AluMicolor Aluminum Straight Edge 12-Inch Silver
8. Optional 1: AluMicolor Aluminum Straight Edge 15-Inch
9. Optional 2: Officemate Steel Ruler 15 inches
10. OLFA 180 Multi-Purpose Knife
11. Strathmore 9x12 inch 300 Series Bristol Pad Smooth Surface
12. Strathmore Tracing Paper Pad 9x12
13. Canson Sketching Pad Fine Grain 9x12.
14. Lumograph Pencil B for sketching.
15. Staedtler Double Hole Pencil Sharpener.
16. Multi-Surface Adhesive Tape, 0.94 Inches x 60 Yards, 1 Roll
17. 3M Magic Tape with Dispenser 3/4" x 800" for rough cube construction.
18. Aleene's Original Quick Dry Tacky Glue, 4-Ounce

Art supply stores in the Bay Area:

1. Flax Fort Mason Center, SF (local)
2. Arch 10 Carolina St, SF
3. Artist & Craftsman 2573 Shattuck Avenue, Berkeley
4. Blick Art Materials 1930 Van Ness, SF

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REFERENCE BOOK

Frederick E. Giesecke et al

[Modern graphics communication](#)

This is an unlimited-user eBook available in the library. The book is not required but it could be useful as a reference if needed.

OTHER RECOMMENDED BOOKS

Links are to online stores, but the school library will have most of them.

Koos Eissen and Roselien Steur

[Sketching: The Basics](#)

Dora Miriam Norton

[Freehand Perspective and Sketching](#)

Manfred Maier

[Basic Principles of Design. The Foundation Program at the School of Design, Basel, Switzerland](#)

Koos Eissen and Roselien Steur

[Sketching: Drawing Techniques for Product Designers](#)

Francis D. K. Ching

[Architectural Graphics](#)

Francis D. K. Ching and Steven P.

Juroszek, [Design Drawing](#)

Kevin Henry

[Drawing for Product Designers](#)

Alan Pipes, [Drawing for Designers](#)

Kurt Hanks, [Rapid Viz](#)

Mike Lin

[Drawing and Designing with Confidence](#)

Kimon Nicolaïdes

[The Natural Way to Draw](#)

Betty Edwards

[Drawing on the Right Side of the Brain](#)

Mario Bollin, [Zeichnen](#) (in German)

DRAWING LINKS

Trogu: [drawing youtube playlist](#)

Trogu: [youtube rapid viz playlist](#)

[sketchingskills.com](#)

[sketch-a-day.com](#)

[beloose.ning.com](#)

[michaelditullo.com](#)

[ryanchurch.com](#)

[carlliu.com](#)

[sydmead.com](#)

RECOMMENDED BOOKSTORE

William Stout Architectural Books

804 Montgomery St, San Francisco

[stoutbooks.com](#)

DISABILITY POLICY

Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process.

The DPRC is located in the Student Services Building and can be reached by voice telephone: **(415) 338-2472**

videophone: **(415) 335-7210**

email: dprc@sfsu.edu

website: access.sfsu.edu

STUDENT DISCLOSURES OF SEXUAL VIOLENCE

SF State fosters a campus free of sexual violence, including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as an SF State student, the course instructor is required to notify the Title IX Coordinator by completing the report form on this website, where more information on Title IX can also be found:

titleix.sfsu.edu

email: vpsaem@sfsu.edu

telephone: **(415) 338-2032**

To disclose any such violence confidentially, contact instead:

The SAFE Place: **(415) 338-2208**

dos.sfsu.edu/safeplace

Counseling and Psychological Services Center: **(415) 338-2208**

psyservs.sfsu.edu/

OBSERVANCE OF RELIGIOUS HOLIDAYS

The Academic Senate Policy on the Observance of Religious Holidays (S09-212) indicates that "The faculty of San Francisco State University shall accommodate students wishing to observe religious holidays when such observances require students to be absent from class activities..." The following is a link to an Interfaith Calendar, which lists "Primary sacred times for world religions":

interfaith-calendar.org

Complete details regarding this Policy, including implementation, can be found on the Academic Senate website:

[Observance of Religious and Cultural Holidays, S19-2J2](#)

COVID-19 SAFETY INFORMATION

[COVID-19 Positive Exposure](#)

HONOR PLEDGE

Please read the Honor Pledge at the end of this syllabus. Sign a copy of the last page during the first week of instruction to acknowledge that you have read the syllabus and confirm that you will honor the pledge throughout the course.

CHEATING & PLAGIARISM

Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another to do so. Typically such acts occur in relation to examinations. However, it is the intent of this definition that the term "cheating" not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means.

Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the materials (i.e. their intellectual property) so used as one's own work. Penalties for cheating and plagiarism range from a zero or F on a particular assignment, through an F for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism, refer to the University Catalog (Policies and Regulations).

Information about the College of Liberal & Creative Arts policy and procedures regarding plagiarism can be found at the following URL:

lca.sfsu.edu/plagiarism-resources

Code of Best Practices in Fair Use for the Visual Arts, Published by the College Art Association:

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[best-practices-fair-use-visual-arts.pdf](#)

Other fair use links:

fairuse.stanford.edu/overview

en.wikipedia.org/wiki/Fair_use

CANVAS SUPPORT

canvas.sfsu.edu/

email: at@sfsu.edu

telephone: (415) 405-5555

room LIB 80, J. Paul Leonard

Library. Office Hours: 8am to 8pm Mon-day through Thursday; 8am-5pm Friday

DROPPING CLASS AND WITHDRAWING

Through the third week of classes, stu-dents may drop a class or faculty may drop students “who do not attend the first class meeting or do not meet the course criteria” as specified in the Bul-letin. Afterwards, please be aware that a WU (unauthorized withdrawal) grade is counted as an F for GPA purposes. To avoid a WU grade, you are encouraged to drop before the end of the third week if you think you will not be able to “meet the course criteria.”

In Fall 2025, the student drop deadline is Monday, September 15, 2025.

Important: Please also note that:

“(…) faculty are authorized to instructor-drop students who do not meet the course prerequisites or who do not partic-ipate at all during the drop period (i.e. not attending or handing in assignments, or otherwise indicating the intent to take the course.)”

From “Dropping and Withdrawing”, under “Drop (weeks 1 to 3 of instruction)”.

registrar.sfsu.edu/withdrawal

In Fall 2025, faculty can instructor-drop students until Wednesday, Sept. 10, 2025.

From the beginning of the fourth week through the twelfth week of instruction, withdrawal from a course will be permis-sible, for serious and compelling rea-sons, by consulting the faculty member teaching the course. The student must complete a “Petition for Withdrawal from Course or University” and submit the

petition to the instructor for a decision. Such approved withdrawals will result in a “W” grade, which does not affect your GPA. The full university rules regarding withdrawals can be found at:

registrar.sfsu.edu/withdrawal

You, the student, are responsible for withdrawals and should be aware of rele-vant deadlines related to the withdrawal process. All important dates are listed in the Academic Calendar for the specific semester:

webapps.sfsu.edu/public/

webcal/acadcalendar

RIGHTS AND RESPONSIBILITIES

We have placed a lot of emphasis in this country on the idea of people’s rights. That’s how it should be, but it makes no sense to talk about rights without also talking about responsibilities.

*from The Last Lecture
by Randy Pausch*

In the spirit of Prof. Pausch’s remarks, this syllabus is an agreement listing the rights and responsibilities between you, the student, and myself, the teacher.

You have the responsibility to be honest in your work and work constructively with the teacher and the other students, and you have the right to be in the course and receive constructive feedback from the teacher. This will be in the form of grading and comments on the assign-ments or communication via email, in addition to direct instructor feedback and support during the class meetings.

I will read every email – the preferred mode of offline communication – and will try to respond promptly to the best of my ability.

Many thanks to Prof. Natalia Porter for sharing portions of her class syllabi previously used in her courses at SF State.

HONOR PLEDGE

I pledge on my honor that I will complete all the assignments in this course in full honesty and without the improper help from others. In addition, I pledge to be honest with regards to the attendance policy, and request absences to be ex-cused only if they are truly due to sick-ness or other serious circumstances, and I accept responsibility for any other unexcused absence and its resulting point deductions.

In regards to course work, I pledge that all work submitted will be my original work and that, if approved by the instruc-tor, all external contributions will be properly acknowledged and cited. I also pledge to not use Artificial Intelligence (AI) programs or websites to automatic-ally create any drawings, renderings, or other two- or three-dimensional artifacts that could be used towards the comple-tion of assignments in this course. I will consult with the instructor in advance for clarification that might be needed for a particular assignment with regards to the processes above, and to determine what is acceptable, and what is not, regarding the use of technologies, including AI, to complete the deliverables required in the course.

I pledge to follow the above processes and be honest about my work in this course throughout the semester.

I have read the syllabus and the honor pledge above.

Signature _____

Print name: _____

Date: _____

A printed copy of this page will be avail-able in class on the first day of instruc-tion, for you to sign and date and give back to the instructor.