

Title Block Information

Title block information format: 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 “D” grade, before other criteria are examined:

- Cell 1: Assignment number – VERY IMPORTANT – and drawing title, abbreviated if necessary
- Cell 2: Your roster number with leading zero if applicable (see roster below), plus your first and last name
- Cell 3: SFSU; course and section number with leading zero, and instructor’s last name
- Cell 4: Assignment due date

Also, during the first few weeks, the border can be drawn by hand as demonstrated by the instructor. Later, all borders and title block lines must be drawn with tools: drafting triangles and/or straight edge, and be the correct dimensions.

Border: 1/2 inch all around the sheet. Title block: 3/4 inch above bottom border. See example below: all in a single line in the drawing, handwritten in neat print.

#7 SKETCH ELLIPSES	22 JANE DOE	SFSU DES 320-01 TROGU	FEB. 14, 2022

See also this video [Title Block & Border](#) for a demonstration of how to do it correctly.

Points will be deducted for any missing information or if title block is drawn by hand after drawing with tools has started.

DES 320 Spring 2023 Roster (AM & PM sections)

Section 1 (AM)

(To be finalized)

Section 2 (PM)

(To be finalized)

Due date:

Unless otherwise noted, assignments will always be due on Wednesday at the start of class.