

Ceramics 10 and 20 Mr. O'Brien
Office Hours: T TH 1:00-1:50, F 10:00-10:50
Room #155
STUDIO RULES AND PROCEDURES FOR CERAMIC STUDENTS

1. Purchase or collect the following materials and equipment:
 - a. elephant ear sponge
 - b. dissecting needle
 - c. fettling knife
 - d. modeling tools
 - e. 1-inch wide flat ox-hair brush
 - f. inexpensive pointed number nine brush
 - g. large cellulose sponge
 - h. potter's rib
 - i. trimming tool
 - j. two large plastic bags
 - k. eight-inch plastic bowl
 - l. a small package of sandpaper
 - m. one 14" cutting wire

2. Mark every piece of equipment with your initials or monogram.

3. Purchase the required text, The Craft of Pottery by Casson at the bookstore and begin your reading as soon as possible. First semester students will be tested at mid-term on pages 4-28, 105-124 inclusive. Students will also be expected to read special articles posted on the studio bulletin board. Students are also encouraged to read available ceramic periodicals at the library and book stores.

4. Purchase a notebook in which to keep a detailed record of your ceramic activities. This will be submitted to your instructor at the end of the course and will form the basis for part of your grade.

5. Clay and glazes will be purchased by the Art Department through payment of a \$5.00 fee. This fee will cover 25lbs. of clay, glazing materials, and firing costs. If you wish to purchase clay elsewhere you will be charged .25 lb. for firing. Every effort must be made to keep earthenware and stoneware clays separate, It would be disastrous to include earthenware in a stoneware glaze fire. For this reason, every earthenware piece must be clearly marked as such.

6. In order to up-grade student skills and sensitivities and to maintain quality standards, only those pieces of greenware which demonstrate craftsmanship, expressiveness, or aesthetic form will be retained and completed by the student. Each greenware piece will be evaluated in a student-instructor critique. Only those mutually approved for completion will be fired. Others will be destroyed and the clay will be salvaged by the student.
7. 90% of your grade will be based on the class projects. The other 10% will be based on tests, reports, and a sketchbook.
8. Student adherence to the following studio rules will insure the maintenance of a clean and orderly studio.
 - a. All student materials and equipment will be stored by the students with the exception of those items of pottery which are waiting to be fired, those drying in the damp room, or finished pieces stored in the counter cupboards.
 - b. All items of departmental equipment will be cleaned and replaced in their proper places by the students who use them.
 - c. Before leaving the studio every student will clean his wheel and work area (including cluttered floors).
 - d. Slip and slurry from throwing will not be poured down the sink but will be poured into clay box.

Students who wish to salvage theirs may use the plaster cup molds intended for that purpose. The contents of the slurry box will be mixed into new batches of clay.
 - e. After being fired, each piece must be removed and stored by its owner.
9. Students wishing to use the studio for out-of-class work will schedule themselves for the hour, day and wheel on schedules prepared for this purpose. No more than three such extra hours per week may be scheduled by any student. The privilege of out of class scheduling will be withdrawn for any student who leaves his work area unclean or disorderly.
10. Help protect other people's work as well as your own by handling only your own things.

IN SUMMARIZING Ceramic Studio rules and procedures, the most important things to remember are these:

(1)
Take care of all personal belongings by putting them away in the proper places.

(2)
Be considerate of other by leaving a clean and orderly work area and by cleaning and replacing all departmental equipment you have used.

(3)
Be careful with your own work as well as with the work of others. HANDLE ONLY YOUR OWN THINGS

(4)
Be aware of what you are doing, but also spend some time reading the bulletin boards and looking at others and their work. You can learn many good things and keep out of many bad things if you will only keep your eyes open.

VARIOUS POLICIES

Campus code requires shoes or sandals and a shirt worn at all times. No eating, drinking, or smoking is allowed in the classroom. No children and/or pets will be allowed to "sit in".

A student must complete the entire course (including the final) in order to receive a passing grade. If a student is caught cheating, he/she will either be dropped from the class or failed.

More than three absences could have a negative effect on your grade. After six absences you may be dropped for non attendance. You will be dropped if you miss two consecutive weeks. Three tardies constitute an absence. If you wish to drop a class it is your responsibility. The ninth week is the dead line for dropping a class with a "w".

DROP DEADLINE IS FRIDAY,