**ASTU 3105.501 Intermediate Ceramics: Material Studies**

**ASTU 5000.506 Topics in Studio Art** BROOKS OLIVER

Monday and Wednesday: 11am – 1:50pm brooks.oliver@unt.edu

Fall 2023 Office: Art Annex #145

 Office hours: Wed. 10-11am (apt. required)

**Course Schedule**

The Course Schedule reflects expected class progress in course subject matter and is considered tentative. The below schedule is subject to change in content and scope at the Instructor’s discretion.

**Key: LECTURE, LAB introduced, DUE, Other things happening,**

**IMPORTANT DATE, Possible Outside of class obligation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week | Monday  | Topic | Wednesday  | Topic |
| 1 | 8/21 | Welcome, Syllabus, L1:Test tiles, Clay mixing talkHW: read handouts and Canvas Quizzes: Syllabus, documentation, after hours  | 8/23 | Geology, Minerals, Periodic TableUnderstanding Cone and Tempsdivide into groupsClay mixing: Group 1 |
| 2 | 8/28 |  Clays – origins, Types and PropertiesL2:intro Bar testTour materials lab | 8/30 | Clay bodies continued – FluxesRequired class materials dueClay mixing: Group 2 |
| 3 | 9/4 | Labor Day – No Class/Studio Closed | 9/6 | Clay bodies continued – FluxesL3: intro button tests, Clay mixing: Group 3Materials Charge Due 9/10 |
| 4 | 9/11 | Clay bodies continued – Silica, fillersL4: fluxy glazesDemo: Safety, mixing glazesclass glazes sign upDUE: Test tilesIntroduce own body of work: 10 objects | 9/13 | Clay Bodies – types, components, characteristicsDUE: Bar Tests & button tests L5:Make your perfect clay bodies,Clay mixing: Group 1load kiln: Group #2 |
| 5 | 9/18 | Compression, cracks, dryingTalk Clay Bodies & fluxy glazes (continued)Check in of objects | 9/20 | test prepTalk Clay Bodies & fluxy glazes (continued)Check in of objects |
| 6 | 9/25 | TestStudio Clean upSlip, terra sig, history of GlazeBrooks: pressure cooker | 9/28 | Firing Kilns- types, heat process, schedulesLab 6: Make slip, terra sig,**Due** Clay body tests, L5 Fluxy GlazesClay mixing: Group 2load kilns: Group 3 |
| 7 | 10/2 | Look at testsTypes of Glazes, Glaze formulasLab 7: Find & test 15 glazes of your choice- Variety is keyBrooks pressure cooker | 10/4 | Glaze Materials for colorAbsorption, crit layout, Blaauw info**Due** terra sig labBrooks pressure cookerKiln Buildingload kiln Clay mixing  |
| 8 | 10/9 | Crit – clay bodies and Handheld objects (Greenware/Leather)Pure bar test, clay body test: Absorption, shrinkage, recipe for clays body – due on canvas | 10/11 | Special effect glazesLayering glazes15 Glazes Due and layered Studio glazes at beginning of classLoad C10ox, C10redox, C6ox – 15 glazes |
| 9 | 10/16 | ToxicityLab 8: layering studio Glazes Load C10redox, C6ox – 15 glazesMix clay, kiln building | 10/18 | Discuss 15 glazes & trade notes6 glaze recipes posted to canvas **by Thursday**Lab 9: Line BlendsFinal Project introducedMix Clay, kiln building**FIRE KILN ON Friday** |
| 10 | 10/23 | Fixing glaze Flaws (crawling, shivering, running, pinholeing)Shelf CleaningTalk final projectsGroup #3 Kiln BuildingGroup #1 work timeGroup #2 Clay mixing  | 10/25 | Line blends due at beginning of class Test PrepTalk final projectsGroup #2 Kiln BuildingGroup #3 work time Group #1 Clay mixing  |
| 11 | 10/30 | TESTBrooks Out of town | 11/1 | Go over testFinal projects Round 1 must be glazed by beginning of classLoad C10ox, C10red, cone6**FIRE KILN ON Friday** |
| 12 | 11/6 | Converting Batch to UMF10 objects finished – GreenwareCheck-in: final projects | 11/8 | Brooks Out of townWork dayCheck-in: final projects |
| 13 | 11/13 | Final projects Round 2 must be glazed by beginning of class | 11/15 | 11/17: LAST DAY FOR WET CLAYCheck-in: final projects |
| 14 | 11/20 | No class/Thanksgiving | 11/22 | No class/Thanksgiving Note: After Hours access suspended Nov.22 @5- Nov. 26 @noon |
| 15 | 11/27 | Test prep | 11/29 | Final projects Round 3 must be glazed by beginning of class- Load C10ox, C10red, C6ox**FIRE KILN Thursday- final option** |
| 16 | 12/4 | Final TESTStudio clean up / pick up workDec 5: Pint Night | 12/6 | Crit12/9: PIZZA PARTY at BROOKS’ |
| 17 | 12/11 | CritNOTE: Finals time |  |  |

**Everything must be out of the studio & lockers by NOON on Friday, December 15th**

**Course Description:**

Study and practice of ceramic materials, clay body and glaze formulation/mixing, kiln building practices, and firing techniques.

This course serves as a continuation of your education and exploration of the use of Ceramics in Art, Craft, Design and Architecture. Lectures regarding the scientific understanding of ceramic materials, clay and glaze formulation, and kiln building and firing practices will comprise half of our class time. The other half will be student's research and engagement with the material and its potential is through lab work and hands on exploration in a variety of projects and processes (throwing or hand-building, mixing of clay and glazes, glazing, kiln loading, and firing). This class offers extensive physical engagement with clay and glaze materials and seeks to examine Making as a way of Thinking.

**Course Outcomes and Objectives**

- To create and intricate understanding of ceramic materials.

- To learn how to properly formulate and make clay bodies and glazes.

- To guide and further develop your artistic voice in three-dimensional design.

- Further your understanding of the place of ceramics within the history of art, design, and culture.

- To learn and understand how to construct kilns, proper loading procedures, and firing processes.

**Course Overview**

The physical and conversational feedback that occurs during studio hours is irreplaceable. I appreciate you placing priority on being present and ready to work at the beginning of each class session. Punctuality is incredibly important as class lectures will begin 5 minutes into class. Participation in class discussion, critiques, presentations, and clean up is expected.

Lectures and lab work will make up the majority of in class time. There will be 8-12 lab assignments with given due dates throughout the semester. There will be 3 written exams (based on lectures) and 2 crits of students’ lab research and independent bodies of work. Each student is expected to attend and present finished and in progress work as well as articulate the impetus for each project. Prepare yourself for each critique. Bring questions about your work/ideas that you would like to discuss. Critique is a time of constructive exchange. Late work will result in an inability to receive full credit.

Translating smart ideas into space requires solid work ethic. There will be class time allotted for each project, but expect to spend equal if not more class time outside of class to complete your projects.

Each class will open with a discussion of upcoming/ongoing assignments and activities which may or may not occur in the studio. **Maintaining a safe and tidy workspace is key**. Cleanup will occur at the end of each class. You will be doing yourself a disservice if you are not present for both and will thus be marked absent.

Content in the arts can sometimes include works, situations, actions, and language that can be personally challenging or offensive to some students on the grounds, for example, of sexual explicitness, violence, or blasphemy. As the College of Visual Arts and Design is devoted to the principle of freedom of expression, artistic and otherwise, and it is not the college’s practice to censor these works or ideas on any of these grounds. Students who might feel unduly distressed or made uncomfortable by such expressions should withdraw at the start of the term and seek another course.

**Course Requirements**

You are required to mix class clay and glazes and learn to fire your own work in both electric and gas kilns.

You are required to participate in both individual and group critiques, in assignments and studio protocols, and in the care and maintenance of the clay studio and its equipment.

**Assignments/ Assessments / Evaluation**

Work will be evaluated according to the student's level of inventiveness, resourcefulness, workmanship, willingness to take risks and interpretation of assignments.

**.....point system.......................................................................................................................**

Every component of this class is accompanied by a point system. This is done for two reasons: 1. To insure you are graded (in an often subjective subject) as objectively possible

2. As a way to self assess how you may be doing in any one area. Depending upon a component point amount, if a student does not get many points in technical prowess, he/she can build up those points in the constructive critique area.

There are a maximum of 1000 points that any one students can get in this class. The distribution of points is listed below.

**Tests:** (and mandatory corrections): 100 points each x 3 = 300

**Lab assignments:** 30 points each x 10 = 300

**Crits/ individual research =** 100 each x 2= 200

**Studio etiquette, Glaze mixing, participation, Daily Cleaning: =** 50

**Final Project** 200

**----------------------------------------------------------------**

***Crits and individual research:*** *assessment will be 100 points and will be evaluated as follows:**workmanship 30*

*time investment/ambition 30*

*creative exploration 20*

 *presentation 10*

*contribution to peers**/ crit participation 10*

**Late Work**

Late work may be subject to a penalty of 10% deducted from the assignment’s value per day the work is late, unless the student provides proof of an acceptable mitigating circumstance: serious illness, death of a family member, or other circumstance if approved by the instructor.

**Grade explanation**

* **A  Overall excellence, exceeds expectation.**  Outstanding: work demonstrating significant growth; process; participation in class; critical thinking; meeting deadlines; attitude; depth of inquiry; willing to take risks and explore challenging solutions. *An* ***A*** *student is punctual, physically and verbally alert, and consistently observant. He/she is*  *able to synthesize these collective observations and efforts in work that is progressive and engaging. This student's work shows that their consistent working process and studio rigor has expanded both their thought processes and their technical abilities. This student is consistently respectful and responsible in the conceptual, mental, and physical help/input they give to their peers.*
* **B  Impressive**  Very good: work demonstrates growth and progress; healthy process; good participation in class and critical thinking; meeting deadlines; attitude; depth of inquiry; very good risk taking abilities.  *A* ***B*** *student is punctual, physically and verbally alert and often observant. This student applies himself/herself dedicatedly but does not show as much willingness to merge taught technical applications with an experimental depth of inquiry and inquisitiveness as the A student exhibits.*
* **C  Average: work as expected at this level but without demonstrable growth.**  Average: work demonstrates little aptitude but not measurable growth or progress; very little risk taking, experimentation, challenge and lack of openness.
* **D  Below average: work below that expected at this level and without demonstrable growth.**  Below average: work demonstrates little aptitude, growth, or progress,; poor inquiry, critical thinking, participation, attendance.

**F Failure for the course: does not meet minimum expectations.**

Poor: does not meet minimum expectations for one or more of the following factors: work; growth; progress; inquiry; critical thinking; participation; attendance.

**Reading/materials**

There is no text book for this class. Topical articles will be given out throughout the semester and fuel class discussion.

**Recommended texts:**

**• *The Ceramic Process* by Anton Reijnders**

• *The Craft and Art of Clay* by Susan Peterson

• *Clay and Glazes for the Potter* by Daniel Rhodes and Robin Hopper

• *The Essential Guide to Mold Making & Slip Casting* by Andrew Martin

**Recommended websites, blogs, and books, periodicals:**

 **Craft:**• The Journal of Modern Craft

• American Craft Magazine

• Ceramics: Art & Perception / Ceramics Technical Magazine

• Thinking through Craft by Glenn Adamson

• The Craftsman by Richard Sennett

**Design:** • Designboom: Industrial Design Education, Articles, Interviews, Competitions

• Core 77: Industrial Design Magazine Resource

• Mocoloco: Modern & Contemporary Design & Architecture

**Art:**  • Beautiful Decay Magazine: [www.beautifuldecay.com](http://www.beautifuldecay.com)

• Art in America Magazine

• Sculpture Magazine

• Air Guitar by Dave Hickey

• Studio and Cube by Brian O'Doherty

**Blogs / Artist Sites:**

• [www.rosenfieldcollection.com](http://www.rosenfieldcollection.com)

<http://www.alfredgrindingroom.com/raw-materials>

http://ceramicsfieldguide.org

• www.notcot.org for your ideas+aesthetics+amusement

• www.retitle.com online art directory of gallery, artists, opportunities

• www.untitledartshow.com

• www.badatsports.com

• www.ted.com - ideas worth spreading

• Marek Cecula - influential international ceramic artist, designer, educator

**Ceramics Department Materials Charge**

In the UNT ceramics department, we believe in the educational importance for intermediate and advanced students to learn how to formulate and mix their own clay and glazes so we provide our students with raw materials. For beginning students, the ceramics program mixes both the clay and glaze to aid in the technical making of their projects. If we did not do supply students with these raw materials, they would be required purchase their own manufactured clay for about $35 per 50 lbs at a supplier in Dallas. To save students time and money, we require students taking a ceramics class to pay a $50 materials charge within the first two weeks of class.

To pay this this materials charge, please take the provided sheet from your instructor to the ***Cashiers Services* in the Eagle Student Services Building** (the Southwest part of the Union building). After paying, please return this sheet and your receipt to the ceramics technician, Valerie Handcock, and they will mark you off the list.

Please see Brooks Oliver with questions or concerns.

**COURSE MATERIALS**

Please bring all required tools to class daily.

You should collect all the tools necessary for you to make your work.

* A notebook to take Lecture notes
* A 3 ring binder for notes and handouts (although all handouts will be posted to canvas this semester). A binder is only needed if you want to print them out
* At least 45 8oz plastic containers with lids (something like the link below)

[https://www.amazon.com/Stack-Man-Plastic-Containers-Airtight/dp/B07638H4KX/ref=sr\_1\_3\_sspa?crid=3VDBEQNI8VMB3&keywords=soup+togo+containers&qid=1661736761&sprefix=soup+to+go%2Caps%2C191&sr=8-3-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEzT1RWM0IwR1FSNThTJmVuY3J5cHRlZElkPUEwODQ4MjQ2MUI3SzVXQ0FNWTRSTSZlbmNyeXB0ZWRBZElkPUEwNjg1OTQ4MTZTRTVSQURYMzZXRSZ3aWRnZXROYW1lPXNwX2F0ZiZhY3Rpb249Y2xpY2tSZWRpcmVjdCZkb05vdExvZ0NsaWNrPXRydWU=](https://www.amazon.com/Stack-Man-Plastic-Containers-Airtight/dp/B07638H4KX/ref%3Dsr_1_3_sspa?crid=3VDBEQNI8VMB3&keywords=soup+togo+containers&qid=1661736761&sprefix=soup+to+go%2Caps%2C191&sr=8-3-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEzT1RWM0IwR1FSNThTJmVuY3J5cHRlZElkPUEwODQ4MjQ2MUI3SzVXQ0FNWTRSTSZlbmNyeXB0ZWRBZElkPUEwNjg1OTQ4MTZTRTVSQURYMzZXRSZ3aWRnZXROYW1lPXNwX2F0ZiZhY3Rpb249Y2xpY2tSZWRpcmVjdCZkb05vdExvZ0NsaWNrPXRydWU=)

* Respirator – NOT a paper dusk mask – N95 or P95 rating or higher
	+ Particulate respirator will be required for mixing glazes and clays and fumigation respirators will be required if students are firing Soda kilns or applying lusters. Students should have a fit test performed to make sure they are wearing the proper sized respirator.
* Work clothes or apron, towel
* Plastic cups (I recommend ROUND solo cups). You will need about 20
* Sharpie and pencil
* Computer with internet access
* Digital camera (cell phone cameras work just fine)

**Suggested tools:**

* Basic tool assortment for ceramics kit (including: Wood tool, metal rib, serrated rib, wooden rib, wire tool, big and small trimming tool, needle tool, sponge) 
* Plastic for covering works in progress – NOT Walmart checkout bags – buy kitchen/yard trash bags
* Small Tupperware container for personal slip
* Bats & bat pins (optional, but suggested if you want to make plates, casseroles etc.)
* Locker
* Spray bottle
* Sketchbook – I suggest you start using one if you don’t already.

***Put your name on ALL your tools with a Sharpie!!***

(Most) clay materials are supplied by the ceramics studio, however students are responsible for their own class clay. For most assignments, the class will be divided into 3 groups who are responsible for making clay. Be sure to keep an eye out for when your clay is running low, as students in this class are not allowed to make clay on their own and must work with a partner. “There was no clay” will not serve as an excuse for assignments not being turned in on time. Clay may only be mixed during business hours and the material shed can be opened by Brooks and Valerie. We will have time to make clay usually in class, so please be sure to let Brooks know when the clay bin is ¼ full or getting low. Be sure to keep your classes bin locked at all times as clay can walk off with other students.

**ATTENDANCE POLICY**

* Regular and punctual attendance is mandatory.
* Three absences will be tolerated. (this includes Zoom classes and at home assignments)
* More than three absences will require a note from a doctor or a note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences) in order to be counted as excused.
* More than three absences will lower your final grade by one letter grade per additional absence (4 or more)
* Most lectures, demonstrations, and assignments will occur at the beginning of class periods and will not be repeated for those who come in late. If you are late to class, you will need to notify me at the end of the class period to replace an absence with a tardy. Three tardies will constitute an absence.
* A tardy is considered to be arrival 5 minutes after the beginning of class.
* Assignments that are turned in late will receive one letter grade lower per day for each day they are late.
* Examinations, quizzes, and in-class assignments missed may only be made up with an official doctor’s excuse or note from the art office excusing the absence for a reason covered under UNT policy 06.039 (Student Attendance and Authorized Absences).
* Critiques missed may not be made up and grades will reflect the student’s failure to participate in the critique discussions.

**Documentation**

A digital catalog of your projects are expected at semester's end. This will require you to photograph all of your assignments completed in class and upload them to Canvas.

**Ceramics studio hours**



To succeed in this class, you will almost certainly need to work after building hours. **You must apply to have after hours building access through the link below**:

<https://news.cvad.unt.edu/studentaccess>

It is a good idea to work with at least one other person during overnight hours. Many professors will let you work in the studio while they are teaching another class – but you must first ask them if it is okay. Be considerate and respectful of classes happening while you use the studio.

**For the first 2 weeks of class:**

On Tuesday, Aug .22, all ceramic students will be temporarily granted 24-hour access to the Ceramics side of the Annex. (It might take Access Control a day or so to input all of the names so please be patient.) This will NOT grant students 24-hour access to the CVAD Building.

Ceramics students will have until Friday, Sept. 1 to successfully complete the on-line safety training and the quiz. If they do so, they will retain Ceramics access and will gain CVAD Art Building Access. If students do NOT successfully complete the training and quiz on-line, on Sept. 1, access will be *rescinded* to the Ceramics portion of the Annex. (note: you must score 100% on the online exam)

While the building shuts down during the above hours, you will not be kicked out of the building if you are already in the studio – however do know you will not be able to return if you use the bathrooms outside of the studio space.

DO NOT PROP DOORS OR LET PEOPLE YOU DO NOT PERSONALY KNOW (ENROLLED IN A CERAMICS CLASS) INTO THE BUILDING. We have cameras at the doors and if this happens you will lose all afterhours access, most likely resulting in the failure of this course.

We will discuss safety protocol in depth throughout this class, but please know your safety is of the upmost importance.

Be considerate and respectful of classes happening while you use the studio.

***Door code: \_\_\_\_\_\_\_\_\_\_\_\_ Intermediate locker: \_\_\_\_\_\_\_\_\_\_\_\_\_***

**Storage of active work**

Each student will label one shelf with their name on the first day of class. These shelves are only to store current and working project materials. After students have finished for the day, all tools and materials are expected to be cleared up and returned to each students’ shelf.

You have access to some special materials reserved for intermediate students. Please be respectful of these materials and use them sparingly. Once they are gone, they are gone. You must return the materials to the intermediate locker and lock it after you use it.

***Intermediate locker: \_\_\_\_\_\_\_\_\_\_\_\_\_***

**Studio care**

Use the studio and the equipment to its full advantage, but do not abuse it. Please be considerate, it is a facility shared by more than a hundred students each semester. Clean up after yourself and after any other person who forgets. Those that habitually clean up shared spaces when others forget tend to stay in my good graces. Those that habitually leave a mess for someone else tend to not. Therefore, never leave a mess for anyone else to clean up. YOUR PARTICIPATION IN CARING FOR THE STUDIO WILL AFFECT YOUR GRADE.

**HEALTH & SAFETY PROGRAM**

Students are required to follow the Department of Studio Art Health and Safety guidelines and are required to complete training for each studio course. The goal of the Studio Art Health and Safety Program is to protect the health and welfare of all faculty, staff, and students and to cooperate with the University of North Texas’ Office of Risk Management. Please visit the website for details and the departmental handbook:  <https://art.unt.edu/healthandsafety>.

**Health & Safety Area Specific Information: Ceramics**

**Please review the CVAD Health and Safety handbook at:** [**https://art.unt.edu/healthandsafety**](https://art.unt.edu/healthandsafety)

**1. Hazards of the Materials**

Clay Dust is a potential irritant and prolonged exposure may result in chronic conditions.

Many substances in the glaze room are marked as toxic or hazardous materials.

Ingestion and inhalation of these materials could be hazardous or fatal.

**2. Best Practices**

Use gloves and clean after yourself and your area to avoid exposure to hazardous materials.

**3. Links for Safety**

<http://www.lagunaclay.com/msds/>

 **4. Area Health & Safety Rules**

All users of the studio classrooms are expected to follow studio area rules at all times. If you have any questions, ask your instructor.

* Follow all CVAD Health and Safety handbook guidelines (the handbook should be reviewed by your instructor and can be found here: <https://art.unt.edu/healthandsafety>
* Follow the CVAD Waste Management Chart in the classroom and other health & safety guidelines posted
* In case of emergency, call campus police at (940)565-3000or call 911
* File an incident report (forms may be found in the CVAD H&S handbook and in the main office. Turn completed forms into the Studio Art Departmental Office within 48 hours of the event)
* Do not prop classroom doors. Doors are to remain closed to ensure the building HVAC and ventilation work properly
* No food or drink in the studio
* Read and obey all signs posted in the Ceramics areas
* Report any safety issues IMMEDIATELY to your instructor or the ceramics technician.
* Use best practices for material handling. If you have questions about a material, ask an instructor for guidance or check the MSDS sheets located in OSH 137 (glaze material room).
* Familiarize yourself with the closest eyewash station and first aid kit.
* Notify your instructor if first aid supplies are low.
* Do not spray any aerosols in any CVAD classroom/studio/doorway or exterior wall/floor. Cover any surface you are spraying on outside. Please do not use bricks from the ceramic brick piles to prop or hold down your items or surface cover.
* Shoes must be worn at all times. It is wise to change into clothes and / or wear an apron for this class to avoid carrying dust particles with you when you depart. These studio clothes or personal aprons may be stored in your OSH locker.
* It is recommended that protective equipment be worn at all times: safety glasses when scraping and cleaning shelves, protective lenses for kiln viewing, gloves for hot objects, ear protection for grinding and sawing, rubber gloves for mixing hazardous materials, etc.
* It is strongly recommended that a respirator with particulate filters be worn when working with dry materials, especially in the glaze material room, the clay mixing room , and the plaster room.
* Do not block aisles, halls, or doors
* Do not bring children or pets into the studios
* Studio, equipment and material use is restricted to students currently enrolled in a ceramics class.
* If you do not know how to use a piece of equipment or are unsure of proper procedures please ask someone. Do not use force on any piece of equipment.
* If something breaks, please tell the ceramics technician or your instructor immediately.
* Do not store things on the floor or on the counters. Tools, buckets, clay and works in progress should be stored in the storage areas provided.
* Clean up spills immediately
* Clean up your working area daily- wipe down all used surfaces and check the floors. Do not leave works in progress out on the tables, wheels or counters when you are not in the studio.
* Scoop up dry materials, mop up liquids, do not return spilled materials to original source as they are contaminated now
* If you accidentally cross-contaminate dry materials in the glaze material room (OSH 137), please inform the ceramics technician or your instructor immediately.
* All discarded bisqueware, glazeware and empty dry material bags must be taken to the dumpster. Do not place in the trash cans.
* All glazing utensils must first be rinsed in the yellow rinse bucket prior to being washed in the sink.
* Place materials containing barium carbonate or chromium oxide in the hazardous waste disposal area
* Do not sweep. This puts hazardous materials in the air. Rather vacuum, scrape up chunks and wet-clean.
* Do not sand greenware, glaze or bisqueware indoors. If sanding *must* be done, please do so outside (over a trash can) while wearing an appropriate dust mask or respirator.
* Do not block doorways or block access to lights.
* Do not remove furniture from rooms or borrow furniture from rooms without permission from the area coordinators.
* Do not create “daisy chains” with multiple electric cords.
* No hazardous materials down sinks.
* Store all flammables in the flammable cabinet. Keep flammable cabinet closed at all times.
* Report any safety issues IMMEDIATELY to your instructor.
* All courses must engage in an end of the semester clean up.
* Follow the **CVAD CONTAINER POLICY** (see below)

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There are 3 types of labels used in CVAD.
**All containers must have a label identifying the contents at all times.**

UNIVERSAL LABELS (while chemical is in use):

All secondary/satellite containers for hazardous materials (or what might be perceived as hazardous -i.e. watered-down gesso, graphite solutions, satellite containers of solvents, powders, spray paints, fixatives, oils, solvents) must be marked with content, your name and the date opened. All unmarked containers will be disposed of with no notice. Labels can be found in the studios. All containers must be marked with your name, contents and date opened.

UNIVERSAL WASTE LABELS (when material is designated as waste):

All containers solely containing a universal waste must have a universal waste label identifying the contents as “Universal Waste - (type of universal waste)” that are designated as waste for proper disposal. The label must also include the date the first item of universal waste entered the container.

 HAZARDOUS WASTE LABELS
 All hazardous waste containers must have a label identifying the contents as hazardous.

Labels should include all constituents in the waste mixture as well as an approximate percentage of the total for that item. All constituents should equal 100%.

**ACADEMIC INTEGRITY**

According to UNT Policy 18.1.16, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

## ADA Accommodation Statement \*

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at [disability.unt.edu](http://disability.unt.edu/).

## Emergency Notification & Procedures \*

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

**Building Emergency Procedure**

In case of emergency (alarm will sound), please follow the building evacuation plans posted on each floor of your building and proceed to the nearest parking lot. For the ceramics facilities, we will evacuate to the far WEST end of the parking lot directly outside of the Art Annex BEFORE you leave, you MUST check in with your instructor who will be taking roll of the class. In case of tornado (campus sirens will sound) or other weather related threat, please go to the nearest hallway or room on your floor without exterior windows and remain there until an all clear signal is sounded. In the Art Annex, the designated tornado shelters will be the restrooms. Follow instructions of your teachers, act accordingly and remain calm.

## Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

**Acceptable Student Behavior**

Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university’s expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <http://deanofstudents.unt.edu>.

## Access to Information – Eagle Connect

Students’ access point for business and academic services at UNT is located at: [my.unt.edu](http://www.my.unt.edu/). All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

## Survivor Advocacy

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Ceramic Suppliers in the DFW area:

*Trinity Ceramic Supply* *American Ceramic Supply* *Texas Pottery Supply*

9016 Diplomacy Row 2442 Ludelle St. 4401 Garland Dr

Dallas, TX. 75247 Fort Worth, TX. 76105 Haltom City, TX. 76117

(214) 631-0540 (817) 535-2651 (817) 503-2022

trinityceramic.com americanceramics.com texaspottery.com

Mon-Fri 9-5 & Mon-Fri 9-5 & Mon-Thurs 9-5

1st Sat of the month 9-12 Sat 9-noon Fri 9-4

*\*\*\*The instructor retains the right to change the syllabus with or without notice at any time during the semester.*

University of North Texas

Ceramic Studio Policies

Brooks Oliver, Eliza Au

Lab Tech: Valerie Hancock

1. Please help us keep the studio clean and safe.
2. Clean up after yourself. If YOU make a mess, YOU clean it up. The wheels, workstations, clay mixers, & extruders need to be washed down with a wet sponge. All kilns need to be vacuumed and shelves & kiln furniture needs to be returned to its home. Be considerate and don’t leave a mess for someone else to clean up.
3. DO NOT PUT CLAY IN THE SINK! Use the large bin located in the center of the ceramics lab. Do not put anything other than clay in the slop bin.
4. Put all studio tools back in their proper place after use.
5. All clay objects to be fired must have your name, initials or logos on the piece. No name, no fire, no exceptions.
6. Scrape insides of glaze buckets after use. This helps prevent the glaze from building up on the inside of the bucket. Also sponge off the outside of the bucket. Cleaning up immediately after glazing is much easier than when the glaze has dried and hardened.
7. Work to be glazed must be cleaned up 3/8” from where it touches the tabletop. If it’s not, you will find your piece on the REJECT SHELF and it will not be fired until YOU clean it up!
8. If your glaze is thick and drippy and runs onto the kiln shelf, you will be required to clean the shelf and possibly pay for the shelf, depending on the damage. Kiln shelves cost $50.
9. Work that is unacceptable for firing, whether improperly glazed, cracked, or poorly constructed, will be placed on the REJECT SHELF. It is the responsibility of the student to remedy the problem before putting it back on the shelf to be fired. If you are not sure what the problem is, ask the instructor.
10. PLEASE DO NOT handle other people’s work, it is very fragile.
11. Check the bisque shelves often! We will go through the bisque shelves and throw away bisque ware that has been there for more than 3 weeks. Space is a valuable commodity in this studio.
12. Cycle your work in a timely manner. Don’t wait until the end of the semester, or you may be disappointed.
13. Lockers and shelves must be cleaned out at the end of each semester. Items that are not removed will be thrown away.
14. When testing glazes you must make your own test tiles. You also need to bring your own containers for your glazes.
15. Your cooperation is essential for a safe and smooth operation of this studio.

**Thank you for your cooperation. Have fun and be safe!**

**PERMISSION TO USE STUDENT ARTWORK**

**We would like to use your work to spread the news about the amazing art made at CVAD! Please help us put your talent on display by allowing us to photograph and exhibit your art on CVAD’s social media, websites and paper advertising. Thank you!**

*I hereby grant permission to UNT and CVAD to use, copy, reproduce, publish, distribute or display any and all works created in my classes while at UNT. Additionally, I consent to the use of my name to coincide with images of my artwork.*

**1. Scope of Permission.** This permission extends to the use of the described work and images of such work: (1) for academic purposes in order to demonstrate examples of student work to current and future UNT students; (2) for public display in the galleries or on the campus of the UNT or on the UNT website; (3) for promotional materials created by UNT in all forms of media now known or later developed, including but not limited to exhibition catalogues, direct mail, websites, advertising, social media, and classroom presentations. My permission is on-going, but can be revoked by giving the professor of record for this course written notice of my wish to revoke permission and use of any images of my artwork. UNT will have three months from the date of my notice to stop all use agreed with this permission.

**2. Certificate of Ownership.** I am the owner of all work submitted and the work is not subject to any restriction that would prevent its use consistent with this permission. All aspects of the work are original to me and have not been copied. I understand that as owner of the work I have the right to control all reproduction, copying and use of the work in accordance with U.S. copyright laws.

**3. Privacy Release.** I hereby authorize and consent to the release, maintenance and display of my name if necessary and any other personally identifiable information that I have provided in connection with the work and its use described in this Agreement.

**4. Signature.** By signing below I hereby grant the permissions indicated above. I understand that this grant of permission relates only to the use of the described work. This is not an exclusive right and I may sell, give or otherwise transfer the rights to such work to others on a non- exclusive or exclusive basis. However, in the event that I do sell, give or otherwise transfer ownership or the exclusive right to use my work to another party, I will notify UNT immediately in writing through the professor of record for this course. UNT will have three months from the date of my notice to stop all use in accordance with this permission.

Printed name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Acknowledgement**

 “I have read the syllabus and understand what is expected of me in this course. I have had an opportunity to ask questions. I understand the course structure, grading, participation and attendance policies as well as the risk factor rating. I hereby agree to the syllabus and its provisions.

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Printed Name Signature

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Course Number and Section Email

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Risk Rating Date