

Spring 2026 ASTU 2101.502 Beginning Ceramics: Hand-building

Tuesday and Thursday 8:00 to 10:50AM

Room ARTF 139

Instructor: Carla Hughes carlahughes@my.unt.edu

Office Hours: Fridays 9 – 10 AM Room ARTF 139 and by appointment

Course Schedule

The course schedule reflects expected class progress in course subject matter and is considered tentative. The schedule is subject to change in content and scope at the instructor's direction. Find the course schedule in the First Week Module in Canvas.

| Week | Date | Topic | Date | Topic |
|------|------|--|------|---|
| 1 | 1/13 | 1. Introductions, Syllabus, Studio Tour, and Expectations 2. Shelf Assignments | 1/15 | 1. Sign out lockers 2. Explore Canvas 3. Wedging demo 4. Pinching test tiles 5. Syllabus & Art Use forms due |
| 2 | 1/20 | 1. Extruder demo 2. Extruding test tiles 3. Make test tiles ready for bisque | 1/22 | 1. Mugs Presentation 2. Coiling demo 3. Small slabs demo 4. Introduce Project 1: Building Mugs 5. Test tiles due Friday, 1/23 11:59pm 6. Sketchbook 1 due Friday, 1/23 11:59pm |
| 3 | 1/27 | 1. Project 1 Workday 2. Surface Demo: Sgraffito and slip trailing 3. Introduce: Artist Presentation 4. Submit your artist in the discussion thread | 1/29 | 1. Mugs Critique 2. Project 1: Building Mugs due Friday, 1/30 11:59pm |
| 4 | 2/3 | 1. Historic Ceramics Presentation 2. Introduce Project 2: Interpreting Historic Ceramics | 2/5 | 1. Project 2 Workday 2. Surface Demo: Paper resist and slip inlay 3. Material charges due Friday, 2/6 by 5pm |

| | | | | |
|----|------|--|------|--|
| | | | | <p>4. Project 2 Sketchbooks due tonight by 11:59pm 5. Artist Presentation uploads due Sunday, 2/8 11:59pm</p> |
| 5 | 2/10 | <p>1. Group 1 Artist Presentations 2. Project 2 Workday 3. <u>Ariel Bowman</u> Workshop tomorrow Wed. 2/11, 11am – 1pm & 2-5pm</p> | 2/12 | <p>1. Group 2 Artist Presentations 2. Project 2 Workday</p> |
| 6 | 2/17 | 1. Project 2 Workday | 2/19 | 1. Project 2 Workday |
| 7 | 2/24 | 1. Project 2 Workday | 2/26 | <p>1. Project 2 Critique 2. Project 2: Interpreting Historic Ceramics Due Friday, 2/27 11:59pm</p> |
| 8 | 3/3 | <p>1. Glazing Demo 2. Glazing Test Tiles 3. Glazed test tiles due Friday, 2/27 11:59pm</p> | 3/5 | <p>1. Breaking Bread Presentation 2. Introduce Project 3: Ceramics and Community 3. Project 3 Sketchbooks due tonight by 11:59pm</p> |
| 9 | 3/10 | SPRING BREAK | 3/12 | SPRING BREAK |
| 10 | 3/17 | 1. Project 3 Workday | 3/19 | <p>1. Project 3 Workday 2. Glazing 3. Mid Semester Clean Up</p> |
| 11 | 3/24 | <p>1. Project 3 Critique 2. Project 3: Ceramics and Community upload due Wednesday, 3/25 11:59pm</p> | 3/25 | <p>1. Identity in Ceramics presentation 2. Introduce Project 4: The Final 3. Project 4 Sketchbooks due tonight by 11:59pm</p> |
| 12 | 3/31 | 1. Project 4 Workday | 4/2 | 1. Project 4 Workday |

| | | | | |
|----|------|--|------|--|
| 13 | 4/7 | 1. Project 4 Workday | 4/9 | 1. Project 4 Workday 2. FRIDAY 4/17 IS LAST DAY FOR UNFIRED CLAY!!! |
| 14 | 4/14 | 1. Project 4 Workday 2. Glazing 3. TUESDAY 4/21 IS LAST BISQUE!!! | 4/16 | 1. Project 4 Workday 2. Glazing 3. TOMORROW 4/17 IS LAST DAY TO WORK ON UNFIRED CLAY!!! 4. |
| 15 | 4/21 | 1. Glazing | 4/23 | 1. Glazing |
| 16 | 4/28 | 1. Studio Clean up 2. Documentation Workday | 4/30 | 1. Documentation Workday 2. Today IS LAST GLAZE FIRE!!! |
| 17 | 5/5 | 1. FINAL CRITIQUE 2. Documentation Due TONIGHT by 11:59pm | | |

**Everything must be out of the studio and lockers by
NOON FRIDAY DECEMBER 12TH**

Course Description:

This course serves as a continuation of your education and exploration of the use of Ceramics in Art, Craft, Design and Architecture. Several histories of the material are explored in class, but the student's primary engagement with the material and its potential is through hands on exploration in a variety of projects and hand building processes. This class offers extensive physical engagement with clay and seeks to examine Making as a

way of Thinking. The course facilitates engagement with contemporary issues in Art, Craft, and Design through discussion, presentation, and critique.

Course Outcomes and Objectives

- To guide and further develop your artistic voice in three-dimensional design.
- Create artwork that demonstrates perceptual acuity, conceptual understanding, and technical skill with emphasis on hand building techniques.
- Expand upon your knowledge and skills in the use of tools, techniques, and processes sufficient to produce work from concept to finished object.
- Further your understanding of the place of ceramics within the history of art, design, and culture.

Techniques

Students should be competent in these construction techniques by the completion on this course.

| | |
|--|-------------------------------|
| - Coil construction | - Slip decoration |
| - Slab building (slab roller & throwing slabs) | - Sgraffito |
| - Pinching | - Slip inlay |
| - Extruder | - Wax, tape, and paper resist |
| - Bisque molds/sprigs | - Cold surface surfaces |

Themes

These themes or aspects of them would ideally be incorporated into assignments in this class.

- Design
- Classical re-design
- Series, planning
- Globalization & Context
- Mapping/place
- Personification
- Cultural remix

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. Participation in class discussion, critiques, presentations,

and clean-up is expected and is part of my grading practice.

Assignments will have given critique dates. There will be four throughout the semester. Each student is expected to attend and present finished work as well as articulate the research and ideation 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. We will not hold individual class critiques outside of the set critique dates.

Translating smart ideas into space requires a 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 grading will reflect that.

Course Content

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.

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. Please see me if you have any concerns.

Course Requirements

You are required to participate in scheduled class time, both individual and group critiques, studio protocols, and in the care and maintenance of the clay studio and its equipment. There will be 4 major ceramic assignments and a presentation over your own research and sources of inspiration. You are required to keep a sketchbook for this class. I expect to see notes taken from presentations, demos, and critiques. I also expect to see your ideation process for each project, thumbnail sketches, and your personal research. You will upload images of these to Canvas as homework assignments.

Evaluation

You will be graded as followed:

Four main projects equal 50% of your final grade.

One presentation equals 10% of your final grade.

Four sketchbook entries equal 20% of your final grade.

Class participation is 20% of your final grade. Attendance is part of your class participation grade.

Grading

- 90-100% A: Outstanding, excellent work. The student performs well above the minimum criteria.
- 80-89% B: Good, impressive work. The student performs above the minimum criteria.
- 70-79% C: Solid, college-level work. The student meets the criteria of the assignment.
- 60-69% D: Below-average work. The student fails to meet the minimum criteria.
- F: 59 and below Sub-par work. The student fails to complete the assignment.

Late Work

All late submissions to Canvas will be docked 5 points for every day past the due date.

Attendance

Arriving on time and prepared to work is essential. I take attendance at the beginning of class. If you arrive more than 15 minutes late, you need to talk to me to be sure you aren't counted absent. Three late arrivals will equal one unexcused absence. You have 1 free absence to use at will, no need to reach out. Any more than one will be counted as unexcused unless official documentation is provided.

You can reach me about absences at carlahughes@my.unt.edu.

If you are absent from class, you are still responsible for what was covered in class. If you miss a demo, it is your responsibility to meet with another student to work on what you missed so that you can complete the assignments. Communication with me and your fellow classmates is essential for success in this class.

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 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 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 take a photo of the receipt and submit the photo on our canvas portal.

Please see Carla Hughes 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. At the very minimum you need:

- 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 or thin plastic drop cloths from the painting section of a hardware store
- Small bucket
- Towel
- Locker lock (optional but highly recommended)
- Small lidded container for personal slip
- Spray bottle (optional as the studio provides communal ones)
- Sketchbook
- Computer with internet access
- Digital camera (cell phone cameras work just fine)

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

Documentation

You are required to upload images of finished work by the due date.

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. Lockers are available to ceramics students at no cost. You must provide your own combination lock.

Ceramics studio hours

The Ceramic Studio follows CVAD hours which are Mon-Thur 7:30 AM – 8 PM, Friday 7:30 AM-5PM, Sat-Sun 12-5PM. There will be no access after 5 PM on Friday until 9 AM Sat.

Hours differ first two weeks of class Students will need to apply for after-hours access in order for card swipes to work. You may work anytime outside of scheduled class. It is a good idea to work with at least one other person during overnight hours. Check the class schedule posted outside the studio for open work time. Do not assume you can work in the studio while another class is scheduled.

Expect to spend up to 6 hours outside of class time to work on projects.

Studio safety

Students in the CVAD may find themselves working in the shop or in their studios or

classrooms using a variety of materials and power and handheld equipment, which may cause injury. Students should use the studio only after having received an orientation in the use of various equipment and when supervised by faculty. We have several first aid kits, an emergency eye wash station, and various ways to clean up spills. Should any injuries or accidents occur in the studio, inform your instructor immediately.

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.

Course risk factor

According to the University Policy, this course is classified as a category 3 course. Students enrolled in this course are exposed to significant hazards which have the potential to cause serious bodily injury or death. In this class, those risks are related to chemical hazards (clay & glaze materials), mechanical hazards (wheels, clay mixers, extruders, slab rollers), electrical hazards (wheels, kilns, power tools) and burn hazards (hot kilns). Students enrolled in this course will be informed of potential health hazards or bodily injury connected with the use of materials and/or processes, and they will be instructed how to proceed safely. Students who are pregnant or will become pregnant during the course of the semester are advised to check with their doctor immediately to determine if any additional risks are reason to postpone this course until a later semester. It will be up to you and your doctor to determine what course of action to take.

Health & Safety Area Specific Information: Ceramics

Please review the CVAD Health and Safety handbook at:

<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 during glazing and clean up 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 always follow studio area rules. 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)565-3000 or 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 (OSH 137), the clay mixing room (OSH 122), and the plaster room (OSH 124).
- 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)

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.

American Disabilities Act

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

Financial Aid Satisfactory: Academic Progress

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 3.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per term. Students cannot exceed maximum timeframes established based on the published length of the graduate program. If a student does not maintain the required standards, the student may lose their financial aid eligibility. If at any point you consider dropping this or any other course, please be advised that the decision to do so may affect your current and future financial aid eligibility. Please visit <http://financialaid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with an academic advisor in your college or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

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. 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. Follow instructions of your teachers, act accordingly and remain calm.

Center for Students' Rights and Responsibilities

Each University of North Texas student is entitled to certain rights associated with higher education institutions. See www.unt.edu/csrr for further information. Cases of academic dishonesty will be referred to University authorities. See UNT Policy 06.003.

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>.

Sexual Discrimination, Harassment & Assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. UNT's Dean of Students' website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources_0. Renee LeClaire McNamara is UNT's Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students' office at 940-565-2648. You are not alone. We are here to help.

Access to Information – Eagle Connect

Students' access point for business and academic services at UNT is located at: 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/

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 |

UNT Students may subscribe for a discount to buy Adobe® Creative Cloud™

All the apps. All the time. 100GB of free storage! Yearly one time cost of \$55.55 with your UNT-student discount

Access: Aug. 15, 2024 or from date of purchase through Aug. 31, 2025

Details: <https://news.cvad.unt.edu/adobe-news>

Purchase: <https://unt.edu/adobe>

*****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 and 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: _____

Name of Course: _____

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.

CHOOSE ONE:

I have read the “Permission to Use Student Work” document and agree to the publication of examples of my class projects.

I have read the “Permission to Use Student Work” document and do *not* agree to the publication of examples of my class projects.

Printed Name

Signature

Course Number and Section

Email

Risk Rating

Date

