COURSE DESCRIPTION
Introduction to hand building techniques to fabricate functional ceramic forms and ceramic sculpture.

This course covers a variety of basic ceramic techniques including pinching, coiling, extruding and slab building. Students will gain an understanding of historical and contemporary ceramics through lectures, demonstrations and in-class work time in order to develop observational and technical skills. This course strives to draw relationships between the greater discourse of art, craft and design and the importance of being a maker in the 21st century.

COURSE OBJECTIVES
To learn research methods to find, acquire and organize relevant information
To understand the role of ceramics in present and past culture and society
To develop observational skills during critiques to describe, interpret, analyze and evaluate objects
To learn coil, extrusion, slab and pinch techniques
To gain a basic understanding of clay and glaze technology to problem solve technical flaws or issues
To be aware of and have a basic understanding of new technology resources in the Fab Lab
To be aware of all applicable health and safety issues relating to working with ceramics

COURSE OUTCOMES
To produce objects of cultural and/or personal significance through research
To understand the value and meaning of human interaction with objects and its relationship to daily life
To understand the relationship between the medium of clay, its material properties and contemporary values towards skill, technology and utility
To understand the value of creating models, prototypes or templates to aid the visualization and production process
To be able to apply theory to practice through technical or conceptual means

COURSE STRUCTURE
Classes usually start with announcements and check-up on homework due that class. Please note that lectures, demos, presentations and discussions are priority during class time. Though we will have some work periods, students are expected to complete most of their assignments in out-of-class time. Along with studio practice the aspects of research, documentation and presentation are emphasized. For each project you will complete a PDF document that records your research, process and images of your final work. We may use Fab Lab as part of this class, please note we may have limited access. Any software we might use is available in the computer lab (Room 375) in the main CVAD building. Half the class will meet on Tuesday and the other half will meet on Thursday to comply with social distancing rules. It is not required for students to zoom in for the other scheduled class (Tuesday or Thursday) but to use that as work time at a later date. There is a maximum of ten people allowed in the studio room 136. Students need to supply their own masks, and it is recommended that you have several masks on hand. To comply with cleaning after class, we will end class at 7:40 pm. Please do not start to clean up until 7:25 pm.
Please be aware of and follow studio guidelines set in place due to the COVID-19 pandemic:

- **Masks must be worn anytime you are in the ceramics studio**
- Book your out-of-class studio time online
- Check in and check out with attendant at studio door each time you attend class or use the studio
- Sit in the same spot every class (after Week 2)
- Do not move furniture around, including chairs, etc. It should stay in the same spot
- Sanitize your space before and after you use the studio
- What goes in the slop bin stays in the slop bin. Do not use this for joining slip. There is a small amount of bleach in it that will become inactive after it is recycled
- No fans are allowed in the studio this semester
- Enter through the doors to the kiln yard or off of Ponder Street, and exit through the back doors of the studio
- **Studio Hours are currently 8am-9pm Monday – Friday, 8am - 5pm Saturday. If you work outside of these hours, access to out-of-class studio time will be denied the rest of the semester.** Studio hours may change over the course of the semester.

Using the disinfectant and ‘wipers-to-go’, wipe down:

- Your TABLE (don’t forget the sides / edges)
- Your CHAIR(S)
- Your WHEEL (on/off button, forward/reverse toggle, wheel head, splash pans,
- Community TOOLS you used (rolling pins, banding wheels, etc)

Checklist of other items that need to be cleaned and disinfected at the end of each class:

(for faculty to do after class ends)

- Handles & doors on the white cabinet
- Wedging stations
- Rim of the slop bin (?)
- Scales
- Classroom door knobs & crashbars
- Sink handles, faucets & edge of basins

Glazing room: (when used) – **Gloves are required at ALL TIMES in this room**

- Whisks
- Glaze bucket lids
- Test tiles that were picked up / handled
- Counter / table
- Brush handles
- Oxide containers and lids
- Wax containers and lids
- Sink handles, faucet & edge of basin

Intermediate, Advanced & Grad Classes additional checklists
• Electric kiln room:
  o Electric kiln lid handles that were loaded today
  o Faculty only: Control panel of any kilns that were loaded – don’t spray the kilns themselves!

• Clay Mixing Room:
  o Clay mixers that were used today (on/off switches, lid, handle, perimeter bars)
  o Counter top
  o Bucket handles and rims that were used during mixing
  o Scrub brushes and scrapers that were used
  o Pugmill handle, on/off switch,
  o Sink handles, faucet & edge of basin
  o Door knobs (inside and outside of door) – both doors if side exterior door was used

• Dry Material Room: Gloves are required at ALL TIMES in this room
  o Counter tops
  o Scales
  o Chemical bin handles
  o Colorant bin lids and handles
  o Vent timer switch
  o Small hand tools that were used
  o Sink handles, faucet and edge of basin
  o Door knobs (inside and outside of door)

• Plaster Room: Gloves are required in this space
  o Everything touched (including tools)
    ▪ Grad students and advanced students are encouraged to purchase your own sureforms and buckets

ASSIGNMENT & ASSESSMENTS

15% Participation
  7% Critiques and Readings
    Discussion and input into readings and how thoughtfully concepts are connected to objects made. Shows the ability to explain and communicate the project clearly and in depth.

  8% Cleaning Duties and Studio Maintenance
    Consistent participation in cleaning and maintaining the studio over the semester.

5% Ceramic Quizzes and Final Exam
  2.5% Ceramic Quizzes
    There will be several short ceramic quizzes given throughout the semester on main technical points

  2.5% Final Exam
    The final exam is cumulative of all the ceramic quizzes given throughout the semester

10% Group Presentation and Reading
    The class will be divided into groups to give a 20-30 min presentation on a theme/ reading. Details will be forthcoming.

70% Projects (2 projects, 35% each)
    Each of the studio projects are graded on (in regards to the percent for each project):

      40% Craftsmanship
      Quality of craftsmanship, time and effort put into the forms created, including demonstration of techniques learned, edges and surfaces smoothed out, absence of cracks, clay joined at the right moisture consistency, repair at green or bisque stage, lip, body and foot are finished and considered for vessel forms, and base and walls are even.
20% Completion and Quality of Homework
Every class homework is checked. It is crucial you keep up with homework or this can pile up. In-class and out of class work ethic is also part of this percentage. Quality pertains to craftsmanship (see above).

20% Concept/Originality/Creativity
Experimentation, problem solving and ability to draw conclusions from challenges presented. How projects are designed and revised. Projects are not direct copies of instructor demos.

20% Research Document and Presentations
Research and planning of projects including sketches, images and information (including test tiles). Interpretation of the concept as well as revision and presentation of the project. Research presentation and research document for each project is handed in.

Work must be ready for critique:
- **Only finished work will be critiqued.**
- Finished work: glaze fired work
- Unfinished work: work in the bisque and greenware stage (reviewed only in in-progress critiques)
- **Please be aware that you are responsible for having your work ready to be loaded in the kiln. This means your work should by DRY by the loading date. I will not refer you to another student or rebook a kiln for tardy work. Only work that is ready will be fired, and all kilns fire at the scheduled time.**
- Note that if your test tiles do not make it into the bisque kiln, it will need to wait for the next bisque kiln which may be weeks later. Your final project grade will be deducted by 5% for late test tiles.

<table>
<thead>
<tr>
<th>Participation</th>
<th>15%</th>
</tr>
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<tbody>
<tr>
<td>Ceramic Quizzes and Final Exam</td>
<td>5%</td>
</tr>
<tr>
<td>Group Presentation</td>
<td>10%</td>
</tr>
<tr>
<td>Projects</td>
<td>70%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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</tbody>
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**Please see weekly course schedule attached at the end of this document**

**MATERIAL LIST**
**Bring these tools from home or purchase them at Voeterman’s on Oak St.**
It is highly suggested you have your own tools and use the shared tools as little as possible.

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

- Clay tool kit (several are available but buy the one that is 9.99). It includes a sponge, needle tool, smooth metal rib, wooden rib, wire cut off tool, wooden knife, loop tools and a fettling knife.
- Serrated metal rib – has little teeth on it. It is a very important tool for joining clay (1.50)
- Small bucket/container (1-2 gallon)
- Small container/yogurt container with lid for slip. Label this as “Joining Slip” with your name
- Respirator – NOT a paper dusk mask
- Work clothes or apron
- Hand towel (do not share with others)
• Plastic for covering works in progress – clear drop cloth is suggested
• 3-ring binder for notes and handouts (½” – 1”) and/or sketchbook
• Sharpie, Pencils and Pens
• Assortment of paint brushes for design & slip work, natural bristles are the best
• Locker in Oak Street Hall (sign these out from our ceramic tech, Valerie)
• A combination lock for your locker (you must provide the combination to Valerie)
• Ruler – at least 12”
• Spray bottle
• Utility Knife
• Scissors
• White pencil crayon (optional)
• Compass (optional)
• Small rubber kidney rib (optional)
• Sureform rasp (optional)

**You may need to purchase other materials during this class, but you will be notified in advance.

EVALUATION CRITERIA DEFINITIONS

This criteria is heavily based on the studio time you put into this class. In general, the more effort and time you put into this class, the more you will get out of it. Six hours is the minimum requirement of out-of-class studio hours, but for a satisfactory outcome, you should be prepared to spend more time than the minimum requirement in the studio.

A (90-100%), Excellent
This student challenges and pushes themselves to excel both technically and conceptually in this course. The work produced shows significant growth and an initiative in research above and beyond what is requested, as well as being reflective of extra time spent in the studio. Gives constructive criticism in class during discussions and critiques and is punctual to all classes and hands assignments in on time. Extra effort is put into trial and error or troubleshooting challenges. Exceeds the minimum studio requirement time.

B (89-80%), Very Good
Participates in discussions and critiques, and is punctual to all classes and hands all assignments in on time. All requirements of the course are fulfilled and craftsmanship and conceptual interpretation of projects is acceptable. Skills and knowledge, as well as work produced shows healthy growth and learning. Fulfills the studio requirement time.

C (79-70%), Average
Meets all major project deadlines and shows competence in techniques and concepts presented but does not show significant creativity or originality in response to the project. Is close to fulfilling the studio requirement but the work could benefit from more studio time.

D (60-69%), Inferior
Is not punctual to class and has more than three absences without a medical note. One or more assignments are not completed and/or do not reflect revision or time needed for the project. Does not complete homework on time and is not ready to work in class (lack of materials or preparation). Does not fulfill the minimum studio requirement.
F(59-below), Failing
Has four absences or more and has not completed or handed in any finished work. Work shows lack of development (conceptual or technical) due to minimal time spent in class or out-of-class time.

CLASS PARTICIPATION EXPECTATIONS
Students are responsible for completing all of the required assignments and being prepared for class, including bringing all materials and tools needed. Our time is short in class and there is no time to buy or fetch materials. It is recommended you have your own tools so you do not need to share. Please respect the instructor and your classmates by refraining from using your phone during class for unrelated class activities and/or engaging in any other disruptive or distracting behavior, including checking your email or surfing the internet, updating your social networking sites, eating or drinking in class, making offensive remarks, sleeping or engaging in any other form of distraction. In extreme cases of the issues mentioned above, proper measures will be taken.

Taking notes during class is extremely helpful and important to your learning experience. This will allow you to review information if you need to follow assignments step-by-step, troubleshoot or discuss things with your instructor or peers. I use the blackboard frequently to write down major points and homework during the class, it is suggested you take pictures or notes of this for later review. Photographs during demos are also highly encouraged. There may be videos posted on Canvas of demos or techniques. This is a useful resource I would recommend you use.

**Please note that email is the preferred choice of communication and I will try my best to return your emails within 24 hours. Please come make an appointment in advance during office hours or otherwise if you need to see me individually.

ATTENDANCE POLICY

- Regular and punctual attendance is mandatory.
- 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)
- Due to the COVID-19 situation, there may be flexibility on the number absences on a case-to-case basis, however keep in mind with 3 absences you may miss critical demos, critiques, etc.
- 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.
- Because classes are scheduled close together, a tardy is considered to be arrival 10 minutes after the beginning of class.
- 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.
- Please note you are responsible for completing all assignments even if you are absent for any reason, even if this reason is legitimate.
- If for health reasons a student cannot come to class in-person, remote/online projects may be given and these will be due by Dec. 8th. If the projects are not received by Dec. 8th it will receive a mark of zero.
- If a student or the instructor becomes infected with COVID-19 the class will become remote.
- COVID-19 impact on attendance:
While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent as to what may be preventing you from coming to class so I may make a decision about accommodating your request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**LATE WORK / MAKE-UP POLICY**
The project grade will be deducted by 50% if handed in a day late; on the second day late will receive a zero. Exceptions will be made if the student provides proof of an acceptable mitigating circumstance: serious illness, death of a family member, or other circumstances if approved by the instructor.

**CLAY AND FIRING POLICY**
In the beginning classes, the clay is provided for the students. If clay is dry or hard students are expected to re-hydrate or recycle clay for reuse. This helps cut down on the amount of time and effort of the studio assistants recycling clay. Only authorized people, including staff and faculty have access to the clay bins.

We will have discussions about the firing process, but firing is mainly done by studio assistants so at the beginning stage you may focus on the making process.

**Studio Maintenance and Safety**
*As needed, the start of every class we will have a 10-15 min clean up of our working area.* When our space is clean and prepared we are able to work more productively and efficiently. Keeping the studio clean and ready to work in is a sign of respect for the ceramic process as well those who use it. Consider others who use the space after you. If you would like a clean space to work in, always keep it clean for the next person after you.

*Wearing a dusk mask or a respirator is mandatory when working with clay, ceramic materials or plaster.* As faculty, we are concerned about your health, as inhalation of this dust may cause major health issues over long-term exposure. Do not pour materials or chemicals down the sink at any time (clay, glaze, plaster, etc.) This is not only an environmental hazard but also causes the sinks to clog. Keeping the studio in excellent condition at all times will be part of your final grade.

*Please add the UNT Police number into your phone in case of a non-emergency. This number is (940) 565-3000.* In case of an emergency call 911. Please only use the door on the east side of the studio to enter and exit the studio. All other doors in the studio are emergency exits. Eating is not allowed in the studio, but drinking containers with lids are allowed.

**Ceramics Studio Hours**
The Ceramic Studio is open according to CVAD guidelines, studio hours may change as the semester progresses. Check with your instructor about how to sign up for a studio space. Be considerate and respectful of classes happening while you use the studio.

*Door code: ____________*

**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 hand held 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. Should any injuries occur in the studio, inform your instructor immediately.

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

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)565-3000 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%.

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 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 Hancock, and she will mark you off the list.

Ceramic Suppliers in the DFW area:

<table>
<thead>
<tr>
<th>Trinity Ceramic Supply</th>
<th>American Ceramic Supply</th>
<th>Texas Pottery Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td>9016 Diplomacy Row</td>
<td>2442 Ludelle St.</td>
<td>4401 Garland Dr</td>
</tr>
<tr>
<td>Dallas, TX. 75247</td>
<td>Fort Worth, TX. 76105</td>
<td>Haltom City, TX. 76117</td>
</tr>
<tr>
<td>(214) 631-0540</td>
<td>(817) 535-2651</td>
<td>(817) 503-2022</td>
</tr>
<tr>
<td>trinityceramic.com</td>
<td>americanceramics.com</td>
<td>texaspottery.com</td>
</tr>
<tr>
<td>Mon-Fri 9-5 &amp; 1st Sat of the month 9-12</td>
<td>Mon-Fri 9-5 &amp;  Sat 9-noon</td>
<td>Mon-Thurs 9-5</td>
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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!**

**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 many 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. Never leave a mess for anyone else to clean up. Always be aware of your surroundings. Much of the equipment and materials can be dangerous, so please be careful. Learn the proper procedures and safe use of all machines before attempting use. Your participation in caring for the studio will affect your grade. If you are unsure of something get help from a teacher, lab tech or area assistant.

**STUDIO SAFETY**
Please add the UNT Police number into your phone in case of a non-emergency. This number is (940) 565-3000. In case of an emergency call 911. Please only use the door on the east side of the studio to enter and exit the studio. All other doors in the studio are emergency exits. Eating is not allowed in the studio, but drinking containers with lids are allowed.

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 *

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.

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.

EMERGENCY NOTIFICATION & PROCEDURES *

UNT Emergency Guide: http://guidebook.com/app/emergency/guide/unteitmerge...

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 the course management system for contingency plans for covering course materials.

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 deanofstudents.unt.edu/conduct.
STUDENT EVALUATION ADMINISTRATION DATES

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

INCOMPLETE GRADES

An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule.

In consultation with the instructor, complete a request for an Incomplete Grade. This form can be found on the department website and must be turned into the department chair prior to the last day of classes (not the exam date). Note: A grade of Incomplete is not automatically assigned to students.

SEXUAL DISCRIMINATION, HARRASSMENT & 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. UNT’s Student Advocate 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.
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:  ________________________________________________________
**STUDENT ACKNOWLEDGEMENT***

Provide a “tear off” or separate page with a place for the student(s) to sign a declaration of understanding and agreement with the above syllabus provisions and risk factor. Or similarly, create a required quiz in Canvas/Blackboard.

I ____________________________ (print your full name) acknowledge that I have read the course syllabus. I understand the course structure, grading and attendance policies. I hereby agree to the syllabus and its provisions.

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<th>Risk Rating</th>
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