ASTU 2101:502 CVAD HANDBUILDING FALL 2019

Instructor Name: Eliza Au
Email: Eliza.Au@unt.edu
Phone Number: (940) 369-7671 Main Art Office
Office Location: The Hut/ Ceramics Studio
Office Hours: 10am-11am Tues or by appointment

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 will use the Fab Lab as part of this class. As a class you will be guided on how to use Rhino and create molds/prototypes for assignments. To be efficient, we run the files once as a class.
ASSIGNMENT & ASSESSMENTS

15% Participation
   15% 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.

10% Ceramic Quizzes and Final Exam
   4% Ceramic Quizzes
      There will be several short ceramic quizzes given throughout the semester on main technical points
   6% Final Exam
      The final exam is cumulative of all the ceramic quizzes given throughout the semester

75% Projects (3 projects, 25% 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)

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<tr>
<td>Participation</td>
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<tr>
<td>Ceramic Quizzes and Final Exam</td>
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<td>Projects</td>
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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.

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
- Sureform rasp
- Respirator – NOT a paper dusk mask
- Work clothes or apron, towel
- Plastic for covering works in progress – NOT store checkout bags – buy clear trash bags
- 3-ring binder for notes and handouts (½” – 1”) and/or sketchbook
- 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 – 12” (optional but strongly recommended)
- Spray bottle
- Utility Knife
- Scissors
- Masking Tape and Clear Tape
- Black Masking Tape (2-3 people can share one roll)
- White pencil crayon
- Compass
- 100 Grit Sandpaper Dry or Wet/Dry
- Palette Knife (optional)
- Small rubber kidney rib (optional)

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

REQUIRED READINGS AND TEXTBOOKS
Projects given will use the following texts below. It is not necessary to buy these texts, excerpts from these books will be provided to you.


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**

Page 3 of 11
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. If you have forgotten something, it is best to borrow or share with a classmate. 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.
**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 during office hours or make an appointment in advance 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)
- 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.

**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.

**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.
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](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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**Handbuilding CVAD Fall 2019 Eliza Au**  
**Please note this schedule is subject to change**

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<th>Week</th>
<th>Dates</th>
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<td><strong>Wayne Thiebaud: Everyday Ordinary</strong></td>
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| 1    | Aug 27 & 29 | Introduction and Syllabus  
Introduce Project 1  
In-class activity                                           | Lecture  
In-class activity  
Making Test Tiles                                                   |
| 2    | Sep 3 & 5  | Demo  
Mini Presentation #1 (Part 1)  
Bisque Test Tiles                                                 | Demo  
Mini Presentation #1 (Part 2)  
Fire Glaze Fire Test Tiles                                           |
| 3    | Sep 10 & 12| Demo                                                                       | Work Period  
Last Wet Clay Day for Project 1                                       |
| 4    | Sep 17 & 19| Bisque Project 1  
Glaze Demo                                                              | Glaze Fire Project 1  
Introduce Project 2                                                   |
| 5    | Sep 24 & 26| Critique Project 1  
**Project 1 PDF Due**                                                   | Work Period  
**Sept. 25-Oct 3rd Instructor Absent - Work Period**                 |
|      |             | **Wayne Thiebaud: Everyday Ordinary**                                     |                                                                         |
| 6    | Oct 1 & 3 | Work Period                                                               | Work Period                                                               |
| 7    | Oct 8 & 10 | Fab Lab                                                                   | Fab Lab  
Making Test Tiles                                                     |
| 8    | Oct 15 & 17| Demo  
Mini Presentation #2 (Part 1)  
Bisque Test Tiles                                                     | Demo  
Mini Presentation #2 (Part 2)  
Fire Glaze Fire Test Tiles                                           |
| 9    | Oct 22 & 24| Glaze/ Surface Demo                                                      | Work Period  
Last Wet Clay Day Project 2                                             |
| 10   | Oct 29 & Oct 31 | Bisque Project 2                                                              | Glaze Fire Project 2  
Introduce Project 3                                                   |
|      |             | **Wayne Thiebaud: Everyday Ordinary**                                     |                                                                         |
| 11   | Nov 5 & 7  | Critique Project 2  
**Project 2 PDF Due**                                                    | Demo  
Mini Presentation #3 (Part 1)  
Making Test Tiles                                                     |
| 12   | Nov 12 & 14| Mini Presentation #3 (Part 2)  
Bisque Test Tiles                                                     | Fab Lab  
Fire Glaze Fire Test Tiles                                           |
| 13   | Nov 19 & 21| Fab Lab                                                                   | Fab Lab/ Demo  
**Nov 22** Last Wet Clay Day                                        |
| 14   | Nov 26 & 28| Work Period  
**Tues, Nov. 25th Last Bisque**                                      | Thanksgiving Nov 28-30th                                                |
| 15   | Dec 3 & 5 | Work Period                                                               | Work Period  
**Dec.5th Last Glaze Fire @loaded by 5pm**                            |
| 16   | Dec 10 & 12| Work Period                                                               | Final Critique Project 3  
**Project 3 PDF Due**                                                   |
Important Dates and Deadlines:

First Day of Class          Mon. Aug. 26th
Labor Day                  Mon. Sept. 2nd (no classes)
Full Circle Event/ Building Opening   Fri. Oct. 11-12th
Entry Review               Oct. 15th (must complete one beginning class before eligible)
Last Day for Wet Clay      Fri. Nov. 22nd  (no trimming, attaching, etc. after this date, items must be dry and ready to bisque fire the following Mon)
Last Bisque                Tues. Nov. 26th
Thanksgiving Break         Thurs-Fri Nov. 28-29th
Pre-finals Week            Mon-Thurs, Dec. 2-5th (studio clean up week)
Last Glaze Fire:           Thurs. Dec. 5th  All beginning class work glazed and on carts @5pm for final fire
Reading Day:               Fri. Dec. 6th
Finals Week:               M-F, Dec. 9-13 Everything must be out of the studio & lockers by NOON on Friday Dec. 13th

Other Dates:

Texas Clay Festival (Gruene)   Oct. 26th and 27th
Clay Guild Holiday Sale       TBA
Pint Night                   Tues. Dec. 3rd