

## Beginning Pottery Student Guide

Welcome to Beginning Pottery through COCC Community Education. To facilitate an enjoyable learning experience and to provide parameters to benefit the space dynamics and kiln firing schedule at the COCC Ceramics Studio, we ask that you read through and abide by the following policies and procedures.

### General Information and Policies

- Students may only attend the class that they are registered in.
- Clay must be purchased at the COCC Bookstore and only work that is created in the COCC Ceramics Studio will be fired in our kilns.
- There is a limit of 4 pieces of like kind items (Ex. 4 mugs, 4 bowls, 4 plates, etc.) and a maximum of 12 pieces total, per student per term. Larger pieces (10"-14") count as two pieces. Note: our kilns cannot fire any pieces larger than 14". Students will progress at their own pace. This limit is intended to help students focus more on quality and learning than production. This limitation also supports an efficient kiln firing schedule.
- The instructor will track the number of pieces each student completes. If you reach the maximum number of pieces allotted, the instructor will no longer authorize additional pieces to be fired.
- Labeling your work is essential. All pieces must be clearly labeled with the day/time of your class and your name (Ex. Tu/6pm/Name).
- Work in progress may be wrapped in plastic and stored on any of the shelves designated for Community Education. Be sure to write your name on the plastic so that you can easily find your work.
- Please do not move another student's work without their permission. If you have to move a piece, please ask for assistance from an instructor or a lab assistant. Broken or cracked work will not be bisque or glaze fired.
- Complete dry-ware should be placed on the Greenware shelf in the Greenware room. Bisque-fired pieces will be in the bisque-ware shelves in the classroom when the kiln is unloaded. Glazed pieces will be put in the Glaze-ware shelving unit in the Greenware room.
- Labeled clay and tools may be stored in the lockers in the hall (if available) or taken home between classes. Availability of lockers will be determined at the end of the first week of classes.
- Every effort is made to complete firing before Finals Week. You will receive an email notification of final pick-up days/times.

### Open Lab Time

- Open lab time is intended for extra work time, not to make up absences.
- There is no instructional assistance during open lab time. The open lab is staffed by a lab assistant for safety reasons.
- Open lab hours will be posted by the end of the first week of classes.
- Students will be required to sign-in and out during open-lab time.



## Deadlines

- Green-ware: Last day to finish work and put on green ware shelves is **One week prior to your final class.**
- Glaze-ware: Last day to finish glazing and put work on the glaze cart is **The day of your scheduled final class.**
- Bisqueware and glazed work will be stored on the CE shelves until the end of the first week of the following term, after which time it will be discarded.
- If for any reason you are unable to pick up your work before this deadline (and you want to pick it up) you must communicate directly with your instructor to make special arrangements.

## Clean-up Guide

Clean-up is a very important part of working in a pottery studio. Clay and spatters left on surfaces, and especially the floor, dries out and becomes dust, which becomes airborne as we move around the studio. Breathing in these dust particles is not good for our lungs and can lead to serious diseases such as silicosis. We can avoid many of these potential problems by developing good studio clean-up habits. Please review the following guidelines.

- Wash hands and tools in your throwing bucket
- Clean wheel, splash pan and area around the wheel (sponge the floor and wall)
- Use large bins for both scrap and slop water and for rinsing out your throwing bucket
- Please, NO clay or glazes in the sinks – it clogs the plumbing
- *Think of the studio as your kitchen. Leave it clean and orderly for the next time you will use it.*

### MAIN ROOM

- Clean all areas you use including your personal shelf space.
- Clean all wheels thoroughly; top, wheel head, sides, legs, foot control, and power cord.
- Clean splash pans and place back on wheels.
- Clean and sponge floor around wheels.
- Clean walls behind the wheels including base board and outlets.
- Thoroughly clean all canvas covered tables.
- Clean up the floor under the tables.
- Clean the slab roller and canvases.
- Clean the extruder and all dies.
- Clean the sinks and cabinets.
- Clean the slip buckets, slip table, and waste water container.
- Keep the plastic bag bin orderly. Separate and consolidate clay bags and throw away any plastic too small to be useful.
- Keep the newsprint orderly.

### GLAZE ROOM

- Clean all counter tops and cabinet doors.
- Wipe down the outsides of all glaze buckets.
- Clean and straighten tools under sink.
- Clean and organize overglazes, oxides, wax containers and shelves.

\*Free silica – is found in all clays and glazes and can be absorbed through inhalation of dusts.

\*Metallic oxides – are coloring agents in glazes and slips that can have some toxicity. They can be taken into the body by inhalation, absorption through the skin, and ingestion. (Especially antimony, barium, cadmium, chromium, fluorine, lead, lithium, manganese, nickel, potassium bichromate, vanadium and uranium)