CERAMICS STUDIO GUIDELINES

REGISTRATION

We encourage you to register online; however, you may register in person at the School of Art reception desk or by calling 315.797.8260.

Registration opens as soon as classes are available online. An email is sent out and instructors are notified.

Students must stay in the session they have registered for. Transfer exceptions may be made in specific cases. No transfers will be approved by the Registrar without prior notification of the Registrar by the Instructor.

Please read carefully. Students agree to all policies by and upon registration for a class.

STUDIOS + CLASS TIME

Studio doors are unlocked 15 minutes before the start of class and locked 15 minutes after class is over. Time your arrival and clean up accordingly.

Be courteous to fellow students, staff, and instructors.

All students are expected to participate in the curriculum of the class in which they are registered.

Students may utilize the Vincent R. Clemente Ceramics Resource Room located on the second floor. Resource books must stay in the room.

Please check the chalkboard and bulletin board regularly for announcements or directions.

Students may not work in the studio outside of class times, beyond open studio time or during a class in which they are not enrolled.

Please do not handle or touch the work of others. If you damage another’s work, leave a note.

No storing of personal possessions on classroom shelves: tool bag, shoes, etc.

Respect other’s work on the shelves. Shelving space is limited. Use only shelf space needed to dry your work.

MWPAI is not responsible for the loss or damage of work or personal property.

All work will be discarded 2 weeks after the last pick up date of the semester.

STUDIO STAFF + LIAISONS

All administrative/registration questions or concerns should be directed to the Registrar or Community Arts Education Director.

Report studio issues to the Studio Manager or Instructor. With questions regarding firings, clay or general studio concerns speak with the Instructor or Studio Technician. Firing issues should be directed to the Instructor.

Students should bring private issues to the Instructor before or after class time.

CLAY + GLAZE

MWPAI clay and glaze is included in the cost of tuition for your use but may not be removed from the studio.

No outside clay bodies or bisque work fired elsewhere. All work must be made in the ceramics studio with the studio clay body or other clay bodies purchased at MWPAI.

Clay recycling buckets are provided. Clay should NEVER be discarded in the sink. Pour off water and put heavy slip in the large reclaim buckets.

Be careful not to mix clays or add foreign materials to the clay or in the bucket.

Break up reclaim before it dries out. When putting clay back into the bucket mash it down to keep from drying out. Do NOT waste materials. They are a precious natural resource.

No outside glaze is allowed. Students may not adjust the studio glazes. Any exceptions must have prior approval from the Instructor.

Glazes are food-safe unless otherwise noted. Any unglazed surface with just washes & slips are not food safe.

Do NOT double dip your pot. This might cause glaze to run, attaching your pot to the kiln shelf, causing damage to the piece and the shelf.

If interested in layering the interior of your pots with multiple glazes, ask the Instructor which glazes go well together.

Always leave lids closed on clay and glaze buckets to avoid drying out and contamination.

Do not thin glazes, ask Instructor for assistance.

Special clay tickets can be purchased from the School of Art:
+ Porcelain $17 per 25lbs = 1 bag
+ Stoneware (T3) $15 per 25lbs = 1 bag

FIRINGS + PROCEDURES

All work must be signed or stamped for easy identification.

Pots that are not finished, trimmed, or signed will not be fired.

Only MWPAI/PrattMWP clay bodies and glazes may be used. Others will not be fired.

Place glazed work on appropriate shelves.

All works will be high fired to cone 10 – about 2380 degrees.

Low fire clay should NEVER be high fired. Do not glaze the bottom of your work.

Do not let work pile up on shelves, keep it moving; bisque dry work; take home glazed work.

Firings will be scheduled as needed and only when a kiln is filled.

Multiple firings or re-fires are not permitted.

Individual student deadlines cannot be fulfilled such as Christmas, birthdays, etc etc.

MWPAI’S POTTERY STUDIO IS NOT A PRODUCTION STUDIO, LIMIT OUTPUT.

FIRING TICKETS + FEES

When students are ready to fire, finished pieces are measured by volume and students are able to purchase firing tickets (Currently $2.00 Each) at the School of Art reception desk. The total cost of firing tickets covers the bisque and glaze firing of each piece.

The instructor will demonstrate the use of the box for volume measurement and correct ticketing. Side handles do not count in measuring a piece. Lids and knobs should be included in the measurement.

Place purchased tickets in or under the piece when placing on the ware cart. Short-ticketed pots will not be fired.

MWPAI is not responsible for lost firing tickets. Initial your tickets after purchasing.

MWPAI is not responsible for giving firing credit for undesired or inconsistent firing results, kiln accidents, or work that is lost or damaged. Credit is given at the discretion of the Instructor.

Firing tickets may be purchased at the Reception Desk:
MON - FRI: 9am - 4pm and 6pm - 8:30pm
SAT: 9am - 11:30am

Required materials fees paid upon registration cover the cost of full use of studio clay and glazes during each course.

CLEAN-UP

Students are responsible for a clean studio during class and open studio time. Leave the studio cleaner than you found it.

No sanding of greenware or bisque work at any time. Do not sand or scrap glaze. Use water for all cleaning purposes.

Clean-up spills as they happen.

Minimize dust: cleanup with a wet sponge. Rinse out sponges when done using them. Wipe down sink when finished cleaning.

Tables, bats, ware boards, and banding wheels should be cleaned and put away.

Potter’s wheels should be cleaned, shut off and splash pans washed and returned.

Do not store work on bats. Use ware boards.

Faculty members and studio staff may delegate cleanup responsibilities to ensure complete clean up of the studios.

Clean up, put work away, and leave the building by the scheduled end of open studio or class time.

OPEN STUDIO HOURS 2019/20

Open studio time: SATURDAYS, NOON - 5PM, for the twelve weeks of class. Hours are posted on the website and in studios.

Open Studio is ONLY available to currently enrolled students, on a first-come, first-served basis. Observe hours. Cleanup before leaving. Do not show up early or leave late.

Be courteous. Keep conversations quiet.

No tables or wheels can be saved or placed on hold.

No children, friends, or pets allowed.

During Open Studio hours students may use wheel or hand-building studios, though priority goes to students in the studio that corresponds to their class registration.

Open Studio time may be canceled for MWPAI/PrattMWP functions or events. Open Studio time may not be made up.
STUDIO SAFETY

No sanding or scraping dry clay or glaze in the studio.
Always use the spray booth.
Clay dust represents a health hazard. Be respectful of the classroom space, and make EVERY effort to clean up after yourself.
Never place anything on kiln lids.
Do not use the spray booth, slab roller, or extruder without an orientation from the instructor.
For everyone's safety, we require faculty, staff and students to wear shoes while in the studio.

DISMISSAL

Students are expected to abide by studio rules, the Student Code of Conduct, and to compose themselves in a courteous and polite manner at all times. Full student handbook may be found at mwpai.org.
MWPAI instructors may, with the approval of the CAE Director or Dean, dismiss from class or refuse enrollment to any attendee who is disruptive or uncooperative or whose skills are advanced beyond the level of instruction of a particular class or section.

CANCELLATIONS

MWPAI is not responsible for providing makeup classes or issuing refunds for programs or classes changed or missed due to illness, emergency, weather closings, substitute teachers, or other events beyond our control.

In the event of weather cancellation, announcements will be made on the following:
MWPAI website: www.mwpai.org
Social Media: Facebook, Twitter, Instagram
School of Art Reception: Automated cancellation message
Television Stations: WKTV, WUTR
Radio Stations: WIBX, WFRG, WLZW, WODZ, WOUR, KISS FM, MIX102.5, WRCK/WKLL

Because of heavy classroom usage between the PrattMWP program and other CAE classes, we do not offer makeup classes for children and teen classes.

CERAMICS MAKE-UP CLASSES

Missed classes can be made up in any adult ceramics class if space is available and with Instructor approval.
Students may make-up a maximum of 2 classes during 12 weeks session classes. To make-up a class, email the Instructor for availability and get approval.
As a courtesy, please inform the Instructor in advance if you know a class will be missed. The Instructor is then able to schedule an make-up for your spot.
Make-ups can be scheduled before the date of the missed class to ensure accommodation.
No make-ups the last week of classes. Make-ups do not transfer between sessions.

REFUND POLICY

A full refund will be granted for Community Arts Education classes or workshops when an entire course is canceled or the Office of the Registrar receives an official withdrawal form from a student prior to the first scheduled class meeting. A pro-rated refund may be given after the second scheduled class, based on last day of attendance and/or date the official withdrawal form is received by the Registrar.

After the third scheduled class, no refund will be granted unless it is a medical emergency accompanied by a doctor's note. This refund policy covers withdrawals for any reasons including injury, illness or family emergencies. Refunds are issued in the form of a check, which is mailed directly to the student's home address. In case of credit card payment, refunds are applied directly to the credit card account. Allow four weeks to process.

Official Withdrawal Forms can be found at the School of Art reception desk or online at mwpai.org.

EVALUATIONS

Class evaluation forms are distributed via email or paper at the end of each semester. If you prefer to complete a paper evaluation, please request one at the Reception Desk. We rely on these for guidance in designing our classes and programming, so please share any suggestions or concerns you may have.

CERAMICS DEPARTMENT STAFF

Professor of Ceramics, PrattMWP:
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MWPAI Work Study Assistants:
Grace Spencer, Mary Freeman

SCHOOL OF ART STAFF

PrattMWP Dean of Academic Affairs:
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Community Arts Education + Residency Director:
Audrey Hasen Taylor, ataylor@mwpai.edu

School of Art Receptionist:
Reene Moezzeti, rmoezzeti@mwpai.edu, 315.797.8260

Evening Receptionists:
Jamie Barcomb + Sharon Bello, 315.797.8260

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