

## WELCOME TO THE NWTC ARTISAN AND BUSINESS CENTER

*we're glad you're here*

### GENERAL POLICIES

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- Students must sign in each day that they enter the studios. This includes brief stops to check the status of items.
- Food is prohibited in studio spaces. Beverages with lids are allowed.
- Students must wear close-toed shoes and appropriate clothing.
- Students must wear any/all PPE for designated tools and equipment.
- Pieces must be built to be handled. Artisan Center staff and faculty are not liable for any broken works.

### PICKING UP COMPLETED WORK

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The Artisan and Business Center guarantees that work created in class will be held for two weeks following the last day of instruction. After that, ABC staff may dispose of projects. If you know you will be unable to make it to the ABC in that time frame, please arrange an extended pick-up window with office staff in person or by emailing [artisan.center@nwtc.edu](mailto:artisan.center@nwtc.edu).

### CLASS BONUS TIME

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Class Bonus Time is additional time to work in the studio outside of class hours and it is available to students who are currently enrolled in **ceramics classes and pyrography classes**. Class Bonus Time is available for the weeks the class is scheduled as well as one week after the class ends to help wrap up any projects. There is no cost to utilize Class Bonus Time, but all participants must sign-in at the lobby.

### STUDENT'S RIGHT TO KNOW

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- **Discrimination and Harassment Prevention:** NWTC is committed to embracing the worth of every individual and promoting a respectful environment. Discrimination and harassment of protected categories in its employment and educational programs is prohibited. For questions or concerns, contact Mohammed Bey, Chief Diversity Officer @ [mohammed.bey@nwtc.edu](mailto:mohammed.bey@nwtc.edu) or by phone @ (920) 498-6826.
- **Disability Act Statement:** NWTC complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Disability Services for more information regarding the support services available to you, call 920-498-6904.
- **Campus Closure Day(s) Procedure:** In the event a campus closure is necessary, instructors and/or office staff will provide detailed information within 24 hours of the college cancellation.
- **Class Plans:** Instructors retain the right to make changes based on the timeline of the class, feedback from learners and/or logistical issues.
- **Use of Technology:** Use of cell phones, tablets, and other hand-held devices may be a distraction to other students. Please answer all calls outside of the classroom and refrain from using devices during class time.

## INSTRUCTOR INFORMATION

**INSTRUCTOR:** Michelle Zjala Winter

**PHONE:** 920.737-4464

**EMAIL ADDRESS:** myskadesigns@gmail.com

## CLASS DESCRIPTION

Delve into small-metal and jewelry fabrication under the guidance of knowledgeable instructors! With a focus on equipment safety, tool identification, and material knowledge, instructors will encourage skill development of foundational metalsmithing techniques. During class, students will learn how to saw, file, drill, pierce, solder, form rings, and perform multiple construction approaches. Using the techniques practiced in class, students will design and create an original pendant!

## CLASS PLAN

DAY	AGENDA	COMPETENCIES COVERED
1	<ol style="list-style-type: none"> <li>1. Studio Orientation</li> <li>2. Sawing, Piercing, and Filing Demo</li> <li>3. Work time</li> </ol>	<p><b>Students will be able to:</b></p> <ul style="list-style-type: none"> <li>• navigate the metals studio safely</li> <li>• understand the health and safety hazards in the metals studio</li> <li>• demonstrate correct PPE use</li> <li>• understand open studio policies</li> <li>• describe how to choose which file to use for different shapes</li> <li>• demonstrate how to insert a saw blade</li> <li>• demonstrate how to safely saw a piece of metal</li> <li>• pierce a piece of metal using a flex shaft</li> <li>• correctly file a piece of metal</li> </ul>
2	<ol style="list-style-type: none"> <li>1. Hammer, Shaping, and Texturing Demo</li> <li>2. Rivet Demo                             <ul style="list-style-type: none"> <li>• Flush, Stand Up, Tube</li> </ul> </li> <li>3. Disc Cutter</li> <li>4. Use of the Buffer</li> <li>5. Work Time                             <ul style="list-style-type: none"> <li>• Use the machines and tools to shape and add interest to metal designs</li> </ul> </li> </ol>	<p><b>Students will be able to:</b></p> <ul style="list-style-type: none"> <li>• identify metalsmithing hammers and what they are used for</li> <li>• define the terms anneal and quench</li> <li>• alter the surface of metal using a hammer</li> <li>• shape metal using a variety of forming techniques with the equipment/tools available at the ABC</li> <li>• explain what pickle is and what it is used for</li> <li>• attach pieces of metal using a rivet</li> </ul>

<p><b>3</b></p>	<ol style="list-style-type: none"> <li>1. Design Discussion</li> <li>2. Patina Demo</li> <li>3. Form a Ring Blank</li> <li>4. Soldering: Sweat and Butt Joints Demo</li> <li>5. Work Time</li> </ol>	<p><b>Students will be able to:</b></p> <ul style="list-style-type: none"> <li>• create a design for an original piece of jewelry/metalwork</li> <li>• create a patina</li> <li>• explain the difference between soldering and cold connection</li> <li>• safely turn on, light, adjust, and turn off an acetylene torch</li> <li>• explain the difference between easy, medium, and hard solder</li> <li>• understand what flux is used for and how it is applied</li> <li>• demonstrate how to solder a butt joint</li> <li>• demonstrate how to solder a sweat joint</li> </ul>
<p><b>4</b></p>	<ol style="list-style-type: none"> <li>1. Form a Ring Demo</li> <li>2. Tube Cutting</li> <li>3. Set a Faceted Gem in the Flex Shaft</li> <li>4. Work Time</li> </ol>	<p><b>Students will be able to:</b></p> <ul style="list-style-type: none"> <li>• measure and cut metal to the correct size for a ring</li> <li>• use a ring bender and pliers to form and size a ring</li> <li>• use a tube cutter</li> </ul>
<p><b>5</b></p>	<ol style="list-style-type: none"> <li>1. Jump Ring Demo</li> <li>2. Extra Tips and Tricks</li> <li>3. Work Time</li> </ol>	<p><b>Students will be able to:</b></p> <ul style="list-style-type: none"> <li>• determine the correct size of jump ring for a project</li> <li>• create a jump ring</li> </ul>
<p><b>6</b></p>	<ol style="list-style-type: none"> <li>1. Work Time to finish projects</li> </ol>	<p><b>Students will be able to:</b></p> <ul style="list-style-type: none"> <li>• demonstrate how to change a buff</li> <li>• use a flex shaft and/or buffing machine to polish a work</li> <li>• use finishing techniques to enhance a piece of jewelry/metalwork</li> </ul>