

WELCOME TO THE NWTC ARTISAN AND BUSINESS CENTER

we're glad you're here

GENERAL POLICIES

- 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

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.

CLASS BONUS TIME

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

- **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 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: Robin Wells

PHONE: 920.544.5018

EMAIL ADDRESS: artisan.center@nwtc.edu

CLASS DESCRIPTION

The primary focus of this Longarm Foundational class is on education and support to empower independent operation of our professional grade longarm quilting machines. Learn how to load a quilt, thread the machine, wind and insert the bobbin. This class will also demonstrate the use of pantographs. Instructors will guide you through the process of learning to sew on a longarm machine.

CLASS PLAN

DAY	AGENDA	COMPETENCIES COVERED
1	<ol style="list-style-type: none"> Introduction to the longarm machines <ul style="list-style-type: none"> Overview of machine controls How to wind a bobbin How to thread the machine and place the bobbin How to load and advancing quilts <ul style="list-style-type: none"> Including basting & side claps Introduction to free motion quilting Introduction to pantograph quilting 	<p>Students will be able to:</p> <ul style="list-style-type: none"> Turn longarm machines on and off Wind a bobbin Properly thread the longarm machine and place the bobbin Change a needle Load and unload a quilt Check machine tension Demonstrate how to clean longarm machines after use
2	<ol style="list-style-type: none"> Review machine controls Review loading, basting and advancing a quilt Review free motion quilting Review pantograph quilting 	<p>Students will be able to:</p> <ul style="list-style-type: none"> Demonstrate how to load and advance quilts Demonstrate the knowledge of basting and side claps Demonstrate free motion quilting Demonstrate use of pantographs Demonstrate how to clean longarm machines after use Understand how to purchase materials at the ABC for independent quilting