

## 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

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**INSTRUCTOR:** Keith Carter

**PHONE:** 920.544.5018

**EMAIL ADDRESS:** keith.carter@nwtc.edu

## CLASS DESCRIPTION

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Continue to refine your craft in Ceramics Independent Projects. In this class students will be empowered to work independently using all ceramics techniques possible with the available materials and tools, while still having a professional instructor available to oversee, assist, answer questions, offer advice, and support BIG ideas. There are no lesson plans except your own – come to refine your skills and be inspired by other ceramics artisans!

Prerequisite: Ceramics Intermediate

## CLASS SPECIFIC INFORMATION

### MATERIALS

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This class includes 25lbs of clay and the corresponding glaze and kiln services to be used during the designated class and Class Bonus Time. Students in Ceramics Independent Projects may purchase an additional 25lbs of clay \$28 + tax **ONLY on the first day of class**. After the first day of class, it will be full price. Additional clay must be used within the allotted time of the class.

### SIZE PARAMETERS

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Size limits have been updated!

Students in Ceramics Independent Projects will have expanded size limitations on the work they create. Projects can be approximately half a kiln. Instructor must approve size of larger pieces prior to bisque firing.

### CLASS SHELF

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Your instructor will assign you a storage area for the duration of your class. All items made during class must fit and be stored on your shelf. Items must then be removed on the last day of instruction.