

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: Laura Schley

PHONE: 920.544.5018

EMAIL ADDRESS: artisan.center@nwtc.edu

CLASS DESCRIPTION

This beginner sewing class will introduce you to both hand and machine sewing. Students will learn foundational skills and information through guided projects that will open the doors to more personalized work! Topics include how to read a pattern, basic stitches, the properties of common fabrics, and sewing machine skills and maintenance. Students will learn on our class machines but will have the option to bring in their own machine during the course to troubleshoot with instructors. You are sure to leave with handmade treasures you will love and the skills needed to embark on your own sewing practice!

****Please note that an additional 1 to 2 yards of cotton fabric will need to be purchased in addition to the class fee after the first day of class.****

CLASS PLAN

DAY	AGENDA	COMPETENCIES COVERED
1	<ol style="list-style-type: none"> Intro to Hand Sewing and Sewing Machine Anatomy <ul style="list-style-type: none"> • Introductions + Previous Sewing Experience/Memories • Classroom layout + Safety Instructions • Review projects and course outline • ID fabric types + right side/wrong side of fabrics • Hand sewing basics • Sewing machine anatomy • Sewing machine basics - straight stitch • Preview project for next class: Pillowcase 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Demonstrate safe use of tools and equipment • Identify and choose supplies properly • Complete a variety of basic hand sewing stitches • identify the parts of a sewing machine and what they are used for
2	<ol style="list-style-type: none"> Sewing Machine Review + Speedy Pillowcase <ul style="list-style-type: none"> • Introductions/Review Hand sewing/Machine Anatomy and Questions from last week • Review the pillowcase project + choose supplies • Fabric preparation (ironing), layout, measuring + cutting • Review cut sheet • Make and sew a pillowcase • Preview project for next class: Lined Drawstring Bag 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Press, measure and cut components • Load bobbin and thread into a sewing machine • Sew a French Seam • Create and finish a pillowcase

<p>3</p>	<p>1. Lined Drawstring Bag</p> <ul style="list-style-type: none"> • Welcome, Review and Questions from last week • Review the drawstring project + choose supplies • Fabric preparation (ironing), layout, measuring + cutting • Review cut sheet • Make and sew a drawstring bag • Preview project for next class: Simple String Apron 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Press, measure, and cut components • Use marking pens • Learn how to make box corners and enclosed drawstrings • Load bobbin and thread into a sewing machine • Create and finish a drawstring bag
<p>4</p>	<p>1. Simple String Apron</p> <ul style="list-style-type: none"> • Welcome, Review and Questions • Review the apron project + choose supplies • Fabric preparation (ironing), layout, measuring + cutting • Review Cut Sheet • Make and sew an apron • Preview project for next class: Striped Wristlet Key Fob 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Press, measure, and cut components • Use marking pens • sew a topstitch • Load bobbin and thread into a sewing machine • Create and finish an apron with pockets
<p>5</p>	<p>1. Wristlet Key Fob</p> <ul style="list-style-type: none"> • Welcome, Review and Questions • Review the wristlet project + choose supplies • Fabric preparation (ironing), layout, measuring + cutting • Review Cut Sheet • Make and sew a wristlet • Preview project for next class: Zipper Pouch 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Press, measure, and cut components • Load bobbin and thread into a sewing machine • create a gathered ruffle and/or a flat ribbon • Discuss the different kinds of Hardware + Interfacing • Create and finish a key fob
<p>6</p>	<p>1. Zipper Pouch</p> <ul style="list-style-type: none"> • Welcome, Review and Questions • Review the zipper project + choose supplies • Fabric preparation (ironing), layout, measuring + cutting • Review Cut Sheet • Make and sew a zipper pouch • Class evaluation and comments for future classes 	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Press, measure, and cut components • Load bobbin and thread into a sewing machine • install a zipper • Choose the appropriate lining and interfacing for a project • Create and finish a zipper pouch