Course Syllabus
Course title: Ceramics (Pottery ) I
Course number: ARTS 2346 - 73002
Credit hours: 3
Class meeting time: Tues/Thurs – (Lec and Lab) 9:30am – 12:15pm
*OPEN LAB TIMES - FRI 8-9:30am, 2:15-4:00pm, Tues 12:30-5:30pm, Thurs 5:00-9:00pm
Course description This is a course designed to introduce basic techniques and creative possibilities of pottery and clay sculpture. Students will experience (1) various clay forming techniques (2) glaze and decoration techniques and (3) several firing procedures. Prerequisite: None

Instructor Information
Marty Ray email: mray@dcccd.edu Phone: 972.273.3577
Office: P214 Hours: 2:00-4:00 pm - TRW 8:30-9:30am - F
Email is the quickest way to communicate outside of class time

This course syllabus is intended as a set of guidelines for this course. North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as needed to promote the best education possible within prevailing conditions affecting this course.

Recommended (Optional) Textbook - Make It in Clay by C. Speight and J. Toki
Required Handbook - NLC Ceramic Handbook (given out in class)
Required Materials See Supply List - page 9

Course Objectives will include:
1. Introduction to clay handbuilding techniques - creation of functional & non-functional form
2. Introduction to design concepts in the production of pottery and clay sculpture
3. Gaining a better understanding of craftsmanship and attention to detail
4. Basic steps to glazing and decorating ceramic form
5. Introduction to firing processes, including bisque firing, stoneware gas firing, and raku
6. Introduction to the beginning techniques using the potter's wheel (optional)
7. Introduction to ceramic terms, history and appreciation
Departmental SLOs (Student Learning Objectives)

**Common to every Ceramics I course**

ARTS 2346 - Ceramics I - M. Ray Syllabus

### Departmental Student Learning Objectives (SLOs)

1. Students will create clay forms using the ancient method of coiling. They will use ideas from cultural & historical styles, make sketches and work within a set timeline.

   *EEO 1.3.5,6  CCIC 1, 4,5 - see Appendix C*

   *Gen Ed SLOs  1.3, 2.1, 3.2, 5.1, 6.2 - see Appendix D*

### Criteria for assessment/rubric

1. Sketches and pre-planning for the series – 5
2. Following instructions (3 related forms) – 25
3. Skill and craftsmanship – 25
4. Idea/Design considerations - 25
5. Completion of assignment/use of time - 20

100-90 - A / 80-89 - B / 70-70 - C / 69 - 60 - D / 60 - 0 - F

2. Students will create clay forms using slabs in different stages of hardness. Students will observe cultural, historical & modern slab forms to get ideas for their work.

   *EEO 1.3.5,6  CCIC 1, 4,5 - see Appendix C*

   *Gen Ed SLOs  1.3, 2.1, 3.2, 5.1, 6.2 - see Appendix D*

### Criteria for assessment/rubric

1. Sketches and pre-planning for the series – 5
2. Following instructions (3 related forms) – 25
3. Skill and craftsmanship – 25
4. Idea/Design considerations - 25
5. Completion of assignment/use of time - 20

100-90 - A / 80-89 - B / 70-70 - C / 69 - 60 - D / 60 - 0 - F
Continued:
Departmental Student Learning Objectives - SLOs

3. Students will glaze their bisque-fired work; demonstrate understanding of glaze vocabulary, varied application methods and firing processes. They will use proper lab procedures; work with others doing their part to keep glaze & kiln area orderly. They will keep written records.

_EEO 1,2 3,5, 6  CCIC  1, 4, 5 - refer to Appendix C_

**Gen Ed SLO 1.1, 1.3, 3.2, 4.1, 6.1, 6.2 - refer to Appendix D**

<table>
<thead>
<tr>
<th>Criteria for assessment/rubric</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sketches of work &amp; related glaze notes – 10</td>
</tr>
<tr>
<td>2. Following instructions – 25</td>
</tr>
<tr>
<td>3. Skill and craftsmanship – 25</td>
</tr>
<tr>
<td>4. Idea/Design considerations - 25</td>
</tr>
<tr>
<td>5. Completion of assignment/use of time - 10</td>
</tr>
<tr>
<td>6. Lab work habits - 5</td>
</tr>
<tr>
<td>100-90 - A / 80-89 - B / 70-70 - C / 69 - 60 - D / 60 - 0 - F</td>
</tr>
</tbody>
</table>

*EEOs (Exemplary Educational Objectives – listed in Appendix C
*CCICs (Core Curriculum Intellectual Competencies) – listed in Appendix C
*Gen Ed (General Education Outcomes)for Core Courses - listed in Appendix D
*All above have been approved by DCCCD as important Student Learning criteria
<table>
<thead>
<tr>
<th>Specific Course Learning Outcomes</th>
<th>Means of Assessment</th>
<th>EEOs- CCICs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Projects 1 – 5</strong> – Clay forming methods: Modeling, Pinching, Coils and Slabs Details in Notebook readings and class handouts</td>
<td>Completed projects evaluated by instruc/student reviews using criteria of: 1. Following instructions 2. Time spent 3. Skill/craftsmanship improvement 4. Idea and critical thinking</td>
<td>EEO 1.3.5.6  CCIC 1.4.5  Gen Ed SLOs 1.3, 2.1, 3.2, 5.1, 6.2</td>
</tr>
<tr>
<td><strong>Project 6</strong> – Individual choice series Details explained in class</td>
<td>Same as above</td>
<td>EEO 1.2 3.6  CCIC 1, 5  GenEd: 1.3, 2.1, 3.2, 5.1, 6.2</td>
</tr>
<tr>
<td><strong>Critiques:</strong> Participation in group and individual critiques of works in progress and completed.</td>
<td>Group discussion/critique: 1. Participation - speaking/listening 2. Use of new and related vocabulary</td>
<td>EEO 1.5,8  CCIC 3.4.5  Gen Ed: 1.3, 2.1, 4.1</td>
</tr>
<tr>
<td><strong>Projects 7,8</strong> - Glazing and other surface finishing, Intro to glaze techniques on bisque as well as non-glaze finishes</td>
<td>1. Following instructions 2. Required notes – glaze vocabulary 3. Use of time/meeting deadlines 4. Group and individual critiques</td>
<td>EEO 1.2,6,7  CCIC 1.5  Gen Ed: 1.1, 1.3, 3.2, 4.1, 6.1, 6.2</td>
</tr>
</tbody>
</table>
| **Project 9**  
**Notebook** – vocabulary, technical notes, article reviews and sketches of all projects Details covered in class and in *NLC Ceramics Handbook* | **Due at end of semester, must include all of the following:** 1. Sketches of every class project with technical notations about finishes 2. Vocabulary terms defined 3. Three article reviews | EEO 1, 4, .5, 8  CCIC 1.2,5.6  Gen Ed: 1.1, 2.1 |
| **10. Lab practices and equipment** Gain knowledge of ceramic processes by participating in: Clay recycling, Kiln loading/unloading, Prep of kiln shelves, Maintaining organized, clean lab. Work in groups for raku/pit firings as needed. | 1. Active participation in experience 2. Group interaction 3. Oral review – reading assignment related to MSDS and lab policies | EEO 2  CCIC 1.3,4  Gen Ed: 3.2, 4.1, 6.1 |
| **10. Attendance/Participation:**  
Attendance critical for success. Work in Open Labs to keep up with deadlines and to increase skills. | 1. Attendance and active participation during regular class 2. Extra Open Lab work 3. Active, productive use of time 4. In class on time/prepared to work | EEO 2.3.6  CCIC 1.2,3.4.5  Gen Ed: 4.1, 6.2 |

*EEOs (Exemplary Educational Objectives – listed in Appendix C  
CCICs (Core Curriculum Intellectual Competencies) – listed in Appendix C  
Gen Ed (General Education Outcomes) for Core Courses - listed in Appendix D  
*All above have been approved by DCCCD as important Student Learning criteria*
### Evaluation/Grading Scale

**ARTS 2346 – Ceramics I – Marty Ray**

<table>
<thead>
<tr>
<th>Semester Projects</th>
<th>Number/size in the Series</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Small modeled/hollowed sculpture</td>
<td>2 completed forms</td>
<td>5</td>
</tr>
<tr>
<td>2. Pinch Pot Series</td>
<td>5 variations</td>
<td>10</td>
</tr>
</tbody>
</table>
| 3. Soft slab forms                                     | 1 “fun” form …………………………….  
1 soft (bent slab form) ……………….  
two-sided-form, pieced form or cylinder form/explore texture  
2-4 – tiles or shallow dish forms ………. | 3               |
| 4. Coiled form experimental                            | 6-8” or taller – any form                                                                | 4               |
| 5. Coiled form (bottle shape)                          | 12” or taller - bottle shape                                                             | 6               |
| 6. OPTIONAL/CHOICE projects                            | I – box form - stiff slab form                                                            | 25              |
| List given in class                                    | Wheel intro (option)                                                                    |                 |
|                                                       | Other Options – see list                                                                 |                 |
| 7. Burnished form – fish, bird or other simple animal form | Learn to burnish a smooth form – use colored terra sig                                   | 5               |
| 8. Glazing techniques                                  | Dipping, pouring, brushing techniques                                                   | 10              |
| 9. Notebook Vocabulary                                 | Clay, Glaze, Raku notes                                                                  | 5               |
| Notebook Article Reviews                               | 3 summaries                                                                             | 5               |
| Notebook – Drawings/info all semester projects          | All projects with notes                                                                   | 5               |
| 10. Attendance (see policy below)                      | See Attendance policy below                                                               | 10              |
| Participation in class, lab jobs and Student Show      | Group lab work & critiques                                                                |                 |
|                                                        | **Total possible points**                                                                | **100**         |

**Points/Final Grade Determination:**

100-90 pts = A  
89 - 80 pts = B  
79 - 70 pts = C  
69 - 60 pts = D  
59 and below = F

**Attendance Policy (Attendance means present on time and fully participating in class)**

Each absence may reduce total course points by minus 3 pts.

Repeated tardiness can lower grade points as well (student will be warned & advised)

Excellence in attendance is required for an A

**ATTENDANCE in this class is VERY IMPORTANT!** This course introduces a complex subject, Ceramics, the Art of Clay and Glaze. The class involves skill and technical information that one must
learn through concentration and practice. **CLASS ATTENDANCE is very IMPORTANT** and will **GREATLY IMPACT YOUR LEARNING and FINAL GRADE**!

**CALENDAR–CERAMICS I – ARTS 2346 – SPRING 2013**
Instructor - Marty Ray  mray@dcccd.edu or 972-273-3577

*This is an approximate schedule of the semester. Minor alterations can be expected due to the nature of working with clay, drying and firing times may vary depending on weather and thickness of works. When necessary, a revised calendar will be given to students.*

**Friday - First Class Day - Tues, January 22, 2013**
4 Week 1 – Review syllabus, MSDS info, supply list, PROJECT 1 - small sculpture
4 Week 2 – Work on small sculpture (Project I) Begin Project 2 – Pinch Pot Series
4 Week 3 – Complete work - Project 1 and 2, Intro to slabs
4 Week 4 – Work on Project 3 – Soft & Stiff slab forms
4 Week 6 – 1st Glazing, bisque ware, Work on slab forms (Project III)
4 Week 7 –Project 4-5 - Coil demo; begin coil projects
   Introduction to glazing – bring notebook for vocabulary
4 Week 8 – Critiques of completed work and demo on kiln loading.
   **NO CLASSES - Thurs. Feb. 21- DCCCD Employee Development Day**
4 Week 9 – **Grade Day – Projects 1-3**
   Review Glaze results from gas firing (1st glazed pieces) Work on coil forms
   **SPRING BREAK - March 18 - 24 - No Classes**
4 Week 10 – Work on coil projects, Vocabulary review – bring notebooks
   Explanation of Individual Projects
   **NO CLASSES - Fri. - March 29 - Good Friday and Easter Holidays**
4 Week 11 – Begin Individual Projects (Wheel option) 4 Week 11 - **Grade – Coil projects**
4 Week 12 – **GLAZE Vocabulary Day – Bring notebooks**
   Glazing as needed - Work on Individual Choice Projects (Wheel option)
4 Week 12 - RAKU information/Raku glazing
4 Week 13 - Work on Individual Projects – 1st Raku Firing - if weather permits
4 Week 14 – Complete Individual Projects, work on Notebooks & Glazing
4 Week 14 – Complete all clay work – ready for drying by end of this week!
4 Week 15 – Glazing and notebook and lab work/ Oral Presentations
   Raku & smoke firings this week
**May 14 – Final Exam (Reviews and Presentations) –Final Class**
   Oral presentations and Group Reviews
   **Critiques/Final Choice Projects & Notebooks due**
**May 13-14-15 – Scheduled individual reviews (optional if needed)**
**May 15 - 16 Pick up final fired work and graded notebooks**

**APRIL 18 - Last Day to DROP class (Do not drop without talking to instructor)**

For help with registration or advisement
General Course Expectations – Ceramics, Room J211, Marty Ray

Class Time Expectations: Most of class will be dedicated to work on assigned projects. It is essential that you attend class on time and fully. During studio/class time, you will be able to receive assistance from the instructor and instructor can see your growth and assist as needed. You will learn by interaction with other students. Work in Open Labs as directed. You are expected to come to class prepared, keep up with required assignments and have supplies needed. Participation in group critiques and lab work is expected. You are expected to meet calendar deadlines and abide by lab policies.

Music: It is ok, when instructor is not lecturing, and when not involved in class critiques for you to use personal listening device with earphones for music (if this does not hinder your work in any way).

Breaks: The instructor will give each class guidelines on times that will be most appropriate for short breaks. For the Friday only class, a 30 minute lunch break will be given.

Mobile phones/Digital devices: Do not use mobile phones during class! Place cell phones on silence and take calls outside in emergency only. ANY digital device used during class time should be approved by instructor. These guidelines are necessary to keep from disrupting the learning and structure of this class.

Continuing Education Students: Requirements and expectations are the same for Continuing Education students as for Credit students.

MSDS information: Students are expected to know where the (MSDS) Material Safety Data Sheets are kept in this classroom/lab and to understand how to use the information to find out health and safety issues related to substances used in this class. Details will be given in class and information can also be found in the NLC Ceramic Handbook.

Art Department Information:

Art Major advisement – students considering a major or minor in art make seek advice from an NLC Art Faculty advisor. The faculty member can assist with questions regarding the DCCCD Art Emphasis degree or certificate, and transfer and scholarship questions and future course selections.

WEOTA – We Expose Ourselves To Art - is our NLC art club. All students enrolled in art classes are considered members. Meetings are held during the fall and spring semesters – the WEOTA officers assist Art Faculty in the management of the Student Art Scholarship and Award Fund and assist in fundraising activities.

Annual Portfolio Review is held at the end of fall semester for art students wishing to have their work rated by art faculty and juried for competitions and scholarships. Get details from your art instructor.

Annual Student Art Exhibition is held each spring semester. All art students are eligible to enter work. An outside juror makes award selections, which are announced at the Show Reception in April each year.

Health Center (C200) or call 972-273-3170
Office Hours: Monday through Thursday 8:30 a.m. – 7:00 p.m.; Friday 9:00 a.m. – 4:30 p.m.
For emergencies when the Health Center is closed, use the emergency call boxes located in each hallway to call college police for assistance.

**J211 Lab Policies – Ceramics I, II, and Advanced Ceramics**

Many students use the ceramics lab - all should follow these policies:

1. The studio is to remain in orderly condition; glaze area and work tables cleaned after every use.
2. **Lab sinks.** Three sinks in room, note what each is used for, clean up after use.
3. **Do NOT let clay or plaster run down into the sink drains!** Rinse out in the buckets in sinks.
4. Plaster imbedded into clay will cause clay to crack or explode. **Do not work with clay in a plaster area. Do not work with plaster in a clay area.**
   - Do Not use plaster near or on wedging table.
   - Do Not put plaster in the slip barrel.
   - Do Not get plaster near the ceramics sink, near kiln yard door.
   - Work with clay in tool room at own risk - cover tables with paper to avoid plaster dust.
5. All containers used to mix plaster should be cleaned by dumping either wet or hardened plaster into trash cans, not sinks and not into clay barrels.
6. The wedging table must be scraped and brushed off for the next class.
7. Hard/dry clay can be recycled in the large clay recycling buckets on floor near sink.
8. The slab roller canvas should be scraped and brushed off after use and canvas left clear of roller.
9. Wheels should be cleaned thoroughly after use and **electric wheels should be turned off.**
10. Any tools used in J211 should be cleaned and returned to the designated areas.
11. Keep shelves under work tables clear for books, purses, and backpacks.
12. Do not use hot wax without instructor or lab assistant present.
13. Power tools and kilns may **never** be used unless instructor is present or has given written permission.

**Storage of Student Art Materials and Supplies:**

- Lockers (located in the J Hall) are provided for art students. Students may have one locker each...providing own locks. Lockers should be labeled with ELECTRICAL tape as follows: **Name, Teacher Name, Semester/Year.** Lockers labeled incorrectly, will be cut and contents removed.
- Storage for work in progress is provided inside J211. Instructors will assign individual and group spaces with required labeling. Space in J211 is limited and work and supplies inside J211 are unsecured.

**Greenware and Bisqueware:** Students will be responsible to place their own work out for firings when ready. Only DRY work should be placed in greenware (to be fired) area. Students will need to pick up all bisque fired works and store them as directed by instructor for glazing instructions. **NOTHING WILL BE FIRED THAT IS NOT SIGNED APPROPRIATELY on the bottom of work.**

**Thin, Fragile, Overly Large, or damaged clay works:** Clay presents limitations in size, thickness, type of forms, etc.. If students work too thin or fragile, or overly large, or have work that is difficult to handle, students will need to work directly with the instructor for handling into and out of kilns.

*The Faculty, Lab Attendants and North Lake College will not be held responsible for any losses or breakage of clay works. Losses or breakage will be discussed to learn how avoid in future – clay cracking, breaking, exploding all has usual explanations and can be avoided with proper work habits.*
UNCLAIMED WORKS left in the kiln yard or shelves after semester – will not be responsibility of instructors or staff!

Ceramics I – ARTS 2346 Syllabus

Required SUPPLIES for CERAMICS I – M. Ray, Instructor

Clay – Buy from Trinity Ceramic Supply or Bookstore, Cone 6 or Higher Stoneware Clay
NO LOW-FIRE clays allowed- NO Terra Cotta, Modeling Clay & Longhorn Red

Glaze/Slips – DO NOT purchase any commercial glazes or slips for this class without lst consulting with instructor. Ceramics I students will primarily use the glazes provided in the lab.

Room donation – one box of paraffin wax

* Ceramic tool kit (8 tools incl.w/small yellow sponge)
* Soft watercolor brush: animal hair, ($3 or $4)
* Towel from home for clean-up
* Plastic bucket or tackle box for supplies
* Sponge for clean-up
* Spray bottle
* Metal fork
* Fettling knife - excellent for cutting clay (purchase in the bookstore or Trinity)
* Lots of plastic sheets (dry cleaning plastic is perfect) for covering clay work in progress
* Small Sketch Book, for record keeping, notes, & sketches
* 12” ruler
* Lock for locker (share with partner)

OPTIONAL: * Ear syringe (fun to use - optional for glaze decoration)
  * Extra Brushes - soft natural hair watercolor brushes - for slip & glaze decoration
  * 2’ square piece of canvas (or denim/canvas-like material)
  * Rolling pin (for slab work at home) & two sticks 3/8” thick for slab work
  * Wood block for paddling clay

CLAY Maintenance and Recycling! LEARN TO MANAGE your CLAY. Keep clay in workable condition - learn to recycle clay. See Marty to learn how to make a block of hardened clay come back to a workable state – EASY, EASY, EASY to do!
DON’T THROW AWAY GOOD CLAY!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College’s Disability Services Office in person (A430) or by phone at 972-273-3165.
http://www.northlakecollege.edu/resources/disability.html

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

DROP POLICY
If you are unable to complete this course, you must officially withdraw by Thursday, April 18, 2013. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops.

FINANCIAL AID STATEMENT
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a repayment for the current semester. Students who fail to attend or participate are also subject to this policy. To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov.

COUNSELING SERVICES (A430)
Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 430.

THE ACADEMIC SKILLS CENTER (A332)
The Academic Skills Center (ASC) is designed to provide assistance to students in the following areas:

- Labs for students enrolled in foreign language, Developmental Reading, and ESOL courses. One-on-one tutoring is available.
- The Writing Center can help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, and properly use and document sources. Rather than merely editing or "fixing” papers, tutors focus on helping students develop and improve their writing skills.

position of The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus. After logging on to eCampus, click on the Community Tab at the top. Type “Owl” in the search field and click “Go.” Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.” Once enrolled, students can receive services from the OWL.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

TESTING CENTER (A 425)
This class will not use the Testing Center for any class tests or otherwise. Instructors that use the Testing Center will give you information regarding location, times and guidelines for the NLC Testing Center.

Appendix A – ARTS 2346, Ceramics I - Syllabus - Marty Ray, Instructor

**Specific Assignments** All Projects below will be explained in class handouts and demonstrations – Readings will be required in the Class Notebook as well. See calendar for activity dates and deadlines.

**Assignments may vary slightly from this list.**

**Class Projects and Notebook:** Demonstrations and details will be given in class

**Project 1** - Small modeled/hollowed sculpture (2 forms)

**Project 2** - Pinched Form Series (Pinch Pot method) (5 varied forms)

**Project 3** - “fun slab form – experimental, 2 sided slab forms, and stiff slab forms (box shapes)

**Project 4** - Coiled form – Experimental coil – 8” or taller

**Project 5** – Coiled form – Large bottle shape – 12” or taller

**Project 6** – Individual Choice Series – optional wheel or handbuilding

**Project 7** – Non-glaze finishes/ Burnish, stain with oxides or paint one or more form

**Project 8**– Glazing techniques – Cone 6 glazing is the finish you will use for most work using (dipping, pouring, painting methods) Raku glazes will also be introduced.

**Project 9** – NOTEBOOK
**Notebook Part I** – Vocabulary terms defined, Clay, Glaze and Raku terms
**Notebook Part II** –Ceramic Monthly article reviews (3)
**Notebook Part III** – Drawings of completed work, notes on glaze/finishing methods

**Other:**
**Lab Participation:** Students will increase learning of ceramic processes by participating in the following: Clay recycling, Electric kiln loading/unloading, Preparation of kiln shelves, Participation in raku/pit firings as needed
Attendance: critical for success in this class. Besides attendance at regular class time, in one-day-per-week classes, students must participate in Open Labs equal to 16 hours per semester. See Open Lab schedule.

Appendix B - ARTS 2346 – Ceramics I Syllabus

WRITING GUIDELINES:

Written Article Summaries (Notebook requirement)

Select three articles from Ceramics Monthly or other magazines of your choice and interest; these should be related to this class. Write 2 or more paragraphs summarizing each article, giving information that interested you.

Each written summary should include:

(1) Complete information about source, Magazine Title, date, year, Article Title, author, page #s

(2) Give overview of main points of the article

(3) Include drawing if appropriate

<table>
<thead>
<tr>
<th>Writing Guidelines:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
</tr>
<tr>
<td>· Be specific using best language skills.</td>
</tr>
<tr>
<td>· Use your best academic writing.</td>
</tr>
<tr>
<td>· Organize thoughts carefully.</td>
</tr>
<tr>
<td>· Direct quotes should be credited correctly.</td>
</tr>
<tr>
<td>· Use college Writing Center if needed</td>
</tr>
</tbody>
</table>

Plagiarism is not acceptable: All quotes must be properly punctuated and documented. (See DCCC Student Code of Conduct for dishonesty issues.)

Summaries may be handwritten or typed – handwritten should be neat and readable.

Internet Use Note: The internet can be a rich resource for research IF the student uses a discernment to locate legitimate sources. Do not be tempted to "cut and paste" information into your paper. Use your own words.
Appendix C - Syllabus Marty Ray

**EEOs**
EXEMPLARY EDUCATIONAL OBJECTIVES (EEO) in VISUAL STUDIO ART have been identified as the following for all art studio classes at North Lake College:

Within each assignment of this course, is included one or more of these exemplary educational objectives:

1. To demonstrate understanding of the formal design qualities of works of art.
2. To demonstrate knowledge of and perform safe, appropriate and professional studio practices.
3. To perform exercises and technical processes using expression, visualization, and critical thinking.
4. To demonstrate an awareness of contemporary and art historical issues, styles, and techniques.
5. To demonstrate a knowledge and understanding of the terms and vocabulary of art.
6. To demonstrate an increased level of craftsmanship in the techniques of studio media.
7. To execute professional standards of presentation of works of art.
8. To demonstrate the ability to analyze, interpret, and make value judgments about works of art.

**CCICs**
CORE CURRICULUM INTELLECTUAL COMPETENCIES

The CCIC’s identified by the DCCCD which are reinforced by ARTS 2346 are as follows:

1. READING: Reading at the college level means the ability to analyze and interpret a variety of printed materials -- books, articles, and documents.
2. WRITING: Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience.
3. SPEAKING: Competence in speaking is the ability to communicate orally in clear, coherent and persuasive language appropriate to purpose, occasion and audience.
4. LISTENING: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.
5. CRITICAL THINKING: Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies.

6. COMPUTER LITERACY: Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information.
Appendix D - Syllabus Marty Ray

General Education Outcomes

Gen Ed Outcomes are integral to DCCCD curriculum. Gen Ed outcomes are referenced in "Departmental Student Learning Outcomes" In BLUE are Gen Ed outcomes that pertain (in various degrees) to ARTS Ceramic Course curriculum:

Gen Ed Outcome I: Communication Skills
1. Writing: Process and produce effective written) communication adapted to audience, purpose, and time constraints.
3. Listening: Comprehend, and analyze oral information..

Gen Ed Outcome II: Critical Thinking Skills
1. Accurately summarize and evaluate information for elements such as facts, opinions, inferences, presumptions, bias, viewpoints, and arguments presented orally or in writing.
2. Solve problems by constructing, testing, and defending well-reasoned conclusions by applying relevant criteria.

Gen Ed Outcome III: Information Literacy and Technological Competency
2. Select and use appropriate technology.

Gen Ed Outcome IV: Ethical and Civic Values
1. Display integrity, honesty, and fairness.

Gen Ed Outcome V: Cultural Diversity and Global Awareness.
1. Demonstrate understanding of cultural diversity and such influences as history, politics, humanities, technology and science on global societies.

Gen Ed Outcome VI: Workforce and Interpersonal Skills
1. Collaborate effectively and reliably as part of a team.
2. Apply efficient time and task management.