### Course Syllabus

**Course title:** Sculpture II  
**Course number:** ARTS 2327  
**Section number:** 73250  
**Credit hours:** 3  
**Class meeting time:** Saturday, 10:00am–2:00pm (16 hrs. extra lab hours required)  
**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

Patsy Eldridge  
eldridge@dcccd.edu  
Home Phone: 214-328-8218  
*Phone message may be the quickest way to communicate outside of class time*

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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.

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**Recommended (Optional) Textbook** - *Make It in Clay* by C. Speight and J. Toki  
**Required Handbook** - *NLC Ceramic Handbook* (informative accumulation class handouts)  
**Required Materials**  
See Appendix C – Supply List

### Course Objectives will include:

1. Continue to advance skills of forming techniques for ceramic pottery or sculpture  
2. Experiment with various non-glaze finishes where applicable  
3. Learn more about glaze technology and techniques  
4. Experiment with clay slip technology and use  
5. Further knowledge of ceramic lab practices and equipment  
6. Focus several series of works to develop personal ideas and approaches  
7. Develop more understanding concerning formal design concepts within ceramics  
8. Increase knowledge of ceramic art history and artists
### ARTS 2347 – Pottery II  Professor Patsy Eldridge

**SPECIFIC COURSE LEARNING OUTCOMES/MEANS of ASSESSMENT**

<table>
<thead>
<tr>
<th>Specific Course Learning Outcomes</th>
<th>Means of Assessment</th>
<th>EEOs- CCICs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individual Focus Series</strong> (3 required) related to clay forming and surface decoration</td>
<td>1. Group and individual critiques&lt;br&gt;2. Review of sketchbook/notebook&lt;br&gt;3. Improvement of skills&lt;br&gt;4. Completion of work&lt;br&gt;5. Expression of ideas/design elements</td>
<td>Gen Ed SLO 1.1, 2.1.3.5.1.5.2&lt;br&gt;EEO 1,2,3,4,5,6&lt;br&gt;CCIC1,4,5</td>
</tr>
<tr>
<td><strong>Appendix A for details</strong></td>
<td></td>
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<tr>
<td><strong>Written Research:</strong> Select two artists from handbook list. Write 300-400 word essay on each artist – include visual examples</td>
<td>1. Content, original wording&lt;br&gt;2. Follow writing guidelines in Appendix B&lt;br&gt;3. May opt to present orally to class</td>
<td>Gen Ed SLO 1.1.2.1.2.2.5.1&lt;br&gt;EEO 4,5,6&lt;br&gt;CCIC 1,2,6</td>
</tr>
<tr>
<td><strong>See Appendix B for details</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Critiques:</strong> Participation in group and individual critiques of works in progress and completed..</td>
<td>1. Participation - speaking/listening&lt;br&gt;2. Use of new and related vocabulary</td>
<td>Gen Ed SLO 1.1.3.2.1.5.1.6.1.6.2&lt;br&gt;EEO 1,5,8&lt;br&gt;CCIC 3,4,5</td>
</tr>
<tr>
<td><strong>Sketch book</strong> – sketch ideas, keep records of completed works noting final finishes used&lt;br&gt;Notebook – new vocabulary, technical notes as directed</td>
<td>1. Sketches of every class project with technical notations about finishes&lt;br&gt;2. Vocabulary terms defined</td>
<td>Gen Ed SLO 1.1, 2.1,3&lt;br&gt;EEO 1,3,5&lt;br&gt;CCIC1,2,5,6</td>
</tr>
<tr>
<td><strong>Final Presentation (Critique) of semester’s work:</strong> Present to group examples of the best works and discuss learning from each series.</td>
<td>1. Verbal explanation of learning resulting from semester’s series work&lt;br&gt;2. Examples presented&lt;br&gt;3. Group discussion</td>
<td>Gen Ed SLO 1.3.2.1,4.1.6.1&lt;br&gt;EEO 1,5,8&lt;br&gt;CCIC 3,4,5</td>
</tr>
<tr>
<td><strong>Lab practices and equipment</strong> 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.</td>
<td>1. Active participation in experience&lt;br&gt;2. Group interaction&lt;br&gt;3. Oral review – reading assignment related to MSDS and lab policies</td>
<td>Gen Ed SLO 1.3, 2.1, 3, 4.1.6.1, EEO 2&lt;br&gt;CCIC 1,3,4</td>
</tr>
<tr>
<td><strong>Participation in Spring Student Show</strong> 1 or 2 works prepared for exhibit</td>
<td>Participation and presentation of work for display</td>
<td>Gen Ed SLO 6.1,6.2&lt;br&gt;EEO-7&lt;br&gt;CCIC 4,5</td>
</tr>
<tr>
<td><strong>Attendance/Participation:</strong> Attendance critical for success. Besides attendance at regular class time, in one-day-per-week classes, <strong>students must participate in outside Open Labs equal to 16 hours per semester.</strong></td>
<td>1. Attendance and active participation during regular class&lt;br&gt;2. Open Lab work as directed&lt;br&gt;3. Active, productive use of time&lt;br&gt;4. In class on time/prepared to work</td>
<td>Gen EDO SLO.4.1,6.1.6.2&lt;br&gt;EEO 2.3.6&lt;br&gt;CCIC 1.2.3.4.5</td>
</tr>
</tbody>
</table>
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.

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.
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

3. 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.
## Semester Projects - Arts 2347 - Pottery II – Professor Patsy Eldridge

<table>
<thead>
<tr>
<th>Semester Projects</th>
<th>Number/size in the Series</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Series I</td>
<td>Minimum of 3</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Design, craftsmanship, time &amp; effort are a part of the grade</td>
<td></td>
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<tr>
<td>2. Series II</td>
<td>Minimum of 3</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Skill improvement, design, and craftsmanship are considered</td>
<td></td>
</tr>
<tr>
<td>3. Series III</td>
<td>Minimum of 3</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Quality of the body of work, design and craftsmanship are considered.</td>
<td></td>
</tr>
<tr>
<td>4. Ceramic Lab processes and equipment involvement</td>
<td>Helping with loading and unloading kilns. Mixing glazes.</td>
<td>5</td>
</tr>
<tr>
<td>5. Written research</td>
<td>Accessed by following instructions, original content, meeting due date and bibliography.</td>
<td>10</td>
</tr>
<tr>
<td>6. Notebook vocabulary, article reviews, technical information regarding each series, visual documentation of work</td>
<td>Effort, content and creativity</td>
<td>10</td>
</tr>
<tr>
<td>7. Attendance (see policy below) Participation in class, lab jobs and Student Show</td>
<td>See attendance policy below Group lab work and critiques</td>
<td>10</td>
</tr>
<tr>
<td>8. Final presentation of semester’s work and group discussion</td>
<td>Examples from each series, discuss learning results, ideas and further growth</td>
<td>5</td>
</tr>
<tr>
<td>9. Attendance and class participation</td>
<td>Productivity in class and in lab time</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

### 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)
Repeated tardiness can lower grade points as well (student will be warned & advised)  
Each absence may reduce your total grade by as much as 3 points.  
**Excellence in attendance is required for an A**

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**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!**
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. The instructor will 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 Saturday class, a 30 minute lunch break will be given.

Mobile phones/Digital devices: Do not use mobile phones in this classroom! For emergency calls, place your cell phones on silence and take calls outside the studio. Also, 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 – All classes: Pottery I, II, and Advanced Sculpture/Ceramics
Sculpture I and II

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. Two lab sinks, one for clay use, one for plaster. Rinse clay or plaster in the buckets in each sink.
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. This includes:
   - Not using plaster near the wedging table.
   - Not putting plaster in the slip barrel.
   - Not using plaster near the ceramics sink.
   - 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 present. Set wax heater below 200 degrees.
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 should share a locker and provide 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

Outdoor Kiln Area – Placement of Greenware/Bisque: The Ceramic process requires learning how to keep clay workable, when to set out for firing, etc. 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.

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 that occurs during the semester. Any losses or breakage will be evaluated to learn what to do in the future to avoid such mishaps – clay cracking, breaking, exploding all has usual explanations and can be avoided with proper work habits.
### Specific Learning Activities

<table>
<thead>
<tr>
<th>Students will select THREE series to complete during semester – See Class Calendar for deadlines Choose from:</th>
<th>Means of Assessment</th>
<th>EEOs and CCICs</th>
</tr>
</thead>
</table>
| ★ Series of clay sculpture (studies) based on (1) artist from Handbook list or (2) a selected subject to explore fully | SERIES quantities as follows: 
*Clay sculpture series – 3 or more 
*Handbuilt forms - 3 or more 
*Wheel forms – 8 or more 
*Glaze/slip tests - 8 “new” tests 
*Burnish series – 5 or more 
*Totem series – 10 or more pieces | Gen Ed SLO, 1,3,2,2,3,2,5,1,6,1 EEO 1,2,3,4,5,6 CCIC 1,4,5 |
| ★ Series of glaze or slip testing (see Appendix D for details) | Work assessed on: 
Following instructions; Use of materials and techniques; Time spent Craftsmanship; Work completion; Design qualities; Expression and Ideas | |
| ★ Beginner Wheel Series Potter's wheel – cylinder/bottle forms | | |
| ★ Continuing Wheel Series – Select one: Series of: (1) lidded forms (2) altered wheel forms (3) tall joined forms | | |
| ★ Handbuilding Series – one large, two small works related | | |
| ★ Totem series – 10 or more pieces (details given in class) | | |
| ★ Series of burnished works including colored terra sig | | |

**Written Research**: Select two artists from handbook list. Write 300-400 word essay on each artist – include visual examples.

**Critiques**: Participation in group and individual critiques of student projects.

**Ceramic Lab practices and equipment**: Students will increase learning of ceramic processes by participating in the following:
- Clay recycling
- Electric kiln loading/unloading
- Preparation of kiln shelves
- Mixing glazes
- Assisting with gas kiln loading/unloading
- Participation in raku/pit firings as needed

**Final firing and surface finishing**: Complete all work appropriately - selecting appropriate finishes for work

**Sketch book**: Sketch ideas, keep records of completed works noting final finishes used; Occasional sketch and notebook assignments by instructor.

**Notebook**: New vocabulary, technical notes as directed

**Final Presentation (Critique) of Semester’s Work**: At the close of the semester, show and discuss results from the THREE Focus Series; Discuss learning that resulted.; Present examples of the best works from each series.

**Participation in Spring Student Show**: 1 or 2 works to be selected

**Attendance/Participation**: Attendance is 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. Outside Lab alternatives may be discussed with instructor.

**Notebook** – new vocabulary, technical notes as directed

**Attendance/Participation**: Attendance is 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. Outside Lab alternatives may be discussed with instructor.

**Notebook** – new vocabulary, technical notes as directed

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**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

Writing Guidelines:
· Be specific using best language skills.
· Use your best academic writing.
· Organize thoughts carefully.
· Direct quotes should be credited correctly.
· Use college Writing Center if needed

Plagiarism is not acceptable: All quotes must be properly punctuated and documented. (See DCCCD 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 - ARTS 2347 Pottery II Syllabus Professor Patsy Eldridge

Required SUPPLIES for Pottery II

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 includes a small yellow sponge)
*Soft watercolor brushes for glazing: 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 and spoon
*Fettling knife & flexible metal rib (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 your instructor 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!!!!!!!!!!!!!!!!!!!!!!!!!!!

INSTITUTIONAL POLICIES

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 position of 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.
- 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)
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.
Friday-Saturday: 8:30 a.m.-3:30 p.m.
No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m.
Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:
1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:
1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.
Required!!! Students must participate in outside open labs equal to 16 hours per semester.
This can be done one hour before class, or one hour after class on Saturday. You will be given a schedule of open lab times. Attendance is VITAL to your grade. (15% of your grade) Each Sat. class counts as 3 hours and 1 lab hour. When you are late or leave early it counts against your progress and your grade.

Jan. 26 – Review syllabus, MSDS info, supply list. (Advanced students start your series)
BEGIN PROJECT I – pinch pot series: four or more pinch pots, two of which are joined to create a large bottle form or a small sculpture.

Feb 2 – Work on pinch pot series (Project I) Complete works for drying. (Begin Series I)
Feb. 9 – BEGIN PROJECT II – coil series: one coil form at least 6 in. tall and second one more than 14 in. tall. Begin work on three “Ceramic Monthly” reviews related to Projects I-III.
Feb. 16 –Continue work on coil series. Introduction to raku and pit firing presented. (Dates for actual firings will be determined during the semester.) (Critiques of Series I and start Series II)
Feb. 23 –BEGIN PROJECT III, slab series, one soft slab and two or more leather hard slab form plus one bowl utilizing a hump or slump mold. Stress the use of texture.
March 2 – Work on slabs. Make plans for a pit firing.
March 9 – First half of class—Critique on Projects I and II. (25% of your grade)
(Notebook should include class notes, sketches of all work and two “Ceramic Monthly” article reviews related to Projects I-III.) Continue slab work.
March 16 - Introduction to glazing. Continue slab work (Critiques of Series II- glaze and finish all work)
March 23 Spring Break
March 30 Easter Break
April 6 – Critique on Project III, slab series. (10% of your grade) (Begin Series III)
(Notebook should include class notes and a “Ceramic Monthly” review related to slab.
April 13 – BEGIN PROJECT IV, individual projects. (Discuss with your instructor your goals for the rest of the semester, hand building or possibly wheel work) Write your goals in your notebook. Also include a report on at least one ceramic artist whose work inspires you. Use the internet and collect examples of ceramic work for your notebook.
Thurs April 18 – Last day to withdraw and receive a “W”
April 20 – Work on individual projects and glazing. (Raku, pit, or carbon saggar firing?) Select up to two pieces of your best work for the Student Show.
April 27 – Complete Individual Projects - ready for drying! GLAZE! (Finish & Glaze all work)
LAST DAY TO WORK WITH WET CLAY (Summaries Due for Series I & II)
May 4 – Critique on Project IV, individual projects. (35% of your grade) (Oral critiques)
Scheduled Oral Presentations (students given options for this) – all participate by listening, Complete glazing, work on notebook vocabulary, group lab maintenance work as needed.
May 11 -NOTEBOOKS and REPORTS ARE DUE. (15% of your grade) (Final Critiques)
May 11 - FINAL EXAM – Oral presentations and Group Reviews, (Final Exam)
Clean out lockers and cabinets. Clean up lab. Participate in a pot luck lunch.
Work that has not been fired can be picked up during Summer I class.
Help with class registration or advisement contact Marty Ray, mray@dcccd.edu or call 972-273-3577