<table>
<thead>
<tr>
<th>SPRING 2015 – ARTS 2312-73203</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Syllabus</strong></td>
</tr>
<tr>
<td><strong>Course title:</strong> Advanced Ceramics - ARTS 2312 – 73203</td>
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<tr>
<td><strong>Course number:</strong> ARTS 2312</td>
</tr>
<tr>
<td><strong>Credit hours:</strong> 3</td>
</tr>
<tr>
<td><strong>Class meeting time:</strong> Fri – 9:30am - 2:15pm  <strong>Extra Lab hrs required</strong></td>
</tr>
<tr>
<td><strong>OPEN LABS Available</strong> - FRI - 8-10am, 2:15 - 4:00pm, Tues 12:30-5:30pm, Thurs 5:00-9:00pm</td>
</tr>
<tr>
<td><strong>Course description:</strong> This course will focus on three-dimensional (ceramic) projects. Emphasis is on individual expression. This course may be repeated if topics and learning outcomes vary. (2 Lec., 4 Lab.)</td>
</tr>
<tr>
<td><strong>Course prerequisites:</strong> Required Prerequisites: ARTS 2346, ARTS 2347</td>
</tr>
<tr>
<td>Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317.</td>
</tr>
<tr>
<td><strong>Instructor Information</strong></td>
</tr>
<tr>
<td>Marty Ray, <a href="mailto:mray@dcccd.edu">mray@dcccd.edu</a></td>
</tr>
<tr>
<td>Office: P214  Hours: 1:00-4:00 pm TR 2:00-4:00 – W  Phone: 972.273.3577</td>
</tr>
<tr>
<td>Email quickest way to communicate outside of class time</td>
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</tbody>
</table>

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 necessary 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 Ceramics I semester)

**Required Materials**  See Appendix C – Supply List

**Course Objectives**

* Advance skills and craftsmanship of ceramic form  
* Select appropriate finishes for varied clay forms  
* Improve glazing techniques if applicable to individual focus  
* Experiment with non-glaze finishes for clay sculpture if applicable to chosen focus  
* Learn basics of mixing and testing glazes and clay slip  
* Further knowledge of ceramic lab practices and equipment  
* Develop personal ideas and form by creating works within a series  
* Give consideration to formal design concepts within work  
* Increase knowledge of ceramic art history and artists
Departmental SLOs (Student Learning Objectives)

Common to every Adv. Ceramics course taught at North Lake College
ARTS 2312 – Adv. Ceramics - M. Ray Syllabus

<table>
<thead>
<tr>
<th>Departmental Student Learning Objectives (SLOs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students will create a series of clay forms (sculpture or pottery) that are inspired by (a) a cultural style (b) a historical period or (c) artist from instructor’s list. Preliminary planning, research &amp; setting a timeline will be required. 80% proficiency to meet expectations.</td>
</tr>
<tr>
<td><strong>EEO 1.4.5.8</strong>  <strong>CCIC 1,2,3,6</strong>  <strong>Gen Ed SLOs 1.3, 2.2, 3.2, 5.1, 6.1</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria for assessment/rubric</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sketches and pre-planning for the series – 10</td>
</tr>
<tr>
<td>2. Following instructions/Quantity (3 related forms) – 20</td>
</tr>
<tr>
<td>3. Skill and craftsmanship – 35</td>
</tr>
<tr>
<td>4. Idea/Design considerations - 35</td>
</tr>
<tr>
<td>100-90 - A / 80-89 - B / 70-70 - C / 69 - 60 - D / 60 - 0 - F</td>
</tr>
</tbody>
</table>

| 2. 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 to keep glaze & kiln area orderly. They will keep written records. 80% proficiency to meet expectations (see rubric). |
| **EEO 1,2 3,5, 6**  **CCIC 1, 4, 5**  **Gen Ed SLO 1.1, 1.3, 3.2, 4.1, 6.1, 6.2** |

<table>
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<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/understanding of vocabulary – 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>
Continued:
Departmental Student Learning Objectives - SLOs
ARTS 2312

3. Students will work to develop advanced skills, creating a series (3-4 works) of handbuilt or wheel formed pottery or sculptural forms. Pre-planning, sketching and observation of ceramics past & present from many cultures will lead to ideas in the work. Attention to proper lab procedures and clay recycling habits will be important. 80% proficiency to meet expectations (see rubric)

**EEO 1, 3, 4, 6, 8**  **CCIC 1, 4, 5**
**Gen Ed SLO 1.1, 2.2, 3.2, 4.1, 5.1, 6.2**

### Criteria for assessment/rubric

<table>
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<tr>
<td>1. Sketches and pre-planning for the series – 10</td>
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</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 B
*CCICs (Core Curriculum Intellectual Competencies) – listed in Appendix B
*Gen Ed (General Education Outcomes) for Core Courses - listed in Appendix C
*All above have been approved by DCCCCD as important Student Learning criteria
<table>
<thead>
<tr>
<th>Specific Learning Activities for this class</th>
<th>Means of Assessment</th>
<th>EEOs - CCICs/GenEd</th>
</tr>
</thead>
</table>
| **Students will select THREE series** to complete during semester – See Class Calendar for deadlines | SERIES quantities as follows:  
*Sculp series – 3 or more  
*Handbuilt - 3 or more  
*Wheel – 5 or more  
*Glaze/slip tests - 5 “new”  
*Burnish series – 5 or more  
*Clay painting/scraffito – 5 + | EEO/CCICs see Appendix B  
EEO 1.2.3.4.5,6  
CCIC 1.4,5 |
| Choose from:  
★Series of clay sculpture (studies) based on (1) artist from Handbook list or (2) a selected subject to explore fully  
★Series of glaze or slip testing (see Appendix D for details)  
★Series emphasizing any of these: (1) texture (2) carving or scraffito design (3) ceramic painting  
★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  
★Series of cups, pitchers and teapot forms (handbuilt or wheel)  
★Totem series – 10 or more pieces (details given in class)  
★Series of burnished works, including colored terra sig | Assessment:  
Following instructions; Use of materials and techniques; Time spent Craftsmanship; Work completion; Design qualities; Expression and Ideas | GenEd - see Appendix C  
1.3, 2.2, 3.2, 5.1, 6.1 |
| Oral Presentations  
(Written paper optional)  
SEE Appendix A for details | Completion by listed deadlines.  
Following instructions.  
*May opt for oral presentation | EEO 4,5,8  
CCIC 1, 2, 6  
GenEd, 1.1 |
| **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 | Participation in experience  
Working with other students and groups | EEO 2  
CCIC 3.4  
GenEd - 4.1,6.1 |
| **Final firing and surface finishing:** Complete all work appropriately - selecting appropriate finishes for work | Completion work for final firings. Improvement of skills. | EEO 1.6, 7  
CCIC 5  
GenEd - 1.3,2.1, 6.2 |
| 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 needed | Sketches as needed for each series  
Careful technical notes  
New vocabulary terms defined | EEO 1.3,5  
CCIC 1.2.5,6  
GenEd -2.1, 3.2 |
| **Final Presentation (Critique) of Semester’s Work:** At the close of the semester students will be required to show and discuss the 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 | Participation in group critique  
Discussion of skills developed; Craftsmanship; Design qualities; Expression of ideas | EEO 1.5,8  
CCIC 3.4,5  
GenEd, 1.1,2.2 |
| **Attendance/Participation:** Attendance is critical for success in this class. Besides attendance at regular class time, in one-day-per-week classes, students participate in Open Labs equal to 16 hours per semester. See Open Lab schedule. Outside Lab alternatives may be discussed with instructor. | Instructor and student interaction during class and labs, peer critiques and discussions, studio involvement | EEO 2.3.6  
CCIC 3.4,5  
GenEd -4.1, 6.2 |
ARTS 2312

CHOICES for INDIVIDUAL FOCUS SERIES - SELECT THREE Series for semester work - must have approval of instructor before beginning work!

Ceramics II is a continuation of Ceramics I where basic skills and knowledge of ceramics were learned. In this class, students will select 3 special interest (focus) series to complete. Work should advance ideas, skills and knowledge of the ceramic medium. Instructor may also assign related projects beyond the Focus Series.

FOCUS SERIES, select from choices below, discuss with instructor - each series MUST include 3 or more completed works of varied complexity - THREE Series will be done in a semester - Series choices may be repeated

★Clay sculpture series I (studies) inspired by a particular cultural style or important artist
Complete 8-10 sketches, label - examples of art that will inspire this series

★Clay sculpture series II - three or more related sculpture forms
SELECT ONE FOCUS from any of the following: 1) forms from nature 2) geometric form 3) an art history period 4) human head or figure 5) humor as subject 6) man-made objects
Complete 8-10 sketches related to the series you choose & discuss with instructor

★Totem series – Multiple pieces (discuss with instructor) made to stack into a totem sculpture
Make sketches and base the design around a common theme - see Sculpture Series themes above

★Series of glaze or slip testing (details will be given in class)(5 glazes tested – on 10 tiles)

★Beginner Wheel Series Potter's wheel – cylinder/bottle forms
(5 or more completed cylinder forms – trimmed – some with handles)

★Continuing Wheel Series – Select one Focus below – complete 5 or more finished pieces
(1) lidded forms (2) altered wheel forms (3) tall joined forms (4) cups/mugs (5)pitchers – explore different spouts and handles and proportions (6) Other, talk to instructor

★Handbuilding Series – one large, two small works related in technique (3 or more)

★Series of burnished works, including colored terra sig (4-5 completed)
Must learn to mix terra sig and apply to works you create - simple forms of pottery or sculpture

★Series emphasizing a design element such as:
(1) texture (2) line and space – thru carving or scraffito design (3) color – thru ceramic painting (5-8 related works – including small experimental test pieces)

★Teapot Series (handbuilt or wheel) (3 or more completed teapot forms)

Other options may be discussed with instructor to see if they are appropriate for the NLC firing processes and lab use guidelines
More detailed dates will be provided during the semester as work proceeds. This is an approximate calendar with changes made if needed and students notified.

<table>
<thead>
<tr>
<th>Class begins Fri Jan 23</th>
<th>Week 1-2</th>
<th>Syllabus overview, MSDS information, Determine SERIES I with Instructor – write goals; make sketches</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Feb. 6/7 - NO CLASSES/Labs - Faculty Professional Days</strong></td>
</tr>
<tr>
<td>Series I complete WEEK 5</td>
<td>SERIES I – complete work to dry for bisque firing Determine SERIES II after instructor review</td>
<td></td>
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<td></td>
<td><strong>SPRING BREAK - March 10 - 14, 2014</strong></td>
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<td></td>
<td></td>
<td>Work as needed in Open Labs - refer to Open Lab schedule</td>
</tr>
<tr>
<td>Series II complete WEEK 10</td>
<td>Forming stage of SERIES II complete Critiques of Series I and II Begin plans for Series III</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Weeks 11 - 14</td>
<td>Glazing and finishes and kiln work Work on Series III – complete by Week 14</td>
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<td></td>
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<td><strong>Last Day to Drop - April 16, 2015</strong></td>
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<td><strong>FRI - April 3 - Holiday/ NO CLASS</strong></td>
</tr>
<tr>
<td>Series III complete WEEK 15</td>
<td>Forming stage of Series III complete Final Critiques – glazing and finishing and kiln work</td>
<td></td>
</tr>
<tr>
<td>Final Exam WEEK 16</td>
<td>Final glazing and finishing and kiln work Final Critiques – last glazing possible - lab clean-up</td>
<td></td>
</tr>
<tr>
<td>May 8</td>
<td></td>
<td><strong>Final EXAM – May 8</strong> Sign up for Individual Critique if needed May 11 - 14</td>
</tr>
</tbody>
</table>

**SERIES I** – Due WEEK 5  **SERIES II** – Due WEEK 10  **SERIES III** – Due WEEK 15-16
## Evaluation Procedures/Assignments/Grading Scale

**ARTS 2312 – Marty Ray, Instructor**

### Advanced Ceramics – Marty Ray

Each Series evaluated as follows:

<table>
<thead>
<tr>
<th>Series</th>
<th>Required quantities</th>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERIES I – 15 points possible</td>
<td>Required quantity</td>
<td>3 each series</td>
</tr>
<tr>
<td>SERIES II – 15 points possible</td>
<td>Design and idea</td>
<td>3 each series</td>
</tr>
<tr>
<td>SERIES III – 15 points possible</td>
<td>Skill improvement/Craftsmanship</td>
<td>6 each series</td>
</tr>
<tr>
<td></td>
<td>Time/effort spent</td>
<td>3 each series</td>
</tr>
</tbody>
</table>

**Total possible points – all 3 series**: 45

- **Ceramic Lab processes and equipment** – Active Productive Participation
  - 5 points

- **Written Summaries or Oral Presentation**
  - Assessed by: Following instructions/Original Content/Meeting due date/Sources
  - 10 points

- **Surface finishes/Final firings**
  - Completion of finishes for EACH SERIES: 5 points each
  - 15 points

- **Sketchbook/Notebook Records**
  - Effort/Content/Ideas
  - 10 points

- **Final Presentation of Semester's Work**
  - Group discussion
  - Examples from each series
  - Discuss learning results, ideas and improvements to make
  - 5 points

- **Attendance/Participation**
  - Use of time, class and labs
  - 10 points

**Total possible points**: 100

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**Final grades are reported for each student according to this grading system:**

- **A** = 100-90, Excellent
- **B** = 89-80, Good
- **C** = 79-70, Fair
- **D** = 69-60, Poor
- **F** = below 60, failing
- **I** = incomplete
- **W** = withdrawn
### ARTS 2312 - M. Ray, Instructor

**STUDENT Grade Evaluation Form**

<table>
<thead>
<tr>
<th>Projects</th>
<th>Series 1</th>
<th>Series 2</th>
<th>Series 3</th>
<th>Finishes Series 1</th>
<th>Finishes Series 2</th>
<th>Finishes Series 3</th>
<th>Written or Oral Review</th>
<th>Particip in lab functions</th>
<th>Note book/vocab</th>
<th>Final Exam Discuss work</th>
<th>Participation/Attendance</th>
<th>Use of Time</th>
<th>Extra Credit</th>
<th>Total Pts</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible Points</td>
<td>*15</td>
<td>*15</td>
<td>*15</td>
<td>**5</td>
<td>**5</td>
<td>**5</td>
<td>10</td>
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<td>5</td>
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<tr>
<td><strong>STUDENT</strong></td>
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</tbody>
</table>

*Series 1,2,3 – Points given for:
* Required quantity
* Design/idea
* Skill improvement/craftsmanship, *Effort/time spent

**Final finishes of each series: Points for completion of final finishes/firings/
experimentation/skill improvement

**DETAILS** of class requirements will be explained more fully in class
Students may always email the instructor at mray@dcccd.edu with questions about assignments or see instructor with concerns in class.
Ceramics – ARTS 2347 & ARTS 2312 Syllabus

Required SUPPLIES for CERAMICS II – M.Ray, Instructor

DO NOT PURCHASE CLAY before talking to instructor

**Clay** – From Trinity Ceramic Supply or Bookstore, Cone 6 or Higher Stoneware  
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 or announced in class

* 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!!!!!!!!!!!!!!!!!!!!!!!!
Class Policies/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 allow the instructor to see your growth and assist you as needed. You will learn by interaction with other students. You may need to work out of class and in Open Labs to finish work successfully. You are expected to come to class prepared, keep up with required assignments and have supplies needed. Your participation in occasional group critiques is expected. You are expected to take notes from class lectures, meet calendar deadlines, and abide by all J211 lab policies.

Music: It is ok, if instructor is not lecturing or not involved in class critiques for you to use personal listening device with earphones.

Breaks: The instructor will give class times appropriate for short breaks.

Mobile phones/Digital devices: Do not use mobile phones in classroom! For emergency calls, place cell phones on vibrate, take calls outside class only. ANY digital device used during class should be approved by instructor.

Continuing Education and Credit Students will have same exact expectations

MSDS information: Students are expected to know where the (MSDS) Material Safety Data Sheets are in the lab and understand how to use information for health and safety related to anything used in this class. Details also 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.
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 a student to substitute for you to take a test; and
   f) Bribing a person to obtain an unadministered test or info 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 examinations missed as a result of 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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with Family Educational Rights and Privacy Act of 1974 (FERPA) the College may release information classified as “directory information” to the general public without written consent of the student. Directory information includes: (1) student name, (2) student
address (3) telephone numbers (4) date and place of birth (5) weight and height of members of athletic teams (6) participation in officially recognized activities and sports (7) dates of attendance
(8) educational institution most recently attended and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**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 last day to receive a “W.” Request for administrative withdrawal must be made in writing to the Dean of the Division with supporting documents attached. This must occur before last official day of semester.

**DROP POLICY**
If you are unable to complete this course, you must officially withdraw by: Thursday, April 17, 2014. 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 (ASC)
The ASC is designed to provide the following assistance to students:

- An ESOL lab with computer access.
- Free tutoring for students enrolled in Foreign Language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, 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 info or to schedule tutoring appointment, come by A-332 or call 972-273-3089.

TESTING CENTER (A 425)
THIS CLASS will not be using the TESTING CENTER
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
Friday-Saturday: 8:30 a.m.-3:30 p.m.  Sunday – CLOSED
Questions? Please visit the Testing Center (A 425) or call 972-273-3160.
Appendix A - Written or Oral Presentation

Written Summaries Guidelines
ARTS 2347 Syllabus – M. Ray

Select from I or II (or talk to instructor about oral presentation)

I. Summaries of ceramic articles or book chapters: Select readings that relate specifically to any of your series choices. Use any book or magazine sources.

Three reviews – each written summary should include:

(1) Title of magazine or book, author, date/year published, (title of article), page #s
(2) 200-300 word summary (2 to 3 paragraphs each review)
(3) sketches or copies of related images

II. Gallery, Exhibition or Art Studio Visit: In lieu of above, may opt to write a review of an outside class experience related to ceramics. Use these guidelines for written summary:

(1) Name exhibit, workshop, or artist visited and location and date of visit

(2) Write a one–two page summary including specifics related to design, techniques, ideas of work, give details about works seen including artist, titles. If you visit an artist studio, ask to interview the artist – have prepared questions

(3) Include sketches or photos of related experience

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.)

Papers may be handwritten or typed – but handwritten should be neat and readable.

Internet Use Note: The internet can be 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 B - Syllabus Marty Ray

Explanation - EEOs and CCICs

**EEOs** EXEMPLARY EDUCATIONAL OBJECTIVES (EEO) in VISUAL STUDIO ART are identified as follows for all art classes at North Lake College:
Within each assignment, are 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 DCCCD are reinforced in ARTS 2347, ARTS 2312 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 C - 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.