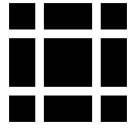




MUNSON CERAMICS STUDIO GUIDELINES



WELCOME TO MUNSON COMMUNITY ARTS CERAMICS CLASSES AND FACILITIES

The pottery studio encompasses 3,500 square feet of the historic Ceramics and Sculpture Studio Building and serves both the Pratt Munson College of Art & Design program and vibrant Community Arts program. Equipment includes a dozen electric wheels, a slab roller, extruder, mixers, electric kilns, and a Bailey Car kiln. The Anagama and salt kiln shed is the hub for workshops and learning the fundamentals of salt and wood firing. The second floor is home to the Sunithi S. Bajekal Small Works Gallery and the Vincent R. Clemente Ceramics Resource Room. The Mission of Munson Community Arts is to provide excellent instruction and the facilities for the creation, exhibition, and aesthetic appreciation of the visual arts.

CERAMICS STUDIO GUIDELINES

Please read the guidelines carefully. Students agree to all policies by and upon registration for a class.

REGISTRATION

We encourage you to register online; however, you may register in person at the Studio Building Reception Desk (503 William Street) or by calling (315) 797-8260.

Registration opens as soon as classes are available online. An email is sent out and instructors are notified.

Students must stay in the session they have registered for. Transfer exceptions may be made in specific cases. No transfers will be approved without prior notification of the transfer from the Instructor to Reception Staff.

STUDIOS + CLASS TIME

- All students are expected to participate in the curriculum of the class in which they are registered.
- Studio doors are unlocked 30 minutes before the start of class and locked 30 minutes after class is over. Students should time arrival and clean-up accordingly.
- Be courteous and kind to fellow students, staff, and instructors.
- Please check the chalkboard and bulletin board regularly for announcements or directions.
- Students may not work in the studio outside of class times, beyond open studio time, or during a class in which they are not enrolled.
- Shelving space is limited. Use only shelf space needed to dry works in progress. Respect other's work on the shelves.
- No storing of personal possessions on classroom shelves: tool bag, shoes, etc.

- Please do not handle or touch the work of others. If there is an accident and damage occurs to another's work, leave a note.
 - Munson Community Arts is not responsible for the loss or damage of work on personal property.
-

STUDIO SAFETY

- For everyone's safety, we require faculty, staff and students to wear shoes while in the studio.
- Clay dust represents a health hazard. Make EVERY effort to clean up after yourself every time.
- No sanding or scraping greenware, bisqueware, or dry glaze in the studio at any time. Always use the spray booth.
- Do not use the spray booth, slab roller, or extruder without an orientation from the instructor.
- Students may not participate in class if visibly under the influence of drugs or alcohol and will be asked to leave. Multiple incidences may result in a withdrawal from the course.

Campus safety should be called first for any injuries or concerning situations. The Campus Safety office is open 24/7, located directly across State Street from the Ceramics Studios, called at extension 4444 from a studio phone, or (315) 724-2670 from a cell phone, or via the [**Pratt Munson Safety App.**](#)

OPEN STUDIO CONDUCT + HOURS

Community students currently enrolled in a ceramics class may take advantage of open ceramics studio hours, **Saturdays or Sundays from 8 a.m. to Noon or 1 to 5 p.m. during the Fall and Spring Semesters.** Summer open studio hours vary. Please check listings.

Community students sign up in advance using SignUp.com for one slot of open studio time per weekend, no more than two weeks in advance. **Weekend open studio times will be available for sign up via [THIS LINK>](#)**

Community Students may sign up to use wheel or handbuilding studios during Open Studio hours. If spots are full, priority should be given to the studio that corresponds with class registration. Please use SignUp.com to make any such requests.



- Be courteous. Keep conversations quiet. Please clean up thoroughly before leaving.
 - Do not show up early or leave late.
 - No children, friends, or pets (other than service animals) allowed.
 - Pratt Munson College students may have additional access to the studios during the semester.
 - Open Studio time may be canceled for Munson Community Arts/Pratt Munson functions or events.
-

CLAY

The first 50 lbs of pre-mixed PrattMunson Red Stoneware clay is included in the required material fee at registration. Additional clay may be purchased for \$17.25/25lb at the reception desk as needed. All studio clay may not be removed from the studio.

Specialty clay is available for purchase (via tickets) from the Studio Building Reception Office.

257 Standard Porcelain	\$33.50 (25 lb bag)	\$67.00 (50 lb box)
130 Standard Porcelain	\$20.25 (25 lb bag)	\$40.50 (50 lb box)
T-3 Sheffield White Stoneware	\$18.50 (25 lb bag)	\$37.75 (50 lb box)
Z Sheffield White Stoneware	\$20.50 (25 lb bag)	\$41.75 (50 lb box)

**Updated pricing as of SP24*

- No outside clay bodies or bisque work fired elsewhere. All work must be made in the ceramics studio with the studio clay or other clay purchased at Munson Community Arts.
- Clay recycling buckets are provided. Clay should NEVER be discarded in the sink. Pour off water and put heavy slip in the large reclaim buckets.
- Break up reclaimed clay before it dries out. When putting clay back into the bag, mash it down to keep from drying out. Clay materials are a precious natural resource and shouldn't be wasted.
- Be careful not to mix clays or add foreign materials to the clay or in the recycling bucket.

GLAZE

Munson Community Arts glaze is included in required materials fee and may not be removed from the studio.

- Glazes are food-safe unless otherwise noted. Any unglazed surface with just washes & slips are not food safe.
- Always leave lids closed on clay and glaze bucks to avoid drying out and contamination.
- Never place anything on kiln lids.
- No outside glaze is allowed. Students may not adjust the studio glazes. Any exceptions must have prior approval from the Instructor. Do not thin glazes, ask the Instructor for assistance.
- Do NOT double dip pots. This might cause glaze to run, attaching your pot to the kiln shelf, causing damage to the piece and the shelf. If interested in layering the interior with multiple glazes, ask the instructor which glazes go well together.

FIRINGS + PROCEDURES

- **Only Munson Community Arts/Pratt Munson clay bodies and glazes will be fired in the studio.**
- **Clay, glaze, and access to firings are intended for the registered students' work only. For any special projects that might fall outside of those parameters, please request express permission from the Instructor on every occasion.**
- All works are high-fired to cone 10, about 2380 degrees.
- All work must be signed or stamped for easy identification.

- Firings are scheduled as needed and only when a kiln is filled.
 - Place glazed work on appropriately designated shelves.
 - Low-fire clay should NEVER be high-fired.
 - Pots that are not finished, trimmed, or signed will not be fired.
 - Do not glaze the bottom of your work.
 - Do not let work pile up on shelves, keep it moving; bisque dry work; glaze bisque work, take home glazed work.
 - Multiple firings or re-fires are not permitted.
-

PRODUCTION

MUNSON'S CERAMICS STUDIO IS NOT A PRODUCTION STUDIO, LIMIT OUTPUT.

Ceramic works made in class are the property of the individual student and may be exhibited or sold. Giving studio credit for glaze and clay body is recommended. However, Munson's studio facilities, equipment, and consumable materials are not to be used in support of personal businesses or production.

Individual student deadlines cannot be fulfilled such as Christmas, birthday presents, etc.

CLEAN-UP

- Students are responsible for a clean studio during class and open studio time. Please "leave the studio cleaner than you found it."
 - Use water for all cleaning purposes.
 - Clean-up spills as they happen.
 - Minimize dust: cleanup with a wet sponge. Rinse out sponges when done using them. Wipe down the sink when finished cleaning.
 - Tables, bats, ware boards, and banding wheels should be cleaned and put away.
 - Potter's wheels should be cleaned, shut off, and splash pans washed and returned.
 - Do not store work on bats. Use ware boards.
 - Clean up, put work away, and leave the building by the scheduled end of open studio or class time.
 - Faculty members and studio staff may delegate cleanup responsibilities to ensure complete clean up of the studios.
-

END OF SEMESTER PROCEDURES

- 12-week classes are divided thusly: 8 weeks of wet work, 2 weeks of trimming, and 2 weeks of glazing and firing. Wet work should not be made in the studios after week 8.
- A final day to pick up all glazed work will be communicated via email to all ceramics students.
- All work will be disposed of 2 weeks after the last pick up date of the semester.

FIRING TICKETS + FEES

Firing tickets may be purchased at the Studio Building Reception Desk:



Current Pricing:

\$2.00 per ticket

Reception Purchasing Hours:

MON - THURS: 9AM - 12:30PM, 1 - 4:30PM & 5:30 - 8:30PM

FRI: 9AM - 12:30PM, 1 - 4:30PM

SAT: 9AM - NOON

When students are ready to fire, finished pieces are measured by volume and students are able to purchase firing tickets. The total cost of firing tickets covers the bisque and glaze firing of each piece.

The instructor will demonstrate the use of the box for volume measurement and correct ticketing. Side handles do not count in measuring a piece. Lids and knobs should be included in the measurement.

Place purchased tickets in or under the piece when placing on the ware cart.
Short-ticketed pots will not be fired.

Munson Community Arts is not responsible for lost firing tickets. Initial your tickets after purchasing.

Munson Community Arts is not responsible for giving firing credit for undesired or inconsistent firing results, kiln accidents, or work that is lost or damaged. Credit is given at the discretion of the Instructor.

STUDIO STAFF + LIAISONS

- All Community Student administrative questions or concerns should be addressed to the Operations Coordinator for Community Arts, gfemia@prattmunson.edu.
- All registration questions should be directed to the Studio Building Reception Office during business hours.
- Ceramics studio or firing issues should be directed to the Instructor.
- With questions regarding firings, clay, or general studio concerns, speak with the Instructor or Studio Technician.
- Students should bring any personal concerns to the Instructor before or after class or schedule a meeting outside of class time with the Instructor or Community Arts Director.

CERAMICS MAKE-UP CLASSES

- Up to two missed classes during a 12-week session can be made up in any adult ceramics class if space is available and with Instructor approval.
- To make-up a class, email the Instructor for availability and get approval.
- As a courtesy, please inform the Instructor in advance if you know a class will be missed. The Instructor may be able to schedule a make-up for another student at that time.
- Make-ups can be scheduled before the date of the missed class to ensure accommodation.
- No make-ups the last week of classes. Make-ups do not transfer between sessions.

CANCELLATIONS

Munson Community Arts is not responsible for providing makeup classes or issuing refunds for programs or classes changed or missed due to illness, emergency, weather closings, substitute teachers, or other events beyond our control.

In the event of weather cancellation, announcements will be made on the following:

- Munson Community Arts website: munson.art
- Reception: Voicemail cancellation message
- Social Media
- Registration email

PLEASE NOTE: We generally do not contact students individually by phone for inclement weather cancellations.

Because of heavy classroom usage between the Pratt Munson program and other Community Arts classes, we do not offer makeup classes for children and teen classes.

DISMISSAL

Students are expected to abide by studio guidelines laid out in this document, the Student Code of Conduct, and to compose themselves in a courteous and polite manner at all times. [Full student handbook may be found at prattmunson.edu >](#)

Munson Community Arts instructors may, with the approval of the Community Arts Director or Dean, dismiss from class or refuse enrollment to any attendee who is disruptive or uncooperative or whose skills are advanced beyond the level of instruction of a particular class or section.

Students may be given a warning by the Instructor, Director, or Dean before dismissal.

REFUND POLICY

- A full refund will be granted for Community Arts classes or workshops when an entire course is canceled or the Office of the Registrar receives an official withdrawal form from a student prior to the first scheduled class meeting.
- A pro-rated refund may be given after the second scheduled class, based on the last day of attendance and/or date the official withdrawal form is received by the Reception Staff or Community Arts Director.
- After the third scheduled class, no refund will be granted unless it is a medical emergency accompanied by a doctor's note. This refund policy covers withdrawals for any reasons including injury, illness or family emergencies.

In case of credit card payment, refunds are applied directly to the credit card account. Refunds for cash or check purchases are issued in the form of a check, which is mailed directly to the student's home address. Allow four weeks to process checks.

EVALUATIONS

Class evaluation forms are distributed via email to each student. We rely on evaluations for guidance in designing our classes and programming, so please share any suggestions or concerns you may have.

CERAMICS DEPARTMENT STAFF

Assistant Professor of Ceramics

Ceramics Coordinator:

Veronica Juyoun Byun, vbyun@prattmunson.edu

Beginning Pottery Instructor:

Ronald Miller, rmiller@prattmunson.edu

Kids Ceramics Instructors:

Paula Caruana, pcaruana@prattmunson.edu

Shayna Crandall, scrandall@prattmunson.edu

Ceramics Technician:

TBA



MUNSON COMMUNITY ARTS + PRATT MUNSON STAFF

Pratt Munson Dean:

Suzanne Snyder, ssnyder@prattmunson.edu

Operation Coordinator:

Gayle Femia, gfemia@prattmunson.edu

Administrative Assistant/Studio Building Reception Office:

Sarah Hassett, communityclasses@munson.art, (315) 797-8260

Evening/Weekend Studio Building Reception Office:

Sharon Bello, sbello@prattmunson.edu, (315) 797-8260

Dana Cangelo, dcangelo@munson.art, (315) 797-8260

NON-DISCRIMINATION

Munson has a policy of non-discrimination, which assures that students are accepted fairly, and without discriminatory regard for sex, race, national origin, color, religion, age, disability or sexual orientation.

MEDIA STATEMENT

Munson is a not-for-profit educational corporation, which in furtherance of its purposes and objectives, endeavors to publicize the work and achievements of its students, faculty, staff and alumni. In connection with these efforts the Institute reserves the right to release appropriate information and to take photographs, motion pictures, or video of students, faculty, staff and alumni, and their work, and to use and distribute these materials in any form or format in furtherance of the Institute's purpose and objectives.

ACCEPTANCE

I have read (or re-read) this updated studio guidelines document in detail on the first day of my course in the Munson Ceramics Studios. I understand that by registering for this course, I am beholden to these general parameters.

By typing/signing my name and date below, I indicate my understanding and acceptance of the Ceramics Studio Guidelines.

Signature: _____ Date: _____

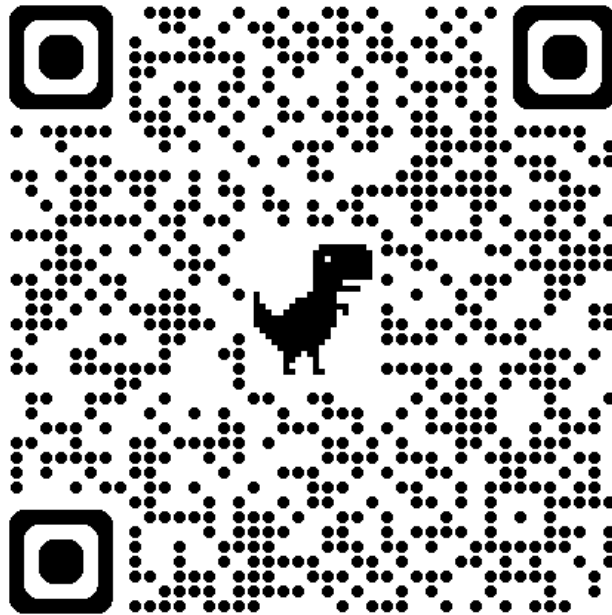
Printed First/Last Name: _____

Thank you so much! Please return this signed document to the instructor and have a fabulous semester.

MUNSON CERAMICS OPEN STUDIO

We're using [SignUp.com](https://signup.com) to organize our upcoming SignUps for each semester of MUNSON Community Arts Ceramics Open Studio times. SignUp in 3 easy steps:

1. Scan the QR code below or go to: <https://signup.com/go/yLvAkLG>
2. Choose the current semester and spot you want
3. Sign up!



Note: [SignUp.com](https://signup.com) does not share your email address with anyone. Please do not sign up for more than two weeks in advance. Cancel any signups that you cannot attend ASA, so the space opens for another student.

