MUNSON
COMMUNITY
ARTS

CERAMICS STUDIO GUIDELINES

WELCOME TO MUNSON CERAMICS

The Munson Ceramics Studio serves both Pratt Munson College of Art & Design and Munson Community Arts, providing facilities for a wide range of ceramic processes. The second floor houses the *Sunithi S. Bajekal Small Works Gallery* and the *Vincent R. Clemente Ceramics Resource Room*. Our mission is to provide excellent instruction and facilities for the creation, exhibition, and appreciation of the visual arts.

Please read these guidelines carefully. By registering for a ceramics class, students agree to follow these policies and help maintain a safe, welcoming, and productive studio environment for everyone.

REGISTRATION

We encourage students to register online. Registration is also available in person at the Studio Building Reception Desk, 503 William Street, or by calling (315) 797-8260. Registration opens as soon as classes become available online; students receive an email notification, and instructors are also notified.

Students should remain in the session for which they registered. If a student needs to change to another class or session, the student must contact Studio Building Reception. Reception will assist with the appropriate refund and registration process.

STUDIOS + CLASS TIME

- Students are expected to participate in the curriculum of the class in which they are registered.
- Studio doors are unlocked 30 minutes before class and locked 30 minutes after class ends. Please plan your arrival and cleanup accordingly.
- Please be courteous and respectful to fellow students, staff, and instructors, and check the chalkboard and bulletin board regularly for announcements and instructions.
- Students may work in the studio only during their scheduled class or a registered Open Studio time and may not work during a class in which they are not enrolled.
- Shelving is limited. Please use only the space needed for works in progress, respect the work of others, and do not store personal possessions, including tool bags, shoes, or clothing, on classroom shelves.
- Please do not handle another student's work. If you accidentally damage a piece, leave a note identifying yourself and report the incident.
- Munson Community Arts is not responsible for loss or damage to student work or personal property.

STUDIO SAFETY

The following practices help us maintain a safe studio environment for everyone:

- Faculty, staff, and students must wear shoes in the studio.
- Clay dust is a health hazard. Please make every effort to minimize dust and clean thoroughly after working.
- Sanding or scraping greenware, bisqueware, or dry glaze is not permitted in the studio. Always use the spray booth in the glaze room or work outside.
- Do not use the spray booth, slab roller, or extruder until you have received an orientation from your instructor.
- Students who are visibly under the influence of drugs or alcohol may not participate in class and will be asked to leave. Multiple incidents may result in withdrawal from the course.

Campus Safety should be contacted first for any injury or concerning situation. Campus Safety is available 24/7 and is located directly across State Street from the Ceramics Studios. Call extension 2175 from a studio phone or (315) 724-2670 from a cell phone. Students may also use the Pratt Munson Safety App.

OPEN STUDIO

Students currently enrolled in a ceramics class may use Open Studio to work on class projects.

- Students may reserve one Open Studio slot per weekend.
- Wheel and handbuilding studios are available during designated Open Studio hours.
- Please be courteous and respectful of others, keep conversations quiet, and clean your workspace thoroughly before leaving.
- Please arrive and leave according to your scheduled Open Studio time.
- Children, friends, and pets are not permitted, except service animals.
- Pratt Munson College students may have additional studio access during the semester.
- Open Studio may be canceled for Munson Community Arts or Pratt Munson functions and events.

Open Studio Registration
To reserve an Open Studio time, scan the Open Studio QR code posted in the Ceramics Studio.

Reservations may be made up to one week in advance. If you are unable to attend your reserved time, please cancel as soon as possible so the space is available to another student.

CLAY

Clay for Adult Classes

The first **50 lbs. of pre-mixed Pratt Munson Red Stoneware clay** is included in the required materials fee at registration. Additional Pratt Munson Red Stoneware clay may be purchased at the Reception Desk for $17.25 per 25 lb. bag. Studio clay may not be removed from the studio. A special clay ticket is available for purchase from the Studio Building Reception Desk.

Additional Clay Pricing

Clay	25 lb. Bag	50 lb. Box
257 Standard Porcelain	$33.50	$67.00
130 Standard Porcelain	$20.25	$40.50
T-3 Sheffield White Stoneware	$18.50	$37.75
Z Sheffield White Stoneware	$20.50	$41.75

Clay Policies

- Outside clay bodies and bisque work fired elsewhere are not permitted. All work must be made in the ceramics studio using studio clay or clay purchased through Munson Community Arts.
- Please never discard clay in the sink. Use the provided recycling buckets, pour off excess water, and place heavy slip in the large reclaim buckets.
- Break up reclaimed clay before it dries. When returning clay to its bag, mash it down to prevent drying.
- Clay is a valuable natural resource; please use it thoughtfully and avoid unnecessary waste.
- Do not mix clay bodies or add foreign materials to clay or recycling buckets.

GLAZE

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

- Glazes are food-safe unless otherwise noted. Unglazed surfaces using only washes and slips are not food-safe.
- Please keep glaze bucket lids closed to prevent drying and contamination, and never place anything on barrel or test-kiln lids.
- Outside glazes are not permitted.
- Students may not alter, adjust, or thin studio glazes without instructor approval or assistance.
- Do not double-dip pots. Double-dipping may cause glaze to run and damage both the piece and kiln shelf.
- If you are interested in layering multiple glazes on the interior of a piece, please ask your instructor which glazes are compatible.

FIRINGS + PROCEDURES

- Only Munson Community Arts/Pratt Munson clay bodies and glazes will be fired in the studio.
- Clay, glaze, and firing access are intended only for work made by registered students. Special projects outside these parameters require express permission from the instructor on each occasion.
- All work is high-fired to Cone 10, approximately 2380°F.
- All work must be signed or stamped for identification.
- Firings are scheduled as needed and when a kiln is full.
- Please place glazed work on the appropriately designated carts.
- **Low-fire clay must never be high-fired.**
- Unfinished, untrimmed, or unsigned work will not be fired.
- Please do not glaze the bottom of your work.

- Keep work moving through the studio: bisque dry work, glaze bisque work, and take finished glazed work home promptly. Please do not allow work to accumulate on shelves.
- Multiple firings or refirings are not permitted.

FIRING TICKETS + FEES

Firing tickets may be purchased at the Studio Building Reception Desk.
Current price: $2.00 per ticket

Reception Purchasing Hours

- **Monday–Thursday:** 9:00 a.m.–12:00 p.m., 1:00–4:15 p.m., and 5:30–8:30 p.m.
- **Friday:** 9:00 a.m.–12:00 p.m. and 1:00–4:15 p.m.
- **Saturday:** 9:00 a.m.–12:00 p.m.

Firing Ticket Procedures

- Finished pieces are measured by volume to determine the required number of firing tickets. Students purchase the appropriate number of tickets, which cover both the bisque and glaze firing of each piece.
- Instructors will demonstrate use of the volume-measurement box and explain ticketing procedures. Side handles do not count toward the measurement; lids and knobs do.
- Please initial your tickets and place them in or under the piece when placing it on the firing cart. Short-ticketed pots will not be fired.
- Munson Community Arts is not responsible for lost firing tickets.
- Munson Community Arts does not issue firing credit for undesired or inconsistent firing results, kiln accidents, or work lost or damaged during firing. Any firing credit is issued at the discretion of the instructor.

PRODUCTION

Munson's Ceramics Studio is not a production studio. Please limit output.

Students own work created in class and may exhibit or sell it; studio credit for glaze and clay body is recommended. Studio facilities, equipment, and materials may not be used for personal businesses or production. Firing schedules cannot accommodate individual deadlines, including holidays, birthdays, or other gift deadlines.

CLEANUP

Students are responsible for cleaning their own work areas, tools, and equipment during class and Open Studio.
Please leave your workspace clean and ready for the next person.

- Use water for cleaning, address spills as they happen, and minimize dust by cleaning with a wet sponge.
- Rinse sponges and wipe down sinks when finished.
- Clean and put away canvas-covered tables, bats, ware boards, and banding wheels. Please do not store work on bats; use ware boards.
- Clean pottery wheels, turn them off, wash splash pans, and return splash pans to the wheel.
- Clean your area, put work away, and leave the building by the scheduled end of class or Open Studio.
- Faculty and studio staff may provide additional cleanup instructions as needed to ensure the studios are left clean and safe.

END-OF-SEMESTER PROCEDURES

Weeks 1–8: Wet work
Weeks 9–10: Trimming, finishing, and bisque firing
Weeks 11–12: Glazing and glaze firing

No wet work should be made after Week 8. The final pickup date for glazed work will be emailed to students; remaining work will be disposed of two weeks later.

CERAMICS MAKE-UP CLASSES

- Up to two missed classes per 12-week session may be made up in another adult ceramics class, with instructor approval and if space is available. Please email the instructor to arrange a make-up and, when possible, notify your instructor in advance of an absence so your space may be offered to another student.
- Make-ups may be scheduled before the missed class but are not permitted during the final week or transferred between sessions.

CANCELLATIONS

Munson Community Arts is not responsible for providing make-up classes or refunds for classes changed or missed due to illness, emergency, weather closings, substitute teachers, or other circumstances beyond our control.

Weather-related cancellations will be announced on **munson.art**, the Studio Building Reception voicemail, social media, and by registration email. Students generally will not be contacted individually by phone. Because of heavy classroom use by Pratt Munson and Community Arts, make-up classes generally are not offered for cancellations.

DISMISSAL

Students are expected to follow these studio guidelines and conduct themselves courteously and respectfully at all times. Munson Community Arts instructors, with the approval of the Dean, may dismiss a student from class or refuse enrollment to an attendee who is disruptive or uncooperative, or whose skill level is substantially beyond the level of instruction offered in a particular class or section.

REFUND POLICY

A full refund is provided if a class or workshop is canceled or a student withdraws before the first class. After the second class, refunds are prorated based on the last date of attendance and/or receipt of the official withdrawal form. After the third class, refunds are available only for a documented medical emergency.

This policy applies to all withdrawals, including injury, illness, or family emergency. Credit card payments are refunded to the original card; cash or check payments are refunded by mailed check. Please allow four weeks for processing.

EVALUATIONS

Class evaluation forms are distributed by email. Student feedback helps guide the development of Community Arts classes and programming. We welcome and encourage students to share suggestions, feedback, and concerns.

CONTACTS

- **Suzanne Snyder, Dean** — Community Arts concerns
  ssnyder@prattmunson.edu
- **Veronica Juyoun Byun, Ceramics Studio Coordinator** — Ceramics studio
  vbyun@prattmunson.edu
- **Gayle Femia, Operations Coordinator & Studio Building Reception** — Registration questions
  communityclasses@munson.art | (315) 797-8260

Ceramics Instructors

- **Veronica Juyoun Byun** — vbyun@prattmunson.edu
- **Ronald Miller** — rmiller@munson.art
- **Shayna Crandall, Kids Ceramics** — scrandall@munson.art
- **Kyle Pumilio, Kids Ceramics** — kpumilio@munson.art

For questions about firing, clay, or general studio matters, please speak with your instructor. Personal concerns may be discussed privately with your instructor.

NON-DISCRIMINATION

Munson has a policy of non-discrimination that assures 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 institution that, 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, alumni, and their work, and to use and distribute these materials in any form or format in furtherance of the Institute's purposes and objectives.

ACCEPTANCE OF CERAMICS STUDIO GUIDELINES

I acknowledge that I have read and understand the Munson Community Arts Ceramics Studio Guidelines and agree to follow the policies, procedures, and expectations outlined in this document.

Printed First/Last Name:

Signature:

Date:

Please return the signed document to your instructor.

Thank you for helping us keep the Munson Ceramics Studio welcoming, safe, clean, and accessible to everyone.