

TC Ceramic Studio Policies

Below is a list of studio rules and procedures for all students working in the Ceramic Studio. Please note that abuse of materials, procedures and/or studio space will be a cause for removal from the Ceramic Studio and may result in the inability to register for sessions in future terms.

Semester Calendar and Courses

- The TC Ceramic Studio uses an online google calendar to manage the studio schedule. The calendar can be found online [here](#). This calendar will designate open studio hours, classes, and studio maintenance/cleaning. In addition, certain times may be designated specifically for meetings with TC matriculated students, for workshops, or other program needs. We suggest you view the calendar in the weekly view for the most detailed calendar information.
- A digital screen has been installed outside the studio with the online calendar for easy viewing. We will do our best to physically post notifications within the studio when possible, but we advise you to check the online [link](#) for the most up-to-date information before coming to the studio.
- Students may only work in the studio during their dedicated class time and open studio hours. During a scheduled class, only students registered for that course are permitted to enter and/or work within the studio. Other students are not permitted to enter the classroom to pick up or drop off personal items or check on works in progress.

Open Studio Policies

- Open studio hours are listed on the studio calendar. Open studio hours may change at any time based on the needs, guidance, and policies of the Art and Art Ed Program and TC.
- The TC Ceramic Studio typically offers approximately 50-60 open studio hours per week.
- All open studio hours will be monitored. Monitors are present to assist with general studio questions, assist with studio equipment, to perform studio tasks, and to open and close the ceramic studio.
 - Note: Monitors **do not** teach. Please contact your course instructor *during class time* for any instruction needs.
- The studio manager, studio fellow, course instructors, and monitors may also be present during open studio hours to work on their own projects or other tasks. The studio calendar will note the anticipated name of the monitor for a given session. Please ask the monitor on duty for assistance and respect the personal time of the off-duty Ceramic Studio Team.
- Students are required to begin cleanup **20 minutes before** the end of open studio time. Students will be given a time warning by the monitor to begin cleaning. Students are not permitted to work outside of open studio hours.

General Studio Workspace Policies

- The TC Ceramic studio is an open shared space. Wheels, tables, and the glaze room are occupied by everyone on a *first come first serve basis*. Please be mindful of your surroundings and make space to accommodate students as they enter the studio. Please leave the studio to talk on your cell phone. Please do not watch TV or play music without using headphones.
- Each class will be assigned an area in the damp room. Please only use your assigned shelves and any other space designated for shared use. Please label all work that is placed in the damp room. Do not leave items on the floor. *Unlabeled work or personal items* may be **discarded** at any time without notification.
- **Lockers** will be assigned each term by the studio fellow. Students will receive one locker to store their personal tools and supplies during the **current semester** in which they are registered. Locker assignments will be provided to instructors to share with students on the first day of class. For adjustments, please reach out to the studio fellow.
 - Storage of food and beverages in lockers is prohibited. Students store items at their own risk and will acquire their own lock as needed. Extra lockers may be available upon request but are **not** guaranteed. Students may be asked to shift lockers at any time based on the needs of the studio.
 - TC will **no longer** store personal items in the studio or lockers for unregistered students. Lockers may be carried over to the following term **only** if students are registered. Students not taking courses in the next term are **required** to empty their locker by the last day of the semester. Unclaimed items left in lockers by unregistered students will be removed and discarded.
- Labeled bins, located throughout the studio, have been designated for clay to be recycled and clay that is available for use. The studio will reclaim unworkable and/or dry clay. All students will be required to manage their own wet and workable clay. Reclaim bins for each clay are located next to the sink and in the damp room. Please **do not** add water to these bins. Separate bins will be used for clay water and are located directly opposite the clay bins.

PROGRAM IN ART AND ART EDUCATION

- Shelving/carts in the studio have been designated for glazed work. Students must place glazed pieces on appropriate shelves for their work to be glaze fired. Please ask the studio manager, fellow, instructors, or monitors for assistance with overflow or oversized pieces.
- Students are responsible for helping to move their work through the ceramic process, utilizing designated areas for greenware, bisqueware and glazed items. Do not touch or move other students' work. Please ask the studio manager, fellow, instructors, or monitors for assistance.
- **Firing** happens regularly and consistently throughout the semester. The studio tries to accommodate all needs, but priority is given to TC matriculated students and classes. Discuss any special needs in advance with the studio manager, fellow, or instructors.
 - Studio kilns are fired only by the studio manager, studio fellow, or instructors.
- **Large projects** require approval in advance through a formal proposal, and reviewed on a case-by-case basis. The purchase of additional materials may be required if approved.
- **New Students** are required to attend a studio orientation. The studio fellow will facilitate this orientation. Dates and times for studio orientation will be presented at the beginning of each semester.

Materials and Usage Policies

- **Clay and glaze:** Students will be given moderate access to clay (stoneware, porcelain, and sculpture clay), studio glazes and underglazes. The TC Ceramic studio will not accommodate the use of outside materials.
- **Casting slip:** Access to the studio casting slip requires an additional \$45 materials fee (when not included in a course). This fee covers access to approximately 4 gallons of white cone 6 - 10 casting slip. Access to additional casting slip may require an additional materials fee.
 - To ensure white casting slip availability for participating students, individual batches of colored casting slip larger than 12 oz are no longer permitted. The studio will mix small batches of colored casting slip for student experimentation only. For students wishing to work with colored clays and surfaces, the studio encourages working with colored porcelain slips or underglazes.
 - TC Students are exempt from this charge.
- **Other materials:** To ensure material availability for all students, access to colored or altered porcelain clays, plaster, stains, luster, decals, underglaze pencils, and other specialty materials is limited. Specialty materials are stored in a locked cabinet within the studio and can be unlocked for students as needed. These specialty items are for experimentation for the studio community broadly.
 - Students who wish to pursue greater usage of these materials will be asked to purchase their own materials. A list of approved materials for use within the TC Ceramic studio can be obtained by the studio manager or fellow.
- **Raw ceramic chemicals:** Proper approval and training from the studio manager, fellow, or instructors is required for access and use of all raw ceramic materials in the studio.

Commercial Studio Use

- The Ceramic Studio is a part of an educational institution with the aim to support its students, while also extending the facilities to the community and individual artists. Using the studio for large scale commercial purposes or hiring students to create work on your behalf is strictly prohibited.

Visitation Policy

- The TC Ceramic studio is a dedicated classroom space. To help maintain our educational space for registered students, faculty, and studio team, students are not permitted to bring guests into the studio to sit or work with them, and/or utilize the studio space or materials. Registered students may briefly provide a quick tour of the space during open studio hours only, with the permission of the monitor on duty. Guests that accompany registered students into the studio, beyond a short tour, will be asked to leave the studio.