



2020/2021 Student Ceramics Handbook

Updated: November 2020

Welcome to Place des Arts ceramics studio! To fully understand the workings of the studio, the role of the teacher, the technician and the pottery process itself, please read this handbook carefully. By registering for an In-Person Wheel Throwing and Handbuilding class, the student acknowledges that they have read and agree to the studio procedures outlined within. Students will be oriented to the studio by their teacher during the first class. For this reason, it is important to attend the first class.

In addition to the studio procedures outlined within, all registered participants will be required to complete a waiver at the time of registration and a [Student Screening Questionnaire](#) must be completed via our website each day you visit Place des Arts for your class or Open Studio visit on the morning of, or up to 2 hours before you arrive.

THE STUDIO

Our studio is a mid-fire stoneware facility that allows students to choose either electric/oxidation or gas/reduction firing. The studio consists of 4 spaces. As use of the studio requires movement around the space and between rooms, all students and teachers/technicians are required to wear a non-medical mask in the common areas of the facility and in the ceramics studio. Disposable masks are available at our Registration Desk for \$1 and reusable masks are available for purchase in our Artisan Shop. Please follow studio signage and occupancy limits to keep everyone safe.

Room 108: The Wheel Room

This area has seven pottery wheels: six student wheels and one teacher wheel. The teacher wheel and working space are not available for student use. Each student wheel is numbered, and each student will have access to a table space indicated with a corresponding number.

Occupancy limit: six (6) students and one (1) teacher/technician.

Room 107: The Glaze Room

All glazes are kept here, and samples of available glazes are on display.

Occupancy limit: two (2) students and one (1) teacher/technician.

The Kiln Room

The Kiln Room has three electric kilns and one gas kiln, all used for firing student work.

Occupancy limit: one (1) student and one (1) teacher/technician.

The Damp Room

The Damp Room is designed to keep your works in progress in a moist workable condition.

Occupancy limit: 1 person.



OPEN STUDIO TIME

Place des Arts offers Open Studio time for students while they are enrolled in an eight-week class. The Open Studio Sign-Up Sheet is a Google Docs spreadsheet that will be updated bi-weekly (once every two weeks). The Open Studio Sign-Up Sheet indicates when the studio is available and how many spots/wheels are available. The ceramics programmer will email registered students every second Monday once the new schedule is live for online sign-up.

Unless otherwise indicated, when the Open Studio schedule is released, students may sign-up for a maximum of two spots per calendar week (Sunday-Saturday). This provides all students the opportunity to sign up for two spots at least 6 days in advance. If there are empty spots available the day of, students may sign up for a third open studio slot. For example, if it is February 1 and there is availability on the sign-up sheet for February 1, a student can sign up for a third open studio spot. All students have the opportunity to sign up for 2 spots each week in advance, however not all students will have the opportunity to sign up for a third spot each week as there are more registered students than there are available spots.

Each line on the Google Docs Sign-Up Sheet has a wheel number beside it. This wheel number corresponds to one of the numbered student wheels and tables in the studio. Please use the space you have signed up for. Wheels 1, 2 and 3 are against the wall and wheels 4, 5 and 6 are against the window side of the room. The teacher wheel and working space are not available for student use.

All sign-ups are on a first come, first served basis. Students may only sign-up for Open Studio time for themselves. If you require assistance with sign-up, please call the Registration Desk at 604-664-1636 ext. 0 or visit in-person. If you have signed up for an Open Studio spot and are unable to attend, please remove your name from the Sign-Up Sheet to allow another student to attend. Sample of Open Studio Sign-Up Sheet:

Date	Sunday, January 10	Monday, January 11	Tuesday, January 12
Studio Time	N/A	N/A	9:00 AM - 11:45 PM (2.75 hrs)
Spot 1/Wheel 1			
Spot 2/Wheel 2			
Spot 3/Wheel 3			
Spot 4/Wheel 4			
Spot 5/Wheel 5			
Spot 6/Wheel 6			
Studio Time	N/A	12:00 - 3:00 PM (3 hrs)	12:15 - 3:00 PM (2.75 hrs)
Spot 1/Wheel 1			
Spot 2/Wheel 2			
Spot 3/Wheel 3			
Spot 4/Wheel 4			
Spot 5/Wheel 5			
Spot 6/Wheel 6			
Studio Time	N/A	3:30 - 6:15 PM (2.75 hrs)	3:30 - 6:15 PM (2.75 hrs)
Spot 1/Wheel 1			
Spot 2/Wheel 2			
Spot 3/Wheel 3			
Spot 4/Wheel 4			
Spot 5/Wheel 5			
Spot 6/Wheel 6			

25 MINUTE CLEAN UP CHECKLIST

Please leave the studio clean and disinfected to help keep the studio a healthy and comfortable environment for everyone to work in. When using the studio, clean and disinfect the individual space you have used as well as the common area. Be sure you have cleaned up and are ready to leave the studio after your class ends and before the posted Open Studio hours begin or by the end of the posted Open Studio hours. Clean up should begin at least 25 minutes before you plan to leave the studio.

20 minutes for individual space

Clean everything with a WET sponge (no dry sanding, sweeping or blowing dust into the air). Silica dust can remain in the air for a very long time and prolonged exposure may cause respiratory discomfort or disorders such as silicosis.

- CLEAN TOOLS AND EQUIPMENT:** Do a preliminary rinse of equipment and tools in your throwing bucket. Collect and keep or dispose of scrap clay in discard bucket, pour off water from throwing bucket and dispose of sludge in discard bucket, finally, do a clean rinse in the sink.
- CLEAN WHEEL:** wipe down wheel with a wet sponge. Wheels should look new with no clay residue anywhere. Take your wheel apart to ensure you reach all the nooks and crannies, then once the wheel is reassembled give it a final wipe down.
- CLEAN TABLE:** wipe down table with a wet sponge. To ensure tables are clean and free of clay residue, first do a preliminary wipe down, then give the table a clean rinse.
- DISINFECT:** after cleaning, spray disinfectant on paper towel and wipe down all surfaces including your wheel, table, stool and vinyl barriers on center table.
- WET MOP FLOOR**

5 minutes for common space

If each student does an extra 5 minutes of general clean-up after each class and studio session, the space can be maintained in a state that everyone can enjoy.

- CLEAN AND DISINFECT SHARED AREAS:** wipe down sink, counters, window knobs, door handles and all surfaces. After cleaning, spray disinfectant on paper towel and wipe down all surfaces.
- CLEAN AND DISINFECT GLAZE ROOM:**
 - Put all used newspaper into the garbage and wipe counters.
 - Ensure the correct lids are used with corresponding glaze buckets to avoid glaze contamination and wipe down sides and lids of buckets.
 - Ensure all glaze tongs, glaze trailers, sponges, stir sticks etc. are cleaned thoroughly, disinfected and neatly returned to shelves.



STUDIO ETIQUETTE

- Students must clean and disinfect their wheel and work area after each use; students may also wish to disinfect their wheel and work area prior to use. Disinfecting spray will be available in the studio.
- Cell phone conversations are not permitted in the studio. Please excuse yourself and take your conversation outside the studio.
- The studio is no longer a fragrance-free zone. Some of the chemicals used to disinfect surfaces in the studio and throughout the building have a mild fragrance. That being said, please be mindful not to use other scented products prior to or during your visit to the ceramics studio.
- Food is not permitted in the studio; drinks may only be consumed in the Wheel Room (108).
- The kitchen and café areas are not available to students. If food items are brought to Place des Arts, students will be required to take leftovers and containers with them. Students will also be required to bring their own cutlery.
- Guests, including family and children, are not permitted in the studio.
- If you have clay on your hands, **please only touch clay**. Clean your hands before touching door handles, shelves, the sink, etc.

THE LEARNING PROCESS

Teachers combine instruction in wheel throwing and handbuilding methods in classes and workshops. Pottery students may create projects using either method or a combination of both. Projects are dried, trimmed, bisque fired, glazed and fired again. Teachers explain and demonstrate the process for wheel throwing and handbuilding and offer suggestions to students to help them achieve their goals. The technician coordinates firings, maintains a supply of glazes and oversees studio operations. Student deadlines for artwork production will be posted on the Open Studio Sign Up Sheet.

STUDENT EXPECTATIONS

Students should set personal goals, with the help of their teacher, and dedicate their class time to meeting these goals. Small class sizes of 6 students with various levels of ability in wheel throwing and handbuilding ensures that there is time for teachers to provide individual attention.

Each student will learn, grow and advance at their own speed, and students should place emphasis on the quality of the learning experience and the level of personal achievement, rather than the quantity of the projects produced.

There may be classes in which no projects are produced, but the students may have learned valuable techniques to apply during the next manufacturing time. There may be days when things just don't work out and other days when everything goes well. This is the nature of the process.

Students can expect and are encouraged to learn from each other as well as from the teacher and technician. New students should value the opportunity to observe and learn from more advanced students rather than feel intimidated. Advanced



students are encouraged to share their knowledge with newer students to facilitate group advancement. There are many skills to learn and even the most advanced students were once beginners. With mutual assistance, a healthy studio environment can be maintained.

As a courtesy when possible, students are asked to notify their teacher if they will be absent from class.

PRODUCTION

Each student may make a maximum of 25 pieces per session. Pot sizes are limited by kiln and kiln shelf sizes. The maximum size is: up to 12” in diameter at the base, 15” in diameter at the top and 18” tall. For rectangular or free-form pieces, the maximum size is 12” x 18”. Pieces less than 3” in diameter are two-for-one. There is no limit on test tiles.

Your work should have your initials, mark or name and kiln room shelf number clearly marked on the bottom so that no confusion results over the ownership of the work. Before and after using a shelf stamp to mark your pieces, please disinfect the stamp using disinfecting spray and paper towel.

PRODUCTION DEADLINES

Each session, the following deadlines are indicated on the Open Studio Sign Up Sheet:

Last Wet Clay Day: this is the last day a project can be started.

Greenware Deadline: all projects must be ready for bisque firing and placed on your kiln room shelf.

Glazeware Deadline: all projects must be glazed and ready for final firing and placed on your kiln room shelf.

At the end of each session, an email will be sent to students when projects can be picked up. Unclaimed pieces will be donated as “clay things” to the Artisan Shop or discarded after the pick-up deadline.

PROJECT STORAGE

Space is available for storing projects in various stages of development in the studio and in the Damp Room. Projects should be stored carefully, with respect for others’ work. A small bump to a damp project can cause a large problem and unnecessary disappointment. As storage space is limited, please move your pieces to the next stage as soon as they are ready.

TOOLS AND EQUIPMENT

This season, there will be no shared tools available in the ceramics studio. You must bring all your own tools, including cleaning sponges and towels. It is BYOB: Bring Your Own Bats, Buckets and Boards! If you do not have your own wareboards, there will be some available to borrow for the session. Please use masking tape to label the boards with your name. Do not share boards with other students.

Basic Tools (Recommended)

- Notebook and pencil
- Metal needle tool
- Wooden ribs
- Kemper or generic pottery tool kit*
- Dry, clean plastic bag
- Flexible metal rib or expired credit card

*Generic pottery tool kits are available at the Registration Desk for \$15.00 + tax and include: a boxwood potters' rib, boxwood modeling tool, ribbon tool, sponge, needle tool, loop tool, metal scraper and a wire clay cutter.

Optional Tools

- Calipers
- Trimming tools
- Paint brushes
- Ruler
- Teapot strainer punch
- Wooden tools
- Small knife (e.g., cheap paring knife)
- Ice cream pail with lid or large Ziploc bag for wet clay

Other supplies can be purchased from Greenbarn Potters Supply, Opus Art Supplies, Totally Ceramics and Pottery or Amazon. These include: shredder blades, wire tools, fettling knives, loop tools, wooden, silicone and metal ribs, hole cutters.

Clay

To protect our equipment, **only clay purchased at Place des Arts may be used.** Please speak to your teacher or the technician for more information about our clay and your specific clay needs. Current price lists for clay are posted in the studio. Due to limited space, your clay and materials cannot be stored at Place des Arts. Clay is available for purchase from the Registration Desk in full- or half-box amounts and as reclaimed clay by the bag (processed from our pug mill prior to March 2020). Students will give their receipt to their instructor, the technician or available staff who will retrieve the clay and keep the receipt.

Glazes and Decoration

The technician maintains a supply of glazes for student use, mixed from chemicals and stored in well-marked containers. Oxides in basic colours are available for decoration. When glazing, students are required to wear rubber gloves to avoid contact with skin. Reusable nitrile gloves are available from the Registration Desk for \$4.

Please consult your teacher or the technician prior to purchasing products for decorating in class to confirm that they are compatible with Place des Arts' materials and equipment.