



**TRINITY VALLEY COMMUNITY  
COLLEGE NON-CREDIT COURSE  
SYLLABUS**

**Course Rubric and Title:** CERAMICS I, ARTS 9046. #21327

**THIS COURSE DOES NOT REQUIRE EXAMS TO BE PROCTORED  
THIS COURSE DOES NOT USE CENGAGE UNLIMITED**

**Time:** Spring, 2019, Tuesday/Thursday, 9:25am – 12:05pm & 6:00pm – 8:30pm

**Faculty:** Professor Daniel Jacob (Jake) Arnold

**Office Hours:** By Appointment Only

**Campus:** Athens

**Office:** Located in Ceramics

**Expected instructor response time Mon-Fri:** Students should expect responses to student inquiries from the instructor within 24 hours Monday-Friday.

**Expected instructor response time Sat-Sun and holidays:** Students should expect responses to student inquiries within 72 hours if submitted over the weekend or student holiday.

**Office Phone & Alternate Phone #s:** 903-670-2649

**TVCC E-mail Address:** Daniel.arnold@tvcc.edu

**Electronic communication:** TVCC students are REQUIRED to use either their TVCC Canvas account or their TVCC email account for all electronical communication. In order to ensure the identity of the student communicating electronically, TVCC faculty will not reply to student communication that is sent through an email account other than their TVCC issued email account or Canvas account.

**Purpose and Objectives:** **Exploration of ideas using basic ceramic processes.** A foundation course of study for the beginning student that aids in the development of skills related to ceramic expression using both sculptural and throwing techniques.

**Course Co- or Pre-Requisites:** For Arts 9046 must have completed Arts 8046 and must have professor approval.

**Textbook(s) & ISBN:** None

**Required/Recommended Reading(s):** None

**Required Materials:** Most materials will be provided by TVCC, however, any extraneous materials will be purchased by the student after professor approval.

**Student Learning Outcomes:** Upon completion of this course, the student should demonstrate a mastery of the following learning outcomes:

**1. Technical proficiency**

The student will develop and assemble a technically proficient body of art work that demonstrates technical proficiency with ceramics.

**2. Conceptually proficiency**

The student will develop and assemble a conceptually proficient body of art work that demonstrates conceptual proficiency with ceramics.

**3. Historical context**

The student will develop an understanding of how his or her work relates to art history.

**4. Contemporary trends**

The student will develop an understanding of how his or her work relates to current trends in contemporary art.

**5. Verbal analysis**

The student will engage in critical verbal analysis of their artwork.

**Course Requirements:**

**Course Projects (CERAMICS I):**

- 1. Slab:** Ways in which to create a basic slab and manipulate it into a mask.
- 2. Pinch Pot:** Most basic formation and manipulation of vessels using only the hands without the wheel.
- 3. Coil Building:** Formation and manipulation of vessels and sculptural elements.
- 4. Combination piece/s:** Using the above techniques
- 5. Introduction to Throwing:** Basics of throwing on the wheel

For every course project it is required that the student submit ideas using their sketchbook.

**Course Projects (CERAMICS II):**

- 1. Glaze creation and theory:** Creation of basic low, mid and high fire glazes, washes and stains.
- 2. Complete a body of work:** Using some or all of the techniques taught in CERAMICS I, the student will create a complete and comprehensive body of work with no less than 5 pieces demonstrating both technical and conceptual proficiency.

**Grade System:** Grades will be based on final projects, sketchbook, critiques and participation (class attendance, involvement and effort).

90-100=A Excellent and completed on time

80-89=B Good

70-79=C Satisfactory

60-69=D Poor and usually considered incomplete

Below 60=F

No "Incomplete" grade will be issued by the instructor for non-credit students.

**Method of Evaluation:** Grades in this course will be based on the following evaluative criteria:

Critique (3 grades) 50% of total course grade

Sketchbook 20%

Attendance/Participation 20%

Classwork 10%

**Expected Time Requirement for this Course:** Approximately 6 hours per week of time spent discussing, working on, and completing assignments is recommended to complete this course. Expect to spend at least as much time in this course as you would in the traditional, face-to-face class.

**Tools and Materials:** Some tools and materials will be provided by TVCC and/or can be made in class to serve specific purposes. However, you may want to purchase a basic ceramic tool kit. These kits are inexpensive and can be found both online and in stores such as Wal-Mart or Hobby Lobby.

**DO NOT REMOVE ANY TOOL FROM THE CLASSROOM**

Tools provided MUST be respected. Use the right tool for the right job and then put the tool away. If you are uncertain how to use a tool, please do not use it until you have been shown how to use the tool.

**Kiln Etiquette:** There are three electric Kilns and one gas kiln that will be used. Students will work with the professor while manning and firing the kilns for bisques, high and low fires. There will be at least two firings for each of the projects listed. Subsequent firings will be based on the amount of work that is produced. We can make as much work as you can produce.

**NOTE:** Students are expressly forbidden from operating the kilns without professor supervision.

**Supplies:**

Clay, casting supplies, some basic tools and basic materials to make slips and glazes are provided by the university. Any extra materials will be created or purchased by the student with professor approval.

**Suppliers:** For buying ceramic, slip and glaze supplies other than what will be provided, contact Trinity Ceramic Supply [www.trinityceramic.com](http://www.trinityceramic.com).

**Some Other Thoughts:** After we have covered slab, pinch pot and coil building, you may make anything you want as long as good design and craftsmanship are evident. To make quality objects, quality materials must be used, as the expense is minimal please be careful with all tools.

**Critiques:**

- Group critiques will be announced in advance and are mandatory in both attendance and

participation.

- Work executed entirely outside of class will not be accepted for critique. At least 50% should be done in the studio lab.
- Each student will be expected to participate with oral contributions about their personal work and that of their peers. All comments are meant to aid in the development of objectivity about his/her work. Class members are expected to learn from each other and not just the instructor.
- Work that is not finished by the critique time will be considered late and will be graded with a penalty. One letter grade, or 10 points, will be deducted. This also applies for work presented after critique day due to absences for any reason except school related events, or military service.

**Attendance:** More than two absences will potentially lower your grade one letter. More than four absences will make you a candidate eligible to drop the course. Please be on time to class. If you are more than thirty minutes late or leave more than thirty minutes early, you are absent. University policy states, "Students who anticipate being absent from class due to religious observance should inform the instructor in writing by the end of the second class week. Faculty should initial the request to indicate approval." Additionally any request for excused absence other than illness should be presented in writing one week in advance and be initialed by professor.

\*In regard to the scoring of attendance grades, there are NO EXCUSED absences or tardies.

\*As concepts are presented, projects will be assigned to provide an opportunity to express visually the painting problem. This interactive mode functions best when all members of the class participate and share their ideas. There is a definite benefit to evaluating projects in progress to ensure successful visual solutions. Individuals are expected to be present at all studio sessions. Periodic project critiques are equivalent to examinations in other classes. According to TVCC policy, instructors may drop students for non-attendance after they have accumulated the following number of absences: Fall or Spring Semester 6 absences- Monday, Wednesday classes 6 absences- Tuesday, Thursday classes 3 absences- Classes meeting one time per week Students are expected to be in class on time and fully participate in the classroom experience. Attendance means being involved in what is going on in class. In other words, a student will not be considered "present" unless they are fully engaged and participating in classroom activities. Because attendance is defined in this way rather than just physically "being there," behaviors that indicate a lack of attention may result in a student being counted absent. The following activities are examples (but not necessarily a complete list) of the types of activities that will result in a student being counted absent:

- a) Sleeping students will be counted absent.
- b) Students not paying attention are subject to being counted absent.
- c) Students who do not participate in classroom activities will be counted absent.
- d) Students who engage in other non-relevant activities including class work from other classes are subject to being counted absent.
- e) Students who refuse to follow classroom rules are subject to being counted absent.
- f) Students who walk out of the classroom without permission before the end of the allotted class time and do not come back are subject to being counted absent.

**Non-Attendance and Financial Aid:** If you are receiving financial aid, federal regulations require you to have begun attending the courses for which you are enrolled on or before the census date (e.g., 12<sup>th</sup>

day of each fall and spring semester and 6<sup>th</sup> day of class each abbreviated semester). Attendance in an online course is verified by substantial participation in the course on or before the census date. TVCC defines substantial participation in online courses as logging in to the online course **AND** completing/participating in at least one requirement of the course. **NOTE: Logging in to your online course does not warrant “attending”. For this course, you will be required to complete the first class assignment before the census (12<sup>th</sup> class day for fall/spring or 6<sup>th</sup> class day for abbreviated semesters) date in order to be marked as “attending” for purposes of financial aid.** Students documented as “not attending” a course upon the census date are assumed (for financial aid purposes) to have NOT begun attendance for that course, negatively affecting their financial aid disbursements.

**Studio maintenance and clean up:** All students are expected to clean up after working. Leave the areas cleaner than they were when you arrived. Taking part in studio clean up is part of the course requirements.

### **Personal Protective Equipment (PPE)**

For your safety, you must follow all safety requirements established by the department and university. It is required that you provide you own Personal Protective Equipment for use in studio areas. This equipment includes: dust mask with at least a N95 rating and attached filter, safety glasses, and appropriate clothing. Failure to use this equipment while working may result in the loss of studio privileges.

### **Materials and Chemicals**

Any additional materials or chemicals not included on the course material list must be approved by the faculty member in charge of the area where the chemical (material) will be used prior to the material/chemical being brought into the studio. Students are responsible for notifying the studio technician of any new materials/chemicals the day they are brought to the studio in order to insure that the appropriate Safety Data Sheet is on file and in the SDS binder.

Labels for any new, approved chemicals brought into the art studios must include the following information when they are transferred to a new container or if the original chemical label is damaged: Name of Chemical, Date chemical was opened, and any basic hazards associated with the chemical. Labels are located in each studio and must be filled out and adhered to the container immediately.

### **Studio Policies:**

Respect other’s space and projects.

Students must always clean up after themselves at the end of each class meeting: put away materials and projects, throw away trash on the desk or floors, pencil shavings, soda cans, water bottles etc. If the student does not do so, it may be reflected in the attendance grade.

Out of respect for the instructor and other students, please do not use cell phones during class.

Do not play music on personal devices; others around you may not want to hear your choice of music. Ear phones are acceptable but only during times when there is not lecture, video or discussion.

No eating in the studio. There may be occasional exceptions with permission.

**Cheating/Plagiarism:** Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. “Cheating on a test” shall include

- Copying from another student’s test paper
- Using test materials not authorized by the person administering the test
- Collaborating with or seeking aid from another student during a test without permission from the test administrator
- Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test
- The unauthorized transporting or removal, in whole or in part, of the contents of the un-administered test
- Substituting for another student, or permitting another student to substitute for oneself, to take a test, and
- Bringing another person to obtain an un-administered test or information about an un-administered test.
- Accessing web content or online resources to provide support in answering questions on exams, proctored or not

“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. “Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. “Plagiarism” shall also be defined as presenting artwork done by someone other than the student as the student’s own work. Students found guilty of cheating may receive a failing grade for the assignment or may be subject to being dropped from the course in accordance to campus policy.

**Drop Policy:** According to TVCC policy, students may be dropped for non-attendance after they have accumulated the following number of absences: 6 absences- Monday, Wednesday, classes 6 absences- Tuesday, Thursday classes 3 absences- Classes meeting one time per week A student may withdraw (drop) from a course and receive a grade of “W” at any time during a given semester subject to the last day to receive a “W” deadline specified in the TVCC schedule or catalog. (Please see information below on Developmental Course policy).

**Campus Carry:** The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations. This policy does not apply to commissioned peace officers in accordance with law. All persons, including license holders, are prohibited from openly carrying a handgun on all College District campuses and premises. License holders may carry a concealed handgun on or about their person while on College District campuses and premises. License holders are responsible for complying with applicable federal and state law and this policy and associated regulations.

**Criminal History:** TVCC awards some certificates and degrees in which a criminal history MAY disqualify candidates from becoming licensed upon degree/certificate completion. Students with a criminal background enrolling in courses leading to a degree/certificate in criminal justice, cosmetology, nail technician, Heating/Ventilation/Air Conditioning (HVAC), Emergency Medical Technology (EMT), Nurse Aide, Vocational Nursing (VN), Associate Degree Nursing (ADN), Surgical Technology, Patient Care Technology, or Pharmacy Technician program are STRONGLY ENCOURAGED to discuss the licensing regulations with the TVCC program director listed in the current catalog and learn about the current guidelines related to criminal history as well as the right of individuals to request a criminal history evaluation letter.

**Research Resources:** The student is encouraged to use the TVCC Libraries as research resources for this course. Students can search the TVCC Library Resource Center holdings through the on-line catalog. Electronic library resources provide access to full-text and abstract articles as well as links to a variety of remote research tools. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at TVCC. Students with research questions or questions about library services are encouraged to email their question to [lrc@tvcc.edu](mailto:lrc@tvcc.edu).

**Logging on to E-Courses:** To access your courses that incorporate Canvas (which are available after 8:00 a.m. on the first day of the semester), visit <https://ecourses.tvcc.edu>. At the Canvas login page, the TVCC username is your Cardinal ID (ex: last name, first initial, 3 numbers that were assigned to you). You can find your Cardinal ID on your printed schedule. If you do not know your Cardinal ID, you will need to visit <https://mail.tvcc.edu> and choose the "Activate my Cardinal ID" icon. At the Cardinal ID activation screen choose "Get My Cardinal ID" (on the right in red). Select the "Obtain Cardinal ID and TVIN" screen, enter your social security number, month of birth, year of birth and choose "search". Your Cardinal ID will be listed in the second box under your name. Your password is created when you activate your cardinal ID. If you have forgotten your password, please visit <https://mail.tvcc.edu> and click on "Forgot My Password". Technology

**Resources/Access:** Each student, employee, or guest with an information technology (IT) account shall be responsible for all use of the account. All accounts shall be for use by a single individual – the



person for whom the account was approved or assigned. This includes e-Course accounts as well as TVCC issued email accounts. Sharing or loaning accounts is strictly prohibited and violates TVCC Board Policy CT (LOCAL).

**Additional Information:** Contact regarding this course must be done through Canvas or student email due to privacy issues. Private student email addresses will not receive a response from the instructor. The instructor seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members should have the authority and responsibility to effectively manage their classroom environments. Instructor may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly the instructor should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions. Disruptive behavior is prohibited and may result in a student being dropped without notice. "Disruptive behavior" means conduct that materially or substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the College. Disruptive behavior may result in the student being dropped from the course.

**Tobacco/Vape Policy:** Students are not allowed to use snuff or any kind of tobacco in the classroom. Spitting is inappropriate in the learning environment. Students are not allowed to use electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system (ENDS) in the classroom.

**Dress code:** Sunglasses or other clothing (including hats) that obstruct the eyes are not allowed in class without a physician's prescription. It is the students' responsibility to show proof of medical need. The professor reserves the right to expel or warn students (depending on the severity of the offence) who are wearing excessively vulgar or offensive clothing. This includes, but is not limited to, undergarments showing, not wearing shoes, offensive slogans or profanity on tshirts, etc.

**Student's Responsibility:** This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the rules, policies, regulations, and ethical standards of Trinity Valley Community College as contained in the current catalog and schedule of classes. 9 Syllabus may be changed during the course of the semester. Please check with your instructor periodically. | Trinity Valley Community College Student Evaluation of Courses/Faculty: Evaluation is an important component in promoting continuous improvement,



enhancing student learning, and achieving excellence in the educational process. Therefore, TVCC administers student course evaluations every semester. Students are encouraged to complete the course evaluations for all of their courses through the student Cardinal Connection portal. Notification of evaluation availability will be made to all students through the TVCC email accounts. When completing the evaluation, students will rate the course by responding to the following prompts:

- The instructor relates the importance of the subject matter to real life.
- The instructor is very knowledgeable of the subject matter.
- The instructor encourages questions and discussions from students.
- The instructor makes class requirements clear.
- The instructor gives class assignments (tests, projects, presentations, etc.) that measure what was covered.
- The instructor's teaching methods are effective in helping me learn.
- The instructor expects students to take responsibility for their learning.
- The instructor establishes a climate of respect.
- The instructor is well organized and prepared for each class.
- The instructor is available to me on matters pertaining to the class.
- The instructor is reliable in meeting class (leave blank for online courses).
- The instructor normally starts class on time (leave blank for online courses).
- The instructor has challenged me to think.

**Affirmative Action:** TVCC is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment in full compliance with the Civil Rights Act of 1964, as amended; the Rehabilitation Act of 1973 (Section 503,504); Americans with Disabilities Act, as amended, Title IX of the Educational Amendments of 1972; the Vietnam Era Veterans Assistance Act of 1974; Article 5221k V.A.C.S.; and Executive Orders 11246 and 11758.

**Title IX of the Education Amendments:** TVCC prohibits discrimination, including sexual harassment and retaliation, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to an instructor, counselor, administrator, or the Title IX Coordinator. TVCC has designated the Director of Human Resources/Title IX Coordinator as the individual who is responsible for coordinating its efforts to comply with Title IX of the Education Amendments of 1972, as amended. Contact information is: Director of Human Resource/Title IX Coordinator; Office Phone: 903-675-6215

**Americans with Disabilities Act (ADA):** Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 requires that the college make certain special arrangements for students with disabilities such as moving classes to accessible locations when necessary, allowing the use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, and other accommodations. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the college and request accommodations. Students with disabilities who wish to request accommodations should notify the Disability Services Office on their campus. In accordance with federal law, a student requesting accommodations must provide documentation of his/her disability to the Disability Services counselor. For more information, please visit the Disability Service Office on your campus or contact Melinda Berry at 903-675-6224 and email [mlberry@tvcc.edu](mailto:mlberry@tvcc.edu)

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