

Student Orientation (by Class Assistant)

Greater Lansing Potters' Guild

It is important that the following rules and procedures of the Potters' Guild are understood by everyone. However this may be a lot of information for students to process in one session.

You may want to start with the basics and add more specific information later on.

Regardless, it is imperative that all information, rules, and procedures be repeated frequently throughout the term and monitored closely to ensure the safety and success of the education program.

1. Introduce yourself and explain your role

2. Class routine

- a. Inform the students of the importance of arriving to class on time, keeping cell phone activity to a minimum, following the Guild's procedures and thoroughness in cleaning up by the end of the class period.
- b. Briefly explain the class routine which includes demonstrations by the teacher as well as time for students to work on their own. Unless indicated to the contrary, it is expected that all students, regardless of their skill level, should be paying attention to the teacher's demonstrations in order to learn and/or improve skills. Because the instructor may be unmasked during his/her demonstrations, social distancing of 6 ft should be in effect.
- c. Encourage students to ask for help/critiquing as needed. If helping a student, ask if OK to put your hands on theirs.

3. Point out the location and use of bulletin boards, chalk board, class list, calendar and firing schedules.

4. Explain "potter's mark" and remind students to add theirs to the attendance sheet. Get emergency contact information from each student.

5. Remind students to put their names on tools with permanent marker

6. Use of Guild Facilities

- a. Lab hours for students: Mondays 12:00 noon – 3:00 pm
Wednesdays 6:30-9:30 pm
Saturdays 9:00 am – 12:00 noon; Noon-3 pm

REMINd students that **anyone** can attend **any** of the lab-hour sessions

NOTE: There are NO lab hours on the day of class 10.

- b. Remind students of alternate class time if there is a holiday during the term or alternate lab hours.

- c. No bats or ware boards are to be taken out of the Guild.
- d. No outside clay or glazes to be used at Guild

7. Clay allotment and purchase

- a. As part of the class fee, each student receives one 50# box of regular stoneware at the beginning of each term. They may purchase up to 50# of additional clay during the term. (1 or 2 bags of new clay at 25# each, 1 or 2 bags of recycled clay at 25# each, or a combination of the two. **Only guild clay may be used by students and fired in the guild kilns.** The clay price list for 50# boxes is on the door to the clay room. Clays usually available:

- Regular stoneware
- White stoneware
- Porcelain
- B-mix
- Recycled clay

- b. **Students can** purchase clay from class assistants only, not from other members or lab monitors. They need to think ahead and plan for buying clay during class time by check or exact change. Class assistants need to record all student clay purchases on the attendance sheet in the appropriate column. **Cash/checks should be placed in the envelope on the treasurer's shelf and the information logged on the outside of the envelope.**

- 8. **Student shelves:** All students' work, tools, and materials, including unfinished pots and those that have been bisqued, are to be kept on student shelves. The only exceptions are bone-dry greenware and glazed bisque, which are to be kept on the appropriate student carts. Unfinished pots cannot be kept or stored on guild work tables.

- a. Put initials on tools with permanent marker
- b. Furnish own towels

- 9. Use of heat lamps for drying clay/glaze IF. . .

- a. The weather outside is not conducive to drying
- b. Members are not using the spray booth
- c. There is a special need to hurry the drying

Otherwise this is a costly procedure

10. Ware Carts

- a. Point out carts for student greenware to be bisque fired, and shelves for pots coming out of the bisque kiln. Emphasize that all pots must be completely dry before placing on the greenware shelf. (Briefly explain the terms "bone dry" and "bisque" for new students). Explain what might happen if a damp pot was put into the kiln. Students need to check with the class assistant if he/she is unsure of the dryness of a pot. Warn students to avoid complex items at the end of the term. They are difficult to get dry.

b. Point out student glaze carts and their proximity to member glaze carts. Students are not to touch pots on any member shelf or glaze cart.

c. Remind students to place their pots from back to front on greenware and glaze carts, and on appropriately sized shelves.

11. **Clean up procedure:** These procedures include cleaning the wheel thoroughly, the floor surrounding the wheel, throwing bats, wedging table, hand-building table, and all work tables in the main room. **Dirty tools and wheel splash pan are to be rinsed in slop buckets adjacent to the sink before final washing in the sink.**
12. All clay and clay sludge to be recycled by the guild is to be put through the grate into the large barrels, not directly into the sink. Water is to be used sparingly. Tools are to be accounted for. Emphasize that we are on a septic system at the guild, which is even more restrictive than the plumbing in their homes. **Anything they wouldn't wash down their own sinks shouldn't be washed down the sinks at the guild.** To conserve water clean tools with dirty water first, then clean. Note: NOTHING off floor goes into the recycle buckets.
13. **Glazing and Firing pots** (probably not appropriate during class 1)
 - a. **Point system for firing pots.** Go over explanation of points for pots briefly. Tell students that there will be a more thorough orientation to glazing later in the term. Remind them that points are monitored continually by the class assistant. If more advanced students will be glazing before the glaze orientation, remind them to always check with the class assistant before they begin for a review of procedures and any new information they may need to be aware of.
 - b. **Students may use "batch" glazes only.** They may not use experimental glazes, member-only glazes, soda glazes, or oxidation glazes.
 - c. **Raku glazes** may only be used by students if the teacher schedules a raku firing during the term. Pots glazed for raku must be kept on the students' shelves until fired, not on the regular glaze shelves! Students take full points for raku and must complete a kiln slip and enter their points in the student points book.
 - d. Due to covid precautions to minimize aerosols, students (and members) should use a mouth sprayer in the spray booth, with the booth fan running. (Proper use should be demonstrated.)
 - e. **Explain the firing schedule at the guild.** Give dates if already scheduled. Let the students know that the guild does its best to schedule firings in a timely and convenient manner for students, however scheduling is dependent on the amount of ware available to stack at any time. We

cannot stack if there is not enough ware, and occasionally firing schedules may change. Students must allow for this reality. Every effort will be made to schedule bisque and glaze firings throughout the term so that students may have early feedback. It is guild policy to give student ware priority in firing at all times except the last firing before a guild sale.

- f. The class assistant will inform students each time a firing is scheduled and give deadlines for ware to be on the appropriate carts. **This will include an absolute deadline for bone-dry greenware to be on the cart for bisque firing. This will allow students time to glaze their bisque pots prior to the end of the term and get them into the student glaze firing after the last class session.**
 - g. Let students know that, although we do our best to treat everyone's ware with care and respect, occasionally a pot may get broken during handling. It happens to members too and, although disappointing, is part of the potting experience.
14. **Usage of library materials.** Books, magazines, and videos are available in the guild library. Students cannot check out these materials but can look at them during class or lab times only. Students must always "check-in" with the class assistant or lab monitor when using the guild library.
15. Give a tour of the facility for new students when time allows during class.