



Education Studio Welcome Packet

Winter 2024

Welcome to the studio and thank you for being part of Pewabic!

Please read through this packet carefully and familiarize yourself with the processes, procedures, and regulations outlined within. Not following these guidelines could result in loss of artwork, studio privileges, and/or expulsion from the Pewabic Education Program.

The Education Studio does not prorate/refund classes/labs nor is obligated to schedule make-up classes/labs/work time due to: inclement weather, power outages, traffic misunderstanding of schedule, personal schedule/events, late registration, mandated covid shut down, or personal illness.

Registration

Registration for classes opens 3 times during the year. One opening per term. This means slots for both sessions in a term are available for purchase when a term opens. Please keep this in mind, if you would like to continue onto the next session. Waiting too long to sign up for the next session can lead to limited spots being taken up. Pewabic Education, due to space and fire safety restrictions, can only allow a certain number of students per session. Please keep this in mind while continuing your studies!

Spring/Summer 2024 Registration: Tuesday, March 26 @10am. Registration is entirely through the webstore.

Community/Educational Studio

Pewabic Education is an inclusive community studio. This means that all studio members are responsible for maintaining a safe, clean, organized, and above all, friendly environment. Please treat other students, their work, staff, and this space with respect. Failure to do so can lead to a loss of studio privileges. The staff reserves the right to not process work that depicts acts of violence, racism, or hate.

Our educational community studio is small, for the pursuit of learning clay, and does not have the ability to facilitate production potters, businesses, or wholesalers. We consider a production potter to be those whose main purpose of using the facilities is to prepare a consistent and large amount of work for galleries, craft/art shows, or for wholesale.

Note: The occasional show, project, or gift that results in a small/short lived uptick in your personal production does not label you as a production potter.

Safety

Each student is required to abide by all safety rules and regulations set forth by Pewabic as a whole. This means all safety codes, wearing closed toe shoes, fire drills, emergency evacuations, clearances, and other safety policies. **Failure to follow these guidelines will result in a student's removal from the Pewabic Education program.**

Covid Precautions:

Masks:

A mask covering the nose and mouth must be worn at all times if an instructor has made a request for masks during their class.

*Bandanas, Gaiters, and vented masks, will not be considered acceptable face coverings

Testing Positive:

Please follow the current CDC guidelines for returning to public spaces

Hours of Operation:

Please keep in mind that Pewabic Education Studio functions within a business and students need to respect the hours of operation. The building opens to the public/students at 10am and closes at 5pm. Night classes run after hours, but promptly end at 9pm. Please do not attempt to enter the building outside of these hours.

Evacuations:

In the case of fire drill/alarm, gas leaks, or any other emergency evacuations please adhere to the following:

1. All students must immediately abandon work and exit the building.
2. Students should immediately walk down the front cement stairs and exit through the emergency exit located at the bottom of the stairs that emerges into the alleyway.
3. Once in the alley, students should follow staff around the building using the city sidewalk
4. Students should meet staff at the front of Pewabic campus to receive safety instructions.
5. If possible, never exit through the kiln pad or kiln room.

***Failure or refusal to immediately evacuate during an emergency can cause serious injury/death and will lead to said student's removal from our onsite programs indefinitely**

Cleaning

All students are required to clean up after themselves in class and Open Studio. This is a community studio--we must all do our part.

Why must we keep the space clean?

Moist clay presents no health hazards, but when clay is dry it can turn into dust from sanding, breaking and trimming. Breathing this dust over long periods can cause respiratory diseases like silicosis and emphysema. All dust clean up should be done with water or a sweeping compound.

The following should be kept in mind while cleaning, before leaving the studio:

- Equipment used: wheels, slab roller, extruder, spray booth, bats/wareboards
- Surfaces: Tables, counters, sinks, and shelves
- Floor: Clay or glaze spills and trimmings.
- Personal Items: Store away clay and tools and projects on proper shelves
- Plaster: Plaster can not go down the sink! *Plaster work should be reserved for class time only.*

Spray Booth

Students may only use the spray booth after having been taught proper usage procedures by an instructor or technician. A dust or particulate mask **must** be worn while spraying. All sanding must be done in the spray booth while it's running.

Material Changes

The materials available to the ceramic industry are quickly shifting. This is leading to the issue of receiving specific dry materials, chemicals, and clays. Please keep this in mind when we are forced to replace certain glazes or back order speciality clays.

Kiln Room and Kilns

No Students are allowed in the Kiln room.

Our kilns reach temperatures of over 2300 degrees! Please do not touch, reach into, or attempt to open both our indoor and outdoor kilns. Ask the Technician if you would like to know the status of a piece.

Open Studio

Open Studio is set aside time for **Onsite Students Only**, to work on their projects in the studio outside of class or labs. There is no instruction during this time, but there is a staff member available for basic studio questions.

Signing Up:

Each Monday at 10am, the available open studio times will be uploaded to the sign up form. Simply select what time you would like and submit the form. The times slots that are displayed are those still available. You can check the link throughout the week as well to see if attendance has opened up. Open Studio **is limited to 3 open studio slots per student per week**.

Schedule:

The current open studio times are listed on the student calendar located on the “Student Portal” page at Pewabic.org.

Note: It is not appreciated if students come early or stay late; the education department has other programs outside of classes that require time and attention. Students who continuously break this agreement may lose open studio privileges.

The Workshop Studio:

The Workshop Studio is accessible to students during classes and Open Studio only if available. Pewabic staff and events take priority in this space. Please be aware that if the room is available upon arrival it does not guarantee that it will be available for all of your stay. Please do not disrupt workshops or Pewabic staff meetings.

Studio Staff

The Studio Staff is here to educate, lend a hand, provide support, and uphold the rules and regulations of the studio.

Note: The verbal, emotional, or physical abuse of staff will not be tolerated and will lead to the immediate dismissal from Pewabic Education Studio.

Instructors

The Instructors are here to advise you on the ceramic process through instruction and demonstration.

Instructor guidance includes but is not limited to:

- Studio acclimation
- Ceramic techniques and process
- Surface treatments, glazing, firings
- Cleaning procedures

Studio Technician and Assistant

The Studio Technician, Erin Mae, is responsible for the processing of all work and mixing all glazes, slips, and underglazes throughout the Main and Workshop Studio. The Studio Assistant, Michelle, is here to assist with these tasks

The Technician and Assistant can help with:

- Where something goes
- Whether your piece is suitable for firing
- When a kiln is being fired, emptied, or filled
- Glaze, slip, and underglaze issues
- General studio questions

The Technician and Assistant are not here for demonstrations, students enrolled in labs should be knowledgeable enough to work independently, free from instruction.

Onsite Manager

The Onsite Manager, Lauren, is here to make sure things run smoothly.

The Manager can help with the following issues:

- Class Registration
- Workshop/Class programming and schedule
- The Instructors, Technician, Assistant, and Docents.
- Studio operation concerns

Processing Work

Studio Shelving

Student Shelves

Students enrolled in the 8 week onsite lab or class will be given a small shelf to store clay and tools. If you are continuing to the next session, you can keep your shelf location with an updated shelf tag. **Student shelves that are not cleared by non-returning students will be cleared the first day of the following session-Education staff is not responsible for wares, tools, or clay removed from abandoned shelves.**

Ware Shelves

There are many storage racks around the studio. For the safety of your work, make sure you know what work goes on which rack before you place it there. Work on an inappropriate shelf or surfaces throughout the studio may get moved or disregarded.

Shelf Clearing

Work on community ware shelves will be checked at the end of each session. Work that is left after a week period after the session has ended will be considered abandoned and discarded. **The Education Studio is not responsible for abandoned work and cannot store it.**

Firings

Cone 05 Bisque

These kilns are located upstairs in the Kiln Room. Work to be fired through bisque should be placed on the shelf nearest the Kiln Room labeled Greenware. Please keep in mind that work must be dry to be fired—if a wet piece is placed on the shelf the tech will wait to load it until it is dry.

Glaze Firings

Proper glazing techniques are required in each glaze firing.

The following will not be fired:

- Glaze on bottom of pot
- Low profile foot with glaze
- Too much glaze
- Glaze cracking/flaking
- Unapproved refires* (please see Technician) *Refires require approval from Technician

Note: If a student consistently fails to glaze properly, and it leads to kiln damage, firing privileges may be revoked until the student receives proper glazing instructions.

Cone 6 Oxidation Firing

These kilns are located upstairs in the Kiln Room of the Education Studio. All of our bisque firings and Cone 6 Oxidation are done in the same kilns, so please be understanding with timing and plan ahead. Work glazed for the Cone 6 Oxidation firing is placed in the rack next to Student Shelving.

Cone 10 Reduction Firing

This kiln is located outside on the kiln pad. This kiln is larger than the indoor kilns, and takes quite a bit of work to fill. No kiln will ever be fired when it is only partially full, so please plan accordingly. Work glazed for the Cone 10 Reduction firing is placed in the green cupboard labeled, "Reduction" on the kiln pad outside.

***Our Cone 10 kilns take a far greater amount of time, energy, and effort than Cone 6. They fire less often than cone 6 as well. Outdoor firings may be postponed due to weather, events, or scheduling issues. Please keep this in mind while waiting for your wares to be fired. Please refer to the posted kiln schedule to plan accordingly.**

End of Wet Work

Students enrolled in the next session are permitted to continue wet work. (*Please see New Year Clean Out for exception*)

The end of wet work is always week **(6)** of an eight-week session. End of wet-work means that you are not permitted to start a new project and are required to finish any work in progress. Greenware must be on the *Greenware* rack ready for firing by the end of week 6. If you do not meet this deadline there is no guarantee it will be fired by the end of term. Please remember that there are a lot of students here and clay takes time. Be realistic about how much you can reasonably finish and what we can process within one session. If you need help figuring out a timeline, ask your instructor.

New Year Clean Out

Staff uses the three week break between Fall Term and Winter term to properly clean, make improvements, repairs, and refocus the studio.

All students, returning or not, are required to observe *End of Wet Work*. Students must clear their shelves and remove all wares, tools, clay and personal belongings before the beginning of this break. **Anything left behind will be considered abandoned and discarded. Education staff are not responsible for loss of belongings and work.**

Offsite Drop Off/Pick Up Time

Offsite drop off times are times set aside for **Offsite Lab Students Only** to drop off/pick up work, glazes, and supplies. The current offsite drop off/pick up times are listed on the student calendar located on the "Student Portal" page at Pewabic.org. **Onsite students should not use these times.**

Note: This is not to be used as work time. If an offsite student needs time to glaze large pieces, roll slabs, extrude, or use the spray booth, they can email the Onsite Education Manager to make an appointment.

Clay and Materials

Clay

Each student receives 25lbs of stoneware clay per (8) week class unless otherwise noted. This cannot be exchanged for porcelain and must be taken within the first two weeks of a class session. Extra clay and tools can be purchased during normal business hours in the Gallery Store. Clay distribution is limited to Studio Tech and Instructor availability. Gallery personnel sometimes can not distribute clay to students. Please plan ahead.

We have the following clay for purchase:

- 259 Stoneware: 25 lbs (1-bag / ½ box) = \$17.50
- White Stoneware: 25 lbs (1-bag / ½ box) = \$17.50
- Terra Cotta: 25 lbs (1 box) = \$17.50
- Porcelain: 25 lbs (1-bag / ½ box) = \$22.00
- Stoneware and TerraCotta Reclaim: about 18 lbs (1-bag) = \$6.00

*Reclaim clay is not always available. Please check before purchasing.

Materials and Material Usage

Mixing

Due to unforeseen material shortages, students can no longer mix their own glazes using Pewabic materials (unless part of a class project) for the foreseeable future.

Offsite Students: Students who are working offsite may take home communal supplies amounting to 1 gallon (4 quarts) per session.

Onsite Students: Onsite Students may take home communal supplies amounting to 1 quart per session.

Contacts

If for any reason you have questions or comments please feel free to contact us.

Education Director

Annie Dennis: adennis@pewabic.org

Onsite Education Manager

Lauren McCoy: lmccoy@pewabic.org

Education Studio Technician

Erin Mae Burcham: eburcham@pewabic.org

Education Studio Assistant

Michelle Durham: mdurham@pewabic.org

Offsite Education Manager

Alethea Davenport: davenport@pewabic.org

-- Please note: No cash refunds are issued once classes have begun. Pewabic Education Studio is under no obligation to reschedule classes that are canceled upon the closure of the facility due to inclement weather, power outages, misunderstanding of schedule, covid shut down, and or personal schedule. There is no guarantee that a make-up class will be offered. Classes will not be prorated to accommodate a missed class, nor will refunds be issued. Please contact the Onsite Manager at lmccoy@pewabic.org for more information