Welcome to the Ceramics Program!
You have joined a creative studio environment serving the Harvard, Allston, greater Boston and international communities. In addition to your course, we offer many special events, workshops and exhibitions you may wish to participate in. Check your studio newsletter, emails and our website for more details.

New participants are encouraged to come to the first class (or any of the other first classes if you are not able to attend your first class) 30 minutes early for an orientation by the Instructor and Teaching Assistant.

The following Ceramics Program Guidelines are meant to ensure that the Ceramics Program remains a positive creative learning environment for more than 250 participants each term. Please read this document and save it for future reference.

FALL ‘18 Studio Hours (unless otherwise noted)

Weekday Hours: 9 am – 11:00 pm  Office Hours: 9 am – 5 pm
Weekday evenings: All doors will be locked at 8 pm. Ring the door bells to gain access. Studio participants need to begin cleaning at 10:30pm and vacate the building by 11:00 pm. Cars must be removed from parking lot before the gates close at between 11 and 11:30 pm.
In the event that there is not a monitor on duty at the end of an evening class, the Instructor and Teaching Assistant will close the studio.

Weekend Hours: 9 am – 9 pm  Offices Closed
Studio participants will need to vacate the building by 9:00 pm.

Studio Monitors:
• On weekdays from 9:30 pm – 11:00 pm and on Weekends from 9:00 am to 9:00 pm, there will be staff on duty to monitor the studio. In the event that there is not a monitor on duty for the last shift, the studio will need to close.
• Monitors will be available for assistance outside of class times. Please refer to the photos on the Kitchen window frame, for which staff member is on duty.
• Students may use the studio’s facility outside of class time during posted Studio Hours. Please check each calendar posted outside of each class room for availability
• Only students currently enrolled in classes may use the studio.
• Children, friends of students, and pets (except for service animals) are not allowed in the Classrooms.
• Studio Open Hours do not extend between terms and are subject to change.
To confirm studio hours each week, be sure to check studio newsletters, emails and the calendars posted outside of each classroom.

Cancellations and Emergency closing
1) In case of an emergency closing, there will be a recorded message on the office phone (617.495.8680) relating to the emergency, cancellations and closing of the Ceramics Program. Message will be updated as necessary.
2) Ideally the message will be placed the night before the day in question; if that is not possible, by 9 am on the day and updated as necessary.
3) Kathy King will send class emails to studio participants whose classes are affected by the emergency.
4) Participants should always check for email and phone messages before leaving for the studio, especially during snow emergencies.
5) An announcement will also be made on the Ceramics Program’s website.

Missed Class Policy
The Ceramics Program will make every effort to provide make-up classes for those missed due to studio closings; however, it is not responsible for issuing reimbursements or providing make-up classes for those missed due to illnesses, substitute teachers, or other events beyond our control. We do not prorate for missed classes.

Course Fee Information
Course Fee includes a non-refundable application fee, instruction fee and lab fee. It covers class instruction, participation in and discounts on selected presentations, and ample clay and materials for creative exploration. Glazes and firings are included.

SECURITY INFORMATION

Emergency Communication
In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the University and HUPD have at their disposal a wide variety of communication tools including:

- MessageMe - University's high speed, community-wide mass notification system
- www.harvard.edu/emergency - a special website activated at the time of major emergencies
- 617-496-NEWS (6397) - An automated notification line available in the event of an emergency

Emergency Evacuation
During the Evacuation:
- When a fire alarm is activated, everyone must evacuate. Stop what you are doing immediately and head toward an emergency exit. Do not delay evacuation. Occupants should shut their doors behind them as they leave. Follow exit signs to nearest exit discharge. Once outside, occupants are required to report to their emergency evacuation meeting location to be accounted for. Occupants must follow instructions of HUPD and the Fire Department, as they are legally in charge of the building during their response to the alarm. First responders should be informed as to the location within the building of any occupants in need of assistance. Once the building has been cleared, occupants will be permitted to re-enter.
- The studio is handicap accessible.

STUDIO PROTOCOLS

The Ceramics Program is not liable for any personal injury or loss of property, including artwork belonging to any participant. No participant will be denied admission on the basis of race, sex or ethnic origin.

- Do not use the kilns, spray booth, slab roller, extruder or any studio equipment without an orientation and signed Approval Form from an instructor or staff member.
- In order to have access to the electric kilns, Plaster Room and Materials Room with their equipment, participants must obtain certification from the studio. Please contact the Main Office for more information.
- Familiarize yourself with the Emergency Procedures posted throughout the studio.
- Independent Studio participants will need to make an appointment with Studio Technician Geoff Booras to complete the Studio Orientation.
- Do not prop any outside doors open for any reason, other than when loading/unloading for delivery of materials.
- Children are not allowed in the studio except for public events such as Gallery Openings.
- No non-contractual or non-registered individual may use the equipment in the Ceramics Program per liability concerns.
• Every participant is expected to spend 1 hour of general studio clean up during the term, which is typically covered by your “Class Clean Up” on the final day of class. If you miss this class or are in Independent Studio, look for the cleaning jobs posted in the Main Studio.
• Each class is assigned a last wet day (meaning no new work should be created) to ensure that the work can be fired by semesters end. This date will be enforced.
• No one is allowed to go on the Berm (grassy artificial ridge or embankment) directly in back of the Ed Portal

**FACILITY INFORMATION**

**Transportation**
• Bus Lines: #86 Harvard Square to Cleveland Circle; #66 Harvard Square to Brookline Village; #70 Central Square to Waltham via Watertown.
• Allston Campus Express meets at Barry’s Corner (corner of Western Ave. and North Harvard) Please refer to Harvard Shuttle Tracker for times.
• If you need a ride, don’t hesitate to ask your classmates.
• Harvard Students: call Harvard Campus Escort Program if you are alone late and need a ride: (617) 384-8237
• If you have a car, consider carpooling or offering classmates a ride when possible.

**Parking**
• Bicycle parking is available on racks to the left of the Ed Portal and behind the studio. Do not lock bikes to signposts in parking lot. **Harvard Real Estate prohibits bikes in the studio. Do not leave your bike on the rack over night.**
• A limited number of Parking permits for the lot behind the studio are available for the 2018 Fall term for $30.00. If you plan on using the studio's parking lot, you must email Ji Eun Kim at jikim@fas.harvard.edu to request a parking tag while they last. Deadline for issuing Parking permits is September 4th.
• After September 10th, vehicles without parking tags will be subject to ticketing and towing at owners expense.
• Parking in the lot is by AVAILABILITY ONLY. Seventeen spaces in the parking lot are allotted to the Ceramics Program and 17 spaces are allotted to the Ed Portal. We must be considerate of our Ed Portal neighbors. Do not park in the spaces directly in back of the Ed Portal. Please see map posted at the back entrance.
• Harvard Real Estate and the Ceramics Program reserve the right to suspend parking privileges at anytime.
• NO PARKING OVERNIGHT. The gate is locked between 11:00 pm and 11:30 pm.
• Only park in the lot if you are in the studio. **Do not leave your car in the lot if you leave the premises.** If the lot is full, it is not fair to those in the studio who wish a space.
• All participants with parking permits will be posted on the kiln room door by back entrance.
• **No parking in front of the Kiln Room Garage doors.**

**Moving In**
• Lockers: lockers are assigned to each student at the beginning of each term. Check the Locker Directory posted near the lockers to find your name and locker number. Some lockers will need to be shared. Please allow your locker mate enough room for his/her belongings.
• **No locks on lockers.**
• For safety code reasons, no items are allowed on top of lockers and hallways must be kept clear of shoes, tools, and other items.
• Misplaced items will be removed to the ‘Lost and Found’ box that is stored on the bottom shelf in the shelving unit next to Main Studio sink.
• **A limited amount of private shelf space is available to rent** upstairs in the Mezzanine. Check with the Main Office for pricing and availability.
• **Bathrooms** are located along the locker hallway.
• **Coats** may be hung on the coat racks by the front and back doors along with backpack storage.
• **No** overnight storage in the kitchen cubbies or coat rack areas.
• Please put your name on all tools, notebooks and belongings. Look for lost items in the “Lost and Found” box that is stored on the bottom shelf in shelving unit next to Main Studio sink.
• Please check with the Main Office if you left bisque, glaze ware, lost and found items and locker contents from the previous term.
• Please check the classroom schedule before you begin working outside of your class time, and work elsewhere when a class is scheduled to use the space.
• Check your email for studio newsletters and the Program’s website to stay aware of important information about the studio, special events and workshops that may affect your studio access.

Library
The studio maintains a collection of books and audio/visual resources in the kitchen for in-studio browsing and inspiration. Please neatly return after accessing.

Kitchen
• Mark your food containers with your name and date. The fridge is cleaned regularly and items will be thrown out if they do not have a date and or name on the label.
• Clean dishes promptly after use – do not leave dishes in the sink for someone else to wash later.
• Clean up after yourself.
• Be mindful of classes and presentations that may be happening in the small classroom – keep conversations quiet.
• Do not leave uncovered food on the table at anytime.
• Backpacks and personal items should not be stored in the kitchen.
• The Computer in the kitchen is for all participants to use, please be considerate.

Clay
• Brown Stoneware, White Stoneware, and Porcelain clays are available in designated barrels in the main studio near the wedging boards. Slip barrels for each of these clays are near the sink. There are wedging boards designated for each type of clay body.
• Only Ceramics Program clay may be used in the studio.
• Ceramics program clay should not be removed from the studio for home studio use. We do not sell clay.
• Please reduce the amount of clay we need to recycle by placing only slurry, leather hard, or bone dry clay into the appropriately labeled recycle slip barrels.
• When possible, clay should be wedged to a good workable condition and placed back into the appropriate clay barrel. If the clay is stiff, please sprinkle with water before wedging; if too wet, please spread it out on a plaster bat to dry before wedging. Do not leave wet clay on the plaster bat overnight.

Last Making Days
Each class will be given a “Last Making Days” date. This is the last opportunity for all new work to be made and items to be trimmed. Having work finished by this date helps to get your work fired and finished by the end of term.

Glaze Room
• No private glazes are allowed in the glaze room or in common areas. Students should store these on private rental shelf or private rental space.
• BE CAREFUL ... Do not cut or pierce the vinyl surfaces of the tables with sharp objects.
• To prevent wastewater contamination, follow the detailed Glaze Recovery Procedure on the wall by the sink in the Glaze Room.
• Leave the Glaze Room cleaner than you found it:

1. Wash down the tables you used, twice: use clean water and clean sponge for the second wash.
2. Use water from the 2nd rinse bucket for the first wipe down; then use clean water. Dump the dirty rinse water in the 1st rinse bucket
3. Wipe up all spills and drips from the floor and the shelves. Then wipe with clean water and sponge.
4. Return all test tiles to Test Tile Boards.
5. Wipe off glaze bucket, inside rim of the bucket, and replace the correct lid when you are done with it.
6. Return all glaze buckets to their alphabetically labeled spaces under the shelves.
7. When using the Spray Booth (once you have received orientation from an instructor/staff), make sure to sign up for a time slot on the door. Follow clean up procedures listed on the wall.

Firing Work
Do not leave all your glazing until the end; you will learn more if you glaze early and often throughout the course. This helps to prevent End of Term Glaze Firing Bottleneck, which may result in your work being fired after the term ends.

- Green ware for bisque firing will be collected by your Teaching Assistant during class time and brought to the Kiln Room for bisque firing. Bone-dry green ware to be bisque fired can be placed carefully on shelves in the Electric Kiln area at other times.
- Helpful hints: Clearly sign all your work and put your signature on the class list sheet passed out in your first two classes so your pieces can be put on the correct class bisque shelves. Pro tip: make a sketch or take a photo of your work before it gets bisque fired so you remember what to look for when it comes out of the kiln.
- Each Basics and Challenges class will be given a symbol to mark your work with. This symbol (square, circle etc.) will be made into a stamp in class that you can then incorporate your initials into. This way, staff unloading kilns will be able to place your work on the correct class shelf.
- Fired bisque ware is stored by class on shelves in the Glaze Room.
- This is an educational facility. Work must be compatible with the needs and limits of the studio. The studio cannot accommodate large-scale production work.
- Size Limitations: work should not exceed the size of kilns shelves available. Please consult with your Instructor and the Director of Operations when planning a project that may have unusual space requirements.
- Avoid firing any other materials including foam, fabric, etc. without the approval of the co-directors.
- Never place anything on kiln lids.

Glaze Firing Work
- The lab fee includes a cubic inch allotment of fired work:

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<th>CU3's</th>
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<tr>
<td>Full term (14wks)</td>
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<td>13wk</td>
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<td>12wk</td>
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<td>11wk</td>
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<td>9wk</td>
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- If your finished work exceeds your cubic inch allotment, you will be charged 4 cents per cubic inch. A link to the each term’s cubic inches fired can be accessed on the kitchen computer. Your Instructor and/or Teaching Assistant can show you how to access the document.
- To be glaze fired, a completed Cubic Inch Slip with Name, Date, Class, cubic inch measurements, total cubic inches and firing temperature/atmosphere must accompany work. Cubic Inch slips can be found in the measuring unit in the Glaze Room. Each class is assigned a specific color slip. Please use your class color listed on the wall in the measuring booth. Ask your Instructor or Teaching Assistant for assistance with Cubic Inch Slips.
• Place work to be fired on appropriately labeled shelves: Cone 04 and 6 Electric, 10 Reduction. Ask staff for assistance finding the correct shelf.
• Due to the volume of work that needs to be glaze fired, re-fires are not guaranteed. A re-fire requires a new cubic inch slip that records the measurements of the piece and total cubic inches times 3 cents. Re-fires are not included in your lab fee. If you want to re-fire work, you will be charged 3 cents per cubic inch, whether or not you are over your cubic inch allotment.
• Problem Pots: Damaged pots, those with obvious glaze problems, unstable or broken pieces will not be fired. They will be put on the “problem shelf” in the Kiln Room with a Purple Notification Slip.
• Finished/glaze fired work from kilns will be stored on white shelves in main hallway. To keep shelves from becoming overcrowded and reduce the risk of breakage, please claim and remove your glazed work promptly after the kiln unloading.
• At mid-semester, a projected Gas Kiln glaze-firing schedule will be posted on the White Board by the kiln room door and included in studio email newsletters. Schedules are subject to change.
• In order to fire Gas and Electric kilns, we need everyone who has work going into the kilns to help with the loading and unloading. You will need to sign up to help out.
• Many factors can delay the firing or unloading of a kiln. Please keep this in mind when waiting for your work or signing up to help load/unload.

RESPONSIBILITIES

Personal Belongings and Storage

• Each student is provided a locker for personal storage and the availability to rent a shelf for storage in the Mezzanine. (See Shawn or Ji Eun for details)
• Each class has a labeled dedicated green ware storage-shelving unit in the studio.
• Assigned class shelving and extra open studio shelving is intended for works in progress and not for storage of personal items, tools, containers, pillows, etc. These items will be removed.
• No personal carts, plaster or ware boards can be stored in the studio. Please use lockers or your mezzanine shelf.

Community
In order to create a positive and productive community studio environment:
• Leave your work area clean and empty for the next person.
• Consult with a staff person before moving anyone else’s work.
• Accidents happen: If you damage another’s work, please make sure to leave a note explaining the situation with your name and date.
• Respect others’ need for quiet concentration. Use earphones for listening to music or the radio. Adjust the volume of your earphones to a reasonable level so that it does not disturb classes or other studio participants.
• Please do not talk on your cell phone in the studio unless you have an emergency. All phones should be set to silent/vibrate when in the studio. Keep personal calls out of communal work areas and take calls in either the front or back foyer.
• Conduct personal and phone conversations outside or in the front or back foyer, not in the studio space areas.
• Landline: Use the Centrex phone (617) 496-4825 in the back hall by the stairs to the Mezzanine. (Local calls only, dial 9 to get out).
• No smoking in the building or near the front and back doors, including the Ed Portal side. Do not leave your cigarette butts on the ground.
• A large **first aid kit** is located in the Main studio to the left of the sink. Smaller First Aid Kits are located in the kiln room, glaze room and kitchen.
• As in all communal settings, respect the fact that many are sensitive to perfumes and strong fragrances.
• Do not place wet green ware, water buckets or other wet or damp items on the steel interior windowsills — they will rust.
• Parking Lot neighbors: Be considerate of residences that overlook our parking lot. Harvard Real Estate prohibits use of the grassy berm to the left of the back parking lot.
• Remember! Everyone is here to learn and grow as individuals and artists, please respect others as you would expect them to respect you.
• Students are expected to abide by studio rules and to conduct themselves in a courteous and polite manner at all times. The Ceramics Program has the right to exclude from its program, and its activities, anyone who fails to do so.
• Radio use in the studio is restricted to use of personal headphones only (preferably not during class unless allowed by instructor).
• Report damaged safety guards, equipment or machines to the Director of Education and the Ceramics Program’s Technician.
• Report unsafe issues to the Director of Education and the Ceramics Program’s Technician.

CLEANING FOR HEALTH AND SAFETY

To inhale or ingest the dust from our clay or glaze materials is unhealthy. All clay bodies and most glazes contain some free crystalline silica that can scar your lung tissue and cause irreversible loss of breathing capacity. Free crystalline silica is present in clay bodies from trace to 50% amounts. The finest, invisible particles that can hang in the air for hours are the most dangerous since they are easily inhaled and we are less likely to wear a mask when the air seems clear. Some glazes also contain metal oxides that are hazardous if inhaled or ingested. For more information read the studio’s Health and Safety Concerns in the Studio Handbook.

• Thoroughly sponge off all wheels, catch pans, throwing tables, stools, hand building tables, and bats after use. Use a sponge to get any of your spills, splatters, or trimmings that land on the floor. After you have wiped everything down once, rinse your sponge and do a clean water final wipe.
• After your wheel is clean, make sure it is turned off and the splash pan is put back properly. Put the chair upside down on the throwing table, and place the foot pedal and brick on the wheel’s front tray. This lets the next person know that the wheel was cleaned properly and makes mopping up easier.
• Clay clean-up: To prevent clogged drains, please rinse hands, tools, clean-up sponges and containers covered with clay in the clay settling basin on the left side of the sink in the Main Studio and Throwing Room before a final clean rinse in the right side of the sinks.
• Floor cleaning in the Main Studio will happen every Sunday from 8 PM to midnight.
• It is very important to keep the classrooms and glaze areas clean. Clay and glaze left on the floor will dry and become a fine, nearly invisible silica dust, which is circulated and suspended indefinitely in the air. Although not a problem for visitors, this dust can cause health problem for people who spend a lot of time working in the Studio.
• Please make sure you clean up your trimmings and spills before they become dust.
• Thoroughly clean wheels, splash pans, throwing tables, stools, hand building tables, and bats. Replace clean splash plans onto wheels after cleaning.
• Scrape and clean wedging and plaster tables after using them.
• Do not leave work on tables. Ask your instructor if you need help moving your work.
• Do not sand or scrape dry clay or glaze unless you are in the spray booth with the vent on.
• NO Lead storage or use allowed in this facility EVER. Hazardous materials health and safety information is available in the Studio Handbook.
• Clay-encrusted clothes and towels should not be shaken out in the studio.

EVALUATIONS

Class evaluations are administered at the end of each term. We rely on these for guidance in designing and improving the caliber of our classes and offering feedback to our faculty, so please write down any suggestions or concerns you may have. Also, please feel free to come and talk to Kathy King, Director of Education, if you are experiencing a problem.
SPECIAL PROGRAMS & EVENTS

Gallery 224
Gallery 224 features exhibitions intended to engage the public through showcasing work by emerging and established ceramic artists, research through academic collaboration and the talent of our studio participants, staff and faculty. The gallery offers a stunning 680 sq. ft. space with a full street-side view. Ceramics Director Kathy King supervise all programming for Gallery 224.

Show and Sale
Twice a year, the Ceramics Program puts on a Show and Sale, attracting thousands of visitors to the studio to shop for gifts and see hand made ceramic work. All studio participants are encouraged to participate in the Show and Sale in some way. An important fundraiser for the studio, the Show and Sale is a great opportunity to exhibit your work and to invite your friends and family to come see where you spend your free time! The Holiday Show and Sale will be held December 6 – 9th.

Academic Collaborations
The Ceramics Program conducts special materials labs, seminars and classes for various academic departments within Harvard to expand knowledge of the clay material across many disciplines. If an event coincides with your class time, the studio will make arrangements for your class to avoid disruption. We ask for your patience in these matters so that all can benefit from the studio-learning environment.

Artist in Residence Program
The Artist in Residence Program at the Ceramics Program, Office for the Arts at Harvard offers dedicated artists the opportunity to involve themselves in research and growth, pushing their art in new directions in a dynamic, urban studio connected to the Harvard community. Individuals will have the opportunity to build relevant skills in research, professional development, technical ability, creative problem solving, teaching and community involvement through our Artist in Residence Program.

For more information on this program, go to http://ofa.fas.harvard.edu/ceramics/air.php or contact Director of Education, Kathy King

Visiting Artist Programming
Our Visiting Artist Workshops and Lecture Series provide the participant with the unique opportunity to gain insight into the methodology and process of a contemporary studio artist working in the field of ceramics. For information or suggestions, contact Director of Education, Kathy King.

Resident Artists
The Resident Artist Program is a juried program that attracts ceramic artists of the highest caliber to immerse themselves in their creative growth and professional development. Once accepted into the program, individuals can remain for two to four years. For information or suggestions, contact Director of Education, Kathy King

Independent Artists
The Independent Artist Program is a juried program that provides short-term (6 months), private studio for those who have been certified to fire the electric kilns, use the Materials Room and Plaster Room. The program promotes the artistic, technical and skills development of the artists. For information or suggestions, contact Director of Education, Kathy King.

Intern Program
The Ceramics Program, in an effort to expand its services, has created an internship program designed to provide college students and those who have just completed college, the opportunity to gain first-hand experience in the field of community art education. Interns will be working under the supervision of the program's Director of Education, Kathy King or Studio Technician, Geoff Booras.
CERAMICS PROGRAM STAFF

The Main Office is open weekdays, 9am – 5pm, unless otherwise noted

Administration:
Kathy King, Director of Education
JiEun Kim, Ceramics Associate
Geoff Booras, Studio Technician
Darrah Bowden, Program Assistant

EMERGENCY PROCEDURES

In the event of a life-threatening emergency call 617-894-4831

To report a crime or security issue:
Harvard University Police Department (HUPD)
Urgent: 617-495-1212

In the event of a campus-wide emergency:
The Harvard homepage will broadcast an alert and direct user to an emergency page outlining the University's response. There will also be messages on the University's 24-hour news line, (617) 496-NEWS (496-6397).

http://www.harvard.edu/emergency

STUDIO PHONE NUMBERS

Main Office: 617-495-8680
Kathy’s Office: 617-496-4751   Cell: 781-690-5055
Hall Phone: 617-496-4825

HARVARD SECURITY: 617-894-4831

Call if you feel you are at risk, if the Front or Back Doors will not lock, if your car has been locked in the back parking lot.

HARVARD REAL ESTATE: 617-495-5560   Holiday Emergency #:617-495-7753

And press “0” for after hours emergencies to connect to our 24/7 Operations Center where they will be able to assist you with your emergency.