

# **SMFA CERAMIC STUDIO**

## **POLICIES AND PROCEDURES**

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The SMFA Ceramic Studio supports an array of ceramic processes, including but not limited to: throwing, hand building, slip casting, and glazing.

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## STUDIO ACCESS

The Ceramic Studio is open when the 230 Fenway building is open, except during class time. The studio is closed during holidays and between semesters. An up-to-date class schedule is posted on the main door of the studio.

## FLEX SPACE

The flex space is the area adjacent to the main studio and is divided by shelving. During class time, access to the studio will be limited to use of the wheel or flex space at the discretion of the instructor. Works in progress can be kept in the flex space if they are labeled with the user's name and contact information.

## AUTHORIZATION

Students will receive access to the studio after attending a studio orientation. The orientation is typically given by the studio manager during Ceramic class.

Students wishing to use the Ceramic Studio who are not enrolled in a Ceramic class AND/OR are seeking to pursue an on-going project in Ceramics must schedule an orientation with the Studio Manager. Please be aware that space may be limited in the studio due to the high volume of users.

Once approved, a student may work independently and keep works in progress in the flex space. However, they must clean up and store all tools and other materials in between work sessions. This means the tables are cleared at the end of work sessions and no personal belongings remain in the studio.

Studio access may be revoked if policies are not adhered to. See [SMFA Studio Policy Violation Guidelines](#) for more information.

## WHEEL ACCESS

For students not enrolled in ceramic classes who wish to ONLY wheel throw and are not making large productions of work, studio access will remain available on a first come, first served basis outside of class times.

Work must be appropriately stored, labeled, and removed swiftly upon completion. No storage of personal belongings, completed artwork, or tools is permitted within the studio. There is storage in the drying room designated as FREE SPACE for use to store your work in progress.

**Please note:** Most Ceramic classes are at capacity, which means there are NOT extra wheels, and wheel use during the school day will be extremely limited. There are wheels in the flex space for use during class time with permission of faculty teaching at the time you wish to work. Please consult prior to the time you wish to work with the appropriate faculty member.

## DRYING ROOM

The Ceramic drying room is in room A006, across the hall from the main studio. It allows for the drying and safe storage of works in progress before they are fired.

Each class operating during the semester will have a designated area within the drying room where work for the class will be stored. It is the user's responsibility to move their work to the appropriate cart for firing. There are carts by the kiln room door to put your work once you are done working on it. It does not need to be completely dry. Do not move other users work or rearrange the shelves. If you need a cart for larger works, contact the Studio Manager. Please discard all paper, plastic wrap and dispose it in the waste bins. There are limited numbers of ware boards available. Please be cognizant of this and return them as soon as you piece can be safely removed from the board.

## STUDIO STAFF

Day-to-day management of the Ceramic Studio is performed by the Ceramic Studio Manager and a Studio Manager Assistant. The Studio Manager and Studio Manager Assistant work with student workers, instructors, and student users to maintain a safe, healthy, and friendly studio environment.

Student workers cannot provide trainings, grant access or arrange special firings. Please reach out to the Studio Manager if you wish to be trained on equipment not covered in your class sessions.

Staff can answer basic questions about the studio, but they are not meant to instruct or “fill in the gaps” of information missed from unattended classes.

The Studio Team reserves the right to close the studio at any time. We strive to keep the space accessible as much as possible, but maintenance, safety, and staffing issues do happen. Check the studio door for any notes on closings.

## STUDIO ETIQUETTE

The artmaking studios at SMFA are communal spaces that are used by many people throughout the day. Each user is responsible for adhering to community standards. This includes:

- Cleaning up after yourself.
- Being respectful of other users’ space and artwork.
- Being respectful of equipment and shared resources.
- Not removing non-stationary equipment or non-circulating equipment
- Avoiding excessive and/or wasteful use of the materials provided in the studio
- Reporting issues to the Studio Manager, faculty, or studio staff in a timely manner.
- Adhering to the Tufts [Code of Conduct](#).

Do not leave anything sitting in the sinks.

The Studio Manager will conduct hands-on cleaning instructions with classes. **When working in the studio, be sure to allot at least 15 minutes for clean-up time at the end of your work session.**

## MATERIALS

Certain materials are provided in the studio. Users should plan to purchase anything not listed in this guide.

## CLAY

Each student enrolled in a Ceramic course receives the right to utilize the stocked clays in the studio. Only stocked clay may be used in our studio without prior approval. The selection is subject to change depending on availability.

Students wishing to use large amounts of clay (exceeding 25lbs.) are required to request an amount from the studio manager.

If you wish to purchase clay outside of what is provided in the studio:

- You must first seek approval from the Studio Manager.
- Your clay is your responsibility. Please label your bag, make sure your bag is sealed tightly and do not leave your clay out. The SMFA studio team will not be responsible for replacing lost or dried out clay.
- Clay must be removed from the studio at the end of each term

## STUDIO STORAGE

The Ceramic Studio has a limited amount of storage space available for each student and independent studio participant. Allotments may change between semesters based on the number of enrolled participants and the needs of the studio.

- Clay may be stored in bins under the wedging table.
- Each class will be assigned a shelf at the beginning of the semester. Shelves are arranged by class.
- If you require extra or unique storage space (ie tall piece storage) please contact the Studio Manager prior to leaving work. Label all work not in your assigned space. The Studio Manager reserves the right to remove unlabeled projects not on assigned shelves.
- All work **MUST** be removed by the last day of review boards.
- The studio staff is not responsible for personal belongings left in the studio.

## FIRING PROCEDURES

**Please follow glaze firing procedures located in the Glaze Room.**

- Students are responsible for placing their work on the appropriate racks to be fired. The racks are located in the glaze room and labeled cone 6 or cone 10
- If you have special requirements for firing, please email [stephen.powers@tufts.edu](mailto:stephen.powers@tufts.edu) with the heading **special firing request**.
- Place work toward back of shelves so they won't need to be moved.
- DO NOT touch anyone else's work to prevent accidents. Ask for assistance if room is needed.
- Pick up work once fired, space is limited.
- Sign every piece CLEARLY on the bottom to prevent confusion.
- Keep a record of your work with drawings, notes, or photos.
- DO NOT take work that is not yours, if unsure ask your instructor for assistance
- The SMFA studio team is not responsible for lost or stolen work.
- Only clay from the studio will be fired.
- Commercially prepared glazes and underglazes purchased by students must be approved by the Studio Manager or assistant prior to submission for firing.
- Kilns are fired according to the needs of the entire studio.
- Kilns will be fired when there is enough work to fill them.
- Requests will be considered, but it is the prerogative of the Studio Manager and assistant to determine the kiln loading and firing schedule
- Each piece must pass a set of standards to be fired. Glaze must be of a proper thickness. Bottoms must be wiped clean ¼" from the bottom. If multiple glazes are used on a piece, it must be placed on a cookie.
- The studio manager and tech reserve the right to reject work that is unsuitable for firing.
- Rejected work will be left on the cart in the middle of the drying room with an explanation of why it was not fired.
- Greenware will not be fired if it has not properly dried – consider it may take several days to several weeks to dry depending on the thickness of the piece.
- Dry your pieces on your shelf.
- Pieces with too much glaze or a bad glaze combination will not be fired  
Consult your instructor if unsure if your piece meets any of these standards.
- DO NOT touch the kilns.
- Dates for LAST WET WORK and the END OF TERM are posted in the studio.  
Work placed on shelves after these dates will not be guaranteed finished before the beginning of the next term.

## **STUDIO SAFETY AND EMERGENCY PROCEDURES**

Do not EVER use the studio while intoxicated or impaired. This applies to alcohol and recreational drugs. If a faculty member, Studio Manager, or monitor notices you're intoxicated or impaired, you will be asked to leave.

THERE ARE NO STUPID QUESTIONS. Ask the Studio Manager or your faculty if you don't know how to do something, where a tool goes, where materials are, etc. We would rather take the time to answer your question than to see you hurt yourself or someone else.

INFORM YOURSELF. If you have any concerns about the materials being used in the studio, refer to the Safety Data Sheets (SDS) in the red and yellow binders around the studio. You have the right and responsibility to know about the potential health hazards associated with the materials you use, and how to protect yourself.

In case of Fire or Fire drill, stay calm and exit the building immediately using the nearest stairs; do NOT use the elevator.

### **IN CASE OF INJURY**

Inform the Studio Manager, faculty, or Studio Monitor. They will contact TUPD and file an Incident Report if needed. In the case of a serious emergency, call TUPD immediately **617.627.6911**.

The eye wash station is located next to the hand wash sink. The emergency shower is located to the left of the eye wash station.

First-aid supplies are provided by TUPD and available at the front desk. They are not permitted to be stored within the studio.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

No PPE is required in the main Ceramic Studio.



## SMFA STUDIO POLICY VIOLATION GUIDELINES

This document outlines the actions which the Studio Team may take in order to keep studio users accountable for not adhering to Studio policies.

### TYPES OF STUDIO POLICY VIOLATIONS

The following types of actions either violate the Tufts Student Code of Conduct or create inequity or hazardous conditions in the studios. Definitions marked by \* are from the Tufts Student Code of Conduct.

- **Cleanup issues:** Disregarding established cleanup procedures, which are shared by studio managers and/or faculty and may be posted in the studios
- **Misuse of equipment:** Using equipment in a way that is potentially harmful to the studio user or is likely to cause damage to the equipment
- **Misuse of consumables:** Using studio consumables excessively or not for their intended purpose
- **Property Damage and Vandalism\*:** Unauthorized conduct that is reasonably likely to or does cause damage, destruction, or vandalism of Tufts property
- **Safety violations:** Disregarding posted signage or instructions from studio managers or faculty or participating in reckless behavior that endangers the studio user or other studio users
- **Theft and Possession of Stolen Property\*:** Unauthorized taking of property or possession of property that a studio user knows or reasonable should know was obtained through theft
- **Unauthorized access/entry\*:** Entering an access-restricted area by circumventing established security procedures (e.g., using another person's credentials, tailgating authorized individuals into a restricted area)
- **Unauthorized removal of equipment from studios:** Taking equipment from one studio to another, or to private studios, without permission from the studio manager.
- **Violation of other studio policies as stated in the studio-specific policy documents**

## ACCOUNTABILITY ACTIONS

The following steps will be taken when studio users violate studio policies in any of the ways listed above.

1. **First violation:** A reminder letter will be sent to the studio user via email, and relevant faculty may be included in the email. The Studio Team may require studio user to be re-trained, correct the situation, or take financial responsibility, depending on the circumstances.
2. **Second violation:** A notice of warning will be sent to the studio user via email, which the studio user can choose to accept or contest through the Student Conduct Resolution Procedure, facilitated by Student Life.
3. **Any additional violation:** Studio users will receive formal notification of the initiation of the Student Conduct Resolution Procedure. This process may result in formal sanctions above a warning and could include restrictions on studio use and access.