

Houston Community College Central

<http://central.hccs.edu/central/academic-departments/fine-arts-speech-communications>

Course Syllabus: Art Metals I

HCC Academic Discipline: FINE ARTS

Course Title: Art Metals I

Course Rubric and number: ARTS 2341

Semester with Course Reference Number (CRN): 30247

Campus and Room Location with Days and Times: Tuesday/Thursday 1 p.m. – 4 p.m., FAC 202

Course Semester Credit Hours (SCH): 3 credits

Course contact hours per semester: 96

Course length: Spring 2013, Regular Term

Type of Instruction: 2 Lecture, 4 Lab

Instructor: Corey Ackelmire

Office: FAC 222, Main Office: FAC 101 (mailboxes)

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<http://learning.hccs.edu/faculty/corey.ackelmire>

Course Description:

1. Exploration of ideas using basic techniques in jewelry and metal construction. (As defined in the Academic Course Guide Manual (AGCM) produced by the Texas Higher Education Coordinating Board, 2010) (THECB)
2. Fundamentals of jewelry construction including design, fabrication, surface treatment, and stone setting. Art Metals I is a pre-requisite for Art Metals II. This course satisfies the fine arts component of the HCC core. (As listed in the 2009-2011 HCC Catalog.)

Course Prerequisites: None. Recommended, but not required, are Design I and/or Design II

Course Goal:

This course is an in-depth approach to acquiring the basic skills used in the fabrication of non-ferrous metals which might include copper, brass, nickel, or sterling silver. The progression of techniques from sawing, riveting, soldering and bezel stone setting to finishing is combined with the development of design and aesthetic considerations. This course will examine the interdependence of medium and image.

Course Student Learning Outcomes:

1. (Level 2) Identify, define and understand the formal elements of art and the principles of design
2. (Level 3) Demonstrate the ability to produce and present finished works of exhibition quality.
3. (Level 5) Produce and critique projects that coordinate descriptive and expressive possibilities of course media.
4. (Level 6) Select and verify course media and techniques in completed projects.

Art Metals I Student Learning Objectives ~ related to each Learning Outcome

Learning Outcome One: Identify, define and understand the formal elements of art and the principles of design. (Level 2)

The Supporting Learning Objectives:

- 1.1. Identify the formal elements and principles of design.
- 1.2. Compare formal elements.
- 1.3. Compare principles of design.
- 1.4. Contrast formal elements.
- 1.5. Contrast principles of design.
- 1.6. Comprehend all the sub-categories of all the formal elements and principles of design. (for example, analytic or expressive line or symmetrical, radial or asymmetrical balance, etc.)
- 1.7. Express sub-categories of all the formal elements.

Learning Outcome Two: Demonstrate the ability to produce and present finished works of exhibition quality. (Level 3)

The Supporting Learning Objectives:

- 2.1. Produce exhibition-ready artworks.
- 2.2. Prepare entry labels.

- 2.3. Present completed exhibit entries before the entry deadline expires.
- 2.4. Select an artwork (made during the course) to be included in the student art exhibition.
- 2.5. Participate in the student exhibition.

Learning Outcome Three: Produce and critique projects that coordinate descriptive and expressive possibilities of course media. (Level 5)

The Supporting Learning Objectives:

- 3.1. Safely participate in the necessary practical tasks (safety and proficiency of handling of tools, supplies and equipment, etc.) involved with the course media.
- 3.2. Organize the formal elements and principles of design in course projects.
- 3.3. Establish artistic roles for course projects.
- 3.4. Summarize artistic themes for course projects.
- 3.5. Judge course projects.
- 3.6. Write 1000 words in a combination of writing assignments such as critiques, essays, research papers and/or journals.
- 3.7. Cultivate form and content in art metals projects
- 3.8. Synthesize art metals problems.

Learning Outcome Four: and verify course media and techniques in completed projects. (Level 6)

The Supporting Learning Objectives:

- 4.1. Summarize the formal elements.
- 4.2. Select principles of design
- 4.3. Critique the work of peers.
- 4.4. Self-critique artistic output.
- 4.6. Verify form and content

Core Curriculum Statement:

This course meets the basic intellectual competencies for core courses including reading, writing, speaking, listening, critical thinking, and computer literacy.

Reading: Reading at the college level means having the ability to understand, analyze and interpret a variety of printed materials: books, articles, and documents.

Writing: Writing at the college level means having the ability to produce clear, correct, and coherent prose adapted to a specific purpose, occasion, and audience. In addition to knowing how to use correct grammar, spelling, and punctuation, students should also become adept with the writing process, including how to determine a topic, how to organize and develop it, and how to phrase it effectively for their audience. These abilities are acquired through practice and reflection.

Speaking: Effective speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience.

Listening: Listening at the college level means having the ability to understand, analyze, and interpret various forms of spoken communication.

Critical Thinking: Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking used to address an identified task.

Computer Literacy: Computer literacy at the college level means having the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.

Lab Requirements:

This course meets for 6 hours each week in a 2 hour lecture, 4 hour lab format. Students can expect to incur the cost of their own art supplies, approximating \$100.00 to \$150.00 (or more) over the course of the semester. *If you have enrolled in a Second Start, 8-week or mini-term class, and are dependent on Financial Aid for purchasing your supplies, you may not be receiving your overload money until those semesters begin—plan accordingly—you cannot succeed in this course without purchasing the necessary tools.*

Health Safety:

It is strongly advised that if you are pregnant, have respiratory difficulties, sensitivity to chemicals, metals, or hand and wrist problems, you not stay enrolled in this course.

Insurance Disclaimer:

The Fine Arts Department at Central College strongly recommends that all HCCS students carry some form of medical insurance to cover illness and injury, both on and off campus. Information regarding low-cost health insurance for students is available in the Fine Arts office. Under Texas state statute, HCCS is immune to liability in the event of accident or injury.

HCC Calendar: Semester; Spring 2013	
Last day for drop/add	Sun, January 13 th
Classes Begin	Mon, January 14 th
Holidays and Breaks	Mon, Jan 21 st , Mon, Feb 18 th , Mar 11 – 17 th & 29 – 31 st
<i>Last day to drop classes with a grade of W</i>	<i>Monday, April 1st</i>
Instruction ends	Saturday, May 4 th
Final examination	May 6 th – 12 th

Date	Lectures / Topics / Assignments / Projects / Critiques ARTS 2341 Art Metals I 16 week calendar: Three hour session two times/week – Subject To Change
Tues, Jan 15	Introduction, syllabus, supply list, safety & tour of studio, <i>Intro Bookmark and Writing Assignment</i>
Thurs, Jan 17	Demo: Filing, Sanding, and Sawing/piercing; review bookmark sketches
Tues, Jan 22	Work on Bookmark
Thurs, Jan 24	Work on Bookmark
Tues, Jan 29	Bookmark DUE ; beginning of class. <i>Intro Sample Assignment</i> Demo: Shear, annealing, hammer/stamp, rolling mill. <i>Intro Rivet Project</i> ; slide review
Thurs, Jan 31	Demo: Riveting, and final finishing (liver of sulphur, heat patina) Work on samples; Review sketches for Rivet Assignment
Tues, Feb 5	Sample Project DUE ; end of class Final Drawings and Paper Models DUE , discuss order of process
Thurs, Feb 7	Work on Rivet Project
Tues, Feb 12	Work on Rivet Project
Thurs, Feb 14	Work on Rivet Project
Tues, Feb 19	Work on Rivet Project
Thurs, Feb 21	Rivet Project DUE (beginning of class); group critique Discuss soldering supplies; <i>Intro Soldering Project</i> and samples
Tues, Feb 26	Demo: Soldering techniques (post, sweat, dome); Work; Review sketches
Thurs, Feb 28	Demo: Soldering techniques, scoring/bending (cylinder, box); Work; Review final sketches
Tues, Mar 5	Solder samples DUE (end of class) ; Work on solder project
Thurs, Mar 7	Field Trip: Museum of Fine Arts, Houston

Tues, Mar 12	SPRING BREAK – no class
Thurs, Mar 14	SPRING BREAK – no class
Tues, Mar 19	Work on solder project
Thurs, Mar 21	Work on solder project
Tues, Mar 26	Work on solder project
Thurs, Mar 28	Work on solder project; SOLDERING COMPLETED
Tues, Apr 2	Work on solder project; Final finishing
Thurs, Apr 4	Work on solder project; Final finishing
Tues, Apr 9	Soldering Project DUE (beginning of class) ; group critique <i>Intro Stone Setting Project</i>
Thurs, Apr 11	Demo: stone setting, review sketches, prepare stone setting sample
Tues, Apr 16	Work on stone setting sample; review final sketches Stone setting sample DUE (end of class)
Thurs, Apr 18	Work on stone setting project; Writing Assignment DUE (beginning of class)
Tues, Apr 23	Work on stone setting project
Thurs, Apr 25	Work on stone setting project; Notebooks DUE (beginning of class)
Tues, Apr 30	Work on stone setting project;— LAST DAY TO WORK IN STUDIO: Wednesday, May 1st - 6 p.m.
Thur, May 2	Stone setting project DUE (beginning of class) ; group critique MANDATORY STUDIO CLEAN-UP
Dec 10-16	Final exam week- Pick up work and Final Grade in Fine Arts Office

Please Note: *It is possible that these dates might change slightly due to various circumstances. You will be notified of changes and requirements*

Instructional Methods

Methods of instruction may include: explanations, demonstrations, hands-on art studio work time, in-class critiques, slide presentations, video/film presentations, lectures, and/or readings (from textbooks, peer-reviewed articles, books, original source seminal texts). Class time may include demonstrations, field trips, assignments, introductions, studio time for projects, and critiques.

Student Assignments:

The semester will consist of a bookmark*, sample project*, riveting assignment***, solder samples**, soldering project****, writing assignment**, stone setting sample*, stone setting project**, notebook/participation grade**, quizzes (approx. 5)**. Each project will be accompanied by a handout

Student Assessments:

Methods of Assessment/Evaluation may include: creative projects, in-class discussions and/or critiques; written papers including critiques, essays, analyses, reviews, research, comparing and contrasting artistic or design theories and perspectives; evaluation of participation; other methods as may be determined by individual instructors.

Instructional Materials:

Tim McCreight: *Complete Metalsmith; Student Edition* – SUGGESTED ONLY

Required Materials:

Included in tool kit (available for purchase from Jemco Jeweler's Supply)

- Jeweler's saw frame—4"
- 6" Half-round #0 cut file with handle
- Set of 6 Assorted needle files, cut 2
- 6" Steel tweezers with sharp non-serrated tip
- 6" metal ruler
- Drill Bits: Sizes #55, #52 (to correspond to 16 and 14 gauge wires)
- Jeweler's saw blades: #2/0, 1 gross
- Silver Solder: Hard, Medium, and Easy
- Wet/Dry Silica Carbide abrasive paper: #320, #400, #600—2 Sheets of each

To be purchased separately:

- 6" x 6" piece 18 gauge copper and/or 6" x 6" piece of 20 gauge brass
- additional metal of your choice (from Jemco or other stores); NO STEEL OR ALUMINUM
- Solder Poker or wire clothes hanger
- 3-ring binder with unlined paper for sketching/notebook
- Safety glasses
- Small paint brush for flux
- Hand towel or rag or old t-shirt
- Fine or ultrafine point sharpie marker
- Masking tape
- 0000 or super fine steel wool
- cabochon cut stone for stone setting (final project)
- save \$50+ to purchase sterling silver for stone setting later in the semester (optional)
- Old toothbrush (optional)
- Scissors (optional)
- Ball peen or chasing hammer (optional)
- ear plugs (optional)

In-Town Suppliers:	
Jemco 9000 SW Freeway, Suite 300 Houston, TX 77074 www.jemcousa.com 713-541-4242	Lowe's (closest to campus) 4645 Beechnut St. Houston, TX 77096 (713) 662-8055
Out of Town Suppliers:	
Rio Grande 800-656-6566; www.riogrande.com <i>tools, metals, everything you could dream of</i>	Hauser Miller http://www.hauserandmiller.com <i>mill products, precious metals, refining</i>

HCC Policy Statement: Americans With Disabilities Act (ADA):

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

If you have any questions, please contact the Disability Counselor at your college or the District Disability Office at 713-718-5165 or Jamie Torres at 713-718-6164 at Central Campus.

To visit the ADA Web site, log on to www.hccs.edu,

Click Future Students

Scroll down the page and click on the words Disability Information. <http://www.hccs.edu/hccs/future-students/disability-services>

HCC Policy Statement: Academic Honesty

You are expected to be familiar with the College's Policy on Academic Honesty, found in the catalog and student handbook. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

"Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion. For the purposes of this course, cheating would include:

Plagiarism - the appropriation of another's work and the unacknowledged incorporation of that work in one's own written or creative work offered for credit.

Collusion - the unauthorized collaboration with another person in preparing written or creative work offered for credit.

Violations: Possible punishments for academic dishonesty may include a grade of "0" or "F" on the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. A recommendation for suspension or expulsion will be referred to the College Dean of Student Development for disciplinary disposition.

Students who wish to appeal a grade penalty should notify the instructional supervisor within 30 working days of the incident. A standing committee appointed by the College Dean of Instruction (Academic or Workforce) will convene to sustain, reduce, or reverse the grade penalty. The committee will be composed of two students, two faculty members, and one instructional administrator. A majority vote will decide the grade appeal and is final.

Tutoring:

Students are encouraged to take advantage of tutoring services offered by the English Department located on the third floor of the Fine Arts Center next to the English office. Tutors will assist writing assignments and are especially helpful for students when English is a second language. In addition, online tutoring is available 24/7 at www.askonline.net. Submissions are returned within 24 hours or less.

Academic advising:

Academic advisement concerning specific Fine Arts courses and degree plans for Jewelry and Metalsmithing is available to Central College students during the academic semesters. Please sign up in the Fine Arts office, FAC 101, to speak to a full time instructor in your area of interest.

All students are encouraged to sign up for the Fine Arts Newsletters: www.centralfinearts.info

Official HCC Attendance Policy:

Students are expected to attend classes regularly. Students are responsible for material covered during their absences, and it is the student's responsibility to consult with instructors for makeup assignments. Class attendance is checked daily by instructors.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor has the authority to drop a student for excessive absences.

A student may be dropped from a course for absenteeism after the student has accumulated absences in excess of 12.5% of the hours of instruction (including lecture and laboratory time).

Class attendance is mandatory. You are allowed 12 hours of absences from this class. Absences beyond 4 full class days will result in being withdrawn from the course.

You must officially drop the class before Friday, November 2nd to receive a "W". If you do not do this, and you stop attending class, your grade will be "F". I will drop people after 4 absences. If you are having problems with attendance, please talk to me. This will not change the due dates of the assignments.

Tardiness:

Three tardies of 15 minutes or more will be considered one absence. Because assignments and resources are often given at the start of class, tardiness can mean not receiving valuable information, *which may not be repeated.*

Administrative drops are at the discretion of the instructor. If you are doing poorly in the class, but you have not contacted your professor to ask for help, and you have not withdrawn by the official withdrawal date, it will result in you receiving a grade of "F" in the course

***LAST DAY FOR STUDENT/ADMINISTRATIVE DROP THIS SEMESTER: Mon., April 1st**

Course Withdrawals-First Time Freshmen Students-Fall 2007 and Later:

Effective 2007, section 51.907 of the Texas Education Code applies to first-time in college freshman students who enroll in a Texas public institution of higher education in the fall semester of 2007 or thereafter. High school students currently enrolled in HCC Dual Credit and Early College are waived from this requirement until they graduate from high school.

Based on this law, HCC or any other Texas Public institution of higher education may not permit students to drop after the official day of record more than six college level credit courses for unacceptable reasons during their entire undergraduate career.

Course Withdrawals:

Be sure you understand HCC policies about dropping a course. It is the student's responsibility to withdraw officially from a course and prevent an "F" from appearing on the transcript. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before you withdraw from your course, please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a "W" on your transcript. ****Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you earned in the class as your final grade

Early Alert Program:

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* "alert" you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

Repeat Course Fee:

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Individual Instructor's Requirements Statement

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class studio activities, discussions, and critiques
- Provide a clear description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make-up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

Course Objectives and Requirements

To be successful in this class, it is the student's responsibility to:

- Attend class, missing no more that 12.5% of instruction (12 hours), and participate in class discussions and activities
- Arrive in class with the necessary materials and tools for the day's work (failure to do so is equal to an absence, and is poor participation)
- Complete and comprehend the objectives of all the required assignments

- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments
- Arrive at class promptly and with the required supplies for that day's session
- Participate in the shared responsibilities for studio clean-up
- Exhibit safe studio habits
- Be prepared (with completed projects) for, and participate in, class critiques

HCC Art Discipline Requirements

By the end of the semester, the student who passes with a final grade of C or above will have demonstrated the ability to:

- Communicate orally in clear, coherent, and persuasive language
- Use computer-based technology in communicating, solving problems, and acquiring information
- Complete a minimum of 1000 words in combination of writing assignments and/or projects
- Maintain an overall average of 70 or above on assignments, and projects included in the course syllabus.
- Demonstrate the ability to present works of exhibition quality
- Soften non-ferrous metals by annealing
- Thin and stretch metals by rolling
- Mark on metal by scribing
- Mark holes (piercing) by center punching and drilling
- Cut metal by snipping or slicing, and make scroll cuts in sheet metal with a jeweler's saw
- Bend and form metals including use of dapping block
- Fasten metals by soldering, by riveting, by tab and slot, etc.
- Set a cabochon cut stone using a bezel
- Pickle metals, including mixing an acid solution
- Finish metal including filing, sanding, and polishing and/or tumbling

HCC Grading Information:

Grading percentile: the official HCC grading rubric is as follows:

90–100 percent	A	Exceptionally fine work; superior in presentation, visual observation, comprehension and participation	4 points
80–89 percent	B	Above average work; superior in one or two areas	3 points
70–79 percent	C	Average work; good, unexceptional participation	2 points
60–69 percent	D	Below average work; noticeably weak with minimal participation	1 point
Below 60 percent	F	Clearly deficient in presentation, style and content with a lack of participation	0 points

The grade of "I" (Incomplete) is conditional. It will only be assigned if at least 80% of the course work is complete. Students receiving an "I," must make an arrangement with the instructor in writing to complete the course work within six months. After the deadline, the "I" becomes an "F." All "I" designations must be changed to grades prior to graduation. Changed grades will appear on student record as "I"/Grade (example: "I/A").

The grade of "W" (Withdrawal) appears on grade reports when students withdraw from a class by the drop deadline. Instructors have the option of dropping students up to the deadline. After the deadline, instructors do not have that option — not even when entering final grades.

Instructor Grading Criteria

Homework, assignments and projects will be evaluated according to the following criteria:

- Adherence to all specific assignment guidelines/content requirements.
- Adherence to deadlines.
- Level of technical difficulty attempted and achieved. More sophisticated work may receive higher scores.
- Creativity and Originality: Solving the assignments in an imaginative and unique way may lead to a higher score.
- Honesty: Submit your own work.

When you present your ideas (and it is critical to always have multiple ideas) for projects to me, I will present you with several alternatives to consider, with the hope that processing these alternatives will inspire more creative thoughts.

When I approve a final design, it should be understood that if that design is executed exactly as illustrated, I believe it will at least meet the **minimum** requirements for the assignment.

All grading of projects is based on three criteria; the first 2 more heavily weighted than the other — craftsmanship, design and exploration.

Your project will receive an evaluation of “excellent”, “good”, “fair” or “poor” in each of those areas. The combination of these evaluations will result in the overall letter grade for the project.

Letter grades for each assignment have the following point values: (A 4.0) (A- 3.67) (B+ 3.33) (B 3.0) (B- 2.67) (C+ 2.33) (C 2.0) (C- 1.67) (D 1.0) (F 0)

Since the projects vary in size and difficulty they will not have the same weight (see asterisks next to the project names above.) Your final course grade is based on the average point value earned by all your grades during the semester.

Late work:

It is important that each student completes his or her work in time for the announced due date. *Late work will be deducted one letter grade for each class period it is late* (even if you are absent on the due date, your work will be considered late). **NO PROJECT WILL BE ACCEPTED LATER THAN TWO CLASS PERIODS PAST THE DEADLINE** unless the student addresses the issue with the instructor prior to the end of the project.

Participation:

Your participation in class demonstrations, discussions and group critiques is expected and required in order to successfully complete this studio course. Your level of participation will be noted and will be used to determine whether borderline grades stay at the lower value or move to the higher grade. Arriving in class without the materials necessary for the day’s work, is the same as being absent and is poor participation.

Use of Metal Studio:

- In order to use a studio, a student must have a current art studio pass issued by the Fine Arts Office, signed by his/her current art instructor.
- Students agree to adhere to the posted office hours and metal studio hours, and to be clear of all spaces in time for the office staff to close according to security guidelines or before a class meets.
- To receive a key to open a studio when no instructor is present, students must register in the Fine Arts Office
- Write your name, or HCCSD ID number on your art studio pass and sign in legibly
- Leave studio pass with the office staff.
- Sign out after using the studio, and reclaim studio pass.
- There will be a **\$65 charge if you misplace the key.**
- Only students currently enrolled in the Jewelry and Metalsmithing classes may use the studio; **no children or pets.**
- It is not acceptable to keep a key and leave personal belongings in a studio while attending another class, or otherwise leave the building or campus. Doing so will result in the student losing key privileges.
- Each student is responsible for keys checked out. Keys should never be passed from one student to another. The student who signed for the key is responsible for the key until that student returns to sign out.
- When leaving the Metals studio make sure that your space is clean, all tools are put away and stored in their proper place, all trash is disposed of, the gas is shut off and the lines are bled, the vent is shut off, pickle pots turned off and unplugged, and the lights are turned off.
- Any student who disregards these guidelines will lose the privilege of using the FAC studios.

Open Studio Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Studio Closed	Open studio 8 a.m. – 6 p.m.	Open studio 4 – 9:30 p.m. (class in session otherwise; ask)	Open studio 8 a.m. – 6 p.m.	Open studio 4 – 9:30 p.m. (class in session otherwise; ask)	Class in session 9 AM -3PM; ask instructor	Open studio 8 AM -3:30 PM

Disclaimer: No extensions will be given because of inadequate studio access. You are aware of the deadlines for each assignment. It is your responsibility to complete your work within the allotted in-class and open studio hours.

Emergency Numbers – Accident or Injury: 911; HCC Police - (713) 718-8888; [88888]

EGLS3 -- Evaluation for Greater Learning Student Survey System:

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

Online Resources:	
Society of North American Goldsmiths	http://www.snagmetalsmith.org/
Houston Metal Arts Guild	http://www.hmag.org/
Houston Center for Contemporary Craft	http://www.crafthouston.org/
Crafthaus	http://crafthaus.ning.com/
A complete list of suppliers, online resources, craft organizations, galleries, magazines, and craft schools offering workshops is available on my learning webpage: http://learning.hccs.edu/faculty/corey.ackelmire	

Libraries:	
HCC Central Library	Learning Hub/Scienc Bldg., 3rd Floor, 713-718-6133
Hirsch Library, Museum of Fine Arts Houston	1001 Bissonnet Street, 713-639-7325
Freed-Montrose Neighborhood Public Library	4100 Montrose, 832-393-1800