



## ARTS 2346 – Ceramics I F2F

Course Syllabus: Spring 2026

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*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*

**Instructor: Mileah Hall, Associate Professor of Art**

**Office:** H121

**Phone:** (903) 434-8172

**Email:** mhall@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	8:30am – 9:30am 2:30pm – 3:30pm	8:30am – 9:30am 1:30pm – 3:30pm	8:30am – 9:30am 2:30pm – 3:30pm	8:30am – 11:30am		Email for an appointment M-F

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description:** Three credit hours. An introduction to the fundamental terminology, concepts, theory, and application of three-dimensional design.

**Prerequisite(s):** Design I

**Student Learning Outcomes:**

Upon successful completion of this course, students will:

1. Generate works that demonstrate descriptive, expressive, and conceptual approaches.
2. Apply the elements of art and principles of design.
3. Use varied processes including, but not limited to, hand building, throwing, glazing, and firing.
4. Demonstrate additive and subtractive processes.
5. Analyze and critique works verbally and/or in writing.
6. Relate ceramics to art history and contemporary artistic production.
7. Demonstrate an appropriate level of professional practice, including safety, craft, and presentation.

**Evaluation/Grading Policy:**

Grade percentages:

Assigned projects & critical analyses – 60%

Sketchbook – 15%

Art show participation, studio maintenance/cleanliness & final portfolio presentation – 15%

Professional practice & safety exam – 10%

I will give your feedback/grade in your Blackboard for each project. For your midterm and final grade, you will receive a letter grade that will be posted in the portal. This list shows how letter grades are calculated:

- A - 90 to 100 percent
- B - 80 to 89 percent
- C - 70 to 79 percent
- D - 60 to 69 percent
- F - less than 60 percent

**Required Instructional Materials:** No textbook is required. There is an Essential Guide posted in the Start Course Here folder in Blackboard that you will need to access. You must purchase a clay tool kit and sketchbook from NTCC bookstore before the first class. These two items are bundled together for purchase.

**Publisher:** NA

**ISBN Number:** NA

**Optional Instructional Materials:** None

**Minimum Technology Requirements:** You must have access to a computer and internet to take this course. Lack of either of these requirements are not an excuse for missing due dates. Your computer needs to have Windows XP SP3 or later or MAC OS X10.3 or higher. You will need high-speed internet access. You can check your operating system by right clicking on the My Computer icon on the home screen. If you do not have access to a computer or internet access with the minimum computer requirements, I strongly suggest that you reconsider taking this online course. You must have access to Power Point to view some chapter resources in Blackboard. Computers and internet access are available in the NTCC computer lab located in the Learning Commons.

**Required Computer Literacy Skills:** Blackboard Learning Management System, Microsoft word processing skills, email skills

**Course Structure and Overview:** Brief explanation of major course requirements.

Seven projects:

1. Four complex ceramic projects
2. Sketchbook documenting design specifications for ceramic projects
3. Verbal Critiques
4. PowerPoint Presentation or Written presentation relating ceramics to art history and contemporary art
5. Preparation and Participation in Student Art Show

All projects must be roughly sketched out in your notebook before starting to work. Document your work and lessons learned in your notebook. Write down the glazes used. Write down what technique you used. Annotate the design terminology used in each project.

## Other Course Requirements:

1. Two 25-pound bags of clay are provided by the NTCC Art Department as well as some glazes and other supplies. You may have to purchase some of your clay if you use more than is provided.
2. Some tools are provided, but you must buy a basic pottery tool kit. You can find the supplies at the college bookstore.
3. You must bring other optional supplies as needed such as an apron or shirt, towel, etc. Many texture tools can be found at home or the Dollar Store, such as wooden spoons and texturing objects. Be creative!
4. You will have a storage cubby to store your tools; make sure you mark your tools with your name with a permanent marker.
5. You will need a notebook/sketchbook and pencil for sketches, notes, and ideas. Record all your glaze techniques, so that you can share and replicate the technique again. Label your drawings/projects/ideas with design terminology.
6. Outside reading and online research are required.

## Communications:

Microsoft Teams - A great way for us to communicate this semester is through Microsoft Teams. It is available for you to download on your phone. On Day One, go to the app store on your phone and search for Microsoft Teams. Download the Microsoft Teams app and login with your NTCC email. If you have questions, you may use the ChatBot when logged into the myEaglePortal to get help.

**Email communications must be from NTCC email; this is the official communication at NTCC. You must access your email daily through the Eagle portal.** Download the Outlook app on your cell phone and set up an account with your school email. Announcements will be sent from the instructor via Blackboard.

Emails to me will be answered within 24 hours. Email is the best way to get hold of me. My email is [mhall@ntcc.edu](mailto:mhall@ntcc.edu). When emailing me, please include your student ID number, first and last name as you are enrolled in the course, and what course you are in (this course is ARTS2346 Ceramics I).

## Institutional/Course Policy:

1. More than two absences may be detrimental to your final grade, and more than four absences will result in you being dropped from the course or a failing grade.
2. You must be punctual and attend class regularly.
3. Wear comfortable clothing and shoes that are appropriate for working with equipment and supplies in the ceramic lab. Floors may be wet and slippery. No open-toed shoes in the lab.
4. Make-up work is your responsibility. Review the firing schedule for bisque and glaze.
5. Use class time wisely to complete your assigned projects.
6. Come to class with plenty of enthusiasm and energy for creating your very best artwork.
7. Effort, progress, and improvement during the semester will be noted.
8. If you use a tool, clean it, and return it to the correct storage area. If you make a mess, clean it up. Wipe down your work area before leaving class. Keep it CLEAN! Studio maintenance is your responsibility. When cleaning, do not sweep, only mop to keep dust particles out of the air.

9. Students must respect other student's work as if it were their own and not touch any work except their own without permission.
10. Unfired clay is to be recycled, not thrown away.
11. Apr 18th is the final day to withdraw with a "W" grade.
12. Turn volume off on cell phones when in the classroom. Step outside if you must talk on the phone, or talk quietly if it is a very short conversation. You can use ONE ear bud to quietly listen to music while working independently. Cell phones and earbuds are not allowed to be in use during lectures.
13. No open-toed shoes.
14. You must check NTCC email and Blackboard daily.
15. Due dates and firing dates are listed in this document. All make-up work must be completely glazed and fired by Wednesday, April 30, 2025. All work must be picked up during the final exam time.

**Statement Regarding the Use of Artificial Intelligence (AI) Technology:**

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. (Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)

**NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

**ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

**Eagle Assist**

At Northeast Texas Community College, we understand that students often need support that

extends beyond the classroom. "Eagle Assist" is the place to start when looking for that type of assistance. Our support system is here to help you succeed in both your academic and personal growth. [www.ntcc.edu/eagleassist](http://www.ntcc.edu/eagleassist)

### **Services provided:**

- [Mental Health Counseling](#)
- [Classroom Accommodations](#)
- [NTCC Care Center Food Pantry](#)
- [NTCC Care Center Hygiene Closet](#)
- [NTCC Care Center Cook Nook](#)
- [Financial Literacy](#)
- [Child Care Assistance](#)
- [Emergency Aid](#)

Can't find what you are looking for? Send us a message at [eagleassist@ntcc.edu](mailto:eagleassist@ntcc.edu)

[Mental Health Counseling Services](#) are available to all NTCC students.

- Visit the following page to get your account activated:

[www.thevirtualcaregroup.com/ntcc](http://www.thevirtualcaregroup.com/ntcc)

### **Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

### **Tentative Course Timeline (\*note\* instructor reserves the right to adjust this timeline at any point in the term):**

#### **Ceramics I Spring 2026 Calendar**

9:30am-2:20pm on Wednesdays in IA107 the ceramic lab. Spring semester runs 1/20/2026 – 5/7/2026.

The calendar is a guide, and the instructor may change dates and/or assignments.

Week 1 – first class day. introductions; discussion of assignments, syllabus, rubric for ceramics; lab; safety; tools, school email, Microsoft Teams, and Blackboard; basic clay terminology list; design elements and principles on Blackboard; discuss student art show & final portfolio. Create three pinch pots. HOMEWORK: Sketch out ideas in your notebook for coil project. Look at this website for inspiration: Week 1 – first class day. introductions; discussion of assignments, syllabus, rubric for ceramics; lab; safety; tools, school email, Microsoft Teams, and Blackboard;

basic clay terminology list; design elements and principles on Blackboard; discuss student art show & final portfolio. Create one pinch pot.

HOMEWORK: Watch coil project video. Sketch out ideas in your notebook for coil project. Look at this website for inspiration:

<http://www.lakesidepottery.com/Pages/Pictures/Handbuildingprojects-ideas-pictures.html>

Week 2 –. Discuss elements and principles of design. Design terminology list and definitions are on Blackboard. Begin coil project –must be at least 9 inches (after firing) in height.

HOMEWORK: Sketch out ideas in your notebook for masks. You must have a unifying theme for your masks. Study design elements and principles. Watch Epi Cai's youtube video on mask making at: <https://www.youtube.com/watch?v=iOe5-EDpQE0>

Week 3 – Glaze pinch pots. Complete coil project build. Critique of work completed so far.

Week 4 – Soft slab construction of three masks with a theme.

Week 5 –Discuss glazing techniques. Glaze Coil project. Finish Masks.

Week 6 – Complete leather hard construction –1 tile. Think about design elements and principles as you create. Write them in your sketchbook.

Week 7 –Glaze masks. Design 1<sup>st</sup> original ceramic project of your choice. Critique of work completed so far.

Week 8 – Design 2<sup>nd</sup> original ceramic project of your choice.

Spring break is March 16-20. (midway through term)

Week 9 –Tile and original ceramic projects. Critique of work completed so far. Keep your sketchbook up to date.

Week 10 – Intro to potter's wheel. Throw one pot. Critique of work done so far.

Week 11 – Throw more pots on the potter's wheel. Setup student art show on Wednesday afternoon beginning at 1:30. Complete work on figure sculpture. Critique of work done so far. Set up student art show at Whatley. All must enter at least two items from this class, and all must participate in set-ups.

Week 12 – Throw more pots or create another original ceramic project of your choice. Critique of work done so far.

Week 13 –Glaze projects that have been fired. Sketchbook review. All completed work MUST BE brought for review and critique. If you are working on an AA in art/graphic design, please see me for advising for your fall schedule.

Week 14 – Glaze projects that have been fired. All work should be completed. All glazing must be completed. Please see me for advising for your fall schedule. If all work is completed,

create a new project of your choice. Turn in sketchbook.

Week 15 – Take down the student show. Sketchbook will be graded and returned. The semester portfolio will be presented and critiqued in class by peers.

Week 16 - LAST CLASS. Pick up student work and clean studio. Attendance is required. No final exam.

\*\*\*The professor reserves the right to change assignments and due dates as necessary.

### **Kiln Firing Schedule**

The Kilns are typically fired on Monday afternoons or on Tuesdays. Students are not allowed in the ceramics lab when the kilns are firing.

### **Notable College Dates**

2026 Spring Semester Offices Re-open .....	Monday, January 5
Faculty In-Service .....	Monday, January 12 – Thursday, January 15
Martin Luther King Day.....	Monday, January 19
First Class Day (16-week, 1st 8-week sessions) .....	Tuesday, January 20
Late Registration Ends .....	Friday, January 23
Spring Census (1st 8-week session) .....	Tuesday, January 27
Spring Census (16-week-session) .....	Wednesday, February 4
Staff In-Service .....	Friday, February 20 (8:00 a.m. –12 p.m.)
Last Day to Withdraw with a Grade of “W” (1st 8-week session) .....	Tuesday, March 3
Deadline for Spring Graduation Application .....	Friday, March 13
Last Class Day (1st 8-week session) .....	Friday, March 13
Spring Break .....	Monday – Friday, March 16 - 20
First Class Day (2nd 8-week session).....	Monday, March 23
Spring Census (2nd 8-week session) .....	Monday, March 30
Final Day to Withdraw with Grade of “W” (16-week session) .....	Thursday, April 16
Last Day to Withdraw with a Grade of “W” (2nd 8-week session) .....	Thursday, April 30
Last Class Day (16-week and 2nd 8-week sessions) .....	Thursday, May 7
Final Examinations .....	Friday, May 8 – Thursday, May 14
Spring Graduation .....	Saturday, May 16

### **Essential Guide for Ceramics**

The Essential Guide for Ceramics is available on Blackboard. Print the guide and place it in your sketchbook.

## **Appendices for Rubrics**

Below are websites with examples of projects which will help you to know what you should look for in your projects.

<https://www.bulbapp.com/u/ceramics-self-assessment-rubric>

<https://sites.google.com/a/east-haven.k12.ct.us/stevensart/ceramics-1>

Examples of rubrics are on the next three pages. Parts of these rubrics can be used in your sketchbook to help you plan out your projects and think through the elements and principles of design. Print several copies of the rubrics to turn in with your completed projects for grading.

### **Project Planning Sheet**

On the last page of this document is a planning sheet for your sketchbook. Print this sheet and place it in your sketchbook. For each of your projects, you should create a planning page in your sketchbook before creating the project. After the project is glazed, the glazes used should be noted on the planning page.

**Appendix A**  
**Rubric for Pinch Pots**

SKILL	POINTS POSSIBLE	POINTS EARNED	COMMENTS
Utilized the pinch technique to create a pinch pot in class	10		
Designs include one glazed, one stained, and one mixed media.	10		
Walls of pinch pot are of uniform thickness of $\frac{1}{4}$ inch	10		
Pinch pot is symmetrical	10		
Pinch pot is signed and dated on bottom	10		
Pinch pot is clean and smooth	10		
Design of pinch pot is unique and creative	10		
Followed verbal and online instructions	10		
Cleaned clay lab area and tools	10		
Described design elements and principles used	10		
<b>TOTALS</b>	<b>100</b>		

**Appendix B**  
**Rubric for Coil Pot**

SKILL	POINTS POSSIBLE	POINTS EARNED	COMMENTS
Utilized the coil technique to create a coil pot in class	10		
Walls of coil pot are of uniform thickness of $\frac{1}{4}$ inch	15		
Coil pot is symmetrical	10		
Coil pot is signed and dated on bottom	10		
Coil pot is clean and smooth	10		
Design of coil pot is unique and creative	15		
Followed verbal and online instructions	10		
Cleaned clay lab area and tools	10		
Described design elements and principles used	10		
<b>TOTALS</b>	<b>100</b>		

## Appendix C

### Rubric for Slab Project and Wheel Projects

Add together and give yourself a score below.	EXCEEDS EXPECTATIONS 20 points	MEETS EXPECTATIONS 18 points	PROGRESSING TOWARDS EXPECTATIONS 16 points	BEGINNING 15-0 points
<b>USE OF SLABS or WALLS OF WHEEL PROJECTS</b>	Slab/Wall is an even thickness ( $\frac{1}{4}$ inch thick).	Most of the slab/wall is the same thickness with minor imperfections.	Slab/wall is uneven. Needs work.	Very lumpy and uneven. Needs a lot of work.
<b>SURFACE TEXTURE</b>	No visible cracks. Surface is free of lumps, beads of extra clay.	Few cracks. Few unwanted lumps and beads of extra clay.	Multiple cracks and significant unwanted lumps and beads of extra clay.	Too many cracks, beads of extra clay and lumps.
<b>CONCEPT</b>	Student has created a unique, original, sophisticated project that clearly expresses their theme.	Student has created a project that clearly expresses their theme.	Student has created a project that does not clearly express their theme.	The theme is not clear does not communicate the idea/is sloppy, incomplete.
<b>GLAZING</b>	The glaze was applied evenly and significantly enhances surface quality.	The glaze was applied evenly and enhances surface quality.	The glaze was applied unevenly and does not enhance surface quality.	The glaze was applied unevenly and detracts from surface quality.
<b>EFFORT</b>	Class time was used very wisely. Significant time and effort went into the project. It is clear the student worked to the best of their ability.	Class time was used wisely. Time and effort went into the project.	Class time was not always used wisely and student could have put in more effort.	Class time was not used wisely and the student put in very little effort/incomplete due to lack of motivation.
<b>POSSIBLE POINTS: 100</b>				
Total: _____				

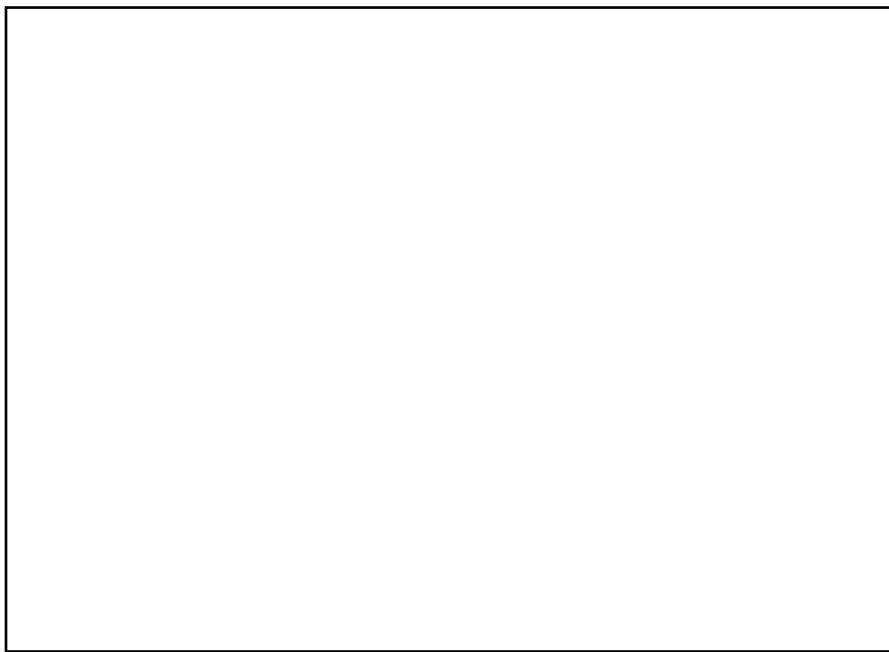
## PROJECT PLANNING SHEET

List 5 possible themes for your project:

- 1
- 2
- 3
- 4
- 5

What theme did you choose for the project?

Draw a picture of how you imagine the project will look when completed:



How tall will the project be?

How long will the slab have to be to make the project?

What glazes did you use on the project?