



Classes not listed here will either have required materials in the class description, discuss needed materials during the first class, or the materials will be supplied.

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Guidelines for Students

Parking:

- Parking Permits will be issued on the first day of class; please place the permit on your vehicle dash while on campus.
- Parking Passes are not intended for non-school business parking.
- Parking is on a first-come basis, and is available in the main lot on Augusta; the Parking Annex at Richmond Rd; a limited number are available in the Santikos Building lot. In additional parking is available at the Central Library, self-pay lots or on the street nearby.
- Loading zones are limited to 10 minutes.
- Accessible parking spaces are located in both the main lot and at the Santikos lot.

Access to studios:

Santikos & Ceramic: Mon–Fri till 10pm, Sat–Sun till 5pm | Negley & Maxham: Mon–Th till 10pm, Fri–Sat till 2pm

- For your safety, students have access to studio facilities during scheduled classes and open studio periods. Some studios allow access only when a SSA faculty member or lab monitor is present.
- Students should be prepared to leave the studios at closing time; please stop and clean up 15 minutes prior to closing.

Security:

- A security guard is on duty in during 24 hours, 7 days a week.
- Please secure all vehicles and leave no valuables behind; use caution when entering or leaving the premises.
- Do not leave any valuable personal items unattended in the studios. The SSA is not responsible for any lost, stolen or damaged personal property.
- Report any suspicious activities and/or person(s) to the instructor, staff or to security personnel.
- Campus Security can be reached at 210.332.7121 or use a call button (Santikos Building only).

Safety and use of equipment during scheduled classes and labs:

- Students should wear appropriate attire in the studios, in some cases long sleeves, long pants. Closed toed shoes are recommended.
- Tools and studio equipment can only be used if the student is familiar and understands their operation, or has the supervision of the instructor.
- Please report any malfunction of equipment or other maintenance problems to your instructor or to SSA staff.
- The instructor's rules concerning chemical and mechanical hazards must be strictly followed.
- Students are asked to participate in work-area clean up at the end of each class and open lab time.
- Materials are to be disposed of immediately after use and in the proper labeled containers.

Food, Alcohol, Firearms & Tobacco:

- SSA discourages consumption of food in the studios or classrooms; please keep food separate from work areas.
- Attending classes while intoxicated, and/or the use of drugs or alcohol on campus are forbidden.
- Firearms are forbidden on the grounds and inside the SSA buildings.
- Smoking is prohibited inside SSA buildings, on the balconies, or 25 feet from a building entrance.

Behavior:

- Inappropriate behavior such as the use of profanity or sexual innuendo, dominating an instructor's time, or dominating the use of studio facilities and materials is unacceptable. Such behavior may be considered grounds for dismissal from class.
- Children or visitors (non-registered students) are only permitted in the studio during class time with the advanced, expressed permission of the class instructor and/or the department chair.
- Conversations on cellular phones should occur outside the studios or classrooms.

Attendance, Illness & Weather:

- If an instructor cannot meet a class, then: 1) a class may be postponed, with a make-up class scheduled later in the term, or 2) another qualified teacher may substitute for the instructor.
- If a class must be postponed, students will be contacted with as much advanced notice as possible.
- A make-up class will not be provided for students who miss class due to personal circumstances.
- The decision to cancel all classes and programs due to weather will be based, but not limited to: the severity of the weather and advice of public emergency officials.
- If at all possible, the decision will be made by: 3:00pm for evening classes and 8:00am for daytime classes and will be posted on the School's website: www.swschool.org.

4050 | Abaca: The Incredible Shrinking Translucent Material

Helen Hiebert | Red Cliff, CO
Book Arts Studio | Santikos Building

Required Materials:

Needle nosed pliers/wire cutters (this can be one tool or two separate tools)
Pencil & paper/notebook for taking notes
Strings, wires etc. for embedding (in addition to what I supply)

Special Clothing/Footwear Requirements:

Papermaking is a wet process. Shoes that cover the foot must be worn to work in the studio. Wear shoes and clothes that can get wet. Aprons are available in the studio.

Optional Materials:

All supplies and equipment for making paper are included in the class. Optional materials that can be used in papermaking will be discussed.

Special Notes: Paper takes 48 hours to dry. If you cannot return to collect your paper after the class, consider bringing some old pillowcases or sheets to transport your damp paper. (This will be explained)

While papermaking can be adapted to personal needs, be advised that making paper should use muscles, especially back, core and arm muscles. Again, how much is up to you, but you might get to enjoy a workout.

4122 | Impressions of the World: Paper and Print as Object

Jay Fox | Penland, NC

Book Arts Studio | Santikos Building

Required Materials:

Pencil or pen and notebook

Heavy duty, chemical resistant rubber gloves - can be purchased at hardware store

Students will need to buy their own paper to print on. (Newsprint for proofing is provided.) The type of paper will depend on individual intentions, therefore paper will be discussed in class. Paper can be purchased locally or online. Sources will be provided.

Special Clothing/Footwear Requirements: Letterpress uses heavy equipment and solvents, thus closed toed shoes are required. The studio has a Vandercook Universal III with is a motorized press, thus long hair must be tied back and necklaces or dangling jewelry removed.

Recommended Materials:

Comfortable apron (we have aprons to share in the studio)

Students may wish to purchase a respirator with filters for volatile organic chemicals (mineral spirits) such as this one https://www.amazon.com/3M-R-7512ES-Professional-Half-Mask-Respirator/dp/B000XBFJP2/ref=sr_1_1?s=hi&ie=UTF8&qid=1467234740&sr=8-1&keywords=VOC+respirator.

These are also sold at local hardware stores.

Special Notes: Students have the choice to work with hand-set metal & wood type (traditional) for which a *refundable deposit* of \$100 is required. Type drawers are 32" wide and range from 3# -10# in weight, carts are available if needed. Alternately, students can make polymer plates, which can be purchased through the school. For optimal flexibility, knowledge of Illustrator or InDesign is useful when using polymer plates, though negatives can be made by hand.

6147 | Cyanotype Prints with Monotype and Mixed Media

Mary Holland | Richmond, VA
Flohr Print Studio | Santikos Building

Bring your curiosity and creativity.

Students should provide the following:

Notebook

Scissors

Glue stick

Collage materials

Colored pencils

Flat materials that can be used as stencils – lace, feathers, dry plant material and paper stencils. We will be working on prints 8” x 10 inches and smaller.

Please bring a bag lunch.

Workshop outline:

10 am – Introductions, view examples of cyanotype prints with mixed media and monotype additions.

10:45 am – Coat paper in darkroom and let dry.

11 am – Work on 5” x 7” commercial pre-coated paper. Learn the process. Expose images and process prints. (5 to 6 images per student).

12:30 – Lunch break. Students should provide a brown bag lunch to save time.

1:30 – Work on 8” x 10” paper that was coated in the morning. Students will make 4 to 5 prints each.

2:45 – Work on 5” x 7” cyanotype prints students made before lunch. See examples of using monotypes – watercolor and Gelli prints, collage and colored pencils.

3:45 – Wrap up and sharing of artwork.

4 pm – Workshop ends.