



Chaminade
University
OF HONOLULU

Course Syllabus
[Chaminade University Honolulu](#)
3140 Waialae Avenue -
Honolulu, HI 96816

Course Syllabus

Course Number: AR 250

Course Title: Beginning of Ceramics

Department Name: Humanities, Arts, and Design

Term: fall 2025

Course Credits: 3

Class Meeting Hours: MWF 10:30 am-12:20 pm

Class Location: Eiben 101/Ceramics studio

Instructor Name: Jun Funahashi

Email: junko.funahashi@chaminade.edu

Office Location: Eiben 101/Ceramics studio

Office Hours: Friday 10:30 - 12:30pm

Instructor Website: www.claylabo.com

Other Professional Contact Information (IG): [@junfunahash](#)

University Course Catalog Description

This course focuses on exploring contemporary perspectives, tools, and methods in ceramics design. It offers a comprehensive study from functional to non-functional ceramics design, while providing hands-on lab experience. Students will engage in various processes including hand building clay forms, firing techniques, and glazing methods. Through a combination of theoretical and practical instruction, students will develop a deep understanding of ceramics design principles and their applications in artistic expression. The course is offered every semester, providing students with the opportunity to engage in this creative discipline.

Course Overview

The course covers fundamental ceramic construction methods, emphasizing the use of internal supports, surface treatment, and various techniques. Through a combination of lectures, demonstrations, and discussions, students will learn about the design and construction processes involved in ceramics. They will also receive guidance on glazing and finishing techniques to enhance the aesthetic appeal of their ceramic objects.

Throughout the semester, students will be encouraged to present their design ideas and showcase their ceramic objects to the class. Peer critiques will be conducted, allowing for constructive feedback and continual improvement of the learning experience. This collaborative environment will foster creativity, critical thinking, and a deeper understanding of ceramics design.

Course Components

1. **Lectures:** In-class lectures will provide theoretical foundations and insights into contemporary ceramics design.
2. **Demonstrations:** Hands-on demonstrations will showcase various techniques and methods used in ceramics construction and surface treatment.
3. **Discussions:** Group discussions will focus on design and construction processes, allowing for exchange of ideas and perspectives.
4. **Glazing and Finishing Techniques:** Instruction on glazing and finishing techniques to enhance the aesthetic qualities of ceramic objects.
5. **Presentations:** Students will present their design ideas and showcase their ceramic objects to the class.
6. **Peer Critiques:** Constructive feedback and peer critiques will enable students to refine their work and improve their skills.
7. **Continuous Learning:** Students will engage in continual learning and improvement throughout the semester.

By the end of the course, students will have developed a strong foundation in contemporary ceramics design, acquired practical skills in hand-building techniques, and gained proficiency in firing and glazing methods. They will have the ability to present and discuss their work confidently and contribute meaningfully to the creative community of ceramics design.

Course Objectives

1. Develop an understanding of contemporary perspectives in ceramics design.
2. Explore various tools and techniques used in ceramics design.
3. Acquire proficiency in transitioning from functional to non-functional ceramics design.
4. Gain practical experience in hand-building clay forms.
5. Familiarize oneself with firing techniques and their impact on ceramic creations.
6. Glazing techniques to enhance the visual appeal of ceramic pieces.
7. Cultivate creativity and artistic expression through ceramics design.

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Olelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Olelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Olelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Olelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Olelo No'eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohē pau ka 'ike i ka hālau ho'okahi

(‘Ōlelo No‘eau 203) All knowledge is not taught in the same school

Learning Outcomes

By the end of our course, students will be able to:

1. expand skills to create functional and nonfunctional figures with clay
2. develop confidence in presenting their works using art terminology
3. identify relationships in elements of art
4. apply the traditional and modern technique of ceramics construction
5. experience the process of transformation from clay to ceramics in the art studio environment

Course Prerequisites

AR250, the Contemporary Ceramics Design course, is specifically designed for beginners in ceramics. No prior experience is required to enroll in this course. Whether you are new to ceramics or have some basic knowledge, this course welcomes students from all backgrounds and skill levels.

If you have any further questions or concerns regarding the prerequisites for the course, I recommend reaching out to the appropriate department or the instructor for clarification. You can also email junko.funahashi@chaminade.edu to address any specific inquiries or concerns you may have.

Required Learning Materials

You will need a bag (25 pounds per \$8) of Cone-10 Stoneware clay to start your project. Most students will use about 30 LB of clay during the semester. Bring a sketchbook, pencil, pen, folder, or space in a binder to store printed materials. I suggest using the clay type Soldate 60 for hand-building and Bee Mix 10 for throwing.

Optional:

Work tool kit (about \$9), brush, ruler, towel, work clothes (apron)

https://www.bookstore.hawaii.edu/manoa/shop_product_detail.asp?catalog_group_id=LTQ&catalog_group_name=U2VhcmNoIFJlc3VsdHM&catalog_id=0&catalog_name=U2VhcmNoIFJlc3VsdHM&pf_id=17733&product_name=UG90dGVyeSBUb29sIEtpdCAoOCBQaWVjZXMp&ty

pe=1&search_text=clay&f=

Links to an external site.

We have some tool kits in class for sale. We offer some tools and aprons for students to work on their projects..

Technical Assistance for Canvas Users

- Search for help on specific topics or get tips in Canvas Students
- Links to an external site.
- Live chat with Canvas Support for students
- Links to an external site.
- Canvas Support Hotline for students: +1-833-209-6111
- Watch this video to get you started
- Links to an external site.
- Online tutorials
- Links to an external site.
- Click on “Students” role to access tutorials
- Contact the Chaminade IT Helpdesk for technical issues: helpdesk@chaminade.edu or call (808) 735-4855

Technical lab experience

All students in the ceramics program are encouraged to learn the lab operating work that goes with completing their work. This experience improves the understanding and appreciation of one's work. Those who participate in the lab operation work (kiln loading, unloading, glaze mixing, lab cleaning, etc.) may receive extra points at the instructor's discretion.

Class-conduct policy

Respect for others in our lab. Use a headset if you need to listen to music while working on your clay. Friends or visitors are not allowed in the class without the instructor's approval. Only those who registered for the course are good enough to work in our lab. This rule applies outside the class hours as well. Every object needs the instructor's approval, otherwise may not be fired. Your cell phone must be in silence mode during our class period.

Tutoring and Writing Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua ‘Ike: Center for Student Learning in a variety of subjects (including, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua ‘Ike’s website (<https://chaminade.edu/advising/kokua-ike/>)

Links to an external site.

for the latest times, list of drop-in hours, and information on scheduling an appointment. Free

online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

Assessment

Provide a listing of assessments and their weighting. In addition to (or even in lieu of) tests, you may wish to consider creating “authentic” assessments, which are aligned to experiences those students will encounter in their careers. You also may wish to include service-learning assignments and connect with the CUH Service Learning Center

Links to an external site.

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Grading Scale

Letter grades are given in all courses except those conducted on a credit/no credit basis. Grades are calculated from the student's daily work, class participation, quizzes, tests, term papers, reports, and the final examination. They are interpreted as follows:

A

90-100%: an excellent presentation and portfolio with outstanding work.

- Satisfactory and timely completion of all project assignments.
- Satisfactory attendance (no more than 2 unexcused absences)
- Satisfactory class and critique participation

B

80-89%: a good quality of work throughout the semester.

- Satisfactory and timely completion of all project assignments
- Satisfactory attendance (no more than 3 unexcused absences)
- Satisfactory class and critique participation

C

70-79%: Timely submission for all assignments.

- Satisfactory and timely completion of all project assignments.
- No more than 4 unexcused absences.
- Satisfactory class and critique participation

D

60-69%

- Satisfactory and timely completion of all written assignments.
- No more than 5 unexcused absences.
- Satisfactory class and critique participation

F

Less than 60%

- Failure to submit project assignments.
- Non-compliance with project assignment guidelines
- More than 5 unexcused absences.
- Unsatisfactory class and critique participation

Course Policies

Late Work Policy:

In the AR250 course, the late work policy is as follows:

If students submit their artwork or assignments after the designated deadline, there will be a 10% points reduction from the final grading for each late submission. It is important to note that this policy is subject to the instructor's discretion and may vary based on the specific circumstances or assignments.

Incomplete Grades Policy:

The policy regarding incomplete grades, commonly referred to as "Incomplete" grades, aligns with the university's policies. Incomplete grades are typically granted in exceptional circumstances where a student has been unable to complete the required coursework due to extenuating circumstances beyond their control.

Specifics about the policy on incomplete grades, including the eligibility criteria and the procedures for requesting an incomplete grade, are typically outlined in the course syllabus, or provided by the instructor. It is important to adhere to the university's policies and guidelines regarding incomplete grades, as they ensure fair and consistent evaluation of student performance.

To obtain detailed information on the specific policy on incomplete grades for the AR250 course, it is recommended to consult the course syllabus or reach out to the instructor directly.

Writing Policy

Please use MLA or APA style for writing assignments.

Instructor and Student Communication

For this AR250 course, communication with the instructor, Jun Funahashi, can be done through email. You can reach the instructor at junko.funahashi@chaminade.edu for any questions or concerns related to the course.

Additionally, the instructor is available to schedule online, in-person, or phone conferences to address any further inquiries or discuss specific topics related to the course. Please note the following guidelines regarding response time and communication hours:

- The instructor aims to respond to emails within 24 hours.
- It is advised not to send messages, texts, or make phone calls between 10 pm and 8 am unless it is an emergency.

These guidelines ensure that communication is managed effectively and respects the instructor's availability and personal time.

If you have any course-related questions or concerns, I recommend contacting the instructor via email to initiate communication or to arrange a meeting at a mutually convenient time.

Cell phones, tablets, and laptops

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

Disability Access

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure

your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information (ada@chaminade.edu). Title IX Compliance

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or

psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

Attendance Policy

In the AR250 course, attendance is considered essential to maximize the educational experience and ensure the best return on investment for students. Taking an undergraduate course is a gift for yourself. Continuing your education costs time and money, both of which are valuable for adults. To maximize your return, I require attendance at all our classes. If you come to the class late or leave early 3 times, it will be counted as a day of absence. The following attendance policy is based on the information provided in the Academic Catalog (p. 54-55). However, it is advisable to consult the course syllabus or the instructor for any course-specific variations or updates.

1. **Attendance Expectation:** Students are expected to attend all classes for which they are registered. Regular attendance allows students to fully engage with the course material, participate in discussions, and benefit from in-class activities and demonstrations.
2. **Notification of Absences:** If a student is unable to attend class due to illness or other extenuating circumstances, they should notify the instructor promptly. Notification can be done through email, phone call, or leaving a message with the instructor's division office. It is important to communicate with the instructor to discuss missed assignments and potentially modify deadlines based on the situation.
3. **Consequences of Unexcused Absences:** Unexcused absences equivalent to more than a week of classes may result in a grade reduction for the course. If a student has two consecutive weeks or more of unexcused absences, the instructor may choose to withdraw the student from the course, although it is not mandatory for the instructor to do so. Regular and repeated absences without a valid reason put students at risk of failing grades.
4. **Accommodations for Students with Disabilities:** Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu Tutor Coordinator may be considered for exceptions to the attendance policy if the accommodation does not significantly impact the attainment of learning outcomes. Students are encouraged to discuss their specific needs with the instructor.
5. **Financial Aid and Attendance:** Federal regulations require continued attendance for the continuing payment of financial aid. In cases where illness or personal reasons necessitate continued absence, students should communicate with the instructor to review available options and potential accommodations. Failure to officially withdraw from the course after extended absence may result in a failing grade or withdrawal by the instructor at their discretion.

Students are expected to attend all courses for which they are registered. Students should notify their instructor, Jun Funahashi, by emailing Jun at junko.funahashi@chaminade.edu when illness or other extenuating circumstances prevents them from attending class and plan to complete

missed assignments. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu Tutor Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official

withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

Academic Conduct Policy

From the Undergraduate Academic Catalog (p. 39):

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the

Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the Student Handbook: <https://chaminade.edu/wp-content/uploads/2019/08/NEW-STUDENT-HANDBOOK-19-20-Final-8.20.19.pdf>

Links to an external site.

Credit Hour Policy

This is a 3 credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are anticipated to spend the following

number of hours per class activity:

Educational activity	Expected hours of Student Engagement:	Details (if any):
Course attendance/ Lecture	96	Class meetings (2 hours each) 2 hours x 48 times a term= 96 hrs
Research time	10	2 hours x 5 times a term= 10 hours for assigned research assignment and readings
Presentation Prep	21	create a presentation materials, ideation, articulation, execution
critique	6	Discussion and reflection of artworks
Reflection Paper	2	reflecting on the learning throughout the course, answering the given questions
Total hours:	135	

Grading Outline

Please see the link below:

[Rubric: AR250, AR350, 2023](#)

[Links to an external site.](#)

Extra Points:

In the AR250 course, there are several opportunities for students to earn extra points. These additional points can contribute to a student's overall grade and reflect their active engagement and participation in various aspects of the course.

1. Portfolio: Creating a web portfolio, social media catalog of your work, or a Google Slide presentation to showcase your ceramics designs and projects can earn you extra points. The portfolio allows you to demonstrate your artistic growth, creativity, and technical skills.
2. Lab Work: Active participation in lab work, including maintenance cleaning, glaze and clay firing, and other hands-on tasks, can earn you extra points. This participation demonstrates your commitment to the practical aspects of ceramics design and contributes to the smooth functioning of the lab environment.
3. Attendance: Consistent and punctual attendance is typically rewarded with extra points. By attending all classes, you show your dedication to the course and ensure that you do not miss out on important information, demonstrations, and discussions.
4. Class Participation: Actively engaging in class discussions, asking questions, sharing insights, and contributing to group activities can earn you extra points. This participation reflects your understanding of the course material, critical thinking skills, and willingness to contribute to the learning environment.

Remember to consult the course syllabus or communicate with the instructor for the most accurate and up-to-date information on how to earn extra points in the AR250 course.

*Each project will have a **rubric** ([Links to an external site](#)).

[Links to an external site.](#)

to quantify grades. Click on the highlighted area above to see the details of the project and a [grading system](#) ([Links to an external site](#)).

[Links to an external site.](#)

Important Information

Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the Academic Honesty Policy on the Chaminade University Catalog website.

Title IX and Nondiscrimination Statement Chaminade University of Honolulu committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Nondiscrimination Policy & Notice of Nondiscrimination Chaminade University of Honolulu does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University’s Title IX Coordinator, the U.S. Department of Education’s Office for Civil

Rights, or both and contact information may be found at the Chaminade University Title IX Office Contact Information and Confidential Resources website. On-campus Confidential Resources may also be found here at **CAMPUS CONFIDENTIAL RESOURCES**.

The University’s Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the Campus Incident Report form.

Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates. The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

CUH Alert Emergency Notification

To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cell phone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.

Assessment for Student Work

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

Student with Disabilities Statement

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them.

Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify Kokua Ike via email at ada@chaminade.edu each

semester if changes or notifications are needed.

Kōkua 'Ike: Tutoring & Learning Services Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students.

Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua 'Ike's website for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click on Account > TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

Hazing Prevention Resources and Athlete Helpline:

Assists athletes, parents, coaches, and any allies interested in ensuring physical and mental safety for sports communities by offering confidential emotional support, crisis intervention, informational athlete-focused resources, and guidance related to concerns about any type of abuse—including hazing.

Chaminade University's Hazing Policy:

<https://catalog.chaminade.edu/studenthandbook/codeofconduct>

[Links to an external site.](#)

<https://hazingpreventionnetwork.org/athlete-helpline/>

[Links to an external site.](#)

<https://hazingpreventionnetwork.org/how-to-report-hazing/>

[Links to an external site.](#)

Basic Needs Resources: <https://chaminade.edu/basic-needs/>

[Links to an external site.](#)

About "**Time Allocation**" part, you need to be extensive how lectures/exercises/assignments are laid out in specific time allocations. Please see my DS 403 example below:

This is a three-credit hour course requiring 135 clock hours of student engagement, per the

