INTRODUCTION TO GLASS | ACR 231-2 Fall SEMESTER 2026

Professor Brent Cole

Course Information: ACR 231-2

COURSE INFORMATION

Course Description: Introduction to studio glass, history, and practice. Emphasis on beginning techniques or blown glass, fused glass, and cold working processes. **Prerequisite:** ADS 101 or 102 or CAP 102.

Course Overview: This course is an introduction to historical and contemporary glasswork through the creation of functional and sculptural objects. The class will be investigating numerous processes with emphasis on mastering introductory technical skills while learning safety procedures. Experimentation, understanding, and final presentation will be our focus.

Course Objectives: At the conclusion of this course students will have a greater understanding of a glass studio and how to form glass through many different processes. Students will also have a better understanding of contemporary glass art and design. Individual project management and design problem solving skills will be stronger.

Course Outcomes: Upon completion of this course, students should demonstrate understanding and application of skills and knowledge in the following categories:

Vocabulary: The ability to understand, define and articulate terms and concepts applicable to glass as material, glass working techniques, glass tools and equipment, glass studio safety.

Materials & Process: Develop and refine the use of glass materials and tools to execute the parameters of the assignments and projects.

History: Awareness of artists/designers within the glass field from a historic context to contemporary artists.

Critique: Employ varied critique strategies to develop responses to, analyze, and interpret work of others as well as receive and understand constructive criticism of one's own work.

Creativity and Decision Making: Pursue individual research and work through challenging design problems in the creation of new work.

Suggested Text: Beginning Glassblowing and Advanced Glassworking Techniques, by Edward T. Schmid.

The Glick Center for Glass and Ball State University Library has a wonderful collection of art books that I highly suggest you use when researching and designing.

Course Modality / Structure: The format for this class will combine lecture, demonstration, studio work time, group discussions, and critique.

Course Time Commitment: Students should expect to spend a minimum of 6 hours a week outside of class. Class time will be filled with lectures and demonstrations. You will have some time to work on your projects, but not enough to complete the work. Find time in your schedule to work in the studio outside of class.

COURSE MATERIALS AND FEES

Studio Fee: A non-refundable fee of $330.00 is assessed for materials that are not locally available and are utilized in a group setting. (This is charged directly to your Bursar account)

Materials List (students are asked to obtain for class):

-safety glasses, one set will be provided by the studio

-glass blow hose, purchase information posted on Canvas

-N-95 dust mask, a pack of three, hardware store purchase

-sketchbook, pencils

-permanent marker or oil pencil

-old hand towel

-glass color, studio provides a basic color palette, but you will need to order color if you need specific color that the studio does not have
Professor may add material to list as needed.

COURSE ASSIGNMENTS AND ASSESSMENTS

Guidelines for Grading: Final grades are based on projects, assignments, discussion posts, research presentation, quiz, attendance and participation in class and the final.

Projects (3):

-*Clarity in Quantity* - multiples to create a larger sculpture, hot shop and flame studio

-*Casting project*- Hand cooler sized object contextualized (modeling, casting, site specificity, and cold working)

-*Product Design* - design and create a prototype for mass production, open studio

Note that all projects are open to mixed media

Assignments (11):

Technical Assignments give us time to focus on learning new skills and applying new information.

-Cold Worked Cube

-Flame-worked Connections

-Blown Vessels: 2 cups

-Blown Vessel: 1 bowl

-Blown Vessel: 1 vase

Project Proposals require content research and design drawings. Artist research will be explained throughout the semester.

- *Clarity in Quantity* (drawings and research)
- *Hand-cooler* (drawings and research)
- *Product Design* (drawings and research)

Samples allow us to test and learn as we work towards more elaborate projects.

-Glass Material Tests, for *Clarity in Quantity* Multiples Project

-Pattern process test, for *Pattern Panel* Project

-Color Test, for *Product Design* Project

Discussion Posts: Discussion Posts will be remote submissions through the Canvas course. The discussion topics will vary throughout the semester.

Glass Research Presentation (1):

Individual analyze on glass as a material.

Quiz (3):

One quiz will be on the safety guidelines reviewed in the Glick Studio Handbook.

Three other quizzes will be based on lectures and discussions on glass history.

Final: Critique of the final main project, *Product Design*.

Extra Credit: Students may earn one extra credit for the course. Extra credit options are outlined on the Canvas course site. Any extra credit submissions should be complete by the evening of the last class day of the semester.

Semester Grading:
Projects: 40%
Technical Assignments and Samples: 28%
Project Proposals: 10%
Discussion Posts, Research Presentation, and Quizzes: 22%
-Semester Grade also includes attendance and participation in class, final, and extra credit, if submitted.

Example Technical Assignment Rubric

Process	Followed the parameters of the assignment	4 Points	Comments
Outcome	Formal Qualities: Craftsmanship, Attention to Detail	4 Points	Comments
Outcome	Technical Fluency	4 Points	Comments
Outcome	Submission: On-Time, Presented Well	4 Points	Comments

Example: Project Proposal Assignment Rubric

Process	Followed the parameters of the assignment	1 Point	Comments
Outcome	Thoughtful Design Drawings	5 Points	Comments
Outcome	Connect Image or Text Research	5 Points	Comments
Outcome	Submission: On-Time, Presented Well	1 Points	Comments

Project Grades will reflect the following:

- The demonstrated degree of understanding the material and technical process.
- The willingness to explore new ideas.
- The extent to which the project solves the given problem.
- The creativity, inventiveness, and overall visual appeal of the project solution.
- The demonstrated competence with the media and craftsmanship.
- The degree and quality of participation in class critique and discussions.
- The completion of the project by the designated deadline.

Final grade is determined according to the following point scale:

A = 100-94	B = 86-84	C = 76-74	D = 66-64
A- = 93-90	B- = 83-80	C-= 73-70	D- =63-60
B+ = 89-87	C+= 79-77	D+= 69-67	F = 59 or lower

Ball State University Grading Scale:

A = 4.000	B = 3.000	D+ = 1.333	F = 0.000
A- = 3.667	B- = 2.667	D = 1.000	
B+ = 3.333	C+ = 2.333	D- = .667	

COURSE STATEMENTS AND POLICIES

Attendance Policy: Students are to attend all regularly scheduled classes. More than three absences will lower your final grade by 1/3 letter. Your grade will then be lowered by 1/3 letter grade for every absence thereafter. Attendance will be taken at the beginning of the class period and students regularly arriving late

or leaving class early, will be marked as having one absence. **Student's attendance at finals is mandatory.** Any student missing class will be responsible for any new projects that may be assigned or any class work that may be collected on that day. If you must miss class on the day work is due, the work must be delivered to the studio, and I must be notified for you to receive full credit. **If you happen to miss a class demonstrating a tool/equipment, you will not be permitted to use that tool, due to safety.**

IMPORTANT DATES: https://www.bsu.edu/about/administrativeoffices/academicsystems/universitycalendars
Final Exam: Will be announced

Last Day to Withdraw: October 28

In The Event of Illness: If a student is ill for an extended period, the professor reserves the right assign an alternative assignment, which may take the form of an at-home project or research related to the process. Incompletes may be an option, depending on the situation and the student's academic standing in the class.

Participation Policy: Students are required to come to class prepared to work with the designated materials necessary for the current assignment. If a student comes to class unprepared, they may be counted as absent for that class day. Verbal participation in the class is very important and students are encouraged to ask questions and to express opinions. The studio does tend to get messy and periodically we will have cleanup times where everyone is expected to participate.

Assignment Submission Policy: All class work and assignments will be accepted on a specific due- date, and any late work will receive a lower grade. All work is due at the beginning of the class period on the specified date.

Grading Policy II: It is my policy that appropriate evaluation of your academic performance is an integral part of your learning experience. I will be the key decision-maker on the assignment of grades. For information concerning grade appeals, consult the Ball State website.

Hot Shop Lab Slots: Each student will choose a lab blow slot, which is a weekly commitment. The blow slots are three hours long and are to be split with a working partner who is in the class. Slots will be picked during the second or third week of class.

Glick Center for Glass Card Access: Key card access will be processed after the first week of classes.

Classroom Lockers: are available to you but must be cleared by the graduation date of each semester.

Safety and Access Information: Due to the safety issues related to the studio, the following rules must be adhered to:

- No drugs, alcohol, or smoking will be tolerated in the studio.
- No eating or open food storage in the working classrooms of the building.
- Cotton clothing only. Acrylic blends can be hazardous around hot equipment.
- No open toed shoes or sandals within the whole studio.
- Safety glasses must be worn on the hot shop floor, when in the cold shop, and cutting glass in studio classroom area.
- Long hair must be tied back and access jewelry removed.

- Utilize exhaust systems, and safety garments and headgear when appropriate.
- No one is to use a piece of equipment unless properly demonstrated by the instructor or someone designated by the instructor.
- Students are only to use equipment within the Glick studio if another student is in the building. Safety awareness.
- Only students registered in a glass course may work on the equipment in the Glick Center for Glass unless approved by a glass instructor.
- Use the shop and tools only as instructed. If you have a question, ask.
- Notify faculty or a graduate student if there is any malfunction of equipment.
- Please treat the shop and tools with respect. Clean up after yourself.
- If a shop emergency should arise with either yourself or the equipment, consult the call list that will be posted by the phone in the hot shop and coldshop.
- Electronic devices will only be used to reference course content and project ideas. Students using their phone for any other purposes will lose points from their final grade.

Emergency Evacuation Procedure: Familiarize yourself with building evacuation routes. There are exits through the hotshop large garage doors and small side garage door, the main entrance door to the lobby, and coldshop back door. In case of a fire, we will exit the Glick Center for Glass through the nearest set of unblocked doors and gather at the nearby pavilion. In case of a tornado we will move to the studio's bathrooms.

UNIVERSITY POLICIES

B.S. Required Statement
We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse. If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's **Disability Services** office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or **dsd@bsu.edu**.

Disability Services: If you need course adaptations or accommodations because of a disability, please contact me as soon as possible. Office of Disability Services coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Ball State Academic Ethics Policy: Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the complete Student Academic Ethics Policy.

Plagiarism Policy: Plagiarism is not acceptable, unless otherwise indicated for all assignments, you must work independently by yourself. Sharing of files is not permitted for any reason.
Potential Violations
Examples of academic integrity violations include but are not limited to:

- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Use or possession of a file created by someone else.

- Reusing work from another semester, course, or section.
- Fraudulent submission of work.
- Using unauthorized materials during Exams.
- Impersonating someone else or having them impersonate you.
- Making fraudulent or dishonest statements regarding your work.
- Soliciting others to complete work for you.
- Posting course files and resources on study or content sharing websites.

The Plagiarism Tutorial from UNC Libraries provides you with a great foundation in Academic Integrity.

Plagiarism Detection: The campus subscribes to Turnitin, a plagiarism prevention service, through Canvas. You may need to submit written assignments to Turnitin. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that he/she refuses to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work.

CANVAS AND STUDENT PRIVACY

Canvas and Gradebook: Grades for the class will be posted on Canvas and students can keep track of their progress there. Written comments will also be posted in Canvas Gradebook for main projects. Canvas will be the main method of communication and relevant course information, so it is important that you check it regularly.

Canvas and Communication: Students are encouraged to email or send a message in Canvas to the Professor if they have any questions or concerns. To maintain a level of professionalism, I ask that you use a respectful letter format when contacting your professor through email. The Professor will work to return emails from your official BSU address or Canvas email account within 48 hours during business days, Monday through Friday.

Canvas Accessibility: Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010. Find more information by visiting the Canvas Voluntary Product Accessibility Template (VPAT).

FERPA and Privacy: As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading Ball State's FERPA and Privacy and Protection.

SUPPORT SERVICES

The Writing Center: All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295, Bracken Library, or online) to get additional feedback on your writing. To schedule a free appointment to discuss your writing, go to www.bsu.edu/writingcenter. Online and in-person appointments are available seven days a week;

however, plan ahead because appointments book quickly!

The Learning Center: The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. All students are required to wear masks in the Learning Center. To make an appointment, visit my.bsu.edu and click on "TutorTrac" in the Additional Tools section, or just go directly to https://ballstate.go-redrock.com.

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center.

Supplemental Instruction is available in select courses. If you have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about all of our programming, visit bsu.edu/learningcenter or call 765-285-1006. Follow us on Instagram: BallStateLC.

The Counseling Center: offers free confidential telehealth counseling services for BSU students. Students can call the Counseling Center at (765) 285-1736 to make an appointment. Many of their outreach services can be accessed from anywhere and they have online **resources** available 24 hours a day. They also have a free, self-help, on-line tool --Welltrack to help cope with stress, anxiety and depression and this can be found at: https://www.bsu.edu/campuslife/counselingcenter. Click here to **find more information (PDF)** about services for Fall 2025.

Cardinal Kitchen: Cardinal Kitchen is Ball State's campus food pantry. The pantry is open to all Ball State students Tuesday nights from 5:00 to 8:00 p.m. throughout the year. It is located in Room L26 of the Student Center, and you can contact them by phone: (765) 285-2621 or email: cardkitch@bsu.edu

SUBJECT TO CHANGE STATEMENT

This syllabus and schedule are subject to change in the event of extenuating circumstances.