

## 3D Shop Guidelines for 3D Foundation (Spring 2025)

In order to support (7) 3D foundation classes for Spring 2025, adjustments to staff responsibilities, 3D shop capacities and support structures are needed to ensure a safe, productive work environment for all students, faculty and staff.

Most of the items listed are reminders of existing policies.

- Shop staff are not responsible for teaching classes when faculty are absent.
- Demos are to be made one week (7 days) in advance if the shop is to be used in any form. This is particularly important if shop staff assistance is required. Please use W.C. online to share your class plans with all 3D faculty regardless of shop staff involvement.
- All demos are to be a partnership with faculty including teaching responsibilities, demo preparations. Faculty attendance is required.
- Shop staff will not conduct any demos for students who have missed class demos. Partnering with faculty to determine needed learning targets will be discussed before the next class meeting.
- All one-on-one individual appointments are reserved for advanced students only.
- 3D Foundation faculty must pay for all materials from the shop via a 3D Foundations papercut account before use in a demo.
- Demos must include all processes expected for the students to engage for a given project. Additional or advanced processes are not the responsibility of the shop staff.
- Scheduled demos have priority of appropriate spaces and equipment. Other competing activities will be paused until shop staff and faculty give permission for additional events to resume.

- Only students and faculty scheduled to be in the 3D shop's lab spaces are permitted during the 1pm to 6pm class schedule. Exceptions to this are granted only by shop staff and faculty scheduled to use shop spaces.
- Shop staff have final say about safety, space considerations and process appropriateness on any given day.
- The 3D shop budget does not cover individual materials or tools needed for 3D foundation classes
- All fees for materials used by students to complete projects for their class assignments must be paid in advance via their papercut account.
- All students must wear appropriate clothing (Metal shop: natural fiber long sleeved shirts, denim jeans, shoes that cover toes, safety glasses, gloves. Wood shop: shoes that cover toes, safety glasses) before participating in any demo in the shop.
- Curricular targets that are shared by all sections of 3D foundations must be divided as evenly as possible to ensure that shop resources are not overrun and to mitigate scheduling conflicts. Please consider the timeframe of shop usage to give fair access to each shop space (wood, metal, digital).
- At times shop staff will adopt a more global support for classes using the metal and wood shops due to staffing limitations. One on one staff to student support may not be possible during more active work days.
- Use of cellphones, headphones and earbuds are not allowed in the 3d shop. Please let us know if there is an accommodation for specialized headphones.
- There is no eating or drinking in the shop spaces. Students can have a closed water bottle in the shop with them but we prefer this to be kept in the classroom.

- Shop staff request a brief informal meeting (check in) with faculty each day prior to your class to share pertinent information regarding the needs of your student's work day and any issues regarding shop tools, processes and or staffing.
- Shop staff recommend that demos be separated into two groups of students so all can see and hear the instructions. This may also allow for more conversation during them.
- Faculty are responsible for preparing all demos. Which includes gathering appropriate tools, supplies and any demo model materials. Shop staff will be actively involved in assisting with this set up. All demo materials and resulting debris must be put away and cleaned up upon its conclusion.
- To help avoid tangles in the Digital Lab between classes, and ensure that everyone gets successful prints and ample time in the space, 3D printing will be scheduled in advance with the Digital Lab Coordinator. Faculty will sign up through the 3D Printing Sign Up Google Doc with the target dates provided. These dates are for when faculty plan the 3D printing assignment to be due for the class, as most students do their printing the week leading up. There is only one slot per target date. If faculty plan to have two rounds of printing in their class, those should be separate slots. If faculty teach two classes those will also be separate slots. This will help the Digital Lab Coordinator to plan the semester and be able to support faculty and their students. Faculty must sign up by the first week of classes. Anyone who does not sign up, will not be 3D printing. The start of each section of 3D printing can happen at any time. Faculty will coordinate at least one week in advance with the Digital Lab Coordinator for a class tour of the digital lab.
- Use of the sewing machines are not permitted for 3D foundation students.
- Advanced processes shown to students by faculty will not be supported by shop staff outside of class.

**For your consideration:**

Please consider the scope of the project assignments and how many operations are involved within them and the scale of the finished objects. Storage is a concern.

Please do not allow students from other 3D foundation classes to join your scheduled class for work day activities.

Please work out any discrepancies with your colleagues regarding space and shop usage needs, (especially these classes that meet on the same day)

Remember to include cleaning and reassembly of shop spaces and tools after the completion of your class. This is important to instilling a sense of community and responsibility with their colleagues and the shop space that we all work in.

Please inform shop staff if your class is extending their use of a particular shop space. This information will be passed on to other classes so that schedules can be adjusted accordingly.

Please provide a syllabus and class list for each of your classes to shop staff.

Please consider sharing and accommodations your students may have to safely and effectively use the shop in your absence. This has to be done within MCAD's privacy guidelines.

Please inform shop staff if your students plan to revisit a segment after they have completed one. This back up can cause scheduling challenges.

Please schedule shop usages with your colleagues plans in mind especially if their classes meet on the same day.

Please be mindful of processes that generate copious amounts of particulate (dust and or metal). Shop staff can perhaps offer other solutions that can maintain air quality.