

**OX-BOW,
SCHOOL OF
ART & ARTISTS'
RESIDENCY**

**STUDENT
ORIENTATION
GUIDE**

SUMMER 2018

WELCOME TO OX-BOW !



We're glad you will be joining us this summer! Ox-Bow's mission is to connect artists to a network of creative resources, people, & ideas; an energizing natural environment; and a rich artistic history and vital future.

Enclosed you will find information that will help you prepare for your stay at Ox-Bow. In order to make everyone's experience as pleasant and safe as possible we want to ensure your understanding of Ox-Bow's policies. If you have any questions about your course or accommodations, feel free to contact us.

We look forward to seeing you soon!

Shanna Shearer
Campus Director
269-857-5811
sshear@saic.edu

Danny Giles
Academic Director
dgiles@saic.edu

TABLE OF CONTENTS

1 LOCATION &
TRANSPORTATION

7 WHAT TO BRING /
NOT TO BRING

2 SCHEDULE

8 CAMP LIFE

3 COMMUNICATION

9 ENVIRONMENT

4 WHO'S ON CAMPUS

10 HEALTH & SAFETY
POLICIES

5 ACCOMMODATIONS

11 RULES OF
CONDUCT

6 STUDIO POLICIES
& DAY-TO-DAY
UPKEEP

12 MAP OF OX-BOW

LOCATION

Ox-Bow is located at **3435 Rupprecht Way, Saugatuck, MI 49453**, about 2 1/2 hours from Chicago. You must provide your own transportation to and from Ox-Bow. If you are traveling from Chicago, we strongly encourage use of the Greyhound/Indian Trails bus to Holland, MI or to make every effort to carpool.



1

TRANSPORTATION

BY CAR

Carpooling: There is a shared google document that can be found on the student resources page of the Ox-Bow website to help arrange carpooling.

Please drive cautiously, no more than 10 miles per hour, up Ox-Bow's driveway (at the end of Park Street, past the dead end signs). The one-lane driveway is narrow with several blind spots. Cars driving downhill have the right-of-way. If you encounter an oncoming vehicle, please back safely down the hill.

After you've made your way up the steep hill, there is a parking lot for students on the left.

BY BUS

From the Greyhound Station in Chicago (630 W Harrison St) there is a bus that will get you to Ox-Bow in time for check-in on Sunday. The bus is scheduled to leave Chicago at 9:40 am and arrive in Holland, MI (20 minutes from Ox-Bow) at 3:10 pm. On the Saturday of your departure, you will leave on the 11:00 am bus. Purchase tickets at indiantrails.com (Chicago, IL to Holland, MI). **Double check all arrival & departure times as they are subject to change.** We will pick you up from the bus station on the Sunday of arrival at 3:10pm! Email Shanna, sshearer@saic.edu, to reserve a space. Students must schedule their own taxi back to the station on the day of departure.

BY PLANE

Closest Airport: Gerald R. Ford International Airport in Grand Rapids, MI (50 miles/1 hour from campus).

Unfortunately, we cannot provide a pick-up at the airport. One-way taxi fare from the airport to Ox-Bow is approximately \$100, but this rate should be confirmed. We recommend Saugatuck-Douglas Car Service (269-543-3355) or Coleman's Shuttle Service (616-355-2006).

Please utilize our shared google document on the student resources page of the Ox-Bow website to organize shared taxi rides with others who may be flying to Grand Rapids.

SCHEDULE

ARRIVAL

Ox-Bow's Campus is on Eastern Standard Time.

Plan to arrive between 2 and 5 pm EST on the first day of your class (Sunday). Check-in is located in the Old Inn office area. There you will be given your housing assignment, studio location and unloading instructions.

Class attendance on the first Sunday evening at 8 pm is mandatory. If you are going to be late, please notify the campus office as soon as possible.

Work Scholarship students must be on time or their award may be jeopardized.

WORK SCHOLARSHIP STUDENTS

Work Scholarship students have the opportunity to experience Ox-Bow in a unique, "behind-the-scenes" way. These students work closely with the resident staff and are asked to respect their role as a part of the staff in fulfilling assigned duties. Some work assignments begin on Sunday after dinner. You must be present at the 5:30 pm orientation.

Work Scholarship students are required to stay to work until the Sunday after their class ends. Glass students are ineligible for work scholarship because of their class schedule.

DEPARTURE

Classes do not meet on the final Saturday of the session. Students are required to vacate their rooms by 10 am. Please arrange transportation for that time. If you plan to take the bus or a flight home, you should make taxi arrangements or organize carpools during your stay (The bus back to Chicago leaves at 11am on Saturday.) See the office staff if you need assistance. Breakfast will be served on Saturday morning as usual. **Ox-Bow does not provide transportation back to the bus station.**

SUNDAY SCHEDULE

2 - 5 pm
ARRIVAL

check-in and paperwork

5:30 pm
ALL-CAMPUS ORIENTATION
followed by a work scholarship
meeting

6 pm
DINNER

8 pm
FIRST CLASS MEETING

DAILY CLASS SCHEDULE

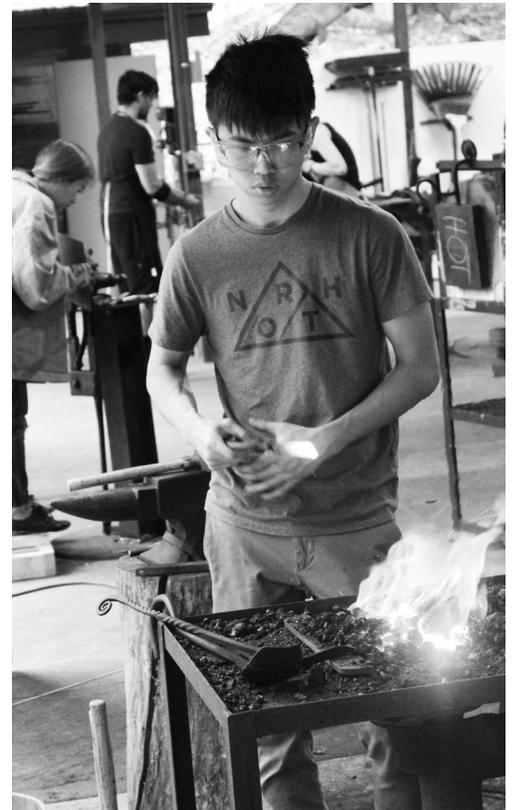
Beginning on the first Monday of your session, classes meet daily from 10 pm to 5 pm (Glassblowing meets 9 am - 6pm)

There is a one-hour lunch break at 1 pm

For two-week sessions, class will meet on both the Saturday and Sunday of the first week. Brunch is at 11 am on Sundays.

Studios are open 24 hours/day (except glassblowing)

2



COMMUNICATION

PACKAGES & MAIL

Ox-Bow receives mail daily. Letters and packages can be picked up at the office.

Shipping your art supplies/ bedding before you arrive is a great option, especially if you're flying to Ox-Bow. No matter how you decide to ship your packages (Postal Service, FedEx or UPS) please put BOTH the PO box and street address on all packages. Ship your packages no earlier than 3 weeks prior to your arrival.

Shipping Address:

Ox-Bow c/o [your name here]
PO Box 216
3435 Rupprecht Way
Saugatuck, MI 49453

PHONES

Cell phone reception can be spotty at Ox-Bow. As such, phones do not work well as alarms; please try to bring an alarm clock with you.

There is a phone available in the old inn for anyone to make local calls or receive calls. The number (which is posted above the phone) is 269-857-1682.

INTERNET

General access computers are not available, but wi-fi is available in the inns for use with wireless devices.

Please note, we have the best wi-fi available to campus but service is sometimes very weak.

3



WHO'S ON CAMPUS

STAFF

All of Ox-Bow's on-campus, residential staff are working artists. Both staff and faculty reside on campus. We ask that you please respect the staff's privacy and do not disturb them in their homes, unless in an emergency.

On-Campus Staff

Executive and Creative Director, Mike Andrews
Campus Director, Shanna Shearer
Academic Director, Danny Giles
Facilities Manager, John Rossi
Head Chef, Mikey Henderberg
Mac Akin, Chef
Erin Chapla, Chef
Nate Large, Chef
Mitchell Oliver, Chef/Gardening
Aaron Cook, Operations Manager
Dulcee Boehm, Administrative Assistant
Devin Balara, Metals Studio Manager
Tim Belliveau, Glass Studio Manager

On-Campus Staff (continued)

Abigail Grix, Ceramic Studio Manager
Aay Preston-Myint, Print Studio Manager
Brinslee Dykstra, Yoga + Wellness Coordinator
Ellyn Hurst, After Hours Personnel
Ashley Pastore, Housekeeping Manager

Chicago Administrative Staff

Program Director, Rebecca Parker
Program Associate, Annie Fisher
Development Director, Ryan LaFollette
Event Director, Cindy Peterson
Marketing + Communications Coordinator,
Gabrielle Guerra
Administrative Assistant, Ruby T

FACULTY, VISITING ARTISTS & ARTISTS IN RESIDENCE

Ox-Bow's long history of distinguished teachers, visiting artists, and artists in residence represent a diverse history of art making. Each night, there are lecture/slide presentations by visiting artists, faculty and artists in residence. Additionally, visiting artists and artists-in-residence are available to students and fellows for critiques and feedback.

FELLOWSHIP STUDENTS

Each summer we welcome 12 fellowship students from top art schools around the country. Fellowship students live, work, take classes, and create art at Ox-Bow. They work alongside the seasonal staff to assist with the daily care of the campus, audit courses and are an extremely important part of the culture.

STUDENTS

Ox-Bow buzzes with activity during the summer, with classes in a wide range of media including painting and drawing, papermaking, ceramics, glass, sculpture, printmaking, film/video, performance and art history. Students come from all over, though a significant portion are drawn from the School of the Art Institute of Chicago, both undergraduates and graduates. In addition, many students take courses not for-credit through our Art on the Meadow program, which is geared towards members of the local community.

4

ACCOMMODATIONS

Students are housed in 4 dormitory-style spaces at the center of the Ox-Bow grounds: the Old Inn, the New Inn, the Janie dormitory & the White, an old farmhouse. The older portion of the Inn, built in the late 1800's, still stands as rustic and as charming as ever, with student rooms on the second floor, a gallery space, the original dining room and the primary student services office. Here you will also find our relaxing porch equipped with hanging swings and festive chairs for meetings and resting. The New Inn houses student rooms, the kitchen, dining room and lecture room. Faculty & staff stay in cabins around the grounds.

YOUR ROOM

Student rooms are neither heated nor air conditioned.

Most rooms are double and triple occupancy. There are a few single rooms available on a first-come, first-served and need basis. Roommates are paired according to age and your housing preferences of gender-same, gender-neutral or no preference.

Each room provides you: a twin bed, side table and dresser.

Rooms do not have locks, please leave valuables at home. There are lockers in the Old Inn. You must supply your own lock.

LINENS & LAUNDRY

All beds are twin size and have a mattress cover, light comforter and pillow.

You must provide your own:

- sheets /pillowcase
- extra blanket/sleeping bag
- bath towels

There is no laundry facility available for use on campus. A 24 hour laundromat is located in town, two miles from campus.

*If you forget to bring anything, please don't hesitate to let staff know!

BATHROOMS & SHOWERS

All bathroom and shower facilities are shared. There is no storage in the bathrooms. Be sure to bring a carrier for toiletries.

There are several bathrooms equipped with showers in the Inns and the Janie dormitory.

"The Wet" is a separate shower house in the center of campus with four individual shower stalls.

"The Adam and the Eve" is a shared bathroom facility in the center of campus.

5

GUEST/COMPANION POLICY

No companions, guests or visitors are permitted during your stay. All residential housing and studio facilities are limited to artists enrolled in courses. We may be able to assist participants in finding accommodations for individual family circumstances, but these arrangements will be made on a case by case basis and must be in advance of your course. There is no guarantee that alternate accommodations can be established.

MEALS

Continental breakfast, lunch & dinner are served daily. Meal times are at 8 am, 1 pm, and 6 pm. Snacks such as toast, peanut butter, jellies, fruits, and beverages are available 24 hours a day. Vegetarian, pescatarian & vegan diets can be accommodated and requested when you arrive on campus. Please contact the campus office in advance if you have other special diet requirements and/or food allergies: 269-857-5811 or email sshear@saic.edu.

For commuting students, a full meal plan costs \$160 per week, breakfast and lunch costs \$75 per week and just lunch costs \$45. Meal plans are arranged and paid for when you arrive at Ox-Bow.

STUDIO POLICIES

Each studio has specific policies in order to ensure the safety of students and equipment. These policies ensure that all participants receive a quality education by having equal access to faculty and equipment. All studio specific policies will be explained on the first night of class. Any student found in violation of these policies will be asked to leave the course without refund. Because Ox-Bow is a community, we ask that all students respect the rights of their classmates and community members by following our policies.

6

Students are responsible for removing their materials, work, and supplies from the studio. Work left in the studios after departure will be thrown away. If you are installing work in the landscape, we ask that you remove any materials installed prior to your departure. Students are not permitted to install, perform, or create any work that permanently changes the landscape. Under no circumstance should installations involve any materials that are not easily removed (e.g. concrete, paint, etc.).

DAY TO DAY UP-KEEP

HOUSEKEEPING

The housekeeping staff work hard to keep common areas clean, but do not enter rooms during sessions. Everyone is responsible for maintaining their own room. Do not leave personal belongings around the buildings or grounds. There is a lost-and-found area near the office.

TRASH & RECYCLING

Please dispose of any trash in the containers provided. If you see something lying on the ground, please pick it up and throw it away. Michigan has a 10-cent deposit on bottles and cans. There are labeled recycling bins located at the back of the New Inn.

QUIET HOURS

Quiet hours begin:

- 10 pm in buildings where people are sleeping
- 11 pm in the studios (open 24/7) and around the grounds

Noise travels very easily, so it is imperative that everyone be respectful of other residents during quiet hours.

Quiet hours do not begin until 1 am on Friday evenings to accommodate our traditional end-of-the-session costume party.

BELLS

The bell is rung:

- by staff only
- 30 minutes before meals and again when meals are served
- for scheduled events (lectures, slide shows, films, performances, etc.)

Repeated ringing of the bell indicates an EMERGENCY. If this happens please come to the front of the Inn immediately.

WHAT TO BRING

CLOTHING

Dress is casual at Ox-Bow and the weather in Saugatuck is unpredictable. Bring clothing for both wet, chilly weather and hot summer weather. Most of Ox-Bow is not equipped with heating or air-conditioning, it is important that you prepare to deal with both extremes.

ART SUPPLIES

We recommend that you bring or ship the supplies that you will need with you for intensive art making. Also, please consult the supply list provided for the class you will be auditing.

The closest stores that carry art supplies are Michael's Arts & Crafts and Hobby Lobby located in Holland, MI (30 minute drive). Overisel Lumber is a small hardware store in Saugatuck.

SUGGETED PACKING LIST

Clothing (the temperature can change greatly over the summer)

- Tank tops, t-shirts & shorts
- Long-sleeved shirts, sweaters & a jacket
- Work clothes
- Hiking / work boots
- Raingear
- Swimsuit
- Pajamas

Linens

- Twin Sheets
- Pillow/pillowcase
- Extra blankets/sleeping bag

Remember, there are no locks and Ox-Bow cannot assume responsibility for any personal property.

Toiletries

- Soap & shampoo
- Toothbrush & toothpaste
- Toiletry carrier
- Flip flops/shower shoes
- Towel

Misc.

- Fan
- Bug spray
- Sunscreen
- Alarm clock
- Flashlight, there are no streetlights
- Headphones for studio use
- Costume materials for Friday Night Parties.

7

WHAT NOT TO BRING



Firearms, illegal substances, pets, heaters, fireworks, candles and other incendiary devices are NOT allowed on the grounds.

Additionally, you must ask permission from the office before using electrical appliances other than work lights or radios. Extension cords are not allowed without the use of power strips.

CAMP LIFE



ACTIVITIES

- Volleyball
- Hiking the Crow's Nest Trail
- Canoeing to Lake Michigan
- Swimming
- Resort towns of Saugatuck and Douglas

The Interurban is a busing system that brings you anywhere in town for \$1 and also brings you back. Use it to visit the Grocery store, laundromat etc.

THE OX-SHOP

The Ox-Shop, located in the office, carries very limited art supplies, including paper and copper plates. The Ox-Shop also carries postcards, handmade soap, knit caps, stickers and the official "t-shirt of the year."

FRIDAY NIGHT COSTUME PARTIES

We continue the 100+ year old tradition of weekly themed costume parties on campus.

There is a costume closet in the New Inn called "The Kim" that everyone is welcome to use.

FRIDAY NIGHT OPEN STUDIOS

Open Studios, which run from 7:30 - 10 pm, are an ideal time for visitors to come to campus and see the work that has been created over the week:

2018 Dates: June 15, June 29, July 13, July 27, August 10

Due to space & liability, guests are not permitted to attend the Friday night costume party.

LECTURES

Faculty, Visiting Artists and Artists-in-Residence give lectures throughout the week on their work and research. These take place at 8pm on select evenings.

8

ENVIRONMENT

Nestled between Lake Michigan and the Kalamazoo River, Ox-Bow provides a richly varied landscape of lagoon, woods, dune, and meadow. Feel free to take a hike in the woods and enjoy the unique environment that Ox-Bow has to offer. Please be aware that some areas of the landscape are fragile and demand special attention. Please stay on paths while in the woods. It is especially important to avoid walking on the face of the sand dune below the Crow's Nest lookout point.

9

WILDLIFE

Ox-Bow's natural setting plays host to many different types of wildlife, including deer, raccoons, squirrels etc. While these animals tend to stay away from the main portion of campus, it is important to consider their presence and not leave food outdoors at night.

During parts of the summer, mosquitos can be quite a nuisance on campus. Remember to bring bug spray and cover up in the evenings when they are out in full force to avoid being bitten.

Ticks, a small mite-like arachnid, can also be found on campus, especially in the woods or tall grasses. Ox-Bow is located in an area that has the tick known to carry Lyme's Disease. We encourage everyone to do a "tick check" daily. More information can be found by the office area and the staff can help you to identify or remove a tick. Please visit cdc.gov/ticks for further information prior to your stay.



WATER SAFETY

It is recommended that you do not swim in the lagoon, which is a haven for wildlife and seaweed. If you do choose to swim in the lagoon, it is strictly at your own risk. Night swimming is not permitted.

A short canoe trip will take you to Saugatuck's Oval Beach on Lake Michigan, a beautiful beach perfect for swimming. Students are welcome to canoe on the Lagoon. Life jackets are provided with each canoe and are required for each passenger.

Boaters are asked not to go into lily pad areas. The lily pads grow in thick silt, which makes it difficult to maneuver a canoe or swim. There is a \$500.00 fine for picking the water lilies, which are protected by Michigan law.

HAZARDOUS WASTE

It is Ox-Bow's policy that all hazardous waste at Ox-Bow be disposed of in a manner that is safe, environmentally-friendly, and in compliance with all applicable local, state, and federal laws. Special containers for the disposal of used turpenoid, brush cleaner, lithotone, etc. may be found in both the painting and printmaking studios.

Please contact the office staff if you have any trouble or questions using these containers or have any questions regarding the disposal of any waste.

Remember, under no circumstances should any solvent be poured onto the ground, the lagoon, any plumbing fixture (sink or toilet) or place other than the solvent disposal containers.

HEALTH & SAFETY POLICIES

SMOKING & FIRE SAFETY

Smoking is only allowed at the fire pit by the lagoon. A can is provided for the disposal of cigarette butts and matches. Please do not throw butts into the fire pit.

Be aware of fire danger! Many of Ox-Bow's buildings are old and extremely flammable.

ALCOHOL

It is permissible for students who are 21 and older to consume alcohol at Ox-Bow after class time.

No consumption of alcohol is allowed during class hours:
10 am - 5 pm

Underage drinking is not permitted. Anyone found to be drinking under age or providing alcohol to minors will be subject to a student conduct meeting, as explained in the Ox-Bow Policy & Procedures Handbook.

CONDUCT ISSUES

Anyone who has complaints about participant behavior should file a complaint with the Campus Director immediately.

Conduct meetings will take place accordingly, as explained in the Ox-Bow Policy & Procedures Handbook.

Students who have issues with their roommates should file a complaint with the Campus Director. The Campus Director will make every effort to accommodate the student's request to switch roommates.

10

HEALTH

Upon your arrival, please inform the campus office of any serious health conditions or allergies that may require treatment or attention during your stay. Notify the campus office if you have allergies/sensitivities, and explain where to find your medication. We must be able to access your medicine in an emergency.

All accidents must be reported to the office staff immediately. There is a first aid station near the front desk for minor injuries, insect stings, etc. Medical facilities (a major hospital and an urgent care center) are available in nearby Holland (30 minutes away). Telephone numbers are posted at the desk and on the telephone. Maps and driving directions are available in the hallway of the Inn near the office. The Ox-Bow staff is trained in basic first aid, CPR and our in-house defibrillator (AED).

Ox-Bow has two ADA-compliant bedrooms with an attached bathroom. Participants who require the assistance of an ADA recognized service dog should notify Shanna Shearer, sshear@saic.edu or 269-857-5811.

If you have an accommodation letter you would like us to give to your faculty, please be in touch with our Chicago office: ox-bow@saic.edu.

RULES OF CONDUCT

Ox-Bow reserves the right to dismiss any student, without refund, for behavior considered unacceptable, including but not limited to, the following:

- A. Possession or use of alcohol while underage or providing alcohol to anyone under 21.
- B. Use, possession, or sale of illegal drugs or drug paraphernalia.
- C. Verbal abuse and/or harassment.
- D. Hazing, physical abuse, physical violence or threat of physical harm.
- E. Sexual assault, abuse, harassment, or indecent exposure.
- F. Discriminatory conduct directed at a particular person based on race, gender, religion, sexual preference, age, national origin or disability.
- G. Possession, open or concealed, of a weapon on Ox-Bow premises.
- H. Use, possession, or sale of fireworks or other incendiary devices.
- I. Disruption of the normal functioning of the Ox-Bow community, breaching of the peace, disrupting the work of others, violating the rights of others.
- J. Refusing to participate in class.
- K. Damage to, destruction, theft, or other misuse of Ox-Bow property or the property of others.
- L. Unauthorized use of Ox-Bow studios, housing, or other property.
- M. Behavior which violates local, state, or federal laws.
- N. Behavior which jeopardizes the safety of self or others.



Ox-Bow reserves the right to deny admission to or impose sanctions, including suspension and expulsion, upon any individual who has demonstrated a history of behavior which, in the judgment of Ox-Bow, contributes in any way to the disruption of the educational processes or residential life at Ox-Bow. All persons who participate in Ox-Bow's programs are subject to Ox-Bow's Policies and Procedures Handbook and/or Ox-Bow's Employee Handbook, as applicable. SAIC students also will be subject to the SAIC rules of conduct and disciplinary procedures and sanctions as outlined in The School of the Art Institute of Chicago's Student Handbook.

Additionally, Ox-Bow reserves the right to deny a Work Scholarship to any individual who has demonstrated the inability to satisfactorily or safely complete the work assignments given as part of the Work Scholarship program.

MAP OF OX-BOW

12

