

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

**FACULTY**  
**ORIENTATION**  
**GUIDE**

**SUMMER 2020**

# 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!

Rebecca Parker  
Program Director  
[rparker6@ox-bow.org](mailto:rparker6@ox-bow.org)

Rebecca Parker  
Program Director  
[mreyna@ox-bow.org](mailto:mreyna@ox-bow.org)  
1-312-629-6155

# TABLE OF CONTENTS

<b>1</b>	<b>LOCATION &amp; TRANSPORTATION</b>	<b>7</b>	<b>WHAT TO BRING / NOT TO BRING</b>
<b>2</b>	<b>SCHEDULE</b>	<b>8</b>	<b>CAMP LIFE</b>
<b>3</b>	<b>COMMUNICATION</b>	<b>9</b>	<b>ENVIRONMENT</b>
<b>4</b>	<b>WHO'S ON CAMPUS</b>	<b>10</b>	<b>HEALTH &amp; SAFETY POLICIES</b>
<b>5</b>	<b>ACCOMMODATIONS</b>	<b>11</b>	<b>RULES OF CONDUCT</b>
<b>6</b>	<b>STUDIO POLICIES &amp; DAY-TO-DAY UPKEEP</b>	<b>12</b>	<b>MAP OF OX-BOW</b>

# LOCATION

Ox-Bow is located at **3435 Rupprecht Way, Saugatuck, MI 49453**, about 2 1/2 hours from Chicago.

We will arrange your plane, bus or train travel along with a taxi to bring you to campus. If you are traveling by car, please refer to your contract for reimbursement information.



# 1

# TRANSPORTATION

## BY CAR

---

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.

There is a parking lot located just after you've made your way up the steep hill 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 to check-in on the first Sunday.

The bus is scheduled to leave Chicago at 9:30 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 pm bus.

(Check bus times prior to departure as the schedule is subject to change.)

## BY PLANE

---

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

We will be in touch regarding taxi arrangements a few days before your arrival.

## BY TRAIN

---

The Amtrak train arrives in Holland, MI late from Chicago on Sunday evening and is not preferable as the schedule will cause you to miss orientation and the first class meeting. There is an early morning train on Saturdays, a good option on your day of departure.

# 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.

If you are going to be late, please notify the campus office as soon as possible.

## SUNDAY SCHEDULE

2 - 5 pm  
ARRIVAL

check-in and paperwork

5:30 pm  
ALL-CAMPUS ORIENTATION

6 pm  
DINNER & FACULTY MEETING

8 pm  
FIRST CLASS MEETING

Classes begin on Sunday evening and usually last about an hour. The first class provides a good opportunity to introduce yourself, review the course syllabus and orient students to the studio.

## 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)

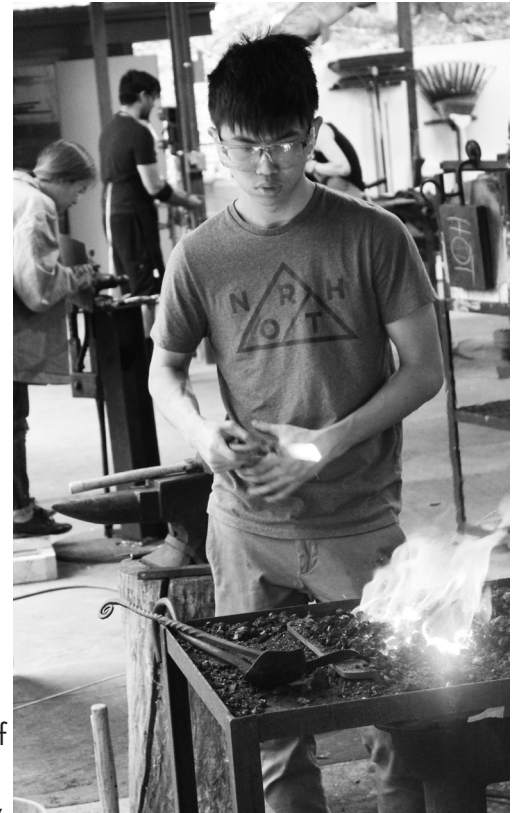
## WORK SCHOLARSHIP STUDENTS

We award 11 students a work-scholarship each week. Work-scholarship students work fifteen hours per week as a part of the housekeeping, grounds and maintenance, or kitchen staff. These are important jobs, as we could not operate without these students. They are scheduled to work before and after class. We ask for faculty members to understand if a work-scholarship student is a few minutes late to class after a shift. Specifically, kitchen work scholarship students will miss some class time after lunch so, please plan demonstrations, lectures, etc. accordingly. Please inform a member of the office staff if this becomes a problem. The work scholarship schedule is posted on our website on the faculty resource page.

# 2

## DEPARTURE

Please be sure to turn in both grades and evaluations for your course. Sign and date the grade sheet and return it to the campus office. Paychecks will be available in the office on the final Friday afternoon of your course or mailed to you the following week. All faculty members are responsible for overseeing the clean up of the studio in which they taught on Friday Afternoon. Classes do not meet on the final Saturday of the session. You are required to vacate your cabin by 10 am.



# COMMUNICATION

## PACKAGES & MAIL

Ox-Bow receives mail daily. Letters and packages can be picked up by the office. Please ship your packages no earlier than 3 weeks prior to your arrival.

Feel free to send mail through the U.S. Postal Service, FedEx or UPS. Be sure to include the entire address listed below, word for word or packages may be returned.

**Ox-Bow c/o "your name"**  
3435 Rupprecht Way/Box 216  
Saugatuck, MI 49453

## PHONES

Cell phone reception can be spotty at Ox-Bow. Because of this—and that the phones sometimes incorrectly show Central Time—phones do not work well as alarms; please try to bring an alarm clock with you.

There is a phone available in the Inn, the main building on campus, 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 Inn for use with wireless devices.

Please note, we have the best wi-fi we can get on 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.

**Executive Director**, Shannon R. Stratton  
**Program Director**, Rebecca Parker  
**Campus Director**, Claire Arctander  
**Facilities Manager**, John Rossi  
**Operations Manager**, Aaron Cook  
**Head Chef/Events Coordinator**, Erin Chapla  
**Sous Chef**, Nate Large

**Director of Finance and Administration**, Laura Eberstein  
**Academic Director**, Danny Giles  
**Assistant Program Director**, Maddie Reyna  
**Administrative Assistant**, Molly Markow  
**Marketing and Communications Coordinator**, Ashley Freeby

For a complete list of summer 2020 seasonal staff, please visit the ox-bow website ([ox-bow.org](http://ox-bow.org)) in early May.

## 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. We ask that if a fellow is not enrolled in your class, but expresses an interest in stopping by for a day that you try to accommodate them, as long as is not disruptive to the overall studio environment.

## 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 of the Meadow program, which is geared towards members of the local community.

# 4

# ACCOMMODATIONS

Faculty members are housed in rustic cabins on Ox-Bow's grounds. If you are planning on bringing your significant other and/or children, please inform the Chicago office as soon as possible. We cannot always guarantee that we have the space to accommodate a family arrangement, but we can try our best when notified in advance.

## YOUR CABIN

Cabins are neither heated nor fully insulated, so please bring appropriate clothing and bedding for cool and hot summer nights.

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

The housekeeping staff prepares cabins before each session, but does not enter or clean cabins during sessions. Faculty are responsible for maintaining their cabins and returning them to their original state after their stay. Please let a member of the office staff know if you need any cleaning materials or assistance.

## LINENS & LAUNDRY

Cabins for faculty can include double and single beds with a mattress cover, light comforter and pillow.

You must provide your own:

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

If you are flying to Ox-Bow we can provide sheets and 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 the staff know!

## BATHROOMS & SHOWERS

All bathroom and shower facilities are shared.

Cabins are equipped with a toilet and sink, but DO NOT have hot water.

"The Wet" is a separate shower house in the center of campus with four individual shower stalls along with bathrooms and showers throughout the Inn for use.

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

# 5

## GUEST/COMPANION POLICY (apart from significant others/children)

Guests are not permitted on campus, except for drop off/ pick up and during Open Studios unless specifically arranged with the campus staff in advance. This is for special circumstances only. We work hard to maintain a sanctuary for everyone on campus. Please respect others and your own time by following our guest policy. We are not equipped to accommodate guests for meals or overnight. Also note that all approved guests must register in the main office upon their arrival.

## MEALS

Continental breakfast, lunch & dinner are served daily. Meal times are 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 emailing [carctander@ox-bow.org](mailto:carctander@ox-bow.org).



# STUDIO POLICIES

When you arrive on campus, please let a member of the office, or maintenance staff, know if you need help finding anything or additional materials are needed such as lights, extension cords, or tables. See the Studio Descriptions Page of our website for a full description of your studio space.

All faculty members are responsible for overseeing the clean up of the studio in which they taught, including the removal of all student work and materials from the studio. Staff will take care of trash removal and set up of chairs, tables and easels. If your class entails installing work in the landscape, we ask that you and your students 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.)

Each studio has specific policies in order to ensure the safety of students and equipment. Additionally, these policies ensure that all participants receive a quality education by having equal access to faculty and equipment. All studio specific policies should 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 faculty help to facilitate a respectful environment in their classroom by enforcing our policies.



## DAY TO DAY UP-KEEP

### 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.

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

## ART SUPPLIES

We recommend that you bring / ship the supplies that you will need with you. Please coordinate with the studio managers prior to arrival regarding material/studio needs. 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.

There are no large-batch printers or copiers on campus. Please let the Chicago office know if you will need any readings, syllabi, etc. for your class and we can make sure they are ready for you when you arrive for your class.

# WHAT NOT TO BRING



## 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

### 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

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 brings you back. 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:

**2020 Dates:** June 26th, July 24th, August 21st

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

## LECTURES

Faculty will be scheduled to give a 15 minute slide lecture during the 1st week of classes. Please bring images of your work to campus (lecture will be scheduled upon arrival). Ox-Bow has both digital and analog slide capabilities.

## FACULTY SOCIAL

On Monday evenings at 5:00 pm, all faculty and visiting artists are invited to a social at the cabin of Danny Giles, our Academic Director.

# 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](http://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 will be subject to student conduct meetings (as explained in the Ox-Bow Policy & Procedures Handbook)

We ask that faculty help the campus staff to enforce these rules and report any issues to the office.

## 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.

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).

# RULES OF CONDUCT

Ox-Bow reserves the right to dismiss anyone, 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

