

# Ox-Bow

## Faculty Orientation Guide, Winter 2016

[www.ox-bow.org](http://www.ox-bow.org)



Welcome! **We are glad you will be joining us for our winter program at Ox-Bow!** For over 100 years, artists have found it to be a haven from the outside world, as well as a contained and supportive community of artists in a beautiful natural environment.

Enclosed you will find information regarding Ox-Bow's campus and your class that will help you prepare for your stay. If you have further questions after reading this, please feel free to call or email me in the campus office (269-857-5811, [sshear@saic.edu](mailto:sshear@saic.edu)) We look forward to seeing you soon!

Best regards,

Shanna Shearer  
Campus Director

# CONTACT INFORMATION

PLEASE NOTE: Ox-Bow is on EASTERN TIME

## QUESTIONS

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While on campus, please contact the office staff directly if you need any assistance.

Feel free to contact the Chicago office at 1.800.318.3019 or email [ox-bow@saic.edu](mailto:ox-bow@saic.edu).

The Ox-Bow Office in Chicago will be closed from approximately December 24th – January 3rd. If you have **questions before your arrival on campus**, please feel free to email Shanna Shearer at [sshear@saic.edu](mailto:sshear@saic.edu), and she will reply as promptly as possible.

## PACKAGES AND MAIL

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Ox-Bow receives mail daily. Please note below that there are different addresses to receive US mail and FedEx or UPS packages

US Postal Service	FedEx or UPS
P. O. Box 216 Saugatuck, MI 49453	3435 Rupprecht Way Saugatuck, MI 49453

## PHONES

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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**.

## TECHNOLOGY

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General access computers are not available on campus, but wireless Internet is available in the Inn for those with laptops. There is no **copy machine** available on campus. Please contact the Chicago office to make any copies you will need by December 15th.

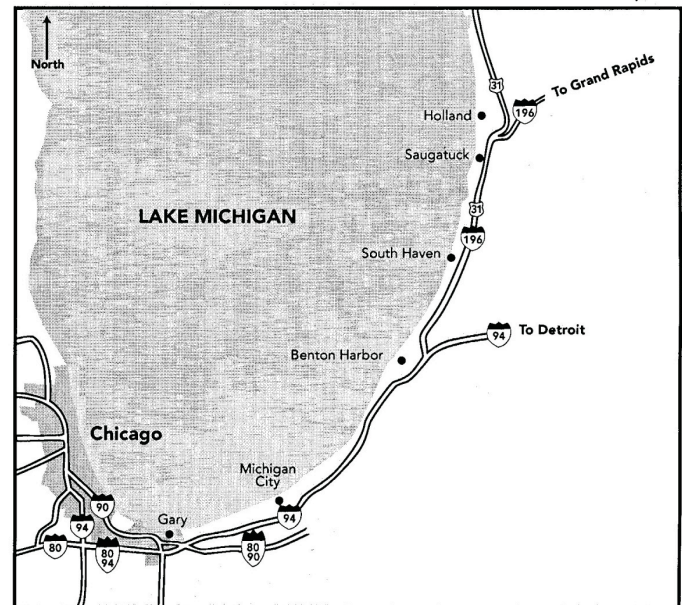
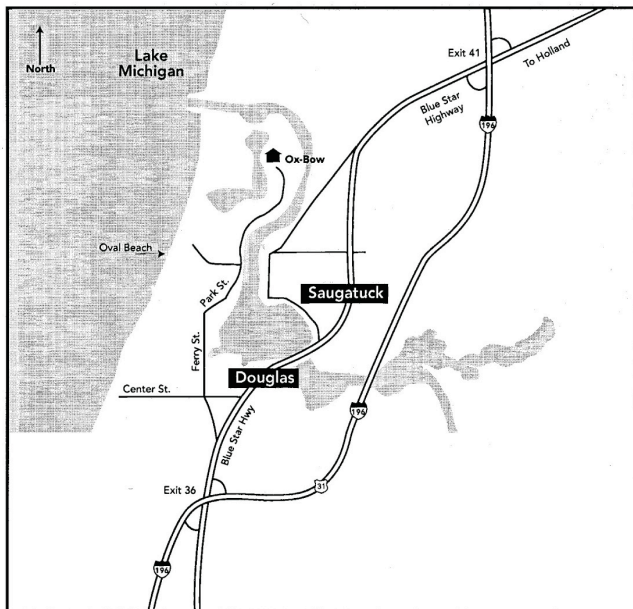
# DIRECTIONS and TRANSPORTATION to Ox-Bow

Please contact Rebecca at rparke6@saic.edu with your travel plans. **We will arrange your travel if you are arriving by plane, bus or train.** If you are traveling by car, please refer to your contract for reimbursement information.

## GETTING TO OX-BOW BY CAR:

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Please refer to the maps below to help direct you to Ox-Bow. Ox-Bow's address is 3435 Rupprecht Way, Saugatuck, MI 49453. We suggest using google maps for directions.



**ALL DRIVERS: CAUTION!** Once you have passed the sign for Mount Baldhead Park, parts of the road are one-lane. Please drive cautiously 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.

**PARKING :** There is a parking lot for student, faculty and staff vehicles just after you've made your way up the steep hill leading to Ox-Bow, on your left. Once you park, please come to the office located in the Inn to check in.

## GETTING TO OX-BOW BY:

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**BUS (from Chicago):** Greyhound and Indian Trails buses service the West Michigan area. From the **Greyhound Station** in Chicago (630 W Harrison St.) there is a Chicago-Holland bus that will get you to Ox-Bow in time to check-in and attend orientation on Sunday. Holland is the closest stop to Ox-Bow's campus, 20 minutes south. We will schedule a taxi to pick you up. The bus is scheduled to leave Chicago at 10:10 am and arrive in Holland at 3:15 pm.



Your departure on the final Saturday morning would be on the 12:30 pm bus, arriving in downtown Chicago at 2:30 pm.

**PLANE:** If you are flying to Ox-Bow, the closest major airport is the Gerald Ford International Airport in Grand Rapids, Michigan, located approximately 50 miles away.

**TRAIN** (not recommended from Chicago): The train arrives late from Chicago on Sunday evening and is not preferable as the schedule will cause you to miss orientation and first class meeting.

## SCHEDULE

### ARRIVAL

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Faculty should arrive on **Sunday, January 3rd** between Noon and 2:00 pm (**Eastern Time**). Your course will have its first meeting that night at 8:00 pm. Upon arrival, please check-in in the dining hall, located on the first floor of the Burke Inn Addition (see map on page 9), to receive information about unloading, room assignments, and the first night of class.

### SUNDAY / FIRST DAY SCHEDULE

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12:00 – 2:00 pm	ARRIVAL – Check-in, onsite paperwork
5:30	ALL CAMPUS ORIENTATION
6:00	DINNER AND FACULTY ORIENTATION
8:00	FIRST CLASS MEETING

### CLASS SCHEDULE

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There will be an initial class meeting Sunday, January 3rd at 8:00 pm. Beginning on Monday, January 4th, classes will meet daily from 10 am to 5 pm. There is a one-hour lunch break during class at 1pm. Studios are open 24 hours each day that class is in session. Classes are held on the weekend days between the first and second week, but you can be a little flexible in what you require your students to do on those days.

### FACULTY LECTURES

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Faculty will be scheduled to give a 30-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.

### LEISURE TIME

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For the evening hours, faculty are encouraged to prepare activities (DVDs, performances, etc.) that are relevant to your classes that could involve the larger community. We have projectors available for use.

## BELLS

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Ox-Bow runs on a bell system; it is rung 1/2 hour before meals and again when meals are served. It is also rung just before scheduled events (i.e. lectures, slide shows, films, performances, etc.). Repeated ringing of the bell indicates an EMERGENCY. If this happens please meet in front of the Inn immediately.

## DEPARTURE AND CLEAN UP

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Class will not meet on the final Saturday of the session, Saturday, January 16th. Faculty are required to be out of their rooms at Ox-Bow by 10AM on Saturday and should arrange transportation for that time.

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. Ox-Bow 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 installation work involve any materials that are not easily removed (i.e. concrete, paint, etc.)

## BEFORE YOU LEAVE

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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. If for some reason paychecks are not available on Friday then they will be mailed to you on the following Monday to the address provided on your contract.

# WHO'S ON CAMPUS

## OX-BOW STAFF

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All of Ox-Bow's residential staff is comprised of artists. We ask that you please respect the staff's position of living where they work, and do not disturb them in their homes, unless in an emergency.

### On-site Staff:

Campus Director: Shanna Shearer  
Student Services Coordinator: Annie Fisher  
Facilities Manager: John Rossi  
Chefs: Mikey Henderberg, Erin Chapla, Mac Akin

### Chicago Administrative Staff:

Executive Director: Elizabeth Chodos  
Academic Director: Mike Andrews  
Registrar: Rebecca Parker  
Development Director: Chris Renton  
Development & Marketing Associate: Mike Martinez

## **WORK SCHOLARSHIP STUDENTS**

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We award 11 students a work-scholarship during the wintersession. 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.

## **ACCOMMODATIONS**

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In 2006, Ox-Bow completed a major renovation of its painting studio and of a portion of its 19th-century Inn, the center of the Ox-Bow grounds, and added three new buildings to campus, the Marshall and Janie dormitory and Lutz studio. During the winter session, faculty will be housed in the winterized Marshall dormitory.

The first floor in the Inn Addition houses the kitchen, dining room, administrative office, and a breezeway that connects to the original building. The dining hall provides an area for the community to hang out, and view faculty slide lectures and movies. The original Inn, which, during the summer houses a number of student bedrooms, gallery space, and the original dining room, will be closed during the winter session as it is not heated.

## **YOUR ROOM**

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Faculty will be housed in the Marshall. These rooms provide you with a twin bed and minimal storage for clothing and personal belongings. Since rooms cannot be secured, please leave valuables at home.

## **LINENS AND LAUNDRY**

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Ox-Bow is able to provide faculty rooms with bed linens, but please bring any additional blankets. There is no laundry facility available for use on campus. A Laundromat is located in town two miles from Ox-Bow's campus.

## **BATHROOMS AND SHOWERS**

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The Marshall dormitory has two shared bathrooms and one is equipped with a shower. No individual bathrooms are available.

## **HOUSEKEEPING**

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Our housekeeping staff works hard to keep common areas clean, but do not enter rooms during sessions. Everyone is responsible for maintaining his or her own room and returning the room to its original state after their stay. Brooms are available upon request.

## MEALS

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Continental breakfast, lunch and dinner are served daily. Meal times are at 8 am, 1 pm, and 6 pm. Plan to eat lunch before you arrive on January 3rd. If you miss a meal, snacks such as bread, peanut butter, jellies, fruits, and beverages are available 24 hours a day. Only authorized personnel are allowed in the kitchen. If you need something from the kitchen, please ask the staff.

Vegetarian and vegan dishes are served with each meal for those that request it. You can request a vegetarian or vegan meal when you arrive on campus at check in at the office.

**Please contact the campus office in advance if you have any special diet requirements (other than vegan or vegetarian) or food allergies by calling 269.857.5811 or emailing [sshear@saic.edu](mailto:sshear@saic.edu).**

## STUDIO FACILITIES

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When you arrive on campus, please let a member of the office, or maintenance staff, know if you need help finding anything, or if any additional materials are needed such as lights, extension cords, or tables.

## GUEST POLICY

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Faculty and students are not allowed to have any visitors during the winter session. We work hard to maintain a sanctuary for everyone on campus and do not have the space to accomodate extra bodies. Please respect others and your own time by following our guest policy.

# WHAT TO BRING

## CLOTHING

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Dress is casual at Ox-Bow. Bring shoes and clothing for wet, chilly weather! Michigan winters can be very cold and snowy. We recommend bringing winter boots, gloves, hats, and a warm jacket especially if you intend to make work outside.

## PERSONAL SUPPLIES

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We suggest bringing the following items for comfort and convenience: Soap, shampoo, towel, shower shoes, hairdryer, and alarm clock. Ox-Bow gets very dark at night, as there are no streetlights, so we recommend bringing a **flashlight**. There is no storage in the bathrooms, so please bring a carrier for your toiletries.

Do not leave personal belongings around the Inn or on the grounds. There is a lost-and-found area, but Ox-Bow cannot assume responsibility for any personal property.

# HEALTH AND SAFETY POLICIES

## QUIET HOURS

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Quiet hours begin at 10 pm in the Inn and at 11 pm in the studios. Quiet hours are pushed back until 1 am on the last Friday evening to accommodate Ox-Bow's traditional closing costume party. We appreciate your cooperation in enforcing this rule among students.

## SMOKING AND FIRE SAFETY

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Smoking is only allowed at the fire pit (by the lagoon) and behind the grounds & maintenance building, The Rob. A can is provided for the disposal of cigarette butts and matches. Please do not throw butts into the fire pit. There is absolutely no smoking allowed in any of the buildings, or on the grounds other than the fire pit and Inn courtyard. Be aware of fire danger! Many of Ox-Bow's buildings are old and extremely flammable.

## ALCOHOL

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It is permissible for students who are 21 and older to consume alcohol at Ox-Bow after class time. There should be no consumption of alcohol during class hours (10 am- 5pm). Underage drinking is not permitted. Resident staff members work hard to prohibit underage drinking, and we appreciate the support of our Faculty in this effort.

## HEALTH

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We want to make sure that everyone on campus is safe and healthy during their stay. Upon your arrival, please inform the campus office of any serious health conditions or allergies that may require treatment or attention during your stay. Please inform the office if you have an EpiPen and where you keep it. 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** on the first floor of the Burke Inn Addition for minor injuries. The Ox-Bow staff is trained in basic first aid, CPR and our in-house defibrillator (AED). Medical facilities are available in nearby Holland (20 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.

## WATER SAFETY

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No one is allowed in the Ox-Bow lagoon, or on the ice. Because of a spring that feeds the lagoon, the ice that forms on the water is very thin and treacherous!

## STUDENT ISSUES

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Faculty, Students, or Staff that have complaints about student behavior should file a complaint with the Campus Director immediately. Student conduct meetings (as explained in the Ox-Bow Policy & Procedures Handbook) will take place accordingly. If a student is in danger of failing the course, please come and speak to the office as soon as possible so we can work on getting them back on track.



# THE ENVIRONMENT AND YOU

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. However, please be aware that some areas of the landscape are fragile and demand special attention. Do not pick living plants or remove seeds, and stay on paths while in the woods to avoid soil erosion. It is especially important to avoid walking on the face of the sand dune below the Crow's Nest lookout point, even on the paths. The dune is held in place by beach grass and is particularly sensitive to erosion. Human traffic has shown to be a major cause of sand dune erosion along the Lake Michigan shoreline. Please use the trail through the woods to and from the Crow's Nest lookout point. Absolutely no sledding!

## **HAZARDOUS WASTE**

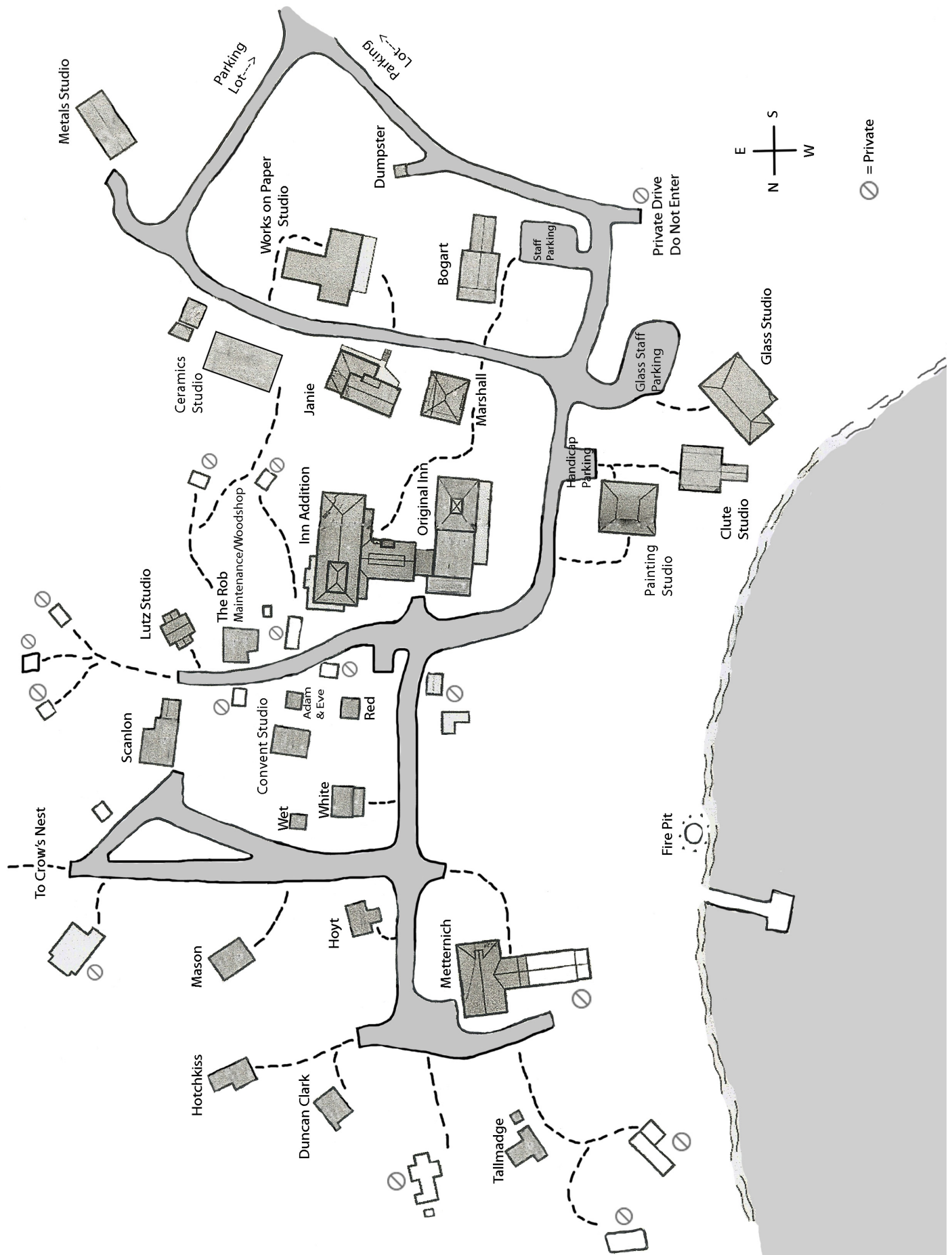
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It is the policy of Ox-Bow's Board of Directors that all hazardous waste at Ox-Bow be disposed of in a manner that is safe, environmentally friendly, and in compliance with all applicable local, state, and federal laws. Special containers for the disposal of used turpenoid, brush cleaner, lithotine, 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, into any plumbing fixture (sink or toilet), or into a container other than the solvent disposal containers. Please wash paintbrushes, etc. in the studio sinks, not in any other sinks or in the lagoon.

## **TRASH AND RECYCLING**

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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 Inn.



## **OX-BOW 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. (SAIC students 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.