

PENLAND SCHOOL OF CRAFTS

Student Information

2017

This booklet contains information you'll need before you come to Penland and information you may want after you get here. Please bring it with you when you come.

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Student Information

Financial Information	1
Arrival/Departure	2
Traveling to Penland.	2
Other Information: What to Bring, Housing, Laundry, Phones, Internet, Mail, Guests, Food, Off-Campus Students,	3-6
Credit for Penland Workshops.	6

When You Get Here	7
Life at Penland	7
Penland Facilities	9
Campus Map	10
Practical Information	12
Session Activities	15
Programs	16
Policies	17
Directions	20

Welcome to Penland School of Crafts...

We are looking forward to your visit here at Penland. **The first few pages of this handbook contain information you will need before you leave for Penland.** Please take a minute to read through this as soon as possible. The rest of the handbook contains information which will help make your time at Penland go smoothly.

Financial Information

Payment of Fees

If you have not paid all your fees, payment in full is needed at this time to secure your place in the workshop. Cash, personal checks, money orders, MasterCard, Visa, American Express, and Discover are accepted. If you are paying by credit card, you may call 828-765-2359 or you may pay online through the page on our website called Once You Are Enrolled, which appears under the Workshops tab.

Refund/Cancellation Policy

If you cancel thirty days or more before the beginning of a workshop (forty-five days for spring and fall eight-week workshops), you will receive a refund minus \$100 (for one- or two-week workshops) or \$250 (for eight-week workshops). If you cancel later than thirty days before the beginning of the workshop (forty-five days for eight-week workshops), there is no refund. **This policy also applies to work-study scholarship students.** Generally, if it is necessary for Penland to cancel a workshop for any reason, students will be notified and offered the option of another workshop or a full refund. We cannot be responsible for nonrefundable airline tickets. **You are welcome to call for the status of your workshop prior to making travel arrangements.**

Other Costs

Tuition does not cover the cost of materials used for students' own production (hot glass tuition does cover glass in the furnaces). Many materials and tools can be purchased at the school. Most workshops require that you bring certain materials and tools with you. There may also be a studio fee for supplies used by the group and some workshops incur a hazardous waste disposal fee. We will make every effort to notify students in advance if we anticipate a studio fee in excess of \$50. Look for this information on the student materials list, which will be sent to you before the workshop. **Note: frameworking students pay a \$100 deposit and \$10 rental on their tool kits; optional tool kits are available in the wood and metals studios for a small rental fee.**

Arrival/Departure

Regular Students (including off-campus students)

Sessions begin with an all-school meeting at **5:00 PM on Sunday**. We will have a greeter in the main office in the Lily Loom House on Sunday between 1:00 and 5:00 PM. Housing assignments and maps will be posted in the Lily Loom House hallway and the Pines dining hall. The Penland Gallery and Visitors Center is open from 12:00 to 5:00 PM on Sunday.

Studio clean-up generally takes place on the last day of the session and is part of the workshop program. Session events end with lunch on the last day of the session. You must be out of your housing no later than 9:00 AM the following day.

Work-Study Students and Studio Assistants

Work-study students and studio assistants should arrive in time to be ready to work at 8:45 AM Saturday. Note: work-study students and assistants in summer session six and fall/spring one-week sessions work on Sunday rather than Saturday. Work-study students and studio assistants are welcome to arrive the night before their scheduled work day. Housing assignments will be posted in the main office hallway in the Lily Loom House. You will initially have a temporary room assignment, and you will be able to move to your regular room after 4:00 PM on Saturday.

Work-study students and studio assistants are also required to work from 9:00 AM to 5:00 PM on the day after the session ends. Work-study students and studio assistants are welcome to stay the night after the end-of-session workday but you will move to a different room and you must vacate housing by 9:00 AM the next morning. Work-study students will be doing manual labor; be sure to bring suitable clothes, closed-toed shoes, and something to cover your hair.

Traveling to Penland

Plan to arrive at Penland on Sunday in time for the 5:00 PM opening meeting (unless you are a work-study student or a studio assistant—see previous paragraph); plan to stay until after lunch on the last day of the session. **Travel from the Asheville airport takes 1½ hours;** if you are using an airport shuttle service you may also have some wait time, so plan your travel accordingly. You may stay overnight on the last day of the session, but you must be out of your housing by 9:00 AM the next morning.

Shuttle service for ground transportation from the Asheville airport to the school is available through independent providers. Please see the enclosed travel information sheet for more details about ground transportation. This sheet is also available as a PDF on our website.

If you are driving, you will find directions and a map in the back of this booklet.

We strongly suggest you use these directions as GPS devices and online mapping services sometimes give incorrect directions to our location. Penland is located in a remote, mountainous area, so it's best to arrive before dark.

The session begins with a general meeting at 5:00 PM on Sunday and ends at lunch on the last day of the session.

Other Information

What to Bring

Here are some things you'll need to bring with you:

- Flashlight
- Rain protection
- Work clothes, gloves, boots or sturdy shoes
- Depending on your workshop you may need a respirator, dust mask, safety glasses, or ear protection

You may also want to bring these:

- Alarm clock
- Soap and shampoo
- Notebook or sketch pad
- Camera
- Reading material
- Musical instrument
- Bicycle
- Coffee mug
- Bug repellent
- Calamine lotion
- Cash
- Pictures of your work
- Reference books
- Hair dryer

You should have received a materials list suggesting supplies and tools to bring from home (mark tools with your name). Bring any small tools and any special materials you would like to use in your workshop (except clay). Clay is sold in 25-pound bags at \$21 per bag (this covers glazes and firing). Please do not bring your own clay. Store and coffee house purchases may be paid with cash, check, VISA, MasterCard, or Discover cards. If you want to ship packages ahead, address boxes to yourself care of Penland School, noting the workshop and session you are in. Ship to arrive the Friday before your session.

Use these addresses:

USPS: PO Box 37, Penland, NC 28765

UPS/FedEx Ground: 2687 Conley Ridge Road, Penland, NC 28765

FedEx Express: 67 Doras Trail, Penland, NC 28765

We have a range of weather, so bring warm clothes and rain gear, as well as lighter apparel. Comfortable walking shoes are recommended as the terrain at Penland is uneven and includes stone steps and walkways that can be slippery when wet.

Keep in mind that Penland housing is very simple, so bring whatever you may require for comfort.

Be sure you bring enough cash for your stay and your trip home. We accept checks for purchases but we cannot cash your checks, and it may be difficult to cash out-of-town checks locally. There are ATM machines and banks in Spruce Pine, a fifteen-minute drive.

Penland supplies fans, sheets, blankets, towels, washcloths, pillows, soap, and ear plugs. You may also bring your own, but please be aware that the nearest laundry facilities are in the town of Spruce Pine, a 15-minute drive. You may want to bring a sleeping bag or quilt (it can get cold in the mountains).

Accessibility

Penland's campus is located on terrain that is steep and uneven. We have made our campus more accessible and housing is available that conforms with the Americans with Disabilities Act. We provide accessible parking for the dining hall, housing, and most studios. Several golf carts are available for students who have mobility limitations. Penland will make every effort to provide appropriate housing and program access to people with known disabilities to the degree possible without posing an undue hardship for the organization. People with disabilities are responsible for requesting appropriate accommodations in advance and helping the school assess how best to assist them. Please contact the registrar to discuss housing and access to studios and other facilities.

Textiles workshops are taught in second- and third-floor walk-up studios; one of the metals studios has stairs that compromise access.

Housing

Penland housing is quite simple. Buildings are not air-conditioned—the climate is moderate and you can count on cooler temperatures at night. Furnishing is basic: a bed and a place to put your clothes. While we make every effort to do so, we cannot always accommodate every housing request. Housing assignments are made just before the session begins and will be posted in the Pines dining hall and the Lily Loom House hallway when you get here. Photographs of typical Penland housing are available at www.penland.org.

Laundry

Penland's water supply is limited so we are unable to provide laundry facilities, but there are laundromats in Spruce Pine, a 15-minute drive. People with cars are generally willing to combine trips with those who did not drive to Penland.

Phones

Verizon and U.S. Cellular cell phones work best at Penland; other services may not work. **Emergency messages may be left during office hours, 8:30 AM–5:00 PM, Monday–Friday, by calling 828-765-2359. On weekends and evenings, leave urgent messages at extension 1301. Messages will be relayed to the appropriate party when business hours resume.**

Internet/E-mail

There are free public access internet terminals available in the Pine dining hall and the reading room in the Craft House. WiFi is available throughout the campus. If you want to use e-mail on our public access terminals, it is a good idea to establish a browser-accessible e-mail account before you come.

Fax

The Penland fax number is 828-765-7389, outgoing faxes are \$1.00 per page; no charge for incoming faxes.

Mail/Messages

Your mail should be addressed to you at Penland School, PO Box 37, Penland, NC, 28765. (For FedEx Express use 67 Doras Trail; for UPS/FedEx Ground use 2687 Conley Ridge Rd.) Check daily for mail and messages in the mail slots in the Lily Loom House hallway. Mail arrives by 11:30 AM and goes out at 4:00 PM. UPS/FedEx Ground packages are delivered to the school store.

Guests

Housing at Penland is limited, so we cannot offer accommodations for your guests. Camping on Penland property is not permitted. Guests may purchase meals in the dining hall if space is available; make reservation 24 hours in advance by sending an e-mail to pinesreservations@penland.org or leaving a message at 828-765-7942. You can buy meal tickets at the school store, or meals can be paid for (cash or check) at the Pines dining hall. A list of area accommodations is available on our website under “Visiting Penland” in the “About Penland” menu.

Food

Penland provides excellent, nutritious meals made with fresh ingredients. There is always a vegetarian option, but we cannot accommodate special dietary needs such as vegan, wheat-free, sugar-free, lactose intolerant, or those who eat meat

at every meal. We do try to provide enough options that almost anyone can find something good to eat. Lunch and supper include a varied salad bar, and certain items, such as fresh fruit and cereal, are always available **Students staying on campus have paid for all meals as part of their room and board charge.**

Off-Campus Students

Students housed off-campus may participate in all session activities. Off-campus students may sign up for a meal plan or purchase meal tickets at the school store. Off-campus students are invited to stay for the first Sunday supper at no charge. Off-campus students need to pay at the door for any meals that are not part of their meal plan.

Photographs

Penland staff members may spend time in your studio taking photographs for potential use in Penland publications and promotional materials. If you prefer not to be photographed for this purpose, please let the photographer know.

Credit for Penland Workshops

Public Education Renewal Credits

North Carolina teachers can receive certificate renewal credit from their local school board for study at Penland (check ahead with local board). The workshops relate directly to the objectives of the visual arts curriculum as described in North Carolina's standard course of study. Teachers from other states have also received renewal credits; check with your local school board. A Penland certificate of course completion is available for \$20.

College Credit Information

Penland students can receive college credit through Western Carolina University (WCU) through the procedure outlined below.

Fees: \$125 per undergraduate credit, \$150 per graduate credit, \$55 application fee. (These fees are set by the university and are subject to change without notice.)

Credit Hours: 2 credits for 1 week of study; 3 for 2 or 2½ weeks; 9 credits for 8 weeks.

Contact Hours: Students must have at least 15 contact hours per credit hour earned.

You must pre-enroll before you arrive at Penland:

Check with your degree program to be sure that credit you obtain from WCU will transfer. You must notify the Penland registrar at least three weeks before your arrival that you will be obtaining college credit for your class. Once you have notified the Penland registrar, an enrollment packet will be sent to you. The packet must be completed and returned with payment for your college credits

to the Penland registrar three weeks before you arrive on campus. If you do not pre-enroll before your workshop, you will not be able to obtain credit.

If applying for graduate credit, you should apply to WCU online as a graduate transfer student not obtaining a degree from Western at:

<http://www.wcu.edu/academics/edoutreach/conted/guide-for-graduate-students-at-partner-organizations.asp>

Once you have completed the online enrollment process for graduate credit, please notify the Penland registrar to complete the enrollment process.

When You Get Here

If you arrive on Sunday with time to spare, you might want to visit the Penland Gallery, the school store, and the coffee house (see map for locations). You may also visit your studio. You can drop off your supplies, but please don't claim a specific space until the class meets with the instructor.

The session begins with an all-school orientation at 5:00 PM in the Flex Studio. It is important to attend, as we will pass along basic information which will be of benefit during your stay. There is a special meeting for instructors at 7:00 PM. Workshops have introductory meetings and required safety talks at 8:30 PM in the studios. Introductory meetings for fall and spring one-week workshops take place at 5:45 PM. Off-campus students are invited to stay for the first Sunday supper, even if it's not in their meal plan.

Movement workshops begin at 7:00 AM on Monday (during fall and spring, movement class schedule will be announced). Breakfast is served from 8:00–8:45 AM. Workshops begin at about 9:30 AM Monday.

If you have questions concerning your housing assignment, please talk to the deputy director on Sunday afternoon or the registrar on Monday morning. Do not change rooms without approval from the registrar.

Life at Penland

Penland studios are open 24 hours a day (except the hot-glass and flame shops; see note on page 8) so you can accomplish as much as possible during your session. For a change of pace there are evening slide shows, visits to nearby studios, an on-campus coffee house, a library, volleyball games, dances, gallery exhibits, studio open houses, or walks in the countryside.

The Penland campus is large and has many buildings, including structures that are over 100 years old. Recent construction has made it possible to consolidate most of the studios and activities in a central campus.

Workshop structure varies depending on the teacher, but in general there is a balance between demonstrations, formal instruction, and open studio time, often supplemented with slide shows, group projects, and field trips.

While at Penland, you can expect to work hard, learn a lot, make friends, and

forget about the rest of the world in an isolated setting without the distractions of phone, TV, or daily newspapers. You can also plan to have fun, eat well, and get the kind of rest that comes from total immersion in something you love.

Special Note to Glass Students

The hot-glass shop is open from 6:00 AM to midnight, Monday through Saturday, so depending on the workshop **you may work very early or very late**. The studio is closed on Sundays. The schedule for each workshop is set by the individual instructor. Blow slots are assigned based on workshop content, the number of students in the workshop, and the instructor's plan for the workshop. Daily blow slots generally work like this: Each student is assigned and works with a partner. Each student works 2½ hours assisted by their partner, 2½ hours assisting their partner. Demonstrations are scheduled most days and can last up to 3 hours. When students are not blowing or attending a demo, they are encouraged to assist other students in the hot shop or use the cold shop and the fabrication room to complete works in progress.

The flameworking studio is open 24 hours a day **at the discretion of the instructor**. Generally speaking, students do not work in the flameworking studio unless the instructor or studio assistant is present, so the availability of late-night hours may vary.

Community Life

Penland is a small school supporting a high level of activity. People are living, eating, working, and resting together—all in a limited amount of space. Work-study and core students directly help to run the school, but every individual contributes to the particular energy and personality of each session. To participate in Penland is to be part of a community where each person's activity invariably affects someone else (positively, in most cases). If you are a returning student or instructor, we are glad to have you back. If you are new to Penland, we hope you will be part of this community for years to come.

While at Penland, you may be sharing spaces you are accustomed to having to yourself. Please be considerate: clean up the bathroom and other common areas after you use them; take your trash to the dumpsters; remember there is no smoking (or burning of candles or incense) in the buildings; and don't forget that people may be sleeping at irregular hours. Please note that shoes and shirts are required in studios and the dining hall.

Quiet hours in housing are from 11:00 PM until 7:00 AM. The studios, however, are open through the night (except the hot-glass and flameworking studios; see note above), and some kinds of work can be noisy (we ask wood and iron students to refrain from using certain loud equipment during quiet hours). **You may want to use earplugs to help you get your rest.**

Communication at Penland is done through the boards in the Pines and in the hallway of the Lily Loom House. Please check these daily for schedule additions and changes. Also, check the student mailboxes in the hallway of Lily Loom House daily for mail and messages.

If you have a question and don't know who to ask, check with staff members or core students. We want your time at Penland to serve you well and ask that you let us know when we might help you. Have a good session. We are looking forward to getting to know you.

Penland's Expectations

While you are at Penland the school expects you to do the following:

- Work hard and challenge yourself
- Work safely
- Have fun
- Get some rest when you need it
- Participate in the learning process—attend demos, ask questions, try new techniques, observe others, visit other studios
- Let Penland staff know if you have questions or are having a difficult time. The staff is here to help you.

Penland Facilities

The Pines Dining Hall

During weekday lunches, Penland staff, and some work-study students go through the food line between 12:15 and 12:30. Because these folks have a limited time for lunch we ask that students and instructors wait until 12:30.

Meal times are as follows:

MONDAY–SATURDAY

Breakfast 8:00–8:45 AM

Lunch 12:30–1:15 PM (12:30–1:00 PM in fall and spring)

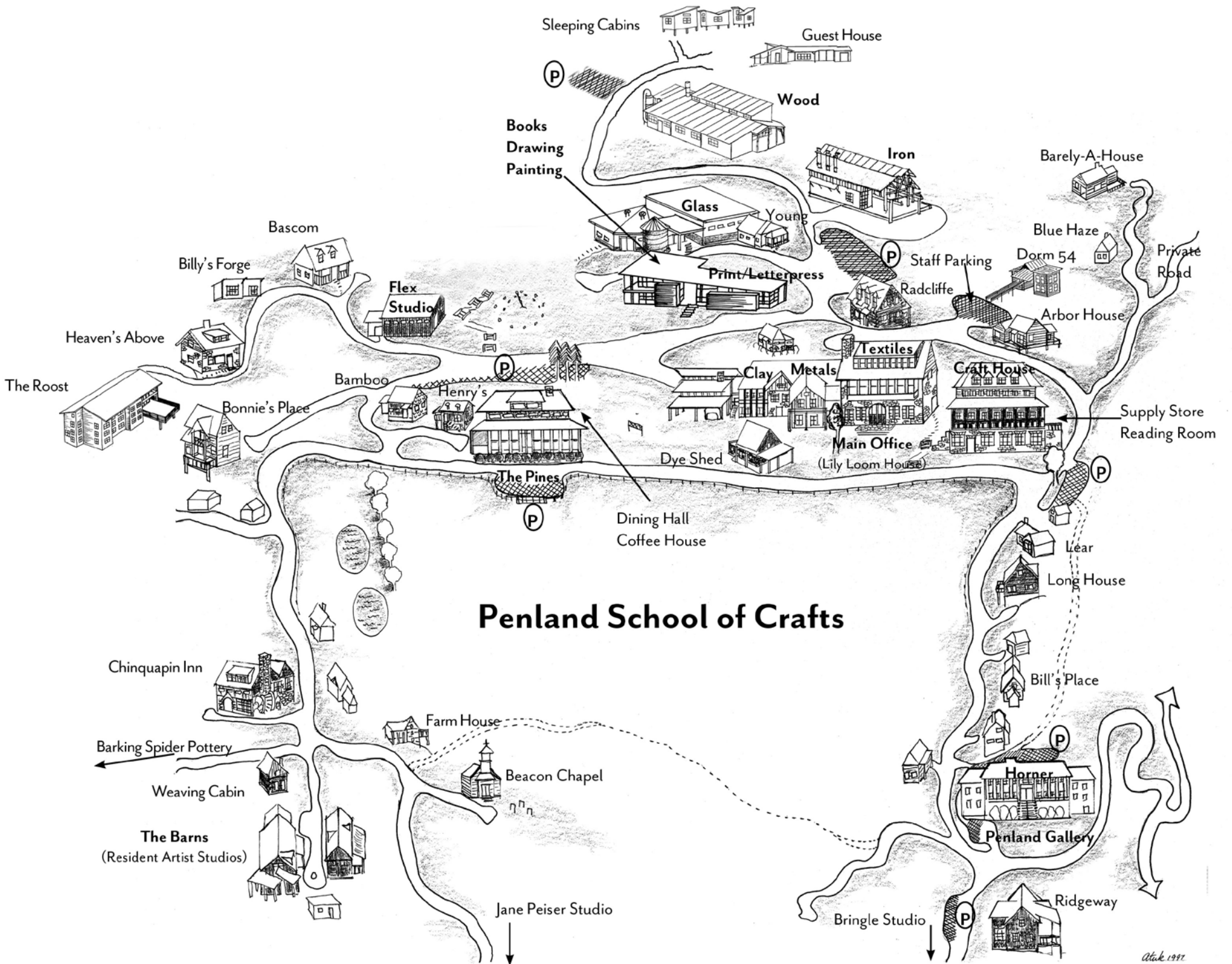
Supper 6:15–7:00 PM

SUNDAY

Mini-breakfast 9:00–9:45 AM

Brunch 11:00–11:45 AM

Supper 6:15–7:00 PM



Penland School of Crafts

School Store

Our school store is located in the Craft House. Hours are posted. You can make purchases with cash, check, VISA, MasterCard, Discover cards.

Books

Penland has a reading room in the Craft House with a selection of books that do not circulate. We receive major craft periodicals plus an assortment of other magazines. Some of these are kept in the studios and many are in the reading room. Please read periodicals in the reading room or studio where they are kept. Check at the main office or the school store for current reading room hours.

Coffee House

The coffee house is located in the Pines and serves coffee, espresso drinks, teas, cold drinks, fresh baked goods, and sandwiches. If you would like your coffee to go, you are encouraged to bring a mug. Hours are posted. The coffee house accepts cash, check, VISA, MasterCard, and Discover cards.

Penland Gallery and Visitors Center

Our gallery and visitors center, open from March through mid-December, is located in Horner Hall. The gallery offers a number of exhibitions throughout the year as well as an ongoing display of work by current and former instructors, resident artists, and other Penland-affiliated artists. Hours are Tuesday–Saturday 10:00 AM–5:00 PM, Sunday 12:00–5:00 PM. The gallery organizes tours for the public by reservation on Wednesdays during weeks when workshops are running. The gallery phone is 828-765-6211.

Practical Information

Emergency Procedures

In the event of an emergency, contact the nearest available staff person—during the day, this will probably be the studio coordinator or a staff person in the main office (Lily Loom House). The nighttime security person is the first point of contact between 9:00 PM and 2:00 AM. For other off-hours, an emergency phone list is posted in the studios and in housing units.

Medical Emergencies & Allergies

Penland does not have a first responder or an EMT on staff and has minimal first aid capabilities. It is Penland's policy to contact 911 in the event of any medical emergency. Students and instructors are asked to voluntarily provide basic emergency information during workshop orientation. Penland does not administer any form of injectable adrenaline (epinephrine). If you have a known allergy to foods, stings, environmental items, or products we encourage you to bring a personal supply of adrenaline for self-injection. The main office staff can provide a list of

local medical providers upon request.

If you should have an accident that requires medical attention, call 911 (if you are using a cell phone, you will need to give directions) and/or notify a staff member immediately. The Blue Ridge Regional Hospital, located in Spruce Pine, is a fifteen-minute drive. If you have a night-time emergency that can't wait until morning, contact the nighttime security person or check the emergency phone list which is posted in the studios and housing units.

Automatic electronic defibrillators are located in the Lily Loom House, the Pines, the gallery, and the glass studio.

Poison Ivy

Poison ivy is very prevalent here; extreme caution should be taken if you walk in the woods. There are many varieties of poison ivy but it almost always consists of three shiny leaflets. It will grow on the ground, in bushes, and as a clinging vine on buildings and trees. If you should come in contact with it, wash carefully with cold water and soap. Tecnu, an ointment that can be helpful, is in our first-aid cabinets. Tecnu is also available in the school store. If you are unfamiliar with poison ivy, get someone to point it out to you; it can make your life miserable.

Fires

Penland is served by the Ledger Volunteer Fire Department, which can be called through 911. In case of fire, alert the instructor, the studio coordinator, or any staff member listed on the emergency phone list. If you see a small fire that can be put out with a fire extinguisher, please do so immediately if you know how to use one safely. Always get help first and do not put yourself in danger. There are fire extinguishers located in each studio and every building; please be aware of their locations.

Smoking

Smoking is not permitted in any Penland building, in outdoor studio workspaces, in the Pines portico or in other areas posted *No Smoking*. We are proud of the beauty and cleanliness of our school and ask you not to throw cigarette butts on the ground, or any housing unit porch; receptacles are provided throughout the campus. A list of approved smoking areas is posted in studios and housing.

Other Flammables

For your protection and the safety of others, burning candles or incense in your room is not permitted.

Recycling

We recycle glass, aluminum, plastic, paper, and cardboard. There are receptacles for recyclables outside of all studios and housing.

Parking

The best places to park are in the lots east of the Craft House, below the glass and iron studios, or on the hill behind the Pines (see areas marked with a “P” on the campus map in this booklet). The small lot behind the Lily Loom House and the lot behind Arbor House are reserved for staff. Do not park near the dumpsters, in designated handicap spaces, in the loading ramp behind the Pines kitchen, **or on the grass.**

Mail

Mail is sorted by 11:30 AM, Monday through Friday, and is distributed to the alphabetically ordered cubby holes in the entrance hallway of the Lily Loom House. Incoming faxes will be placed in these boxes as well. Outgoing mail can be deposited in the box underneath the cubby holes. The mail is taken down to the Penland post office each weekday at 4:00 PM. Stamps are available in the school store or you can visit Penland’s historic one-room post office on Penland Road just before the railroad tracks.

Parcel Shipping

We have daily USPS, UPS, and FedEx service Monday through Friday. You can weigh and pay for UPS packages in the school store. Incoming UPS and FedEx Ground packages are delivered to the school store. FedEx Express and USPS packages are shipped from, paid for, and delivered to the main office of the Lily Loom House. See page 3 for addresses.

Linens

Penland provides sheets, blankets, pillows, towels, and washcloths, although you are welcome to use your own. Fresh linens are available on Sundays between 7:00 and 8:00 PM at the sheet room in the basement of the Pines for students remaining longer than one week.

Water

Please conserve water whenever possible as we have a limited supply. If you have a dripping faucet or a running toilet or if you see water running out on the ground, please notify someone in the main office in the Lily Loom House or send an e-mail describing the problem to guestservices@penland.org.

Session Activities

Activities are posted daily on the Pines blackboard and the Lily Loom House whiteboard. A calendar of session events is posted in all studios. There is a supply of session calendars in the Lily Loom House hallway if you would like your own.

Movement Classes

In addition to the regular workshops, sessions include daily movement classes available to all students and instructors at no extra charge. Times are posted on the information boards. The movement instructor may also visit your workshop and offer suggestions for more effective use of posture and movement in your work.

Open Houses

The resident artists host an open house in their studios during each session. Potter Cynthia Bringle also has an open house at her studio, which is near the Ridgeway building. Watch the Pines blackboard and the Lily Loom House whiteboard for dates and times. There are maps available at the gallery showing other local studios you can visit.

Slides

The schedule for all-school slide programs will be posted on the boards in the Lily Loom House hallway and in the Pines dining room. Slide shows start at 8:15 PM.

Studio Clean-Up and Departure

Studio clean-up is part of your workshop. All students are expected to participate in studio clean-up which must be complete by lunchtime on the last day of the session. It is important that everyone help with this. If you have made plans to leave earlier, please check with the studio assistant to see how you can help before you leave. Most sessions end on Friday at noon; summer session five ends on Tuesday; summer session seven ends on Saturday; fall and spring one-week sessions end on Saturday. You are welcome to stay until the next morning, but you must be out of your room by 9:00 AM.

Session Auction

On the last Thursday of most sessions (Monday of summer session five), there is an auction of student and instructor work to benefit our scholarship programs. Auctions are held at the Flex Studio at 8:00 PM. There is no auction in summer session seven or in the spring and fall one-week sessions. These auctions are celebratory and entertaining, and they raise a significant amount of money to enable scholarship students to attend Penland. If you would like to contribute a piece of your work to the auction, please deliver it to Flex between 4:00 and 6:00 PM on the afternoon of the auction.

Show & Tell

On the last day of the session, students are invited to show their work in the Flex Studio from 11:00 AM until lunchtime.

Penland Friends Party

Each session we invite students and instructors who would like more information about Penland's ongoing activities to a party at the Pines Portico. This casual event is an opportunity for us to thank those who support the school, to share information about what's been going on at Penland, and to talk about our plans for the future. Check the session calendar for day and time. For information about support for Penland, please speak to someone in the development office.

Programs

Resident Artist Program

Penland resident artists are fulltime craftspeople who live and work at the school for three years. The resident artist program provides a stimulating, supportive environment for persons at transitional points in their careers. Please see the Penland website or speak to the program director for more information. Resident artists have an open house during the session and you may visit their studios at other times.

Core Student Fellowship Program

Core students are full-time students who live at Penland for two years, working part-time for the school and participating in workshops. The core fellowship program offers students the opportunity to explore various interests and examine career possibilities in a supportive environment. Please see our website or speak to the services coordinator for more information.

Work-Study Scholarships

Work-study students are an important part of life at Penland. They work approximately 20 hours per week, mostly in the dining hall, and they assist core students in preparing the campus for incoming students as part of a scholarship program which provides room, board, and partial or full tuition. Please check with the registrar if you are interested in a future work-study scholarship.

Other Scholarships

In addition to work-study scholarships, Penland has partial and full scholarships that do not have a work requirement. Details of all scholarship programs can be found on the website and in our catalog.

Studio Support

Studio coordinators maintain the studios and prepare them for each workshop. They plan studio improvements, order supplies, supervise equipment maintenance and safety, and they assist in planning the program. **Studio assistants** are work-study students who work with their instructor and their studio coordinator. They arrive early to help the coordinator prepare the studio, they sell materials

to students, act as liaison between the instructor and the studio coordinator, and supervise studio clean-up. Please see the registrar, or your studio coordinator if you are interested in being a studio assistant for a future workshop.

Student Affairs

We want students to have productive and satisfying experiences in their workshops at Penland. If something is interfering with your experience, please consult with the registrar or your studio coordinator for help with a solution.

Development Activities

Penland is a nonprofit, tax-exempt organization. The school's programs are supported by contributions from individuals, corporations, foundations, and public agencies. Instructors and students have historically been Penland's most valuable sources of support. The scholarship auctions and Penland Friends parties are development activities that take place during each session (see page 15). The annual benefit auction is a major fundraiser that takes place between the fifth and sixth summer sessions. If you would like to attend or volunteer to help with the benefit auction or would like to know about other ways you can help the school, please contact the development office.

Policies

Personal Property

You are responsible for the care and protection of your personal property and possessions, and you should provide your own insurance. Penland is not responsible for the personal property of students, instructors, or staff and does not provide insurance covering such property. Studios and housing remain unlocked at all times. Some of the studios have locked storage available, and there are lockers in The Roost and Craft House living spaces. You may bring your own lock or rent or purchase one at the school store.

Drugs and Alcohol

Under North Carolina law, the purchase or possession of alcohol by a person under the age of 21 is illegal. It is also illegal to aid and abet a person less than twenty-one years old in obtaining alcoholic beverages. Penland expects everyone on campus to comply with this law.

People over the age of 21 may consume alcohol on Penland premises, subject to critically important limitations. Any person possessing or using alcohol in the studios, except as part of a school-sanctioned event (i.e., for an "after-hours" event, when all work in the studios has ceased), may be dismissed without a refund or terminated as an instructor. Working in the studios while under the influence of alcohol or any other intoxicant, including the misuse of prescription drugs, is strictly prohibited. Anyone who consumes alcohol on campus at social

events is still expected to exercise good judgment and remain responsible for conducting him or herself in keeping with being part of a hospitable living and learning environment.

Penland prohibits the use, sale, and possession of illegal substances on its premises. Anyone found using, selling, or possessing illegal substances on Penland premises will be dismissed without a refund.

The legal use of prescribed drugs is permitted on Penland's campus, but only if such use is conducted in a safe and responsible manner that will not endanger the user or others.

This policy applies to all Penland program participants, guests, visitors, staff and board members.

Pets

Students are not permitted to bring pets to Penland.

Firearms

Firearms are not permitted on the Penland campus.

Camping

Camping is not permitted on the Penland campus.

Music in the Studios

Students enjoy a variety of music at Penland. We ask that workshop groups discuss the playing of music in the studios and reach a group consensus on the time of day, the volume, and the type of music to be played. Students are welcome to listen to music using headphones as long as this does not compromise safety. However, Penland workshops are a community experience and playing unwelcome music as well as wearing headphones can detract from that experience. We also ask that students refrain—in the studios, in work-study situations, and at school sanctioned events—from playing music that contains excessive profanity or demeaning language. If you are bothered by music being played, it is helpful if you express your concern and try to help others understand why the music bothers you. Tolerance and consideration are expected from everyone.

Unacceptable Behavior

Penland reserves the right to dismiss any student, without refund, for behavior that is disruptive to the community learning and living environment. Penland may refuse admission to students with a past history of unacceptable behavior. Unacceptable behavior includes, but is not limited to, the following:

- a. Refusing to participate in workshop if this adversely impacts the learning experience of others.
- b. Possession/use of alcohol in the studios; intoxication in the studios, underage drinking or providing alcohol to anyone under age 21.

- c. Use, possession, or sale of illegal drugs or drug paraphernalia.
- d. Verbal abuse and/or harassment.
- e. Hazing, physical abuse, physical violence or threat of physical harm.
- f. Sexual assault, abuse, harassment, or indecent exposure.
- g. Discriminatory conduct directed at a particular person based on race, gender, gender identity or expression, sexual orientation, religion, age, national origin, or disability.
- h. Possession, open or concealed, of a deadly weapon on Penland premises.
- i. Disruption of the normal functioning of the Penland community, breaching the peace, disrupting the work of others, violating the rights of others.
- j. Damage to, destruction, theft, or other misuse of Penland property or the property of others.
- k. Unauthorized use of Penland studios, housing, or other property.
- l. Behavior which violates local, state, or federal laws.
- m. Behavior which jeopardizes the safety of self or others.

Inherent Risks/Liability Waiver

While Penland is a safety-conscious institution and safety information is part of every workshop, it is impossible to eliminate the risks that accompany the use of certain tools, equipment, and materials. By participating in Penland workshops and activities you assume responsibility for the inherent risks involved. It is incumbent on all students to participate in the safety training that is part of their workshop. It is also every student's responsibility to understand safe practices and the risks involved before using any tool, machine, or material. Students will be asked to sign a voluntary liability waiver stating that they understand their responsibility in this regard.

Directions to Penland School

Note: In our experience, some online mapping services and GPS devices may not list Penland School and may give inaccurate directions to Penland. Our street address (67 Doras Trail, Penland, NC, 28765) does not show up in many of these systems and some show this address in the wrong place. Using our GPS coordinates is likely to be more accurate. They are as follows: 35.94467,-82.115706. Or, better yet, just follow these directions.

From Asheville: Take US19/23 (I-26) North past Mars Hill, then take exit 9 to stay on US19 towards Burnsville. This road will turn into US19E. Go through Burnsville and continue approximately 12 miles until you reach NC226 North. (There's a stoplight at that intersection.) Turn left onto 226 and continue for 2.8 miles. Turn left onto Penland Road; there's a green Penland School sign at this turn. Drive 1.1 miles on Penland Road to a big curve. Turn sharply to the right onto Conley Ridge Road (there is a large, steel Penland School sign here) and go all the way up the hill.

From Eastern North Carolina: Take I-40 West to Marion, exit 86. Turn right at the end of the ramp onto NC226 North. This road will take you all the way to Penland Road (about one hour), **but you will need to make several turns to stay on 226; watch for signs and be careful you don't end up on 221 or 226A.** Several miles after you cross under the Blue Ridge Parkway, you will pass a shopping strip on the right, then crest a steep hill. At the bottom of that hill, turn left at the light onto 226/19E. Drive through one light and turn right at the second light, and then continue on 226 for 2.8 miles. Turn left onto Penland Road; there's a green Penland School sign at this turn. Drive 1.1 miles on Penland Road to a big curve. Turn sharply to the right onto Conley Ridge Road (there is a large, steel Penland School sign here) and go all the way up the hill.

From North Via I-95: Turn onto I-85 at Petersburg, VA, continue to Greensboro, pick up I-40, then follow directions from Eastern NC (above).

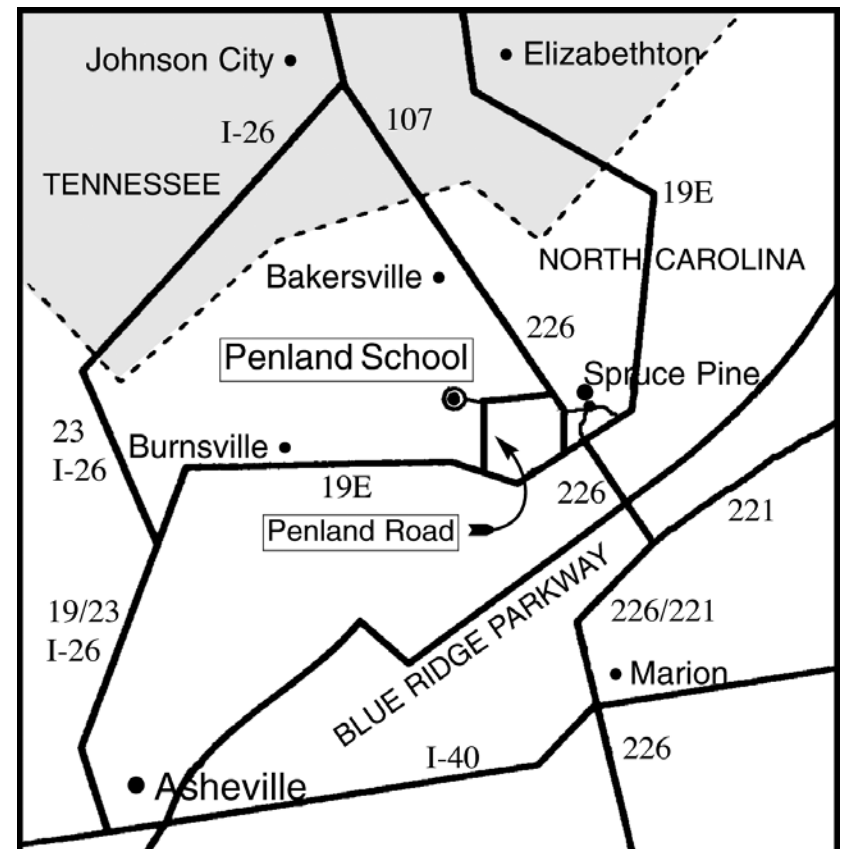
From North Via I-81: Resist the temptation to take the Skyline Drive/Blue Ridge Parkway; it's beautiful but very slow. Exit onto I-26 East (Exit 57A). Go through Johnson City and continue on I-26 into North Carolina. Nine miles after you cross the state line, take exit 9 onto US19 towards Burnsville. This road will turn into US19E. Go through Burnsville and

continue approximately 10 miles. Turn left at the green Penland School sign onto Penland Road. Follow Penland Road for 3 miles, when you will cross a bridge and railroad tracks. One mile past the railroad tracks, bear left at the big curve onto Conley Ridge Road (there is a large, steel Penland School sign here). Go all the way up the hill.

From the Deep South, the Midwest, the Southwest, etc.: Find your way to Asheville, NC and then follow directions listed above.

Please Note: If you are unfamiliar with the area, we strongly advise that you arrive before dark; it's easy to get lost. Penland is one hour from Asheville, one hour-and-a-quarter from Johnson City, two-and-a-half hours from Charlotte, one hour from Marion, three hours from Knoxville, three hours from Winston-Salem.

This map is quite simplified, but it should get you to Penland or at least help you get oriented on a more detailed map.



PENLAND SCHOOL OF CRAFTS

Helping people live creative lives

Post Office Box 37

Penland, NC 28765-0037

828.765.2359 • penland.org

SESSION DATES

Spring

Eight-Week Session: Sunday, March 12 – Friday, May 5

One-Week Session I: Sunday, March 26 – Friday, April 1

One-Week Session II: Sunday, April 9 – Saturday, April 15

One-Week Session III: Sunday, April 23 – Saturday, April 29

Summer

Session 1: Sunday, May 28 – Friday, June 9

Session 2: Sunday, June 11 – Friday, June 23

Session 3: Sunday, June 25 – Friday, July 7

Session 4: Sunday, July 9 – Friday, July 21

Session 5: Sunday, July 23 – Tuesday, August 8

Session 6: Sunday, August 13 – Friday, August 25

Session 7: Sunday, August 27 – Saturday, September 2

Annual Benefit Auction: August 11 – 12

Fall

Eight-Week Session: Sunday, September 24 – Friday, November 17

One-Week Session I: Sunday, October 8 – Saturday, October 14

One-Week Session II: Sunday, October 22 – Saturday, October 28

One-Week Session III: Sunday, November 5 – Saturday, November 11