

**Pont-Aven  
School of  
Contemporary  
Art**

Student Handbook

# Contents

## INTRODUCTION

### PREPARING TO STUDY ABROAD.

Packing and Supplies

Student Visa Guidance

Passports

Student ID

International Student Identity Card (ISIC)

### TRANSPORTATION TO PONT-AVEN

Arrival Information

Paris Airports

Meeting Spot

Departure Information

### PONT-AVEN

#### THE SCHOOL BUILDINGS

Administrative Office Issues

Studio Space

Studio and Facility Details

Classrooms and Studio Rules

Student lounge

Wi-fi

#### HOUSING AND RESIDENCE LIFE

Gifts for your host family

Transportation In and Around Pont-Aven

Money

#### CORRESPONDING

Mail

#### STUDENT RESOURCES

#### MEDICAL CONCERNS

#### ACADEMIC AND CONDUCT CONCERNS

Personal Conduct

Drugs and Alcohol

Expulsion

Procedure for Obtaining Credit

Cancellation policy

Add/Drop Policy

#### EXHIBITIONS

Student Exhibition

#### EMERGENCY ACTION PLAN

What to do in an emergency

Guidance for Students

#### APPENDIX

A Brief History of Pont-Aven

Clothing

Neighboring cities

Social Graces

Metric conversions

Books and suggested readings

The Student Handbook is a comprehensive document that outlines student travel, responsibilities, rules and code of conduct, as well as useful information about Pont-Aven.

Please read it carefully prior to arrival and bring it with you in carry-on luggage while traveling.

*Bienvenue à Pont-Aven!*

## **Contact information**

### **PROVIDENCE OFFICE**

269 SOUTH MAIN STREET

PROVIDENCE, RI 02903

USA

TEL: 401.272.5445

FAX: 401.272.5448

info@pontaven.org

### **PONT-AVEN OFFICE**

PENSION GLOANEC

29930 PONT-AVEN

FRANCE

TEL: 02.98.09.10.45

FAX: 02 98 06 17 38

psa.france@wanadoo.fr

## **Staff in Pont-Aven:**

Susan Working, Academic Director

s.working@pontaven.org

Gwen Pacallet, Director of Administration

02 98 09 10 45, cell: 06 61 56 57 51

g.pacallet@pontaven.org

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## **Staff in Providence:**

Amy Ewen, Administrator

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# **Introduction**

Pont-Aven School of Contemporary Art was founded in 1993 by Dr. Caroline Boyle-Turner.

PASCA is an international program for studio studies in the Fine Arts, whose main campus is located in the historic artists community of Pont-Aven (Brittany, France). PASCA provides the time and place for advanced undergraduates and post-graduates to acquire a lived experience that combines critical discourse, studio practice and cultural research. Central to this purpose is the combination of stimuli accumulated from travel to major art capitals with the culture of Brittany. The program's goal is to provide a unique opportunity for students to develop advanced conceptual and cultural skills in the residential context of new mentors and methodologies that represent the depth and breadth of the international art world.

PASCA students have the time and the studio space to develop not only a strong studio discipline, but also a significant body of artwork.

All PASCA participants are required to attend general orientation meetings that outline safety issues, procedures, and the understanding cultural differences.

## **Preparing to study abroad**

### **Packing and Supplies**

Texts and Supplies - Please note: airline security and international travel guidelines have put many artists' supplies on the «do not pack» list-either for checked or carry on baggage.

Supplies for summer intensive institutes are included in tuition and program fees and materials will be purchased on the students' behalf.

Supplies for semester studies are not included in the program fees and if supplies packages are purchased on the student's behalf, they will be informed of the additional cost and billed.

Questions regarding your supply list should be directed to your professors for the course in question (supply lists, if any, will be emailed by faculty a few weeks before the start of class).

There are no big or «discount» art stores in France. Students should be prepared to pay a higher price for some supplies that are not commonly used by art students in France. It is advisable to bring the tools and supplies that specific to the artist, are required for their craft.

As a general rule, it is also advisable to bring both unprimed canvas and paper as these basic items are more expensive and less available in France. Students are encouraged to roll these supplies in a sturdy tube or a flat portfolio case as this is a good way to get finished works home after completing the program.

PASCA provides from its «reserve» certain items that are exhausted quickly, and each week a trip to Quimper will be made to replenish supplies. At the beginning of each term during the orientation period and beyond, students and instructors work together to plan ahead and foresee any needs to avoid last minute panics. Catalog orders can be placed through Boesner's and are usually delivered within 6-8 days.

Students are advised against shipping art supplies ahead of time to Pont-Aven. PASCA is not responsible for materials lost in transit and cannot guarantee deliveries. PASCA cannot store items for past students and will not ship items at the end of term. Materials and artwork left will be recycled or discarded. Please plan ahead.

## **Student Visa Guidance**

American students planning to attend PASCA during the 15-week semesters should obtain a student/long term stay visa from the French Consulate. Students must make their own personal visa applications.

**The visa application process is a complicated multi-step exercise and should be started as soon as possible.**

Included in all acceptance packets are visa support letters from PASCA to the French Consulate, step by step instructions, translations of forms, and a financial guarantee template. Students may contact the PASCA Providence Office for guidance throughout the visa process.

American students planning to attend PASCA during the summer do not need a student visa; Americans may travel in France for up to 90 days without a visa stamp.

International students attending American colleges or universities should seek advice at their home school Study Abroad office for visa requirements to study in France or call the PASCA Providence Office.

International students who are not affiliated with an American institution should contact Gwen Pacallet in the Pont-Aven office for visa assistance.

## **Passports**

Students must have a passport that will be valid for six months past the end of travel in France. Students should make three photocopies of their passport: store one copy at your permanent address in the US, another in your suitcase, and give the third copy to the PASCA Coordinator of Student Activities upon arrival in Pont-Aven.

## **Student ID**

PASCA issues a Student ID card upon arrival in Pont-Aven. The PASCA ID card will grant students free or reduced price access into French museums. Students should also consider but are not required to obtain an International Student Identity Card

## **International Student Identity Card (ISIC)**

When obtaining this ID, request that the agent issuing the card write the name of your university on it, as well as the phrase «Ecole des Beaux-Arts» so that it is clear that you are an artist. Call 1-800-2-Council for the ISIC issuing office nearest you in the US or visit [www.counciltravel.com](http://www.counciltravel.com). Other student travel agencies can issue these cards, as can many universities across the country.

## **Transportation to Pont-Aven**

PASCA students are responsible for arranging their own air transportation to Paris Charles de Gaulle-Roissy airport: Airfare from the US to Paris is not included in the program fees. Please note that, though students are responsible for their own airfare to Paris, group travel from Paris to Pont-Aven is covered in the program fees. Additionally, all regional excursions and faculty led cultural site seminars are included in the program costs.

Two travel agents who have been booking PASCA student travel for over 10 years are: Travel Cuts Portland and Helen Norman at AAA. These professionals are familiar with the PASCA program and will try to coordinate groups of PASCA students flying to Paris from the same cities whenever possible.

### **Helen Norman**

AAA of Southern New England

Tel: 978.266.1000

Email: [hnorman@aaasne.com](mailto:hnorman@aaasne.com)

Hours: 9-5 M-F

### **Duncan Robertson**

Travel Cuts Portland Oregon

Tel: 503.274.2323

Email: [drobotson@travelcuts.com](mailto:drobotson@travelcuts.com)

Hours: 10-6 M-F

### **Arrival Information:**

Flights must be booked to arrive at Charles de Gaulle-Roissy Airport no later than 11 am on the day the student group meets to travel to Pont-Aven (this arrival is always on the SUNDAY before the session officially begins: See specific program dates on [www.pontaven.org](http://www.pontaven.org)).

### **Paris Airports:**

There are two airports in Paris: Charles de Gaulle-Roissy and Orly. Students must book flights arriving in Charles de Gaulle-Roissy, where PASCA students will meet for group travel to Pont-Aven (read details below).

Students who must arrive at Paris Orly Airport (flight does not originate in the United States and because of routing, usually), please be sure your flight lands at Orly by 8 am at the latest. From Orly, there is an Air France bus that departs just outside the Arrivals area that is marked «Charles de Gaulle aeroport» that will get you to the meeting spot.

**Paris to/from Pont-Aven Group Bus Travel:** PASCA works with a local travel agency to coordinate group bus or train transportation for PASCA students between Paris and Pont-Aven.

### **Meeting Spot:**

An email will be sent to all students a few weeks before the session begins that reiterates this information and includes any specific details of the meeting. If you do not receive an email, please contact the Providence office. A PASCA staff member will be at the INFORMATION BOOTH in the TRAIN STATION (Gare TGV) on the lower level of Terminal 2 of Charles de Gaulle-Roissy Airport at noon on the day indicated as your arrival day in the program (the Sunday before the program starts).

Important: the bus for Pont-Aven will leave promptly at 1:00 pm. Students are encouraged to bring a copy of this handbook in their carry-on luggage. In the event that a student gets lost or misses the group, they are to call the office in Pont-Aven as soon as possible.

The bus will take everyone directly to the school where the host families will be waiting to greet students. Host families will not be able to accommodate students who arrive early to Pont-Aven. PASCA is not responsible for student travel or accommodations before or after the program.

## **Departure Information:**

PASCA students leave together from Pont-Aven on Saturday morning, the last day of each session. Flights from Paris to the United States usually leave late morning or early afternoon, students spend Saturday night in Paris and fly out on Sunday. Hotel accommodations and travel to Paris are covered by program fees and are arranged by the Coordinator of Student Activities. PASCA students are responsible for arranging their own transportation from the hotel to the airport on the day of their departure from Paris.

PASCA students are required to stay in Pont-Aven through the end of the last day of the session. Students may not book a return flight that departs the last Friday of the session or earlier.

If there is an urgent need to return to the United States that prevents participation in group travel back to Paris, students will be responsible for making their own arrangements and accommodations. Please note: The closest airport to Pont-Aven is in Lorient and can be reached by taxi or bus.

## **Pont-Aven**

In the autumn of 2004, PASCA inaugurated its newly renovated Belle Angèle studio. This stone warehouse used to house a wooden barrel making facility. All PASCA buildings are non-smoking spaces. Students have 24-hour, 7 days a week access to the studios, as long as simple security measures are followed. Other than studio space, les Ateliers houses a print studio, two mixed use classrooms, a traditional dark room and digital lab. Les Ateliers du Bois d'Amour is wi-fi enabled.

Students are given in-studio access to free telephones with posted local, 24-hour emergency contacts.

PASCA has purchased land along the river in town to build another studio building, designed by architect Jean Nouvel. Meanwhile, the garden at the edge of this property is available to the PASCA community. Please note: For liability reasons, the unoccupied buildings next to the garden are off-limits to everyone.

The facilities at the school exceed the norm in rural Europe. Though students have access to essential materials and resources, part of the PASCA experience is redefining needs in a new frame of reference; students develop the skills of the transient innovator, valuable experience to meet the challenges of any new environment.

## **The School Buildings**

### **Administrative Office Issues**

The PASCA studio office is open Monday - Friday from 10 am to 7pm. The Pension Gloanec office is open from 10-12 and 2-5 Monday-Friday. The Pension Gloanec houses a modest library for student resources and students may access the library during office hours.

The phone and fax machine are in constant use, and their use is only granted by circumstantial exceptions. It is encouraged that faculty and students bring their own laptops and supplementary external fire-wire drives. There are two photocopy machines, one in the Pension Gloanec and one in the PASCA studio office. Students may use these machines for the price of paper and ink, which is posted.

## **Studio Space**

PASCA's Studio building used to be a factory for making barrels. It was completely renovated to our specifications in 2003. Please help us maintain the building by respect for the space!

### **Floors**

The floors are poured concrete, protected with resin. Students have access to used cardboard and tarps to protect the floor.

### **Lights**

These must be turned OFF when the last student leaves the studio for meals, excursions, or for the night.

### **Doors**

The building is on a main street, with lots of passersby. All doors to the street should always be closed (they lock automatically).

### **Sinks**

These are industrial sinks, but they have their limits to the amount of gunk, paint, plaster, etc that they can tolerate. Please scrape off excess paint, etc. into the buckets provided.

### **Tools**

None of the power tools can be used without the presence of Fred, an intern, faculty member, or a monitor approved by Fred.

Hand tools are locked in the tool cage and Fred will explain the rules of access.

Our studio facility and adjacent student lounge are monitored and patrolled 24 hours a day, and all entrances have a coded keypad for after-hours student access.

## **Studio and Facility Details**

The sculpture studio is equipped with the following: circular saw, jig saw, cordless drills, planer, router, drill press, compound saw, sanders, staple guns, angle grinder, and an assortment of files, hammers, wrenches, staple guns and other hand tools. Screws, nails, and staples are provided by PASCA.

A portable arc-welding station is available.

There are no ceramic facilities.

Linocut, woodcut, dry point, monotype, monoprint, and collography are available. There are no acid, aquatint, screen-printing, or lithography capabilities. Ink are water or ink-based and are the responsibility of students to purchase them. Brayers, palette knives, and rulers are provided as well as a drying rack. Plexiglas, metal plates, linoleum, and other printing matrices are the responsibility of the artist to procure. Light table, for tracing, slides, etc is available and is 1 by 1.5 meters Mineral spirits are provided, as well as rags, newsprint, glass palettes, drawing boards, tables and easels.

The dark room is equipped with two enlargers ; photo paper is the responsibility of the artist ; developing chemicals are provided.

Multimedia Equipment: Available 24/7: Two common use computers with internet access, flatbed scanner, two A4 printers (color and B&W), and card readers for memory cards, multi-format DVD and VHS player, and a Television. Available during day time and/or upon request: two Macintosh computers, one digital camera, one miniDV video camera, slide scanner, inkjet A3 (29,7X42 cm) printer, Sony VGA digital projector; two Kodak 35mm Slide projectors with carousels. Software on the Macintosh computers is: iLife 08 (iMovie, iDVD, GarageBand, iTunes) iWork, Adobe Creative Suite 3, Adobe Acrobat Professional, Final Cut Express, Live Type, there are 2 Wacom Tablets and three sets of headphones.

Wi-Fi Internet access is available to individuals who have Wi-Fi capability on their computers. Students are responsible for purchasing DV tapes, DVDs and Cds.

**Photos** - Bring a camera! Students must bring any cables necessary to connect personal digital cameras to PASCA workstations.

**Computer** - PASCA is wireless in the studios and the office building. Students are encouraged to bring personal computers although there is a computer lab at the school.

Students not using the network must close their on-line connection to avoid network crashes. Storms, lightning and technological glitches sometimes close down the entire system. Students are encouraged to bring external hard-drive and storage devices.

**Electrical devices** - travelers need an adapter and a plug converter for electrical devices to work in France. European appliances work on 220 volts (US is 110 volts).

## **Classrooms and Studio Rules**

Faculty will discuss studio ethics and safety with their class and foster a community of respect for others. The studios are available 24 hours a day, but the students should respect the studio building's neighbors and not make a lot of noise at night. It is also important that the studios always be locked when there is no one in them. Please help us keep the new building in good shape by promoting respect and consideration for the spaces.

Faculty may set their own rules in the classroom and enforce them, provided they are not in direct conflict with established PASCA rules or policies, listed below. Tools should be put away at the end of the each day and should NOT be taken out of the building (exceptions must be made for site-specific installations). Easels, drawing boards, and glass palettes are all numbered and will be assigned to the students needing them. Sculpture tools can be signed out and the student is responsible for returning or replacing them.

Brushes and chemicals should be scraped clear and then washed in the studio sinks.

Only odorless solvents (provided) can be used for oil mediums.

The use of aerosol mediums (fixatives, adhesives, paints) is restricted to outside of the building and proper protection (tarps or cardboard) should be used to prevent overspray.

While our staff will empty trash receptacles and sweep, students are expected to respect their space. Food should not be left in the studio and students and faculty are asked to help remove trash as needed.

Installations, projections and other extended uses of the facilities by the students must be pre-approved by the faculty and Studio Chair.

Bicycles may not be stored inside the studio building. There is a rack outside for student use.

## Site-Specific Installations

PASCA and the town encourage students to use the town and its surrounding as both subject and sites for pieces. The following guidelines apply to all student or faculty installations on both private and public property:

1. If the piece is to be put up on public property (i.e. in the Bois d'Amour, the parking lot below the PASCA building, the river, etc.) faculty are required to speak to a member of the administration first and verify if permission is necessary. For some sites, instead of formal permission, a piece can be put up for 24 hours, with a label on it that identifies it as a «temporary installation». For other sites, PASCA must notify the owner or the town hall. In most installations, there is no problem, as long as efforts have been made to inform necessary parties.
2. If the piece is to be put up on someone's private property, then permission is necessary. Carine Charof, Coordinator of Student Activities will assist professors and students to either to write a note to the owner outlining their plan or to go with them to make requests orally.
3. Safety is a constant concern and faculty must think about any risk your piece might cause to casual passersby, such as children or dogs. If the piece has a component to it that is unsafe if unsupervised, please mount the piece up right before critique, make sure it is constantly supervised while in place, and remove it immediately (after it has been photographed for personal records).
4. Site pieces cannot leave any trace or cause any damage that cannot be immediately erased: so please consider what glues, paint, holes to be drilled, ropes to be tied, etc, could do to the environment. When the piece comes down, the site must return to its previous state. The town will respect the school and faculty all the more for these gestures of consideration.
5. For ANY site-specific piece, please discuss with the Facilities Manager details of location, materials, tools needed, etc.
6. Finally, please note that PASCA encourages and supports site specific installations, so think about using our garden, parts of the building, or other PASCA property for your pieces - just discuss your ideas with one of the administration ahead of time!

## Models

If faculty or the students want models, PASCA staff can arrange their hire. If there is a strong desire on the part of the students for an evening or weekend session with a model, we will arrange this, also.

## Clean up

Each student is required to clean up their space, repair walls if applicable, and throw out unwanted items. PASCA cannot store any works for the students or departing faculty - all has to be either taken with them, or thrown away. Assemblages can be disassembled and the found objects returned for use in future works of art by future students. Faculty are required to check in at the studios during clean-up and will conduct a final run-through at the end of the day. The staff additionally tries to be present on that last day of the session to supervise cleaning, drive students to the post-office, and take out bags of trash.

## Student lounge

Across the street from the studio facilities is a student lounge with social space and dining accoutrements. French law prohibits us from installing a kitchen for student use though we have made hot plates, toasters and refrigerators and individual food pantries available. Like the studios, these common spaces will be cleaned, but students are expected to wash their own dishes and remove trash when necessary. The lounge is equipped with multi-system video and DVD players that will play either French or US zoned movies.

## **Housing and Residence Life**

Final housing assignments will be given upon arrival in Pont-Aven.

Most students are lodged in an accommodating environment in the charming residences of local French families. All host-families live within easy walking distance of the school.

Breakfast and laundry service are provided by host-families. Because this immersive environment is an integral part of the PASCA curricular philosophy, this expense is included in the total tuition. Post-Baccalaureate Artists in Residence and Graduate students have the option to share apartments on a space-available basis at an additional cost. Lunches and weekend dinners are not included in the program fees.

If ever there is an issue with living arrangements and/or host family accommodations, students must advise the Coordinator of Student Activities immediately.

The host families vary: some hosts are retired couples or singles with extra rooms who like the contact with art students. Some are working couples or singles who leave early and set breakfast out for students who sleep late. Most rooms are single rooms; there are a few large doubles. Most have shared bathrooms. The Coordinator of Student Activities places students in the type of housing situation they prefer based on the Housing Questionnaire that is sent with the acceptance package. Most host families house two PASCA students at a time PASCA will help arrange housing for students coming with spouses in B&B style situations. Host families will be waiting to meet students as they get off the bus from Paris.

Host family rules vary depending on the family, but PASCA requests that students be mindful of their new homes: Be respectful. Electricity and water are very expensive in France; students should conserve energy when possible: limit showers to 10 minutes, turn off lights that aren't being used, etc. Students returning home late from the studios should enter the homes quietly and be careful with paint splattered clothes. If your host family is OK with you receiving calls from home, remember to tell everyone the time difference - and NOT to call more than twice a week - France is 6 hours ahead of the US east coast, and 9 hours ahead of the west coast. In-coming calls after 10 pm or before 8 am are discouraged. The French tend to use the telephone for making appointments to see people, not to chat, so short conversations are expected rather than long ones. Please respect that custom in your host family's home and save your long phone conversations for the phone booth, or, have a cell phone with you.

Host family tips: Even if you do not speak French, try to talk and explain who you are, and where you are from. Your host family has taken you into their home to get to know you and to share. You'll be amazed at the progress you will make simply by trying. Try sketching life at home - they'll be flattered! Keep them up-to-date with what you are doing at school. Don't be afraid of making mistakes in French - just the fact that you are trying will be appreciated.

### **Gifts for your host family:**

Students are encouraged to bring some token gifts for their host families. Often, the best received gifts are specialty foods or items with local interest representing the region you are from. Students may also want to bring some photos of their house, family, or a regional picture book. If applicable, students may offer artwork from their stay in Pont-Aven upon departure. Many host families are very proud of their PASCA collections!

### **Religious Services**

France is a predominantly Catholic country. Catholic Mass is held at 9:30 Sunday morning in the Pont-Aven church in town, by the Boulangerie Keraval. There is also a mass on Saturday evening. There is an English Protestant congregation that meets in a chapel in Trémorvezen during the summer - near the ocean outside of Nevez. The Tourist Office in Pont-Aven can advise on other religious services. The nearest synagogue is in Rennes, 2.5 hours away by train. There is a mosque in Quimper.

# **Transportation In and Around Pont-Aven**

## **Feet**

PASCA students do a lot of walking!

Whether finding new motifs, scouting materials and sites, or just going back and forth to school events, students are on their feet quite a bit. The village flanks the river and has hills on both sides. Most PASCA students are housed with families spread throughout the village. No home is more than a 15-minute walk from the school. It is perfectly safe to walk the village streets at any hour and students are urged to explore the country lanes and paths that branch out in all directions. Dolmens, Druidic stones, pagan springs, old trees and beautiful farms abound. Hiking trails are well marked along the river and branch off from the Bois d'Amour. Students are expected to use the same judgment they would in any country about meeting strangers and walking alone after dark. Streetlights go out at midnight or 2 a.m., depending on location. In general, students are urged to carry a flashlight in their backpacks for evening travel.

## **Bicycles**

Bikes can be rented by the week or by the month in nearby Nevez. Helmets and bike locks, however, must be purchased. Prices are approximately \$50 for one week, \$100 for four weeks, and \$140 for six weeks. A deposit is required. PASCA assumes no liability and will not assist in securing bicycles for the students.

## **Bus**

There is an inter-city bus that runs between Quimperlé, Pont-Aven, Concarneau, and Quimper several times a day (one hour to Quimper, 30 minutes to Concarneau). Fares are \$ 2.50 one-way from Pont-Aven to Quimper. See the schedule posted at PASCA or check with the Head of Student Affairs. Please note that the buses do not run in the evenings.

## **Trains**

The nearest train station is in Quimperlé (15 min. by car/ 30 by bus). Students may not call the office or staff over the weekend to be picked up. Trains in the summer tend to be full and reservations are advised. Students are responsible for making their own travel and hotel reservations for weekend, non-program related, and post-PASCA trips.

## **Taxis**

Taxi fares are quite reasonable, however, taxis in Pont-Aven don't cruise and they must be called and reserved. The local taxi phone numbers are:

Taxi Cariou: 02 98 06 15 11

Taxi Neliaz : 02 98 06 95 22

## **Car rental**

Rental cars are available in Quimper and Lorient. Most French cars have a manual shift (though an automatic may be available at a higher price). Weekend specials are usually available. Tel: 02 98 52 04 87.

## **Money**

The French-European monetary unit is the Euro. The current exchange rate is roughly one Euro to \$1.45 USD. Students are encouraged to arrive with about 100 Euro to cover any incidental expenses until arrival in Pont-Aven. Students might want to plan a weekly budget of 30 to 50 Euros (lunches run from 6 Euros and up - sandwiches to go are around 4 Euros) Though not a frequent problem outside Paris, pickpockets tend to like crowded places full of tourists. Students are expected to use the same precautions and care as they would in their home countries. La Poste (post office) is a good place for exchanging foreign monies with no commission, just a low flat fee. Most banks do charge a substantial fee to cash traveler's checks without opening a full account.

### **ATM machines:**

Using existing ATM cards in French machines is the best way to get money and the best exchange rate. Students should verify with their banks and credit card companies that services are valid overseas. Most banks will charge a small fee for each ATM transaction. ATM machines in Pont-Aven accept Carte Bleue, Mastercard, Maestro, Cirrus, Plus, Visa, Visa Electron, CIC MOA and EC cards.

## **CORRESPONDING**

### **Emergency Phone Numbers:**

Police 17

Local gendarmerie 02.98.06.07.28

Fire and medical first aid 18

Ambulance 15

Information 118 218

Lifeguards, sauvetage en mer 02.97.55.35.35

PASCA office 02.98.09.10.45

### **Telephone**

All calls within France use a 10-digit number beginning with 0. Students are encouraged to use public phones and not those of host families. Individual arrangements with host families must be made before placing calls. A phone card or télécarte, can be purchased for local and long distance. No card is necessary when dialing emergency numbers or when calling the «numéros verts» (toll-free numbers beginning with 08, such as the ones for AT&T, MCI, Sprint, etc. listed below. All public phones use the télécarte instead of coins. There is a fax machine at the school available for student use - the cost is 2 Euros per page for faxes to the U.S. and 1 Euro per page within Europe.

To call directly to the U.S. or Canada: dial 00.1 + full number (with area code). When using a long distance company, follow the instructions heard after dialing one of the numbers below:

AT&T 0800990011

MCI 0800990019

Sprint 0800990087

IDB Worldcom 0800990013

Canada 0800990016

For other countries: dial 00 + country code + full number.

To call France from the United States, dial 01 1.33 before the number and to drop the first 0 of the posted French number.

### **Cell phones**

There are many cell phone providers and many systems, including satellite phones, phones that have SIM cards for each country, or phones that use only a US based number, even for local calls in France. Some American cell phone providers will host international calls. It is the student's responsibility to check with their home provider. Students who choose to purchase French cell phones (either pay as you go, or contract) are responsible for their own services. Students must turn off cell phones during class, critique, and lecture times.

## Using a public phone:

Vocabulary

*Décrochez* - Take the receiver off the hook

*Introduire la carte ou faire le No. gratuit* - Insert the card or dial a toll-free #

*Fermez le volet* - Close the flap

*Patiencez SVP* - Please wait

*Votre crédit = x unités* - You still have x units left on your card

*Composez le numéro* - Dial the number you are calling

*Retirez votre carte* - Remove your card

*Anomalie* - Something is wrong, try again or try another phone

## Mail

Students must have mail sent to the PASCA Administrative office, and not to host family residences:

Your name

Pont-Aven School of Contemporary Art

Pension Gloanec

5 Place Paul Gauguin

29930 Pont-Aven

France (air mail/par avion)

## Student Resources

### Musée de Pont-Aven

This museum is a good resource for students featuring a Permanent collection of artists who worked in Brittany in the 19th and early 20th centuries with much documentation about their sojourns with rotating temporary exhibits. The museum offers free admittance to PASCA students with their PASCA ID card. The Documentation Center (Centre du Documentation) wing is open to all PASCA students who want to read more about art in Brittany during the 19th and early 20th centuries. Many books are in English. A small print and photo collection is available by appointment. The museum is open every day, 10-12:30 and 2-6:00 in June and 10-7:00 in July and August. The Documentation Center is open M-F from 9-12:30 and 2-6:00. Corinne Bolou (a PASCA host) works in the office and speaks English.

### Centre International d'Art Contemporain

is an international contemporary art center located next door to and below the student studio facility. Artists from all over the world as well as local artists exhibit in regularly changing solo and group shows. CIAC also houses PASCA's lecture hall, where visiting artists and faculty give presentations both about their work and the contemporary art scene.

## **Medical concerns**

Students are accountable for their own health care and insurance and must bring all necessary or possible prescriptions and copies of scripts for any prescriptions. Additionally, students should keep a copy of the scientific name of all medications in case of emergency.

The student medical form will be kept on file in both the American offices and the French campus. These forms are confidential and protect the student in case of an emergency.

PASCA requires written proof of health insurance coverage in order to participate in the program and students must keep proof of medical coverage with them at all times. Students who do not have a regular insurance policy are required to purchase a short-term policy that will cover them during the period of time spent overseas. Such policies can usually be purchased with plane tickets at most travel agencies, or directly through large insurance companies.

If necessary, medical care is provided by doctors in Pont-Aven. All doctors speak a little English and any student who needs to see a doctor is always accompanied by the Coordinator of Student Activities. The names and phone numbers of these doctors are posted in the PASCA main office, the Pension Gloanec. There are two hospitals nearby - one in Concarneau and one in Quimperlé - each within 15 minutes of Pont-Aven. In the event of a serious accident or illness, there are larger hospitals in Quimper and Brest.

Anyone concerned about medical care should consider getting either a special health policy/rider that would include repatriation (airfare back to the U.S. in case of accident or illness) or special travel cancellation insurance. The latter is available through a travel agent and would cover any last minute cancellation of travel due to illness. The French system requires that patients pay any medical expenses incurred in France, and then are reimbursed by your own health insurance company.

## **Academic and conduct concerns**

Academics: BFA/BA students are enrolled in junior/senior level college courses which are intensive and which require considerable commitment to studio practice. Postbaccalaureate and MFA students are welcome to enroll in one course (credit may be negotiated) and are otherwise expected to be motivated to work independently, directed by their mentors, and the weekly schedule of critiques and seminars. All students are expected to follow a code of ethics, complete all work assigned and hand it in a timely manner. If at any time a student is concerned about the work load or their performance, they must report to the Studio Chair.

Students are expected to approach the semester with the same work habits expected for superior performance at their home institutions. A «midterm warning» will be made to any BFA/BA student whose work is below a «C» level half-way through the session. Home institutions will be notified in order to maintain continuity with a student's financial or academic requirements.

### **Attendance Policy**

Tardy is more than 15 minutes late at the beginning of class and/or after faculty designated breaks.

3 tardies= 1 unexcused absence

2 unexcused absences=one letter grade drop

3 unexcused absences=a second letter grade drop

4 unexcused absences=failed class

The studios can be accessed 24 hours a day to complete work as required. The last persons leaving are responsible for turning off all lights and locking the doors. Pairs of students are always recommended for late night work in the studios.

Each PASCA faculty and staff member presents an evening lecture on his or her own work during the course of the term. PASCA students are required to attend. Townspeople are also invited.

Field trips within the region around Pont-Aven are planned to complement the studio experience and attendance is required. All semester students are expected to participate in the faculty led cultural site seminars.

All on-site installation pieces must be removed by the end of the session. Any site piece staying up beyond the time of the specific class when it is to be discussed must not pose any risk to the public. Such site pieces can only be left up beyond the scheduled time of that specific class with the approval of the instructor and the director.

All bills for supplies, etc. must be paid before the end of the session in which a student is enrolled.

**Grades will not be released until the following:**

- all accounts are cleared
- studio space has been cleaned out completely
- transcript request forms have been completed
- end of term surveys have been completed

**Personal Conduct:**

Students are to act as unofficial ambassadors representing their family, their home institution, and home country.

**Drugs and alcohol**

Possession or selling of drugs are both considered felonies. If a student is arrested, PASCA and United States Embassy officials can be of little or no help. Many young French people drink alcohol - beer and wine are part of tradition - but drunkenness, binge drinking and drinking out of an open bottle in public places are considered to represent poor taste.

Public drunkenness is grounds for immediate expulsion from PASCA. There is no smoking in any PASCA facilities and interior spaces.

**Expulsion:**

PASCA reserves the right to expel any student for:

- Behavior toward the host family, other students, or faculty members that the PASCA administration determines to be unacceptable and irresponsible.
- Violation of the host family's household rules.
- Failure to attend classes or required field trips, or to perform the work demanded by a class.
- Violation of PASCA rules concerning alcohol, smoking or drugs.
- Violation of French laws.

Inappropriate behavior that results in the necessity of involving the police, or in the destruction of property (school, town, host families) or is perceived as a physical threat and/or results in personal injury to any PASCA community member will be grounds for immediate expulsion.

Students at risk of being expelled will be given one warning (both verbal and written) by the director. If the behavior persists, parents and advisors will be notified and the student will be told to leave immediately. PASCA will assume the responsibility of making the student a plane or train reservation to Paris and driving him or her to the station or airport. Air/train fare is the responsibility of the student. PASCA will advise the French Consulate in the United States that the student is no longer attending PASCA. Once the student leaves Pont-Aven, PASCA assumes no responsibility for him or her. There will be no refunds for students who have been expelled.

## **Procedure for Obtaining Academic Transfer Credit:**

Semester students receive transcripts from Pacific Northwest College of Art, or from their own institution if it is within the PASCA Consortium. Summer Session students receive transcripts from the Rhode Island School of Design Continuing Education Office.

Post baccalaureate students receive a Certificate of Completion, as well as written evaluations from their professors.

**Credit may be negotiated on a case by case basis for professional development and graduate study, contact the Central Office to discuss graduate curricula and credit.**

Letter grades A, B, C, D, and F with pluses and minuses are given, and are weighted as 4.00 for an A to 0.00 for an F. PASCA makes no differentiation in class enrollment between those taking the courses for credit and those opting not to transfer the credit. Some schools will not accept a letter grade below C- for transferable credit. Some institutions have specific punitive rules regarding credit and performance falling below a certain level.

Most universities and art schools require advance approval from the student's own school for courses to be taken for credit at another institution. Students receive a Credit Articulation Form in their acceptance package that helps negotiate the appropriate transfer of credit.

Here is what you should do in order to ensure that you will receive proper credit for courses taken in Pont-Aven:

### **Before leaving for Pont-Aven (for students planning on receiving transferable credit for PASCA courses):**

**Complete the Credit Articulation Form with an academic advisor, department chair or dean.** Students may be required to obtain **written pre-approval** for the course(s) you signed up for in Pont-Aven. Biographies of teachers and course descriptions can be found on [www.pontaven.org](http://www.pontaven.org). Every school has a different system, but academic advisor will be able to advise students of steps needed to obtain credit. If students are receiving financial aid from your own school to attend the PASCA program, there may also be a form that PASCA has to sign and return to the student's home institution's financial aid office. Students are welcome to contact the PASCA central office for guidance. PASCA will make every attempt to negotiate transfer credit on a case by case basis.

Academic Advisors or their proxy will inform the student of what supporting documents they will need for final credit approval. Students need to be vigilant about documentation and evidence brought back from Pont-Aven to ensure the transfer of credit, usually: course syllabi, any written work (papers or tests), and the portfolio of work completed. It is advised that students take photographs of any work left in Pont-Aven.

**It is the student's responsibility to discuss pre-approval for PASCA courses with their home institution's advisor before leaving for Pont-Aven.** Credit Articulation Forms must be returned to the PASCA Central Office before departing for study. Students are expected to be in good academic standing prior to arrival in Pont-Aven.

### **After Pont-Aven:**

Upon return to one's home institution, students must meet with their advisor to get final credit approval of PASCA courses by providing portfolio, slides/photos, course syllabus, papers, exams, PASCA grade forms with professor's comments, and any other material related to the course.

Again: credit bearing transcripts are provided by the Pacific Northwest College of Art for semester students. Summer session students are issued credit bearing transcripts from the Rhode Island School of Design/Continuing Education. At the end of term, all students will be given the appropriate transcript request form that must be completed and returned to the studio chair before departing Pont-Aven.

Students who encounter any problems receiving academic credit must contact the PASCA central office in the United States.

Post-Baccalaureate Certificates are awarded to students who successfully complete the program. This is based on regular attendance and participation in weekly seminars and weekly group critiques, production of a significant body of studio work and written supporting texts, active participation in the field trips and site seminars, and the consensus of the professors and PASCA Studio Chair.

### **Cancellation policy:**

Cancellations prior to 30 days before the first day of class: \$300 cancellation fee, balance of payment refunded. Cancellation prior to 15 days before the first day of class: 50% of tuition, minus \$300 cancellation fee. Following the first day of school no tuition refunds can be made. (This policy applies to courses dropped after acceptance.)

30 days prior to the first day of class, PASCA reserves the right to cancel courses due to under-enrollment. Students should check with the PASCA office in the United States before making their travel plans, as PASCA cannot be held responsible for ticket cancellation fees or non-refundable tickets.

PASCA's cancellation policy also applies to courses dropped by the student after acceptance.

### **Add/Drop Policy:**

Classes may be changed within the first two weeks of the semester, with the approval of both professors involved and the PASCA Studio Chair. Students must take a full load of courses: no part-time undergraduate students are accepted into the program. Summer Session students may also change classes within the first two days of courses with proper approvals. Students must complete an Add/Drop form that explains issues regarding course overloads and weighting.

## **Exhibitions**

### **Student Exhibition**

During the last week of the session (semester studies only), an exhibition of student work may be held in the Centre International d'Art Contemporain (CIAC) gallery space.

Preparing for the exhibit at the same time as finishing up course work tends to be rather hectic. Course work must have priority, but professors are encouraged to use the exhibition as a focus for the week before the opening and you are encouraged to use the exhibition as a teaching tool - i.e. how best to present a work, what to choose, titles, documentation, how much to charge for it (works priced under 100 € tend to sell best in Pont-Aven). For this exhibition the students organize themselves, but the Head of Student Activities and the Facilities Manager oversee it and all are asked to help keep it flowing smoothly. It is extremely important that professors give an assignment for students to complete after the show is up and running so that they do not think the exhibition marks the end of the session. Works for the Student Exhibition are chosen by the student AND the teacher, please work with each student to make the best selection possible.

For some sessions, an Open Studio situation may either substitute for, or accompany an exhibition in the CIAC gallery. This event coincides with the expo vernissage and is open to the public. Students clean up their personal studio space and hang any or all works of their choosing. Or, you as a teacher can use the Open Studio as part of the curriculum of your class and decide to choose the works or a theme to represent the student. Students may also sell their work to the public at this time. The school cannot act as a middleman for selling works. Students cannot accept checks for their work, as they cannot be cashed without opening a personal French bank account.

Bienvenue en France! French culture is very different from American culture and studies in Pont-Aven represent a time to leave behind old habits and ideas and grow in a new direction, accept new ideas, and make new discoveries. Culture shock is normal and understandable. Regardless, all students living abroad are encouraged to enjoy the experience and revel in the differences rather than criticizing them. Try to think about why things are done the way they are in France and you may decide that you like their reasoning!

## **Emergency action plan**

PASCA adopts our emergency action procedures from NAFSA literature and the Yale University Faculty Handbook for Study Abroad. All policies have been tailored to the PASCA environment when applicable.

### **What to do in an emergency**

*Emergency Measures and Crisis Management to be followed by instructors of PASCA programs*

Students are required to provide PASCA with their permanent address (in the US or in their home country), two emergency contacts, a complete flight itinerary, proof of medical insurance and disclosure of medical conditions, a signed bill of health from their primary care physician, 1x1" photograph, and a copy of their passport. The French campus and the US office both maintain complete student files.

An emergency is generally defined as an event which is not personal in nature and which involves the group. An emergency usually falls into one of the following categories:

1. Natural disasters (hurricanes, typhoons, earthquakes, floods, fire)
2. Environmental disasters (nuclear hazards, pollution, water and air contaminants)
3. Medical emergencies (massive transportation accidents, epidemics)
4. Technical emergencies (communication system failures, power failures)
5. socio-political crises (civil and political unrest, riots and demonstrations, military coups, hostage taking, terrorist bombings, warfare)

This list is not meant to be all-inclusive but rather serves as a guide. Actual events may differ from those envisioned in the best judgment of the professor should be used to minimize harm to the students and maximize safety. In some cases, evacuation may be called for while in other cases it may be best to stay put. In any case, should emergency measures be put into effect, the normal conduct of the course will be suspended and all efforts directed to responding to and recovering from the crisis.

PASCA Administration will keep a record of students' local addresses and phone numbers and mark these residences on a map of the village. During Cultural Site Seminars, Faculty are required to keep rooming lists with them at all times and to designate meeting spots while traveling. Students are given a list of emergency numbers for police, fire, hospital and government agencies.

PASCA Administration has designated an emergency assembly point within easy reach for all students. This place will be used in case of mass evacuation or lack of communication means. The Studio Chair and Program director will inform you of this location during faculty orientation tours. A drill may be conducted during orientation of students to test preparedness and response.

While it is unlikely that any such event will happen while you are studying abroad, it is important that your group has an outlined course of action in the event of an emergency. Instructors will be expected to give students guidance in case of an emergency and students are prepared to follow professors' instructions.

#### Crisis Response Steps:

1. Given an impending or actual emergency, the first thing to do is to contact PASCA's French Campus, who will inform the PASCA U.S. Office.
2. Based on instructions or on the circumstances on the ground, the situation will either warrant evacuation or lock-down. This is the critical decision from which all others flow and, if possible, should be made in consultation with PASCA officials.
3. In case of immediate evacuation, direct students to the appropriate assembly point.
4. In either case, contact all students and communicate specific instructions or communicate to them when they will receive specific instructions. Arrange for face to face meetings. Verify which students you can contact and which you could not reach
5. Emergency funds might need to be acquired. It will most likely be necessary to use ATMs is available or to pool resources from all present. Reimbursement will take place upon repatriation.
6. In case of evacuation at a later time, PASCA Administration will begin planning transportation requirements through government or commercial agencies. Alternate routes and back up plans will also be made
7. PASCA Administration will plan a return to the United States, or if this is impossible, to a safe haven country. The ultimate goal must be return to the U.S. as soon as possible after an evacuation.
8. Continually monitor the situation through news media, local population, and government agencies.
9. The French Campus will update the PASCA U.S. Office twice daily if possible. The Director of the French Campus will remain available or designate a contact person who is available to be contacted by PASCA's U.S. Office at all times.
10. If a crisis prevents evacuation or requires a lock down, the goal is to gather all students together and take steps to ensure their safety. Survival measures may be needed in terms of food, shelter and medical assistance. The priority is to keep the group together and safe.
11. If possible, keep notes during the emergency in order to prepare a written memorandum for record on actions taken.

#### Recovery from crisis:

1. The crisis is not over until everyone is returned home safely or the course resumes.
2. Any cancellation of the course in an emergency of gross proportion will automatically result in a full refund for all course-related expenses such as tuition and pro-rated room and board and meals. Travel or other expenses cannot be refunded.
3. PASCA French Campus will debrief the U.S. Office as soon as possible.
4. The validity of this plan will be assessed and re-evaluated
5. PASCA will follow up with students some time after recovery to evaluate their reactions to the emergency and their current health and welfare.

# Guidance for Students

The following instructions must be communicated to students during orientation:

*What to do if you are ill or if you have an accident, personal or academic problems while abroad?*

1. Academic Difficulties: Semester studies with built in cultural site seminars and Summer Intensive institutes at PASCA move quickly. If a student is having difficulty at any point with any portion of the academic program, they should seek immediate assistance from the Studio Chair and instructors. For semester-long studies, mid term progress reports are sent to students' home institutions. If any student is at risk of obtaining a failing grade, the home institution may become involved. Claims of diagnosed learning disabilities and/or psychological/emotional conditions must be supported by certified documentation from the student's home institution or a medical/psychological practitioner.

2. Cannot return to the Pont-Aven in time to attend class: If students leave Pont-Aven for the weekend to travel, they must inform the Studio Chair and host family, if applicable, of travel plans. If possible, students should leave a contact address or telephone number of where they will be staying. If students are unable to return on time for courses—having missed a flight or train connection—they must contact the Studio Chair immediately to inform them and to indicate new arrival times.

3. Emotional or psychological difficulties: Some anxiety is normal while living abroad and should not hinder students' ability to participate in class, program activities and personal explorations of Pont-Aven and the surrounds. If students experience emotional or psychological anxiety that threatens participation in the program, they should immediately contact the Coordinator of Student Affairs and the Studio Chair. The Studio Chair/Coordinator of Student Affairs may contact parents or guardians to discuss the students well being. A doctor may also be consulted, if necessary and as advised by emergency contacts. PASCA reserves the right to require a student to withdraw for medical reasons when, on recommendation of the Director and medical professionals, determines that the student is a danger to self or others because of a serious medical problem. If the student is unable to complete the program of study for any reason, PASCA will assist the student and their family in arranging for safe return to the U.S. or home country. Students will be required to sign a course drop form indicating that they have left the program; they will not receive academic credit or reimbursement of tuition, but may receive reimbursement for housing and program fees.

4. Legal problems: Neither PASCA nor the U.S. Consulate representative in France can obtain student release from jail should the student be arrested. However, if the student encounters legal problems while abroad, contact the Studio Chair/Coordinator of Student Affairs immediately. They will contact the local U.S. Consulate representative and inform the director who will contact parents/guardians.

5. Emergency Situation at home: If there is an emergency that requires a student to leave the program and return to their home country, inform the Studio Chair/Coordinator of Student Affairs immediately of the situation. Students will be required to sign a course drop form indicating that they have left the program; they will not receive academic credit or reimbursement of tuition, but may receive reimbursement for housing and program fees.

6. Illness or Injury (ranging from minor to serious):
  - a. Minor: for all injuries or illnesses requiring care, students must contact the Coordinator of Student Affairs immediately to seek guidance. The CSA will be able to indicate wither what kind of medicine or treatment students need or where to call. If the injury or illness requires a student to miss class, the student must inform the Studio Chair
  - b. Serious: students who can easily gauge that they are seriously ill or injured are to proceed directly to a MD or emergency room for treatment, with a classmate or instructor if possible. After the condition has been stabilized, students must call the Coordinator of Student Affairs to inform them of their condition and to seek guidance. The CSA may contact parents/guardians. If the condition is serious enough that the student is unable to continue the program of study, PASCA will assist the student and their family in arranging for their safe return to their home country. Students will be required to sign a course drop form indicating that they have left the program; they will not receive academic credit or reimbursement of tuition, but may receive reimbursement for housing and program fees.
7. Victim of a Crime (ranging from petty to violent)
  - a. Petty: petty crimes include: pick pocketing, purse or other possession stolen off your person, or from your studio space or home. Students should report all crimes to local law enforcement. It is unlikely that property will be recovered; however students may wish to report the stolen property to their home insurance company. Students are made aware of the location of local police stations during orientation tours.
  - b. Violent: violent crimes range from being mugged, physically attacked without being robbed, or raped. If a student is injures and requires medical attention and is able to get themselves to a doctor on their own or are able to call for an ambulance, students must proceed directly to the nearest hospital or emergency room for treatment, with a classmate or instructor whenever possible. After being stabilized, the Coordinator of Student Affairs/Studio Chair must be contacted. If the student is unable to get themselves to a hospital, they may contact the CSA/ Studio Chair for assistance. The CSA/Studio Chair will inform the director who will contact parents/guardians to inform them of the incident and the students' condition.

## **Appendix**

General Information on going to France as a student are available in many publications and at many websites but one example is the English language resources CNOUS (Centre National des OEuvres Universitaires et Scolaires) at [http://www.en.cnous.fr/\\_cnous\\_274.htm](http://www.en.cnous.fr/_cnous_274.htm)

### **A Brief History of Pont-Aven**

Pont-Aven is located in Brittany, in the northwestern corner of France, at the top of a long estuary, a few kilometers up from the Atlantic Ocean. It is found in the French «département» of Finistère (Latin for end of the earth) or in Breton, Penn-Ar-Bed (end of the earth). Pont-Aven's departmental number is 29, which is always found in the beginning of P-A's postal codes and the last two digits of car license plates.

The town first began to develop during the Middle Ages. The rocks in the river were used by monks and noblemen to build mills. Only a few of the original mills remain. Grains from the surrounding countryside were brought into Pont-Aven, ground into flour, and then transported by waiting ships to larger commercial centers. Pont-Aven continued to develop, and was perhaps most prosperous during the 18th century. In later years when trade began to falter, Brittany and Pont-Aven began to be rediscovered, this time by

artists. The natural and unique beauty of the land attracted many. The first of these groups were American painters who, in the 1860's, were looking to escape Paris in the summer. Soon after the Americans - and following a meeting between Paul Gauguin and Emile Bernard in 1888 - a new revolution began a break from tradition, and thus was born the Pont-Aven School. It is really in the last few decades that Pont-Aven has begun to come alive again as an artists' community. In 1986, the Musée de Pont-Aven (a municipal museum) opened and is a great resource for PASCA students and the artistic community. More on present-day Pont-Aven can be found on the website: [pontaven.com](http://pontaven.com).

## Clothing

In early fall, the weather in Pont-Aven is generally cooler than the United States. It varies greatly from day to day, and even within the same day. Mornings are often cool and damp, but are almost always followed by beautiful evenings. A hot day in Pont-Aven is rarely over 80°. Students will need a variety of clothing for various types of weather and artistic activity. Laundry is usually taken care of once a week by your host families, depending on the family. Students are encouraged to bring their own beach towels and supplies.

Winter and early Spring: It rarely snows or freezes in Pont-Aven. Temperatures from November to March can hover between the high 40s and low 60s. Flowers begin to bloom in January. The French do not overheat their homes and work places as do many North Americans, so students are encouraged to dress in layers and bring slippers for the house

## Neighboring cities

The biggest nearby town is **Quimper**, the capital of Finistère. The Musée d'Art is and the Musée Départemental, which have Breton wooden furniture, costumes, and Roman and Breton artifacts are both in Quimper. Two art supply stores, Galerie seize and Le Quartier: Le Centre d'Art Contemporain are quick trips from Pont-Aven and provide most school art supplies. The covered market and shops, the old section of town with antique stores, the art school and university, all make this a lively and intriguing place to visit. Their folk festival, the Fête de Cornouaille, is world-famous and takes place in late July.

There is a direct bus from Pont-Aven to Quimper. The bus stop is at the coiffeur (hair stylist) across the street from the Pension Gloanec (where PASCA's main office is housed). Bus schedules are posted at the stops and the Office du Tourisme (on la Place Gauguin). The last daily bus returning to Pont-Aven from Quimper leaves around 6:30 pm.

A little closer to Pont-Aven is **Concarneau**. Ville Close - a Renaissance section of the town extending into the harbor with fortress walls surrounding it—is Concarneau's central attraction. There are also many shops and the Galérie Gloux that specializes in 19th and 20th century art.

To the east of Pont-Aven is **Quimperlé**, where the nearest train station to Pont-Aven can be found, as well as two contemporary exhibition spaces and many shops.

Other areas of interest in the near vicinity and farmlands around Pont-Aven are: the beaches at Raguenès and Port-Manech, the old springs, les Sources, les chaumières are thatched roof cottages; Kerascoët is an historic village where people still live in the chaumières and the roads barely accommodate a passing vehicle. There are trails along the river that go into the countryside. Regional tour booklets are provided to all students upon arrival in Pont- Aven.

## Social Graces

Tu and Vous: the personal pronoun "You" in French: The «tu» form is used only between friends, with children, and with family members. The «tu» form should never be used when speaking to host families or to any new acquaintances who are older than you until they grant permission to do so. Asking you to «tutoyer» them is an honor and a sign of friendship and respect. Unless they ask, continue to use the «vous»

form. Only with other college aged students and young children of your host family should you use the familiar «tu» form. Out of respect, it remains best to continue using the «vous» form for older people even when they use the «tu» for you. Remember that this is their language and it is best to follow their lead.

When greeting someone, a quick and definite handshake is always in order. If you get to know someone well, a bisou (quick kiss) on each cheek is proper. You might wait for them to make the first move. It's their custom, so they will know when you're ready. The same is done when you leave. In Brittany, a kiss on each cheek denotes friendship. Two kisses are standard, three denote a good friendship, and four are usually reserved for family or very special friends.

Good topics for conversation include where you are from, your family, food, customs, sports, politics, history, culture, and so on. It is wise to avoid the cost of things (as in, «How much did you pay for that?»), asking someone's occupation, income, and age. Politics and sports are perhaps the favorites. A good debate is respected and may even seem confrontational - but the French just want to engage you and see what you think. A heated argument with polar opposite opinions only garners respect and differences of opinion do not get in the way of friendship or good times. When that forum is closed, it's time to enjoy what you share. Good conversation is considered an art form may easily lead to 3 hour-long dinners!

At the table, watch and learn; follow their lead. Be aware that meals come in courses, so don't fill up on bread at the start. Bread may be used to soak up gravy and sauce, and to push food onto a fork. Try to finish everything that you have been served. If you are full, politely say, «(Non, merci), j'ai assez mangé», meaning «I ate enough». Elbows on the table, talking with your mouth full, and gesticulating with a fork or knife are just as rude in France as anywhere else. Chewing gum is also considered rude. Note that the French sometimes smoke at the table between courses.

Dining out? Tips of 18-20% are always included in the bill and therefore tipping is not required. Many menus may say «service compris,» meaning «tip included». Restaurant patrons may still add a Euro to even off the bill or to express particular satisfaction with the service.

Taxes: 20% sales tax is already included in price tags. Sometimes you will see «TTC» (toutes taxes comprises) to indicate that all taxes are included.

Pace: Rushing is not a way of life in rural France. People tend to enjoy rather long lunch break. Most everything, except restaurants, will close from noon, midi, to 2:00 (14h00). In Pont-Aven, most shops are closed Monday mornings, others all day Monday, and some are closed on Wednesday instead of Monday. Local schools are closed on Wednesday. Groceries: When at an open market or a small shop, vendors serve the customers: do not select the fruit and vegetables yourself. At a supermarket, customers serve themselves. At the Eco Marché in Pont-Aven, things will be weighed and priced at the cash registrar. The French don't waste and students should plan on bringing their own bags to the grocery store. Also note: customers must bag their own groceries as the cashier is ringing up the items.

### **What sells what?**

Maison de la Presse, papeterie	= office supplies, newspapers, magazines, books
Tabac	= smoke shop, télécartes, lotto
Boulangerie	= Bakery, primarily breads
Pâtisserie	= Bakery, primarily pastries
Boucherie	= Butcher,
Charcuterie	= traditional deli
Pharmacie	= Medicines, shampoo, etc. look for green neon cross
Droguerie	= general store, without medicine or food
Confiserie	= candy and ice cream
Glacerie	= ice cream shop

## Metric conversions

### Measurements:

1 kilogram = 2.2 pounds	1 pound = .45 kilo
1 liter = .27 gallons	1 gallon = 3.7 liter
1 kilometer = .6 miles	1 mile = 1.7kilometer
1 centimeter = .4 inches	1 inch = 2.5 centimeter

### Temperature:

Celsius (°C) to Fahrenheit (°F):  $(C \times 1.8) + 32$

°F to °C:  $(F - 32) / 1.8$

(use 2 instead of 1.8 for ease and estimation)

°C	°F	(exact)
20	72	68
15	62	59
10	52	50
5	42	41

## Books and suggested readings

It is recommended that students buy a guidebook to Brittany complete with maps, a good history of the area, short write-ups on all of the sites, etc. The Michelin Green Guides are excellent resources. Michelin map #230 is a detailed map of the area around Pont-Aven that is useful especially if students plan to explore the immediate area by foot or bike. Other maps can be found at the Tourist Office or at the Maison de la Presse in Pont-Aven.

It is also recommended that students with little or no knowledge of French purchase a phrase book or keep a pocket dictionary for interactions with host families. Reference guides published by Collins-Robert are recommended as well as Lonely Planet French Phrase Books.

### Subject Headings:

King Arthur (who spent a great deal of time in Brittany, and died in nearby Huelgoat, according to some legends) and Carnac

Celtic history, History of Druidism: there are Druidic ruins around Pont-Aven.

Paul Gauguin: any texts regarding him or his work will include chapters on his time in Pont- Aven; why he came and what he did here

### Titles:

Specific titles that address Paul Gauguin, Brittany, Pont-Aven, or traveling as an artist:

Wladislawa Jaworska's *Gauguin and the Pont-Aven School*

Michael Jacob's *The Good and Simple Life: Artists' Colonies in Europe and America*

Pierre-Jakez Hélias's *The Horse of Pride - Life in a Breton Village*

Caroline Boyle-Turner's *The Prints of the Pont-Aven School - Gauguin and his Circle in Brittany*

Blanche Howard's *Gwenn*

Balzac's *Les Chouans and Béatrice*

Pierre Loti's *Mon frère Yves (My Brother Yves) and Le Pêcheur d'Islande (The Icelandic Fisherman)*

Anne Byatt's *Possession*

Georges Simenon's *The Yellow Dog (le Chien Jaune)*

Lucy Lippard's *On the Beaten Path and Overlay*

The two best sources for art inspired by or created in Pont-Aven are the Musée d'Orsay in Paris, and the Indianapolis Museum of Art, which has just acquired a major collection of Pont-Aven paintings and prints by Gauguin and his circle.

*Amusez-vous bien et bonne chance!*  
Have a good time and good luck!