

**Pont-Aven  
School of  
Contemporary  
Art**

Faculty Handbook

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The Faculty Handbook is the comprehensive document that your employment contract references. Your signature to the PASCA employment contract is an agreement to conditions and responsibilities described in greater detail here, you should keep the handbook among your important papers as you prepare for the trip to Pont-Aven and include it in the materials that you bring with you. Please read it carefully prior to returning your signed contract to PASCA.

## 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

office@pontaven.org

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

Susan Working, Academic Director

s.working@pontaven.org

Gwen Pacallet, Director of administration

cell: 06 61 56 57 51

g.pacallet@pontaven.org

Catherine Chosserie, Administrative assistant

02 98 09 10 45

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Carine Charof, Head of Student Affairs

02 98 06 03 75, cell: 06 89 72 82 38

c.charof@pontaven.org

Frédéric Dubois, Facilities Manager

cell: 06 65 04 77 89

f.dubois@pontaven.org

Cedric Sapien, IT Manager

cell: 06 37 40 71 19

c.sapien@pontaven.org

### **Staff in Providence:**

Amy Ewen, Administrator

a.ewen@pontaven.org

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# PASCA MISSION STATEMENT

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Pont-Aven School of Contemporary Art 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.

## **Reimbursement and benefits**

All employment contracts outline any negotiations or exceptions to the following policy.

Faculty are responsible for making their own travel arrangements to Pont-Aven, but will be reimbursed by the U.S. Office for the expense of airfare. Please submit receipts with the travel questionnaire.

Faculty Housing, unless otherwise noted in contract negotiations, is arranged and paid for by PASCA.

All other expenses accrued as a direct result of the program will be reimbursed as outlined in this handbook. Please read carefully all stipulations regarding classroom budgets and seek the Studio Chair's guidance.

Reimbursement of expenses only applies to PASCA hired faculty and not to faculty dependents and/or spouses.

Children of faculty members may attend the program during the term in which that faculty member is teaching for a 50% discount of tuition with no discount to program fees (housing, meals, travel expenses—all accepted students receive a tuition statement that explains costs and monies due). Children of faculty members must submit a complete application for admission and complete all required paperwork to attend. See guidelines for "Bringing Students to the Program".

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# TRAVEL TO PONT-AVEN

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Pont-Aven is a small village and there is no direct route of arrival either by plane or train. All visitors to Pont-Aven must either fly to nearby airports or arrive at nearby train stations and bus or drive in to the city. Student travel from Paris to Pont-Aven is arranged by the Coordinator of Student Activities, but Faculty are responsible for making their own travel arrangements.

Two travel agents who regularly book student and faculty travel are:

Helen Norman AAA of Southern New England Tel: 978.266.1000 email: hnorman@aaasne.com  
Duncan Robertson Travel Cuts Portland Oregon Tel: 503.274.2323 email: bmartin@travelcuts.com

## **FLYING FROM PARIS TO PONT-AVEN**

There are three airports near Pont-Aven: Lorient is 35 minutes away, Quimper is 30-45 minutes away and Brest is one hour 35 minutes away. Staff in Pont-Aven will arrange to pick up faculty at their arrival destination of Quimper or Lorient only. Faculty are asked let us know where and when you need to be picked up and how many are in your party. Faculty must complete a travel summary form, provided by the US office as an attachment to employment contracts, which will prepare the French Staff to accommodate faculty arrival. FYI: By flying into Brest, passengers can usually check baggage through to Brittany from your US departure point.

## **BY TRAIN FROM PARIS TO QUIMPERLÉ**

As with airport arrivals, PASCA staff will arrange to pick up arriving faculty at the nearby train station in Quimperlé. Most of the trains going to Quimperlé leave from the Gare Montparnasse in Paris. Please note when buying tickets that Quimper and Quimperlé are two different towns, and two stops apart on the same train line. Before boarding French trains, passengers must compose/punch your ticket in one of the orange boxes that look like a time clock. Faculty must call the French office ahead of time to advise of train arrival times if they would like to be picked up.

If you miss your train or plane, you must inform the Pont-Aven office and advise them of new travel arrangements.

## **Arrival**

Faculty must arrive in Pont-Aven at least 24 hours before the students. Most of the faculty housing is available as of noon on Saturday before the session begins, but some will be available earlier – verify with the French campus before making travel arrangements. Unless faculty have arranged otherwise with the landlords, PASCA staff will have the house keys and faculty are required to check in with PASCA staff to receive housing accommodations. Once all faculty have arrived, PASCA will host a preliminary faculty meeting, tours of the town and the facilities, tours of the area and sites for potential class projects, and where to get supplies and a group lunch or dinner. Any family members coming with faculty are cordially invited to join in all tours and activities except for the faculty meeting.

## **Departure**

Faculty are required to stay in Pont-Aven until the Saturday immediately following the last day of the session. There is a farewell party for the students and host families on last Friday evening of the session and this «closure» is a very important part of the PASCA experience. House rentals must be cleaned and vacated by noon on that Saturday. Please note that most flights from Paris to the US usually leave around noon, so travelers will have to spend Saturday night in Paris and fly out on Sunday at the earliest,

### **Travel Documents, Passport, Visa, IDs**

Faculty must have a valid passport that will not expire prior to faculty's departure date from France. All travelers are advised to make several copies of their passports and faculty are additionally encouraged to send and store a copy in the PASCA US Office.

Americans may visit France without a visa for 90 days. The 15-week semesters are about 108 days, about two and a half weeks beyond the grace period. PASCA advises faculty to apply for a Long Stay Tourist Visa. Permanent Resident of the United States should bring their green card. Faculty are responsible for obtaining their own travel documents, passports and visas. Contact the US office with questions.

### **International ID**

The International Faculty Identity Card (IFIC) is good to have. Professors' home institutions may have a special international ID. PASCA will issue a faculty ID card, but it is encouraged that professors also bring their faculty card from their home school.

### **PASCA School ID card:**

Faculty are required to send a 1x1" photo to via email to [info@pontaven.org](mailto:info@pontaven.org) to expedite the production of their ID card. This card will allow you free entrance to any French State-run museum (i.e. the Louvre, Musee d'Orsay) and should guarantee reduced rates on other museum and exhibitions. PASCA is considered a French Art School by these museums however; art school ID cards from non-French schools do not receive the same discounts and benefits.

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# ACADEMIC ISSUES FOR FACULTY

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PASCA faculty must consider the following when planning their courses:

The instructor is responsible for all course content. It is expected that a study abroad course includes excursions and other activities which take place outside of the classroom and which are intended to enhance the student's overall experience abroad.

Cultural Site Seminars (longer excursions to major European art capitals that take place during semester studies only) are expected to be integrated into the curriculum and have specific learning objectives for all courses. Faculty are expected to consult with the studio chair with regards to planned cultural site seminars and integrate them into their final syllabi.

Students shall not incur extra cost for any activity which they are required to participate in as part of the course of study. Note that students are responsible for their own supplies. These activities shall be included in the general program cost. When planning such activities, the instructor should consult with the Student Affairs Coordinator and Studio Chair to confirm that they do not exceed the program budget.

## Faculty requirements and responsibilities

**1. As a condition of completing their employment contracts, faculty must provide PASCA with:**

- Course description(s) of 50 words minimum
- Detailed syllabus following the Studio Chair template guidelines
- Short biography of at least 50 words
- 1x1" photo for Faculty ID card, sent by email to [info@pontaven.org](mailto:info@pontaven.org)
- Detailed supply list for each of your courses (working with the Facilities Manager and Studio Chair)
- Optional: website address or one digital image of work is requested, but not required, for use on the PASCA website and in printed recruiting materials with release for that use implied.

Studio faculty report to the Studio Chair in all areas of curriculum, pedagogy, tools, supplies, exhibition strategies, and any other questions pertaining to the studio component of the PASCA program.

Faculty are required to work with the students on both an individual and group basis to define their work, to discuss progress, to critique, and to help plan auxiliary events that would supplement their progress. The work week is Monday through Friday. Professors work out the specifics of a weekly schedule with the Studio Chair at the beginning of each session, to be refined or changed during the Monday Faculty meetings. Professors are expected to be present in the students' studios during designated class times and for a one hour per week "office hour" in their studio.

The month before a session begins, faculty are asked to be in contact with the students via email, to introduce themselves and to begin discussion about what they should bring to Pont-Aven (i.e. slides or a CD of their previous work, certain art supplies, certain texts for discussion at the weekly seminar, etc). Faculty will be provided with student distribution list by the Central Office.

**2. Faculty must read and be familiar with the PASCA Emergency Action Plan and agree to uphold the Faculty code of Ethics**

### **3. Meetings**

Faculty will attend the weekly faculty/staff meeting.

Faculty will attend all faculty meetings called by the Chair.

Faculty will attend one dinner per week to interact with the students.

### **4. Presentation**

Faculty are asked to give a 30-45-minute slide presentation on your own work to the PASCA community, to which the public is also invited.

### **5. Post Baccalaureate seminars (for graduate or non-degree students)**

Post Baccalaureate Seminars are held once per week and last 1 1/2 hours. Faculty are required to lead two Post Baccalaureate seminars each semester on topics that are relevant to current contemporary discourse and discussed with the Chair prior to presentation. Faculty are expected to attend every seminar and to be prepared to participate in the discussion.

Depending on the students' capabilities and the topics, the Faculty and Chair may choose to also include the BFA/BA students in the seminar.

### **6. Post Baccalaureate critiques**

Post Baccalaureate critiques are scheduled for 5 1/2 hours a week and are either group critiques with all Faculty and students or individual critiques by each Faculty member with each student. A rotating schedule is arranged by the Chair. Depending on the students' capabilities, the Faculty and Chair may also include the BFA/BA students in the group critique.

### **7. Study trips**

Directed discussions and comprehensive activities are crucial to the goals of the Study Trips. Faculty are asked to coordinate with the Chair to plan directed activities or projects on the Study Trips: for example, a group discussion, drawing/sketching project, or a combination of written and visual responses. Faculty may also wish to coordinate with the Chair to plan projects for their individual courses, or for the Post Bac students.

Faculty will help plan the itinerary of each of the Study Trips by suggesting to the PASCA staff specific museum or gallery visits, etc. Faculty are encouraged to use their own contacts to arrange studio visits or workshops for all of the students.

Prior to departure for the Study Trips each Faculty member will receive a 150 Euro trip allowance for meals and trip related costs for the metro, special exhibitions and museum admissions not covered by PASCA. Receipts must be supplied to PSCA for the total amount spent.

### **8. Student exhibition**

Faculty will help coordinate the selection of student work and the placing of work for the end of semester exhibition.

### **9. Course budgets**

Faculty will be provided with a 300 € budget for the semester. These funds are for class supplies, materials, equipment and other support for the courses. Faculty may also wish to combine resources with other faculty when necessary. Receipts are to be turned in on a regular basis, at the minimum of once a month, to the PASCA Administrative Assistant.

**10. Faculty must adhere to PASCA rules as printed in the Faculty Handbook concerning their apartments, use of PASCA vehicles, and Faculty studios.**

## **11. Syllabus, Evaluations, Grades**

At the end of the semester, Faculty are required to provide a detailed syllabus, adjusted to reflect changes to previous syllabi, noting the contact hours. This must be given to each student in the class, and the Studio Chair.

Attendance records must be provided to the Studio Chair before leaving Pont-Aven.

Course Evaluations are to be completed by the students before the final day of classes and will be assessed after the grades are turned in.

Faculty must provide a written evaluation of the Post Baccalaureate students before they leave Pont-Aven. Grades for BFA students must be turned in before the Faculty member leaves Pont-Aven at the end of the semester.

## **Bringing Students to the Program**

PASCA welcomes any student invited by faculty members of PASCA programs. It is important that faculty advertise their program among personal social networks and student populations. If there are students in particular whom you think would benefit from our programs, or whom you would particularly like to work with during the semester, please contact the US office. Frequently PASCA faculty request scholarship support on behalf of invited students, please advise the US office of scholarship needs as early as possible to ensure availability of funds. Students invited by a faculty member can be accepted after discussion with you and with the candidate by telephone and email.

## **GUIDELINES FOR PASCA FACULTY CHILDREN TO ENROLL IN PASCA CLASSES**

Must submit a complete application for admission

Must be at least 17 years old

Must have a strong art background, and plan to go, are currently enrolled, or recently completed a college art program

For children who are 17 years old: must live with their parents in Pont-Aven, for legal reasons, PASCA cannot be «in local parentis»

Must complete the entire session

No more than one faculty child in each class

The student will receive a PASCA grade sheet and comments from each professor, but no official transcript will be issued unless he or she is enrolled in college

Must fulfill all of the class requirements as if he or she was a regular PASCA student

The students are expected to participate in all PASCA activities.

Details regarding faculty family benefits are outlined in "Reimbursement, and Benefits"

## **Code of Faculty Ethics**

PASCA adopts the current Rhode Island School of Design Code of Faculty Ethics as reprinted on the following page.

## **RHODE ISLAND SCHOOL OF DESIGN Code of Faculty Ethics**

1. As faculty members at RISD, our primary responsibility is to provide a productive and educational environment in which students can learn to be informed and responsible citizens as well as to develop their talents as artists, designers, and/or teachers. In order to fulfill this mission, we shall follow these guidelines regarding our conduct with students, colleagues, administrators and staff members.

2. We should realize that the students often regard us as role models. This means that we should treat students, colleagues and other members of the RISD community with respect and create and maintain an environment free of discrimination based upon race, gender, ethnic origin, religion, sexual orientation, physical disability or age. Denigrating anyone in respect to any one of these criteria is not only disrespectful to the human dignity of the person involved but also detrimental to the educational process for everyone concerned. We should honor confidential information regarding students (such as grades, personal problems, etc.) in our dealings with other students.

3. While we are entitled to freedom of speech and expression, we should balance that right with our primary responsibility for providing an optimal educational experience to our students. In a place of learning, expressions of difference should be collegial, conducted through persuasion with reasoned arguments and substantiation and not through personal attack, accusation or mere assertion. When faculty disagrees publicly we should use such occasions to teach. We should call upon students and colleagues thoughtfully to consider divergent positions and not simply force them to choose among these positions. If we make critical comments about another faculty member's academic or professional competence, we should be extremely considerate regarding the context and tone in which such comments are made.

4. Standards of professionalism require giving public acknowledgement where credit is due.

5. As educators we affirm that whenever we enter into a professional relationship with a student, that student's educational interest should take priority over any other interest.

6. Sexual harassment in any form shall not be tolerated at RISD. As faculty, we are most concerned with sexual harassment of a student by a faculty member. We define such conduct as unwelcome advances, requests for sexual favors, and other personal comments or physical conduct of a sexual nature which may be accompanied by the suggestion that the student's evaluation and future professional life will be affected by his/her submission to or rejection of such demand. Any such conduct is subject to the grievance procedure published in The RISD Policies and Procedures Manual if a formal complaint is registered. We shall keep in mind the grave and often criminal nature of this offense, because in addition to violating the civil rights of the student, such an act deprives the student of the proper educational experience that we as faculty are responsible for providing.

7. The faculty shall avoid any sexual relationship with a student if he/she is, or expects to be, supervising the student's academic work even when the student consents to or initiates such a relationship. We recognize that a faculty-student relationship is necessarily asymmetrical and that even a consensual sexual relationship may involve the abuse of power by a faculty member. The potential for creating a conflict of interest and for compromising the educational process looms large even in such a consensual relationship.

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# COURSE EXPECTATIONS

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It is important that the students realize from the very beginning of the term what is expected of them. They also need to get from you a clear indication of the pace of the course from the first day. Expectations, criteria of evaluation, absence policy (Only one unexcused absence should be allowed with no consequences.) and work load should be indicated on the syllabus. The summer program is too short to give «mid-term grades», but if a student is falling behind at any point, the studio chair needs to be notified.

## **Course syllabus**

By the last class, faculty must provide each student with a detailed syllabus. This should include the assignments, out-of-class-time requirements (i.e. attendance at the Faculty lecture, notes or critiques of the lectures, cultural site seminars). The completeness of this syllabus is important as the student will need to show it to their advisor when they return to their home schools. Please make note on the syllabus of at least 90 contact hours for studio classes and 45 hours for liberal arts. Syllabi must also include professor's full name and professional affiliation, if appropriate. The PASCA office will provide you with a cover sheet for the syllabus, as well as a grade sheet.

## **Texts and Supplies**

Some art supplies are not as readily available in France as they are in the US. There are no Charettes, Pearls, Staples or similar big or discount art stores, especially in the countryside. Faculty must be prepared to pay a higher price than that to which they are accustomed.

## **Faculty must submit a detailed supplies list to the US office and the Studio Chair with their syllabus.**

Folded into the PASCA tuition is a certain amount for supplies. Fred Dubois, Facilities Manager, will be in touch with all faculty members months in advance regarding what they need for their class. All supplies as planned with the Facilities Manager will be on the premises when the students arrive. The Facilities Manager also organizes a "reserve" of certain items that are exhausted quickly, and each week a trip to Quimper will be made to stock up. Faculty must plan ahead with students and foresee supplies needs so as to avoid last minute panics.

There are two art supply stores in Quimper: Coloris, and Galerie Seize

Students are informed by email of what they should bring from the US, if anything, one month before the session starts.

Airlines are very strict about flammable material in checked or hand carried luggage, and faculty are asked to keep that in mind when generating supply lists.

Some things artists are used to using are not available in Europe - such as newsprint. Faculty must improvise and redefine their needs based on availability.

PASCA-supplied tools tend to disappear, so please have students bring the basics, such as staple guns, masking tape, simple tools for sculpture or printmaking, pushpins. etc. Also try to judge quantities needed in advance.

## **Studio and Facility Details**

PASCA has wooden easels, drawing boards, a limited supply of glass palettes, brown butcher paper, odorless White Spirits, larger tools, some printmaking supplies. Each class has a small budget for supplies that you will need for demonstrations, etc.

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.

Print Studio is equipped with three presses, one bed is 160 by 80cm, one bed is 90 by 50 cm, and the small press is 20 by 50 cm. Linocut, woodcut, dry point, monotype, monoprint, and collography are available. There are no acid, aquatint, screenprinting, or lithography capabilities.

Inks are water or ink-based and are the responsibility of students to purchase. Brayers, palette knives, and rulers are provided as well as a drying rack. Plexiglas, metal plates, linoleum, and other printing matrixes are the responsibility of the artist to procure. Light table, for tracing, slides, etc is available and is 1 by 1.5 meters

For general use, there are blenders, hot plates, glue guns, irons and other like tools for mixed media experimental works. Mineral spirits are provided, as well as rags, newsprint, glass palettes, drawing boards, tables and easels.

Dark room is equipped with two enlargers, photo paper and chemicals are the responsibility of the artist.

Multimedia Equipment Available 24/7: common use computers with internet access, flatbed scanner, one A4 laser printer (B&W), multi-format DVD and VHS player, and a Television.

Available during day time and/or upon request: our Minolta Bizhub multi-use copier and printer, one digital HD camera, one miniDV video camera, slide scanner, inkjet A3 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 4, Final Cut Express, Live Type. There are 2 Wacom Tablets and three sets of headphones.

WiFi Internet access is available to individuals who have WiFi capability on their computers.

## **Computer**

PASCA is wireless in the studios and the office building. Faculty and students are encouraged to bring personal computers although there is a computer lab at the school.

## **Electrical devices**

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

## **Faculty Evaluation of PASCA Students**

All PASCA faculty members are asked to evaluate their students with both a letter grade, and a written evaluation, which will be on file at the PASCA office and will also be sent to the students. The Studio Chair will provide you with evaluation templates. All evaluations must be completed before departing Pont-Aven (Liberal arts classes with final papers may submit their grades within 2 weeks of the end of class). Letter grades may have pluses and minuses. Please bear in mind that a grade of C minus or below is usually NOT accepted for transferable credit by many schools.

## **Student Evaluation of Faculty**

PASCA asks students to fill out a questionnaire at the end of the session about many aspects of their experience, including commenting on their classes. Faculty members will be sent these comments by the Studio Chair once a majority of evaluations have been received.

## **Faculty lectures**

Faculty members are each asked to present a lecture on their current work and their careers.

PASCA can provide both slide projectors and a digital projector for these presentations.

Please check with the Facilities Manager ahead of time to make sure we have the proper cables for your computer.

The PASCA students are required to attend these lectures (please reinforce this to your students). The lectures are also open to the Pont-Aven community at large by announcement in the local newspapers. When townspeople are in attendance, a PASCA staff member provides a translation of the lecture in French - usually by speaking quietly in one corner where the French-speaking public has been asked to sit together. If there is a large group in attendance that needs translation, the interpreter will stand near the speaker and translate every few sentences. The translator may ask you to go over your talk ahead of time in order to sort out any obscure vocabulary.

The talk should last no longer than 30-40 minutes and should cover your professional history - i.e. where did you train (images of your undergraduate work are always fascinating for the students to see), how your ideas have evolved, exhibitions, current work, future directions, etc. They are curious to know what you have done, how your ideas have changed, the different paths you have followed, how you have managed to get exhibitions, teaching positions, and finally, what you think might affect your work from your experiences in Brittany. Liberal arts teachers are asked to talk about how they chose their field, what their research projects have been in the past, and/or a project they are working on now. Faculty members have found it useful to have each student in their own classes write a one page «critique» or analysis of each lecture - the students listen more attentively and the ideas presented can lead to some interesting in-class discussions.

## **Faculty meetings**

A one hour meeting will take place every Monday at lunchtime in the PASCA office - bring your lunch, coffee provided.

## **Dinner**

Faculty members are asked to dine with the students and staff once a week, dinner is provided for faculty, there is a charge for guests/family.

## **The First Week**

The first day of each session is devoted to Orientation, with a buffet lunch, introductions, talks by staff members, a hike up to the Trémalo Chapel and a short meeting of each class with their teachers. Students are jet lagged, confused, disoriented. In the past, we have found that giving them a short assignment on the first day (due the next) helps to focus them. The second day of each session is a regular class day, with the regular schedule. Please note that students coming from liberal arts colleges and universities may not be accustomed to the five to six hour studio classes and could have a difficult adjustment at first. It is important that they are told what the expectations for the course will be on that first day, repeated on the second.

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# THE SCHOOL BUILDINGS

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## Office Issues

The PASCA studio office is open Monday - Friday from 10 am to 7pm.

The Pension Gloanec office is open from 10-6 Monday-Friday.

The phone and fax machine are in constant use, so it would be appreciated if you would make your phone calls from a phone booth. It is encouraged that faculty bring their own laptops, however, there are several computers in the offices available for faculty use.

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. If you have a packet of material to give the students, please give it to one of the interns. Students will then pay the office for these packets. For your personal copies, please pay the going rate, unless it is just a page or two every once in a while.

## Studio Space

PASCA's Studio building used to be a factory for making barrels. It was completely renovated to our specifications in 2003. French building codes are quite strict, and all is to code.

Please help us maintain the building by instilling in your students a respect for the spaces!

## 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) unless they are propped open when students are working inside and can monitor the doors. We cannot allow free access to the building.

## Sinks

These are industrial sinks, but they have their limits to the amount of gunk, paint, plaster, etc that they can tolerate. Please instruct your students to 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.

## Future building

PASCA has purchased land along the river, across from the current studios, to build another studio building, designed by architect Jean Nouvel. You can see the maquette and plans for the building if you ask. You will certainly be asked for your input on the perfect PASCA studio interiors as we move ahead on this project! Meanwhile, the garden at the edge of this property is available for use by the PASCA community.

Please note: For liability reasons, the deteriorating buildings next to the garden are off-limits to everyone.

## Faculty studios

In our newly renovated stone studio building, we have provided a separate area for faculty studios. Some of these are in small, closed rooms, for those who prefer total privacy and work relatively small. In a large open space, lit by a huge north-facing window, we have placed tall, portable walls that divide the space into individual studios. These will be upgraded over the next year. Students are not allowed into this space.

## **Classrooms and Studio Rules**

Faculty are expected to 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 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 building in good shape by promoting respect and consideration for the spaces.

Faculty are free to set their own rules in the classroom and enforce them, provided they are not in direct conflict with established PASCA rules or policies. 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. Please help us to keep track of tools and to avoid wasting supplies, as careless behavior leads to increased costs and, as a result, a decrease in program activities.

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

While our staff will empty trash receptacles and sweep, please stress to your students that it is their space and they should respect it, as well as their fellow students. Food should not be left in the studio and students and faculty are asked to help remove trash as needed.

## **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 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**

Final exams and final crits should be held on Thursday of the last week. Friday is “clean-up day” when the students pack their works and clean out the studios. 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. Sculpture teachers; please verify that all site-specific works are dismantled and that nothing is left on the site. Faculty are required to check in at the studios at least a couple of times to verify that they are being cleaned properly and conduct a final run-through at the end of the day. The staff 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.

## **WIFI**

Both the studio space and the Pension Gloanec are wired for password protected WIFI.

## **Projectors**

PASCA has two slide projectors and one digital projector. Both are set up in the lecture room, next to the CIAC gallery space. Faculty may use either any time in the afternoons, during your class time or in the mornings when there is no Art History class. Sign up for the lecture room either on Mondays during the faculty/staff meeting, or on a sheet next to Carine’s desk in the student lounge.

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# EMERGENCY ACTION PLAN

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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 U.S., 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 will be 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 have 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 Faculty**

*How should faculty deal with a student if he/she becomes ill, has an accident, personal or academic problems while abroad*

As stated in Faculty Requirements and Responsibilities, the role of instructor in a study abroad program is demanding and requires a commitment to the program that clearly extends beyond the confines of the classroom. PASCA is responsible for students for the duration of the program. The instructor represents PASCA and accepts responsibility for the students' safety and wellbeing.

Students are informed to follow guidance and instruction from their professors while abroad. Faculty are responsible for knowing how students have been instructed to behave (see Guidance for Students, immediately following this section). PASCA provides these guidelines to students during orientation and hopes that the student is able to act in a mature and responsible manner when something goes wrong and that these procedures will facilitate a resolution to the problem or situations.

Faculty must also read and understand the Emergency Action Plan as outlined in the previous section.

The instructor must understand that, while it is not his/her job to monitor the students 24 hours a day, he/she must be available to be reached in case of an emergency. It is certainly reasonable to communicate to students that they should not abuse this right by calling upon the instructor for assistance when no danger is present, no threat of missing class, etc, and the student can reasonably be expected to resolve the situation his/herself.

If a serious situation does occur and a student's health is at risk or if a student's participation in the program is a risk due to academic or personal problems, the professor must contact the Studio Chair and Coordinator of Student Affairs to discuss the situation. The PASCA staff will work with the professor to resolve the situation. The professor and PASCA staff will maintain ongoing contact until the situation is resolved. If it becomes necessary to contact the student's parent or guardian, PASCA staff will do so.

## **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.

### **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 attached 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.

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# LIFE IN PONT-AVEN

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## Transportation in and around Pont-Aven

### Feet

PASCA students and faculty 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. No housing is more than a 15-minute walk from the school. 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. Faculty and 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 1 a.m. It is encouraged to carry a flashlight for evening foot travel. Bicycles may also be rented or purchased nearby.

### 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 Euro 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). The PASCA van can drive parties to the train station on Friday evening, however students are responsible for arranging their own return to Pont-Aven. Students and Faculty are responsible for making their own travel and hotel reservations for weekend, non-program related, and post-PASCA trips.

### Taxis

Taxi must be called and reserved. The local taxi phone numbers are: Taxi Cariou: 02 98 06 15 11 Taxi Neliaz for a group (4 to 7 people): 02 98 06 95 22

### Car rental

Rental cars are available in Quimper and Lorient. The local gas station in Pont Aven rents cars through a company called Rouleco. 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.

### School vans and car

PASCA has a 9-passenger van as well as one small car. Interns will drive instructors and students to sites carrying easels, drawing boards, etc., in the back of the van, and drive to the various stores where supplies can be purchased. At the weekly faculty meeting, all plan the weekly schedule for when the vans will be needed. For classes with more than 8 people, the instructor can drive the car. This, too, must be scheduled during Monday faculty meetings.

These cars are insured for PASCA use and faculty are covered to drive them as an employee of the school. Automobiles are not available for personal use during the day, as they are in constant demand for PASCA activities and errands.

All of the vehicles have stick shifts. Seatbelts are required in France. Please note that the vans and car can never be used to drive students to the local disco, or to any events where alcohol is present. Monday through Friday from 10:00 to 18:00 school vehicles are used for school activities only. Faculty and staff must use them rather than their own vehicles for trips linked to their work.

Professors without personal vehicles will be able to PASCAs vehicles for private trips under the following conditions:

- Leave a copy of their driver's license with Catherine in the Pension Gloanec.
- Book the vehicle in advance on the specific form posted near Carine's office. Please note if it is a private or working trip.
- Note the number of kms in the little book in the glove department. The meter will be read every month. 200 kms a month for personal use will be paid by the school. Over this distance, the gas will be charged to the driver according to the price of the gas at Pont Aven Total gas station.

## **Telephones**

The cheapest way to communicate and the most recommended is through Skype ([www.skype.com](http://www.skype.com)). Instructors may download the program into their computer before arrival in Pont-Aven. Skype allows you to talk to anyone on a land line or cell phone in the US for 2 cents per minute and for free to another computer using Skype. Skype use requires a headset with microphone.

## **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 faculty's/student's responsibility to check with their home provider. Faculty/Students who choose to purchase French cell phones (either pay as you go, or contract) are responsible for their own services. Students and Faculty must turn off cell phones during class, critique, and lecture times.

None of the apartments and houses rented by PASCAs faculty members have land line telephones. There are several public telephones in town.

## **Household Issues**

### **Household amenities**

PASCAs will arrange housing for faculty unless otherwise indicated. Most homes have washing machines, dishwashers, and nice yards. We have arranged with the landlords to provide you sheets, bath towels, and dish towels - sometimes at a small extra cost. You should bring beach towels. The kitchens are usually stocked with pots, pans, dishes, silverware, coffee maker, etc.

### **TV/VCR**

A few of the rental houses have TVs and VCRs. Color TVs and multi-system VCRs can be rented and delivered to your house if you reserve in advance. All requests for equipment rentals should be made to the PASCAs office. PASCAs has multi-system VCR and DVD players in the student lounge for the use of anyone in the PASCAs community, and a small collection of videos. There is no video rental store in Pont-Aven; there is one in Trégunc, a 5 minute drive away.

### **Keys**

Unless you have arranged otherwise with your landlords, the PASCAs office will have all the keys to faculty housing. Instructors need to contact the French Campus before arrival to plan for key transfers. Keys need to be turned in at the PASCAs office after instructors vacate the premises or upon departure.

### **Leaving your rental house**

Unless instructors have made other arrangements with the landlord, rental houses must be cleaned and vacated by Saturday noon. The PASCA office will arrange to have a cleaning service thoroughly clean vacated faculty apartments for the price of around \$40 paid by the faculty.

PASCA makes these housing and cleaning arrangements on behalf of the faculty, it is imperative that the rental units are left in move-in condition.

### **Faculty families**

Spouses, significant others, and children may be included in all PASCA activities for the cost of the activity, except the classes. Family members are not permitted in the studios during class time and pets are never permitted in the studios. Family and childcare arrangements are the responsibility of the faculty. PASCA will not be able to baby-sit or accommodate them during the working day. Studios are off limits to children and guests except during openings.

### **Dinners with the PASCA community**

PASCA faculty members are asked to eat dinner with students once a week. This meal is paid for by PASCA. Family members can join them for the cost of the meal. Meal reservations must be made on Mondays for the week, so that the caterer can plan the number of meals. Guests are also invited, with the same arrangements. Faculty members are asked to pay Catherine Chosserie, Administrative Assistant, for any extra meals each week and not wait to the end of the session.

### **Laundry**

There are no laundromats in Pont-Aven, but there is one in Quimperlé. Most rental houses have washing machines but no dryers.

### **Social Life**

Each professor comes to Pont-Aven with their own idea of what they want to get from it. Some see it as a working vacation and want to spend most of their free time exploring Brittany, cooking, relaxing with family, exchanging ideas with the other professors, and participating in the village life as much as possible. Others prefer to use their non-teaching time to conduct their own work. PASCA tries to offer many options to both the faculty and the students, such as weekend activities, potluck suppers, excursions, as well as spontaneous invitations to share a table at the Café du Centre after a faculty lecture, a café crème on the terrace of the Café du Centre on a Sunday morning, or a bowl of mussels in nearby Belon. These are not just social events, but are also forums for discussion about art, ideas, future projects, networking. Feel free to participate, or to decline - the only strictures on your non-class time are these: Monday morning faculty meetings, dinner once a week, and attendance at the evening lectures by your peers. Faculty are required to attend and integrate cultural site seminars.

The PASCA experience has led to portfolio exchanges, faculty exchanges, guest critics, collaborative projects, and artist-in-residence opportunities. These activities are often planned over a crêpe or a glass of wine in Pont-Aven.

# METRIC CONVERSIONS

## Approximate Conversions from Metric Measures

Symbol When You Know Multiply by To Find Symbol

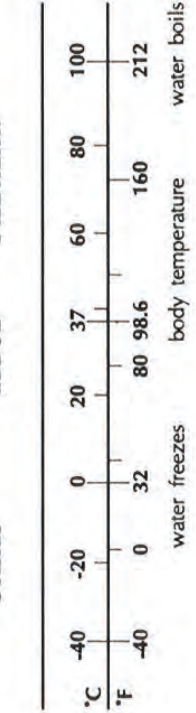
LENGTH		
mm	millimeters	0.04 inches
cm	centimeters	0.4 inches
m	meters	3.3 feet
m	meters	1.1 yards
km	kilometers	0.6 miles

AREA		
cm <sup>2</sup>	square centimeters	0.16 square inches
m <sup>2</sup>	square meters	1.2 square yards
km <sup>2</sup>	square kilometers	0.4 square miles
ha	hectares	2.5 acres
	(10,000 m <sup>2</sup> )	

MASS (weight)		
g	grams	0.035 ounces
kg	kilograms	2.2 pounds
t	metric ton	1.1 short tons
	(1,000 kg)	

VOLUME		
mL	milliliters	0.03 fluid ounces
mL	milliliters	0.06 cubic inches
L	liters	2.1 pints
L	liters	1.06 quarts
L	liters	0.26 gallons
m <sup>3</sup>	cubic meters	35 cubic feet
m <sup>3</sup>	cubic meters	1.3 cubic yards

TEMPERATURE (exact)		
°C	degrees Celsius	multiply by 9/5, degrees Fahrenheit
		add 32



## METRIC CONVERSION CARD

Approximate Conversions to Metric Measures

Symbol When You Know Multiply by To Find Symbol

LENGTH		
in	inches	2.5 centimeters
ft	feet	30 centimeters
yd	yards	0.9 meters
mi	miles	1.6 kilometers

AREA		
in <sup>2</sup>	square inches	6.5 square centimeters
ft <sup>2</sup>	square feet	0.09 square meters
yd <sup>2</sup>	square yards	0.8 square meters
mi <sup>2</sup>	square miles	2.6 square kilometers
	acres	0.4 hectares

MASS (weight)		
oz	ounces	28 grams
lb	pounds	0.45 kilograms
	short tons	0.9 metric ton
	(2000 lb)	

VOLUME		
tsp	teaspoons	5 milliliters
Tbsp	tablespoons	15 milliliters
in <sup>3</sup>	cubic inches	16 milliliters
fl oz	fluid ounces	30 milliliters
c	cups	0.24 liters
pt	pints	0.47 liters
qt	quarts	0.95 liters
gal	gallons	3.8 liters
ft <sup>3</sup>	cubic feet	0.03 cubic meters
yd <sup>3</sup>	cubic yards	0.76 cubic meters

TEMPERATURE (exact)		
°F	degrees Fahrenheit	subtract 32, degrees Celsius
		multiply by 5/9

