



teaching young artists.  
transforming lives.

Fall 2016



Ryman Arts  
Student Handbook  
&  
Class Resources



**Fall 2016**

**Dear Ryman Student:**

**Welcome to Ryman Arts!**

**Today you are stepping into a thriving art program that will challenge and inspire you.**

**Here at Ryman Arts you will find extraordinary instruction by top-notch teaching artists, surrounded by other young artists who are as serious as you are about making art. With students coming from all over southern California—from Ventura to Orange County, from the beach cities to downtown LA to the San Gabriel Valley—you will have the chance to get to know other talented teens and learn from each other as you progress through the program. You'll get to meet artists who work in many fields so you can find out what it is really like to be an artist.**

**We believe all of you are ready for a college-level challenge, so we will expect you to work hard and take advantage of the opportunity. You'll grow as an artist, and as a person.**

**For a preview of all that Ryman Arts has to offer, please see our dynamic website [www.rymanarts.org](http://www.rymanarts.org). All of us at Ryman Arts are delighted you have been accepted into this exciting program and look forward to working with you to help you become the best you can be.**

**Diane Brigham  
Executive Director**

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## **BOARD OF DIRECTORS**

Wayne Hunt	President
David A. Price	Vice President
Robin Kalota	Treasurer
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Marshall Nalle Ayers  
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Administrative Coordinator  
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## **FACULTY**

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Rochelle Botello  
Manny Cosentino  
Ichiro Irie  
Marc Kompanyets  
Malaika Latty  
Michelle Mary Lee  
Ronald Llanos  
Robin Palanker  
Sergio Rebia  
David Schoffman  
Luis Serrano  
Cathy Stone  
Julie Weitz

Intermediate Drawing & Painting  
Intermediate Drawing & Painting  
Foundation Drawing  
Advanced Painting  
Foundation Drawing  
Advanced Painting  
Intermediate Drawing & Painting  
Intermediate Drawing & Painting  
Advanced Painting  
Foundation Drawing  
Advanced Painting  
Intermediate Drawing & Painting  
Foundation Drawing  
Foundation Drawing  
Intermediate Drawing & Painting

## **TEACHING ASSISTANTS**

Petrina Mina, Ryman '00  
Saskia Darnell, Ryman '06  
Francisco Palomares, Ryman '07  
Ariel McKay, Ryman '09  
Hertz Alegrio, Ryman Arts '09  
Christine Marcelle, Ryman '11  
Jaime Ang Lee, Ryman '13

## MISSION

Ryman Arts is dedicated to teaching traditional drawing and painting skills to talented, motivated young people as a bridge to a lifetime that expresses and appreciates the arts.

## BACKGROUND

Ryman Arts was established in 1990 as a living tribute to Herbert Dickens Ryman, an entertainment industry artist with Disney, MGM and Fox for more than fifty years. Throughout his career Herb Ryman never stopped adding to his own amazing body of personal work. He traveled widely and sketched and painted people, animals and places. Throughout his career he served as a mentor and it is upon this philosophy that Ryman Arts is based.

His sister Lucille Ryman Carroll and friends agreed that the most positive way to commemorate the life of Herb Ryman was to carry on his philosophy and commitment to teach and encourage young artists to reach their full potential. Herb Ryman believed that traditional drawing and painting skills should be taught to talented young people at the earliest possible age. This arts education would foster the student's abilities and open doors to careers in the arts and a life of inquisitive exploration of the world around them. This program is the sum of extraordinary parts: training ground, incubator of talents, and inspiration for a lifelong passion for the arts.

## GOALS

We are delighted that you have been accepted as a member of our new class of Ryman artists, and we look forward to supporting you on your artistic journey. As you may know, acceptance into the program is quite competitive, and we were unable to accept many other interested students. Take advantage of this opportunity! During your time at Ryman, our goals are for you to:

- Achieve significant artistic skill development;
- Become prepared to pursue visual art in higher education and as a career;
- Gain a deeper sense of yourself as an artist;
- Develop strong work habits and personal qualities including self-confidence, risk-taking, and perseverance.

## RYMAN ARTS SCHOLARSHIP

You, like all students in Ryman Arts, are receiving a full scholarship, meaning that Ryman Arts is paying for all of your course expenses. This includes all art supplies, instruction, field trips, models, guest artists, snacks, and reimbursement for public transit to the program. The average cost per student per 12-week semester is \$2,000. No financial information is taken from students at the time of selection; rather, all students are selected based on talent, as demonstrated in the drawings you submitted, and motivation as stated in the essay you wrote.

In accepting the Ryman scholarship, we expect you to honor the gift by doing your best work, attending class, and respecting the goals of the program. If for any reason you decide to withdraw from the program, you must notify Rebecca Tuynman, the Education Manager, as soon as possible.

Ryman Arts is a non-profit organization and must rely on donations from foundations, corporations, and individuals to support the program.

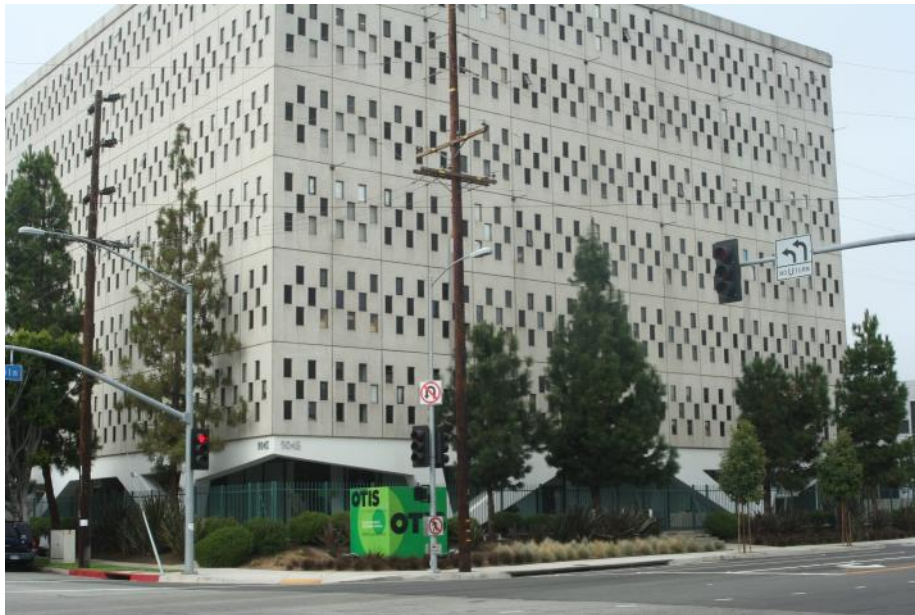
If you would like to receive reimbursement for public transit please speak to Rebecca Tuynman or Ana Garcia who are on-site during classes, and be prepared to provide receipts, and/or show your purchased transit pass.



## **Otis College of Art and Design**

Otis College of Art and Design is our home for Sunday classes, since 2011. We are happy to offer our classes at such a prestigious college. Ryman students are guests on campus and we expect you to treat the studios and all equipment used in the classes with respect.

The campus is an open campus in an urban environment, so please keep all personal items with you at all times. Your classroom does not lock, nor are there lockers available, so it's best to leave valuable items at home. Please write your name on all art bin boxes, art boards, and portfolios. Ryman Arts is not responsible for lost or stolen items and cannot retrieve things left at Otis, as the Ryman staff is only at Otis on Sundays. (Our administrative offices are in downtown Los Angeles, far from the Otis campus.)



## **CLASS LOCATIONS AND PARKING**

Ryman classes are held at the Otis College of Art and Design, in the main building (above). Parents may drop off and pick up students on La Tijera road, or inside the parking structure. Regular on-campus parking is free in the parking structure. Please observe all posted signs.

## **California State University, Fullerton**

Ryman Arts is excited to start offering Saturday classes at Cal State Fullerton, beginning in Spring 2013. We are happy to offer our classes at such a prestigious university, convenient for several of our students from the Orange county. Ryman students are guests on campus and we expect you to treat the studios and all equipment used in the classes with respect.

The CSUF campus is an open campus, so please keep all personal items with you at all times. Your classroom does not lock, nor are there lockers available, so it's best to leave valuable items at home. Please write your name on all art bin boxes, art boards, and portfolios. Ryman Arts is not responsible for lost or stolen items and cannot retrieve things left at CSUF, as the Ryman staff is only at CSUF on Saturdays. (Our administrative offices are in downtown Los Angeles, far from the Fullerton campus.)



### **CLASS LOCATIONS AND PARKING**

Ryman classes are held in the visual arts buildings D, E and F on the CSUF campus. Parents may drop off and pick up students on Arts Drive or inside the parking structure. Regular on-campus parking is free in the parking structure on Saturdays. Please observe all posted signs.

**\*PLEASE REFER TO THE MAP IN YOUR ACCEPTANCE LETTER MAIL FOR DIRECTIONS**



## **STUDENT RIGHTS AND RESPONSIBILITIES**

Upon receipt of an acceptance letter from Ryman Arts, you must accept your scholarship to participate by calling to confirm your participation. Class placement and information follows along with student forms and information about new student orientation on the first day of class. You must fill out the student contract and medical release and waiver form and return them to the Ryman Arts office prior to the start of classes. We cannot allow you to participate without these forms completed!

Accepted students have the right to decline participation, and if at any time you feel as though you cannot continue in the program, please notify the Education Manager as soon as possible. If you are dropping from the program within the first three sessions, you may be asked to return your supplies which can be used by another student. Students may defer to a later semester, as long as they will still be in high school during the semester to which they are deferring.

## **EMERGENCY MEDICAL TREATMENT FORM**

By signing this form, you allow the Ryman Arts staff to consent to any physical examination, x-ray examination, anesthetic, medical or surgical procedure rendered in any emergency room by qualified personnel should a medical emergency occur while the student is attending classes and in the event that a parent/guardian cannot immediately be reached.

A parent/guardian will be notified if such an occasion arises, but it is understood that if they cannot be reached, medical treatment will not be withheld.

Your medical emergency form is kept in the program binder at class at all times and is maintained by the Education Manager should you need to make a change or update your contact information.

## **WAIVER FORM & STUDENT CONTRACT**

This waiver portion of the above form releases Ryman Arts, Otis and all associated staff from any claims or damages as a result of the student's participation in, and travels to and from the Ryman Arts classes. It also states that the student is physically capable of participation in the program.

In addition, this waiver allows Ryman Arts to use the student's name, image, and any artwork produced in the program for publicity purposes and exhibitions without monetary compensation.

Your student contract outlines the basic expectations of the program and must be signed by you and a parent or guardian and sent back to the Ryman Arts office before the first day of class. The contract you sign says that you agree to carry out all class and homework assignments to the best of your ability and to participate in class discussions and critiques. We encourage you to speak with your Ryman Instructor or the Education Manager about any problems you encounter early in the semester, for failure to comply with program expectations could result in dismissal from the program. A copy of your student contract is located on page 17 for reference.

The program staff is very dedicated to making this the best possible experience, so please communicate any concerns or conflicts you might have during the semester so that we may help you in any way we can.





## CONDUCT POLICIES

- Ryman Arts expects each student to behave in a mature manner while attending classes and have the utmost respect for Ryman Arts staff, Instructors and fellow students.
- Each student is expected to treat all guest artists and models that visit the Ryman classes with the utmost respect. Failure to do so will result in immediate dismissal from the program.
- During class breaks, students are required to remain on campus. Ryman Arts cannot be responsible for students who leave campus during class time.
- Students are allowed to bring necessary items to class including: sack lunches (optional), communication devices such as cell phones, personal items such as purses and backpacks, and art supplies. However, we cannot be responsible for the safekeeping of your personal belongings.
- Cell phones must be turned to silent mode during class. Earbuds/earphone are not allowed. Do not text or otherwise engage with your phone during class time.
- Drawing graffiti on the Otis or Cal State Fullerton campus is not only not tolerated, it jeopardizes our opportunity to offer Ryman Arts classes on campus. Please refrain.
- Students are not to bring alcohol, drugs, drug paraphernalia or weapons of any kind. If any student is found with any of these items, they will be in violation of the program conduct policies



## GUIDE FOR SUCCESS

We are eager to help you in any way possible to ensure your success in this challenging program. Here are a few things to keep in mind that we hope will help you throughout the semester.

- Don't compare yourself with others—your primary goal should be to improve your own skills.
- Don't procrastinate—waiting too long to get a project or assignment started can result in not having enough time to finish or not doing your best work.
- Plan ahead— You may even find that it helps to work on your Ryman assignment for a 1/2 hour or hour each day rather than trying to do the whole project in one day. Remember that you have a week to complete each Ryman assignment.
- Organize an area where you will be doing your artwork. Make sure it has plenty of light and that there is a place for all of the supplies you will need.
- Recognize stress and find ways to deal with it—be aware of your limitations. You may, however, find that your Ryman artwork is your stress reliever, but if finishing a project along with doing all the rest of your homework creates stress, take a break, relax and come back to it later.

## **ATTENDANCE/ NOTIFICATION OF ABSENCE**

We expect all Ryman students to attend every class.

It may be necessary for you to miss class due to a planned event (family or religious commitment) or for an emergency. In either case you must call the Education Manager, Rebecca Tuynman (Fullerton Students) or Site and Outreach Coordinator, Ana Garcia(Otis students) before the beginning of class, so that we know not to expect you.

Repeated absences may affect your progression to the next level of the Program. If you miss three classes, for any reason, you will be dropped from the Ryman Arts program.

If you do miss a class, you must contact both the class instructor and the Education Manager in order to be informed of any class assignment or program changes. Any student with excessive absences may be dismissed at the discretion of their Ryman instructor and the Executive Director.

## **STUDENT EVALUATION AND PROMOTION**

Each critique and one-on-one conversation with your teacher is part of your ongoing development as an artist. Your instructor will give you verbal feedback frequently during the semester about your progress. At the end of the 12-week semester, you will meet one-on-one with your instructor to discuss whether or not you are ready to matriculate to the next level of the Program. Ideally each student progresses from Beginning to Intermediate and on to the Advanced class. Each student's continued participation is assessed based on the following criteria:

Regular Attendance



## **PROGRAM EVALUATION**

Ryman Arts evaluates the program on an on-going basis to ensure the quality of instruction and to assess our impact on students. Some of you will be asked to participate in roundtable discussions, surveys or interviews. In addition, at the end of each semester, you will be asked to evaluate your class and instructor in a written survey that is distributed on the last day of class. Your responses are kept completely confidential and do not affect your standing in the program in any way. Your help with evaluation allows us to note areas of strength and areas that require attention, evaluate the curriculum, recognize excellent teaching and provide vital statistics to better understand those we serve. Please take this responsibility seriously and respond with detail and thoughtfulness. Thank you in advance.

## **MODELS**

An important part of your training at Ryman is learning to draw from a life model. Male and female models are scheduled for figure drawing in all classes. All models are professionals and many work not only for the Ryman program but also for other art schools. We want you and your parents to be aware that drawing nude models is an essential part of the program in all classes, from Foundation through Advanced.

These models hold poses for short periods of time so the class can explore gesture drawing. They progress to holding poses for longer periods of time to allow you to produce more refined and detailed works. Costumed, or clothed models are also part of the program.

You are expected to behave with respect and maturity in all life drawing sessions. Do not photograph models, clothed or otherwise.



## FOUNDATION DRAWING

Instructors:

Holly Boruck  
Robin Palanker  
Cathy Stone  
Sergio Rebia  
Ichiro Irie  
Luis Serrano

This class is an introduction to the basics of composition, value, line, texture, figure drawing and perspective. Students draw from still lifes and models during class time and each session begins with a critique of the weekly homework assignments. Materials for the class include: graphite pencil, charcoal, conte crayon and colored pencils.

## INTERMEDIATE DRAWING WITH AN INTRODUCTION TO WATERCOLOR

Instructors:

Kaleeka Bond  
Michelle Mary Lee  
Julie Weitz  
Rochelle Botello

This class builds on what the student learns from the Beginning Drawing Class. It covers the use of color, selecting a palette, the figure and techniques in wet media. Students also draw from still lifes and models during this session, with the emphasis placed on several extended projects that are critiqued on an on-going basis, and a historical and contemporary art context. New materials for this class include pastels and opaque watercolors.



## ADVANCED PAINTING

Instructor:

Ronald Llanos  
Marc Kompaneyets  
Sergio Rebia

This is the last class in the Ryman sequence and will incorporate all of the skills that the student has learned thus far. It introduces acrylic painting into the student's repertoire. This class challenges students to begin developing their own artistic voices with multiple long-term projects on canvas. Students may draw on more art historical references and current issues. Students also develop their conceptual skills in writing and speaking about some of their work.





## CLASS CRITIQUES

Class critiques are an essential part of your artistic training. Talking about your artwork and that of your peers will improve your work and is one of the ways in which you can see problem areas and work toward solving them. Keep in mind that your artwork is being critiqued, not you personally. A good critique will point out the good points as well as those that need improvement. Always make sure you understand what your instructor has said about your work by asking questions. Don't be afraid to be honest about evaluating the artwork of your peers as well. You can always provide another viewpoint that can be used by the artist to learn. Remember that your instructor's opinion is a part of the critique as well. You can prevent your own progress if you get stuck feeling badly about what the instructor or another student has said about your work instead of finding ways to improve.

## HOMEWORK

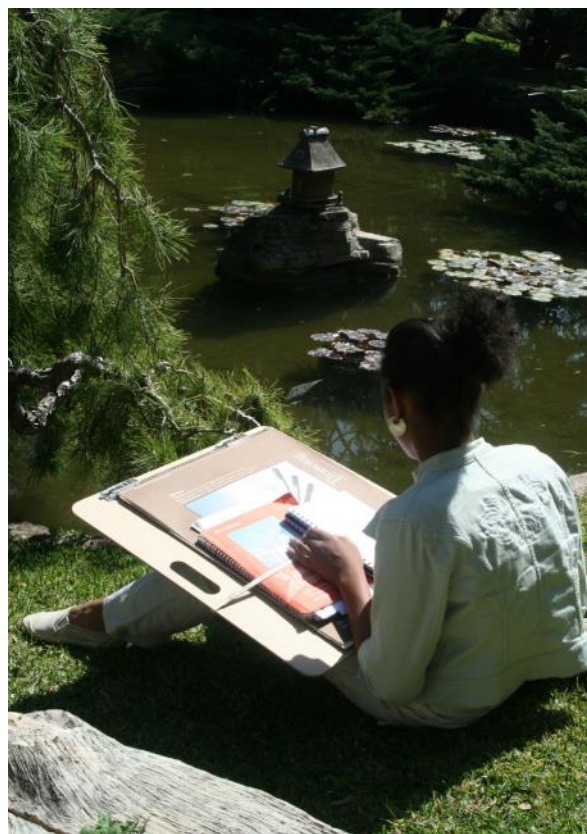
You will be assigned a homework assignment each week to be completed for the next class session. Plan ahead and set aside some specific time for your Ryman assignment each week. Putting off your assignment until the Saturday evening before class on Sunday will not yield your best work and it will show. If you are unsure about how to approach an assignment, don't hesitate to e-mail your Ryman instructor for help. However, beginning your assignment early may lead you to answer your own questions by simply working through the possibilities. You will be given a class syllabus with each homework assignment listed for your reference. Your syllabus can also be downloaded from our website if you misplace it, at: [ryman.org/currentstudents/outline.stm](http://ryman.org/currentstudents/outline.stm)

## FIELD TRIPS

During all three semesters of the Ryman program, drawing field trips are an integral part of the curriculum. Each class will have at least one field trip to draw at a local museum, artist's studio or gallery. Your teacher will announce scheduled field trips in class and flyers will be distributed. It is not necessary to fill out a separate permission slip for these excursions. Since field trips take place during regular Ryman class time, each student waiver filled out and signed at the beginning of classes will provide the necessary permission.

We provide bus transportation to the field trip sites. On occasion, we also use public transportation, the class traveling together with their Ryman instructor and support staff. However, we do allow students who have the proper license and permission of their parents to drive themselves to field trip destinations. Parents may also drive students directly to the field trip locations. If you are going to the field trip site on your own and not taking the bus provided, please be sure to call the Ryman office to notify the Education Manager prior to the day of the excursion, so we don't hold the bus for you! Once at the museum students must remain with the group and return from the field trip with the group.

Field trip destinations in the past have included the Los Angeles County Museum of Art, the J. Paul Getty Museum, the Museum of Contemporary Art, Bowers Museum, and the Norton Simon Museum.



## ANNUAL STUDENT EXHIBITION

Each Summer all Ryman students from both fall and spring semesters will have their best work displayed in a student exhibition as part of the Spring graduation festivities. The exhibition will be open to the public for viewing on weekdays. Announcements with specific times and dates for the opening reception will be sent to the students. This culminating event is a highlight of the Program and coincides with the Ryman Graduation Ceremony.

## RYMAN ARTS GRADUATION

In June, all graduating seniors and students from fall and spring Advanced Acrylic Painting classes will be honored in a graduation ceremony that honors their participation in Ryman Arts with a certificate of completion. Light food and refreshments are served. Family members, friends and high school teachers are welcome and encouraged to enjoy this event with the Ryman students. All Ryman students are invited to come, it is a great evening to celebrate your classmates' accomplishments.



## STUDENT ARTWORK

In addition to the Ryman annual spring show, you may be asked to share your work for display, promotion or student outreach and recruitment purposes. As a participant, you have signed a release allowing us to use images of your work for promotional purposes. On occasion, we ask to keep some students' artwork to be included in the program's permanent collection for traveling exhibitions.



## CAREER PROGRAM

Each Spring, Ryman Arts hosts Career Program for all Ryman students and their parents. The Career Program is a semester-long series of opportunities created to give students a more in-depth understanding of career options for visual artists.

The Career Program consists of:

- A Career Day assembly during classes, with a panel of arts professionals presenting their careers and their insights on working in the arts.
- A career preparation workshop for students and alumni.
- Many behind the scenes tours at companies that employ visual artists, to see what it's like to really work as an artist.
- Guidance in applying for summer internships, including postings for several paid internships that are exclusively for Ryman Arts students and alumni!

Ryman Arts also provides students with important information about internships possibilities, scholarships, job and volunteer opportunities (with Ryman Arts tool!), as well as information about art awards, competitions and various summer programs throughout the city.



## COLLEGE PREPARATION PROGRAM

Each Fall, we will host a College Planning Day for all Ryman students and their parents. This is an opportunity for Ryman families to gather information about different schools and their offerings and to receive help navigating the college application and financial aid process.

Students have the chance to meet with representatives from various art schools and universities to have their artwork reviewed and to learn about different colleges' art programs. The purpose of these appointments is to get feedback on your work and your potential "fit" with that particular school. College representatives can advise you on ways to make your application portfolio stronger, or what majors might be a good match for your skills and interests. Students can also ask about financial aid, special programs, and application procedures.

Students and their families will also attend a special workshop or panel presentation by college admissions directors and college planning counselors to answer questions about the differences among programs at liberal arts colleges and professional art schools and provide important information about application deadlines, financial aid and other opportunities. A special flyer will be distributed to all Ryman students prior to College Day.

Our most recent list of College Representatives can be found on our website, under College & Career Resources, along with a number of downloadable handouts to help you prepare for college applications, regardless of your age or your areas of interest.



## **TRANSPORTATION / CARPOOLING**

If at any time you find that you are having difficulty getting to Ryman classes because you do not have a ride, please call the Education Manager at the Ryman Arts office to see about the possibility of setting up a carpool. All students indicate their interest in carpooling on their Information Sheet when they enroll, and interested students may have their information shared with other students who would like to ride share.

The MTA #115 and the Big Blue Bus #3 service the Otis area. You can call the MTA at (213) 626-4455 for more route information, or just go online and check the trip planner on [www.mta.net](http://www.mta.net). For the Big Blue Bus, visit [bigbluebus.com](http://bigbluebus.com) or call (310) 451-5444.

OCTA buses service the CSUF area. For information on busses and/or metrolink please visit [www.octa.net](http://www.octa.net).

We can reimburse students who travel by public transportation. In order to be reimbursed for public transportation, please bring receipts for bus tokens or bus pass purchased to class and give to the Education Manager, Rebecca Tuynman or Site and Outreach Coordinator Ana Garcia.

## **SCHOLARSHIPS AND OPPORTUNITIES**

The Ryman Arts staff is able to assist students in learning more about college, career and other opportunities. Such opportunities will be displayed at class every Sunday at the snack table. Special opportunities will be announced in each Ryman class by either their instructor or by the Education Manager.

Ryman students are also welcome to go to the Ryman website at [www.rymanarts.org](http://www.rymanarts.org) for a list of currently available scholarships, internships and other summer programs available. In addition, the program has art magazines, art books, college information and information on arts schools, animation programs, special effects programs, and other job opportunities.

## **STUDENT ARTWORK PORTFOLIOS**

*See page 17 for our complete policy on student artwork.*

All new students will be designated a white student portfolio to hold all the artwork from the semester. This portfolio will also contain the application drawings you did when you applied to the Ryman program. These portfolios are kept in our storage facility on campus and maintained by the Education Manager and the Teaching Assistants. Since the red portfolio with handles is given to you at the beginning of the program to bring homework back and forth to class, you will not be allowed to take your white portfolio home with you, but you may borrow artwork from it for some purposes. It will, however, be your responsibility to bring all borrowed work back to your portfolio since this work will be included in your final critique at the end of the semester.

Students should understand that since our administrative offices are not on the Otis or CSUF campus, it is difficult to retrieve student portfolios during the week and especially when classes are not in session. Please be sure to plan ahead when requesting to borrow artwork and make arrangements with the Education Manager or Teaching Assistants before you leave class.

## **RYMAN ARTS WEBSITE**

To view course outlines, semester calendars, college resources and additional information, visit the Ryman Arts website at [www.rymanarts.org](http://www.rymanarts.org). Our website is where you can find the most recent information about your own classes, including events and field trips. It is also home to student artwork galleries, where your artwork will be featured if you complete at least two semesters at Ryman. We post some information about scholarships and other upcoming opportunities in our Opportunities section.

## LETTERS OF RECOMMENDATION AND LETTERS OF VERIFICATION

The Ryman Arts staff is happy to assist you with letters of recommendation to include with applications for college and/ or art school admissions, or for scholarships and internships. We encourage you to ask your Ryman instructors for letters to be used for admissions, but other program staff can write letters for this purpose also. We do require that you ask for such letters with two week's notice and provide the person writing the letter with all the necessary information not only about the opportunity and to whom it should be addressed and where to send it, but also remember to include the deadline, and most importantly a brief statement about your specific plans and interests so we can write something appropriate.

### AP CREDIT

In the spring we have numerous requests from Ryman students to borrow artwork for documentation purposes (making slides) to be included in their AP applications. We are glad to assist students with this and encourage students to work closely with their instructors and the Education Manager to borrow work. It is always good practice to plan ahead. If you think there is even a remote chance that you will want to include a piece of Ryman artwork that you completed during the semester in you AP portfolio, notify your instructor and/or the Education Manager as early as possible to arrange for photo documentation. Again, it will be your responsibility to return borrowed artwork to their instructor for evaluation and to be considered for the annual student art show. See page 16 for our com-



### VOLUNTEER OPPORTUNITIES

Many Ryman students, parents and alumni have enjoyed participating as Ryman Arts volunteers. Volunteering sign-ups are available for parents at orientation, and are always available by speaking to the Education Manager.

Volunteering opportunities include helping out in the Ryman Arts office, installing or de-installing exhibitions, assisting at events, bringing snacks on Sundays or lending your own professional expertise. These efforts are very much appreciated, and are part of keeping Ryman Arts strong.

### ALUMNI ASSOCIATION

The Ryman Arts Alumni Association (RAAA) unites members from the first class in 1990, to the most recent graduates, still in high school, building a social and professional network of past Ryman Arts participants while supporting the current program. After so many years, over 2,000 graduates are working and studying in many fields – all connected by their shared experience at Ryman Arts and their love of art. With membership, you will expand your own collegial community of young and like-minded professionals while supporting the most current student artists.

You may visit our website at <http://www.rymanarts.org/alumni> for more information and upcoming events.





## Ryman Arts Artwork Retention and Return Policy

Ryman Arts values the insight that collected student work can give to both the student and instructor. During one-on-one evaluations at the end of the semester, and while selecting artwork for our annual exhibition and publication, it is a great benefit to both the student and Ryman Arts to have as much artwork to review as possible.

- It is our policy to hold all student artwork until the summer following the student's last semester of Ryman Arts.
- Our staff takes care to handle artwork appropriately and store it for easy retrieval. However, if the name on the artwork is illegible, incomplete or missing, the artwork cannot be attributed to the student, and cannot be filed in his or her portfolio.
- We will relinquish artwork to students only if they are needed for AP Studio portfolios or college applications. If a student needs artwork for either of these cases, it can be checked out from his or her Ryman portfolio with the help of a TA after filling out a check out form. While Ryman artwork can be used for a student's AP portfolio, it is inappropriate for a student to turn in Ryman homework for a graded high school project, or vice-versa, unless permission is given by both teachers.
- If a student is checking out work for AP or college application purposes, he or she will need to bring their red portfolio to class in order to retrieve artwork, we will not allow their white storage portfolio to leave the campus.
- After our annual Summer art exhibition has closed, students will be informed by mail of days when the artwork can be picked up. Those who have completed Ryman Arts may pick up all their work. If a student is continuing at Ryman in the Fall, only the artwork from the exhibition will be available to be picked up.
- If a student leaves the program before graduating from High School or completing the Advanced class, all artwork may be taken home at that time.
- Artwork that is not collected within six months of a student leaving the program will become property of Ryman Arts to be put in our permanent collection, or disposed of, or sold.



## RYMAN ARTS CODE OF CONDUCT

Students are expected to behave responsibly at all times. Ryman Arts expects and trusts its students to be honest in their studio, classroom and community endeavors. This honor system is the basis for our operations and activities.

The following Code of Conduct has been established to explain what constitutes unacceptable behavior, the procedures regarding discipline, and the student's responsibilities as a member of the college where Ryman Arts classes are held. All violations should be reported promptly.

### **Inherent Authority**

Ryman Arts reserves the right to take any and all appropriate action that it deems necessary to protect and ensure the safety and well-being of the campus community.

### **Student Conduct Policies**

Students are members of the College community and society at large. Students are expected to comply with all federal, state and local laws as well as with the policies of the College. Students will be accountable to both civil authorities and to the College for acts that constitute violations of law and of this Code. The Code of Conduct applies to all campus activities and to official events off-campus.

### **Grounds for Discipline**

Discipline may be imposed for a violation of, or for an attempt to violate, the Code. The lack of intent will not be considered in the determination of whether a violation or an attempted violation has occurred.

Violations, or attempted violations, include but are not limited to:

All forms of academic misconduct, including but not limited to: cheating, fabrication, plagiarism, or facilitating academic dishonesty.

Other forms of dishonesty, including but not limited to: fabricating information or knowingly furnishing false information to the College or officials acting in the performance of their duties on behalf of the College.

Alteration, forgery or misuse of College documents, records, keys, devices or identifications.

Theft of, conversion of, damage to, or destruction of any College property or property of others.

Unauthorized entry to, possession of, receipt of, or use of College property, equipment, or resources.

Interference with, or willful negligence of, the security of any College facility.

Physical abuse including but not limited to: rape, sexual assault, threats of violence, reasonable apprehension of such harm, or conduct that threatens the safety of any person.

Sexual harassment, or harassment or intimidation of a person or group of persons on campus or at a campus activity.

Disruption of, interference with, or obstruction of teaching, administration, or any other campus activity.

Lewd, disorderly, disruptive, or abusive conduct.

Failure to identify oneself to, or comply with, a College security guard, a College official or other law enforcement official.

Unlawful manufacture, distribution, possession, use, consumption or sale of any controlled substance as identified by federal or state law.

Possession, use or manufacture of explosives or other incendiary devices or materials.

Use, possession, or manufacture of any firearm or weapon.

Exhibitions, installations, art projects or performances within, on or about the premises without a valid exhibition contract.

Violation of any condition of a disciplinary action imposed under this Code.

Theft or abuse of computing facilities, equipment, software, or time.

Failure to abide by state, federal, or local laws while on campus.

Violation of any College policy or directive.



## Ryman Arts Student Contract

Please initial each segment of this consent form. By doing so you will acknowledge that you have read and understood the terms outlined below.

I, \_\_\_\_\_ (print student name) in acceptance of the Ryman Arts scholarship agree to the following conditions:

\_\_\_\_\_ **Photo/Video Consent**

I hereby grant full permission to any and all of the foregoing to use my name and likeness and any artwork I may create as a result of my participation in the Ryman Arts class in any exhibit, broadcast, telecast, and video, print media or Internet posting without compensation to me.

\_\_\_\_\_ **Release of Liability**

In consideration of the acceptance of my participation, **I for myself, my heirs, executors and administrators, waive and release any and all rights and claims for damages, and any and all claims of damages, demands, actions whatsoever in any manner I have or may have hereafter against the Ryman-Carroll Foundation (dba: Ryman Arts), its directors, its employees, its volunteers, all sponsors and their representatives, Otis College of Art and Design, and California State University, Fullerton, as a result of my participation in the Ryman Arts class to begin August 2016 and continue until the completion of the program and of my travel to and from the different class sites (classrooms, field trips, campus tours, and other Ryman Arts events).** I attest and verify that I am physically fit and sufficiently able of participating in the class and I have not been advised otherwise by a qualified medical person. I understand that Ryman Arts will make reasonable efforts to ensure the safety of any artwork made during or for classes, but that they will not be liable for any loss or damage to student artwork.

\_\_\_\_\_ **Attendance & Classwork Policy**

I will attend each of the twelve classes of studio art training. My absence from three classes, for any reason, **will** result in my dismissal from the program. If I cannot attend a class due to illness or unforeseen circumstances, I will inform the Ryman Arts staff before class begins. My participation in the program is voluntary. Should I choose to withdraw from the program, I will contact the Ryman Arts staff to inform them of my decision. I will complete all homework assignments given by my teacher to the best of my ability. I will participate in class discussions, dialogue and critiques. I have read, understood, and will follow the Ryman Arts code of conduct on the preceding page.

In order to confirm that I have read, understand and agree to each of the above conditions, I will sign this contract which will be kept by Ryman Arts and create a copy for my records.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date





## **Important Phone Numbers**

- **To reach Ryman Arts staff on Saturdays** **Call (213) 447-2756**
- **To reach Ryman Arts staff on Sundays** **Call (818) 693-5757**
- **To reach Otis campus security** **Call (310) 665-6965**
- **To reach CSUF campus police** **Call (657) 278-2515**
  
- **To reach the Ryman Arts staff at their administrative offices downtown Monday through Friday from 9 am to 5 pm.** **Call (213) 629-2787**

## **Important Web Pages**

<b>Rymanarts.org</b>	<b>Ryman Arts</b>
<b>Otis.edu</b>	<b>Otis College of Art Design</b>
<b>Fullerton.edu</b>	<b>California State University, Fullerton</b>
<b>mta.net</b>	<b>Metropolitan Transit Authority (bus and train schedules)</b>
<b>octa.net</b>	<b>Orange County Transportation Authority (bus and train schedules)</b>