Winter 2023 Student Information

Welcome to The Studio of The Corning Museum of Glass!

We are pleased to have you join us at The Studio. Your student folder contains important information about The Studio and Museum campus, resources available to you during your class, safety rules, as well as helpful information about Corning and the surrounding area. Please let us know if you have any questions!

We have many terrific activities planned, including tours of the Museum's collection, lots of practice time, and other special events.

Getting Here

The Studio is located across the parking lot of The Corning Museum of Glass, located at One Museum Way, Corning, NY. For a campus map, airport, bus, and parking information, check our visitor page here: https://visit.cmog.org/plan-your-visit/getting-here. You can fly into The Elmira Corning Regional Airport, which is a 15-minute car ride from the Museum. If you need transportation from the airport to your accommodations, we recommend making arrangements at least 24 hours before you plan to arrive in Corning. We recommend Bill’s Taxi at +1-607-731-8801 or Total Transportation +1-607-734-6161, or Terps Enterprises at +1-607-795-4426. The price should be approximately $25.00 - $30.00 usd.

Sunday Night Welcome Dinner

If you arrive in time, please join us at the Museum Café on Sunday at 7:00 pm for an informal welcome dinner. To reach the Café, park behind the Museum and walk down the ramp to the Courtyard entrance. One door will be unlocked and marked at 6:30 pm. Once inside those doors, continue straight through the retail area and the Café will be at the far end on your right.

This dinner is included if you are on our Room & Board Plan. If you are not on the Room & Board Plan, you and your guests may join the group for $18 each (plus tax). You can add the Welcome Dinner to your online cart when you pay your tuition, or you can make your payment to Sara Wolff on Monday. Please RSVP at least one week in advance to Sara Wolff at classes@cmog.org.

*There is no welcome dinner on January 1, 2023 for the January 2-7 session.
Class Orientation

The Studio doors will be unlocked at 8:00 am, and class begins with Orientation on Monday morning at 8:30 am in The Studio Lecture Room. The Studio is located across the parking lot from the Museum in the two-story glass block building.

Student Folder

If you are on our Room & Board Plan, your student folder will be waiting for you at the Quality Inn front desk when you check in. Students who are not on our Room & Board Plan may pick up their folders in their classrooms on Monday morning. Your class schedule will be included in your student packet.

Glass Supplies

The Studio will supply glass and tools requested by your instructor for the class. If there are specific colors, tools, or other materials you would like to bring, please feel free.

Staff

We are here to help you to have an educational and enjoyable experience during your class. Please let us know if we may help you in any way. Prior to their arrival in Corning, the instructors have been thoroughly interviewed about equipment and material needs for their class. As this is not possible with the students, we urge you to tell us early in your stay of any special needs or requests that may develop as you begin your study at The Studio. Please contact Sara Wolff at wolffsm@cmog.org or 607.438.5100 with any questions. Below is a list of Studio staff for your reference:

- Amy Schwartz is Director of The Studio.
- William Gudenrath is Resident Advisor.
- Sara Wolff is Student & Instructor Services Specialist.
- Harry Seaman is Senior Facility Manager.
- Jeremy Unterman and Devin Connolly are Facility Coordinators.
- Moira Holbrook and Kelli McKee are Studio Coordinators.
- Richard Whiteley is Senior Programs Manager.
- Megan Mathie Jack is Programs Coordinator.

Room & Board Plan Information

If you have signed up for our Room & Board Plan, your stay at the Quality Inn begins the Sunday before your class and ends the following Sunday morning. Check in is 2:00 pm. You are responsible for phone calls, additional days, and any other charges incurred during your stay. Check out time is 11:00 am. You must check out by 11:00 am, or you will be charged for an extra day. Please see the hotel front desk for details.

If you are a Room & Board Plan student, continental breakfast will be available at the hotel. We will also have free coffee and a fruit bowl available at The Studio. The Studio lunch room has a fridge if you would like to store any additional food (labeled with your name) during class. Lunch is catered Monday through Saturday, and we will send our weekly menu to you before you arrive for class. Please let us know if you are vegan or gluten free. You will receive five Dinner Cards in your student folder which can be used at participating restaurants. Dinner Cards are valued at $18 each and do not cover gratuities. A full list of participating restaurants and a map is included in your folder. Please present your dinner cards before
ordering. Dinner is not provided on the night your class ends. We encourage you to plan dinner with your classmates on the final evening of your session.

Although you may eat dinner at your convenience, we suggest eating at 5:30 pm. This way you are sure to have fellow students as dinner company, and plenty of time in the evening for practice and special events.

**Lunch Plan Information**

If you have not opted for the Room & Board Plan, you may join the Lunch Plan for $90 (plus tax). Lunch is catered Monday through Saturday, and we will send our weekly menu to you before you arrive for class. Please inform Sara Wolff if you are vegan or gluten free. You can add the Lunch Plan to your online cart when you pay your tuition or see Sara Wolff in The Studio office for details at the beginning of your class session. Sara Wolff can be reached at 607.438.5100 or email wolffsm@cmog.org.

**The Studio Lunch Room**

The Studio lunch room has a fridge, freezer, and microwave for student use. Please label your items with your name. Fresh fruit, coffee, tea, and hot chocolate are also available to all students, instructors, and TAs. If the coffee dispenser is empty, there are instructions for brewing on the wall next to the coffee maker. Coffee creamers are located in the drawer in the fridge.

**Hours of Studio Operation**

The Studio doors open at 8:00 am. Classes will generally run from 9:00 am–4:00 pm, however, your instructor may make adjustments. The Studio will be open for practice time Monday through Friday evenings until 11:00 pm, and the doors are locked at 11:15 pm. On Wednesday evenings when the furnaces are charging, the hot shops close at 7:30 pm. In addition to regular class time, there are special events scheduled. Your class schedule will be in your student packet when you arrive for class.

**End of Classes**

Class ends on Saturday at 4:00 pm, and a complete shop clean-up will take place from 4:00–6:00 pm. All students are expected to participate in the clean-up. You may pick up work and do some light cold working on Sunday after your class ends, but please be respectful of The Studio technicians who are busy preparing for the next session.

**Museum Membership**

Signing up for a course at The Studio brings the added advantage of a free one-year Museum membership (if you are not already a Member). Membership entitles you to free entry into the Museum, discounts in The Shops, and Museum mailings about upcoming events. You will receive your membership card in your student folder.

**Visiting the Museum**

There will be special guided tours of the Museum scheduled during your class session, but you are always welcome to visit the galleries on your own as well. The Museum is open from 9:00 am–5:00 pm daily. You must show your Museum membership card for free entry.
Library Access

The Museum’s Rakow Research Library has an extensive collection of books, journals, images, and videos on the history of glass, glassmaking, and design. Winter hours are by appointment 10:00 am–4:00 pm Monday–Thursday.

If you are researching a particular topic and would like to have materials prepared for you ahead of time, or if you would like to make an appointment, please call the Library at +1-607-438-5300 or email rakow@cmog.org to make a request. You may also explore the Library’s collections at http://rakow.cmog.org. The Library is located at the southwest end of The Studio building.

Photography Room

We encourage you to take images of the work you’ve created at The Studio in our designated photography room. There are specific dates and times listed on your class schedule when a photographer is available. Please sign up for the time you would like to use the facility. The photography room is located at the top of the stairs, second door to the right. Please bring a flash drive with you to save and store your photos.

Critiques

Critiques are available from some of our instructors and staff. If you are interested in having your work reviewed, please bring your digital images and/or portfolio, drawings, etc. It is helpful to bring a flash drive or access a website with your images. You will be able to sign up for an individual session during your class.

Internet Access

The Studio has free Wi-Fi throughout the facility. There is also a computer available for you to check e-mail upstairs outside our photo room. This computer is located at the top of the stairs across from our Make Your Own Glass workshop area.
Wi-Fi Network: The Studio – Guest
Password: weloveglass

Lockers

Lockers are available for you to store your personal belongings. Combination locks are available for a $5.00 (cash only) deposit. Please see Sara Wolff in The Studio office if you wish to rent a lock.

Telephones and Messages

If you must be reached during class hours, you may give out our telephone number: +1-607-438-5100.

Massage

We are joined twice per week (on Wednesdays & Fridays at lunchtime) by PK Smith, a local massage therapist, who will give 15-minute chair massages for $20.00 dollars (cash only). Please sign up on the bulletin board for one of the three slots available each day. PK is willing to return to The Studio for additional massage time. You can contact her directly to see if she has additional availability.
Corning Incorporated Headquarters Art Tour

Studio students have an exclusive opportunity to tour Corning Incorporated Headquarters to view their collection of glass art installations. If you attend the tour, a photo ID is required for entry and no cameras or cell phones with camera capabilities are allowed. You must sign up in Sara Wolff’s office on Monday morning and provide your birthdate and country of origin.

Shipping

The Studio offers pre-paid shipping options to domestic destinations. Some restrictions apply. Please see a member of the Tech Team for forms to arrange your shipping. We encourage you to leave practice pieces behind for us to sell during our Holiday Glass Sale. All proceeds from this annual sale help us raise money for scholarship and residency programs.

Class Lists

On the last day of class, we distribute to each student a list of all names and e-mails of the students, instructor, and TA in your class. If you do not want your name or email on the list or need to make any changes to your contact information, please tell Sara Wolff by Wednesday.

Class Evaluations

We are always striving to improve our classes and facilities. Please ask for any special equipment or material needs as they arise. We may have exactly what you want stored out of view. Please let us know if you have any health, safety, or other class concerns. You can always talk to a member of our Tech Team, Sara Wolff, or Amy Schwartz.

We ask that you help us by taking the time to fill out an evaluation form, which will be distributed to all students on Friday. You can return your completed evaluation to the box on Sara Wolff’s office door.

Tag Us on Social Media

We love to see posts from students about taking classes at The Studio and experiencing Corning. Please follow and tag us @corningmuseumstudio on Facebook and Instagram and use #cmogstudio.

Harassment Policy

The Studio is committed to providing a safe and positive environment for all who work, volunteer or visit. Harassment because of – and discrimination against – people of all protected classes is prohibited. Under federal and New York State law, these classes include age, race, religion, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity, veteran’s status, criminal history, and reproductive health decisions. Harassment includes any action or words which create an intimidating, degenerating, hostile or offensive environment. Everyone is expected to respect the rights and wishes of others and to avoid and refrain from conduct that would interfere with anyone else’s rights.

Sexual harassment will not be tolerated. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. A sexually harassing hostile environment includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or
physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient’s job performance.

Please report any harassment that you observe or experience to The Studio so that corrective action can be taken. You can voice your concerns to Amy Schwartz, director of The Studio, or any staff member. You can also report harassment via email and send it to thestudio@cmog.org. We believe in actively fostering a culture of inclusion that respects, celebrates, and values all aspects of diversity. Thank you for partnering with us in setting the tone for your class by using inclusive communication and redirecting and reporting inappropriate behavior.