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Welcome to UNCG and the graduate programs in dance. In this handbook you will find electronic links to major University publications such as the Student Handbook, Graduate School Bulletin, and Graduate Teaching Assistant Handbook, as well as departmental policies, information, and forms. The valuable information collected here will help you come to a fuller understanding of what is expected of you as a graduate student, and what you should expect as a graduate student and member of the UNCG community. Most importantly, perhaps, we hope to help you avoid unexpected surprises as you complete your degree.

You should familiarize yourself with the information in the Student Handbook, Graduate School Bulletin, and, if appropriate, Graduate Teaching Assistant Handbook. You are required to follow the policies and procedures in place when you begin a degree program. Keep a copy of the Graduate Bulletin and the Graduate Handbook for the year you begin your program. With the okay of an advisor, students may also follow program changes that occur while they are enrolled, as long as these changes apply to their specific program.

Students sometimes apply for and are admitted to a new program, usually MA to MFA. These students follow the policies and procedures in place when they begin the new degree. Students interested in changing concentration should check with the Graduate Coordinator for current policy regarding admissions and policies and procedures.

Important links:

Student Handbook: http://deanofstudents.uncg.edu/

Graduate School Bulletin: http://www.uncg.edu/grs/bulletin/

Requirements for Graduate Degrees in Dance (see pp. 99-103): http://grs.uncg.edu/bulletin/

Graduate Teaching Assistant Handbook: http://grs.uncg.edu/current/teaching-assistant-handbook/

Good Practice in Graduate Education (see Appendix B, p. 377): http://grs.uncg.edu/bulletin/

Academic Integrity Policy: http://academicintegrity.uncg.edu/

Student Code of Conduct: http://studentconduct.uncg.edu/
DEPARTMENTAL PHILOSOPHIES, AND LEARNING OUTCOMES

Department Mission

The Department of Dance offers Bachelors and Masters degrees in a research-intensive university setting. We strive to teach students imaginative, critical, and technical skills essential to the creative process, scholarly inquiry, and professional engagement in the field. At the undergraduate level we combine a liberal arts curriculum with professional preparation for a variety of careers in dance. All programs prepare students for further study and for the task of creating successful and productive lives as dance artists, educators, and scholars at the state, regional, national, and international levels.

Department Philosophy

It is our strong conviction that dance thrives through the integrated efforts of many different kinds of professionals with diverse strengths and perspectives. To enter and remain successful within this field, students need to learn to play such distinct roles as crewmember, stage manager, teacher, performer, choreographer, informed audience member, researcher, scholar, and critic. We recognize the fact that each student possesses unique capacities and inclinations and, through our focused instruction and guidance both inside and outside of the classroom, provide each student with the means to create a lifetime of successful involvement with dance.

We facilitate students' journeys through degree programs and extra-curricular activities that have as their center the lived experience of dancing, by which we mean dancing with full engagement, awareness, and presence – an experience that is meaningful and powerful. We recognize body-based knowledges as vital forms of knowing, not just for dancers but also for all people.

We strive to inspire students toward both excellence and balance. Students need to expand their interests and possibilities, and cultivate a vision of what might be achieved through a life in dance. At the same time, it is important to remember that there are components of a productive life besides dance. Students need other life experiences to develop their voices as artists, scholars, and teachers; they need to make connections between dance, other artistic and intellectual practices, and social and cultural spheres, so that they may develop a view of the world that includes political, social, and moral perspectives. With these ideas in mind, we help students to identify domains outside of dance and beyond the immediacy of the Department in which their strengths, passions, and values may flourish and benefit not only themselves but also others.
About Our Programs –
Plan Of Study Forms

The MA in Dance is a 36 hour degree. Options are available in dance theories and practices, and dance education with licensure for teaching in public schools. The MA in Dance Education is available in a largely-distance format. For more information, on this option, see Mila Parrish.

With the advisor’s help, all graduate students are responsible for keeping plan of study forms up to date. A completed copy must be turned in to the Graduate School before the midpoint in your graduate studies (before the end of 3 semesters for MFA students). An updated version of the same form must be sent to the Graduate School with the application for graduation. Plan of Study Forms may be found at the end of the handbook.
Review Calendar

Full-time Students

1. Initial review: Spring of first year (This review is referred to as the First year review in the current graduate bulletin)

All full-time MA students are reviewed by the dance faculty in Spring semester of their first year. Faculty assess student progress and promise in their degree program, and make recommendations for improvement. Students receive a letter from the Graduate Coordinator reporting faculty recommendations on or before MAY 30; students who have questions about their progress should direct their questions to the Graduate Coordinator or their advisor.

2. Selecting a committee: First half of fall semester of second year

Each student will invite three members of the UNCG Graduate Dance Faculty to serve as members of his/her committee, designating one as chair. Theories and Practices students may include a faculty member from outside the department as part of their committee. Students seeking licensure must include at least two dance education faculty members on their committees, including their supervisor for student teaching.

The student will complete the Approval Form (p. 12) providing the name, a note as to each committee member’s role (chair or member, plus any special duties), a statement of intent for the project, and the date of the review meeting described below in #3. It is the student’s responsibility to obtain the signatures and turn in a copy of this document to the Graduate Coordinator.

3. Second review: no later than NOVEMBER 30 of the second year of study. (This review is referred to as the Portfolio and Project Proposal Review in the current graduate bulletin.)

Students must schedule this meeting (see #2 above) and turn in the following materials to all committee members at least 10 days prior to the review:

• Answers to questions posed by the faculty (See questions on p. 13.)
• Proposal for DCE 663, DCE 698, or DCE 699 (See p. 14).

**DCE 663:** (Standard Professional I Licensure students only). No proposal is needed. Students seeking Standard Professional I licensure in Dance will be placed in a school for teaching at least half time. To earn DCE 663 credit,
they must meet all requirements for student teaching, including all Evidences required for licensure by the state of North Carolina, and to attend designated meetings of the undergraduate student teaching seminar class. (total six credit hours)

**DCE 698 (for students creating individual projects or professional papers)**
The committee will assist the student in developing a final project proposal of size and scope appropriate for 3-6 hours of graduate credit. Committee heads must report approval of the final project in writing, with copies distributed to the student, and Graduate Coordinator.

**DCE 699**: If Theories and Practices students want to produce a Masters thesis (DCE 699), they may negotiate this with their committees as part of proposal development. Thesis students must be prepared to spend additional semester(s) to complete this substantial research project (total six credit hours)

4. **Final review: At end of semester in which the capstone is completed.**

MA students will schedule a formal defense of their project in the weeks following its completion. The defense must be carefully scheduled to allow time for faculty to read/view all materials and time for revisions of materials if required before graduation. Defenses may be open to interested members of the department for observation, at the discretion of the student. MA Theories and Practices students must submit a copy of their culminating work on CD or DVD to the Graduate Coordinator before graduation.

**Part-time students (including MA in Dance Education):**

1. **Initial review: After completion of at least 9 but no more than 15 credits**

The Graduate Committee assesses student progress and promise in their degree program, and make recommendations for improvement. Students receive a letter from the Graduate Coordinator or her designee reporting faculty recommendations within 30 days of the completion of the review; students who have questions about their progress should direct their questions to the Graduate Coordinator or their advisor.

2. **Selecting a committee: First half of final semester of DCE coursework before final project**

Each student will invite three members of the UNCG Graduate Dance Faculty to serve as members of his/her committee, designating one as chair. Theories and Practices students may include a faculty member from outside the department as part of their committee. Theories and Practices students seeking licensure must
include at least two dance education faculty members on their committees, including their supervisor for student teaching.

The student will complete the attached form (p. 12) providing their name, a note as to each committee member’s role (chair or member, plus any special duties such as lighting designer), a statement of intent for the project, and the date of the review meeting described below in #3. The student’s advisor will obtain the signatures and turn in a copy of this document to the Graduate Coordinator.

3. Second review: when all required DCE coursework is completed, prior to beginning the culminating project. (This review is referred to as the Portfolio and Project Proposal Review in the current graduate bulletin)

Students must schedule this meeting (see #2 above) and turn in the following materials to all committee members at least 10 days prior to the review:

- Answers to questions posed by the faculty (See questions in separate section of this Handbook.)
- Proposal for DCE 663, DCE 698 DCE 693, or DCE 699 (See separate section of this Handbook for proposal guidelines.)

DCE 663: (Standard Professional I Licensure students only). No proposal is needed. Students seeking Standard Professional I licensure in Dance will be placed in a school for teaching at least half time. To earn DCE 663 credit, they must meet all requirements for student teaching, including all Evidences required for licensure by the state of North Carolina, and to attend designated meetings of the undergraduate student teaching seminar class. (total six credit hours)

DCE 698 (for students creating individual projects or professional papers). The committee will assist the student in developing a final project proposal of size and scope appropriate for 3-6 hours of graduate credit (or six hours for MA Dance Education students who are not seeking licensure). Committee heads must report approval of the final project in writing, with copies distributed to the student, and Graduate Coordinator.

DCE 693 (for students in the MA in Dance Education seeking graduate licensure in North Carolina). The state of North Carolina requires two Evidences for advanced (M) licensure, a leadership project and a student learning project. The DCE 693 proposal should indicate how students expect to meet the requirements for both projects.

DCE 699: If Dance Theories and Practices students want to produce a Masters thesis (DCE 699), they may negotiate this with their committees as part of proposal development. Thesis students must be prepared to spend additional semester(s) to complete this substantial research project (total six credit hours)
4. Final review: At end of semester in which the capstone is completed.

The MA students will schedule a formal defense of their project in the weeks following its completion. The defense must be carefully scheduled to allow time for faculty to read/view all materials and time for revisions of materials if required before graduation. Defenses may be open to interested members of the department for observation, at the discretion of the student.

**MA Theories and Practices students** must submit a copy of their culminating work on CD or DVD to the Graduate Coordinator before graduation.
APPROVAL FORMS for MA Committees

COMMITTEE SIGNATURE SHEET

NAME OF STUDENT/CANDIDATE:

DATE:

DESCRIPTION OF PROJECT, CONCERT, OR PORTFOLIO (100 words):

COMMITTEE:

CHAIR: _______________________________ DATE:

Brief description of expectations:

MEMBER: _______________________________ DATE:

Brief description of expectations:

MEMBER: _______________________________ DATE:

Brief description of expectations:

PROPOSAL ACCEPTANCE SHEET

NAME OF STUDENT/CANDIDATE:

DATE:

REVISED DESCRIPTION OF PROJECT, CONCERT, OR PORTFOLIO (100 words):

COMMITTEE MEETING DATE (S): ______________________________

DATE PROPOSAL FINALIZED: ______________________________

COMMITTEE:

CHAIR: _______________________________ DATE:

COMMITTEE REMARKS, IF NEEDED:
Portfolio Review Questions

In addition to materials listed in the Graduate Bulletin, students must prepare written answers to the following questions as part of the Portfolio Review. Each question should be answered in a 3-5 page. Carefully prepared, reflective essay.

MA concentrations in Dance Theories and Practices:

1. In what ways have your interests and intentions clarified and focused while you have been at UNCG? What did you come here to do initially, and through what set of influences and experiences have you arrived where you are now? How will you pursue this interest upon leaving UNCG?

2. What scholar/approach to scholarship attracts and intrigues you the most? Compare to your own work.

   ALTERNATIVE TO #3 FOR STUDENTS WHO WILL DO A PROJECT INSTEAD OF A THESIS:

   What practitioner/approach to professional practice fascinates and intrigues you the most? Why? Compare to your own work.

3. Discuss the relationship between dance and your related area of study. Identify important questions or issues that you see in this relationship.

MA Dance Education:

1. Discuss scholarly influences on your professional practice as a dance educator: Among the scholars/approaches to scholarship that you have encountered in the MA program, select several (3-5) that have most affected your professional practice. Describe this scholarship and how it has made a difference in your teaching, giving specific examples drawn from your professional practice as a dance educator. (Please note that by “scholarly influences,” we are referring to books and/or articles on research and/or theory, not those focusing only on how to teach. We acknowledge the many other influences on your teaching practice other than scholarly ones!) Suggested length: 10-12 pages.

2. Discuss 2-3 compelling questions with which you are still struggling, placing these in the context of critical issues in the field of dance education. How do you expect these to affect your remaining work in the graduate program and afterwards? Suggested length: 5-8 pages
Project Proposals

MA PROJECTS IN DANCE THEORIES AND PRACTICES or DANCE EDUCATION (non-licensure) (DCE 698 OR 699):

Proposals for practice-oriented project and report (non thesis):

* Student’s Name:

* Area Of Study:

* Director (Committee Chair):

1. Working Title

2. Statement of the Project:

   *What is the purpose of the project? How will it contribute to professional growth for the student engaging it?

3. Procedures

   *Describe the specific tasks you will be doing and how you will go about doing them.

4. Bibliography

   *What significant sources do you anticipate using?

5. State what form your report will take. What will be turned in/shared with the Department?

6. Timetable

   *When do you anticipate completion of the project? If there are clear stages in the project, indicate anticipated dates for completion.

Proposals for professional papers (research) must include:

* Student’s Name:

* Area of Study:
* Director (Committee Chair):

1. Working Title

2. Statement of the Problem/Issues to be Investigated and Significance

   *This may be a single question, followed by several sub-questions, or several questions. Include definition of any terms used which may be unfamiliar or which you are using in a non-customary way. Discuss why this will be a significant study.

3. Personal Statement

   *Why do you want to pursue this research topic? What in your background prepares you for this research?

4. Methodology and Procedures

   *What methodological approach will you be using and why? What procedures will you follow? Will you use human or animal subjects? How will you analyze (process, interpret, synthesize, etc.) your data/material?

5. Review of literature

   *What existing literature will be important to your project? Discuss foundational theoretical texts that you hope to build on in your work and research studies related to your own work.

6. Projected outline of paper.

7. Bibliography

   *What significant sources do you anticipate using?

8. Timetable

   *When do you anticipate completion of the study? If there are clear stages in the study, indicate anticipated dates for completion.

   A project defense occurs as a culmination to all MA degrees.
MA PROJECTS IN DANCE EDUCATION (advanced licensure) (DCE 693):

Contact advisor for the requirements for the Evidences and what materials need to be turned in for the Proposal. Include in the Proposal timelines for completion of specific parts of the projects.

MA THESIS (DCE 699) proposal must include the following:

* Student’s Name:

* Area Of Study:

* Director (Committee Chair):

1. Working Title

2. Statement of the Problem/Issues to be Investigated and Significance

   *This may be a single question, followed by several sub-questions, or several questions. Include definition of any terms used which may be unfamiliar or which you are using in a non-customary way. Discuss why this will be a significant study.

3. Personal Statement

   *Why do you want to pursue this research topic? What in your background prepares you for this research?

4. Methodology and Procedures

   *What methodological approach will you be using and why? What procedures will you follow? Will you use human or animal subjects? How will you analyze (process, interpret, synthesize, etc.) your data/material?

5. Review of Literature

   *What existing literature will be important to your project? Discuss foundational theoretical texts that you hope to build on in your work and research studies related to your own work.

6. Projected chapter outline

7. Bibliography

   *What significant sources do you anticipate using?
8. Timetable

*When do you anticipate completion of the study? If there are clear stages in the study, indicate anticipated dates for completion. A thesis defense occurs as a culmination to MA in Theories and Practices, and Dance Education with thesis degrees. Before a defense can be scheduled, the committee chair must check the thesis, and the student must make required revisions. The committee must receive the thesis 10 days to two weeks before the defense. Additional revisions may need to be completed before the Graduate School’s thesis deadline. Defenses may be open to interested members of the department for observation, at the discretion of the student. The student in consultation with members of the committee will arrange the date, time, and place.
GENERAL INFORMATION
ADDITIONAL INFORMATION ABOUT MA PROGRAMS

Advising

Students will be assigned an advisor for their first three semesters of graduate study, or until their Plan of Study form has been turned in to the Graduate School, whichever comes first. When students choose a committee chair for their culminating work—this occurs in the fourth semester—that person becomes the student’s academic advisor as well.

Students and advisors should communicate regularly to develop and monitor the Plan of Study and to clarify university procedures and policies. Each student should maintain a Plan of Study form, starting no later than preregistration for the second semester at UNCG. The form will be kept in the student’s file in the Dance Office and should be updated each semester during preregistration as courses are completed. (see Plan of Study on page 38). TO REGISTER FOR ANY COURSE WITHOUT THE ADVISOR’S APPROVAL IS TO TAKE THE RISK THAT THE COURSE MIGHT NOT COUNT TOWARD THE DEGREE.

The Plan of Study must be filed with the Graduate School before completion of 50% of credits necessary for graduation and at the beginning of the final semester. All Plans of Study must include all courses required for graduation; that is, students who are only half way done in their programs must predict how they will finalize their entire program. All required hours must be accounted for.

If a productive student-advisor relationship does not develop, either the student or the faculty member may suggest a change. Requests to change advisors should be made in writing and submitted to the Graduate Coordinator. Dr. Mila Parrish should advise all students seeking a K-12 license.

Like students, faculty have to prioritize when faced with a variety of assignments. Faculty check their phone and email messages daily M-F, except when out of town. Some faculty also check messages evenings and weekends, although this is not expected. Students who have an urgent message should note it as such. For non-emergency messages, if you don’t receive a reply within a week, feel free to ask again. In cases of emergency, the Department Head may be able to help you.

Appeals

Any student may appeal an academic regulation or ruling by presenting documented evidence of circumstances beyond their control which seem to have relevance to the situation for which they are seeking exemption
from set policies or regulations. Appeals should be submitted to the Graduate Coordinator.

**Assistantships**

Assistantships and both instate and out-of-state fee waivers are awarded on a competitive basis. Awards and assignments are usually made for a year. Assistantships are typically renewed, but students must request the renewal annually. While assistantship assignments are usually related to the student’s area of specialization and prior experience, the needs of the Department take precedence. Students can be removed from their assistantship assignments if they are placed on probation, neglect their own work, or fail to perform their assigned duties in a responsible, professional and satisfactory manner. Assistantship assignments are made by the Department Head in consultation with the Program Coordinators. Incoming graduate students are given first priority for these awards.

Priority for fee waivers goes to incoming graduate assistants and are guaranteed for the first year ONLY. Students are urged to establish instate residency as quickly as possible since the Department has only a limited number of waivers and cannot guarantee them to continuing students. If you wish to apply for Instate Tuition Status, you must file an application in the Office of the Provost, 201 Mossman Building, 336-334-5494. Processing of such applications may require 6-8 weeks.

For a complete explanation of the NC residency requirements for tuition purposes see: [http://provost.uncg.edu/res/index.html](http://provost.uncg.edu/res/index.html)

Students should also consult the Graduate School’s Financial Information page ([http://grs.uncg.edu/financial/](http://grs.uncg.edu/financial/)) and the University Cashier for information on funding resources and payment plans for graduate education.

Teaching assistants may be assigned to teach technique classes. If musician problems arise, the teaching assistant should contact Frank Vulpi right away.

Additionally, all teaching assistants must follow the following final exam policy:

> A faculty member decides whether or not a final examination is to be included in the teaching of a particular course and must inform the students concerned of this decision early in the course. If a final examination is not to be given, the time allotted for the examination should be used for an appropriate alternative instructional period or activity.
The faculty members must plan for and meet with the class during this time regardless of whether a final exam is given. No test intended to be substituted for the final examination may be given during the week preceding the final examination period.

The Provost has asked deans to remind faculty of this policy. He notes that given the recent interest of GA leadership in extending the number of instructional days, we need to pay particular attention to the requirement that instructors who do not plan to give final examinations meet their classes on the scheduled examination day.

Summer Research Assistantships
If funds permit, the Graduate School solicits applications for Summer Research Assistantships during spring semester. These awards include a stipend ($1,000 to $1,500 in recent years) for faculty-guided summer projects. While graduate students may not begin preparing their culminating work with the Summer Research award, they are encouraged to undertake projects that will prepare them for their culminating concert or project. The Graduate Coordinator posts guidelines for the projects and works with faculty to select promising projects for submission to the Graduate School.

Comp Ticket Policy

PLEASE NOTE THAT THE DEPARTMENT DOES NOT DISTRIBUTE OR MAKE DECISIONS ABOUT COMPS FOR THE NORTH CAROLINA DANCE FESTIVAL OR CONCERTS PRESENTED BY A SINGLE FACULTY MEMBER OR DANCE COMPANY. THERE ARE DIFFERENT FINANCIAL ARRANGEMENTS FOR SUCH CONCERTS. THE ARTISTIC DIRECTOR FOR THESE EVENTS WILL DISTRIBUTE COMP CARDS AS THEY SEE FIT. OTHER THAN CONCERTS MENTIONED ABOVE, COMPS ARE MADE AVAILABLE AS FOLLOWS:

CHOREOGRAPHERS:
You are entitled to THREE comp tickets for the run of a concert. Choreographers may request two additional comp tickets for the run of the show for collaborators, e.g. composer, costume designer.

Your name will be on a list at the University Box Office. You will need to present a picture ID to a box office representative so that he/she can verify your name on this list, and then you will be given tickets directly. Another alternative is to make arrangements to have your tickets waiting at will-call via the box office. **If you are also a dancer, you may only use your choreographer allotment.** Please call 334-4TIX for Box Office Hours of Operation and locations.

PLEASE NOTE:
- If a concert is likely to sell out, you should plan on picking up your tickets from the box office the week prior to the performance date.

- **Choreographers should submit their supplement comp lists in entirety Jeff 2 weeks prior to their concert date.**

**FULL-TIME DANCE AND FULL/PART-TIME STAFF:**
Faculty and staff names are on the comp list of dance faculty and staff in the University Box Office and are entitled to TWO comp tickets per concert presented by the department.

Your name will be on a list at the University Box Office. You will need to present a picture ID to a box office representative so that he/she can verify your name on this list, and then you will be given tickets directly. Another alternative is to make arrangements to have your tickets waiting at will-call via the box office. **If you are also a dancer, you may only use your choreographer allotment.** Please call 334-4TIX for Box Office Hours of Operation and locations.

**PLEASE NOTE:**
- If a concert is likely to sell out, you should plan on picking up your tickets from the box office the week prior to the performance date.

- **Choreographers should submit their supplement comp lists in entirety Jeff 2 weeks prior to their concert date.**

**PERFORMERS, COMPOSERS, DESIGNERS, etc:**

You are entitled to ONE ticket PER CONCERT RUN. Your name will be on a list at the University Box Office. You will need to present a picture ID to a box office representative so that he/she can verify your name on this list, and then you will be given tickets directly. Another alternative is to make arrangements to have your tickets waiting at will-call via the box office. Please call 334-4TIX for Box Office Hours of Operation and locations.

**PLEASE NOTE:** If a concert is likely to sell out, you should plan on picking up your tickets from the box office the week prior to the performance date.

Performers **NOT ENROLLED FOR CREDIT** receive one comp for the run of a concert. Names of performers must be to the Main Dance Office one week prior to the event by the choreographer or concert coordinator. The main office will forward the list to the Box Office. Performers are encouraged to pick up their comp tickets prior to the day of the performance. Comps not picked up will be
held at will call the day/evening of the show. Performers must indicate if they are using their comp by checking off with the House Manager their name on the back stage sign in sheet. House Management will pick-up the sign in sheet one hour before curtain and deliver it to the the Box Office. Remember-tickets are held in the performer’s name only and if they have not indicated a comp will be used there will not be a ticket at the box Office.

*PERFORMERS ENROLLED IN DCE 243, 343, 443, 300 AND 250 ARE NOT ELIGIBLE FOR COMP TICKETS.

PART-TIME DANCE FACULTY AND TEACHING ASSISTANTS:
Your name is now on a list of T.A.s and part-time dance faculty in the University Box Office. You will need to present a picture ID to a box office representative so that he/she can verify your name on this list, and then you will be given tickets directly. Another alternative is to make arrangements to have your tickets waiting at will-call via the box office. Please call 334-4TIX for Box Office Hours of Operation and locations.

You are entitled to ONE complimentary ticket per dance concert presented by the department. Please call 334-4TIX for Box Office Hours of Operation and locations.

PLEASE NOTE:

- If a concert is likely to sell out, you should plan on picking up your tickets from the box office the week prior to the performance date.

- If you are also a dancer or choreographer, you may only use your choreographer OR TA allotment.

PLEASE NOTE: If a concert is likely to sell out, you should plan on picking up your tickets from the box office the week prior to the performance date.

USHERS:
Comp tickets available by request (maximum of one/concert).

Continuous Enrollment Policy
See: http://www.uncg.edu/grs/bulletin/general_regulations.html

Costume Policy

1) Costume items may be used only by current faculty or registered students.
2) Use of costumes by anyone for any reason must be cleared through the designated TA/RA responsible for managing the costume room.
3) All use and return of costume items must be recorded by the designated TA/RA.
4) All costume items must be laundered or dry cleaned prior to their return. Items are to be returned as found, either on hangers or in labeled plastic bags. If in doubt about the cleaning procedure, ask the designated TA/RA.
5) Costumes are divided into categories and their use is governed by the rules listed below:

Closed repertory: Only the choreographer has access to these costumes. No exceptions.
Faculty members choreographing works under the auspices of one of the department’s repertory classes (DCE 343, 487, or 687) may request that some or all of the costumes created and/or purchased for these works be kept out of circulation and stored as “closed repertory” following the final performance. Requests of this kind should be made in writing to the Department Head at the time of the initial budget request for the costumes. Because funds for these costumes, and all departmentally-purchased costumes, are intended to benefit the entire department, requests of this kind will be granted only when necessary to preserve unusually expensive, highly unique, or one-of-a-kind items whose cost of replacement could not readily be covered by the budget for the next concert in which they might be used.

Open repertory: Costumes may be borrowed from this category, but no alterations or changes of any kind can be made. These costumes must be returned to their set as they were originally found. You must have written permission from the Department Head to use them.

Working repertory: These items may be borrowed and altered as desired. All changed items require documentation on the inventory such as relabeling or recategorizing if applicable.
Non-repertory: These items may be used as desired and can be altered in any way.
Items will remain in this category unless a request is made to recategorize them once changes have been made.

Course Loads

The minimum number of semester hours that may be carried by a full-time student is 6 and the maximum is 15. A normal load in the Department is considered to be 10 semester hours. Students who hold assistantships (anywhere in the University) may carry a maximum of 10 semester hours. This load is acceptable as long as the 10 semester hours do not jeopardize a grade point average of B or better. Under exceptional circumstances, the Graduate Faculty can approve a heavier load. Apply in writing; include a full description of
all course work and TA responsibilities, to the Graduate Coordinator. The minimum number of hours a graduate assistant may carry is six.

**Dance Concerts: Policies and Procedures**  
(INCLUDING MFA THESIS CONCERTS)

SEE JEFF AGUIAR (PUBLICITY AND MARKETING COORDINATOR)  
CONCERNING PUBLICITY AND BEVERLY STALLINGS (DEPARTMENT ADMINISTRATIVE ASSISTANT/BUSINESS MANAGER) CONCERNING ACCOUNTING PROCEDURES, EARLY IN YOUR CONCERT PROCESS.

**Guidelines for Dance Concerts**
The following general guidelines applies all department sponsored concerts:

1. Designs for all posters/postcards, etc. for all concerts must be approved by the department head before they are sent for printing.
2. All publicity material must state prominently that this is a production of the UNCG Department of Dance, and must carry the UNCG logo.
3. All choreographers for shared concerts should be mindful of the needs of others, and should consult the coordinator and with others on the concert before planning a work longer than 15 minutes.
4. Plans for scenery and props to be used must be approved in advance by the Technical Director.
5. No one should put any charges on a University account, or make any expenditures for which they expect to be reimbursed, without checking first with the Department Business Manager.
6. The coordinator of each concert and the Technical Director should be mindful that patrons attending concerts have a right to be informed of any artistic work containing nudity, adult language, or anything else that might be inappropriate for children. A sign must be posted in the lobby and information included in publicity and at the Box Office.

**Faculty Concert**
The Faculty Concert at Aycock Auditorium, showcasing faculty choreographic and performance research, takes place in the spring semester and includes works by full-time faculty and invited guest choreographers. Faculty are asked to make a commitment by the fall each year and if there is not enough work, this concert may be deleted from the schedule.

1) This concert may include work performed by invited casts of advanced students under the DCE 443 number, casts of professionals, mixed casts of professionals and advanced students, and work performed by faculty.

2) A production budget of $600 per dance, up to $3000 for the concert, will
normally be assigned. Participating choreographers will request funds from this pool which will be awarded equitably with consideration to cast size and/or other special needs.

3) The publicity and design and printing of posters, postcards and programs is managed by the concert coordinator and the Publicity/Marketing Coordinator.

4) Production scheduling, lighting and video recording are coordinated by the Production Manager.

5) Participating choreographers are responsible for organizing and arranging their own casts, rehearsals, costumes, music, props, sets, publicity information, and program copy.

**Other Concerts by Faculty**

Any full-time faculty member, full-time guest artist, or small group of full-time faculty members, may request a weekend to present their work in the Dance Theater. Every effort will be made to accommodate these requests, but advance planning is essential. Usually these events will be planned as the production calendar is formulated by November of the previous year.

The faculty choreographer(s) will be directly responsible for:

a) their casts, rehearsals, costumes, music, props, sets, lighting design, and special video needs

b) program copy and printing costs if printing is desired or if programs are longer than 2-4 folding pages (2 sheets of paper).

c) production schedule (to be arranged with Mitch).

d) press release copy (to be sent through the Publicity and Marketing Coordinator).

e) other publicity (see note at the beginning of these guidelines).

The Department will:

a) provide a standard production crew

b) provide a video crew

c) provide the theater after 6:30 PM during the production week. Normally the production week is not more than 5 nights, although these are not necessarily contiguous nights. Additional time may be requested for technical production time by the lighting designer and other technical personnel.

d) provide rehearsal space under our studio space scheduling policy

e) assure staff for Box Office and front of house

f) photocopy programs and provide paper for programs of 2-4 folded pages (2 sheets of paper).

Current Faculty may recoup 80% of the remaining box office receipts to cover
their expenses; the other 20% will return to the department’s box-office trust as indirect cost recovery (Emeritus Faculty after one year of retirement may recoup 70% of the remaining box office receipts). Up to $700 may be provided as an advance to cover direct costs (such as to pay a printing bill or postage); if the concert does not take in enough money, then the difference must be repaid to the Department. University policies regarding exactly what expenses can be paid tend to change occasionally; faculty should check with the Business Manager before making any commitments of payments to anyone. A formal bill or receipt is required for all reimbursements. All sets, costumes, CD’s, etc. paid for by departmental funds become the property of the department.

**Department Concerts**
The Dance Department will sponsor one departmental concert each semester to provide a showcase for work not covered by our other events. Work for these concerts will be selected with the following priorities in mind: DCE 243, 343, 487, and 687 will have automatic slots. Work that must be shown to complete degree requirements such as MA projects or BFA theses (for December graduates) will also have automatic slots. A Concert Coordinator is assigned by the Department Head.

The Department will support:
a. A production budget of $600 per dance for DCE 243/343 and/or DCE 487/687; this may be reduced some years due to budgetary needs. Participating choreographers may request additional funds if cast size is especially large and/or other special needs are great.
b. Publicity and design and printing of posters and programs (coordinated by the Publicity and Marketing Coordinator)
c. Standard production crew (coordinated by Mitch).
d. Mitch will assist with technical production issues, including lighting design, preparation of recorded music and videography.
e. Theater after 6:30 during production week. Normally the production week is not more than 5 nights, although these are not necessarily contiguous nights. Additional time may be requested for technical production by the choreographer, lighting designer or other technical personnel.
f. Rehearsal space under per the studio scheduling policy
g. Staff for Box Office and front of house

**MFA Master Production Concerts**
The Department will support up to four MFA Thesis concerts per academic year. Depending on the number of candidates, full or shared evenings of choreography will be scheduled the proceeding spring. Candidates are also encouraged to consider producing in alternative performance spaces. All candidates should credit UNCG in their publicity and program materials. More information on these requirements is available in the MFA Student Handbook. Additional
Responsibilities follow:

1) The student choreographer will be directly responsible for all aspects of such events including:
   a. press release, publicity, including posters and/or postcards, program copy (to be delivered to the Publicity/Marketing Coordinator)
   b. production schedule (to be arranged with Mitch)
   c. casts, rehearsals, costumes, music, props, sets, and lighting design

The Department will provide:
   a. a standard production crew
   b. the theater after 6:30 PM during the production week. Normally the production week is not more than 5 nights, although these are not necessarily contiguous nights. Additional time may be requested for technical production time by the choreographer, lighting designer or other technical personnel.
   c. rehearsal space under our current policy
   d. staff for Box Office and front of house
   e. paper and photocopying for programs
   f. video equipment

3) There are two options for financial arrangements:

Option I
The Department will pay up to $100.00 in printing expenses. In addition, the Department will provide up to one half of the box office receipts from which the choreographer can be reimbursed for costumes, sets, music, video or other production needs. All sets, costumes, and music paid for by departmental funds become the property of the department, so students may wish to use these funds for other purposes. There can be no reimbursement without official receipts. All students must check with the secretary to clarify before making any commitments to pay anyone.

Option II
The Department will provide up to the full amount of the box office receipts, less the first $200, to cover the expenses of the choreographer. All sets, costumes, and music paid for by departmental funds become the property of the department, so students may wish to use these funds for other purposes. There can be no reimbursement without official receipts. All students must check with the secretary to clarify before making any commitments to pay anyone.

General guidelines applying to all concerts;

1. Designs for all posters/postcards, marketing materials, and programs for
all concerts must be approved by Jill and Jeff before they are sent for printing, to ensure compliance with established University Relations guidelines. More information regarding guidelines and specifications can be found at http://ure.uncg.edu/brandguide.

2. All publicity material must state prominently that this is a production of the UNCG Department of Dance, and must carry the UNCG logo.

3. All choreographers for shared concerts should be mindful of the needs of others, and should consult with the coordinator and with others on the concert before planning a work longer than 20 minutes.

4. Plans for scenery and props to be used must be approved in advance by the Technical Director.

**Graduate Forum**

Dance faculty and graduate students gather several times each semester for formal or informal presentations and/or discussion of ideas related to scholarly and creative practices within the department and the wider field. These graduate forums, as they are called, inculcate a strong and supportive sense of community among faculty and graduate students and provide a valuable extracurricular opportunity for enrichment for dance artists, teachers, and thinkers within the department’s various graduate programs who might not otherwise interact with and learn from one another. Graduate students are invited and encouraged to propose, organize, and lead graduate forums, the planning for which takes place early each semester. See the Graduate Coordinator and/or the Department Head if you would like to organize or participate in the organization of a graduate forum. The schedule of graduate forums is posted each semester on the bulletin board outside the TA office (room 220 G).

**Graduate Student Association**

All graduate students are encouraged to get involved in the Graduate Student Association (GSA). For more information, see https://sites.google.com/a/uncg.edu/gsa/home.

Additionally, we now have a graduate dance student organization in the department. We encourage graduate students to be involved in this organizations as well.

**Graduate Technique Credit: DCE 624**

The procedure followed for signing up for technique classes changes from year to year. Be sure to check with your advisor for the current policy.
Graduate students are usually placed in a contemporary dance class their first semester, based on their audition for the Department. Adjustments may be made during the first week of class. Graduate students may sign up for other technique classes of their own choosing, as long as the level is appropriate and there is space available. Injured students who wish to work on a particular technical issue may sign up for lower level classes.

To earn a 624 credit, students must take one section of DCE 624. Faculty members have their own 624 sections. Graduate students, who wish to take class with an adjunct faculty member or TA, should sign up for the section listed under the Director of Graduate Studies name and do additional work for a full credit of technique.

Grants for Travel and Research

The Graduate Student Association (GSA) offers two types of funding: Personal Development and Thesis/Dissertation. Personal Development funds, usually offered at $200.00, are used for travel to conferences and handled as reimbursements.

For current details, see: https://sites.google.com/a/uncg.edu/gsa/home.

Grievances


Identification Cards

Picture identification cards (UNCG First Cards) are issued to all faculty members, administrators, staff, and students. These cards are required for utilizing the Library, Campus Recreation Center, University Teaching and Learning Center, cashing checks, and establishing identity for special services.

The UNCG First Card is issued from the UNCG First Card Center located on the second floor of the Elliot University Center, office 121. The hours of operation are Monday-Friday from 8am-5pm. The First Card is initially issued at no cost, however a replacement charge of $15 is issued for lost or stolen cards. If a card is lost or stolen, notify the UNCG First Card Center immediately at 334-5651. For more information, visit the First Card website at http://firstcard.uncg.edu/.

Illegal Drugs and Alcohol

Independent Study

Independent study courses can only be taken after the student has completed one semester in the graduate program. Students should complete the appropriate approval form provided by the Graduate School: http://www.uncg.edu/reg/Forms/IndependentStudyPermission.pdf.

No more than three-semester hours-independent study credits may be earned in any one semester. No more than twelve credits of independent study credit may be counted toward satisfying the minimum requirements for the M.FA. Students may fill out an additional form, available in the dance office, which will allow them to provide a specific name for their Independent Study, for their transcript.

Leaves of Absence

See http://grs.uncg.edu/forms/LeaveOfAbsence.pdf for appropriate forms.

Off-Campus Employment

Graduate Teaching Assistants may not work off campus, as noted in the letter of offer received by TAs from the Graduate School. Indeed, the combination of academic work and assistantship duties is a hefty full time job. Short-term in-field opportunities (e.g., conducting a workshop or dancing for a local professional company) which are approved by the Department Head are routinely approved by the Graduate School. Hardship cases in which there is clear evidence that the assistantship or fellowship stipend is not sufficient to maintain a student in school will also be considered.
Performance Credit: DCE 688

DCE 688 CONTRACT

Department of Dance
Date ____________
DCE 688 -- Contract

1. The student agrees to rehearse a minimum of 60 hours for each credit of DCE 688.
2. There will be at least one public performance of every dance for which the student receives credit.
3. The student and choreographer will abide by the stipulations put forth in the syllabus.

signed ________________________________________________
student

______________________________________________________
choreographer
date

to be turned in to 688 instructor
Proficiency in Choreography

Incoming students are expected to have some coursework prior in choreography. Students who are deficient in choreography must take DCE 253 and DCE 353 before taking DCE 651. These students must wait until the next fall to start the choreography sequence. They should plan to stay at least an extra semester. Students must complete prerequisites in their first year.

Proficiency in Oral and Written English

The Department requires proficiency in oral and written English for all of its graduate degree programs. Written English involves the ability to use standard research methods and to express ideas with a high level of precision and depth using an appropriate scholarly style. Both of these proficiencies are a major part of a number of graduate courses.

All applicants who are non-native speakers of English will be required to submit TOEFL or IELTS.

Proficiency in Writing

Students who are found to be deficient by the Graduate Committee at First Year Review or Portfolio Review will be asked to propose a plan to address the deficiency. Students will be asked to demonstrate that the deficiency has been addressed successfully before they are allowed to proceed with plans for their MFA concert.

Sexual Harassment and Undue Favoritism Based on Sex

Please read this University policy carefully. Knowing others who have broken this policy in the past does not free any individual from abiding by it. See Code of Conduct: http://studentconduct.uncg.edu. Also see Good Practices in Graduate Education and the Graduate Teaching Assistant Handbook: http://grs.uncg.edu/bulletin/

See Student Handbook: http://sa.uncg.edu/handbook/

Time Limit

The Graduate School requires that all master degrees be completed within a five year period. This time begins with the first course registration which
the student makes regardless of what time of year it takes place. In special circumstances, an extension of up to two additional years may be available.

**Traffic and Parking Procedures**

See UNCG Parking Services: [http://www.uncg.edu/par/](http://www.uncg.edu/par/)

**Transfer Credit**

Transfer credits are limited by the University to 1/3 of one’s course work. In rare cases, credits will be transferred from MA to MFA degrees.

**Transfer from MA to MFA**

Students who wish to move from the MA to MFA program:

1. Must take the graduate audition with the next incoming class.
2. Need to take a full 60 hours once accepted into the MFA program.
3. Must take DCE 651 at least 4 times (after entering the MFA program).
4. Must take DCE 624 at least 4 times (after entering the MFA program).
5. Must follow the Bulletin for the year in which they begin the MFA program.
6. Must successfully complete all MA coursework with a grade of B or higher.
SAFETY, EQUIPMENT, AND THE DANCE BUILDING

Accidents and First Aid

Procedures to Follow in Case an Injury Or Emergency Occurs In the HHP Building:

If the injured person needs immediate medical attention, do one of the following:

If you have access to a cell phone dial 911 in case of a life threatening situation or 334-4444 for campus police. OR
Go (or send someone) to the nearest emergency phone (as indicated below). You can talk directly to Campus Police. If the situation is life threatening, ask them to call 911. Otherwise, explain the situation and ask for assistance.

Nearest phone relative to each studio in the HHP building:

152-- outside the equipment check out room
221 A or B and 208-- red POLICE phone in the hallway
322 or 306-- POLICE EMERGENCY sign above a black box that can be used to call for help.

If the injury appears to be less than an emergency but medical help is needed, contact UNCG Police. Call 334-5963, or 45963 from any campus phone. You may use the phone in the dance office if it is open.

There are official procedures for cleaning up blood and other bodily fluids. Injured people should clean up their own fluids. If this is impossible, call Housekeeping during the day (334-5997) or Campus Police at night (see numbers above).

Ice is available: There is a room with a freezer in it directly opposite the main entrance to the theater—This room is always kept unlocked.

Students may want to carry a kit to treat their own injuries including band-aids, antibiotic ointment, and an Ace bandage.

An accident report must be filled out and turned in to the Dance office within 24 hours of any injury. Please remember that although some injuries seem minor at first, they can become more severe with time, so this is required for even slight injuries!
Communication

Electronic Communication: There is a Departmental Blackboard organization through which it is possible to email all members of the Department. Important communication will come electronically, so it is important to check for messages regularly.

Bulletin Boards: If you are on campus, READ THE BULLETIN BOARDS! There are bulletin boards in the hallway outside the theater. The large one is for University and Departmental posting. MAKE SURE THAT ALL 4 CORNERS ARE SECURED. (That is for fire regulations.)

Mailboxes: Every graduate student has a departmental mailbox; these are located at the bottom of the stairs on the second floor near TA offices. Graduate student notices are posted on a bulletin board near the mailboxes.

Community Meetings: Department Community Meetings are held once a semester. These are important times to find out what is going on, to meet other dance students not in your classes, and to find ways to get involved.

Copy Machine Policy

Only Teaching Assistants and Graduate Assistants may use the copy machine. All other students must make copies elsewhere.

Please be mindful when using the copy machine as well as all other Department equipment, that our resources are limited. The departmental copy machine is to be used for making copies associated with your responsibilities as a Graduate Assistant. If you need to make a copy of a paper you are writing for a class in which you are a student or any other personal business, you must find another way. THE COPYING MACHINE MAY NOT BE USED TO COPY MATERIALS FOR THE GRADUATE ASSISTANT’S OWN COURSES.

Most of the information you need for your students—syllabus, guidelines, notices, and the like—should be placed on Blackboard. The Department copier is to be used when making small numbers of copies. If you need more than a few pages or copies, these should be done by Jeff. You may leave materials to be copied (with a completed copy form) in the box marked "copying" in the office. Large numbers of copies require more time. Ordinarily, no instructor should hand out more than 5-10 pages per student per semester (depending on the size of the class). If you have a lengthy article you wish students to read, or even a modest article in a large class, place it on reserve in the library.
Dance Department Equipment

A video camera is available for graduate student use within the building. Please see Jeff to check out this recorder. The Equipment Room (first floor, HHP), has a limited number of CD and tape players available for use within the building. The borrower must be included on the student list kept by Equipment Room staff and leave a UNCG ID to borrow the equipment.

UNCG Fire Drill Facts

In most university classroom buildings, fire drills will be scheduled once every six months. Exceptions are childcare facilities and residence halls. The night before the fire drill, a sign will be posted on each entrance to the building. It will announce the exact time of the drill and the fact that the alarm will sound for one minute. Evacuation of the building will NOT be required for this drill. The purpose is to familiarize the occupants of the building with the sound of the alarm. If the alarm should sound at a different time or for longer that one minute, TOTAL EVACUATION of the building is required. If the alarm sound as scheduled, it will be at the very beginning of class. If time permits, explain to students that this drill was designed to familiarize them with the sound of the alarm and to ask them to think about evacuation routes.

Keys

Graduate Assistants are issued studio and building keys as a matter of course. ALL KEYS MUST BE RETURNED TO THE DEPARTMENT SECRETARY BEFORE WE GIVE FINAL APPROVAL FOR GRADUATION.

To obtain keys, contact Jeff; you need to fill out a separate gray card for each building or room key you need. The only exceptions are the keys to the music cabinets, which all graduate students may check out for the semester.

All other graduate students: To use the studio during the day, see Jeff. Upon request, MFA students will be issued keys during the semester of their Master Production.

Graduate students registered in courses in the electronic lab will be able to have access to the lab when the class is not in session, including the summer, assuming they have had a course in its use.

Recycling

RECYCLING: The Department participates in University recycling of used paper. Blue bins for used paper are kept in most offices. A bin for recycling bottles and
cans is located in the third floor hallway.

Safety and Security: Important Phone Numbers

UNCG Police (Emergency): 334-4444
UNCG Police (Non-Emergency): 334-5963
Counseling & Testing Center: 334-5874
Gove Student Health Center: 334-5340
Student Safety Escort: 334-5919
This service is provided AT NIGHT for students or faculty who live on campus or who have a car parked on campus.
Substance Information Program: 334-5112
Abuse Women's Services/Rape Line (24-hour Service): 273-7273
Alcohol & Drug Service of Guilford, Inc. (Emergency): 812-8645
Alcohol & Drug Service of Guilford, Inc. (Non-Emergency): 333-6860
Drug Helpline: 1-800-662-4357
Guilford County Mental Health Center (Emergency): 641-4993
Guilford County Mental Health Center (Non-Emergency): 641-3630
National Certified Crisis Hotline: 1-800-784-2433
Carolinas Poison Control Center (24-hour Service): 1-800-848-6946

Please be mindful of your own safety and that of other students. Remember:

1. When rehearsing on nights and weekends, keep studio/theater doors locked while inside.
2. Never leave a rehearsal or a performance alone at night. Always “buddy up” with a friend.
3. DO NOT AT ANY TIME prop or wedge open an exterior building door. Remove props when you find them and report the incident to the office.
4. When entering or leaving the building from locked exterior doors, especially during times when the building is closed to the general university population, make sure the doors close and lock behind you.
5. Make sure all windows that can be opened are locked and the blinds closed when the areas are unoccupied.
6. Become familiar with the operation and location of the building’s emergency phones and panic button system, especially those located near studios and dressing rooms.
7. Report any suspicious looking individuals or groups to the office or the campus police immediately.
8. Make sure the theater and studios are locked and secured at all times when unoccupied.
9. Where possible, store equipment out of sight when not in use.
10. Do not leave wallets or any valuables unattended, even for a moment.
11. Use common sense.
Security Systems and Alarms

Please be aware of the differences between the panic button security system and the fire alarm security system in the HHP building:

The panic button system contains twenty-three "Panic Buttons" (red buttons in a white box) mounted on walls throughout the facility. These buttons are primarily located in the women’s dressing and locker rooms, dance studios, and secluded stairwells and hallways. This system is in operation 24 hours a day, 7 days a week. When a button is pushed, a signal is sent to a professional central dispatcher, National Guardian Security Systems, indicating a panic button has been activated and the exact location in the building. The dispatcher then calls the UNCG Police with this information. The Police are instructed to treat this as an emergency and immediately respond by sending officers to the location. In addition, very loud bell alarms will sound throughout the building. The police will investigate the area, react to the situation, and reset the system. It is not necessary for the building occupants to evacuate the building when panic button bells are set off.

The fire alarm system, other than for drills, is activated when either a smoke or heat detector is set off, or an individual pulls on one of the red fire alarm boxes located throughout the facility. The fire alarm system is a very loud pulsating buzzer sound, which is easily distinguishable from the panic button bells. In addition, the alarm lights will be flashing in a strobe-like manner. IT IS REQUIRED THAT THE BUILDING BE EVACUATED WHEN THE FIRE ALARM SOUNDS, unless there is a pre-announced drill taking place. Once the alarm sounds, the UNCG Police will again be contacted by National Guardian and will immediately investigate. No one is to re-enter the facility until the police have determined the area safe and given permission to re-enter.

Smoking

The entire HHP building is a NO SMOKING facility. This includes rest rooms, offices, and the theater.

Smoking is prohibited in all University buildings. Additionally, a new university policy states that “smoking shall be prohibited outdoors within 25 feet of any campus building unless designation otherwise has been provided. Wherever possible, ash urns and other provisions made available to smokers should be located to positions outside the 25 foot perimeter of buildings. No facilities shall be approved or areas otherwise designated within 25 feet of any entrance, outdoor air intake, or operable window.”
Space Reservations and Scheduling

SPACE RESERVATIONS AND SCHEDULING STUDIO SPACE

PRIORITIES AND POLICIES FOR SCHEDULING STUDIO SPACE

Rehearsal space in the Department of Dance is scheduled by the Department, Technical or his designate. Space is for use by Departmental students, faculty, and staff. Alumni and other invited guests may use the space for designated Departmental events (such as the Alumni Concert or North Carolina Dance Festival) by prior arrangement. Anyone else must make arrangements through Continual Learning to use the space for any purpose.

PRIORITIES AND POLICIES FOR SCHEDULING STUDIO SPACE

Reservation of dance studios is restricted to dance faculty and dance majors. Studio schedules are maintained online at http://performingarts.uncg.edu/dancecal/

To reserve a space, go to the website, fill out a reservation form and return it to MITCH FORE in office HHP318. You’ll receive a response via email. You may view the schedule on the website. Arranging access to reserved space is your responsibility!

Videos/DVDs

All UNCG concert performances are recorded by the department. Shortly after a concert, and for the remainder of the academic year in which the concert takes place, the concert dvd is available to students in the Green Room (you may make your own copies there—directions are provided) and at the Teaching and Learning Center. Permanent copies of each concert recording are kept in the department’s archive (Room 220E).

In addition to tapes of our own concerts, the department’s archive also includes materials that have been purchased by or donated to the collection. If you would like to find out what tapes the department owns, and make arrangements to view a particular one, please see the door of the archive for current archive hours and for information on assessing archive materials. Be advised that the archive is not open during the summer months.