photo of 2013 graduate Elizabeth Hale
photography by Caroline Althof
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This document is intended to serve as resource for undergraduate Dance majors. Links to SMTD and University documents are included whenever possible. The document will be updated as needed. Content suggestions are welcomed!

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Department of Dance Mission and Goals Statements
Within the context of UNCG’s comprehensive liberal arts curriculum, the Department of Dance offers bachelors and masters degrees that provide professional preparation for a variety of careers in dance. The Department's primary goal is to teach students the imaginative, critical, and technical skills essential to the creative process and to scholarly inquiry, and to provide them with the knowledge of dance necessary for professional engagement in the field. The Department prepares students for further study and for the task of creating successful and productive lives as artists, educators, and scholars at the state, regional, and national level.

Goals
1. To maintain a high standard of teaching within a curriculum that integrates teaching, scholarship, and artistry, and affirms the centrality of body knowledge and the experiential basis for learning
2. To maintain a student-centered program that facilitates diverse outcomes
3. To sustain a community that values individual and cultural differences, as well as co-existing artistic and scholarly perspectives
4. To offer nationally recognized graduate programs
5. To encourage faculty development in teaching, scholarly/artistic work, and leadership within the profession
6. To engage in outreach to the community through public performances and other educational and artistic activities when possible and when it supports our mission.

Absences and Withdrawals
All instructors will post a syllabus by the first week of classes that includes class policies and the course attendance policy. Effective Spring 2015 all dance classes will adopt the following attendance policy:

Students are expected to attend every class. All excused absences are at the discretion of the instructor.

The Dance Department requires a 80% participation rate to pass the course. Sitting and watching a class does not count as participation. Students who do not meet the participation requirement for any reason may need to repeat the course.

Department outreach activities are counted as excused absences if the student meets the outreach participation requirements.

If students decide to drop a course they should notify the instructor. The University Calendar contains the last date to drop a course without an academic penalty. After that date, students will usually receive a grade of WF, which counts as an F in the GPA. There are some exceptions to this policy, including medical withdrawals and some extenuating personal problems. Effective Fall 2014 students may not withdraw from more than 16
semester hours over the course of their degree. Please contact the office of Student Academic Services for additional details. http://web.uncg.edu/adv/drops.php

If a student on financial aid is considering withdrawal, they should be aware that they must pass 75% of the classes in which they are enrolled at the end of the first Friday of classes each semester, or they are likely to lose financial aid.

**Academic Honor Policy**
(In the UNCG Faculty Handbook) The University has a policy on academic integrity that covers cheating, plagiarism, falsifying data, submitting the same work to meet the requirements of more than one course, or damaging University materials. (See http://www.uncg.edu/saf/studis/cp/Honor.html). If you have reason to suspect that a student has violated this policy, consult immediately with the Department Head.

**Accidents and First Aid**
**Campus emergency number: 336 334-4444**  
*Please note- the above number will ensure the quickest response time as opposed to dialing 911 on your cell phone.*

Emergency procedures are posted in each studio. If someone sustains an accident in the building, this needs to be reported within 24 hours to the Building Manager (256-1490) and filing an accident report with Beverly Stallings.

The Department has ice in a freezer located in the housekeeping closet outside the room 306 Theater.

**Accreditation**
The University of North Carolina at Greensboro is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor's, master's, specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, at 406 679-4500 or call for questions about the accreditation of The University of North Carolina at Greensboro.

The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. All other inquiries, such as admission requirements, financial aid, educational programs, etc., should be made directly to The University of North Carolina at Greensboro, at 336 334-5000.

The University of North Carolina at Greensboro is also accredited nationally by the National Association of Schools of Dance (NASD). NASD is an organization of schools, conservatories, colleges and universities. It has approximately 76 accredited institutional members. It establishes national
standards for undergraduate and graduate degrees and other credentials. Institutional Membership is gained only through the peer review process of accreditation.

NASD provides information to potential students and parents, consultations, statistical information, professional development; and policy analysis.

**ACDFA Information**

*The UNCG Dance Department allocates payments for ACDFA membership, registration for faculty, 10 department sponsored student performers and choreography adjudication fees. Performers are responsible for hotel, transportation and meal costs. Funds may be available from Student Government, the Graduate Student Association or Prime Movers to help offset some these additional expenses.*

The Dance Department faculty selects student and faculty choreography for the adjudication and informal concerts. In addition to meeting ACDFA selection criteria, the faculty takes into consideration the overall cost of sending larger works of choreography to a regional festival. Generally the Department can support 10 student performers, 2 faculty members and the technical director. Faculty adjudication and informal concert selections are announced by December 1st and the festivals take place around spring break in the spring term.

Students not cast in selected works may also attend the festival if space allows. If there is availability the undergraduate student organization, Prime Movers, will work with the Faculty ACDFA Coordinator to organize additional student involvement. All registrations must be submitted to ACDFA at the same time and once submitted are non-refundable.

Department attendees are reminded that they are Dance Department ambassadors. All attendees (student and faculty) are also encouraged to fully participate in festival activities.

**Advising**

Students are assigned an advisor for purposes of academic advising and registration. Mandatory group advising sessions are scheduled prior to the opening of registration times. Students schedule an appointment with their advisor or any other member of the faculty (including TAs) for informal advising regarding academic or career matters. Students and faculty are encouraged to consult with the Department Head and/or Undergraduate Coordinator regarding advising questions or difficult issues that might arise.

Prior to registering, students update their degree audit checklist and receive an advising pin each semester. Using the appropriate degree program plan of study as a guide, students then register for courses during their assigned registration window.
The Undergraduate Coordinator handles all Transfers and Pre-Dance students and is also responsible for clearing students for graduation. Mandatory group advising sessions are scheduled by year in the program and generally take place during a scheduled class time. At the group advising session students receive registration information based on the suggested course of student for their degree program.

The Graduate Program Director and Graduate advisors meet individually with their advisees.

**GEC for Dance Majors**

GEC (General Education Core) is completed by all students. If Dance or Dance Education is your first major, even if you have a second major in another college on campus, you only have to follow the GEC outlined below. All courses must be listed as GEC courses to “count.” Check the most recent catalogue and the online course listing in UNCGenie to be sure.

The GEC consists of 37 credits of courses in these categories:

- Humanities and Fine Arts: Four courses. At least one course from:
  - Philosophical/Religious/Ethical Perspectives (GPR--MUS 343 counts)
  - Literature (GLT), and one in Fine Arts (GFA can’t be a Dance course)
  - Historical Perspectives: (GHP)
  - Social Behavioral Sciences: You need two courses that meet GSB requirements.
  - Science: You need two science courses (GNS). We recommend that one be NTR 213, a nutrition course. The other one has to be in a different Department and must have a lab. Dance students have often found that Bio 105/Bio 105L (4 credits total) is a good choice. Remember that you must take the lab!
  - Math: You need one approved course in math. Some students who struggle with math find that taking a transferable summer course at a community college is a good option. Remember that you have to earn a grade of C or higher or the course will not transfer.
  - Reasoning and Discourse: You need two courses marked GRD, one from each of two lists. Most Dance students take Eng 101 for the first one. There are also options in RCO and FMS. A speaking course such as CST 105 or ENG 102 is a good choice for the second one.

Speaking and Written “Marker” courses listed below. The Marker courses that you choose may also fill other GEC requirements.

- Writing Intensive: Two Writing Intensive (WI) courses are required. DCE 305 is the WI course required in Dance and students may elect to enroll in DCE200 or a WI course outside of the department for their second WI course.
- Speaking Intensive: Two SI courses. The Dance SI course is DCE 505.
Transfer students with enough credits may have some of their marker requirements waived. This will be noted on your degree evaluation.

**Appeals:**

**Grades and other grievances**
The Department of Dance follows the University guidelines as stated in the Undergraduate Bulletin. Within these regulations, faculty members determine specific grading criteria requirements and state these in the syllabus. It is reasonable for students to expect sufficient feedback from an instructor to understand the basis for a grade.

Only the faculty member of a course is allowed to post grades for that course, or to change them under the rare circumstance that a change is warranted. Students considering a grade appeal or another grievance should consult the following webpage:

http://sa.uncg.edu/grievance/

**Attendance Policies:**

**Attendance Policy:** Students are expected to attend every class. All excused absences are at the discretion of the instructor.

The Dance Department requires an 80% participation rate to pass the course. Sitting and watching a class does not count as participation. Students who do not meet the participation requirement for any reason may need to repeat the course.

Department outreach activities are counted as excused absences if the student meets the outreach participation requirements.

When injured or ill (but not contagious), students may still be counted as present if they attend class and are able to accommodate some form of movement activity (to be prescribed by the instructor).

**Lateness:** Students who arrive more than 5 minutes after class has begun should not come directly into a class, but should wait for the instructor to indicate when to enter.

**Participation:** The Dance Department requires an 80% participation rate (e.g. students must attend 24 out of the 30 meetings in classes that meet twice a week, and in 36 out of the 45 meetings in classes that meet three times a week) to get credit for the course. Sitting and watching a class does not count as participation. Students who do not meet the participation requirement for any reason may be required to repeat the course.

**Injured Student Policy**
Students whose injuries affect the 80% Participation Policy are advised to undertake one of the following options:
1. Take an incomplete in the course. PLEASE NOTE: Students considering this option should check their Financial Aid Criteria before taking an incomplete.
2. Request a Medical Withdrawal.
3. Withdraw from the class. 80% course participation is required to receive a grade in the course.

**Contact Information—Faculty and Staff**

Duane Cyrus: Associate Professor/Adviser  
Office, HHP 222, Phone—256-1486, e-mail: dacyrus@uncg.edu

Mitch Fore: Technical Director/Dance Minors adviser  
Office: 318, Phone: 334-3263, e-mail: rmfore@uncg.edu

Robin Gee: Associate Professor/Honors and International advisor,  
Office: Phone: 334-5570, e-mail: rmgee@uncg.edu

Jill Green: Professor/Director of Graduate Studies  
Office: 317, Phone: 334-3266, e-mail: jigreen@uncg.edu

Ana Paula Höfling: Assistant Professor in Dance Studies  
Office 220H, Phone: 334-5570, e-mail: aphofling@uncg.edu

Cynthia Ling Lee: Assistant Professor  
Office: 220K, Phone: 334-5570, e-mail: cllee4@uncg.edu

Mila Parrish: Associate Professor/Director of Dance Education  
Office: 220A, Phone: 334-5570, e-mail: mlparri4@uncg.edu

B.J. Sullivan: Associate Professor/Undergraduate Coordinator  
Office: 220J, Phone: 334-3264, e-mail: ejsulli2@uncg.edu

Melinda Waegerle: Dance Education Professor/Adviser  
Office 220B, Phone 334-9845, email: mhwaeger@uncg.edu

2013-2014: PART-TIME FACULTY: OFFICE 220F-Phone: 334-4064  
AMANDA DIORIO--ardiorio@uncg.edu  
VIRGINIA FREEMAN DUPONT—vrfreeman@uncg.edu  
LINDSEY BRAMHAM HOWIE--lpbramha@uncg.edu  
JUSTIN TORNOW--jctornow@uncg.edu

GRADUATE TEACHING ASSISTANTS: Office: 220G, Phone: 334-4064  
Raina Cephas  
Sarah Dove  
Aylssa Haney  
Danielle Kinne  
Michael Lee
Copy Machine Policy
Faculty, Teaching Assistants, and Graduate Assistants may use the copy machine. In the efforts of increasing sustainability and cost effectiveness, most course materials including syllabi, guidelines, announcements and readings are placed on Blackboard. Students may use the copy machine to make copies of their plans of study for advising sessions.

Costume Policy
Students may access the costume inventory electronically. To check out costumes from 220D students make an appointment with the student Costume Coordinator and agree to the following check-out criteria.

1) Costumes may be used only by current faculty or registered students.

2) Use of costumes by anyone for any reason must be cleared through the Costume Coordinator responsible for managing the costume room.

3) All use and return of costume items must be recorded by the Costume Coordinator.

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 Costume Coordinator.

Course Evaluations
All full-time and part-time faculty and teaching assistants in are required to conduct end-of semester course evaluations (by students) of each course enrolling over five students. All course evaluations are completed online and distributed to the faculty member and the Department Head as part of the annual review process. Completed evaluations will not be made available to the instructor until final grades have been given to the Registrar.

Dance Technique Classes
Dance Majors may register for the following classes without permission, as long as space is available: DCE 216 (intermediate jazz), 230 (Somatic
Practices), 231 (Global), and DCE 232 (African). Anyone may register for DCE 116 (beginning jazz), 132 African I), 133 (beginning tap) and 233 (intermediate tap). All other technique courses require placement. Placement is determined from the entry audition and the bi-yearly Mid-Semester Technique Review.

**Dance Technique apparel guidelines**
For technique classes, students must wear clothes that will show the bodyline (no baggy pants or shirts) and allow for full movement range. Some faculty may have more specific requirements for dance attire. For example, ballet slippers for Ballet class or Lappas for African class.

**Degree Programs**
The Department offers two different majors in dance: the Bachelors of Fine Arts (BFA) and the Bachelor of Arts (BA). We also offer a dance minor. All programs require technique, choreography, production, dance history, and body sciences. Teacher licensure in dance (for those interested in teaching dance in public schools) is available for students in either the BFA or the BA program.

If you wish to have intensive professional preparation for a career in performance and/or choreography, the BFA degree is the one for you. This degree requires 78 credits in Dance, and 128 overall. The BFA program culminates with a choreographic or performance project produced in a departmental concert. BFA Majors wishing to receive Teaching Licensure in Dance are encouraged to work closely with their advisor and follow the suggested course of study.

The BA degree in dance requires 50 credits in Dance and 122 overall, and is a good choice for students seeking a double major within four years. Many students, however, elect to take more than the required number of dance credits in order to better prepare themselves for a particular career. Because there are fewer requirements for the BA, it is generally easy to change from the BFA to the BA, but it is more difficult to change from the BA to the BFA.

This handbook is one of several that can provide answers to the questions most people have about UNCG and the Dance program. The others are the UNCG Undergraduate Bulletin, the UNCG Student Handbook, and the UNCG website.

**Financial Aid**
Information on Financial Aid is available at the following link. Please be advised that this office is a separate campus unit and Dance advisers do not provide financial aid advice.
http://fia.uncg.edu/scholarships/
Health:

Dance Medicine Trainer
The Dance Medicine Trainer position was eliminated in July 2014 as part of a budget cut to the School of Music, Theatre and Dance. Please see the information below about Student Health Services.

Student Health Services--http://studenthealth.uncg.edu/
UNCG Anna Grove Student Health Center nearby on Gray Drive is available medical problems, immunizations and counseling. **Students are required to have health insurance to attend a UNC system school.** Students with existing health insurance coverage can waive out of the school insurance plan. **A student id is required to receive treatment at Student Health Services.**

Emotional Health
Often school or personal problems can seem overwhelming. Mental health is just as important as physical health. Feeling more than occasionally depressed, abusing alcohol or drugs, finding yourself angry too much of the time, consistently avoiding responsibilities, overeating or having no appetite are all areas of concern. The Student Health Center has counselors and talking over a problem with a qualified person may enough to get you back on track. If you have a problem with a particular class or a sensitive issue, often talking with the teacher or other faculty member can clear this up quickly. **IT IS NOT A SIGN OF WEAKNESS TO ASK FOR HELP.**

Housekeeping—studios and lockers
Dance studios are very difficult to keep clean. The custodial staff works very hard to keep studios and dance theater floors swept and mopped on a regular basis. Students should pick up after themselves in order to keep the studios uncluttered and safe for classes.

Clothing that is left behind in studios will be turned in to the Lost and Found locker outside of 221B. This locker is cleaned out monthly. A Blackboard message alerts students to the clean out date and since items are washed and donated, thanks them for their contributions to charity.

Other lost and found items, such as jewelry, may be turned in to the Dance Office(323 HHP)

Do not eat or drink anything except water in the dance studios. Spilled foods and beverages are very harmful to the dance surfaces and can be dangerous to dancers. Street shoes are not allowed on the dance floors. Please remove your shoes prior to entering the dance studio.

Smoking is not permitted at any time in any space within the HHP building or within 25 feet of it.
The Department has lockers available for students in dressing rooms and Hallways please use them! You may use a locker for the academic year by placing a lock on it. Lockers are usually emptied in the summer, so please remember to clean out your locker at the end of spring semester.

**Incomplete Grading Policy (from the UNCG UG Bulletin)**

An Incomplete grade may be removed by completion of the deferred work. A student should not reregister for the course in order to remove the Incomplete. An Incomplete received during a semester or in summer session must be removed within six months from the last day of examinations in the term in which the course was taken. Current deadlines for removals of Incompletes are published below, each semester in the Registration Guide, and on the University Registrar’s Web site.

An Incomplete that is not removed within this time limit is automatically converted to an F by the University Registrar. A graduating senior who incurs an Incomplete and who has completed all requirements and enough semester hour credits and grade points to graduate may do so even though the Incomplete grade is outstanding. If the Incomplete is not removed within the required six months, it will be converted to F at the end of that period of time. When an Incomplete is removed, it may be replaced by A, B, C, D, F, or, in certain designated courses, P, NP, S, or U.

**Independent Studies**

Independent Studies are done only under the supervision of a fulltime faculty member. Tenure track faculty members have their own independent study numbers; graduate faculty members have separate numbers for graduate independent studies.

The instructor for an Independent Study should ensure that the student completes two forms. A “Permission to Register for Directed Study” form must be filed in consultation with the faculty member and submitted to the Registrar's Office early in the semester. This allows the Independent Study to be listed on the student transcript with a descriptive title rather than just "Independent Study."

A second form is available in the Department Office, and is essentially a contract between the student and the faculty member (and signed by both), making clear what the course requirements are for the Independent Study. A copy of this form should be placed in the student's file.

**Injured Student Policy**

Students whose injuries affect the 80% Participation Policy are advised to undertake one of the following options:

1. Take an incomplete in the course. PLEASE NOTE: Students considering this option should check their Financial Aid Criteria before taking an incomplete.
2. Request a Medical Withdrawal.
3. Withdraw from the class. 80% course participation is required to receive a grade in the course.

**Mid-Semester Technique Review and Technique Placement**

1. **TECHNIQUE PLACEMENT:** Placement is determined by demonstrated dance technique, either at auditions or through Mid-Semester Technique Review.

2. **Mid-Semester Technique Review and Technique Placement**

**Effective Spring 2015:** not attending a scheduled MSTR session will count as two absences--1 in Contemporary and 1 in Ballet (if students are not enrolled in both techniques another dance technique or somatic class may be substituted).

1. **TECHNIQUE PLACEMENT:** Placement is determined by demonstrated dance technique, either at auditions or through Mid-Semester Technique Review.

2. **MID-SEMESTER TECHNIQUE REVIEW (MSTR):**

**Effective Spring 2015:** not attending a scheduled MSTR session will count as two absences--1 in Contemporary and 1 in Ballet (if students are not enrolled in both techniques another dance technique or somatic class may be substituted).

“Dancing their learning” is how the faculty describe the MSTR. Dance Technique faculty will attend midterms for 100-300 level Ballet, Contemporary and 100-200 levels of African Dance. Majors who have taken two semesters of a technique level with a grade of B or higher will be eligible for progression to the next level of technique. Observing Technique Faculty will complete MSTR review forms that are based on the DTFS and may also consult other technique faculty.

Students receive their placement for the following term within one week of the MSTR. They are encouraged to talk to their technique faculty about their results and may schedule an appeal session through the Main Office if they have further questions about their placement.

Please note the following important information regarding MSTR:

a). MSTR takes place prior to mid semester break and before advisement period begins.

b). Only BA and BFA Dance majors eligible to advance (having completed two semesters at a technique level) will be assessed in the MSTR in the fall or spring.
c). Minors and non-majors attend the placement class at the top of each term if eligible for advancement.

d). The MSTR process incorporates comments from the student’s current instructor and Technique Committee.

e). Technique faculty may recommend MSTR participation for a student’s accelerated placement.

f). Students are notified of eligibility after consideration of instructor comments (in-class performance) and MSTR recommendation.

3. PLACEMENT CLASS FOR NON-MAJORS is held the first day of classes each semester. Only non-majors and invited dance minors may attend. Times and location TBA either on website or at 334-5570.

Office Hours
Faculty will post office hours on their syllabi. All faculty (fulltime, part-time, and TAs) in the Dance Department must post office hours each semester. For fulltime faculty, 2 hours per week should be available for appointments and walk-ins. For part-time faculty and teaching assistants teaching two or more courses, two hours per week should be available. For part-time faculty or teaching assistants teaching one course, one hour should be made available. In addition, students may request appointments with faculty, but are requested to be respectful of the appointment time.

Parking
Parking permits are available for purchase at the Parking Operations and Campus Access Management office in the parking garage on Walker Avenue. Hourly parking is also available in the parking garage.

Participation Classroom:
The Dance Department requires an 80% participation rate to get credit for the course. Sitting and watching a class does not count as participation. Students who do not meet the participation requirement for any reason may need to repeat the course.

Performance Participation Guidelines for Dance Majors
Student performers are encouraged to consider their academic and work schedules in accepting performance invitations. Student performers are generally expected to limit their participation to 2 department productions per term. Composition class rehearsals and special short-term guest artist opportunities are not included as department productions.

Performance opportunities within the Department are part of the curricular experience offered by the Dance Program. Any student wishing to participate in a department production is expected to maintain regular attendance and
engagement in all classes throughout the performance production process. Students with excessive absences or poor academic reports (e.g. any student flagged for concern in Starfish) may be removed from department performance opportunities until the next semester or until work in other classes shows improvement.

Exceptions to these guidelines may be made at faculty discretion. Faculty will bring forward requests for exceptions to the full faculty for consideration. The Department Head will monitor the implementation of these guidelines.

**Performance Opportunities**
The following courses in the dance curriculum offer credit for performance opportunities for undergraduate dance majors:

- **DCE 250 (Performance Practicum)** allows students to earn credit for dancing and/or rehearsing for works choreographed by undergraduate or graduate students. Students are cast through auditions that are held each semester, or by invitation. For DCE 250 Students receive one credit (but not a grade) for satisfactory completion of 45 hours of rehearsal recorded on the log sheet and signed by the choreographer. Log sheets are available on the credenza outside of the Main Office. Note: DCE 250 may be repeated for a maximum of 5 credits.

- **DCE 143 (Introduction to Dance Repertory)** offers performance opportunities for students at the 112 level or higher in contemporary dance. DCE 143 may be repeated once for credit.

- **DCE 243 (Beginning Dance Repertory)** is a regularly scheduled course; it allows students to earn credit for working on reconstructed or new repertory by faculty or guest artists. Students may register online for this course. Repertory pieces are normally produced in the fall or spring Department concerts. Students must be at the 200 level of modern or higher to take 243.

- **Dance 300 (Faculty Creative Research Project)** may be registered for by faculty invitation.

- **DCE 343 (Intermediate Dance Repertory)** is a regularly scheduled course that allows students to earn credit for working on reconstructed or new repertory by faculty or guest artists. Repertory pieces are normally produced in a formal Department concert. Students must be at the 300 or 400 level of modern to enroll in DCE 343.

- **DCE 443 Advanced Dance Repertory** is faculty choreography open by invitation or audition only.
Production Practicum
In Production Practicum courses, students complete individual assignment(s) in technical production work related to dance performance. Assignments are intended to develop backstage skills in the following areas: stagehand duties, basic electrics, stage management, lighting console operation, sound equipment operation, videography for dance, and other functions of backstage personnel during dance performances.

Crew assignments vary in their time requirements, depending on the event being staged. Grading is based upon an assessment of the quality of work performed together with a tally of hours worked. Grading criteria include demonstration of dependability, initiative, cooperation, and understanding of professional discipline regarding dance performance.

At the beginning of each semester, planned concert schedules are posted on the main Departmental bulletin board and on the SMTD webpage. During the first week of classes, Production Practicum students are expected to complete forms (posted beside the concert schedules on the main bulletin board) indicating which crews they would prefer to work. Student preferences are matched as closely as possible with concert needs in making crew assignments. Crew assignments are then posted on Blackboard and communicated to students via email. Class meetings coincide with crew rehearsals for the semester's performances, so students will "attend class" for only the crew(s) on which they are working.

Production hours are tracked on time sheets maintained for each individual crew. Students may log up to 15 additional production hours as front of the house staff or occasionally on independent projects in costuming, video, audio, or lighting. Throughout the semester, email contact between instructor and students is vital, and is handled through Blackboard. Assignment confirmations and reminders are communicated in this way.

Safety and Security
Please be mindful of your own safety and that of other students, as well as security of equipment and spaces. The University does not carry insurance for theft. The Department has had several thefts of computers, video cameras, and other equipment in recent years and we all need to be mindful of the following:
1. The campus escort service may be called at 334-5963. This service is provided for students (or faculty) who live on campus or who have a car parked on campus.
2. When rehearsing on nights and weekends, keep studio/theater doors locked while inside.
3. Never leave a rehearsal or performance alone at night. Always "buddy up" with a friend.
4. DO NOT AT ANY TIME prop open an exterior building door. Fire doors between the lobby and hallway and outside of 322 should not be propped open.
5. 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.
6. Make sure all doors are locked and all windows that can be opened are locked when you leave a space. After hours if you walk past an empty studio that is standing open, please secure the space.
7. The campus emergency phone number is 334-4444; keep it and other important phone numbers on hand for easy reference. Do not call your cell phone 911 for emergencies.
8. 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.
9. Report any suspicious looking individuals or groups to the office or the campus police immediately.
10. Where possible, store equipment out of sight when not in use.
11. Do not leave any valuables unattended and have students store their bags inside of the classroom away from the door.

Scholarships
There are a number of scholarships in the department available to support Dance majors at UNCG. Please follow the link below to determine which scholarship best fits your interests.

As part of the application, your scholarship application should include a well-written letter that addresses how you meet the scholarship criteria. All of the scholarships are renewable, but students must re-apply. The deadline for complete scholarship applications is March 1. Incomplete scholarship applications will not be considered. Applicants are also encouraged to investigate how receiving a department scholarship may impact financial aid awards.

http://performingarts.uncg.edu/prospective/scholarships

Studio Space-Scheduling
The use of Department of Dance studios is reserved for Dance faculty and Dance majors. The Department strives to allocate the limited studio space to our constituents in a fair and equitable manner. The Technical Director manages long-term studio assignments and short-term assignments are handled by the Office Manager.

221A is available (when not scheduled) for Dance Major use. 221A has a connecting door into 221B.

Majors are reminded that a Dance major must be present at all times when using department spaces and that they are responsible for maintaining the studio (no food, only bottled water, closing windows and cabinets etc.). We cannot risk the liability of non-dance majors using dance spaces.
Short-term space requests may be made in person or electronically in the main office. The most updated schedule is available at: http://performingarts.uncg.edu/dancecal

Details of priority order and specific hourly allocations are adjusted based on Departmental circumstances from semester to semester. Every effort is made to adhere to reservations made early in the semester, the technical director may need to adjust times and/or spaces in unusual circumstances. The basic priorities for assigning space are as follows:

Criteria for SHORT TERM studio requests
1. DCE 253/353/453 rehearsals
2. Dance Composition Class projects
3. Other DCE student or faculty requests
4. Other requests (must go through Dance Head via the Technical Director)

**Student Groups-Prime Movers and Delta Chi XI**

1. Prime Movers
Prime Movers is a student organization providing a voice for dance students within the Department and offering activities for fun, fellowship, and enrichment outside of classes. The organization sponsors an annual concert with all selections made by a student committee.

All new members are welcome. Watch for announcements of meetings through the Blackboard organization of Dance majors and minors and on the Bulletin Board!

2. Delta Chi XI—Advisor Robin Gee
Mission Statement: "Dance is an avenue and pathway that can be seen and appreciated, our mission is to create a social network between passionate artists and educators of the arts; to inform and educate students about the arts and challenge them to reach out to the world through the gift of dance; to create a well-rounded individual; to fully understand the concept of dance as a physical embodiment of the whole self rather than solely a technical challenge to master; to challenge students to reach out in each of the components that make up the organization; to connect an appreciation for cultural diversity."

Delta Chi Xi hosts workshops, programs, and free dance classes for the community, and volunteers to assist any areas of need in the community. Delta Chi Xi’s goals and purpose are organized into a *Six POINTE Program*:

- **P**ersonal Health Awareness
- **O**utreach & Service through Dance and Humanities
- **I**nternational Studies and Programs
- **N**etworking & Career Exploration
- **T**echnique & Professional Training
- **E**ducation of the Arts
For more information check out the Delta Chi XI bulletin board.

**Study Abroad for Dance Majors**
The Department encourages students to consider a semester of study abroad. The University has a number of study abroad programs that are exchanges, meaning that participating students pay only the normal tuition they would pay to UNCG, but go abroad that semester instead. (Room and board are sometimes included as well; participating students are also eligible for travel grants from UNCG.) This is a great bargain for in-state students. Out-of-state students may also want to check into study abroad programs that are offered by other institutions, although UNCG travel grants are not available for these external programs.

Students who are interested in study abroad broad should start planning early, since it may be necessary to take some courses ahead of schedule in order to graduate on time. Robin Gee is our departmental Study Abroad Advisor and should be contacted directly if there is interest in any of our study abroad opportunities.

Information sessions are held each semester in the International Programs Center (IPC). Students are encouraged to visit the Office of International Programs for further information about application deadlines.

**Summer Dance and Dance and Technology Intensives**
The Department hosts one-week Summer Dance Technique and a one-week Dance Technology Intensive each June. These programs are offered for credit through the Department of Continual Learning (DCL). The Technique Intensive is intended to augment the training of dance majors and accelerate their progress to degree. This intensive is also open to rising high school juniors and seniors and students from other universities. The Department Head directs the Summer Dance Technique Intensive with the assistance of the Main Office.

The Dance Technology Intensive is intended for professional development for area teachers and graduate students. The Dance Technology Intensive is administered by Dr. Mila Parrish.

**Ticket Policy**
All Dance Majors and Minors receive a BOGO (buy one, at the student rate, and get one free) card per term for any Department Production. Cards are available in the main dance office and must be taken to the University Box Office for tickets prior to concert (not for use at the onsite box office).

The Box Office is generally open during the lunch hours the week of a concert and 2 hours prior to each performance. To reduce lines at the Box Office students and faculty are encouraged to pick up tickets during the week prior
to the concerts. Beginning Fall 2014 tickets to dance events will also be available through Triad Stage.

Student choreographers receive three complimentary tickets for the run of a concert. Student performers are not eligible for complimentary tickets unless they are also choreographers for the show.

**Video Taping**
All UNCG concert performances are recorded by the department. If funds are available a professional videographer is hired. Permanent copies of each concert recording are kept in the department’s archive (Room 220E). Students may request DVD copies of concerts by filling out the DVD request form in Appendix I or in the Dance office.

In addition to tapes of our 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.

**SPRING 2015 DRAFT STATEMENT: Use of nudity or adult content (including language) in department choreography activities:**

The Department of Dance supports faculty and student choreographic content choices including nudity and adult content with prior written notification to and approval from the Department Head. Performance of choreography that employs these types of content must allow for audience members to opt out of viewing the performance. The performer may choose to have their work recorded for their individual choreography portfolio, however the department will not keep copies of the work in the archives.

**Withdrawal Guidelines effective Fall 2014**
Students will be limited to 16 credit hours of withdrawals over their course of their career. Withdrawals implemented prior to Fall 2014 will not be counted toward the 16 SCH limit.

**Course withdrawal requests**
Students who experience documented extenuating circumstances may submit a Course Withdrawal Request through the Office of the dean of Undergraduate Studies. If approved, withdrawals hours assigned through the course Withdraw process will be exempt from the 16-hour limit.

X Withdrawals prior to Fall 2014  
WX Withdrawals that count toward the 16-hour limit beginning Fall 2014  
WT Total withdrawals prior to the drop date  
WE Withdrawals assigned through the Course Withdrawal Process
WF Withdrawals after the drop date that calculate an F in GPAP
Appendix I. 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 charges may be placed on a University account, or any expenditures incurred for reimbursement without checking first with the Department Business Manager.
6. The coordinator and choreographers should understand that concert need 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 concert publicity and at the Box Office.
7. Our productions are self-supporting through ticket sales. Choreographers wishing to use theater seating for choreographic purposes are responsible for purchasing the used seats for each performance. Moreover, we may sell floor seats if a show is sold out. Choreographers wishing to use the area between the seats and the stage must be willing to alter choreography if floor seating is sold.

Department Concerts
The Dance Department will sponsor one departmental concert each semester to provide a showcase repertory classes or work not covered by our other events. Choreography 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.

Senior Concert
Each spring the department will produce a concert featuring the work of BFA students from DCE 470. In the event that there are a small number of students completing the BFA, the Department retains the right to add additional work to the concert. These concerts will normally run three shows.

Senior Concert guidelines:

1) The assigned faculty instructor will coordinate DCE 470.
2) Participating students will take responsibility for carrying out specific
production and publicity needs.
   a. publicity copy (to be sent through the Publicity/Marketing Coordinator)
   b. posters (the Publicity/Marketing Coordinator will help design if requested)
   c. program copy (to be delivered to the Publicity/Marketing Coordinator)
   d. production schedule (to be arranged with Mitch)
   e. casts, rehearsals, costumes, music, props, sets, lighting design, and video needs
3) The department provides:
   a. reasonable printing costs for posters
   b. photocopying for programs
   c. standard production crew
   d. 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.
   e. rehearsal space under current studio scheduling policy
   f. a video crew and staff the Box Office and front of house
4) To participate in this concert, a students register for DCE 470.
5) If there is room on the concert, other undergraduate works may be selected to fill the program.

Other Student Concerts
The Department may produce one or two additional concerts of student work each year. One of these maybe designated as the Prime Movers Concert, however other student run concerts may be proposed as the production schedule allows. For student concerts the Department will provide:
   a. photocopied programs (copy must be delivered to the Publicity and Marketing Coordinator)
   b. press release (coordinated by the Publicity/Marketing Coordinator; must be written by participating students)
   b. standard production crew
   c. 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. rehearsal space under current policy
   e. a video crew and staff the Box Office and front of house

All other needs are the responsibility of participating students. If the concert is managed by Prime Movers, all Box Office receipts go to Student Government Association, which is in charge of dispensing funds to Prime Movers. Otherwise, the box office proceeds go to the Department.

UNCG Department of Dance
DVD choreography copy request form
Available from and submitted to the Dance office

Requester’s name:

Department of Dance event date and Location:

Name of the Choreographer and title of the piece:

I hereby request approval to make a DVD of the following piece from the choreographer or the UNCG Department of Dance for the following purposes:

1. Personal use only

2. Electronic portfolio. The choreographer approves using excerpts or the full piece as follows:

The performer understands that choreography is copyrighted, may not be duplicated without the choreographer’s written permission and remains the intellectual property of the choreographer. If any provision or aspect of this agreement is found to be unenforceable, all remaining provisions will remain in full force and effect. I acknowledge that I am over 18 and have read this entire agreement and understand its terms and provisions.

Choreographer’s Signature:

Print Name:

Portion of choreography if applicable:

Revised 10/2/2014
Appendix II: Concert Best Practices

1. In consultation with choreographers and the production team the Coordinator schedules two production meetings prior to the concert dates. The first meeting should take place within 2 months of the production week and the second meeting within 2 weeks of opening night.

2. At production meetings the Coordinator in consultation with the Marketing and Development Staff member will outline deadlines for press and program copy. This information should be sent to the Concert Coordinator and the Marketing and Development staff member in the Dance office. Photographs for posters may be taken at any point in the term. The Concert Coordinator in consultation with the Marketing Manager, Jeff Aguiar, and the Department Head will determine publicity photos and the concert poster.

The Production coordinator will request any special production needs known at the first meeting in addition to projected running times of works. By the second meeting additional production needs should be communicated along with program placement requests and complimentary ticket requests.

Effective Fall 2014, concert ticketing is run through Triad Stage. Concert coordinators should connect with the Business Officer, Beverly Stallings, to make ticketing arrangements within one month of the production. The Triad Stage Box Office number should be included on the concert poster.

3. Choreographers are responsible for communicating production schedules to their performers in a timely manner and to obtain contact numbers for performers to give to the Stage Manager by their first technical rehearsal. Choreographers are also encouraged to stress to performers the importance of professional courtesy (thanking the crew, supporting choreographers and performers in other pieces, keeping the dressing rooms and theater clean etc.)

4. Spacing rehearsals in the theater will be available the week prior to show (contingent on theater availability). The Production schedule is determined by production needs and the running time of each piece. During Production week all dancers and production elements should be in place. The goal is for the show to be performance ready by the technical run-thru. That said the technical crew may stop and start the technical run as necessary and choreographers may request additional notes or fix-it times after the run on dress rehearsal. All requests should be communicated to the Concert Coordinator and Production Director.

5. Performers are required to sign-in by their call time and choreographers may require attendance at the warm-up classes. Dancers should be apprised of photo and or video calls.
6. A production follow-up meeting is scheduled within 2 weeks of closing night. At this meeting choreographers and staff can proactively address the event and make recommendations for future concerts and/or inclusion in these guidelines.
### Appendix III: Department of Dance Production Forms 1-2

**III 1: Sample Concert Production schedule**

*Note: Spacing rehearsals scheduled in 306 the week prior to tech*

*Tech times below will be determined by production needs of the choreography.*

<table>
<thead>
<tr>
<th>Mon.</th>
<th>Tues.</th>
<th>Wed.</th>
<th>TR</th>
<th>Fri</th>
<th>Sat.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crew call</td>
<td>Crew call</td>
<td>Crew call</td>
<td>Crew call</td>
<td>Crew Call</td>
<td>Crew call 12:30</td>
</tr>
<tr>
<td>6:45</td>
<td>6:15pm</td>
<td>6:30p</td>
<td>6:30p</td>
<td>6:30pm</td>
<td>Dancer call 12:30</td>
</tr>
<tr>
<td>Dancer call</td>
<td>Dancer call</td>
<td>Dancer call</td>
<td>Dancer</td>
<td>Dancer call</td>
<td>Warm-up: 12:45-1:15</td>
</tr>
<tr>
<td>6:45</td>
<td>6:30p</td>
<td>6:30p</td>
<td>6:45pm</td>
<td>6:45pm</td>
<td>in 322</td>
</tr>
<tr>
<td>Tech #1</td>
<td>Tech #3</td>
<td>Tech run</td>
<td>Dress</td>
<td>Warm-up</td>
<td>2:00pm Curtain</td>
</tr>
<tr>
<td>7-8:30</td>
<td>6:45-8:00</td>
<td>7-9:00pm</td>
<td>Rehearsal</td>
<td>7-7:30p</td>
<td>Speech -</td>
</tr>
<tr>
<td>Tech #2</td>
<td>Tech #4</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:30-10:00</td>
<td>8-9</td>
<td></td>
<td></td>
<td>8:00</td>
<td>Crew/Dancer Call 7:00</td>
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<tr>
<td></td>
<td>Tech#5</td>
<td></td>
<td></td>
<td>Curtain</td>
<td>Warm-up in 208</td>
</tr>
<tr>
<td></td>
<td>9-10</td>
<td></td>
<td></td>
<td>Speech-J</td>
<td>7:15pm</td>
</tr>
<tr>
<td>Notes:</td>
<td>10:30</td>
<td>9pm</td>
<td>9:30pm</td>
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<td>On own!</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Photo call,</td>
<td>Photo call</td>
<td></td>
<td>7:00 Dance Partners</td>
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<td></td>
<td></td>
<td>first half,</td>
<td>second half</td>
<td></td>
<td>Reception in 322</td>
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<td></td>
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<td>15 minutes</td>
<td>15 minutes</td>
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<td></td>
<td>each, reverse</td>
<td>each,</td>
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<td>order</td>
<td>reverse</td>
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</tbody>
</table>
UNCG Department of Dance
DANCER FORM

Thank you for attending today’s audition! The choreographers are interested in knowing more about your 2012-2013 academic year rehearsal and performance availability. The faculty encourages dancers to consider all aspects of their artistic and academic interests when agreeing to performance opportunities. A suggested guideline would be to participate in 2 pieces of student choreography and 1 faculty work per semester (Comp class participation does not count towards this total). Rehearsals and performances for the February Faculty show count as fall semester activity and participation in the SMTD sponsored Larry Keigwin 3/25-4/5 residency and 4/5 performance will not be considered as conflicting with the suggested guideline. Please consult that 2012-2013 Season flyer for concert dates.

1. ARE YOU ENROLLED IN ANY OF THE FOLLOWING COURSES IN FALL 2012? 143, 243, 300, 343, 443, 487, 687, 688, 697
   YES_____    NO______

2. HOW MANY CREDITS ARE YOU ENROLLED IN FOR FALL 2012

3. ON AVERAGE-HOW MANY HOURS DO YOU WORK OUTSIDE OF SCHOOL?

4. Available rehearsal times
   Monday
   Tuesday
   Wednesday
   Thursday
   Friday
   Saturday
   Sunday

5. ARE YOU AVAILABLE TO REHEARSE OR PERFORM DURING SEMESTER BREAKS?

6. DO YOU HAVE ANY PRE-EXISTING PROFESSIONAL ENGAGEMENTS OR TRAVEL PLANS OUTSIDE OF UNCG?

THANK YOU!!