

School of Dance
Undergraduate Student Handbook
2019-20



photo of Marielle Abbott
photography by Emma Barker

Table of Contents TO BE UPDATED WHEN FINAL DRAFT APPROVED

This document is intended to serve as resource for undergraduate Dance majors. The document is updated each summer. Content suggestions are welcomed!

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SCHOOL OF DANCE MISSION AND GOALS STATEMENTS

Within the context of UNCG's comprehensive liberal arts curriculum, the School of Dance offers bachelors and masters degrees that provide specialized skills for a variety of careers in the evolving field of dance. The school's primary goal is to teach students the imaginative, critical, and technical skills essential to the creative process and to scholarly inquiry. Our comprehensive curricula foster inclusive learning and intellectual curiosity framed by an engagement with cultural diversity, community outreach, and global issues as related to dance. The School of Dance prepares undergraduate and graduate students for further study and the task of creating successful and productive lives as artists, educators, and scholars at the state, regional, national and international levels.

SCHOOL OF DANCE CORE STATEMENTS OF INTENTION

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

ACADEMIC INTEGRITY 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. If you have reason to suspect that a student has violated this policy, consult the Director of Dance.

<https://osrr.uncg.edu/academic-integrity/>

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 and first aid kits are available in each studio. If someone sustains an accident in the building, it needs to be reported within 24 hours to the Building Manager (336-256-1490) and an accident report must be filed with the Dance office.

ACCREDITATION

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

ACDA (AMERICAN COLLEGE DANCE ASSOCIATION CONFERENCES)

Information and Checklist

When scheduling and budgets allow UNCG Dance allocates payments for ACDA membership, registration for faculty, for 1-12 school sponsored student performers, and choreography adjudication fees. Performers are responsible for hotel, transportation and meal costs. Funds may also be available from Student Government, the Graduate Student Association or Prime Movers to help offset some these expenses.

Dance faculty selects student and faculty choreography that they believe best represents school mission and goals for the ACDA adjudication and informal concerts. In addition to meeting ACDA selection criteria, faculty take into consideration the overall costs of sending larger works of choreography to a regional festival.

Per ACDA adjudication criteria, one faculty and one student work may be submitted for adjudication. All works must run under 12 minutes and only student performers may perform. Generally, the school supports 10 student performers, 1 faculty member, and the Technical Coordinator. Faculty adjudication and informal concert selections are announced by the end of the fall term.

If space allows, students not cast in selected works may also attend the conference. The undergraduate student organization, Prime Movers and/or the Association of Graduate Students, will work with the Faculty ACDA Coordinator to organize additional student registrations. All registration payments must be submitted to the

Business Services Coordinator in one week of registration, and once submitted may not be refundable.

School of Dance attendees should remember that they are UNCG ambassadors, and as such all attendees (student and faculty) are requested to fully participate in festival activities, as well as attend the ACDA Membership meeting.

ADVISING

Dance Faculty advisors schedule either individual or “coffee klatch” styled advising sessions with their assigned cohort. Students receive their registration plan and advising codes at the advising session.

Advising Assignments: 2019-20

Faculty will direct advising sessions according to their scheduled cohort mandatory advising sessions. Students will receive their advising code and registration plan at the advising session.

Robin Gee: Undergraduate Coordinator- Sophomores, all transfers, advising oversight and clearance for graduation

Amy Masters: SOAR, Changing Major or Licensure Status

Clarice Young: BA/BFA Juniors

Duane Cyrus: BA/BFA Seniors

Ana Paula Höfling: TA Mentor, Honors; Director of Grad Studies

Mila Parrish: Licensure-undergraduate transfers, MA DE

Melinda Waegerle: Licensure freshman, sophomores, juniors and seniors

Janet Lilly: Dance Minors, Study Abroad

B.J. Sullivan: Freshman with CVPA First-Year Advising Center

Academic Advising

Students are assigned a dance faculty advisor for the purposes of academic advising and registration. Undergraduate students are required to attend scheduled individual or small group advising sessions with their cohort advisor to receive an advising code and advising information prior to registration. At the mandatory advising session, students work with their faculty cohort advisor to receive registration information based on the suggested course of student for their degree program.

Students may schedule additional appointments with their faculty advisor for advising regarding academic or personal matters outside of their mandatory advising session. All faculty advisors are encouraged to consult with the Director of Dance and/or the Director of Undergraduate Studies regarding questions that might arise.

The Director of Undergraduate Studies handles transfer student advising, special advising, and clearing students for graduation.

Students are responsible for knowing when their registration window opens (available on UNC Genie). Once the registration window opens, students should register for the approved plan of study distributed at the group advising session. If students have

another major, they should make sure to cross-reference their registration with that major's advisor.

The Director of Graduate Studies and graduate advisors meet individually with their advisees.

Responsibilities of academic advisors include the following:

1. To stay current regarding requirements for graduation and school policies.
2. To contact and counsel students receiving unsatisfactory Starfish notices.
3. To be aware of which advisees anticipate meeting graduation requirements during each semester.
4. Work with their advisees to maintain degree evaluation forms.

Advising Program Requirement Changes and Substitutions

The School of Dance has established program requirements that are approved by the University Course and Curriculum Committee (UCC). If there are program changes students may elect to follow the new requirements or the requirements that were in place at their point of entry into the program (if scheduling and resources allows). All course substitutions are managed by the Director of Undergraduate Studies.

GEC for Dance Majors

The GEC (General Education Core) must be completed by all students. In general, Dance students have a set list of GEC categories in which they will take classes. These categories can vary if the student has a second major outside of CVPA, or if they are a member of a residential or honors college. Student should check DegreeWorks frequently to verify that classes are fulfilling the proper requirements. A complete listing of GEC requirements and classes can be found in the [UNCG Undergraduate Bulletin](#).

The Dance GEC consists of 36-37 credits of courses in these categories:

- Philosophical/Religious/Ethical Perspectives (GPR) – 1 course
- Literature (GLT) – 1 course
- Fine Arts (GFA) – 1 course, must be in a discipline outside of Dance
- Historical Perspectives (GHP) – 1 course
- Social Behavioral Sciences (GSB) – 2 courses
- Science (GNS) - 2 courses. We recommend that one be NTR 213, Introductory Nutrition. The second GNS course must come from a different department and include 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 (GMT) – 1 course.
- Reasoning and Discourse (GRD) – 2 courses. One of the courses must be ENG 101, RCO 101, or FMS 115. The second can come from any department. A

speaking intensive course such as CST 105 or ENG 102 is a good choice for the second one.

GEC Marker Requirements

In addition to the GEC course requirements, students must also complete courses that have specific markers. These markers can be obtained while taking GEC or major specific courses.

Speaking Intensive (SI) and Writing Intensive (WI) Markers

- Writing Intensive: 2 courses marked WI. Dance students complete the WI requirement by enrolling in DCE 207 and 307.
- Speaking Intensive: 2 courses marked SI. Dance students complete the SI requirement by enrolling in DCE 455* and DCE 407. **Dance Licensure students are not required to enroll in DCE 455. Student who do not take 455 should plan to take a GEC with the SI marker attached.*

Global (GL)/Global Non-Western Perspectives (GN) Markers

A total of 4 courses; 1 course marked with GN, and 3 courses marked with either GL or GN. These markers can be acquired with SI/WI markers as well as GEC courses.

Transfer students with enough credits may have some of their marker requirements waived. This will be noted on their degree evaluation.

Many of the GEC courses can be taken at a North Carolina community college. Visit the [TES](#) page for a list of GEC courses that can be taken for transfer credit. Please note that courses taken at a community college may not carry the same special markers (SI/WI/GL/GN) that their UNCG counterparts do. Students should verify all transfer equivalencies with the Registrar's Office.

ATTENDANCE POLICIES

Faculty set attendance and absence policies for their courses. The attendance policy will be included in the syllabus. All excused absences are at the discretion of the instructor.

The School of Dance 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.

School 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).

UNCG seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Office

of Accessibility Resources and Services (OARS) in 215 Elliott University Center, 336-334-5440, oars.uncg.edu.

**Failure to attend a scheduled Technique Review session, the annual Arts Summit or the bi-annual Community Meeting may count as an absence.*

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.

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.

Auditors and Class Visitors

All students who are regularly attending classes should be registered for credit, audit, or registered as a Visiting Student. If a student is registered as an auditor or Visiting Student, the course appears on the student's transcript. Instructors should request a Withdrawal for any auditor or Visiting Student who does not regularly attend class.

Prospective students are allowed to watch class and to take class with prior approval from the director and instructor. Short-term guests are also welcome to attend class with instructor approval.

CONTACT INFORMATION

The office numbers listed below are all in the Coleman Building

Faculty

Duane Cyrus: Professor; Undergraduate Advisor

Office: 222, Phone: 336-334-5570, e-mail: dacyrus@uncg.edu

Robin Gee: Associate Professor and Director of Undergraduate Studies

Office: 220L, Phone: 336-334-5570, e-mail: rmgee@uncg.edu

Teresa Heiland: Associate Professor in Dance Education

Office: 317, Phone: 336-334-5570, e-mail: ttheilan@uncg.edu

Ana Paula Höfling: Assistant Professor of Dance Studies; Teaching Assistant Mentor; Honors Advisor; Director of Graduate Studies

Office: 220A Phone: 336-334-5570, e-mail: aphoflin@uncg.edu

Janet Lilly: Professor & Director, Dance Minor, Study Abroad Advisor
Office: 323B, Phone: 336-334-3262, e-mail: j_lilly@uncg.edu

Mila Parrish: Associate Professor and Director of Dance Education
Office: 320, Phone: 336-334-3048, e-mail: mlparri4@uncg.edu

Atiba Rorie: Dance Music Coordinator
Office: 220J, Phone 336-334-5570, e-mail: TBA

B.J. Sullivan: Associate Professor; Undergraduate Advisor
Office: 220J, Phone: 336-334-4643, e-mail: ejsulli2@uncg.edu

Melinda Waegerle: Dance Education Assistant Professor (Academic Professional)
and Undergraduate Licensure Advisor
Office: 220B, Phone: 336-334-5570, e-mail: mhwaeger@uncg.edu

Maurice Watson: Visiting Assistant Professor of Dance; Dance Technique Committee
Chair: 220H, Phone: 336-334-5570, e-mail: m_watson2@uncg.edu

Clarice Young: Assistant Professor; Undergraduate Advisor
Office: 220K, Phone: 336-334-5570, e-mail: ccyoung@uncg.edu

2019-20 Part-Time Faculty

Office: 220F, Phone: 336-334-4064
Virginia Freeman Dupont—vrfreeman@uncg.edu
Michael Job—m_job@uncg.com
Angeline Shaka-- amshaka@uncg.edu
Christine Stevens-- cbowenstevens@gmail.com
Nekeshia Wall- nrwall@uncg.com

Graduate Teaching Assistants/Graduate Assistants

Office: 220G, Phone: 336-334-5570
Abigail Davidson
Brianna Forbes
Billy Hawkains
Makayla Ferrick
Mandy Taylor
Gabrielle Tull
Brian Winn

Staff

Chris Fleming: Technical Coordinator/Director
Office: Lighting Booth

Amy Masters: Business Services and Marketing Coordinator
Office: Main Dance Office, Coleman 323, Phone: 336-334-5570, e-mail:
ahmaster@uncg.edu

TBA: Enrollment, Recruitment and Office Manager
Office: 321A, Phone: 336-334-5955, e-mail: TBA

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 should be placed on CANVAS. Undergraduate students may use the copy machine to make copies of their plans of study for advising sessions.

If you experience problems with the copy machine, fax, or scanner, please inform the dance office staff.

COSTUME POLICY

Students may access the costume inventory electronically. Students who wish to check out costumes must make an appointment with the Graduate Student Costume Coordinator and agree to the following check out criteria:

1. Costumes may be used only by current faculty or registered dance majors.
2. Use of costumes by anyone for any reason must be cleared through the
3. Costume Coordinator responsible for managing the costume room.
4. All use and return of costume items must be recorded by the Costume Coordinator.
5. 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 (CLASS CLIMATE SURVEYS)

All full-time and part-time faculty and teaching assistants in are required to conduct end-of semester class climate surveys (by students) of each course enrolling over five students. All surveys are completed online and distributed to the faculty member and the Director of Dance as part of the annual review process. Completed surveys 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 prerequisites, 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 Mid-Semester Technique Review.

DANCE TECHNIQUE APPAREL, DRESSING ROOM, CLASSROOM PROTOCOLS

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 specific requirements for dance attire, i.e. ballet or jazz shoes, Lappas for African. Hats are not permitted.

Dressing rooms are available in 201A, 202A and on the 2nd floor. Please do not change clothes in the studios. Do not use the 3rd floor toilet areas as changing rooms. The toilets and faucets in the Dance facilities do not automatically turn-off (or flush). Please remember to do so, and if the toilet area or Dressing Rooms need cleaning or supplies, let the Dance Office know.

Guest artists/instructors may not indicate their dress codes ahead of time, so be prepared. Bring knee pads or other apparel with you to class. Also, please wear a "nicer" dance outfit in the event that photos are taken during the guest artist's class. Additional technique class and guest artist protocols are noted below:

1. Be on time for class and take your outdoor shoes off before you step on the dance floor. Leave the shoes on the walk-off rugs or in the hall. Leave umbrellas outside of the studio.
2. Don't charge or check your cell phone during class unless you have an emergency. Faculty will let students know if they have different cell phone policies.
3. If you are late to class, still attend, but wait off of the dance floor until a faculty member signals for you to join.
4. Avoid lots of adjustments to your clothes and hair during class. It's distracting! There are natural breaks in a class when it is fine to take off your sweats, put your hair up, grab a drink of water, etc. Never do any of these types of activities when the teacher is showing material or giving corrections. Avoid extra talking, and don't correct your classmates unless instructed to do so by the instructor.
5. When a teacher is talking, look at them, and have a pleasant expression on your face. If they ask you a question, answer them! Now the jury is out on the next suggestion: when the teacher is showing something watch them - don't be doing your own thing or practicing the phrase until there is the opportunity to do so (some teachers suggest that you take every opportunity to practice, but there is a lot to learn from really listening and watching too).
6. Pay attention to who is in your line or group. Always be ready and never stop dancing half way across the floor.
7. When we have guests, please be prepared to stand for introductions.

8. Only water is allowed in the studios. Food, coffee and tea should be kept outside of the studios. Food should only be discarded in covered “bullet trashcans” in the hallways (including smelly banana peels!). Spills are difficult to clean, potentially damaging to the dance floors, and attract bugs and other animals.
9. Thank the accompanist and teacher at the end of class by standing facing them and clapping.
10. Respect yourself, each other, your instructor, musician and the wonderful art of Dance!

DEGREE PROGRAMS

The School of Dance 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 credits overall. The BA is a good choice for students seeking a double major and wishing to graduate within four years. Because there are fewer requirements for the BA, it is generally easier to change from the BFA to the BA, but it is more difficult to change from the BA to the BFA.

FINAL EXAMS

The final exam schedule is listed online: <http://www.uncg.edu/reg/Calendar/>
The regular classroom is automatically reserved for the exam during the scheduled exam time.

Students may change their exam schedule if they have 3 exams scheduled in 24 hours. Faculty whose course content requires alternative forms of final assessment must make arrangements to be available for student conferences during the scheduled exam time.

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 advisors do not provide financial aid advice. <http://fia.uncg.edu/scholarships/>

GRADING POLICIES

Grade Appeals (available online in the Undergraduate Bulletin under Academic Regulations & Policies)

If a student wishes to appeal an assigned grade, the student should first discuss the concerns with the instructor. If desired, the student may further appeal to the Department Head/Chair, the Dean of the School or College, and the Provost, in that order.

If a student accepts responsibility for an academic integrity violation (Section III.B of the violation report form), but does not accept the sanctions proposed by the faculty member, the student must appeal to the faculty member's Department Head/Chair, the Dean of the School or College, and the Provost, in that order.

Grade Appeals will be considered only in the most exceptional circumstances and are approved only in cases where the evidence strongly supports the student's claim. Appeals must be filed no later than the first six months after the grade has posted.

Examples that do merit a grade appeal include:

- The instructor has miscalculated a final grade;
- The instructor has violated the grading policies outlined in the syllabus without reasonable cause;
- The instructor has not provided a reasonable explanation of how the student's work was evaluated.
- Examples that do not merit a grade appeal include:
 - The instructor's grading policies differ from other instructors in the Department, College/School, or University.
 - The instructor's attendance policy differs from other instructors in the Department, College/School, or University.
 - The instructor's Late Work policy differs from other instructors in the Department, College/School, or University.
 - The grade distribution in the class in question is lower than in other sections of the same course.
 - The student's grade in the course is significantly lower than grades the student earned in similar courses.
 - The grade in question will trigger Probation, Suspension, or loss of Financial Aid.

Please note that simple disagreement about what constitutes fair grading is not grounds for an appeal. Department or School Handbooks and/or the Instructor's syllabus define standards for grading in that course. When a student elects to remain in a class after reading these materials, the student has accepted the grading terms for the course. The instructor is not obligated to deviate from grading standards outlined in School Handbooks and/or the syllabus.

New grading scale policies

- a. Undergraduate-UNCG no longer recognizes A+ effective Fall 2018

Grade Changes

Grade Assignment/Change forms are completed and entered electronically by dance faculty. This form may be used to:

1. Extend an incomplete grade period.
2. Remove an Incomplete grade.
3. Change an earlier assigned grade.

Grievances

The ideal way to resolve a concern with a single person is to first talk directly with the person. If a concern cannot be resolved at this level, the next step is to meet with the Director of the School of Dance. For undergraduate student appeals, if the concern cannot be resolved with director, the next step is to approach the CVPA Dean. There are also grievance procedures at the School level, and beyond that at the University level.

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.

GUEST ARTISTS AND SCHOLARS

The school brings guest artists and scholars to campus as the budget and curriculum allow. Students are welcome to suggest possible guests to the school director or to their student class representative.

HEALTH

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.

Health Considerations

Often school or personal problems can seem overwhelming. Mental health is just as important as physical health. Feeling more than occasionally depressed, anxious, 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 skilled 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.**

Although as dancers we would like to think that we are super human (or "Acrobats of God" as Martha Graham would say) our body is our instrument and we place daily demands upon it that may take their toll. It is imperative that dancers prioritize proper nutrition, regular sleeping habits, and cardio-vascular conditioning to support the sustained endurance and stamina demands of pre-professional dance training. Also important is a commitment to maintaining a healthy body mass for your body type, within acceptable norms, for the physical and aesthetic requirements of dance.

HOUSEKEEPING

Dance studios are very difficult to keep clean. The house keeping staff works very hard to sweep and mop studio and dance theater floors 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 box in 201A. Other lost and found items, such as jewelry, may be turned in to the Dance Office (323 Coleman). Any unclaimed items will be donated to charity at the end of each term.

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 Coleman building or within 25 feet of it.

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. The "Permission to Register for Directed Study" form must be completed 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 Dance 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

The School of Dance is fortunate to have a Dance Medicine Specialist available to assist students with dance injuries. The Student Health Center is also a good resource where injured students may receive recommendations for treatment.

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

Failure to attend a scheduled MSTR session may count as an absence.

Technique and Somatic Classes

All UNCG students may register for register for DCE 116 (Jazz I), 132 (African I) 133 (Tap I) and 233 (Tap II) and 330 (Iyengar Yoga) without prerequisites.

Majors placed at DCE 112 (Contemporary I) or DC114 (Ballet I) may register for the following classes without permission, as long as space is available: DCE 216 (Jazz II), 230 (Somatic Practices), 231 (Global Dance Forms).

All other technique courses require placement. Placement is determined from the entry audition, in-class performance as assessed by the course instructor and the biannual Mid-Semester Technique Review.

Placement for Non-Majors

A placement class is held the first day of classes each semester. Only non-majors, dance minors, and dance majors returning from study abroad programs may attend. Times and location are available through the main office. Traditionally the class meets from 6:30-7:45pm in the ballet/jazz studio on the evening of the first day of classes.

Placement for Dance Majors

Students normally take two semesters of each dance technique level before progressing to the next level. Exceptions to this rule may occur. All exceptions are reviewed and decided upon by the Technique Committee.

To initiate the review process of an exceptional situation the faculty member raising the exception needs to contact the Chair of the Technique Committee, who brings the case to the entire committee for review and decision.

The School of Dance provides the following points of contact for assessment of student progress through levels of eligibility in the dance technique courses:

1. Entry Audition
2. Feedback in the form of comments and the Dance Technique Feedback Sheet from course instructors and/or Technique Committee
3. The Mid-Semester Technique Review for eligible majors (MSTR)
4. Placement Class (for minors and invited non-majors)

These processes allow students access to more than one faculty member for review and feedback on dance practice.

Dance Technique Feedback Sheets (DTFS)

The Dance Technique Feedback Sheet is used as a rubric to assess Student Learning Outcomes (SLOS) for dance technique courses. Each instructor will use the DTFS in a manner that best supports their course goals.

Mid-Semester Technique Review (MSTR)

Not attending a scheduled MSTR session may count as an absence.

“Dancing their learning” is how the faculty describe the MSTR. Dance Technique faculty will attend technique reviews 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 are 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 MSTR Graduate Student coordinator if they have further questions about their placement.

Please note the following important information regarding MSTR:

- Advancement to the next level of technique is not an automatic process.
- MSTR takes place before advisement period begins.
- 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. Minors and non-majors attend the placement class on the first day of each term.

- The MSTR process incorporates comments from the student's current instructor and Technique Committee.
- Students are notified of eligibility after consideration of instructor comments (in-class performance) and the MSTR recommendation.

OFFICE HOURS

Faculty office hours are posted outside of faculty offices and are noted on syllabi by the end of the first week of classes. All faculty (fulltime, part-time, and TAs) in the school 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.

OUTSIDE EMPLOYMENT

Dance training is rigorous and demanding and the faculty expect Dance majors to prioritize dance courses and academic studies. It is the student's responsibility to ensure that outside employment including outside productions, auditions and work schedules do not conflict with School of Dance courses and productions.

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 POLICIES - CLASSROOM

The School of Dance 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.

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).

PARTICIPATION GUIDELINES - PERFORMANCE

Student performers are encouraged to consider their academic and work schedules in accepting performance invitations. Student performers are expected to limit their participation to 2 school productions a semester, and if applicable, not more than two pieces within any production.

Performance opportunities within school are part of the curricular experience offered by the Dance Program. Any student wishing to participate in a school 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 school performance opportunities until the next semester or until work in other classes shows improvement.

Students who are late, miss performance or production calls during production week may be removed from the concert. If a student is removed from a concert they must consult with the Director of the School before registering for another repertory or production course.

Dancers may request one (1) excused absence from Dance technique or academic classes to visit the Dance Medicine Specialist. All other visits must be made/scheduled outside of Dance technique and academic course times.

Exceptions to these guidelines may be made at faculty discretion. Faculty will bring forward requests for exceptions to the full faculty for consideration. Faculty and student choreographers will submit cast lists to the Dance Office Manager who will monitor the implementation of these guidelines.

UNCG seeks to comply fully with the Americans with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Office of Accessibility Resources and Services (OARS) in 215 Elliott University Center, 334-5440, oars.uncg.edu.

**Failure to attend scheduled Technique Review sessions, End of Term conversations or the bi-annual Community Meeting may count as an absence.*

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 (Dance Performance Workshop) offers performance opportunities for students at the 112 level or higher in contemporary dance. DCE 143 may be repeated once for credit.
- DCE 243 (Dance Repertory II) 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.
- DCE 300 (Faculty Creative Research Project) may be registered for by faculty invitation.

- DCE 343 (Dance Repertory III) 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 Contemporary 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.

During the first week of classes, Production Practicum students are expected to complete forms (available from the Technical Director) indicating which crews they would prefer to work with. Student preferences are matched as closely as possible with concert needs in making crew assignments. 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 Canvas. Assignment confirmations and reminders are communicated in this way.

PROFESSIONALISM

UNCG Dance students, staff and faculty are expected to maintain high standards of professionalism in interactions with peers, instructors and the public both on and off campus. As a community of university dance artists, we value a learning environment built on mutual respect, friendliness and compassion towards ourselves and others.

Promptness and regular attendance in adherence to the attendance policy for each class are professional expectations. Dancers are expected to arrive at least 10 minutes early for classes (unless another scheduled class interferes) to prepare themselves physically and mentally for classwork.

If it appears that an instructor may be absent, students are required to wait for 15 minutes after the scheduled start of the class before leaving. All students in attendance should sign their name on a piece of paper to turn into the Dance Office as proof of attendance.

SAFETY AND SECURITY

UNCG Campus Police have provided a new method of contact, the LiveSafe mobile app. The app allows you to report information, live-chat with police, request walking escorts, and view a safety map. The app is available for download from the Apple or Google Play stores, or you can find it at <http://livesafe.uncg.edu/>

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 School of Dance 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 336-334-5963. 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 **336-334-4444**; keep it and other important phone numbers on hand for easy reference. Do not call your cell phone 911 for emergencies.
8. Report any suspicious looking individuals or groups to the office or the campus police immediately.
9. Where possible, store equipment out of sight when not in use.
10. Do not leave any valuables unattended and have students store their bags inside of the classroom away from the door.

Fire Alarms

The fire alarm system, other than for drills, is activated when either a smoke or heat detector is set off or when 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, and 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.

Evacuation Routes

In the event of a fire alarm or other event that requires evacuation of the Coleman building, students, faculty and staff should exit the building through the doors closest to them. The following locations have been identified as emergency exits:

- **Coleman 201A** – Exit through the exterior door located on the West wall of the studio.
- **Coleman 202A** – Exit through either the exterior door in 201A via the pocket door OR through the door leading to the stairwell on the East side of the room. Take the steps down to the 2nd floor exit, then exit the building through the door directly in front of you.
- **Coleman 221A/221B** – exit through the emergency exit door in the stairwell.
- **Coleman 208** – exit through the emergency exit door just outside of the room.
- **Coleman 306** – exit through the ADA access door just outside of the theater.
- **Coleman 322** – exit through the emergency exit door in the stairwell.
- **Coleman 2nd floor offices** – exit either through the emergency exit door located in the 322 stairwell or through the emergency exit door by 208.

All groups should gather in the grassy area in front of the Walker Parking Deck and remain there until cleared to return by campus officials.

Active Shooter Situations

Recent national tragedies remind us that the risk is real. An active shooter incident can happen at any place in any time. The best way to make sure you and those around you stay safe are to prepare ahead of time and be ready. Taking a few steps now to mentally rehearsing what to do can help you react quickly when every second counts.

In the event of an active shooter situation, UNCG Police recommend following the RUN – HIDE – FIGHT procedure:

- **RUN** – Escape the area if possible. Leave any belongings behind. Keep your hands visible at all times.
- **HIDE** – Lock the door and block entry into the room. Silence cell phones or other devices. Hide in an area out of view. *Many of the studios have deadbolt locks that can be turned from the inside. Lock those doors and do not leave until instructed to do so by police.
- **FIGHT** – Use this only as a last resort and if your life is in imminent danger. Attempt to incapacitate the shooter or act with physical aggression towards the shooter.

Workshops are available to faculty and staff through UNCG Police. More information can be found at <https://police.uncg.edu/run-hide-fight/>

SCHOLARSHIPS

There are a number of scholarships in the school available to support Dance majors at UNCG. Information about the scholarships is available on the CVPA webpages.

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 for current students is March 1. Incomplete scholarship applications will not be considered.

The Scholarship Committee takes great care to read all submitted materials and have noted that the most successful applications submit letters that specifically address scholarship criteria. Finally, students are encouraged to look into how receiving a School of Dance scholarship may impact financial aid awards.

SEXUAL HARASSMENT

Sexual harassment and discrimination are illegal and endanger the environment of tolerance, civility, and mutual respect that must prevail if the University is to fulfill its mission. The University of North Carolina at Greensboro is committed to providing and promoting an atmosphere in which employees can realize their maximum potential in the work place and students can engage fully in the learning process. Towards this end, all members of the University community must understand that sexual harassment, sexual discrimination, and sexual exploitation of professional relationships violate the University's policy and will not be tolerated.

Please read the full [University policy](#). Knowing others who have broken this policy in the past does not free any individual from abiding by it. See [Code of Conduct](#).

SMOKING

Smoking is prohibited in all University buildings. Additionally, 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

The use of School of Dance studios is reserved for Dance faculty and Dance majors. The school strives to allocate studio space in a fair and equitable manner. Long-term and short-term studio assignments are handled by the Dance Office Manager.

To request long-term studio reservations, graduate students should complete the request form available electronically on the UNCG Dance Facilities Calendar available. Short-term requests may be made in person or electronically in the main office. The

Dance Facilities Calendar is available at: <https://vpa.uncg.edu/dance/dance-faculty-and-staff/dance-facilities-scheduling/>

Details of priority order and specific hourly allocations are adjusted based on production circumstances from semester to semester. Ranked priorities for LONG-TERM semester-long or for duration of project space reservations:

1. Regularly scheduled classes, including repertory courses such as, DCE 243, 343 and 443
2. Faculty research time (4-6 hours/wk, up to entire semester)
3. MFA Production rehearsal (4-6 hours/wk, prioritized by performance date, up to entire semester)
4. BFA Thesis DCE 470 rehearsals (3 hours/wk, up to entire semester)
5. Prime Movers/AGSD rehearsals (3 hours/wk max, up to entire semester)
6. DCE 651, 454, 253 rehearsals (3 hours/wk per semester)

NOTE: Though every effort is made to adhere to reservations made early in the semester, the technical director may need to adjust times and/or spaces to address production priorities.

Criteria for SHORT TERM space reservations:

1. Other Dance student or faculty requests according to availability
2. Part-time and Emeritus faculty according to availability

SPACE USAGE RESPONSIBILITIES

All of the dance studio spaces may be signed out for rehearsals by Dance faculty, and undergraduate and graduate students. The Space Request Form, priority order and Space Usage Guidelines are available on-line for rehearsals in Dance studios (unless classes are scheduled) from 8:00 a.m. until 10:00 p.m. No rehearsals are scheduled in the spaces after 10:00 p.m. This is a health and safety issue in accordance with the UNCG Police guidelines.

Once the space is scheduled studio keys may be checked out from the main office. Before securing studio space all users must complete the online Space Usage Guidelines agreement confirming their understanding of the following:

- All studios/rooms in the Rosenthal Wing of the Coleman Building are reserved for School of Dance faculty, staff and students.
- For safety reasons studio users should lock the studio doors while rehearsing and are responsible for locking the studios when finished.
- Dance spaces may not be used for fee-based activities such as teaching or coaching unless an activity is offered through an approved UNCG Dance organization such as AGSD, or Prime Movers.
- Any external group, with the exception of the CVPA and HHS Dean's Office, wishing to use Dance spaces must submit an event planning form at: <https://online.uncg.edu/uncg-online-division-event-management>.
 - UNCG online manages events and the School of Dance has approval of external group usage. The School of Dance receives no compensation for space rentals.

- No street shoes are allowed in Dance studios. Dance shoes may be worn.
- No activities are allowed that will leave marks on the floors (Tap Dance is only allowed in 221A and 221B).
- All props sets and scenic elements (i.e. water, sand, fire, bricks, smoke machines, confetti or glitter) must be approved by the Technical Coordinator.
- No taping of dance floors is allowed without permission of the Technical Coordinator.
- Be respectful of music levels that might interfere with another studio, Dance offices or the Dance Theater.
- No food or drinks are allowed in any of the studios with the exception of capped water bottles.
- Hair and body products that may leave residue on the dance floors are not allowed.
- No spray painting or building may take place in the Dance area without permission of the Technical Director.
- All furniture must be moved to the walls after every use. Pianos and electronic equipment must be restored to their original positions.
- If applicable windows must be securely shut.
- When leaving double check that all studio doors are locked and that you are leaving the space cleaner than when you found it.
- Injuries or accidents must be reported immediately to the Dance Office.
- School curricular productions will take scheduling precedence.
- Studio housekeeping requests should be submitted to Amy Masters in the Dance Office by e-mail. If you are rehearsing off-hours and have a facilities emergency call the UNCG Police non-emergency number at: 336 334-5963

STUDENT GROUPS

Prime Movers-Advisor Janet Lilly

Prime Movers is a student organization providing a voice for dance students within the school 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.

Delta Chi XI – Advisor Amy Masters

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

STUDY ABROAD FOR DANCE MAJORS

The school encourages students to pursue 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 should start planning early, since it may be necessary to take some courses ahead of schedule prepare for the trip or in order to graduate on time. Janet Lilly is the 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 & TECHNOLOGY INTENSIVES

The school hosts one-week Summer Dance Technique and Repertory Intensive each June. 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.

TICKET POLICY

All Dance Majors and Minors performing in School of Dance productions receive a BOGO (buy one, at the student rate, and get one free) card. Cards are available in the main dance office and must be taken to the Dance Box Office for tickets prior to concert.

The Dance 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. Tickets to dance events are also be available through eTix (www.etix.com), but to get the student or BOGO rate you have to visit the Dance Box Office.

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.

VIDEOGRAPHY

All UNCG concert performances are recorded. If funds are available, a professional videographer is hired. Permanent copies of each concert recording are kept in the Dance Archives. Students may request DVD copies of concerts by filling out the DVD request form in Appendix I of this handbook or in the Dance office.

In addition to tapes of our concerts, the Dance Archives also includes materials that have been purchased or donated to the collection. If you would like to find out what tapes the school 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.

USE OF NUDDITY OR ADULT CONTENT (INCLUDING LANGUAGE) IN SCHOOL CHOREOGRAPHY ACTIVITIES

The School of Dance supports faculty and student choreographic content choices including nudity and adult content with prior written notification to and approval from the director. 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 school will not keep copies of the work in the archives.

WITHDRAWALS

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 withdrawals with medical documentation and some extenuating personal problems. 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://studentsfirst.uncg.edu/withdrawal/>

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.

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 School 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 Coordinator.
5. No charges may be placed on a University account, or any expenditures incurred for reimbursement without checking first with the Business Services Coordinator.
6. The Concert 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.

School of Dance Concerts

The School of Dance will sponsor concert each semester to provide a showcase of repertory classes or work not covered by our other events. Choreography from 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.

Senior Concert-BFA Thesis Concert

Each spring the school will produce a concert featuring the work of BFA students from the DCE 470 Creative Synthesis course. These concerts will normally run three shows with the following 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 Technical Director)
 - e. Casts, rehearsals, costumes, music, props, sets, lighting design, and video needs
- 3) The school provides:
 - a. Printing costs for posters
 - b. Photocopying or printing 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.
 - e. Rehearsal space under current studio scheduling policy
 - f. Video crew and staff the Box Office and front of house
- 4) To participate in this concert, 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 school 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 School will provide:

1. Photocopied programs (copy must be delivered to the Publicity and Marketing Coordinator)
2. Press release (coordinated by the Publicity/Marketing Coordinator; must be written by participating students)
3. Standard production crew
4. 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
5. Rehearsal space under current policy
6. 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, box office proceeds go to the school.

APPENDIX II CONCERT BEST PRACTICES

- 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.
- At production meetings, the Concert 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 and director will determine publicity photos and the concert poster.
- The Technical 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 2019, concert ticketing is run through eTix (www.etix.com). The eTix Box Office number should be included on the concert poster.
- 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.)
- 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 Technical Coordinator.
- 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.
- A production follow-up meeting may be 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.

Best Practices For Dance/Music Collaborations

Choreographers working with musicians and/or other collaborators should be aware of key issues that may be raised while working with others from different artistic cultures. It is important to develop a healthy working relationship by ensuring an understanding of everyone's role in the process. We strongly encourage you to consider the following ideas and principles, and work out a contract before entering into a collaboration:

1. Develop a working, respectful, communicative and trusting relationship so that when artistic decisions need to be made (such as cuts, additions, revisions, etc.) All parties can be involved in the conversation.
2. Determine who the presenter is (usually choreographer for a Dance MFA production, composer for a MM Music production).
3. Determine how royalties will be divided when pieces will be performed in public.
4. Discuss the production timeline EARLY
 - a. Determine weekly schedules
 - b. When will final music and choreography be delivered?
5. Will the creative process be synchronous or asynchronous? That is, does choreography set existing music, does music set existing choreography, are these things developed in tandem? Parameters for this relationship must be discussed early and understood by all.
6. Determine how program copy and promotional material will highlight and properly credit original contributions.
7. What do you do when the project isn't working?
 - a. Talk honestly together
 - b. Go to your faculty mentor
 - c. Make sure intellectual property decisions are made (who has rights to what, what are the arrangements for future financial situations?)
8. Be aware that both sides might have need to make changes (such as cuts, additions, or edits) due to developing artistic perspectives.
9. Write down a list of expectations based on these guidelines.
10. Address performance/production culture. Choreographers: explain how dance productions are done, including schedule for the week of production. Composers: explain how music is created, rehearsed, developed. Understand the production needs of both areas: If live musicians are to be used, what are their requirements (warm up, lighting, rehearsal, space, sound system, etc.) What are requirements for dancers (warm up space, lights, floor,

temperature,etc.)

11.Discuss how future royalties from performance might be divided.

Copyrights

Most music used in the school choreography falls under the Fair Use category. Faculty members and TAs who make available to students copies of copyrighted works (including digital and electronic media) are responsible for following all legal requirements. University legal counsel has prepared a "Copyright Basics" page (<http://copyright.uncg.edu/instructors/fairuse.html>) along with a Fair Use Worksheet available

at:

http://copyright.uncg.edu/pdf/Primer_Fair_Use_Worksheet_042209.pdf

For interpretation of the effect of the law on individual cases, faculty may consult the University Counsel.

**APPENDIX III:
SCHOOL OF DANCE PRODUCTION FORMS 1-2**

1: Sample Concert Production schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Crew call 6:45	Crew call 6:15pm	Crew call 6:30pm	Crew call 6:30	Crew Call 6:30pm	Crew call 12:30 Dancer call 12:30
Dancer call 6:45	Dancer call 6:30	Dancer call 6:30	Dancer call 6:30	Dancer call 6:45pm	Warm-up: 12:45-1:15 in 322-
Tech #1 7-8:30	Tech #3 6:45-8:00	Tech run 7- 9:00pm	Dress Rehearsal 7:30-9:30	Warm-up 7-7:30pm 322	2:00pm Curtain Speech -
Tech #2 8:30- 10:00	Tech #4 8-9 Tech#5 9-10			8:00 Curtain Curtain speech	Crew/Dancer Call 7:00 Warm-up in 208 7:15pm On own! 7:00 Dance Partners Reception in 322
Notes: 10:30		9pm Photo call, first half, 15 minutes each, reverse order	9:30pm Photo call second half, 15 minutes each, reverse order		8:00 Curtain Curtain Speech-
Notes:	Notes:	Notes:	Notes:	Notes:	

**UNCG School of Dance
SAMPLE DANCER FORM**

Thank you for attending today's audition! The choreographers are interested in knowing more about your academic year rehearsal and performance availability. Student performers are encouraged to consider their academic and work schedules in accepting performance invitations. Student performers are expected to limit their participation to 2 department productions a semester, and if applicable, not more than two pieces within any production.

Performance opportunities within the School of Dance are part of the curricular experience offered by the Dance Program. Any student wishing to participate in a 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 performance opportunities until the next semester or until work in other classes shows improvement.

1. ARE YOU ENROLLED IN ANY OF THE FOLLOWING COURSES IN FALL 2017?
143, 243, 300, 343, 443, 487, 687, 688, 697

YES _____ NO _____

2. HOW MANY CREDITS ARE YOU ENROLLED IN FOR FALL 2017

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!!

APPENDIX IV:

UNCG SCHOOL OF DANCE DVD CHOREOGRAPHY COPY REQUEST FORM

The form is available online at: <https://docs.google.com/forms/d/1zwAP0-fxZ-8n95jD5hKpuS1jhpFJSnCL9XDshZmYxts/edit?usp=sharing>

7/27/2018

UNCG School of Dance Video Copy Request Form

UNCG School of Dance Video Copy Request Form

Please submit requests for digital copies of UNCG School of Dance choreography and/or performance works. Please include as much information as possible, including the name of the piece and the concert in which it was performed (ie Fall Dances 2018 or Prime Movers 2017). Requests are processed through the Dance Archives, which are only available during the Fall and Spring semesters of each academic year.

* Required

1. Requester's Name *

2. Contact email *

3. Contact Phone Number (including area code) *

4. Concert Name *

5. Concert Date *

Example: December 15, 2012

6. Title of Piece *

7. Choreographer Name *

8. I hereby request approval to receive a digital copy of the above listed piece from the choreographer or the UNCG School of Dance for the following purpose: *

Mark only one oval.

Personal Use Only

Electronic Portfolio

Audition