

School of Dance
Undergraduate Student Handbook
2017-2018



photo of Marielle Abbott
photography by Emma Barker

Table of Contents

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

School of Dance Mission and Goals Statements	3
Academic Honor Policy	3
Accidents, First Aid	3
Accreditation	4
ACDA Information and Checklist	4
Academic Advising/GEC for Dance Majors	5
Attendance Policies: Absences, Lateness, Participation and Injured Student Policy	7
Contact Information—Faculty and Staff	7
Copy Machine Policy	9
Costume Policy	9
Course Evaluations	9
Dance Technique Classes	9
Dance Technique Apparel Guidelines	10
Degree Programs	10
Final Exams	10
Financial Aid	10
Grade Appeals	11
Grade Changes	12
Grievances	12
Guest Artists	12
Health	12
Housekeeping: Studios and Lockers	12
Incomplete Grade Policy	13
Independent Study	13
Injured Student Policy	14
Mid-Semester Technique Review and Technique Placement	14
Office Hours	16
Parking	16
Participation	16
Performance Participation Guidelines	16
Performance Opportunities	17
Production Practicum	17
Safety and Security	18
Scholarships	19
Space/Studio Scheduling	19
Student Groups: Prime Movers and Delta Chi Xi	20
Study Abroad	21
Summer Dance and Dance and Technology Intensives	21
Ticket Policy	21
Videography	22
Use of Nudity or Adult Content	22
Withdrawals	22
Appendices	

I. Guidelines for Dance Concerts	23
II. Concert Best Practices	25
III. Dance Production Forms	
a. Sample Production Schedule	26
b. Dancer/Performer Form	27
IV. DVD Copy Request Form	28

School of Dance Mission and Goals Statements (revised August 2015)

Within the context of UNCG's comprehensive liberal arts curriculum, the Department of Dance offers bachelors and masters degrees that provide specialized skills for a variety of careers in the evolving field of 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. 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 Department 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 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://sa.uncg.edu/dean/academic-integrity/pledg/>). 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, it needs to be reported within 24 hours to the

Building Manager (256-1490) and an accident report must be filed with the Dance Business Services Coordinator, Beverly Stallings.

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

UNCG Dance allocates payments for ACDA membership, registration for faculty, up to 10 department 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

Faculty Advising Assignments

Revised appointments effective January 17, 2017

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

Robin-Undergraduate Coordinator-transfers, advising oversight and clearance for graduation Check numbers and propose pilot

Amy Masters: SOAR

Clarice Young: undergraduate freshman

Ana Paula: undergraduate juniors, TA Mentor, Honors

Duane: undergraduate sophomores

Jill: undergraduate seniors

Mila: Licensure transfers and freshman

Melinda: Licensure sophomores, juniors and seniors

Janet: Dance Minors, Study Abroad

Academic Advising

Students are assigned a dance faculty advisor for the purposes of academic advising and registration. Undergraduate students are required to attend scheduled group advising sessions with their cohort adviser to receive an advising code and advising information prior to registration. At the mandatory group advising session students work with their faculty cohort adviser 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 after they have attended a group advising session. All faculty advisers 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. Group advising sessions are scheduled by year in the program.

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 Undergraduate Studies.

GEC for Dance Majors

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

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

- ❖ Philosophical/Religious/Ethical Perspectives (GPR) - MUS 343 counts
- ❖ Literature (GLT)
- ❖ Fine Arts (GFA) - can't be a Dance course
- ❖ Historical Perspectives (GHP)
- ❖ Social Behavioral Sciences (GSB) – 2 courses
- ❖ Science (GNS) - 2 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 (GMT) - 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 (GRD) - 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 intensive course such as CST 105 or ENG 102 is a good choice for the second one.

Speaking (SI) and Written (WI) "Marker" courses listed below. These SI/WI marker courses that choose may also fill other GEC requirements.

- ❖ Writing Intensive: Two Writing Intensive (WI) courses are required. Dance students complete the WI requirement by enrolling in DCE 205 and 305.
- ❖ Speaking Intensive: Two Speaking Intensive (SI) courses are required. Dance students complete the SI requirement by enrolling in DCE 455 and DCE 505.

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

Attendance Policy

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, 334-5440, oars.uncg.edu.

**Failure to attend a scheduled Technique Review session, 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 a Visiting Student, no record is kept of their attendance. They may participate in the class, but nothing appears on a transcript.

If a student is registered as an auditor, the course appears on the student's transcript. Instructors should request a Withdrawal for any auditor 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 department guests are also welcome to attend class with instructor approval.

Contact Information

Please note that in the Fall 2017 term all faculty are all relocated to the 3rd floor of the McIver Building. The office numbers listed below are Coleman Building addresses.

Faculty

Duane Cyrus: Associate Professor; Technique Committee Chair;
Undergraduate Adviser
Office: 222, Phone: 334-5570, e-mail: dacyrus@uncg.edu

Robin Gee: Associate Professor and Director of Undergraduate Studies
Office: 220L, Phone: 334-5570, e-mail: rmgee@uncg.edu

Jill Green: Professor
Office: 317, Phone: 334-5570 e-mail: jjgreen@uncg.edu

Ana Paula Hofling: Assistant Professor of Dance Studies; Teaching Assistant
Mentor; Honors Adviser
Office: 220A Phone: 334-5570, e-mail: aphoflin@uncg.edu

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

Clarice Young: Assistant Professor; Undergraduate Advisor
Office: 220K, Phone: 334-5570, e-mail:

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

B.J. Sullivan: Associate Professor and Director of Graduate Studies
Office: 220J, Phone: 334-4643, e-mail: ejnulli2@uncg.edu

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

2017- 2018 Part-Time Faculty: Office: 220F, Phone: 334-4064

VIRGINIA FREEMAN DUPONT—vrfreeman@uncg.edu

MICHAEL JOB-- mr.michael.job@gmail.com

CHRISTINE STEVENS-- cbowenstevens@gmail.com

JUSTY TORNOW-- jctornow@uncg.edu

YAQSHAAN MALIK-- jazzdancer01@gmail.com (Jazz)

Lauren Joyner Trollinger— mailto:danceprojecttheschool@gmail.com
(Dance for Musical Theatre)

NEKESHIA WALL- nrwall08@gmail.com

Graduate Teaching Assistants/Graduate Assistants:

Office: 220G, Phone: 334-4064

Isabelle Collazzo

Emily Crofford

Brianna Forbes

Mary Evelyn Hunt

Makayla Feerick

Nina Moshman

Alexis Thomas

Gabrielle Tull

Arylnn Zachary

Staff:

Chris Fleming: Technical Coordinator/Director

Office: Lighting Booth

Amy Masters: Office Manager, Enrollment, Marketing and Recruitment

Office: Main Dance Office, Coleman 323, Phone: 334-5570, e-mail: ahmaster@uncg.edu

Beverly Stallings: Business Services Coordinator
Office: 321A, Phone: 334-5955, e-mail b_stall2@uncg.edu

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. To check out costumes from 220D students make an appointment with the student 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 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 (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 and 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, Lapas for African.

If we have guests you don't know what they are going to teach so shorts without knee pads is not recommended. Do not wear hats in classes. What's more when we have guests or a photo shoot (sometimes these two go hand and hand) wear one of your nicer dance outfits. 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. Also, do not bring umbrellas into 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. In class avoid lots of fixing of your clothes and hair. 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. Coffee and tea should be kept outside because when it spills its really, really messy.

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 advisers 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 is understood to have 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.

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.

Guest Artists and Scholars

The school brings guest artists and scholars to campus as the budget and curriculum allow.

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. **Your 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, 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 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

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 locker outside of 221B.

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

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.

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. 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

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.

1. Dance 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).

2. 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.

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.

3. 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.

4. 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:

- a). MSTR takes place 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. Minors and non-majors attend the placement class on the first day of each term.
- c). The MSTR process incorporates comments from the student’s current instructor and Technique Committee.
- d). Students are notified of eligibility after consideration of instructor comments (in-class performance) and the MSTR recommendation.

5. PLACEMENT CLASS FOR NON-MAJORS 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.

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.

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 School of Dance requires an 80% class participation 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.

Performance Participation Guidelines for Dance Majors

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.

Students who are late, and 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.

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.

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 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.

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 Blackboard/Canvas. 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 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 of the 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 department scholarship may impact financial aid awards.

Studio Space-Scheduling

The use of School of Dance studios is reserved for Dance faculty and Dance majors. The Dance Office Manager, Amy Masters, handles all space requests. Students must follow the space usage guidelines. During off hours, keys may be checked out from the Dance Office, but must be returned as soon as possible.

Majors are reminded that a Dance major must be present at all times when using studio spaces and that they are responsible for maintaining the studio (no food, only bottled water, closing windows and cabinets etc.). Our rule of thumb is to leave the studio cleaner that it was when we arrive. 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:

Student Groups - Prime Movers, Delta Chi XI, Redemption Arts

1. 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.

All new members are welcome. Watch for announcements of meetings 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.

3. Redemption Arts Redemption Arts Project is a community of artists working together in their gifts and crafts to share the Gospel through creative works of faith. Current president: TBD

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 broad should start planning early, since it may be necessary to take some courses ahead of schedule 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 receive a BOGO (buy one, at the student rate, and get one free) card per term for as performers in a School of Dance production. 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 Triad Stage, 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 (Room 220E). 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 Nudity 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

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. 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 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.

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. 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 Chris Fleming)
 - 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, 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 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 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.
- d. Rehearsal space under current policy
- e. 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

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 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, Amy Masters, 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 2014, concert ticketing is run through Triad Stage. 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 Technical Coordinator.

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 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.

**Appendix III:
School of Dance Production Forms 1-2**

1: Sample Concert Production schedule-

Mon.	Tues.	Wed.	TR	Fri	Sat.
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-J	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

Available from and submitted to the Dance office

Requester's name:

School 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 School 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