



University of Michigan School of Music, Theatre & Dance

*Department of Dance
Undergraduate Student Handbook
Class of 2019*

AY 2015-2016

Department of Dance Faculty and Staff 2014-2015

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Department of Dance Mission Statement

The University of Michigan's Department of Dance is committed to excellence, innovation, learning in action, and entrepreneurship. Our mission is to bridge dance practice and scholarship, and to foster interdisciplinary inquiry. As an internationally renowned faculty, we bring a challenging range of perspectives to our teaching and research, and we continually re-examine our curriculum in order to prepare both young and mature dancers for careers in an ever-evolving field.

Dance Student Assembly Mission Statement

The Dance Student Assembly (DSA) is the official student government in the Department of Dance at the University of Michigan. In addition to its officers (President, Vice President, Treasurer), each year group in the BFA and MFA program has at least one representative. The DSA is committed to building an environment that represents undergraduate and graduate student interests, concerns, and issues that relate to policies within the Department of Dance. Members report to and collaborate with the Chair of the Department on a regular basis, allowing the DSA to act as a liaison between students and the faculty. This relationship assists in shaping policy that responds to and reflects student needs. Moreover, the DSA organizes student activities, keeps students informed of Department events, provides an open forum for students to voice opinions, and strives to incorporate other departments in the School of Music, Theatre & Dance. The DSA encourages active participation in the Department of Dance, student and faculty projects, and provides a nourishing, learning environment for all.

Department of Dance Code of Ethics

The Department of Dance strives to sustain a lively community of artists/scholars who value self-expression, independent thinking, and a diversity of creative responses to their academic and professional endeavors. This dynamic environment brings with it the responsibilities for mutual respect and a code of ethics. Policies for attendance, dress code, grading, evaluation and student/faculty interaction are outlined herein. Dance Student Assembly (DSA) acts as a liaison with faculty and the Chair to address issues and grievances, and as an important means of communication back to the student body.

The Department asks of its faculty and students that they participate actively in building and maintaining a community with equal opportunity and responsibility for all, celebrating difference and the particular demands of the artistic pursuit on uniquely individual human beings.

See SMTD Handbook for complete Code of Ethics.

The Department is accredited by the National Association of Schools of Dance (NASD): nasd.arts-accredit.org.

The Department follows the University's Academic Conduct policies as articulated in the SMTD Student Handbook. Please pay particular attention to the section on plagiarism.

Dress Code for Studio Courses

All students are expected to follow the directions of their individual instructor regarding appropriate and acceptable wear in class. In general, it is expected that students dress for technique classes so that the instructor is able to clearly see—without obstruction—the body at work: its articulations, alignment, points of movement initiation, and paths of completion.

Attendance Policy

Students are expected to attend all scheduled class sessions within each course. It is also expected that students will take as much advantage as possible of master classes, guest lectures and residencies, and other special events that may occur both within courses and outside the auspices of a particular course. Since courses in the Department have a variety of structures, instructors in the first week of class will indicate in writing the specific attendance/participation requirements for each course. When the instructor considers the number of late arrivals, early departures, and/or absences excessive, and when a student's absence from a course endangers his/her satisfactory academic progress and/or the work of other students, the instructor may submit a written report at mid-term to the student's advisor, the Department's Director of Undergraduate Studies, and the office of the Associate Dean of Undergraduate Studies. In no case can a student expect to earn a passing grade without consistent attendance and class participation.

Excused absences include absences on the part of pre-approved University or Departmental functions, and absences for religious holidays (see below for more details). Students are required to notify faculty in advance of these excused absences. Email the professor promptly, in as much advance of an absence as possible. If a student must be absent, it is his/her responsibility to be prepared to execute or discuss any material missed.

Absences Due to Injury or Illness

In the case of injury or illness, the student must have a physician's written excuse to sit out of a class, and if possible the student is expected to attend the class and take notes. If infectious, stay at home and do not spread germs and illness. Injured students will be permitted to sit out of a technique class or studio class for a period of up to two weeks, after which they may be advised to drop the class. Injuries incurred in class should be reported to the teacher immediately, followed by treatment at the University's Health Center at Arts Med, or from the student's personal physician.

Religious Holidays

It is the policy of the University of Michigan to make every reasonable effort to allow members of the University community to observe their religious holidays without academic penalty. Absence from classes or examination for religious reasons does not relieve a student from responsibility for any course work required during the period of absence. If a student expects to miss classes, examinations, or other assignments as a consequence of religious observance, s/he will be provided a reasonable alternative opportunity to complete such academic responsibilities. It is the student's obligation to provide faculty with reasonable notice of the dates on which s/he will be absent. If a student is absent on days of examinations or class assignments, s/he shall be offered an opportunity to make up the work without penalty, unless it can be demonstrated that a makeup opportunity would constitute a disadvantage to other students or an unreasonable burden on the faculty. Should disagreement arise over what constitutes an unreasonable burden or any aspect of this policy, parties involved should contact the Department Chair, the Dean of the School, or the University Ombudsman.

University-related Absence

When absent from class on behalf of the University of Michigan, it is the expectation that the student will make alternative arrangements for fulfilling class assignments. The alternative arrangement should not unduly inconvenience either faculty members or other students. It is the student's obligation, if s/he expects to miss classes, examinations, or other assignments as a consequence of representing the University, to provide his/her individual advisor with reasonable notice for dates of anticipated absences and to work with course instructors to obtain assignments so as to prepare the necessary academic material. Additionally, it is the student's responsibility to know, be prepared to execute or discuss any material missed.

Expectations

In addition to policies stated elsewhere in this handbook, BFA Dance majors are expected to:

- Read course syllabi, know what is expected in each course; plan calendars/schedules accordingly.
- Work closely with the individual advisor on program requirements, pathways and career plans.
- Regularly check and use the UMICH email for all Department communications and practice good email etiquette.
- Regularly check the Department's Google calendar to keep up to date with Department events.
- Be an example to the non-major students.
- Attend all Department Forums.
- Attend Friends of Dance events (Scholarship recipients **must** always attend).
- Assist as needed during BFA and MFA auditions.
- Attend all BFA and MFA works-in-progress (WIPs).
- In the event that a student cannot attend an event, email the Dance faculty explaining the absence.
- Document progress through the program in coordination with the individual advisor using the Advisor/Advisee Checklist (*See Appendices for sample form*).

Individual Advisor

Each Freshman class is appointed an individual advisor from among the full-time Dance faculty. That faculty member will be the advisor until graduation. The individual advisor schedules periodic meetings with the entire class to address common issues regarding curriculum, credits, registration, and other matters concerning the successful fulfillment of the degree. Students are encouraged to make individual appointments to discuss issues unique to the student and review progress towards degree completion.

For matters related to Dance undergraduate program requirements, please contact the Undergraduate Director, Christian Matjias-Mecca, or the SMTD Advising and School Registrar's office.

Prevention and Injury Policy

Prevention

Students should take responsibility for their physical and mental health to help avoid injury. There are proactive steps that a student can take to help keep themselves healthy. This takes dedication and thoughtfulness on the students' part.

- Arrive ahead of time to warm up before class begins. This will improve the students ability to remain injury free and allow him/her to perform at their peak ability.
- Take time to cool down after activity.
- Drink plenty of water, eat a balanced diet, and get plenty of sleep.
- Plan time to rest. In addition to seven hours of sleep per night, the body needs one day of rest from physical activity per week. A fatigued muscle is more prone to injury. Moreover, lack of sleep has been linked to multiple problems including reduced immune system capacity and weight gain.
- Stress is a major contributor to injuries, so find ways of minimizing.
- Cross-training is encouraged as two-thirds of dancer injuries occur from overuse and repetitive motions. Cross-training allows the muscles to be worked in a different manner from how they are used in daily dancing and lessens the chances of injury.

Be sensible. It is better to be "safe than sorry". If the student is concerned about pain that he/she is experiencing, do not be a hero and continue to work through it. We recommend the student get checked out so that it is known what the student is dealing with.

Injuries

Should an injury occur, take the following steps:

1. If the student is experiencing acute pain, swelling, spasms, or a broken bone stop dancing immediately.
2. Inform the instructor and Department Admin immediately and assess the gravity of the situation.
3. If the injury occurred on the University's Campus the student must fill out an accident report with the Department Administrator.
4. If the student sees a doctor and/or a physical therapist, make sure to get a written diagnosis so course instructors can work with the student on his/her prescribed rehabilitation plan.
5. Remember, we are teachers not doctors or physical therapists so the student needs to seek professional help and keep the instructors informed of the diagnosis and/or the therapist's plan of action.
6. Keep an injury journal to track progress. Track pain and activity levels.
7. Fill out an observation form if the student needs to sit out of class.
8. If the student needs to sit out, ask the instructor how s/he would like the injured student to use class time effectively. Possible options are: taking detailed notes on observation of the class section; performing the upper body movements sitting in a chair (or lower body movements without upper body depending on the site of the injury); doing exercises recommended by the physical therapist; assisting the teacher; researching the injury and writing a paper; attending physical therapy (only in extreme cases during class time); or other activities per the instructor.

9. MedSport at Domino Farms provides physical therapy for dancers. Please contact MedSport to request additional times or information regarding this clinic. See Appendix F for MedSport contact information.

More Information

Most minor pains from overuse may disappear within a couple of days of lower impact activity and by resting on the weekend. The body needs inflammation to heal; however, minimal icing (five minutes) and a mild dose of an anti-inflammatory can ease pain. But be careful of masking the pain and causing further injury. Current research shows that inflammation is a necessary part of the healing process. Icing and anti-inflammatory drugs may impede the healing process as this prevents blood flow to the injured area, and may delay recovery (*Journal of Inflammation, 2008*).

Acute Muscle and Tendon Tears (have these diagnosed by a doctor)

The first 72 hours are the most critical. If the student keeps dancing during that time, it may lead to a serious injury that could become chronic. Pain is the body's way of telling that something is wrong. Rest for the first 72 hours. Do not stop moving altogether, but integrate gentle movement that does not cause pain. Do not over-stretch the affected area. As time goes on, the student may experience the absence of pain or inflammation. This is not a sign that the student is completely healed. Continue a **gradual** progression of increased movement, and keep in touch with the doctor and/or physical therapist.

Grading Policy

For all studio dance classes, both effort and progress are evaluated in a comprehensive assessment. The students grade is determined by a variety of factors, as articulated below. Individual instructors' syllabi reinforce and further detail the particular requirements and evaluation guidelines within each course.

The following criteria are considered in determining the students grades in studio dance courses: In addition to the information provided in this handbook, refer to the course syllabi for requirements, grading policy and/or expectations specific to the course the student is taking.

- Attendance and participation
- Work ethic
- Observance of class etiquette (stated below)
- Fulfillment of assignments as required
- Progress/improvement in particular areas

Please refer to the School of Music, Theatre and Dance Handbook.

Course Schedule & Registration

For information including forms refer to the Student Resources section of the SMTD website @ music.umich.edu/current_students/student_resources/StudentResources.htm.

Registration Process

- **Advisor.** All students must see their individual advisor before registering for courses. S/he will help the student plan a class schedule based on degree requirements and personal goals. **It is the student's responsibility to initiate transfer of credits, to follow up on changes in the program, and to keep his/her advising record up-to-date by filling out the appropriate "Advisor/Advisee" form, thereby monitoring fulfillment of curriculum requirements.** Advisor/Advisee forms are available on the Department of Dance website and are included in your handbook (Appendix A). This is a critical tool to help the student and the individual advisor navigate course choices and enables the student to track his/her progress through the program as well as form part of the student's record.
- **Schedule of Classes.** The schedule of classes is **online** and can be viewed through Wolverine Access. Additionally, it can be found @ umich.edu/~regoff/schedule. The schedule is divided by term, then by School, then by Department.
- **Overrides.** An override is needed to elect all Dance major courses.
- **Registration.** Once the overrides have been entered, the student will receive an email indicating the ability to register via Wolverine Access @ wolverineaccess.umich.edu.



If the student is registered for a course s/he does not intend to take the student should drop it. The student is not automatically dropped from a class roster for non-attendance. **Students may make changes to their class schedules freely through the end of the third week of classes. (See SMTD 2015-2016 Student Handbook)**

Degree Audits

All students should see the School of Music, Theatre & Dance Registrar for a degree audit towards the end of their Sophomore and Junior years.

Seniors must apply for graduation within the first two weeks of the semester in which they intend to graduate. Graduate applications are available online through Wolverine Access.

Drop/Add

Drop/Add deadlines for the College of Literature, Science, and Arts (LSA) differ from those of the School of Music, Theatre & Dance. **NOTE to joint degree students: If the student has chosen Dance as the Home Department, the student must adhere to the SMTD drop/add deadlines for ALL courses in both SMTD and non-SMTD courses.**

Late Drop/Add

If the student needs to drop or add a class after the third week of the term (first week for half-term) the student needs to provide a (1) written statement explaining the situation and (2) a completed and signed SMTD Late Drop/Add form, all of which gets submitted to the Associate Dean for Academic Affairs for review and approval. Late Drop/Add forms are available online @ music.umich.edu.

Joint Degrees

Students may apply for a joint degree in another unit of the University at any point in his/her studies. However, it is recommended that students apply for joint status prior to Junior year. Students who are enrolled in a joint degree program will have an academic advisor in both the Department of Dance as well as the unit in which the joint degree is housed (i.e., LSA). Please refer to the School of Music, Theatre & Dance Student Handbook for more information.

Transfer Credit

All non-UM schools or programs attended must send the SMTD registrar an **official transcript**. It is **the students** responsibility to contact the SMTD registrar for information about which credits are transferable.

Variations in Credit/Course Planning

- The published requirements for graduation are minimum requirements for the completion of the BFA program. Additional credit may be taken in any area of interest and counted as elective credit.
- Dance courses must be taken for credit and may not be attended as an audited class.

Letters of Recommendation

If requesting a letter of recommendation from a faculty member, the student must provide the following information:

- Plan ahead. **Allow a month's notice if possible, at a minimum.** Send a polite reminder to the faculty member two weeks before the letter is due. Follow up to see if the letter has been sent and thank them for their time and willingness. If called for an interview, offered the position and/or accept/ reject, let the faculty member know. Faculty put a lot of time and energy into helping the student succeed.
- Complete address and contact information, including the name of the person to whom the letter will be addressed. If there is no name, specify that the letter can be addressed 'To Whom It May Concern'
- Date the recommendation is due and whether it must be **received** or **postmarked** by that date, and whether it is a physical copy or an online submission
- Copy or website link of the job description, summer program, internship, etc.
- Website links to the organization, school and/or person to whom applying. If one can not have access to these, provide some context and background for the nature of the job, position or internship
- Reasons why applying and, if the student has a letter of interest or cover letter, please share with the faculty member. It is helpful in crafting a customized letter for the student. The more details faculty have the better. If there is a compelling reason this is the ideal course or position, articulate this clearly to the faculty member
- Current resume and, where appropriate, copies of a teaching and/or research statement
- Stamped and addressed envelope for the faculty member to use or details of electronic submission requirements. If asking for multiple letters, provide adequate stamped and addressed envelopes

The Career Center @ careercenter.umich.edu can provide additional support in developing the students portfolio.

Bachelor of Fine Arts Requirements

Minimum Credit Hours Required for Graduation	120
Dance Requirements	Hours
Dance Technique ⁽¹⁾	35
Dance History and Ideas ⁽⁵⁾	9
Dance Composition	8
Dance Repertory ⁽²⁾	4
Senior Concert	4
Anatomy and Kinesiology for Dancers (or equivalent)	3
Teaching Methods	3
Body Knowledge	2
Dance and Related Arts	2
Dance Production	2
Freshman Touring Company	2
Music for Dance 1 or 2 ⁽³⁾	2
Senior Seminar	2
Sophomore Seminar	2
Electives	Variable
SMTD Requirements	Hours
Theatre 251 (Production Practicum 1)	1
Additional coursework from offerings in the Music and Theatre Departments ⁽⁴⁾	Minimum 6 hours
Non-SMTD Requirements	30 Credit Hours Minimum
English 124, 125 (College Writing), or equivalent	4
English 225 (Academic Argumentation) or Upper Level Writing course approved by Sweetland Writing Center	3 - 4
History of Art	1 Term
Electives	Variable – Based on number of credits required to meet the 30 credit hour minimum

(1) Dance Technique encompasses Modern Dance, Improvisation, World Dance, Ballet, and all Dance Laboratory courses offered in Fall, Winter, or Spring terms. In order to graduate, students must attain a minimum level of 4th year study in at least one method or technique. Students must complete a minimum of 2 credits in each of the following: Modern Dance, Ballet, Improvisation, World Dance, and Somatic Practices. Students may elect a maximum of three dance technique credits from dance courses offered in the Department of Musical Theatre.

(2) Dance Repertory encompasses University Dance Company (in Fall or Winter terms) AADW Repertory, PTSI/ UMICH Repertory, and other faculty or guest artist performance projects with approval of departmental advisor.

(3) Students with prior musical experience level may take Music for Dance 2 instead of Music for Dance 1 based on instructor approval.

(4) Students must choose a minimum of one course each from both Music and Theatre, and can choose their remaining credits from either Music or Theatre departments. MUSPERF 412 (Yoga for Performers) and Dance classes offered in Musical Theatre are NOT eligible for this requirement.

(5) Students must choose one course each at the 200 and 300 levels, and may choose a third course from either the 300 or 400 levels. Courses offered outside the Dance Department (e.g. - The Art of Dance) may be elected with advisor approval. For any course taken in another department, a Course Substitution form must be submitted in the same term in which the course is elected.

Daily Technique Requirement

The National Association of Schools of Dance (NASD) and UM Department of Dance require that all Dance majors **take a minimum of one technique class per day.**

Technique Placement

Placement of students in technique classes is decided at the sole discretion of the faculty typically at the beginning of each semester.

Department of Dance Undergraduate Course Listing

Course	Hrs	Course	Hrs
101 – Modern Dance I	1	313 – Ballet III	1
102 – Modern Dance I	1	314 – Ballet III	1
103 – Modern Dance I	1	321 – Junior Repertory	1
104 – Modern Dance I	1	322 – Junior Repertory	1
111 – Ballet I	1	327 – Junior Dance Lab	1
112 – Ballet I	1	328 – Junior Dance Lab	1
113 – Ballet I	1	332 – Movement Improvisation	2
114 – Ballet I	1	335 – Dance & Related Arts	2
121 – Freshman Repertory	1	342 – Topics in World Dance <i>meet-together w/ RCHUMS</i>	3
122 – Freshman Repertory	1	348 – Africanist Traditions	3
126 – Freshman Touring Company	2	352 – Body Knowledge	2
127 – Freshman Dance Lab	1	372 – Dance Production	2
128 – Freshman Dance Lab	1	390 – CPP&D Lab	1
131 – Dance Composition 1	2	391 – Advanced Thesis Project Lab	1
132 – Dance Composition 2	2	401 – Modern Dance IV	1
141 – Music for Dance 1	2	402 – Modern Dance IV	1
201 – Modern Dance II	1	403 – Modern Dance IV	1
202 – Modern Dance II	1	404 – Modern Dance IV	1
203 – Modern Dance II	1	405 – Ann Arbor Dance Works: Technique	1
204 – Modern Dance II	1	406 – Paul Taylor Summer Intensive: Technique	1
211 – Ballet II	1	411 – Ballet IV	1
212 – Ballet II	1	412 – Ballet IV	1
213 – Ballet II	1	413 – Ballet IV	1
214 – Ballet II	1	414 – Ballet IV	1
221 – Sophomore Repertory	1	421 – Senior Repertory	1
222 – Sophomore Repertory	1	422 – Senior Repertory	1
227 – Sophomore Dance Lab	1	423 – Ann Arbor Dance Works: Repertory	1
228 – Sophomore Dance Lab	1	424 – Paul Taylor Summer Intensive: Repertory	1
231 – Dance Composition 3	2	427 – Senior Dance Lab	1
232 – Dance Composition 4	2	428 – Senior Dance Lab	1
242 – Music for Dance 2	2	431 – Dramaturgy Physical Performance	3
251 – Anat & Kinesiology for Dancers	3	442 – Screendance <i>cross-listed w/ SAC</i>	3
261 – Congolese Dance 1	1	445 – Dancing Women/Dancing Queer	3
262 – Congolese Dance 1	1	446 – Accompanying Movement	3
265 – Intro to Afro-Caribbean Dance	1	481 – Teaching Methods	3
291 – Sophomore Seminar	2	482 – Teaching Methods	3
301 – Modern Dance III	1	491 – Senior Seminar	2
302 – Modern Dance III	1	493 – Senior Dance Concert	4
303 – Modern Dance III	1	494 – Senior Dance Concert	4
304 – Modern Dance III	1	496 – Special Topics	1-3
311 – Ballet III	1	497 – Directed Independent Study	1-3
312 – Ballet III	1	498 – Field Experience	1-3

Refer to the Dance Curriculum Notes section in this handbook for detailed descriptions of Directed Independent Study and Field Experience in Dance.

Dance Curriculum Notes

Credit for Paid Activities

Students cannot receive credit for paid activities.

Ann Arbor Dance Works

Formed in 1985, **Ann Arbor Dance Works** is the resident professional dance company of the University of Michigan Department of Dance. The company shares a wide-ranging repertory with audiences in an annual spring season and in community performances. In addition to producing works by resident faculty choreographers, the company hosts guest artists from the US and abroad. Designers, poets, videographers, visual artists, musicians and composers collaborate with company members, contributing to the creation of innovative and multi-layered works of resonance, depth, and beauty. Performers include faculty, guest artists, alumni, and current Dance students. Since its inception, Ann Arbor Dance Works has produced choreography to critical and popular acclaim in New York City, throughout the Midwest, and internationally. The company has also presented several large-scale site-specific dances with a variety of Ann Arbor community partners. Ann Arbor Dance Works holds Spring Term courses in technique and repertory. Students may participate in repertory works only by invitation/audition, and must sign a contract. For further information: annarbordanceworks.com.

Paul Taylor Summer Intensive

Students receive technique and repertory credit for the annual UM/Paul Taylor Summer intensive. The Paul Taylor Dance Company determines the Artistic Director(s) and repertory. **NOTE:** Applications for the UM intensive must be made directly via the PTDC website.

Directed Independent Study

Independent Study courses enable students to engage in in-depth study in areas of interest not provided by the degree curriculums. **Students may not use an Independent Study as a substitute for a required course in the B.F.A. program.**

Independent Study forms, available at the Department of Dance, must be completed and accompanied by a one-page typed rationale detailing the proposed activity and justifying the credit hours requested (**42 hours of work equals one credit when computing the number of credit hours elected**). After the individual advisor has reviewed and signed-off the proposal, it must be presented to the Chair for approval. The completed and approved Independent Study form serves as an override request and must be submitted to the Department Administrator. (*See Appendices for Independent Study form*)

Field Experience

Field Experience courses enable students to obtain credit for teaching, performing, choreographing, producing, directing, consulting or researching outside the university setting. Field experience courses provide opportunities for dance majors to expand upon and utilize their movement experience. A student can elect a maximum of four credit hours of Field Experience during their undergraduate study. (*See Appendices for Field Experience form*)

The dancer goes into the community to share dance as a tool for educational, therapeutic, artistic, or entertainment purposes. Students may work with groups in the community who request a particular dance activity. This can be in the form of a lecture-demonstration or a request for a

teacher at a day care center, elementary or secondary school for a unit or a semester. This coursework should be coordinated through your Year Advisor.

Students must submit a completed Field Experience form and follow the instructions carefully.

Freshman Touring Company (FTC)

Freshmen and new transfer students in the program produce a lecture-demonstration and performance that tours area schools in April. (*Refer to the SMTD absence policy stated regarding off-campus and absence travel.*)

FTC is a course for first year and transfer students to experience a repertory dance company. Each April, company members perform new and existing works by guest and faculty choreographers at venues throughout the region.

Friday Labs

There are a variety of lab classes offered on Fridays—for example Ballet, Modern Dance, Yoga and Improvisation—that are strongly advised for all Dance majors. However, the choice of lab is up to the student. **All Friday labs count towards the student's technique requirements.**

SMTD Requirements

Dance majors must take a minimum of seven credit hours in Music and Theatre. Students must, at some point in the degree program, take Production Practicum 1 (Thremus 251). In addition, students must choose a minimum of one course each from both Music and Theatre departments, and can choose the remaining credits from either dept. MUSPERF 412 (Yoga for Performers) and Dance classes offered through Musical Theatre do NOT fulfill this requirement.

Please note certain courses require an audition and/or instructor permission. Consult with the individual advisor as to an appropriate course level.

See the individual advisor and/or the School of Music, Theatre & Dance Registrar for any questions about courses needed to fulfill BFA music requirements. A complete listing of Music courses is in the SMTD Student Handbook.

Final Exams/Assessments

Although sophomore review and BFA senior send off are required, all year groups may be assessed during the regularly scheduled University examination period. The Department Administrator and/or the individual advisor will send out details related to the assessment at least three weeks prior to the examination period.



It is required that all students meet with the individual advisor at least once per semester.

Sophomore Review

The Sophomore Review takes place at the end of the Sophomore year during the University examination period. It consists of performing a two-minute solo followed by a brief interview with the faculty. The purpose of the review is to provide the student with an opportunity to receive constructive feedback about accomplishments at the midway point of the degree work and clear the way for maximum advancement in the remaining two years. The solo should be a work that showcases the student artistry, virtuosity, and could possibly serve as an audition solo in the future. It must be the students own choreography.

Do NOT make travel plans that conflict with the assessment times!

Production Policies & Performances

Production Crew Work for Department of Dance Concerts

Production crew work is compulsory for all students and is vital to the success of our concerts. Undergraduates must complete two in-house crews, one of which must be for a show in which the student is not performing. Such work will amount to no more than 32 hours per term. The Production Manager posts the assignments each term. Crew work must be completed before the students Senior Concert.

Rehearsal Space

If reserving rehearsal space for a choreographic project or for teaching preparation, students must submit a request in writing to the Production Manager, providing date, time and location. Reservation forms are available on the Production Schedule bulletin board and due by noon each Friday for the following week (Mon thru Sun). Students should post a rehearsal cancellation immediately.

NOTE: Rehearsal space is at a premium in our Department. If none of our studios are available for rehearsal students might try going next door to the CCRB where students can reserve a squash court with their student ID.

Outside Performances

Performances are encouraged beyond Department-sponsored events as long as the student's schedule permits. In keeping with other departments in the School of Music, Theatre & Dance, if involved in projects outside the Department the student must:

1. Notify his/her individual advisor in writing of the engagement within the first two weeks of the semester so that any conflicting issues with the Department (e.g., resources, scheduling) may be addressed.
2. Make every effort not to miss regularly scheduled classes and rehearsals. When organizing or producing an outside event, it is the student's responsibility as the choreographer to be respectful of dancers' schedules and prior commitments. Please adapt schedules accordingly.
3. Follow Department guidelines as stated earlier in this handbook and the SMTD Student Handbook regarding the procedures for getting approval for absences incurred for outside performance.

Repertory Credit

Repertory credit is earned for participation in the University Dance Company's—by audition only—annual Power Center concert, Ann Arbor Dance Works and the Paul Taylor Summer Intensive. **Please note Power Center Dancer contract (Appendix E).**

Publicity Materials

All Department of Dance publicity materials must be approved by the Production Manager and submitted to the Dance Office before being posted or printed. If the student produces work beyond the Department, the student is expected to provide hardcopy and electronic copies of each item—plus links to any relevant websites—to the administrator to be posted at the Dance facilities and for the Department archive. *(See Poster and Program design details in the Senior Concert section of this handbook.*

Senior Concert

The Senior Concert is held in the Betty Pease Studio Theatre and is undertaken in the students final year. As the capstone of the four-year BFA Dance degree this concert should clearly demonstrate competencies in choreography, performance and production. Students are expected to choreograph a group work (7-10 minutes in length) and a solo dance (3-5 minutes in length) that he/she will perform. **Please note that time limitations are strictly enforced; no exceptions allowed.** The BFA Concert grade will be a combination of the following:

- one-third for performance
- one-third for choreography
- one-third for production participation (including prior crew work)

The entire faculty will grade the student. Please read the Senior Concert Evaluation Guidelines carefully in this handbook. These guidelines also serve as a means to focus the students inquiry and studies from day one in the program and inform the student of the necessary competencies as he/she progresses through the curriculum. It is suggested that the student refer to these pages often to cross-reference and measure growing awareness and understanding in choreography, performance and production in the field of contemporary dance.

In order to make the Senior Concert production a creatively rich experience, the faculty have developed the following procedures:

- Submit a **Senior Concert Request form** to Mary Cole (**Production Director - PD**) and **choose a Faculty Mentor (FM)** who will provide feedback on the written proposal and choreography at the end of your Junior year.
- Prepare a detailed written proposal (vision statement) outlining the content of the dance to be created and submit it at the beginning of the concert semester to the FM and Production Director.
- Be prepared to collaborate with colleagues to produce the concert. This includes such activities as preparing the concert program, press release, mailings, media previews, technical space schedule, photography, video, etc.
- Students may not perform in their individual group work unless otherwise approved by FM & PD.
- Perform the solo as an independent work with a separate theme from the group work unless otherwise approved by FM & PD.
- **Follow and adhere to the length requirements of dance works.**
- The Department will contribute up to \$200 per concert for publicity, programs and tickets. See the Department Administrator for information.
- Submit a copy of the final post-production self-evaluation to the Production Director and FM, due within 10 days of the final performance. Address each of the following grading criteria:
 - choreography
 - performance
 - production
 - members of the cast

Use the Senior Concert Evaluation Guidelines found in this handbook to structure the evaluation. Remember to also compare and contrast the original vision statement with the final product and include an assessment of how well the student met his/her goals.

Work-in-Progress

The Department Calendar of Events will list dates for "works-in-progress" (WIP) showings, typically held two and a half weeks before technical rehearsals. Technical rehearsals begin the Sunday before the performance weekend. The WIP showings will be held in the Betty Pease Studio Theater with students and faculty members as the audience. Students are required to obtain feedback from Dance faculty within a few days after the WIP. Choreographers must have all dancers in their cast present for the WIP.

Checklist

Please read this checklist carefully. **Students must complete all of these specified steps in the timeframe indicated in order to participate in the Senior Concert.**

First Month

- ✓ Provide rehearsal schedule to Production Director (PD) and Faculty Mentor (FM)
- ✓ Provide vision statement to PD and FM
- ✓ Be prepared for the individual FM to attend one rehearsal or intensive meeting to discuss work
- ✓ Give first draft of press release information to PD and assign a group member to be in charge of PR

Second Month

- ✓ Write and distribute press release
- ✓ Be prepared for the individual FM to attend two rehearsals
- ✓ Check that the dances are within the recommended time limit (solo 3-5 minutes, group 7-10 minutes)
- ✓ Finalize content for and distribute press release
- ✓ Provide program information to PD and assign group member to be in charge of the program

Third Month

- ✓ Be prepared for the individual FM to attend one rehearsal before WIP
- ✓ Complete 90% of both solo and group work before WIP
- ✓ Show the work with music and multimedia at the WIP
- ✓ Get feedback from all faculty members

Fourth Month

- ✓ Set an individual design meeting with PD the week before tech rehearsal
- ✓ Send program, poster and tickets to printer the week before tech rehearsal
- ✓ Have all costumes, props, scenery, music and multi-media ready for tech rehearsal
- ✓ Complete a final post-production self-evaluation (Due within 10 days of the final performance)



The individual FM should attend four rehearsals; it is suggested that the student make arrangements at the beginning of the semester to ensure her/his attendance at the rehearsals.

Evaluation Guidelines

Choreography

The group and solo works created for the Senior Concert should demonstrate a firm knowledge of the craft of choreography. By the time the choreographic process is complete, the dance should have a clear purpose, theme, intention and impact.

One-third of the students grade for the Senior Concert is based upon demonstrating the competency of choreographic skills acquired in the Composition curriculum and Repertory classes, and observing and analyzing the choreographic tools used by the various choreographers with whom the students have worked during the four years of study. The criteria listed below will serve as the basis from which the faculty will evaluate the students work.

- structure
- movement vocabulary and choreographic tools
- music
- sets
- costumes
- video
- collaborators

Performance

For the Senior Concert, one-third of the total evaluation is based on the performer's ability to demonstrate professionalism, skill and conviction.

Production

One-third of the students grade for the Senior Concert is based upon demonstrating the competency of production skills acquired in the core curriculum and crew requirements. The various production criteria listed below will serve as the basis from which the faculty will evaluate the students work:

- Completion of production crew requirement. Grade is based on attitude, timeliness and work ethic
- Attendance of all Senior Concert production meetings
- Completion of group production task (press release, poster, program); grade based on work ethic, deadlines met and product outcome
- Preparedness for the departmental works-in-progress to include:
 - extent of work completed
 - music selections complete and presented with the choreography
 - multi-media completed and presented with the choreography

- technical requirements discussed & approved by the Production Director before the
WIP
- Preparedness for tech day (first Sunday)
 - costumes
 - sets and props
 - multi-media equipment and multi-media needs (if required)
 - dancers present
- Communication with Lighting Designer and Stage Manager done in a timely and professional manner during the production week
- All technical aspects attended to during production week in a timely and professional manner
- All costumes, sets, props, multi-media equipment, music equipment, etc. struck and removed from the building on the night of the final performance

Student Activities & Awards

American College Dance Association (ACDA)

Each year, two to three outstanding students are sponsored to present their choreography at the Regional conference. The faculty choose which works will attend the festival based on a department wide audition each fall. (*Refer to the STMD absence policy stated earlier in this handbook regarding off-campus travel*)

Dance Student Assembly

Volunteer representatives from each undergraduate and graduate class comprise the membership of the Dance Student Assembly. This committee addresses student concerns, acts as liaison between the student body and the faculty, conducts orientation sessions for auditioning students and Freshmen, and raises funds for student projects.

Departmental Merit Scholarships

Each year, the Dance faculty nominate academically and artistically outstanding dance students to receive awards and scholarships from various named donors. Current scholarships are:

- Shirley Axon Scholarship Fund
- Suzanne Butch Scholarship Fund
- Gay Delanghe Endowment Fund
- Vera Embree Memorial Scholarship Fund
- Trudy Huebner Scholarship Fund
- Gretchen Jackson Scholarship Fund (rotating SMTD award)
- Mildred McIntosh Scholarship Fund
- Vera and Julian McIntosh Scholarship Fund
- Betty Pease Scholarship Fund
- Audrey Rose Scholarship Fund
- Sharon Li Schmidt Scholarship Fund
- Judith and Michael Woodruff Scholarship Fund
- Joseph Wojczynski Memorial Scholarship Fund

Requests for continuation of Merit Scholarships and new applications are typically submitted to the Department of Dance Office at the end of February (**flyers will be posted in the Department with the deadline to submit applications**). A student applying for a Department of Dance Merit Scholarship must have a **3.2 GPA or higher** to be considered. The criteria are: attendance, attentiveness and attitude in class/rehearsals, talent and facility, achievement relative to talent, performance quality, choreographic talent and progress, motivation and independent spirit, departmental service, helpfulness, and cooperation. **All recipients must participate in donor-related events and performances, whenever required.**

Student-Produced Shows Outside the Department

Occasionally students choose to produce their own concerts (beyond BFA program requirements) in venues outside the dance building (e.g., Duderstadt Center Video Studio). **If a student wishes to produce an off-site show the student must communicate the intentions with the faculty ahead of time so there are no conflicts with other Department productions.**

Emerging Dance Artists Concert

The Emerging Dance Artist (EDA) concert is a student choreographed and produced performance that takes place at the end of Winter term. All students may participate. Refer to the bulletin boards in the Dance Building or see the Production Manager for more information and/or sign up sheet.

General Information & Campus Services

The Department of Dance Office

Office hours for the main office are approximately 9:00AM until 5:00PM. The office is closed for lunch on days when administrative support is not available.

Security

Building security is an important concern for Dance students, faculty and staff. Valuables, backpacks, clothing and jewelry, iPods/MP3 players, cell phones, books, etc. are all subject to theft. **Keep valuables within eyesight or store them in the lockers.** It is also unsafe to be in the Dance Building alone in the evening and on weekends. **The Department of Public Safety (DPS) should be called (734-763-1131) in every case of theft or suspicious activity in the building.**

For added security, the Department of Dance has a card reader system located at the main entrance to the Dance Building. This means that unless the door is unlocked during regular class times (Mon-Fri) the building can be accessed only by using a MCard. The locking schedule for the card reader may vary throughout the year, so be sure to check with the Department Administrator for details. Additionally, there are several punch code locks throughout the Dance Building. This is typically a three-digit code that changes each term. **Do not share this code with anyone outside the Department nor prop open a code locked door to bypass this security measure**



For Emergencies call the Department of Public Safety (DPS) at 911!

Locker Space

Lockers are available for Dance majors and MFA students. Because graduate students have an office at the Geddes Building, undergraduate students will be given priority on choosing their lockers. Students must sign up for a locker number (lists are posted on the outside bathroom door). Students are responsible for providing their own lock, maintaining a record of the combination, and arranging for any services required to either unlock or cut off the lock.

Basic Building Information

- **Outside Doors are not to be propped open at any time**
- **No smoking** anywhere in the building
- **No alcoholic beverages** in the building
- **No eating or drinking** in the studios
- **Street shoes** of any kind are **not** to be worn or taken into the studios
- **No items of any kind should be placed on pianos**
- **No roller blades** are to be worn in the building
- **Bicycles are not allowed in the building.** Please lock bikes on the racks provided outside.
- There are **Lost and Found** bins throughout in the Department located in each studio and in the student lounge. Non-clothing items (cell phones, IDs, jewelry, etc.) are held in the Dance Office
- **Performance Lab** blinds and windows should stay closed at all times. The door should always remain locked and closed and the door code should never be shared with non Dance Majors.

Student Lounge

The Student Lounge is for relaxation, eating, student meetings, audition guests, and as a waiting area for visitors to the Department. Students are expected to clean up after themselves. There is a campus phone (for on-campus calls), a computer with Internet access, and a monitor, DVD and VHS machines. **Students** are responsible for items left in the refrigerator; dirty utensils and empty/dirty containers must not be left in the fridge. There are cleaning supplies and storage bins available to maintain kitchen items. On frequent occasions facilities will deep clean the refrigerator and sink. On this day (which will be posted in the student lounge), all personal items must be removed or are subject to being trashed.

Health & Wellness

Please check the Department bulletin boards for more information.

Performance Lab

The Performance Lab is a specialist space where dance majors can exercise and rehabilitate. Equipment and instructions are available for specific strength training, cardio, and stretching. All equipment, including foam rollers and yoga blankets, must remain in the Performance Lab and are not to be taken out for any reason. The Performance Lab is a code-protected space with access for Dance majors only. **The door code to the Performance Lab is not to be shared with anyone outside of the department.** No food or drink, except water, is allowed in the Performance Lab and dirty shoes and boots must be removed before entering the space. To use the Performance lab, dance majors must complete an online training video and sign a liability waiver at the beginning of each year.

Campus Services

In addition to what is provided below, please refer elsewhere in this handbook, the Department of Dance website and bulletin boards for more information.

Central Campus Recreation Building Facilities

The recreational facilities of the CCRB (adjacent to the Dance Building) are available to all UM students. Students may use the track, saunas, weight equipment, gymnasium, and Olympic-size pool. Classes in aerobics, individual sports, swimming, lifesaving, and other activities are offered for a modest fee. As noted, squash courts can be reserved and can make for good rehearsal space in a bind, especially for small groups.

Counseling & Psychological Services

CAPS offers a variety of services aimed at helping students resolve personal difficulties and acquire the skills, attitudes, and knowledge that will enable them to take full advantage of their experiences at the University of Michigan. Emily Shipman (emship@umich.edu) is the CAPS Counselor for SMTD located at 2238 Moore building on North Campus. Students may also request CAPS counseling on Central Campus on the 3rd floor of the Michigan Union. Access online @ umich.edu/~caps or call (734) 764-8312.

Eating Disorders

A counseling group is available to students at the Center for Eating Disorders @ center4ed.org/ or call (734) 668-8585. Students can also make an appointment with a registered dietician at the UHS's Nutrition Clinic at (734) 764-8325 or call the clinic for information at (734) 763-3760.

MedRehab Center/Performance Arts Therapy

M-Perform is a specialty program designed to address the unique needs and problems of the Performing Artist. The Physician and Therapy Teams in PT, OT and Hand Therapy have many years of experience in Orthopedics, Rehabilitation and Sports Medicine. Whether a Musician, Dancer, Conductor or Pianist, M-Perform can help rehabilitate and work to prevent future injuries. Call for an appointment at (734) 936-7175 or 998-7667 for physical therapy. Be sure to check on insurance coverage and specify that you are calling as an "arts med" referral.

MedSport

University Medical Center Sports Medicine Program (MedSport) is located at Domino's Farms, which includes orthopedic doctors, physical therapists, and athletic trainers experienced in performing arts-related injuries. Please contact MedSport to request information regarding this clinic at **(734) 930-7400**. **Kristen Schuyten** is our main point of contact there: **Kbalfour@umich.edu**

Transportation

Students have several transportation options including:

- **Night Ride.** Shared-ride taxi service within Ann Arbor (when regularly scheduled AATA bus service is not available) seven days a week, Monday through Friday, 11:00PM to 6:00AM and Saturday and Sunday, 7:00PM to 7:30AM. Fee is \$5 per person. Also available on all major holidays. Phone (734) 528-5432.
- **Ride Home.** Free shared-ride taxi service for students, faculty, and staff to their residence halls, parked vehicles, or local residence. This service is available after University transit buses and shuttles have concluded daily service: from 2:00AM through 7:00AM, seven days a week. Please note students and faculty must show the driver a valid UM ID. Phone (734) 663-3355.
- **S.A.F.E. Walk.** A campus accompaniment service that functions as an alternative to walking alone on campus at night. Coordinated by staff at the Department of Public Safety (DPS), S.A.F.E.WALK escorts are free of charge and available to all members of the University community. During the Fall and Winter semesters, the service is provided daily from 10:00 p.m.-3:00 a.m. Just call (734) 763-WALK or (734) 763-9255 to request an escort. An employee from UM Transportation Services will come to the campus location and drive to the requested location (within a one-mile driving radius of Central and North campuses). During non-service hours, alternative service providers will be identified by DPS.

UM Health Service

Located on 207 Fletcher Ave, medical service is provided for all UM students and staff on a walk-in or appointment basis. It is open weekdays until 4:30 and Saturday mornings. Phone (734) 764-8325. Physical therapy is provided if deemed necessary by a Health Services doctor.

U-Move Fitness

Located in the CCRB, offers a wide variety of group exercise (Pilates, Yoga, Cardio) and wellness classes to faculty, staff, and students of the University of Michigan and residents of Ann Arbor and surrounding communities. Schedule and class descriptions may be found @ umove.kines.umich.edu.

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