



# University of Michigan School of Music, Theatre & Dance

*Department of Dance  
Undergraduate Student Handbook  
Class of 2020*

AY 2016-2017

## Department of Dance Faculty and Staff 2016-2017

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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 interdisciplinary inquiry. We encourage students to explore the University's breadth of resources, bridging knowledge across disciplines and communities to gain an understanding of dance as a significant mode of inquiry. Our internationally renowned faculty provides a range of perspectives that integrate practice and theory, with the goal of preparing dance artists for resilient and multi-faceted careers in a rapidly evolving field. We are committed to an inclusive learning environment that encourages deep engagement through the transformative experiences of dancing and dance making. We celebrate risk taking, engaged learning, and entrepreneurship. Our aim is for students to forge their own creative voice, consolidate a range of technical skills, develop strong collaborative skills, participate in extensive performances opportunities, and gain an understanding of the relevance of dance within culture.**

## **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 has at least one representative and the MFA cohort is represented by at least one student. 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). Student's may also want to access NASD's website @ [nasd.arts-accredit.org](http://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, Department forums, guest 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, the Department chair, 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, absences due to illness or injury that are accompanied by a physician's note, 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.

### ***School of Music, Theatre, & Dance Attendance and Absence Policy***

Students should account for their absences to their instructors and advisor when appropriate and may expect unexcused absences to be reflected in their final grade. Those who have been absent from any one course for more than **three consecutive weeks** will not receive credit for the course unless permission to continue is granted by the instructor and the Associate Dean for Academic Affairs. Students who are absent from all courses for more than three consecutive weeks may be required to withdraw from the School for the rest of the term. Application for permission to continue enrollment must be made to the Associate Dean for Academic Affairs.

### ***Department of Dance Injury/Illness policy***

We are developing a detailed Injury/Illness policy that enables students to be proactive in their recovery and rehabilitation. We will distribute details of the policy in an addendum.

### ***Accommodations for Students with Disabilities***

If you think you need an accommodation for a disability, please let your instructor know at your earliest convenience. Some aspects of the course, the assignments, the in-class activities, and the way the course is usually taught may be modified to facilitate your participation and progress. As soon as you make your instructor aware of your needs, they can work with the Services for Students with Disabilities (SSD) office to help determine appropriate academic accommodations. SSD (734-763-3000; <http://ssd.umich.edu>) typically recommends accommodations through a Verified Individualized Services and Accommodations (VISA) form. Any information you provide is private and confidential and will be treated as such.

## ***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.

## ***Unexcused Absences Pertaining to Dance Technique Courses***

In a technique class that meets twice a week during the fall or winter terms, unexcused absences above two will result in an automatic 1/3 drop in your final grade with each additional absence. In a technique class that meets once a week during the fall or winter terms, unexcused absences above one will result in an automatic 1/3 drop in your final grade with each additional absence. Spring term courses may have other policies, depending upon the number of classes per week, and the duration of each class session.

## 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. Attendance will be taken.
- 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*).

## Prevention of 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.

### ***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 for more information on grades.**

## 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, unless the faculty member is on leave, in which case an alternative faculty member will be assigned as advisor. 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 should make individual appointments with their individual advisor each semester to discuss issues unique to the student, to receive overrides for courses, and to review progress towards degree completion.

For matters related to Dance undergraduate program requirements, please review this handbook and check your progress regularly with your individual advisor. You may also check your progress toward your degree by contacting the SMTD Advising and School Registrar's office: Deedee Ulintz: [dianals@umich.edu](mailto:dianals@umich.edu), 734 764-0592.

## 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](http://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](http://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. Students should email the Department Administrator ([mcmegan@umich.edu](mailto:mcmegan@umich.edu)) and cc their advisor to request an override. Please include the Dance class number ( ex: Dance 127.003, Dance 203.001, Dance 495.002) and student's UMID number in the email request.
- **Registration.** Once the overrides have been entered, the student will receive an email indicating the ability to register via Wolverine Access @ [wolverineaccess.umich.edu](http://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 2016-2017 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. Contact: SMTD Advising and School Registrar's office: Deedee Ulintz.: [dianals@umich.edu](mailto:dianals@umich.edu), 734 764-0592.

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](http://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 student's** 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.

## ***Faculty Indi Numbers***

Most faculty members have an 'indi number', which enables students to register for an Independent Study or Field Experience course under the direction of the faculty member. Please refer to the front of this handbook for a listing of faculty indi numbers or the Department Administrator for more information.

## 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](http://careercenter.umich.edu) can provide additional support in developing the students portfolio.

## Bachelor of Fine Arts Requirements

<b>Minimum Credit Hours Required for Graduation</b>	120
<b>Dance Requirements</b>	<b>Hours</b>
Dance Technique	35
Dance History	9
Dance Composition	8
Dance Repertory	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	2
Senior Seminar	2
Sophomore Seminar	2
Electives	Variable
<b>SMTD Requirements</b>	<b>Hours</b>
<b>Theatre 251 (Production Practicum 1)</b>	<b>1</b>
Additional coursework from offerings in the Music and Theatre Departments	Minimum 6 hours
<b>Non-SMTD Requirements</b>	<b>30 Credit Hours Minimum</b>
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

## **BFA Curriculum Notes**

### ***Dance Technique***

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 8 credits in modern dance technique, 8 credits in ballet, and a minimum of 2 credits in each of the following: 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.

### ***Dance History Requirements***

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 to fulfill this requirement 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.

### ***Dance Repertory***

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

### ***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), a 1-credit course. 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 your individual advisor and/or the School of Music, Theatre & Dance Registrar for any questions about courses needed to fulfill these requirements. A complete listing of Music and Theatre and Drama courses is in the SMTD Student Handbook.

### ***Additional Department of Dance Music Requirement***

In addition to the Music and Theatre course requirements detailed above, a two-credit music requirement is to be completed within the Dance Department. This requirement has been changed but cannot go into effect until AY 2017-18. For the academic year Fall 2016-Winter 2017, requirements will read ***Music for Dance (2 credits)***. The course that used to satisfy this

requirement, (Dance 141 - Music for Dance), is no longer offered. To meet this requirement, you will take one of the two following courses:

- **Dance 242 - The Integration of Music and Movement**  
(to be taken in the fall of the sophomore year or later)
- **Dance 346 - The Development of Music for Dance**  
(to be taken in the winter of the sophomore, junior, or senior year)  
*Prerequisite - Dance 242*

Both courses are new and will be offered for the first time W2017 (Dance 346) and F2017 (Dance 242). If you have any questions regarding this requirement, speak with Professor Matijas-Mecca, your Undergraduate Curriculum Coordinator.

### ***Daily Technique Requirement***

The UM Department of Dance strongly encourages all Dance majors to uphold the National Association of Schools of Dance (NASD) standard requirement of **a minimum of one technique class per day** for Dance Majors.

### ***Technique Placement***

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

### ***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](http://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:** Not offered every year. 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. The student may also choose to shadow a dance professional in the community under the auspices of a field work course. 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. Friday labs are strongly advised for all Dance majors who are urged to take a minimum of one technique class per day, as per the NASD standards. However, the choice of lab is up to the student. **All Friday labs count towards the student's technique requirements.**

## Department of Dance Undergraduate Course Listing

Course	Hrs
101 – Modern Dance I	1
102 – Modern Dance I	1
103 – Modern Dance I	1
104 – Modern Dance I	1
111 – Ballet I	1
112 – Ballet I	1
113 – Ballet I	1
114 – Ballet I	1
121 – Freshman Repertory	1
122 – Freshman Repertory	1
126 – Freshman Touring Company	2
127 – Freshman Dance Lab	1
128 – Freshman Dance Lab	1
131 – Dance Composition 1	2
132 – Dance Composition 2	2
201 – Modern Dance II	1
202 – Modern Dance II	1
203 – Modern Dance II	1
204 – Modern Dance II	1
211 – Ballet II	1
212 – Ballet II	1
213 – Ballet II	1
214 – Ballet II	1
221 – Sophomore Repertory	1
222 – Sophomore Repertory	1
227 – Sophomore Dance Lab	1
228 – Sophomore Dance Lab	1
231 – Dance Composition 3	2
232 – Dance Composition 4	2
242 – Music for Dance 2	2
251 – Anat & Kinesiology for Dancers	3
261 – Congolese Dance 1	1
262 – Congolese Dance 1	1
265 – Intro to Afro-Caribbean Dance	1
291 – Sophomore Seminar	2
301 – Modern Dance III	1
302 – Modern Dance III	1
303 – Modern Dance III	1
304 – Modern Dance III	1
311 – Ballet III	1
312 – Ballet III	1
313 – Ballet III	1

Course	Hrs
314 – Ballet III	1
321 – Junior Repertory	1
322 – Junior Repertory	1
327 – Junior Dance Lab	1
328 – Junior Dance Lab	1
332 – Movement Improvisation	2
335 – Dance & Related Arts	2
342 – Topics in World Dance <i>meet-together w/ RCHUMS</i>	3
346 – The Development of Dance Music Repertory	2
348 – Africanist Traditions	3
352 – Body Knowledge	2
372 – Dance Production	2
390 – CPP&D Lab	1
391 – Advanced Thesis Project Lab	1
401 – Modern Dance IV	1
402 – Modern Dance IV	1
403 – Modern Dance IV	1
404 – Modern Dance IV	1
405 – Ann Arbor Dance Works: Technique	1
406 – Paul Taylor Summer Intensive: Technique	1
411 – Ballet IV	1
412 – Ballet IV	1
413 – Ballet IV	1
414 – Ballet IV	1
421 – Senior Repertory	1
422 – Senior Repertory	1
423 – Ann Arbor Dance Works: Repertory	1
424 – Paul Taylor Summer Intensive: Repertory	1
427 – Senior Dance Lab	1
428 – Senior Dance Lab	1
431 – Dramaturgy Physical Performance	3
442 – Screendance <i>cross-listed w/ SAC</i>	3
445 – Dancing Women/Dancing Queer	3
446 – Accompanying Movement	3
481 – Teaching Methods	3
482 – Teaching Methods	3
491 – Senior Seminar	2
493 – Senior Dance Concert	4
494 – Senior Dance Concert	4
496 – Special Topics	1-3
497 – Directed Independent Study	1-3
498 – Field Experience	1-3

## 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 required 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.

### ***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.

## ***Poster Design***

As students design the poster, keep in mind that it must contain the following:

- School of Music, Theatre & Dance logo
- Full address, as follows:  
University of Michigan (*not* “U of M”)  
Department of Dance (**MUST** be listed)  
Dance Building, Betty Pease Studio Theater  
1310 N. University Court  
Ann Arbor, MI 48109-2217
- For additional information: (734) 763-5461 or your personal contact information
- For directions: (734) 763-5461
- Concert title
- Times, month, dates, and year of concert
- Where appropriate, acknowledge any funding sources and/or in-kind support
- Ticket prices (ticket template available from Production Director)
- Box office opens at 7:00PM
- The statement, “This concert is being held in partial fulfillment of the Department of Dance Bachelor of Fine Arts Degree Requirements”



## ***Program Design***

As you design the program, keep in mind that it must contain:

- School of Music, Theatre & Dance logo
- List the following:  
University of Michigan (*not* “U of M”)  
Department of Dance (MUST be listed)
- Concert title
- Times, month, dates, and year of concert
- Where appropriate, acknowledge any funding sources and/or in-kind support
- List graduate student names (i.e., choreographers)
- List the production staff (check with Production Director for list)
- Place a Friends of Dance announcement on the back (see Department Administrator for wording)
- The statement, “This concert is being held in partial fulfillment of the Department of Dance Bachelor of Fine Arts Degree Requirements”



## 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.

## Senior Concert 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.

# Senior Concert 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 student's 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 his/her four years of study. The criteria listed below will serve as the basis from which the faculty will evaluate the student's 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 student's 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*)

### ***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
- A. Elaine Bychinsky Scholarship Fund
- Gay Delanghe Endowment Fund
- Carolyn Dorfman Scholarship Fund
- Vera Embree Memorial Scholarship Fund
- Trudy Huebner Scholarship Fund
- Vera and Julian McIntosh Scholarship Fund
- Mildred McIntosh Scholarship Fund
- Justin E. Metz Scholarship Fund
- Betty Pease Scholarship Fund
- Audrey Rose Scholarship Fund
- Sharon Li Schmidt Scholarship Fund
- Joseph Wojczynski Memorial Scholarship Fund
- Judith and Michael Woodruff 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.

### ***SMTD Collage Concert***

Each fall, SMTD puts out a call for applications for student performances to be included in the Collage Concert, produced at Hill Auditorium in mid-January. The much-anticipated annual Collage Concert never fails to amaze, with its distinctive format featuring the incredible range of SMTD ensembles and programs, with students performing one riveting work after another without pause. It's a non-stop and exhilarating evening of virtuoso performances. It is a distinct honor to be chosen to participate in this significant performance. Students are chosen by a committee of faculty members composed from across SMTD. Collaborative works that feature live dance and live music are encouraged.

## General Information

### *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 and Appendix F 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. Students must complete the following three tasks BEFORE being granted access to the Performance Lab:

1. Watch the following four orientation videos:
  - #1 Introduction to the Space
  - #2 Cardio Equipment
  - #3 Exercise Mats, Balls & Other Accessories
  - #4 TRX Suspension Trainer
2. Read Requirements document
3. Read, sign and turn in Access & Liability Form

### ***Complimentary Ticket Policy***

Department of Dance students are eligible for complimentary ticket(s) for select ticketed performances during in the SMTD season. Please reference the current season's complimentary ticket policy emailed at the beginning of the school year. Copies of the policies are also available at the Department office.

## **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.

### ***Sweetland Center for Writing***

Sweetland offers two ways for undergraduates to get face-to-face writing help: our Peer Writing Center and its satellite locations and the Writing Workshop. These services allow you to meet one-to-one with an experienced peer or faculty consultant at any stage of writing, from getting started to final revisions. To get a sense of what to expect, read our guidelines before attending your first Peer Writing Center or Writing Workshop consultation. For more information contact: [sweetlandinfo@umich.edu](mailto:sweetlandinfo@umich.edu)

### ***EXCEL***

The School of Music, Theatre & Dance EXCEL Program provides entrepreneurship training and career services for all U-M students engaged in the performing arts. Our goal is to enable all our students to forge a viable career in the performing arts by exploring, developing and leveraging their talents, training, skills, and ambitions.

Excellence in Entrepreneurship, Career Empowerment & Leadership (EXCEL) catalyzes success for U-M SMTD students and alumni through courses, co-curricular workshops, ongoing mentoring, and \$100,000 in student project and venture funding. For more information visit: [https://www.music.umich.edu/current\\_students/excel/](https://www.music.umich.edu/current_students/excel/)

### ***The Career Center***

The Career Center inspires and supports students to transition confidently beyond the University of Michigan by creating a dynamic space to gain clarity through their process of self discovery. Visit the Career Center website at: <https://careercenter.umich.edu/>

### ***International Studies***

The Center for Global and Intercultural Study (CGIS) provides global learning opportunities to the University of Michigan community. U-M students in all schools and colleges are welcome to apply. Most UM-awarded financial aid may be used toward program costs. CGIS offers four programs Michigan Global Academic Programs, Global Intercultural Experience for Undergraduates, Spring/Summer Language Study, and Global Course Connections. U-M Center for Global and Intercultural Study (CGIS) is located at G155 Angell Hall, 435 S. State St., (734)764-4311, [cgis@umich.edu](mailto:cgis@umich.edu).

## ***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 Hyssong (emhyss@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 3<sup>rd</sup> floor of the Michigan Union. Access online @ [umich.edu/~caps](http://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/](http://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 (4008 Ave Maria Drive, Lobby A, Suite 1000, Ann Arbor, MI 48106), 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](http://umove.kines.umich.edu).

**Appendix A**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Advising Checklist for BFA**

Name: \_\_\_\_\_ Semester/Year you began program: \_\_\_\_\_

Year Advisor: \_\_\_\_\_ Joint major degree/minor: \_\_\_\_\_

**Required areas of study & credit hours to complete your Bachelors Degree in four years**

Requirement Category	Hours
• Technique	35
• Non-SMTD courses	30
• Dance History	9
• Composition	8
• Other SMTD courses	7
• Repertory	4
• Anatomy & Kinesiology	3
• Senior Concert	3
• Teaching Methods	3
• Body Knowledge	2
• Dance & Related Arts	2
• Freshman Touring Co	2
• Music for Dance	2
• Production	2
• Senior Seminar	2
• Sophomore Seminar	2
• Electives	Variable
<b>Total Hrs</b>	<b>120</b>

**Appendix A**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Advising Checklist for BFA**

**Courses Available to be Taken at Anytime During Your BFA Dance Program**

	<b>Hours</b> (technique credits only)
• DANCE 261 Congolese 1	1
• DANCE 262 Congolese 1	1
• DANCE 265 Intro to Afro-Caribbean	1
• THREMUS 251 University Production Practicum	1

***Once a requirement is met, you are free to move to other requirements; most courses are not allowable for repeat credits***

Production crew work for Dance Department concerts is compulsory for all students in order to meet graduation requirements and vital to the success of our concerts. Undergraduates must complete two in-house crews, one of which must be for a show in which you are not performing. Such work will amount to no more than 32 hours per term. The Production Manager posts the assignments each term.

**Appendix A**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Advising Checklist for BFA**

<b>Freshman Year – Fall</b>			
Course	Taken (Y/N)	Requirement Category	Credit Hours
DANCE 101 – Modern I		Tech	1
DANCE 103 – Modern I		Tech	1
DANCE 111 – Ballet I		Tech	1
DANCE 113 – Ballet I		Tech	1
DANCE 121 – Freshman Repertory/UDC (faculty works)		Rep <b>OR</b> Elective	1
DANCE 127 – Freshman Dance Lab		Tech	1
DANCE 131 – Dance Composition 1		Comp	2
<i>Completed <b>Technique</b> credits</i>		<i>Completed <b>Music for Dance</b> credits</i>	
<i>Completed <b>Comp</b> credits</i>		<i>Completed <b>Electives</b> credits</i>	
<i>Completed <b>Rep</b> credits</i>		<i>Completed <b>SMTD</b> credits</i>	
		<i>Completed <b>Non-SMTD</b> credits</i>	
<b>Total credits completed</b>			

Advisor Signature _____	Date _____
Student Signature _____	Date _____

**Appendix A**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Advising Checklist for BFA**

<b>Freshman Year – Winter</b>			
Course	Taken (Y/N)	Requirement Category	Credit Hours
DANCE 102 – Modern I		Tech	1
DANCE 104 – Modern I		Tech	1
DANCE 112 – Ballet I		Tech	1
DANCE 114 – Ballet I		Tech	1
DANCE 122 – Freshman Repertory/UDC (guest works)		Rep <b>OR</b> Elective	1
DANCE 126 – Freshman Touring Company		FTC	2
DANCE 128 – Freshman Dance Lab		Tech	1
DANCE 132 – Dance Composition 2		Comp	2
<i>Completed <b>Technique</b> credits</i>		<i>Completed <b>Music for Dance</b> credits</i>	
<i>Completed <b>Comp</b> credits</i>		<i>Completed <b>Electives</b> credits</i>	
<i>Completed <b>Rep</b> credits</i>		<i>Completed <b>SMTD</b> credits</i>	
<i>Completed <b>FTC</b> credits</i>		<i>Completed <b>Non-SMTD</b> credits</i>	
<b>Total credits completed</b>			

Advisor Signature _____	Date _____
Student Signature _____	Date _____

**Appendix A**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Advising Checklist for BFA**

<b>Freshman Year – Spring</b>			
Course	Taken (Y/N)	Requirement Category	Credit Hours
DANCE 405 – Ann Arbor Dance Works: Technique		Tech	1
DANCE 406 – Paul Taylor Summer Intensive/UM: Technique		Tech	1
DANCE 423 – Ann Arbor Dance Works: Repertory		Rep	1
DANCE 424 – Paul Taylor Summer Intensive/UM: Repertory		Rep	1
<i>Completed _____ credits</i>			
<b><i>Total credits completed</i></b>			

Advisor Signature _____	Date _____
Student Signature _____	Date _____

**Appendix A**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Advising Checklist for BFA**

<b>Sophomore Year – Fall</b>			
<b>Course</b>	<b>Taken (Y/N)</b>	<b>Requirement Category</b>	<b>Credit Hours</b>
DANCE 201 – Modern II		Tech	1
DANCE 203 – Modern II		Tech	1
DANCE 211 – Ballet II		Tech	1
DANCE 213 – Ballet II		Tech	1
DANCE 221 – Sophomore Repertory/UDC (faculty works)		Rep <b>OR</b> Elective	1
DANCE 227 – Sophomore Dance Lab		Tech	1
DANCE 231 – Dance Composition 3		Comp	2
DANCE 242 – The Integration of Music and Movement		Music for Dance	2
DANCE History (Soph, Jun <b>OR</b> Sen year)		History	3
DANCE 251 – Anat & Kines for Dancers (Soph, Jun <b>OR</b> Sen year)		Anat & Kines	3
<i>Completed <b>Technique</b> credits</i>		<i>Completed <b>Music for Dance</b> credits</i>	
<i>Completed <b>Comp</b> credits</i>		<i>Completed <b>Electives</b> credits</i>	
<i>Completed <b>Rep</b> credits</i>		<i>Completed <b>SMTD</b> credits</i>	
<i>Completed <b>History</b> credits</i>		<i>Completed <b>Non-SMTD</b> credits</i>	
		<i>Completed <b>Soph Seminar</b> credits</i>	
<b>Total credits completed</b>			

Advisor Signature _____	Date _____
Student Signature _____	Date _____

**Appendix A**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Advising Checklist for BFA**

<b>Sophomore Year – Winter</b>			
Course	Taken (Y/N)	Requirement Category	Credit Hours
DANCE 202 – Modern II		Tech	1
DANCE 204 – Modern II		Tech	1
DANCE 212 – Ballet II		Tech	1
DANCE 214 – Ballet II		Tech	1
DANCE 222 – Sophomore Repertory/UDC (guest works)		Rep <b>OR</b> Elective	1
DANCE 228 – Sophomore Dance Lab		Tech	1
DANCE 232 – Dance Composition 4		Comp	2
DANCE 291 – Sophomore Seminar		Soph Seminar	2
DANCE History (Soph, Jun <b>OR</b> Sen year)		History	3
DANCE 346 - The Development of Music for Dance (Soph, Jun <b>OR</b> Sen year)		Music for Dance	2
<i>Completed <b>Technique</b> credits</i>		<i>Completed <b>Music for Dance</b> credits</i>	
<i>Completed <b>Comp</b> credits</i>		<i>Completed <b>Electives</b> credits</i>	
<i>Completed <b>Rep</b> credits</i>		<i>Completed <b>SMTD</b> credits</i>	
<i>Completed <b>History</b> credits</i>		<i>Completed <b>Non-SMTD</b> credits</i>	
		<i>Completed <b>Soph Seminar</b> credits</i>	
<b>Total credits completed</b>			

Advisor Signature _____	Date _____
Student Signature _____	Date _____

**Appendix A**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Advising Checklist for BFA**

<b>Sophomore Year – Spring</b>			
<b>Course</b>	<b>Taken (Y/N)</b>	<b>Requirement Category</b>	<b>Credit Hours</b>
DANCE 405 – Ann Arbor Dance Works: Technique		Tech	1
DANCE 406 – Paul Taylor Summer Intensive/UM: Technique		Tech	1
DANCE 423 – Ann Arbor Dance Works: Repertory		Rep	1
DANCE 424 – Paul Taylor Summer Intensive/UM: Repertory		Rep	1
<i>Completed _____ credits</i>			
<b>Total credits completed</b>			

Advisor Signature _____	Date _____
Student Signature _____	Date _____

**Appendix A**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Advising Checklist for BFA**

<b>Junior Year – Fall</b>			
<b>Course</b>	<b>Taken (Y/N)</b>	<b>Requirement Category</b>	<b>Credit Hours</b>
DANCE History (Soph, Jun <b>OR</b> Sen year)		History	3
DANCE 251 – Anat & Kines for Dancers (Soph, Jun <b>OR</b> Sen year)		Anat & Kines	3
DANCE 301 – Modern III		Tech	1
DANCE 303 – Modern III		Tech	1
DANCE 311 – Ballet III		Tech	1
DANCE 313 – Ballet III		Tech	1
DANCE 321 – Junior Repertory/UDC (faculty works)		Rep <b>OR</b> Elective	1
DANCE 327 – Junior Dance Lab		Tech	1
DANCE 335 – Dance & Related Arts		DRA	2
DANCE 346 - The Development of Music for Dance (Soph, Jun <b>OR</b> Sen year)		Music for Dance	2
DANCE 496 – Special Topics (requires YA & UG Director approval)		Various	1-3
DANCE 497 – Independent Study (requires YA & UG Director approval)		Various	1-3
DANCE 498 – Field Experience (requires YA & UG Director approval)		Various	1-3
<i>Completed <b>Technique</b> credits</i>		<i>Completed <b>Music for Dance</b> credits</i>	
<i>Completed <b>Comp</b> credits</i>		<i>Completed <b>Electives</b> credits</i>	
<i>Completed <b>Rep</b> credits</i>		<i>Completed <b>SMTD</b> credits</i>	
<i>Completed <b>History</b> credits</i>		<i>Completed <b>Non-SMTD</b> credits</i>	
<i>Completed <b>Production</b> credits</i>		<i>Completed <b>Anat &amp; Kines</b> credits</i>	
		<i>Completed <b>Production</b> credits</i>	
<b>Total credits completed</b>			

Advisor Signature _____	Date _____
Student Signature _____	Date _____

**Appendix A**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Advising Checklist for BFA**

<b>Junior Year – Winter</b>			
Course	Taken (Y/N)	Requirement Category	Credit Hours
DANCE 302 – Modern III		Tech	1
DANCE 304 – Modern III		Tech	1
DANCE 312 – Ballet III		Tech	1
DANCE 314 – Ballet III		Tech	1
DANCE 322 – Junior Repertory/UDC (guest works)		Rep <b>OR</b> Elective	1
DANCE 328 – Junior Dance Lab		Tech	1
DANCE 332 – Movement Improv (Junior <b>OR</b> Senior year)		Tech	2
DANCE 346 - The Development of Music for Dance (Soph, Jun <b>OR</b> Sen year)		Music for Dance	2
DANCE History (Junior <b>OR</b> Senior year)		History	3
DANCE 352 – Body Knowledge (Junior <b>OR</b> Senior year)		Body Knowledge	2
DANCE 372 – Dance Production		Prod	2
DANCE 442 – Screendance (Junior <b>OR</b> Senior year)		Elective	3
DANCE 496 – Special Topics (requires YA & UG Director approval)		Various	1-3
DANCE 497 – Independent Study (requires YA & UG Director approval)		Various	1-3
DANCE 498 – Field Experience (requires YA & UG Director approval)		Various	1-3
<i>Completed <b>Technique</b> credits</i>		<i>Completed <b>Music for Dance</b> credits</i>	
<i>Completed <b>Comp</b> credits</i>		<i>Completed <b>Body Knowledge</b> credits</i>	
<i>Completed <b>Rep</b> credits</i>		<i>Completed <b>Electives</b> credits</i>	
<i>Completed <b>History</b> credits</i>		<i>Completed <b>SMTD</b> credits</i>	
<i>Completed <b>Production</b> credits</i>		<i>Completed <b>Non-SMTD</b> credits</i>	
<b>Total credits completed</b>			

Advisor Signature _____	Date _____
Student Signature _____	Date _____

**Appendix A**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Advising Checklist for BFA**

<b>Junior Year – Spring</b>			
<b>Course</b>	<b>Taken (Y/N)</b>	<b>Requirement Category</b>	<b>Credit Hours</b>
DANCE 405 – Ann Arbor Dance Works: Technique		Tech	1
DANCE 406 – Paul Taylor Summer Intensive/UM: Technique		Tech	1
DANCE 423 – Ann Arbor Dance Works: Repertory		Rep	1
DANCE 424 – Paul Taylor Summer Intensive/UM: Repertory		Rep	1
<i>Completed _____ credits</i>			
<b>Total credits completed</b>			

Advisor Signature _____	Date _____
Student Signature _____	Date _____

**Appendix A**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Advising Checklist for BFA**

<b>Senior Year – Fall</b>			
<b>Course</b>	<b>Taken (Y/N)</b>	<b>Requirement Category</b>	<b>Credit Hours</b>
DANCE History (Soph, Jun <u>OR</u> Sen year)		History	3
DANCE 251 – Anat & Kines for Dancers (Soph, Jun <u>OR</u> Sen year)		Anat & Kines	3
DANCE 346 - The Development of Music for Dance (Soph, Jun <u>OR</u> Sen year)		Music for Dance	2
DANCE 401 – Modern IV		Tech	1
DANCE 403 – Modern IV		Tech	1
DANCE 411 – Ballet IV		Tech	1
DANCE 413 – Ballet IV		Tech	1
DANCE 421 – Senior Repertory/UDC (faculty works)		Rep <u>OR</u> Elective	1
DANCE 427 – Senior Dance Lab		Tech	1
DANCE 481 – Teaching Methods		Methods	3
DANCE 491 – Senior Seminar		Senior Seminar	2
DANCE 493 – Senior Dance Concert		Senior Concert	3
DANCE 496 – Special Topics (requires YA & UG Director approval)		Various	1-3
DANCE 497 – Independent Study (requires YA & UG Director approval)		Various	1-3
DANCE 498 – Field Experience (requires YA & UG Director approval)		Various	1-3
<i>Completed <b>Technique</b> credits</i>		<i>Completed <b>Music for Dance</b> credits</i>	
<i>Completed <b>Comp</b> credits</i>		<i>Completed <b>Anat &amp; Kines</b> credits</i>	
<i>Completed <b>Rep</b> credits</i>		<i>Completed <b>Sen Seminar</b> credits</i>	
<i>Completed <b>History</b> credits</i>		<i>Completed <b>Electives</b> credits</i>	
<i>Completed <b>Production</b> credits</i>		<i>Completed <b>SMTD</b> credits</i>	
<i>Completed <b>Teaching Methods</b> credits</i>		<i>Completed <b>Non-SMTD</b> credits</i>	
<i>Completed <b>Senior Concert</b> credits</i>			
<b>Total credits completed</b>			

Advisor Signature _____	Date _____
Student Signature _____	Date _____

**Appendix A**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Advising Checklist for BFA**

<b>Senior Year – Winter</b>			
Course	Taken (Y/N)	Requirement Category	Credit Hours
DANCE 332 – Movement Improv (Junior <b>OR</b> Senior year)		Tech	2
DANCE History (Junior <b>OR</b> Senior year)		History	3
DANCE 346 - The Development of Music for Dance (Soph, Jun <b>OR</b> Sen year)		Music for Dance	2
DANCE 352 – Body Knowledge (Junior <b>OR</b> Senior year)		Body Knowledge	2
DANCE 402 – Modern IV		Tech	1
DANCE 404 – Modern IV		Tech	1
DANCE 412 – Ballet IV		Tech	1
DANCE 414 – Ballet IV		Tech	1
DANCE 422 – Senior Repertory/UDC (guest works)		Rep <b>OR</b> Elective	1
DANCE 428 – Senior Dance Lab		Tech	1
DANCE 442 – Screendance (Junior <b>OR</b> Senior year)		Elective	3
DANCE 482 – Teaching Methods		Methods	3
DANCE 491 – Senior Seminar		Senior Seminar	2
DANCE 493 – Senior Dance Concert		Senior Concert	
DANCE 496 – Special Topics (requires YA & UG Director approval)		Various	1-3
DANCE 497 – Independent Study (requires YA & UG Director approval)		Various	1-3
DANCE 498 – Field Experience (requires YA & UG Director approval)		Various	1-3
<i>Completed <b>Technique</b> credits</i>		<i>Completed <b>Music for Dance</b> credits</i>	
<i>Completed <b>Comp</b> credits</i>		<i>Completed <b>Body Knowledge</b> credits</i>	
<i>Completed <b>Rep</b> credits</i>		<i>Completed <b>Sen Seminar</b> credits</i>	
<i>Completed <b>History</b> credits</i>		<i>Completed <b>Electives</b> credits</i>	
<i>Completed <b>Production</b> credits</i>		<i>Completed <b>SMTD</b> credits</i>	
<i>Completed <b>Teaching Methods</b> credits</i>		<i>Completed <b>Non-SMTD</b> credits</i>	
<i>Completed <b>Senior Concert</b> credits</i>			
<b>Total credits completed</b>			

Advisor Signature _____	Date _____
Student Signature _____	Date _____



**Appendix B**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Late Add/Drop Form**



## Request for Late Drop or Add

The Council of Departmental Representatives has set forth the following rules regarding late Drop/Adds. This policy is also published annually in the SMTD Handbook. Please read this information carefully before submitting this form.

**After the 6<sup>th</sup> week** (fourth week of a half-term), **no change will be permitted, except for medical reasons**, provided that (1) an Incomplete is unacceptable to the instructor of the course and (2) a written statement is submitted to the appropriate dean by a physician confirming that continued enrollment in the course is not feasible.

Upon rare occasions, other personal situations justify the approval of a late Drop/Add. **Those situations do not include having a low grade in the course, having a poor attendance record, or being too busy.** Students who believe that their extraordinary circumstances can justify a late Drop/Add should complete this petition.

**This form will not be processed unless all information is complete.**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ UMID#: \_\_\_\_\_

I am **Dropping** a course     I am **Adding** a course    Term/Year: \_\_\_\_\_

**The following information MUST be complete & correct or your petition will not be processed.**

Course Subject: \_\_\_\_\_ Course Number (3 digit): \_\_\_\_\_

Section Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Department offering the Course: \_\_\_\_\_

What exceptional situation has led you to request a late Drop/Add?

Explain why you did not drop or add the course before the Drop/Add deadline:

**Appendix B**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Late Add/Drop Form**

**To be completed by the INSTRUCTOR**

Do you approve this request for a late Drop/Add? (circle one) :                    YES                    NO

Have you had an adequate opportunity to discuss this proposal with the student? \_\_\_\_\_

What is the student's present/final grade in your course? \_\_\_\_\_

What has been the student's attendance record? \_\_\_\_\_

What is the student's last date of participation? \* \_\_\_\_\_

*\*Required for all late **Drops**. Includes attendance, assignment submission, CTools discussion, etc.*

After reviewing School of Music policies as described at the beginning of this document, do you find the student's reason for a late Drop/Add compelling? \_\_\_\_\_

Optional comments:

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by the ADVISOR**

Do you approve this request for a late Drop/Add? (circle one) :                    YES                    NO

Have you had adequate opportunity to discuss this proposal with the student? \_\_\_\_\_

After reviewing School of Music policies as described at the beginning of this document, do you find the student's reasons for a late Drop/Add compelling? \_\_\_\_\_

Optional Comments:

Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Approved     Not Approved

\_\_\_\_\_  
**Associate Dean**

**After this form and the University Drop/Add form have been completed, both forms MUST be submitted to the SMTD Registrar (Deedee Ulintz) in room 2270 Moore Building.**

**Appendix C**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Field Experience Proposal - BFA**

This proposal is to be completed by the student, approved by the instructor and Department Chair, and then returned to the Dance Office by the student. A proposal is required for each Field Experience course election.

STUDENT: \_\_\_\_\_ UMID: \_\_\_\_\_

Term: \_\_\_\_\_ Year: **20**\_\_\_\_\_ Major: **DANCE**

Credit hours: \_\_\_\_\_ 3-Digit Course #: \_\_\_\_\_

Learning objectives:

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Methods and resources to be used:

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Results to be evaluated (written work, performance, etc.):

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---

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Student signature/**DATE** \_\_\_\_\_ / \_\_\_\_\_

Instructor name (printed) \_\_\_\_\_

Instructor signature/**DATE** \_\_\_\_\_ / \_\_\_\_\_

UG Director name (printed) **Christian Matjias-Mecca**

UG Director signature/**DATE** \_\_\_\_\_ / \_\_\_\_\_

**Appendix D**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Independent Study Proposal - BFA**

This form **must** be accompanied by a **one-page typed memo** detailing the **proposed activity** and **justifying the number of credit hours** requested. Forty-two hours of work equals one credit when computing the number of credit hours elected. After your Year 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. A new proposal is required for each independent study course election.

**STUDENT:**

\_\_\_\_\_ UMID: \_\_\_\_\_  
Term: \_\_\_\_\_ Year \_\_\_\_\_ Major: **DANCE**  
Course #: \_\_\_\_\_  
Dept/Division: \_\_\_\_\_ Credit Hrs: \_\_\_\_\_  
Learning objectives:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Methods and resources to be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Results to be evaluated (written work, performance, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student signature/DATE \_\_\_\_\_/\_\_\_\_\_

Instructor name (printed) \_\_\_\_\_

Instructor signature/DATE \_\_\_\_\_/\_\_\_\_\_

Year Advisor signature/DATE \_\_\_\_\_/\_\_\_\_\_

UG Director name (printed) **Christian Matjias-Mecca**

UG Director signature/DATE \_\_\_\_\_/\_\_\_\_\_

**NOTE: The form MUST be returned to the School of Music, Theatre & Dance Registrar.**

**Appendix E**  
**School of Music, Theatre & Dance**  
**Department of Dance**  
**Power Center Dancer Contract**

**POWER CENTER 2016-7 DANCER CONTRACT**

In joining the Power Center repertory course as a dancer, I agree to conduct myself in a responsible and professional manner.

I agree to bring commitment and engagement to the creative process. I agree to come on time to rehearsals. I will review rehearsal materials after each rehearsal, so that I come to the next rehearsal well prepared and ready to move forward. I understand that I am to attend all rehearsals and that if I miss a rehearsal or I am late to rehearsal or leave early, I may be dropped from the dance. I understand that I will attend rehearsals from 4:10-6:00 PM on Mondays and Wednesdays during the fall term, and that I will not be required to attend any rehearsals outside or beyond that time, unless I have missed a rehearsal and have been asked to learn missed materials at an agreed upon time. I am not required to begin rehearsal early or stay passed the allotted time, unless I have missed a rehearsal and have been asked to stay late or arrive early in order to make up missed materials.

During the month of January leading up to the final performances, I agree to attend rehearsals on Mondays and Wednesdays from 4:00-5:00 PM for faculty works. If I have an academic course outside the Dance Building that ends at 4:00 PM, I understand that a 4:10 PM arrival will be accommodated without penalty, but that I will be responsible for learning what I missed on my own time. I understand that I will not be required to attend rehearsals outside these time commitments, except during tech and performance week, when the hours will increase. Exception: I understand that if I have missed a rehearsal or leave early or arrive late, I may be asked to learn missed materials at an agreed upon time outside the regular rehearsal times.

Tech rehearsals and dress rehearsal schedules will be provided by the first week of January 2017. I agree to be present at all tech and dress rehearsals and all performances.

I understand that attendance is required at all rehearsals, except when excused for religious holidays and approved University or Departmental functions. I will provide advance notice of these absences. If I am absent due to illness or emergency, I agree to email the choreographer, if at all possible before the rehearsal. I will provide a doctor's note upon my return to rehearsal whenever possible. I will be responsible for information missed during my absence. I will get detailed information from my peers and/or from the choreographer about what was generated or revised in rehearsal and will learn missed or updated materials where appropriate.

Throughout the rehearsal/performance period, September 6, 2016-February 5, 2017, I agree to read my umich email daily for choreographer, artistic director, production staff messages and bulletins, and will respond to emails and phone messages that request a reply promptly to assure receipt of the information, even if the email is addressed to a group rather than to me as an individual. I will respond promptly to requests for costume fittings, photo calls, program copy reviews and other production requests. I will follow protocol in the theater setting, such as attending company class, signing in backstage, staying for brief notes after run-throughs in the theater, reviewing notes by email, caring for costumes and props as instructed, and following safety protocols.

I understand that the rehearsal schedule may be subject to change due to unforeseen circumstances. For example, occasionally a cast member gets injured, and circumstances require that the entire cast rally around the integration of a new cast member under time duress. In regard to the guest artist rehearsals, the guest artist schedule will be clearly outlined before a dancer commits to being in the work. Occasionally a guest artist's travel changes or a weather emergency might alter the entire rehearsal schedule. Changes to the agreed upon rehearsal schedules will be negotiated with clear communication to the dancers about the proposed changes.

**Dancer's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Preferred name listing in program, and hometown:** \_\_\_\_\_

**Appendix F**

**School of Music. Theatre & Dance  
Department of Dance  
MedSport FlowSheet**

<b>MedSport Sports Medicine Program</b>	<b>M-Perform Physical Medicine &amp; Rehabilitation</b>
<b>Located at Domino’s Farms, off Plymouth Road in northeast Ann Arbor (4008 Ave Maria Drive, Lobby A, Suite 1000, A2 48106)</b>	<b>Services Located at Multiple Sites including: The Spine Center, MedRehab-Briarwood, University Hospital</b>
<b>Contact:</b> Kristen Schuyten, Physical Therapy Clinical Specialist Coordinator of Performing Arts Injury and Rehabilitation  <b>Email:</b> <a href="mailto:kbalfour@umich.edu">kbalfour@umich.edu</a> <b>Phone:</b> (734) 930-7400 Call Center <b>Website:</b> <a href="http://www.med.umich.edu/medsport">www.med.umich.edu/medsport</a>	<b>Contact:</b> Paula Kartje, Manager- OT & PT @ MedRehab Coordinator of M-Perform Program  <b>Email:</b> <a href="mailto:kartje@umich.edu">kartje@umich.edu</a> <b>Phone:</b> (734) 998-7888 Call Center or (734) 998-7912 OT/PT <b>Website:</b> <a href="http://www.med.umich.edu/pmr/">www.med.umich.edu/pmr/</a>

\*\*When calling, identify yourself as a member of the School of Music, Theatre and Dance \*\*

<b>MedSport Services include:</b>	<b>M-Perform PM &amp; R Services include:</b>
<ul style="list-style-type: none"> <li>• <b>Acute Injury Clinic</b>—FREE; open when clinic is available -6:30am-7pm MWF, 7am-7pm Tues/Thurs</li> <li>• <b>Performing Arts Injury Clinic</b>—\$40 FEE -scheduled with one of the physical therapists or athletic trainers trained in Performing Arts Rehabilitation with home exercise program planning and progressions</li> <li>• <b>Physical Therapy Services for the Performing Artist and Athlete</b> -Including injury evaluation by a physical therapist trained in Performing Arts Rehabilitation and treatment by our clinical staff</li> <li>• <b>Sports Medicine Physician Clinics</b></li> <li>• <b>NeuroSport</b>—for concussion or post-concussive symptoms</li> <li>• <b>Orthotics</b>—Vahan Agabian <a href="mailto:vahana@umich.edu">vahana@umich.edu</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Physical Medicine &amp; Rehab Physician Clinic</b> -diagnosis and treatment of acute/chronic injuries</li> <li>• <b>Performing Arts Therapy Evaluation &amp; Treatment</b> -scheduled by appointment with physical therapists and/or occupational therapists (if upper extremity involvement) trained in Performing Arts Rehabilitation</li> <li>• Services billed to medical insurance carrier</li> <li>• Therapy services require a physician prescription to provide treatment</li> </ul>