



University of Michigan School of Music, Theatre & Dance

*Department of Dance
Undergraduate Student Handbook
Class of 2018*

AY 2014-2015

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.

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

It is critical that you attend classes from beginning to the end of the term. You are expected to attend all scheduled sessions and to take as much advantage as possible of master classes, guest lectures and residencies, and other special events. The dynamics of a class and the ability to learn from a class are directly related to participation, which requires regular attendance. 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 absences excessive, that is, when a student's absence from a course endangers that student's academic progress and/or the work of other students, the instructor may submit a written report at mid-term to the respective Year Advisor and the office of the Associate Dean of Academic Affairs. In no case can a student expect to earn a passing grade without consistent attendance and class participation. Simply attending classes, no matter their quality, at mid-semester or at the end of the term, will not result in a passing grade.

University-related Absence

When you are absent from class on behalf of the University of Michigan, it is the expectation that you will make alternative arrangements for fulfilling class assignments. The alternative arrangement should not unduly inconvenience either faculty members or other students. It is your obligation, if you expect to miss classes, examinations, or other assignments as a consequence of representing the University, to provide your Year Advisor with reasonable notice for dates of anticipated absences and to work with course tutors to obtain assignments so that you can prepare the necessary academic material. Additionally, it is your 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 your course syllabi, know what is expected of you in each course; plan your calendar/schedule accordingly.
- Work closely with your Year Advisor on program requirements, pathways and career plans.
- Regularly check UMICH email for all Department communications.
- Be an example to the non-major students.
- Attend all Department Forums unless they conflict with an academic course.
- 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).
- Document your progress through the program in coordination with your Year Advisor using the Advisor/Advisee Checklist (*See Appendices for sample form*).

Year Advisor

Each Freshman class is appointed a Year Advisor from among the full-time Dance faculty. That faculty member will be your advisor until graduation. The Year 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. You are encouraged to make individual appointments to discuss issues unique to you and review progress towards your degree.

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

Take responsibility for your physical and mental health to help avoid injury. There are proactive steps you can take to help keep yourself healthy. This takes dedication and thoughtfulness on your part.

- Arrive ahead of time to warm up before class begins. This will improve your ability to remain injury free and allow you to perform at your 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, your 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 your daily dancing and lessens the chances of injury.

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

Injuries

Should an injury occur, take the following steps:

1. If you experience acute pain, swelling, spasms, or a broken bone stop dancing immediately.
2. Inform your instructor and Department Admin immediately and assess the gravity of the situation.
3. If you see a doctor and/or a physical therapist, make sure you get a written diagnosis so your instructors can work with you on your prescribed rehabilitation plan.
4. Remember, we are teachers not doctors or physical therapists so you need to seek professional help and keep your instructors informed of your diagnosis and/or your therapist's plan of action.
5. Keep an injury journal to track your progress. Track your pain and activity levels.
6. Fill out an observation form if you need to sit out of class.

7. If you need to sit out, ask your instructor how s/he would like you to use class time effectively. Possible options are: 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 your physical therapist, assisting the teacher, researching your injury and writing a paper, attending physical therapy (only in extreme cases during class time), or other activities.
8. MedSport at Domino Farms provides physical therapy for dancers. Please contact MedSport to request additional times or information regarding this clinic. See Appendix E 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 your 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 you keep dancing during that time, it may lead to a serious injury that could become chronic. Pain is your body's way of telling you something is wrong. Rest for the first 72 hours. Do not stop moving altogether, but integrate gentle movement that does not cause you pain. Do not over-stretch the affected area. As time goes on, you may experience the absence of pain or inflammation. This is not a sign that you are completely healed. Continue a **gradual** progression of increased movement, and keep in touch with your doctor and/or physical therapist.

Grading Policy

For all studio dance classes, both effort and progress are evaluated in a comprehensive assessment. Your 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 your grades in studio dance courses: In addition to the information provided in this handbook, refer to your course syllabi for requirements, grading policy and/or expectations specific to the course you are 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

- **Year Advisor.** All students must see their Year Advisor before registering for courses. Your Year Advisor will help you plan a class schedule based on degree requirements and personal goals. **It is your responsibility to initiate transfer of credits, to follow up on changes in your records, and to keep your advising record up-to-date by filling out the appropriate "Year Advisor/Advisee" form, thereby monitoring fulfillment of curriculum requirements.** Advisor/Advisee checklist forms are available at the Department of Dance and part of your student record. This is a critical tool to help you and your advisor navigate your years of study and enable you to track your progress each term and year. (*See Appendices for Advisor/Advisee Checklist*).
- **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, you receive an email indicating your ability to register via Wolverine Access @ wolverineaccess.umich.edu.

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 you have chosen Dance as your Home Department, you must adhere to the SMTD drop/add deadlines for ALL your courses (i.e., non SMTD).**

Late Drop/Add

If you need to drop or add a class after the third week of the term (first week for half-term) you need to provide a (1) written statement explaining the situation; (2) completed and signed override form; and (3) 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

You may apply for a joint degree in another unit of the University at any point in your studies. However, we recommend that you apply for joint status prior to your 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 their 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 **your** responsibility to contact him/her 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, not as an audit.

Letters of Recommendation

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

- Complete address and contact information, including the name of the person to whom the letter will be addressed. If you do not have a name, specify that the letter can be addressed 'To Whom It May Concern'
- Date the recommendation is due and whether it must be received **by** or **postmarked** that date, and whether it is a physical copy or an online submission
- Stamped and addressed envelope for the faculty member to use or details of electronic submission requirements. If you are asking for multiple letters, provide adequate stamped envelopes
- Copy or website link of the job description, summer program, internship, etc.
- Website links to the organization, school and/or person to whom you are applying. If you do not have access to these, provide some context and background for the nature of the job, position or internship
- Reason why you are applying and, if you have a letter of interest or cover letter, please share with the faculty member. It is helpful in crafting a customized letter for you. The more details faculty have the better. If there is a compelling reason why you think this is the ideal course or position for you, articulate this clearly to the faculty member
- Current resumé and, where appropriate, copies of your teaching and/or research statement

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 you are called for interview, offered the position and/or accept/ reject, let the faculty member know. Faculty put a lot of time and energy into helping you succeed.

The Career Center @ careercenter.umich.edu can provide additional support in developing your 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, Ballet, Improvisation, World Dance, 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.

(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 departments, and can choose their remaining credits from either Music or Theatre depts. 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/SMTD (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 |
|--------------------------------------|-----|
| 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 |
| 141 – Music for Dance 1 | 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 |

| Course | Hrs |
|--|-----|
| 312 – Ballet III | 1 |
| 313 – Ballet III | 1 |
| 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 |
| 348 – Africanist Traditions | 3 |
| 352 – Body Knowledge | 2 |
| 372 – Dance Production | 2 |
| 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 |

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

Ann Arbor Dance Works is a collective of University of Michigan dance faculty and is dedicated to the collaborative process and shares a diverse repertory with audiences. In addition to producing works by resident choreographers, the company hosts guest choreographers from the US and abroad who conduct residencies teaching and setting works on the company members. 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. Each year, 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 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. (*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 in various 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 you. **All Friday labs count towards your technique requirement.**

SMTD Requirements

Dance majors must take a minimum of seven credit hours in Music and Theatre. You must, at some point in your degree program, take Production Practicum 1 (Theatre 251). In addition, you must choose a minimum of one course each from both Music and Theatre departments, and can choose your 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 your Year Advisor as to an appropriate course level for you.

See your Year 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

All year groups may/will be assessed during the regularly scheduled University examination period. The Department Administrator and/or your Year Advisor will send out details related to your assessment at least three weeks prior to the examination period.



Do NOT make travel plans that conflict with your assessment!

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 you with an opportunity to receive constructive feedback about your accomplishments at the midway point of your degree work and clear the way for maximum advancement in the remaining two years. The solo should be a work that showcases your artistry, virtuosity, and could possibly serve as an audition solo in the future. It must be your choreography.

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 you are 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 your Senior Concert.

Rehearsal Space

If you wish to reserve rehearsal space for a choreographic project, you must submit a request in writing to the Production Director, 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 (Monday through Sunday). You should post a rehearsal cancellation immediately.

Outside Performances

Performances beyond your degree requirements are encouraged as long as your schedule permits. In keeping with other departments in the School of Music, Theatre & Dance, if you are involved in projects outside of the Department you must:

1. Notify your Year Advisor in writing within the first two weeks of the semester of the engagement, so that the concert may be included in the Department calendar and 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 your responsibility as the choreographer to be respectful of your dancers' schedules and prior commitments. You must adapt your schedules accordingly.
3. Follow Department guidelines as stated earlier in this handbook and the SMTD Student Handbook regarding absences approved.

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.

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 you produce work beyond the Department, you are 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 your final year. As the capstone of the four-year BFA Dance degree this concert should clearly demonstrate competencies in choreography, performance and production. You are expected to choreograph a group work (7-10 minutes in length) and a solo dance (3-5 minutes in length) that you 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 you. Please read the Senior Concert Evaluation Guidelines carefully in this handbook. These guidelines also serve as a means to focus your inquiry and studies from day one in the program and inform you of the necessary competencies as you progress through the curriculum. It is suggested that you refer to these pages often to cross-reference and measure your growing awareness and understanding in choreography, performance and production in the field of contemporary dance.

In order to make your 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 your concert semester to your FM and Production Director.
- Be prepared to collaborate with your 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.
- You may not perform in your own group work unless otherwise approved by FM & PD.
- Perform your 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 your 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 your cast

Use the Senior Concert Evaluation Guidelines found in this handbook to structure your evaluation. Remember to also compare and contrast your original vision statement with the final product and include an assessment of how well you met your 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. **You 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 your 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 your 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 your 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)



Your FM should attend four rehearsals; it is suggested that you make arrangements at the beginning of the semester to ensure her/his attendance at your 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, your dance should have a clear purpose, theme, intention and impact.

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

Each year, 2-3 outstanding students are sponsored to present their choreography at the regional American College Dance Festival. The faculty choose which works attend the festival based on a department wide audition each fall (*Refer to the SMTD absence policy 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 you wish to produce an off-site show you must communicate your 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 8:00AM until 4:30PM. 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. Do not bring anything to the building that you can get along without. **Keep valuables within eyesight or store them in your locker.** It is also unwise to be in the building alone in the evening and on weekends. **The Department of Public Safety (DPS) should be called (763-1131) in any 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 (Monday through Friday), you may access the building only by using your MCard. The lock 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 Dance. This is typically a three-digit code, which changes each term. Do not share this code with anyone outside the Department nor pop 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 on a first-come, first-serve basis, and you **must sign up** for a locker number (lists are posted on the outside bathroom door). You are responsible for providing your 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 after hours!**
- **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 your bikes on the racks provided outside.
- There are **Lost and Found** bins in each studio. 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. You are expected to clean up after yourself. There is a campus phone (for on-campus calls), a computer with Internet access, and a monitor, DVD and VHS machines. **You** 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 your kitchen items. Once a week, 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 will be disposed of.

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. You 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.

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. Access online @ umich.edu/~caps or call 764-8312.

Eating Disorders

A counseling group is available to students at the Center for Eating Disorders @ center4ed.org/ or call (734) 668-8585. You 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. Our Physician and Therapy Teams in PT, OT and Hand Therapy have many years of experience in Orthopedics, Rehabilitation and Sports Medicine. Whether you are a Musician, Dancer, Conductor or Pianist, we can help rehabilitate you 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 your 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 Kristen (Balfour) Schuyten, DPT at MedSport to request additional times or information regarding this clinic at (734) 930-7400.

Transportation

You 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 you must show the driver your 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 your campus location and drive you to your 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

Medical service is provided for all UM students and staff on a walk-in or appointment basis. Weekdays until 4:30 and Saturday mornings. 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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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 |
| • History & Ideas | 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 1 or 2 | 2 |
| • Production | 2 |
| • Senior Seminar | 2 |
| • Sophomore Seminar | 2 |
| • Electives | Variable |
| Total Hrs | 120 |

| Courses Available to be Taken at Anytime During Your BFA Dance Program | Hours (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.

| Freshman Year – Fall | | | |
|--|--------------------|--|---------------------|
| 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 OR Elective | 1 |
| DANCE 127 – Freshman Dance Lab | | Tech | 1 |
| DANCE 131 – Dance Composition 1 | | Comp | 2 |
| DANCE 141 – Music for Dance 1 | | Music for Dance | 2 |
| | | | |
| <i>Completed Technique credits</i> | | <i>Completed Music for Dance credits</i> | |
| <i>Completed Comp credits</i> | | <i>Completed Electives credits</i> | |
| <i>Completed Rep credits</i> | | <i>Completed SMTD credits</i> | |
| | | <i>Completed Non-SMTD credits</i> | |
| Total credits completed | | | |

| | |
|----------------------------|------------|
| Advisor Signature _____ | Date _____ |
| Student Signature _____ | Date _____ |

| Freshman Year – Winter | | | |
|--|--------------------|---|---------------------|
| 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 OR Elective | 1 |
| DANCE 126 – Freshman Touring Company | | FTC | 1 |
| DANCE 128 – Freshman Dance Lab | | Tech | 1 |
| DANCE 132 – Dance Composition 2 | | Comp | 2 |
| | | | |
| | | | |
| <i>Completed Technique credits</i> | | <i>Completed Music for Dance credits</i> | |
| <i>Completed Comp credits</i> | | <i>Completed Electives credits</i> | |
| <i>Completed Rep credits</i> | | <i>Completed SMTD credits</i> | |
| <i>Completed FTC credits</i> | | <i>Completed Non-SMTD credits</i> | |
| Total credits completed | | | |

| | |
|----------------------------|------------|
| Advisor Signature _____ | Date _____ |
| Student Signature _____ | Date _____ |

| Freshman Year – Spring | | | |
|--|--------------------|-----------------------------|---------------------|
| 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> | | | |
| <i>Completed _____ credits</i> | | | |
| <i>Completed _____ credits</i> | | | |
| <i>Completed _____ credits</i> | | | |
| <i>Total credits completed</i> | | | |

| | |
|----------------------------|------------|
| Advisor Signature _____ | Date _____ |
| Student Signature _____ | Date _____ |

| Sophomore Year – Fall | | | |
|---|--------------------|---|---------------------|
| Course | Taken (Y/N) | Requirement Category | Credit Hours |
| 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 OR Elective | 1 |
| DANCE 227 – Sophomore Dance Lab | | Tech | 1 |
| DANCE 231 – Dance Composition 3 | | Comp | 2 |
| DANCE History & Ideas (Soph, Jun OR Sen year) | | History & Ideas | 3 |
| DANCE 251 – Anat & Kines for Dancers (Soph, Jun OR Sen year) | | Anat & Kines | 3 |
| | | | |
| | | | |
| <i>Completed Technique credits</i> | | <i>Completed Music for Dance credits</i> | |
| <i>Completed Comp credits</i> | | <i>Completed Electives credits</i> | |
| <i>Completed Rep credits</i> | | <i>Completed SMTD credits</i> | |
| <i>Completed History & Ideas credits</i> | | <i>Completed Non-SMTD credits</i> | |
| | | <i>Completed Soph Seminar credits</i> | |
| Total credits completed | | | |

| | |
|----------------------------|------------|
| Advisor Signature _____ | Date _____ |
| Student Signature _____ | Date _____ |

| Sophomore Year – Winter | | | |
|--|--------------------|---|---------------------|
| 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 OR 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 & Ideas (Soph, Jun OR Sen year) | | History & Ideas | 3 |
| | | | |
| | | | |
| <i>Completed Technique credits</i> | | <i>Completed Music for Dance credits</i> | |
| <i>Completed Comp credits</i> | | <i>Completed Electives credits</i> | |
| <i>Completed Rep credits</i> | | <i>Completed SMTD credits</i> | |
| <i>Completed History & Ideas credits</i> | | <i>Completed Non-SMTD credits</i> | |
| | | <i>Completed Soph Seminar credits</i> | |
| Total credits completed | | | |

| | |
|----------------------------|------------|
| Advisor Signature _____ | Date _____ |
| Student Signature _____ | Date _____ |

| Sophomore Year – Spring | | | |
|--|--------------------|-----------------------------|---------------------|
| 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> | | | |
| <i>Completed _____ credits</i> | | | |
| <i>Completed _____ credits</i> | | | |
| <i>Completed _____ credits</i> | | | |
| Total credits completed | | | |

| | |
|----------------------------|------------|
| Advisor Signature _____ | Date _____ |
| Student Signature _____ | Date _____ |

| Junior Year – Fall | | | |
|---|--------------------|--|---------------------|
| Course | Taken (Y/N) | Requirement Category | Credit Hours |
| DANCE History & Ideas (Soph, Jun OR Sen year) | | History & Ideas | 3 |
| DANCE 251 – Anat & Kines for Dancers (Soph, Jun OR 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 OR Elective | 1 |
| DANCE 327 – Junior Dance Lab | | Tech | 1 |
| DANCE 335 – Dance & Related Arts | | DRA | 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 Technique credits</i> | | <i>Completed Music for Dance credits</i> | |
| <i>Completed Comp credits</i> | | <i>Completed Electives credits</i> | |
| <i>Completed Rep credits</i> | | <i>Completed SMTD credits</i> | |
| <i>Completed History & Ideas credits</i> | | <i>Completed Non-SMTD credits</i> | |
| <i>Completed Production credits</i> | | <i>Completed Anat & Kines credits</i> | |
| | | <i>Completed Production credits</i> | |
| Total credits completed | | | |

| | |
|----------------------------|------------|
| Advisor Signature _____ | Date _____ |
| Student Signature _____ | Date _____ |

| Junior Year – Winter | | | |
|--|--------------------|---|---------------------|
| 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 OR Elective | 1 |
| DANCE 328 – Junior Dance Lab | | Tech | 1 |
| DANCE 332 – Movement Improv (Junior OR Senior year) | | Tech | 2 |
| DANCE History & Ideas (Junior OR Senior year) | | History & Ideas | 3 |
| DANCE 352 – Body Knowledge (Junior OR Senior year) | | Body Knowledge | 2 |
| DANCE 372 – Dance Production | | Prod | 2 |
| DANCE 442 – Screendance (Junior OR 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 Technique credits</i> | | <i>Completed Music for Dance credits</i> | |
| <i>Completed Comp credits</i> | | <i>Completed Body Knowledge credits</i> | |
| <i>Completed Rep credits</i> | | <i>Completed Electives credits</i> | |
| <i>Completed History & Ideas credits</i> | | <i>Completed SMTD credits</i> | |
| <i>Completed Production credits</i> | | <i>Completed Non-SMTD credits</i> | |
| Total credits completed | | | |

| | |
|-------------------------|------------|
| Advisor Signature _____ | Date _____ |
| Student Signature _____ | Date _____ |

| Junior Year – Spring | | | |
|---|------------------------|---------------------------------|---------------------------------------|
| 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> |
| | | | <i>Completed _____ credits</i> |
| | | | <i>Completed _____ credits</i> |
| | | | <i>Completed _____ credits</i> |
| | | | <i>Total credits completed</i> |

| | |
|----------------------------|------------|
| Advisor Signature _____ | Date _____ |
| Student Signature _____ | Date _____ |

| Senior Year – Fall | | | |
|---|--------------------|--|---------------------|
| Course | Taken (Y/N) | Requirement Category | Credit Hours |
| DANCE History & Ideas (Soph, Jun <u>OR</u> Sen year) | | History & Ideas | 3 |
| DANCE 251 – Anat & Kines for Dancers (Soph, Jun <u>OR</u> Sen year) | | Anat & Kines | 3 |
| 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 Technique credits</i> | | <i>Completed Music for Dance credits</i> | |
| <i>Completed Comp credits</i> | | <i>Completed Anat & Kines credits</i> | |
| <i>Completed Rep credits</i> | | <i>Completed Sen Seminar credits</i> | |
| <i>Completed History & Ideas credits</i> | | <i>Completed Electives credits</i> | |
| <i>Completed Production credits</i> | | <i>Completed SMTD credits</i> | |
| <i>Completed Teaching Methods credits</i> | | <i>Completed Non-SMTD credits</i> | |
| <i>Completed Senior Concert credits</i> | | | |
| Total credits completed | | | |

| | |
|-------------------------|------------|
| Advisor Signature _____ | Date _____ |
| Student Signature _____ | Date _____ |

| Senior Year – Winter | | | |
|--|--------------------|---|---------------------|
| Course | Taken (Y/N) | Requirement Category | Credit Hours |
| DANCE 332 – Movement Improv (Junior OR Senior year) | | Tech | 2 |
| DANCE History & Ideas (Junior OR Senior year) | | History & Ideas | 3 |
| DANCE 352 – Body Knowledge (Junior OR 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 OR Elective | 1 |
| DANCE 428 – Senior Dance Lab | | Tech | 1 |
| DANCE 442 – Screendance (Junior OR 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 Technique credits</i> | | <i>Completed Music for Dance credits</i> | |
| <i>Completed Comp credits</i> | | <i>Completed Body Knowledge credits</i> | |
| <i>Completed Rep credits</i> | | <i>Completed Sen Seminar credits</i> | |
| <i>Completed History & Ideas credits</i> | | <i>Completed Electives credits</i> | |
| <i>Completed Production credits</i> | | <i>Completed SMTD credits</i> | |
| <i>Completed Teaching Methods credits</i> | | <i>Completed Non-SMTD credits</i> | |
| <i>Completed Senior Concert credits</i> | | | |
| Total credits completed | | | |

| | |
|-------------------------|------------|
| Advisor Signature _____ | Date _____ |
| Student Signature _____ | Date _____ |

| Senior Year – Spring | | | |
|--|--------------------|-----------------------------|---------------------|
| 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> | | | |
| <i>Completed _____ credits</i> | | | |
| <i>Completed _____ credits</i> | | | |
| <i>Completed _____ credits</i> | | | |
| Total credits completed | | | |

| | |
|----------------------------|------------|
| 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/Add. This policy is also published annually in the SMTD Handbook. Please read this information carefully before submitting this form.

After the 6th 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:

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:

Methods and resources to be used:

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

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
MedSport FlowSheet

| | |
|--|---|
| MedSport Sports Medicine Program | M-Perform Physical Medicine & Rehabilitation |
| Located at Domino's Farms, off Plymouth Road in northeast Ann Arbor | Services Located at Multiple Sites including: The Spine Center, MedRehab-Briarwood, University Hospital |
| <p>Contact: Kristen Schuyten, Physical Therapy Clinical Specialist Coordinator of Performing Arts Injury and Rehabilitation</p> <p>Email: kbalfour@umich.edu</p> <p>Phone: (734) 930-7400 Call Center</p> <p>Website: www.med.umich.edu/medsport</p> | <p>Contact: Paula Kartje, Manager- OT & PT @ MedRehab Coordinator of M-Perform Program</p> <p>Email: kartje@umich.edu</p> <p>Phone: (734) 998-7888 Call Center or (734) 998-7912 OT/PT</p> <p>Website: www.med.umich.edu/pmr/</p> |

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

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

For any other medical need, please do not hesitate to contact us for assistance in directing you to a UMHS specialist

| | |
|---|---|
| <p>Allergy: Dr. Marc McMorris U of M Allergy</p> <p>Briarwood Health Associates - Bldg 5 325 Briarwood Cir Ann Arbor, MI 48108 Phone: 734-647-9000</p> <p>Domino's Farms Lobby H 24 Frank Lloyd Wright Dr Ste H-2100 Ann Arbor, MI 48105 Phone: 734-647-5940</p> | <p>Obstetrics and Gynecology: Dr. Caren Stalburg</p> <p>U of M Obstetrics/Gynecology West Ann Arbor Health Center 4900 Jackson Rd Ste A Ann Arbor, MI 48103 Phone: 734-998-7380</p> |
| <p>Ankle/Foot Orthopaedic conditions Dr. Todd Irwin</p> <p>U of M South Main Orthopaedics Huron Valley Professional Center 2098 South Main Street Ann Arbor, MI 48103 Phone: 734-998-6594</p> | <p>Pilates: Linn Sandberg</p> <p>PM&R/Spine Program Burlington Bldg 325 E Eisenhower Pkwy Email: linnsandberga2@gmail.com</p> |
| <p>Family/Sports Medicine Primary Care: Dr. Amy Miller</p> <p>U of M Family Medicine Briarwood Family Medicine - Bldg 10 1801 Briarwood Cir Ann Arbor, MI 48108 Phone: 734-998-7390</p> | <p>Psychology: Pain & Rehabilitation Psychology Dr. Mary Theisen-Goodvich, PhD</p> <p>PM&R/Spine Program Burlington Bldg 325 E Eisenhower Pkwy Phone: 734-763-6501 Email: mtheisen@med.umich.edu</p> |

| | |
|---|---|
| <p>Massage Therapy: Lynn Wacker, CMT</p> <p>Burlington Bldg 325 E Eisenhower Pkwy Phone: 734-763-6464 Email: lwacker@med.umich.edu</p> | <p>Pediatric Orthopaedic Surgery (for 18 years old or under): Dr. Gertrude Li</p> <p>Department of Orthopaedic Surgery C.S. Mott Children's Hospital 1540 E. Hospital Drive Ann Arbor, MI 48109</p> |
|---|---|

| | |
|---|----------------------------|
| | Phone: 734-936-5780 |
| Nutrition: Susan Ryskamp, M.S, R.D. and Sarah Meyers, R.D. Cardiovascular Center Clinic 1500 E. Medical Center Dr. Ann Arbor, MI 48109 Appointments Phone: 888-287-1082 Susan Email: shry@med.umich.edu Sarah Email: sarmey@med.umich.edu | |