

**Department of Dance
Student Handbook
2008-2009**

Revised 5/30/2008

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Student Handbook 2008-2009**

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ACADEMIC YEAR CALENDAR 2008-2009
DEPARTMENT OF DANCE

Subject to change: Please confirm dates and times with the Department of Dance at 269-387-5830

Fall 2008 Semester

Fri – Aug 31	Advising Day
Mon – Sept 1	Labor Day
Tues - Sept 2	8:00 am – Fall classes begin 6:00 pm – Town Meeting 7:00 pm – Welcome back pizza party for majors and minors
Fri-Sept 5	12:30-1:00 pm Orchesis/New student lunch
Thurs-Oct 2	6:45 pm - Orchesis Concert Adjudications
Sat-Oct 4	Homecoming
Fri – Oct 10	Noon Dance Showing (Dance Studio B) and Winter Concert Adjudications
Fri – Oct 17	Department Entrance and Scholarship Auditions
Fri – Nov 7	Savion Glover in Bare Soundz, Miller Auditorium*
Wed-Sun – Nov 5-9	Orchesis Concert, Dance Studio B
Friday - Nov 14	Department Entrance and Scholarship Auditions
Friday-Nov 21	American College Dance Festival and Winter Concert Adjudications
Wed - Nov 26	Thanksgiving Recess (classes dismissed at noon)
Mon – Dec 1	Classes resume
Fri - Dec 5	Western Dance Project at Art Hop, Epic Center
Dec 8-12	Final Examination Week
Sat - Dec 13	Commencement

Spring 2009 Semester

Fri - Jan 2	Advising Day
Mon - Jan 5	8:00 am classes begin
Mon – Jan 19	MLK Day Recess, Convocation & Activities
Thur-Sat, Jan 29-31	Winter Concert of Dance (Williams Theatre, Gilmore Theatre Complex)
Tues-Feb 10	Alvin Ailey American Dance Theater, Miller Auditorium*
Fri – Feb 20	Department Entrance Auditions
Fri – Feb 27	Spirit Day (no classes)
Sat - Mar 2	Spring break begins
Mon – Mar 9	Classes Resume
Wed-Sat, Mar 18-21	East Central Conference of ACDFA, University of Akron
Fri – Mar 20	Noon Dance Showing (Dance Studio B)
Fri – April 3	Junior Jury Presentations (Dance Studio B)
Fri, Sat, Sun – April 3,4,5	Graduating Presentations in Dance (Dance Studio B)*
Fri –Apr 10	Good Friday
Sun – Apr 12	Easter
Sun – Apr 19	Senior Brunch
Apr 20-24	Final exam week
Sat – Apr 25	Commencement

Summer I 2009 Semester

Mon – May 4	Classes begin
Mon – May 25	Memorial Day Recess
Wed – Jun 24	Summer I session ends
Sat – Jun 27	Commencement

* Indicates there is an admission charge.

Dance Studio B is located on the third floor of the Dalton Center.

DEPARTMENT MISSION STATEMENT

Mission

Western Michigan University's Department of Dance is nationally recognized as a community that values aesthetic breadth, student choice and disciplinary excellence.

As a dance community we are committed to:

- ❖ The highest aesthetic standards,
- ❖ Being of service to our diverse cultural community,
- ❖ Excellence in creative and scholarly research,
- ❖ Exemplary, experientially-based teaching.

Department Goals

The Department intends to educate students who will:

- ❖ Participate in dance and dance-related activities,
- ❖ Integrate theory and practice,
- ❖ Demonstrate skills, credentials and knowledge needed to carve careers,
- ❖ Articulate and apply a personal aesthetic.

The following additional information is available in your Undergraduate Catalog that may be found online at the following URL: <http://catalog.wmich.acalog.com>

Programs offered
Courses for general students
Admission information
Transfer credit
Advising
Focus of Technique Courses
Major Technique Course Progression
Class Fees for Major Technique Courses
Scholarships
Annual Meeting
Additional Study Options
Performance and Choreographic Opportunities
Program Requirements: BFA, BA, Minor
Course Descriptions

Further information is included in this handbook. Please review the following material and retain this handbook for future reference.

EXPECTATIONS OF A DANCE MAJOR

Admittance to any program of study in the creative and performing arts requires more of the student than course work; it assumes and requires an emotional and philosophical commitment as well. The dance program at Western Michigan University provides numerous and diverse opportunities for students to translate individual needs, interests, enthusiasm and questions about dance into practical ways to explore, discover, contribute and grow. Through your regular and consistent involvement, you will be able to further develop your craft, stretch your knowledge and insights, and extend the range of your talents and capabilities.

During your years as a dance major, it is expected that you will both fulfill all necessary course work required for your degree and vigorously and actively participate in the production program of the department in all of its many facets. Participation is not an option – it is a requirement. The

way in which you participate is the choice. The following are commitments we expect our students to fulfill:

1. Attendance at dance department productions (and all other dance events sponsored by this and other organizations) is an ongoing obligation that is necessary and critical to the personal and artistic development of every student in the program.
2. Participation in the production program on a consistent basis (every semester if possible), in any or several of the following areas:
 - ❖ Auditioning for dance department productions
 - ❖ Performance and/or choreography for department productions
 - ❖ Technical production work on preparation, stage management, or running crews for department productions
 - ❖ Arts management work in publicity, front-of-house, or ticketing
3. You are responsible for your own career!!! Do not be afraid to ask questions and seek out information. While the academic advisor and the faculty/staff of the Department of Dance will do what they can to provide you with answers, you must assume most of the responsibility.
4. You are expected to be self-motivated and self-disciplined in each activity of the dance program. You should make the first contact regarding the many opportunities and information available to you during your educational tenure at WMU. Maturity and good demeanor are expected in the professionally-committed student. Membership in professional associations such as the Michigan Dance Council, American Dance Guild, the American College Dance Festival Association and National Dance Education Organization are suggested. CHECK THE BULLETIN BOARDS DAILY!!! Important information will be posted in appropriate areas.

These are the minimums expected of our students. We offer you the opportunity to test your limits and fire your imaginations: to explore, create, and immerse yourselves in our great dance heritage.

ACADEMIC ADVISING AND REGISTRATION PROCEDURES

The Dance Academic Advisor is available by appointment throughout fall and spring semesters to assist students with dance major and minor course selection, general education requirements and other graduation requirements. Registration for spring semester typically occurs in October and November, and in March and April for fall semester. The Dance Academic Advisor meets with all majors and minors during this time, either by appointment or through extra walk-in advising hours that are posted. Registration is based on seniority (hours earned). Faculty provide the advisor with technique course placement just prior to the registration process each semester. Students must see the dance academic advisor who must register students for major level dance technique courses and selected other restricted classes. It is the student's responsibility to actually register for all other courses via the internet registration system.

Students should complete and submit a request form to the advisor to trigger a graduation audit no later than the beginning of their senior year. During the summer, advising questions should be directed to the Department Chair.

Students who are eligible for priority registration for classes should inform their instructor during the first week of the semester.

AUDITING REQUIREMENTS: Although auditing students are not required to submit written assignments, journals or examinations, they are expected to maintain a regular attendance in the course. Auditing students may be asked by the Instructor to discontinue the class because of excessive absences.

GENERAL PROTOCOL

DO NOT DISTURB A CLASS OR REHEARSAL IN SESSION. Permission to observe should be obtained from the teacher, choreographer or director of the rehearsal prior to the scheduled starting time.

Absence/Tardiness:

A performer may be removed from the cast of a dance for unexcused absences, excessive tardiness for rehearsals and/or inappropriate behavior during rehearsals.

The Department of Dance views performance/production activities as extensions of classroom activities. In the same vein, classroom discipline is an extension of production discipline, particularly in the studio courses.

A professional dancer, or any other performing artist or production technician, would never dream of missing “call.” It is unheard of in all dance/theatre circles. This same discipline is expected of students in the studio and classroom. Classroom absence/tardiness policies will be covered in course syllabi.

Technique Classroom Protocol:

1. DO NOT CHEW GUM!
2. Do not wear bulky jewelry.
3. Come to class fully prepared (specified attire, hair properly secured, etc.) to begin warm-up. Warm-up and “centering” is encouraged before class.
4. If you must arrive late for an unexpected reason, instructor permission to participate in class should be obtained.
5. Do not leave a class in session (unless it is an absolute emergency or your instructor has granted advance consent) until the instructor has dismissed you. If class inadvertently runs over time, you may slip out quietly to meet an immediate commitment.
6. Do not talk in class. Questions should be addressed to the instructor. If the instructor is coaching an individual student between an exercise, watch and listen; it is part of the educational process!! Be courteous to the instructor and other students by not talking or dancing at an inappropriate time. The student should only practice what is being conducted at the time.
7. Good grooming and personal hygiene is expected.
8. Do not lean on the barre, against the mirrors, or against the Studio B cyclorama.
9. Do not sit down during class without the permission of the instructor.

REQUIRED DANCE ATTIRE/SUPPLIES

All dance major and minors must have the following dancewear and supplies:

For Women:

Pink tights
Pink ballet slippers
Pink pointe shoes (Ballet tech. II & III)
Flesh tone undergarment camisole

leotard (no plastic straps)

For Men:

Black tights
Black and white ballet slippers
Black and nude colored dance belts

White T-shirt (fitted) or White Leotard

Required for Everyone:

Theatrical stage make up
Black leotard, Black jazz pants, Black jazz shoes

**Students cast in department concerts must provide their own shoes, tights and dancewear undergarments. The choreographer/rehearsal director will provide specific details about items that need to be purchased.

DANCE BAG AND RECOMMENDED SUPPLIES

Ice Packs: The department keeps ice cups in the main office. All students should **keep one or more instant ice packs in their lockers** for evening rehearsals.

Other recommended supplies:

Safety pins
Personal first aid kit, including band-aids, ace bandage and foot tape
Hair grooming supplies
Spare dancewear
Spare dancewear
Anti-inflammatory drug such as aspirin, ibuprofen or naproxem sodium

Boom box: Students are encouraged to own a music playback machine. Music playback machines are available during business hours in the main office for use in the dance studios. An I.D. card is required to check out a music playback machine. Cabinet sound equipment is restricted to faculty use only. **ALL MUSIC PLAYBACK MACHINES MUST BE RETURNED BY 4:45 PM**

FACILITY USAGE

In an effort to maintain our dance facilities, a number of rules and practices should be uppermost in the minds of those who are using studios, classrooms, locker rooms, etc. These rules are in no way meant to inconvenience students or staff. Respectful adherence to these rules better assures a secure, well-functioning, organized environment for the work that needs to be done.

Rules are:

1. Students using studios A and B must enter and exit through the clean foot corridor.
2. Every effort must be made to keep dirt and hallway finishes off the studio floors. Therefore, studio shoes should be worn only in the studio, and not in the locker room, hallways, or clean foot corridor. No bare feet in the hallways. A separate pair of dance shoes should be set aside for use in rehearsals outside of the Dalton dance studios.
3. Hallway doors are not to be used for exits and entrances except for faculty egress, public performances, or emergencies.
4. Locker security is the individual's responsibility. Check and recheck that your lock is secure and the door is completely latched at top and bottom. **Use your assigned locker only.**
5. Eating and drinking are to be confined to areas designated for such. No food, beverages (other than water in a sealed container), gum, etc. are allowed in any studio.
6. Dressing and other personal preparations for classes should be done in the dressing room.

7. **The Dalton Center is a smoke-free building.** Enforcement of this policy is through the Department of Public Safety, Division of Environmental Health.

Hundreds of people use the dance facilities. Each person should take the responsibility to keep the physical and aesthetic environment pleasant for all current and future personnel. Don't be reluctant to remind others who might have a moment of forgetfulness. Please report facility maintenance needs to the Department Office Coordinator.

Dance Technology Lab

The Department of Dance has a computer lab in Dalton 3141 equipped with six iMac computers. While there are no set lab hours, the Lab may be accessed with the aid of any dance faculty member during normal school hours (8 a.m. - 5 p.m.). Kevin Wesel is the Technology Coordinator for the College of Fine Arts and supervises the Dance Technology Lab.

Guidelines for Usage

To gain access to the lab, students must:

- Have a dance faculty member unlock the lab
- Have faculty initial your sign in that includes name, date and time.
- Log on with your Western account and password.
- Properly shut down computers when finished.
- Make sure the lab door locks when leaving the lab.
- Find faculty member to initial your sign out.

In order to use the lab, each student must go through a two-minute tutorial with technology coordinator David Curwen

Food and beverages (including water) are strictly forbidden in the dance technology lab.

Students must also:

- Bring their own headphones to listen to music or soundtracks
- Bring their own media for data storage, i.e. DVDR, CDR and mini DV tape (with appropriate video camcorder)
- Computer projects left on the hard drives will be erased at the end of each semester.

Any student found not complying with these Lab guidelines will be denied future access to the lab.

Report any problems to Kevin Wesel at: kevin.wesel@wmich.edu

COSTUME ROOM ACCESS POLICY

The Department of Dance has a modest collection of costumes that are housed in the department's costume room. Costumes may be used by faculty, the Western Dance Project (with the supervision of the director) and students enrolled in DANC 4800 Graduating Presentations in Dance. Sign-out sheets will be posted on the costume room door. All information fields must be completed by DANC 4800 students and signed by the faculty advisor. All costumes must be returned laundered. DANC 4800 students may not borrow costumes that require dry cleaning.

LIBRARY

The Department of Dance is fortunate to have most dance literature housed in the Maybee Music and Dance Library on the third floor of the Dalton Center. Books may be checked out by presenting a valid student identification card. Reference materials, periodicals, videos, records, and tapes

must remain in the library. Related materials may also be found in Waldo Library and the Educational Resource Center (ERC) in Sangren Hall.

LOST AND FOUND

Found items will be placed in the Dance Office. Jewelry and other valuables will be kept by the Department Office Coordinator. Items not claimed by the end of the semester will be donated or discarded.

BULLETIN BOARDS

Bulletin Boards are located in the main hallway and in the “clean foot corridor” that leads to the dance studios. It is your responsibility to check them daily! They will contain important department announcements and information (rehearsal schedules, scholarships, auditions, etc.), announcements pertaining to local/regional workshops and dance events, and job opportunities. In addition, chalkboards are available directly outside the locker rooms for quick messages and brief announcements.

TELEPHONE USAGE

Department phones are for **department business** and **emergency** calls only. The dance office will accept emergency phone messages for students and post them on the “Student Message” section of the bulletin board.

COPY MACHINE USAGE

The copier in the main dance office is **NOT** available for student use. Copy machines are available for students in the Maybee Music and Dance library.

LOCKER ROOM POLICIES

There are locker and shower room facilities for men and women in the Dalton Center. Lockers will be assigned at the beginning of each academic year. You must provide your own lock. You are expected to launder your dance attire daily. You must remove all personal belongings and your lock at the end of the spring semester so that all lockers may be cleaned over the summer. At the beginning of the Fall Semester you can get your new locker assignment at the Dance Department office. **DO NOT PUT A LOCK ON A LOCKER THAT HAS NOT BEEN ASSIGNED TO YOU – IT WILL BE CUT OFF.**

SCHOLARSHIPS

Currently enrolled dance majors may apply for the Exceptional Dance Major Scholarship and Dancers with Musicians Scholarship during November for the next academic year. Any continuing dance major may apply for an Outstanding Dance Student Scholarship. These awards vary in amount from \$500 to \$1000 per year. When funds are available, the Department may also award the Wendy Cornish Endowed Scholarship, Partners in Dance Scholarship, Jean Warner LaBelle Dance Scholarship, G. Eugene Mills Scholarship for Excellence in Ballet, Ethel Perry Eaton Dance Scholarship, and the Arthur E. and Martha S. Hearron Student-Faculty Enrichment and Student Scholarship Endowment for Dance. Many seniors may be eligible for the Chapman award, through the Office of Financial Aid. For details, see the Dance Academic Advisor, Jane Baas.

All scholarship students are required to assist with at least two out of three department entrance auditions. Entrance auditions are held in October, November and February. Students may be asked to serve as morning guides, speakers at the parent meeting, essay monitor, demonstrators for the technique classes, and/or organizers for Q and A and/or informal performance at the end of the audition day. Scholarship students are expected to serve as leaders in the department by volunteering to assist as needed for tasks such as tech set-up and other tasks as requested.

ORCHESIS DANCE SOCIETY

Orchesis Dance Society is a student service organization. Orchesis produces dance concerts and Noon Dance Showings, and raises funds to assist in bringing guest artists to the Department of Dance. For information about upcoming activities, contact one of the Orchesis officers listed below or the Faculty Advisor to Orchesis, Megan Slayer.

Orchesis Officers 2007-2008

President: Jessie Cosentino
Vice President: Heather Bayley
Secretary: Ashley Howard
Treasurer: Val Elg
Publicity Coordinator: Lauren Elliot
Publicity Committee: Erica Pedersen,
Taylor Sayig
Concert Master - Production: Jill
McMahon, Assistant – Caitlin Biedrzycki

Concert Master – Ticketing and Box
Office: Sarah Rabbers, Assistant –
Angela Guerro
Concert Committee: Terrell Waters,
Lonnie Poupard, Jr., Kia Smith,
Elise Zanotti, Jeremy Neal
Special Events: Coordinator – Caitlin
Perna; Committee – Lauren Sky,
Michael McDonald

PERFORMANCE OPPORTUNITIES

There are formal and informal performance opportunities throughout the academic year, including departmental concerts, Orchesis Concert, Noon Dance Showings, choreography class showings, etc. All dance students are especially encouraged to show dances or works-in-progress in Noon Dance Showings. See bulletin boards for details.

CLASS FEES

Class fees range from \$10.00 to \$70.00. The fee in technique classes is designed to provide musical accompaniment. In addition, a portion of the fees enhances the department's ability to sponsor guest artists. Fees may be used to support guest artists, master teachers, and performers who present master classes, performances, demonstrations, and lectures for dance technique level students. These activities are usually free for students enrolled in technique level courses. Suggestions for future guests are welcome. Class fees may be used to purchase cameras, video recording and playback devices that can be used for assessment of student skill and progress.

The following policy was adopted by the faculty with regard to participation in guest artist master classes: If a student wants to participate in a guest master class and is not enrolled in the course the guest teacher is teaching, that student must have permission to participate from the assigned instructor at least 24 hours IN ADVANCE of the master class. If the teacher of the course is absent, that student must have the department chair's permission to take the class. In no case should a student make a judgment about another student's participation in a master class.

DEPARTMENTAL CONCERT GENERAL CASTING POLICY

BA dance majors may not perform in more than two dances in departmental concerts such as the Fall Concert of Dance and the Winter Concert of Dance. BFA dance majors may not perform in more than three dances in departmental concerts such as the Fall Concert of Dance and the Winter Concert of Dance. The department chair may make exceptions to this policy.

POLICY FOR PERFORMANCE IN CONCERTS SPONSORED BY THE DEPARTMENT OF DANCE

In order for a student to be eligible to audition, rehearse, and perform in department-sponsored events, he/she must register for and regularly attend a major level technique course during the semester(s) of rehearsal and performance and be in good academic standing (2.0 overall GPA minimum). This policy will be enforced regardless of enrollment status: grade, credit/no credit, audit. Students who enroll in a single technique course to meet this performance policy must notify the course instructor for attendance

monitoring. If attendance is not maintained on a regular basis, the student's participation in the performance will be jeopardized:

4th absence – written warning of probation

6th absence – removal from the concert

Faculty choreographers will hold open auditions for their dances and Guest Artists hold auditions at the beginning of their residences. Typically, a mass audition will be held at the beginning of the Fall semester to cast dances for the fall and/or winter concerts.

Faculty may perform and/or take class as their schedules and duties will allow. The department chair, as artistic director, reserves the right to confer with choreographers regarding their performers and to require cast changes based on unacceptable body instrument and/or performance skills. Arrangement for guest performers must be approved by the department chair.

See the department calendar for a listing of department performances for the current academic year.

FRIDAY TECHNIQUE CLASSES DURING DEPARTMENT OF DANCE CONCERT PERFORMANCES

On Fridays during Fall or Winter Concert performances and the Orchestris Concert performances, student performers who are enrolled in more than one technique course may choose to attend only one technique class. Prior to that Friday, students must notify their instructor regarding the class(es) they will take. This policy applies to any other concerts approved by the dance faculty and department chair. This policy does not cover Music Theatre Performance (MTP) majors who are in the cast of a play/musical. MTP students should save absences to use after opening nights of musicals/plays, if they choose.

POLICY FOR SELECTION OF CHOREOGRAPHY FOR CONCERTS SPONSORED BY THE DEPARTMENT OF DANCE

Full-time faculty may include one dance on a department concert. All other faculty and student dances must be submitted for consideration via the concert adjudication process. The adjudication dates will be announced at the beginning of the academic year. All full-time faculty and department chair serve as the adjudication panel.

GREAT WORKS/GUEST ARTIST CASTING POLICY

For the Great Works Dance Project or guest choreography, the guest artist or choreographer selects the dancers to perform the piece. Dancers are selected based on the artist's assessment of the dancers' ability to meet the physical and artistic demands of the dance. The artists make their casting decisions based on the dancers' performance in the audition, not on any other information except that which is noted below.

The dance faculty member assigned to serve as rehearsal director in the guest artist's absence serves as a facilitator for the artist/choreographer. The faculty member organizes the audition and helps the audition go smoothly by organizing the dancers into lines and operating the CD player, etc. The dance faculty member does not select the cast. If the artist/choreographer asks the dance faculty member about a student, s/he will answer them without personal bias. The dance faculty member will ensure that students on academic probation are not allowed to audition. S/he will also inform the artist/choreographer about students who have a history of unprofessional behavior (a person who has repeatedly missed rehearsals without notification or has dropped out of a dance at the last minute, for example). If the dance faculty member sees that one of the dancers is having one of those "really bad days," the faculty member might note that to the artist/choreographer.

All BFA students must audition for Great Works dances. If a dance requires pointe work, and BFA students are not experienced in this area, they may petition the faculty rehearsal director for exception to this requirement.

RESERVING REHEARSAL SPACE

Procedures for reserving rehearsal space are posted on the Bulletin Board in the main office of the Department of Dance. Record your name for the appropriate time on the schedule for the Studio being reserved. Only students enrolled in a choreography course or rehearsing for a concert may reserve a studio; any student may use an empty studio between classes and scheduled rehearsals. The office staff will unlock studios for your use during business hours.

VIDEOTAPING PERFORMANCES

The Department of Dance policy on videotaping of performances is as follows:

1. The individual instructor will keep a video record of choreography class projects as needed for grading and departmental accreditation purposes. If students want a record of their work, they are responsible for recording their choreography projects at the time of presentation using their own camera or a camera provided by the department. Students must provide their own videotapes.
2. Dubbing of Graduating Presentations (DANC 4800) and Junior Juries is the responsibility of the presenting students.
3. Dubbing of the Orchesis Concert is the responsibility of Orchesis and the faculty advisor. The faculty advisor will assist Orchesis in making arrangements. Orchesis must provide the department with the original videotape for the archives. No more than one "dub" should be made from the original, if possible.
4. Dubs of the Annual Concert dances and other special projects may be purchased from the videographer for a fee, providing the choreographers have granted permission for others to have a copy of their work. Students may be restricted to purchasing only copies of their individual performance and/or choreography. Performers must secure the permission of the choreographer prior to ordering a video copy. Choreographer's Release Forms are available in the Department Office.
5. The Department of Dance strongly encourages students to have records of their work on DVD. The Department of Dance can not accommodate alumni who wish to return to campus to get copies of performance/choreography class videos.

FESTIVALS AND CONFERENCES

The American College Dance Festival Association sponsors regional dance conferences. WMU Dance is a long-standing member of ACDFA. WMU faculty and students regularly attend and participate in these annual festivals. During the fall semester, the department will adjudicate dances for presentation at the festival. One to three dances, at least one of which must be choreographed by a student, will be selected to represent the department and the university. The 2009 East Central regional conference of the American College Dance Festival Association will be at the University of Akron in Akron, OH.

Jazz Dance World Congress and International Association of Blacks in Dance

Students and faculty have been invited to participate in several Jazz Dance World Congress conferences including those held in Buffalo, Chicago, Phoenix, Washington, DC, Germany and Mexico. This annual conference exposes students to internationally renowned jazz dance master teachers and professional companies. It also provides the opportunity for students to compete with both amateur and professional dancers in the Leo's Choreography Competition. Faculty have been invited to

participate in the International Association of Blacks in Dance. The conference usually takes place in January.

Michigan Dance Council

Many students and faculty belong to Michigan Dance Council, a statewide dance advocacy group. Each October MDC sponsors Dance Day at various locations. It also publishes a quarterly newsletter and calendar of events. Membership information is posted on the bulletin board.

GRADING STANDARDS AND CRITERIA

Academic Integrity: You are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate Catalog that pertain to Academic Integrity. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Judicial Affairs. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with **the instructor** if you are uncertain about an issue to academic honesty prior to the submission of an assignment or test.

Technique Courses

Students are evaluated on the degree and speed of mastery of prescribed movement material. Final grades are based on daily assessment and periodic testing. Each course may specify requirements related to class attendance, punctuality, appropriate dress, attendance and/or assignments related to special events. The student who meets all course requirements should expect to receive a grade appropriate to his/her skill level.

An "A" student accurately reproduces movement sequences with performance finesse after minimal demonstration, explanation and practice.

A "B" student accurately reproduces movement sequences after repeated demonstration, explanation and practice.

A "C" student reproduces movement sequences with deviation from the temporal, spatial and/or dynamic intent of the movement even after repeated demonstration, explanation and practice.

A "D" student is unable to reproduce movement sequences with a physical expression of the temporal, spatial and dynamic intent of the movement.

An "E" student fails to fulfill the requirements of the course regardless of his/her skills in movement reproduction.

Performance Courses

Students are evaluated on the degree of performance skill proficiency and rehearsal conduct. Final grades are based on daily class assessment and assessment of performances in concerts sponsored by the Department.

An "A" student:

1. Conveys the choreographer's intent.
2. Is prepared to dance with full physical and psychological commitment.
3. Knows material covered in previous rehearsals.
4. Takes responsibility for mastering the assigned material.
5. Presents and maintains the instrument in accordance with the requirements of the dance and/or choreographer.

A “B” student demonstrates proficiency in four of the above criteria.

A “C” student demonstrates proficiency in three of the above criteria.

A “D” student demonstrates proficiency in two of the above criteria.

An “E” student demonstrates proficiency in one of the above criteria only or fails to fulfill the requirements of the course regardless of his/her performance skill.

Choreography Courses

Students are evaluated on the degree of mastery of course material. Final grades are based on daily assessment and periodic evaluation of assignments. Each course will specify assignment requirements. Students who meet course requirements should expect to receive an appropriate grade.

An “A” student creates dances or dance studies that:

1. Meet the requirements of the specific assignment.
2. Demonstrate knowledge of the relationship of time, space and force.
3. Are individualized statements.
4. Are unified statements.
5. Demonstrate aesthetic sensitivity.

A “B” student creates dances or dance studies that show proficiency in four of the above criteria.

A “C: student creates dances or dance studies that show proficiency in three of the above criteria.

A “D” student creates dances or dance studies that show proficiency in two of the above criteria.

An “E: student shows proficiency in one of the above criteria only or fails to fulfill the requirements of the course regardless of his/her choreographic skill.

Evaluation of Writing in Dance Courses

Students are evaluated on their mastery of language arts skills. Each course requiring writing will specify assignment requirements. The student who meets all course requirements should expect to receive a grade reflective of her/his level of mastery.

An “A” student:

1. Demonstrates maturity and originality of thought, reflected by the ability to analyze, synthesize, and evaluate.
2. Sustains the development of a point or idea over the length of the assignment.
3. Uses organized paragraphs and transitional devices.
4. Makes conventional use of capitalization and punctuation.
5. Uses consistently the grammar, syntax, and spelling of standard written English, with particular attention to sentence structure and to agreement between subjects, verbs, pronouns and antecedents.

A “B” student’s written work shows proficiency in four of the above criteria.

A “C” student’s written work shows proficiency in three of the above criteria.

A “D” student’s written work shows proficiency in two of the above criteria.

An “E” student fails to fulfill the requirements of the course regardless of his/her language arts skills.

STANDARDS AND CRITERIA FOR ADMISSION TO DANCE PROGRAMS

An audition consisting of technique classes in ballet, jazz, modern, and improvisation is required for acceptance into the dance major program. Students must place into the Technique I level or higher in at least two dance idioms to be eligible for acceptance as a dance major. Students who place into only 2 of 3 forms may be placed on a waiting list for admission. Majors must enroll in at least one dance course per semester to remain active. Minors must enroll in at least one dance course per academic year to remain active. Only active majors and minors may pre-register for dance courses.

Students may petition for entrance into the BFA program after completion of:

1. At least one semester each of ballet, jazz and modern major technique courses.
2. DANC 1800 The Creative Choreographer
3. At least one dance theory course

Students are admitted based upon the faculty's assessment of the student's technical, choreographic and performance skills, and professional commitment necessary to successfully complete the BFA program.

Eligibility of transfer students to petition will be determined on an individual basis by the dance academic advisor. Applications are available from the dance academic advisor at the end of each semester.

Due to high demand, the Department of Dance has limited enrollment in the dance minor to 50 students and the minor currently has 50 students. A waiting list has been established. To be placed on the dance minor waiting list, a student should submit his/her name, email address, birth date or WIN number, and phone number to the Jane Baas at jane.baas@wmich.edu. The student will be notified via email when space becomes available to declare his/her minor.

Video Audition Requirements

Prospective students from outside a 500-mile radius of Kalamazoo may elect to audition for admission via videotape. Videos must be received no later than February 20 for entrance for the following fall semester. If more than one dancer appears on the video, a clear description of the auditioning dancer must be included with the tape. Tapes remain the property of the Western Michigan University Department of Dance. The tape should be clearly labeled and include the following:

Ballet

Show center work only. All combinations must be demonstrated on both sides.

- Adagio (16 counts)—Demonstrate balances, classical line and musicality. The combination should include high leg extensions: devant (front), à la seconde (side) and first arabesque (back). Effacé, croisé and écarté may all be included.
- Pirouette (16 counts)—A turn combination demonstrating en dehors pirouettes from 5th and 4th positions and en dedans pirouettes from 4th lunge in passé position.
- Petit allegro (16 counts)—A quick jump combination including jeté, assemble and pas de chat.
- Grand allegro (16 counts)—A large jump combination including temps levé in arabesque, grand jeté and tour jeté.
- From the corner (16 counts)—A traveling turn combination including piqué turns and chaîné turns.

Jazz

Show an upbeat movement combination no more than 2 minutes in length. The study should include isolations, inside and outside turns, elevations and some floor work. It should demonstrate knowledge of complex rhythmic patterns.

Modern

Show a center combination (30 to 60 seconds in length) that demonstrates different uses of the torso, level changes, weight-bearing on the hands, and parallel and turn-out leg alignment. Show a traveling combination (30 to 60 seconds in length) that demonstrates large aerial movements such as leaps and jumps with different uses of torso and facing changes.

Exceptional candidates may be invited to complete an essay and participate in a telephone interview for scholarship consideration at the discretion of the faculty.

STANDARDS AND CRITERIA FOR RETENTION IN THE BFA PROGRAM

The following policy was adopted by the Department of Dance and is published in the University Catalog:

“Continuation in the BFA program will be determined by the dance faculty during the second semester of the student’s enrollment as a BFA candidate. In order to continue in the BFA, the student must: have completed and/or be currently enrolled in at least one technique course in ballet, jazz and modern; have at least B-level skills in technique and performance; have demonstrated potential to succeed as a professional dancer and/or choreographer; and have demonstrated professional commitment in dance coursework and dance-related activities. BFA candidates must meet with dance faculty at least once for their 2nd year review. Any student discontinued from the program may petition again for the BFA after a minimum of one additional semester at WMU.”

By this policy, the Department maintains control of the individual student’s continuation in the BFA Program. It assures that the student has experienced all three dance forms (ballet, jazz and modern) as endorsed and taught by the Department. The strengths and weaknesses exhibited in each area early in the program also provide the student and the Dance Academic Advisor a basis for future program planning, as the BFA student must reach the advanced level in two of the three forms. The policy also assures that the student has worked to improve his/her technique and performance skill, at a B-level minimum.

STANDARDS AND CRITERIA FOR THE BFA JUNIOR YEAR JURY

The following policy was adopted by the Department of Dance:

By the end of the student’s junior year, the BFA student must create and perform a solo dance in a public showing which exhibits his/her choreographic, technical and performance skills. At this time, the student must also submit an essay addressing his/her strengths and weaknesses in choreography, technique and performance. The essay must also include a personal artistic statement that delineates the aesthetic bases for choreographic, performance, and production decisions. In order to enroll in DANC 4800 Graduating Presentation, the dance and essay must be acceptable to the dance faculty.

Evaluation of the Dance

An acceptable dance is an individualized and unified statement executed with performance finesse. The dance demonstrates application of the basic tools of the choreographic craft: time, space and force.

Evaluation of the Essay

An acceptable essay includes the specific ways the dance reflects the student’s strengths and weaknesses in technique, performance and choreography; the student’s perceptions of her/his strengths and weaknesses, the manner in which these strengths and weaknesses were utilized or avoided in the development of the dance, and the way the student plans to capitalize on the strengths and overcome the weaknesses in the future. The essay must include a personal artistic statement that delineates the aesthetic bases for choreographic, performance, and production decisions. The essay has an introduction, exposition and conclusion and utilizes language skills that meet the University’s baccalaureate writing requirements. An outline of the essay must be submitted to the Department

Chair one week prior to the performance of the solo. The completed essay is due by the Wednesday following the junior jury performance. If the full-time faculty considers the Junior Jury solo and essay unsatisfactory, a student may be discontinued from the BFA program.

BFA IN MUSIC THEATRE PERFORMANCE

Program Director: Jay Berkow, Director of Music Theatre
Department of Theatre
Advisors: Margaret Hamilton, School of Music and Sandy Duke, Department of Theatre
Faculty: Karen Wicklund, School of Music
Jay Berkow, Dept. of Theatre
Nina Nelson, Dept. of Dance (interim)

The program has approximately 48 majors. Students register for courses offered in all three departments as well as several integrated courses specifically designed for the Music Theatre program.

DANCE FACULTY/STAFF LISTING

Full-time Faculty (See also "Faculty Biographies" on the website: www.wmich.edu/dance)

Jane Baas , Professor and Academic Advisor	(38)7-5845	3123DC
David Curwen , Associate Professor	(38)7-5707	3123DC
Derrick Evans , jazz guest artist, Fall 08	(38)7-5842	3119DC
Sharon Garber , Associate Professor	(38)7-5841	3119DC
Whitney Moncrief , Faculty Specialist	(38)7-5826	3119DC
Nina Nelson , Professor and Chair	(38)7-5833	3113DC
Carolyn Pavlik , Assistant Professor	(38)7-5846	3123DC
Megan Slayter , Faculty Specialist	(38)7-5834	3117DC
Main Office	(38)7-5830	3109DC

Do not dial (38) when using campus phones.

Adjunct Faculty and Part-time Faculty:

Frank Chaves , Adjunct Faculty		
Anders Dahlberg , Music for Dancers		
David Smith , Tap	(38)7-8431	
Kathy Williams , Elementary Education	(38)7-5834	no voice mail
Debra Norton , Ballet	(38)7-5834	no voice mail
Niki Mejeur , Jazz	(38)7-5834	no voice mail

FACULTY E-MAIL ADDRESSES

jane.baas@wmich.edu
david.curwen@wmich.edu
sharon.garber@wmich.edu
whitney.moncrief@wmich.edu
nina.nelson@wmich.edu
carolyn.pavlik@wmich.edu
megan.slayter@wmich.edu

Staff:

Sheila Augst, Office Coordinator
Suzanna Peczeniuk, Graduate Assistant
Dorothy Giovannini, Ballet Accompanist Coordinator
Jeff Moehle, Coordinator for Modern & Jazz Accompaniment

College of Fine Arts Office:

Margaret Merrion, Dean, College of Fine Arts

Jim Hopfensperger, Associate Dean, College of Fine Arts

Darshana Shah, Administrative Assistant

Gail MacNellis, Secretary to the Dean

Susan Corak, Secretary to Associate Dean & Administrative Assistant

Disabilities

Students with disabilities have the responsibility to:

- Self-identify concerning disability status to the Office of Services for Students with Learning Disabilities and Disabled Student Resources and Services
- Provide disability documentation that is as recent as within the last five years.
- Request accommodation.

Harassment

Harassment is defined as:

- any conduct, verbal or physical, that has the intent or effect of unreasonably interfering with an individual or group's educational or work performance
- any conduct, verbal or physical, that creates a hostile, offensive, or intimidating educational, work, or living environment.

Forms of Harassment

Prohibited discriminatory practices include harassment on the basis of race, gender or sex, disability, religion, national origin, disability, sexual orientation or age. This includes harassment of a person in terms of a stereotyped group characteristic, or because of that individual's identification with a certain group.

- **race** - intentionally discriminating against a person or practices that have the effect of discriminating against an individual because of that individual's race, color, or ethnic group, heritage or affiliation.
- **gender or sex** – any unsolicited and unwanted sexual advance, including practices ranging from direct requests for sexual favors for persons of either gender, including same sex harassment; or conduct of a sexual nature where submission to such conduct is either an implicit or explicit condition of work or academic performance and rejection is threatened or used as condition of work or academic performance; or such conduct interferes with the individual's academic or work performance or creates an intimidating, hostile, demeaning, offensive or abusive academic or work environment.
- **disability** – intimidating or abusive behavior based on disability, and includes verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.
- **religion** – exhibiting discriminatory practices and/or creating a hostile environment because of an individual's religious belief, affiliation or lack of belief.
- **national origin** – discriminatory practices, verbal or physical, against an individual because of birthplace, ancestry, culture, or linguistic characteristics common to a specific ethnic group.
- **sexual orientation** - discriminating against an individual because of the person's identification, perception, or status toward homosexuality, heterosexuality, or bisexuality.

- **age** - discriminating practices against an individual by making statements of age preference or specifying age preference and limitations or denial of benefits based on age. Note: Age limit may be specified in rare circumstances in employment when age has been proven to be a bona fide occupational qualification (BFOQ).

Sexual Assault

Sexual assault, which includes but is not limited to rape, is defined as any sexual contact which involves the use or threat of coercion or intimidation, or sexual contact with someone who has not given consent or is incapable of giving consent because of a physical or mental impairment. (Refer to Michigan Penal Code legislature link for more information.)

Sexual Misconduct

Western Michigan University prohibits sexual misconduct, defined as a non-consensual physical contact of a sexual nature. The W.M.U. Student Code booklet (p. 7) includes “intimidation, threat of force, force, or other coercive behavior on the part of the accused; or taking advantage of the mental incapacitation or physical helplessness of the alleged victim...” as acts of sexual misconduct.

Stalking

Any individual can be a victim of stalking. In a 1968 brochure, entitled “Are You A Victim of Stalking?,” published by the Michigan Women’s Commission, and in conjunction with the Attorney General’s Office and Michigan State Police, stalking can take many forms and all of which a person can be charged under anti-stalking laws with stalking for willfully and repeatedly contacting another individual, without permission, and causing that person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Michigan’s Penal Code defines stalking as: “...a ‘willful course of conduct ‘ involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, ‘harassed’, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

What You Can Do

Western Michigan University has a Policy on Sexual Harassment and Sexism, approved by the Board of Trustees, May 17, 1985. The institution is “committed to an environment which encourages fair, humane, and beneficial treatment of all faculty, staff, and students... Therefore, in that same perspective, neither sexual harassment nor sexism will be tolerated at Western Michigan University...”

The University is also committed to stopping harassment and associated retaliatory behavior.

Every member of the University is responsible for creating and maintaining a campus atmosphere free from all forms of intimidation, harassment, or exploitation.

If you are involved or a witness in an alleged incident of harassment, whether racial, ethnic or sexual (including harassment based on sexual orientation or sexual assault), Western Michigan University is committed to responding promptly and sensitively. The institution will take whatever corrective measures necessary to correct, prevent, and if appropriate, discipline behavior which violates this policy. *Federal and State Laws Prohibit Harassment*

**WESTERN MICHIGAN UNIVERSITY
GENERAL FIRE EVACUATION PROCEDURES
FOR UNIVERSITY BUILDINGS**

BEFORE A FIRE

EMERGENCY PROCEDURES

Emergency Procedures for the Dalton Center are posted. Following is a summary of those procedures. Please look through and become familiar with them.

Evacuation of Building

- A. With the sounding of the fire alarm (or upon notification of Public Safety), the building will be evacuated.
- B. Everyone in the building will proceed as quickly as possible to the nearest stairway/exit, taking care to close doors and secure critical areas, while being courteous and mindful of others. Some “don’ts” to observe include:
1. Don’t panic, run, or push/shove others.
 2. Don’t use the elevator.
 3. Don’t break any windows, or leave any windows or doors open – unless you are trapped. (See page 3, section 3.D.)
 4. Don’t walk through the building to exit at a point closer to the reassembly area, unless you encounter smoke or fire.
 5. Don’t linger near an entrance, becoming a “spectator.”
 6. Don’t go back into the building for any reason once you have exited.
 7. Don’t leave others in your group (or class) if you have exited as a group
- C. Everyone will proceed to their appropriate reassembly areas, and await word from Public Safety (or someone clearly acting in their behalf) that it is safe to return (or to leave the campus).
1. Everyone (except the staff in the Music Office and the faculty, staff, and students in the Dance Department) will use Miller Auditorium as their reassembly area. The lobby area of Miller will be used in inclement or cold weather. Otherwise, everyone will reassemble in front of the main entrance, under the parking structure/pedestrian bridge.
 2. Staff in the Music Office, together with everyone associated with the Dance Department, will reassemble in the ground level lobby of Knauss Hall.
- D. Every entrance to the building will be monitored – as long as it is safe to do so - by at least one staff or faculty person, according to a plan worked out by the Emergency Building Coordinator. The function of the monitors will be to direct others away from the building. For drills, they will also function as observers/evaluators of all aspects of the process.
- E. The evacuation of Music Therapy Clinic clients will be done in accordance with the policies and procedures worked out by the clinic director and staff.

F. Emergency volunteers will sweep their respective areas as they exit the building, making certain that doors are closed. This is especially important for fire doors. (See **3. Fire/I./E.1** below).

Fire

*Dalton Center will observe the “**General Fire Evacuation Procedures for University Buildings.**”*

“Fire Evacuation Procedures” for Music and Dance:

1. Pull the alarm if you discover a fire.
2. *When you hear the fire alarm, get out of the building.
3. Go to the assembly area (lobby of Knauss Hall for Dance; lobby or front entrance of Miller Auditorium for Music) and let your professor or supervisor know you are there.
4. Do not go back into the building until the fire department or Public Safety says it’s safe to do so.
5. If you can’t get out of the building, call 911. Tell Public Safety your location. If all else fails, break a window – yell and wave a light colored object to attract the fire department’s attention.

*ALWAYS leave the building when you hear the alarm – even if you know it’s a drill or false alarm.

Severe Weather/Tornado

A. The signal for tornado warning is three short air horn blasts. (Fire alarms cannot be used for tornado warning.) When you hear the air horn:

1. Proceed immediately to the first floor main hallway, by the Lecture Hall and rehearsal rooms. You can also go to the inside hallways between rooms 1342-1352, or the area by the freight elevator. Restrooms are also acceptable shelters.
2. DO NOT remain in the lobby, or the area around the Multi-Media Room.
 1. DO NOT use the elevators, or stand near windows or glass doors.
 2. If you are at the Miller end of Dalton Center, and feel there isn’t time to cross the lobby (or second floor bridge over the lobby) safely, go down Stair C to the first floor restrooms by the Multi-Media Room.
 3. Remain in your shelter area until told by building staff you may go back to your classroom or studio.

Important Phone Numbers

Emergency call – fire, police, rescue squad	911
WMU Public Safety	387-5555
Kalamazoo City Police or Fire (non-emergency)	337-8120
Borgess Hospital Emergency/Trauma Center	226-4815
Bronson Hospital Emergency/Trauma Center	383-6386
Poison Control Center	1-800-764-7661
Adult Protective Services	337-5046
Electric and Gas emergencies	1-800-477-5050

