Western Michigan University
Department of Dance
Student Handbook
2014-2015

Revised 1/29/15
# TABLE OF CONTENTS

- Academic Year Calendar of Events
- Department of Dance Mission Statement
- Expectations of a Dance Major
- Academic Advising
- Auditing Requirements/Policies
- Guest Artists
- General Protocol
- Required and Recommended Supplies and Dance Attire
- Facility Usage
- Reserving Rehearsal Space
- Dance Technology Lab
- Costume Room Access Policy
- Library
- Lost and Found /Bulletin Boards
- Telephone Usage/Copy Machine Usage
- Locker Room Policies
- Scholarships
- Orchesis Dance Society
- Performance Opportunities
- Policy for Performance in Concerts
- Performance Credit and Winter Gala Dance Concert
- Friday Performance Statement
- Policy for Selection of Choreography for Concerts
- Casting/Great Works/Guest Artist Casting Process
- Videotaping Performances
- Festivals and Conferences
- Michigan Dance Council
- Grading Standards and Criteria
- Standards and Criteria for Admission to Dance Program
- Standards and Criteria for Retention to the BFA Program
- Standards and Criteria for BFA Junior Year Jury
- Faculty Listings
- Email Addresses
- Harassment/Disabilities Information
- Emergencies and Injuries
- Emergency Phone Numbers
### Fall 2014 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri-Mon, Aug 29-Sept 1</td>
<td>Western Dance Project rehearsals (Commissioned work by Josh Manculich)</td>
</tr>
<tr>
<td>Thur-Fri, Aug 28-29</td>
<td>Advising Days</td>
</tr>
<tr>
<td>Mon Sept 1</td>
<td>Labor Day</td>
</tr>
<tr>
<td>Tues Sept 2</td>
<td>8:00 am – Fall classes begin; 6:00 pm – Town Meeting, Dance Studio B</td>
</tr>
<tr>
<td></td>
<td>7:00 pm – Welcome back party for majors and minors, Multimedia Room</td>
</tr>
<tr>
<td>Fri Sept 12</td>
<td>5:30 pm - Winter Gala auditions: David Curwen, Kirsten Harvey &amp; Carolyn Pavlik - choreographers</td>
</tr>
<tr>
<td>Sun-Sat, Sept 14-20</td>
<td>Residency with Amanda McKerrow and John Gardner</td>
</tr>
<tr>
<td>Fri, Sept 19</td>
<td>5:00 pm Open Rehearsal for Antony Tudor’s “Continuo”. Free and open to the public.</td>
</tr>
<tr>
<td>Fri, Oct 3</td>
<td>4:00 pm - Orchesis Concert Adjudications</td>
</tr>
<tr>
<td>Oct 3-12</td>
<td>Gaga and Great Work residency</td>
</tr>
<tr>
<td>Fri-Oct 10</td>
<td>5:00-6:00 pm Open Rehearsal for Ohad Naharin’s “Echad Mi Yodea.” Dance Studio B. Free.</td>
</tr>
<tr>
<td>Fri-Oct 10</td>
<td>Department Entrance and Scholarship Auditions</td>
</tr>
<tr>
<td>Tues-Oct 14</td>
<td>Parsons Company performance, Miller Auditorium*</td>
</tr>
<tr>
<td>Fri-Oct 17</td>
<td>Noon Dance Showing</td>
</tr>
<tr>
<td>Sat Oct 25</td>
<td>Homecoming</td>
</tr>
<tr>
<td>Wed-Sun, Oct 29-Nov 2</td>
<td>Orchesis Concert, Dance Studio B, 8 pm evenings; 2 pm matinees Sat &amp; Sun*</td>
</tr>
<tr>
<td>TBD</td>
<td>First year performance guest artist residency: Heather Vaughan-Southard?</td>
</tr>
<tr>
<td>Fri Nov 7</td>
<td>Department Entrance and Scholarship Auditions</td>
</tr>
<tr>
<td>Fri-Nov 14</td>
<td>Noon Dance Showing, American College Dance Association &amp; Winter Concert Adjudications, Multimedia Room</td>
</tr>
<tr>
<td>Sat-Nov 15</td>
<td>Dancing with the WMU/Kazoo Stars scholarship fundraiser, Miller Auditorium</td>
</tr>
<tr>
<td>Fri,Sat Nov 21,22</td>
<td>Oakland Dance Festival</td>
</tr>
<tr>
<td>Wed-Nov 26-Feb 3</td>
<td>Thanksgiving Recess (classes dismissed at noon on Wednesday)</td>
</tr>
<tr>
<td>Fri Dec 5</td>
<td>Western Dance Project &amp; guests at Art Hop, Epic Center, downtown Kalamazoo</td>
</tr>
<tr>
<td>Sat Dec 6</td>
<td>Fall Showcase: Performance by first year students and guests, Dance Studio B. 2:00 &amp; 7:00 pm</td>
</tr>
<tr>
<td>Dec 8-12</td>
<td>Final Examination Week</td>
</tr>
<tr>
<td>Sat Dec 13</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

### Spring 2015 Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thur-Fri Jan 8-9</td>
<td>Advising Days</td>
</tr>
<tr>
<td>Sat-Sun Jan 10&amp;11</td>
<td>Winter Gala rehearsals – mandatory for all who are cast</td>
</tr>
<tr>
<td>Mon Jan 12</td>
<td>8:00 am classes begin</td>
</tr>
<tr>
<td>Mon Jan 19</td>
<td>MLK Day Recess</td>
</tr>
<tr>
<td>Thu-Sat Feb 5-7</td>
<td>Winter Gala Dance Concert, Shaw Theatre, Gilmore Theatre Complex*</td>
</tr>
<tr>
<td>Fri Feb 20</td>
<td>Department Entrance Auditions</td>
</tr>
<tr>
<td>Sat-Mon, Feb 28-Mar 2</td>
<td>East Central Conference of ACDA, Ohio University</td>
</tr>
<tr>
<td>Fri March 6</td>
<td>Spirit Day (no classes)</td>
</tr>
<tr>
<td>Mon Mar 9</td>
<td>Spring break begins</td>
</tr>
<tr>
<td>Mon Mar 16</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Thurs Mar 19</td>
<td>Presidential Scholars Ceremony, 7:00 pm</td>
</tr>
<tr>
<td>Wed Mar 25</td>
<td>Choreography Competition View and Vote, Alamo Drafthouse Cinema, Doors open at 5:30</td>
</tr>
<tr>
<td>Fri Mar 27</td>
<td>Noon Dance Showing, MMR</td>
</tr>
<tr>
<td>Thu Apr 2</td>
<td>Junior Jury Dances, 8:00 pm, Dance Studio B</td>
</tr>
<tr>
<td>Fri April 3</td>
<td>Good Friday</td>
</tr>
<tr>
<td>Sun Apr 5</td>
<td>Easter</td>
</tr>
<tr>
<td>Wed-Sun April 15-19</td>
<td>Graduating Presentations in Dance, Dance Studio B*</td>
</tr>
<tr>
<td>April 21</td>
<td>Diavolo Performance, Miller Auditorium*</td>
</tr>
<tr>
<td>Sun Apr 26</td>
<td>Senior Brunch</td>
</tr>
<tr>
<td>Apr 27- May 1</td>
<td>Final exam week</td>
</tr>
<tr>
<td>Sat May 2</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

* Indicates there is an admission charge. Dance Studio B is located on the third floor of the Dalton Center.

Revised 1-29-15
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. In our mission as a dance community, we are committed to:

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

The department goals and strategic action plan are aligned with the university and college strategic plans and focus on degree programs and co-curricular activities that are learner centered, globally engaged and discovery driven.

GOAL 1: To recruit, retain, and graduate the finest students who are active contributors to the field of dance:
1) Offer students the opportunity to pursue either the BFA or BA degree,
2) Guide students in tailoring their education to their career goals,
3) Provide substantial tuition scholarships and funding for special student projects and summer study,
4) Provide strong advising and mentoring services,
5) Maintain vigorous recruitment efforts,
6) Provide performance opportunities that maximize student involvement,
7) Offer innovative curricula that reflect emerging developments in the field,
8) Utilize the findings of a rigorous program assessment plan,

GOAL 2: To interface with the professional dance world and provide vibrant residencies: with comprehensive professional/student interactions:
1) Pursue sophisticated projects that are meaningful for skill building and professional, development through the Great Works Dance Project,
2) Bring nationally and internationally recognized artists to campus to lead learner-centered, discovery-driven opportunities and educational events,
3) Partner with professional dance companies and individual artists,
4) Provide senior dance majors with off-campus immersion experiences that expand their understanding of the field and assist them in refining career goals.

GOAL 3: To expand our national and international recognition:
1) Increase national and global visibility through extensive advertising efforts in print (e.g., Dance Magazine, Dance Teacher, Pointe Magazine) and on-line.
2) Promote the department and university through the National Choreography Competition,
3) Implement a National Honor Society for Dance Arts at the collegiate level through the National Dance Education Organization,
4) Foster connections between current students, alumni, faculty, and dance professionals.

GOAL 4: To educate and serve our regional community:
1) Build relationships with community organizations through service learning, internships, and workshops,
2) Provide performances and educational events that are free or low-cost and open to the community,
3) Advocate for dance in the greater Kalamazoo community in tandem with Partners in Dance and other dance/arts organizations.

GOAL 5: To secure the necessary resources to meet departmental goals:
1) Hire faculty and staff to support the size and scope of the department,
2) Increase mentorship for faculty and students who seek internal and external funding for creative and scholarly work,
3) Secure Student Investment Project funding for projects that enhance employment readiness.
4) Seek new funding sources and opportunities for faculty development and presentation of creative/scholarly work at national and international conferences, workshops and performance events.
5) Increase funding for student projects and summer study.
6) Provide sufficient space, equipment and time for creative and scholarly projects.

GOAL 6: To advance innovation and discovery in all facets of faculty and student work:
1) Increase the integration of technology and current trends into curricula and creative/scholarly work,
2) Investigate viability of online theory and survey courses,
3) Explore opportunities to work with other units to expand interdisciplinary offerings,
4) Integrate global perspectives in curriculum, creative and scholarly research,
5) Develop a forum for faculty and students to discuss emerging developments in pedagogy and creative/scholarly research.

The following additional information is available in your Undergraduate Catalog that may be found online at the following URL: http://catalog.wmich.edu/index.php

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 will register students for major level dance technique courses and selected other restricted dance major 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.

DEPARTMENT OF DANCE AUDIT POLICY
Effective immediately, the dance academic advisor will only register students for courses for regular credit. It is the student’s responsibility to change credit type if desired via GoWMU no later than the end of the first week of classes each semester. From the Registrar’s page:

Grade mode
The grade mode for most courses can be letter grade, credit/no credit, or audit. Most courses, except mandatory credit/no credit courses, will default to a letter grade mode. To change the grade type, register for
all courses. Then select “Change class options” and follow the prompts. You may change the grade mode through the drop/add period which is the first five days of each semester or session. Credit options include:

- **Audit**
  Registering for and attending class(es) regularly without being held responsible for the work required for credit. Not eligible to sit for examinations. No credit hours are earned, and full tuition must be paid. The grade “AU” appears on the record.

- **Credit/No Credit**
  A method used to evaluate performance in courses which is separate from the grade point system. Course grade does not affect GPA. “Credit” is earned for grades of “C” or better; grades of “DC” or below earn “No Credit.”
  Students may elect for Credit/No Credit any course approved for General Education or General Physical Education credit, as well as other courses not counting toward their major or specified in their curriculum as defined in this undergraduate catalog.

- **Regular Credit**
  Students are expected to complete all course requirements and receive a letter grade for their work and credit toward their degree.

Note that the instructor of the course does not know which students are auditing, which are taking courses credit/no credit and which are taking courses for regular (graded) credit. Only courses taken for regular credit may count toward the dance major and a grade of C or better must be earned.

### GUEST ARTISTS
Differential Tuition is the source for funding of the majority of guest artists brought to campus and also provides funding for live musical accompaniment for ballet and modern technique courses. Guest artists may include: master teachers, performers who present master classes, demonstrations, and lectures. These activities are usually free for students enrolled in dance major courses. Suggestions for future guests are welcome.

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.

### 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.

10. Do not bring cell phones to class.

**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

**TECHNIQUE CLASS DRESS CODE**

**BALLET CLASSES:** Women—Ballet I (DANC 1100): Solid black leotard; pink tights worn under the leotard; pink ballet slippers; hair must be neatly slicked back off face and neck (no messy ends). Ballet II (DANC 2100): Solid colored or two-toned leotard, pink tights worn under the leotard (black dance shorts may be allowed on Fridays); pink slippers (or de-shanked pointe shoes), pink pointe shoes for pointe class, hair must be neatly slicked back off face and neck (no messy ends).

Men—Ballet I (DANC 1100): Solid black or white leotard ('Under Armour' acceptable) or fitted T-shirt tucked in at the waist; black tights or dance shorts belted at the waist (NO gym shorts!); dance belt; black ballet slippers (or white with white socks); long hair must be well-groomed and secured. Ballet II (DANC 2100): Solid colored leotard ('Under Armour' acceptable) or fitted T-shirt tucked in at the waist; black, tan or grey tights or dance shorts belted at the waist (NO gym shorts!); dance belt; white, tan or black ballet slippers; long hair must be well groomed and secured.

**JAZZ CLASSES:** Women—Form-fitting tank top or leotard with tight jazz pants, capris, or shorts. Hair must be off the face and neat.

Men—Fitted T-Shirt or tank top with tight jazz pants, capris, or shorts. Long hair must be well-groomed and secure. Appropriate undergarments must be worn.

All—NO Sweatshirts allowed! Footwear that will be permitted (based on style taught in class): jazz shoes, sneakers for hip-hop, socks, or bare feet. Appropriate undergarments must be worn.

**MODERN CLASSES:** Solid colored leotard and tights, form-fitting tank top and shorts/pants, or unitard, with bare feet; long hair fastened securely so as not to hit the face in movement.
Please consult course syllabi for specific dress code requirements for technique courses. 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 and cold packs in the main office that may be signed out during business hours to tend to injuries. 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
- Anti-inflammatory drug such as aspirin, ibuprofen or naproxem sodium

**Boom box:** Students are encouraged to own music playback equipment. 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 and socks 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 promptly.
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.

DANCE TECHNOLOGY LAB
The Department of Dance has a computer lab in Dalton 3141 equipped with iMac computers and a printer. 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, external hard drive and/or 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, DVDs, videos, CDs, records and tapes may be checked out by presenting a valid student identification card. Reference materials and periodicals 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 dance scholarships during November for the following academic year. Application information and deadlines will be posted on Department of Dance bulletin boards, including the advising bulletin board. Dance scholarship descriptions and criteria can be found on the Department of Dance web site. Additional funding is provided from Differential Tuition and is awarded each summer for the coming academic year based on financial need as demonstrated via the FAFSA. In addition, many seniors may be eligible for the Chapman award, through the Office of Financial Aid. For details, see the Department Chair, 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, new student recruitment calling, 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 Slayter.

**Orchesis Officers 2014-15**  
*President:* Liz Raglin  
*Vice President:* Devon Lloyd
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.

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, including but not limited to Winter Gala Concert and Graduating Presentations, the student must register for credit 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

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

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.

PERFORMANCE CREDIT AND WINTER GALA DANCE CONCERT
All students cast in the Winter Gala Dance Concert must register for 1 credit of DANC 4600 during the Spring Semester of the concert. This policy does not apply to understudies or students who are enrolled in DANC 4650 Dance Ensemble (Western Dance Project).

FRIDAY TECHNIQUE CLASSES DURING DEPARTMENT OF DANCE CONCERT PERFORMANCES
On Fridays during performance weeks for Fall Concert, Winter Gala Concert, Graduating Presentations and Orchesis Concert performances, student performers who are enrolled in more than one technique course may choose to attend only one technique class. Students who choose to attend only one technique class on that Friday must notify all of their instructors of this choice no later than the preceding Monday. Notification must be made in writing. Students who do not notify their instructors in writing about their election to take only one technique class will be marked absent. 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.

DEPARTMENTAL CONCERT GENERAL CASTING POLICY
Dance majors may not perform in more than three dances in departmental concerts such as the Fall Concert of Dance and the Winter Gala Dance Concert. The department chair may make exceptions to this policy.

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 “off day” in the audition, they might note that to the artist/choreographer.

BFA students must audition for all guest artists works even if they are not eligible to be cast (e.g. not on pointe, already cast in 3 works, etc.). The rationale for this decision is that becoming familiar with auditioning experiences is essential to your career goals. However, if you cannot be cast, you will not need to wear a number and you will go in the last group with other BFAs in similar circumstances.

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. Videotaping 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 a DVD of the concert for the archives.

4. DVDs of the Annual Concert dances and other special projects may be purchased from the department or the presenting organization 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.
5. The Department of Dance strongly encourages students to have records of their work on DVD. The Department of Dance cannot 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 2014 East Central regional conference of the American College Dance Festival Association will be at Ohio University in Rochester, Michigan March 2-5.

**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.

**GRADING STANDARDS AND CRITERIA**

**Academic Integrity:** You are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate and Graduate Catalogs that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. [The policies can be found at http://catalog.wmich.edu under Academic Policies, Student Rights and Responsibilities.] If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. 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 your instructor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test. In addition, we encourage you to visit www.wmich.edu/conduct, www.wmich.edu/Registrar and www.wmich.edu/disabilityservices to access the Code of Honor and general academic policies on such issues as diversity, religious observance, student disabilities, etc.

**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, and phone number to the Megan Slayter at megan.slayter@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
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. The minimum length is 4 minutes.

Essay Guidelines
Artistic Statement due: 8 copies by noon on the Monday prior to performance to the dept. chair
Final Essay, including a copy of the Artistic Statement, due: 8 copies by noon on the Wednesday following performance to the dept. chair

Format - MLA
- The paper must be typed in a standard 10-12pt font, left justified, double-spaced with 1” margins, pg. #’s should be ½” from the top/right of the page and include the author’s last name (MLA format)
- Title your paper. Use an MLA style title block for your heading and title. Do not use a cover page.
- 4-6 pages in length and not to exceed 8 pages
- Write in Standard English, in the first person, and with a professional voice.
- Observe standard rules of grammar with attention to consistent verb tense, singular/plural agreement, spelling, overall organization and use of transitional devices
Content
The Junior Jury Essay is a discussion of the development of the choreographic project and a critique of the resulting final dance in the areas of choreography, technique and performance. The essay should include a discussion of how the project reflects or expands on the student’s beliefs and aspirations as delineated in the personal artistic statement. A complete essay will include:

- The intent of the choreographic project and any changes that may have occurred during the creative process;
- Aesthetic choices made in developing all aspects of the dance as produced including movement themes/vocabulary, music, costumes, and other design choices; especially as pertains to the application of the student’s personal aesthetic;
- An evaluation of the final presentation of the work as performed for the public.

A copy of the student’s Personal Artistic Statement should be attached.

BFA IN MUSIC THEATRE PERFORMANCE
Program Director: Jay Berkow, Director of Music Theatre
Department of Theatre
Advisor: Debra Gambino, Department of Theatre
Faculty: Jeremy Mossman, School of Music
Jay Berkow, Dept. of Theatre
Kirsten Harvey, Dept. of Dance

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, Associate Dean
Lee Honors College (38)7-3234

Jeremy Blair, Faculty Specialist II
(38)7-5845 3123DC

David Curwen, Associate Professor
(38)7-5707 3123DC

Debra Gambino, Academic Advisor
(38)7-3210 3117DC

Sharon Garber, Professor
(38)7-5841 3119DC

Kirsten Harvey, Assistant Professor
(38)7-5842 3119DC

Nina Nelson, Professor and Chair
(38)7-5833 3113DC

Whitney Moncrief, Assistant Professor
(38)7-5826 3117DC

Carolyn Pavlik, Associate Professor
(38)7-5846 3123DC

Noelle Price, Office Assistant
(38)7-5830 3107DC

Megan Slayter, Associate Professor
(38)7-5834 3117DC

Stacey Tyler, Administrative Coordinator
(38)7-5830 3109DC

Main Office
(38)7-5830 3109DC

Do not dial (38) when using campus phones.

Adjunct Faculty and Part-time Faculty:

Amy Avery, Jazz, Tap
(38)7-5830 no voice mail

Debra Norton, Ballet
(38)7-5830 no voice mail

Erica Pedersen, Jazz
(38)7-5830 no voice mail

Kathy Williams, General Education/Roots of Jazz
(38)7-5830 no voice mail

FACULTY/STAFF E-MAIL ADDRESSES
jane.baas@wmich.edu
jeremy.blair@wmich.edu
david.curwen@wmich.edu
debra.gambino@wmich.edu
sharon.garber@wmich.edu
College of Fine Arts Office:
   Dan Guyette, Dean, College of Fine Arts
   Darshana Shah, Administrative Specialist
   Bekki Spanjer, Assistant to the Dean
   Bradlie Forward, Office Assistant

DISABILITIES
Students with disabilities have the responsibility to:
   • Self-identify concerning disability status to the Center for Disability 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 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

EMERGENCIES AND INJURIES

INJURY AND ACCIDENT PROCEDURES
Department of Dance

• If the injury is life threatening or cannot be treated with ice and basic first aid, stop class or rehearsal and call 911, using a campus phone if possible, and then call campus police at 387-5555. Calmly describe the situation to the dispatcher and provide location information. Remain with the
person until medical personnel arrive. If the incident is during office hours, send a student to report the incident to main dance office. Office staff will contact the department chair or her designee who will assist whenever possible. If after office hours, contact the department chair (269)-569-5178 to report the incident. If her contact information is not readily available to you at the time, campus police can access her information for you. If there is blood or other bodily fluid present, the department procedures for biohazards MUST be followed. A copy of this procedure is in every biohazard kit found in each studio and faculty members have received training in this procedure. STUDENTS SHOULD NOT HANDLE ANY BLOOD OR BODILY FLUIDS. PLEASE CONTACT PUBLIC SAFETY IF THIS OCCURS AT 269-387-5555.

• In the event of minor injuries, the faculty member or student acting in a supervisory position will direct the injured person, whenever possible, in self-care. Ice cups and Baggies with ice are available in the refrigerator located in the workroom adjacent to the main dance office. Please report to office staff if ice supplies are running low. Students should keep an instant ice pack in their dance bags for use when the office is not open.

• Latex or vinyl disposable gloves shall be worn by trained personnel for all tasks where there is a likelihood of exposure to blood or other potentially infectious materials (i.e., contact with blood, bodily fluids, mucous membranes, or skin with open wounds or exposed rashes, and for contact with items or surfaces soiled with blood or bodily fluids).

INJURY REPORT
The faculty member or student acting in supervisory position must contact the Dance office and fill out an Accident/Injury report within 24 hours of an injury.

WESTERN MICHIGAN UNIVERSITY
GENERAL FIRE EVACUATION PROCEDURES
FOR UNIVERSITY BUILDINGS

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.
3. DO NOT use the elevators, or stand near windows or glass doors.
4. 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.
5. 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...........................................................................................................................................1-800-222-1222
Electric and Gas emergencies..............................................................1-800-477-5050