

UNDERGRADUATE DANCE STUDENT HANDBOOK

SCHOOL OF MUSIC AND DANCE

2015-2016

COLLEGE OF PROFESSIONAL STUDIES AND FINE ARTS
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**THE SCHOOL OF MUSIC AND DANCE
AT SAN DIEGO STATE UNIVERSITY**

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Director's Greeting

Dear Students,

Welcome to the 2015-16 academic year in the School of Music and Dance! You are embarking on another year toward meeting your career and artistic goals and I encourage you to take advantage of the wealth of opportunities, personal contacts, and diverse artistic visions that we are so fortunate to have within our school.

As an individual following an artistic path, whether as a performer, a creator of new work, or as a scholar, you face many challenges and opportunities for self-reflection and self-examination. Sometimes you may doubt your abilities or perhaps you will find that your artistic interests are better suited as a lifetime vocational interest, rather than as a professional career. These are important opportunities for personal growth and I encourage you to speak with faculty members and professionals already in the field to learn how they faced such challenges. We are ready to provide you with the insights, experiences, and mentorship that you need to determine your own path to a rewarding and fulfilling life in the arts.



The coursework, performance experience, and exposure to high-level artists available in the School will help direct and inspire your development and investment in your artistic and academic skills. The arts are changing the face of our society and I believe that it is important for each and every student pursuing a degree in the creative fields to have excellent skills, be passionate about their art form, and have the willingness and ability to effectively communicate the importance of the arts to others. The importance of the arts has always been well known to those whose passions are in the creative fields.

There is a resurging understanding by educators, politicians, and community leaders that the arts have profound influence on communities and the health of our society. What is needed now more than ever are individuals trained in the arts to become leaders in their communities. We provide direct connection to community engagement through partnerships with area schools, social agencies, and arts organizations, and by making available specialized coursework within the School of Music and Dance. I encourage every student to take advantage of these opportunities to support your future career and enable a stronger professional background.

Your work as an individual and as a member of the greater culture is vitally important. Invest in yourself, dig deeply to fully develop your abilities, and know that there is always room at the top.

Have a wonderful academic year!

Dr. Charles Friedrichs, Interim Director

The *General Catalog* and *Undergraduate Bulletin* are the official and legal guidelines for all students at San Diego State University. This Handbook is a supplement to and interpretation of the General Catalog. It is not an official university document.

Table of Contents

Director’s Greeting.....2

Table of Contents.....3

Degrees Offered.....4

Expectations of Student Commitment..... 4

Financial Aid.....6

Facilities and General Information.....6

DEGREES OFFERED

The BFA and BA degrees have identical curricula for the first two years. At the end of year two the Junior Level Review will determine further advancement through the degree program as a BA, BFA, or Minor.

THE BACHELOR OF FINE ARTS IN DANCE (B.F.A.)

The Bachelor of Fine Arts in Dance prepares dance majors for professional careers in dancemaking, performance, theory, and teaching.

THE BACHELOR OF ARTS IN DANCE (B.A.)

The Bachelor of Arts in Dance is a liberal arts degree for those students who seek an understanding of and an intimate orientation to the discipline of dance with more general goals.

THE DANCE MINOR

The Minor is a degree for qualified students to engage in dance practices as support for areas of study. Students who wish to Minor in Dance must first audition, and then complete the 23 required units.

Advising

- **All students are required to meet with their assigned Dance Advisor twice per semester.** You are responsible for scheduling these advising sessions twice per semester. Please bring your degree evaluation and any related documents to your session.
- Students must take responsibility for following the [map of the degree program](#) in which you are declared.
- **Any change in your major or minor must be approved by your faculty advisor.**

EXPECTATIONS OF STUDENT COMMITMENT

Please understand that it is your responsibility as adults and members of a learning community to adhere to the following policies without depending on the faculty to enforce these standards of professional conduct.

Full commitment in all coursework has a direct effect on the ability of dancers to progress toward the successful completion of the B.F.A., B.A and Minor in Dance degrees. Absences, tardiness, and disruptive behavior are distracting to the learning environment and disrespectful to fellow dancers and classmates. Therefore it is expected that students will attend scheduled classes and be prepared to work in a committed and focused manner.

Choreographic Work:

Whether the choreographic work is for class assignments, informal showings, senior performances, or for major concerts, the time and space available for rehearsal is limited and meeting deadlines is extremely important. For these reasons, it is imperative that all dancers who agree to perform in any student or faculty work attend all rehearsals, be punctual, and are fully committed to the creative process. It is the choreographer's responsibility to communicate clearly the time and place of the rehearsal, be prepared to work productively with the dancers, and begin and end rehearsals as scheduled.

Written Work:

Writing is an essential life skill. As an important part of learning, dancing, and the articulation of dance to the rest of the world, the dance faculty provides you with writing formats specific to the content of courses. Follow these guides and go to them for help if necessary. Love Library provides a [Writing Center](#) one level down from the main floor where you can get individual assistance with various types of writing assignments.

Grade Descriptions:

These are the "[Definitions of Grades for Undergraduate Students](#)" in the SDSU Catalog under "University Policies." Grades and grade points per unit used in reporting are as follows:

- A (outstanding achievement; available only for the highest accomplishment), 4 points;
- B (praiseworthy performance; definitely above average), 3 points;
- C (average; awarded for satisfactory performance; the most common undergraduate grade), 2 points;
- D (minimally passing; less than the typical undergraduate achievement), 1 point;
- F (failing), 0 points

This means that you will not receive an "A", "B", or "C" grade simply for completing the basic requirements of coursework.

Dance Division Attendance Policy:

Absences:

- Students are allowed to miss the equivalent of the number of classes held in one week. For example: courses that meet twice a week will allow two absences for the semester without penalty. Absences in excess of these, no matter what the cause, will result in lowering of final grade 1/3 of step, i.e., A to A- per absence.
- Situations such as serious illness, long-term injury, or family emergencies may be dealt with immediately on an individual basis. Family emergencies require documentation, i.e. death certificate or documentation of hospitalization. In some cases, students will be given an Incomplete to be made up within a year. In other cases, we may recommend to withdrawal from the course.
- If you stop attending the course without following procedure you will receive a "U" which calculates as an "F".
- Lastly, you are expected to be present in both mind and body. The instructor may mark you absent if you are physically present, but you are disruptive (i.e. personal discussions with peers unrelated to class material, engaged in coursework from other classes, or using electronic devices outside of specific assignments from the instructor).
- You are responsible to keep track of the dates of your tardies and absences throughout the semester. This information is necessary in the event of any discrepancies regarding attendance.

Tardies:

- Three tardies equals an absence.
- If you are more than 5 minutes late, you will have missed too much of class to participate and must observe and take notes (see *Observation Protocol*, below).
- If you arrive after role is taken, it is your responsibility to inform the instructor *at the end of class*, to ensure that you were not marked absent.

Observation Protocol:

- If you are ill or injured, you may observe class two times with instructor's consent prior to class. Detailed notes and observations about the class must be typed and submitted by the next class or you will be marked absent.
- Notes should go beyond listing class activities.
 - Observation is a practice, not a passive activity. Pay attention to what the students are doing in relation to the instructor's directions. Make correlations between what you see, hear, and personally experience when you are physically participating in the class. How does observing class further enrich your kinesthetic/cognitive understanding of dance?
 - Be aware that your presence as a witness greatly influences the class. How can you observe in a way that contributes rather than detracts from what is happening in the room? View class from different locations in the room, paying attention with respect and generosity. How does this kind of attention influence what you notice?
 - Participate in class discussions. What is your experience?

- You must handwrite your notes during class and organize and type them outside of class. If you check your phone or open your computer or tablet, you will be asked to leave and marked absent. On rare occasions, you may be asked to take a photo or video and upload it. These are the only exceptions to this rule.

Crewing Requirement: Dance Majors are required to crew dance productions. All freshman dance majors and minors must usher twice per semester. All sophomores, juniors, and seniors must crew one production per year. Responsibilities include, but are not limited to, ushering, set up and break down of performances. The production manager will record each student's hours.

Failure to fulfill crewing obligations will delay your graduation. Students missing their crew assignments will be required to crew an additional show (2 shows total.)

Advancement in the Dance Major

In order to continue in the Dance program, students must demonstrate continuous progress in all areas of curriculum. During the first 2 years of study, dance majors will meet with Faculty twice each semester to discuss their experience and progress. These meetings are a dialogue intended to assess learning, and identify strengths and areas of difficulty. Together we develop individual strategies for moving forward. These meetings prepare students for a junior level review at which point they are accepted to advance in the BFA, BA or Minor degree programs. In the event that a student's progress is not meeting divisional standards for any of the aforementioned degree programs students will be advised to declare a different major.

Junior Level Review: Students must successfully pass this review to continue into the junior year. Faculty will formally review coursework and assess video samples of choreography, performance and technique from the freshman and sophomore years.

FINANCIAL AID

The School of Music and Dance has a limited number of Student Assistantships and work-study positions. See Professor Joe Alter, your Dance Advisor, and Shirley Valencia-Gutierrez, Student Coordinator for further information.

Students are also urged to apply to the University Scholarship Committee for scholarships listed in the General Catalog. Please visit <http://www.sa.sdsu.edu/fao/index.html> for financial aid, grants, and work study information.

Other financial aid is available from the University in the form of loans, grants, and part-time employment for eligible students. Information about all state, federal and institutional aid programs is available from the Financial Aid Office, 619-594-6323. Students enrolled in the Open University (Extension) program are not eligible for scholarships.

FACILITIES AND GENERAL INFORMATION

Dance Studio Theater

This facility provides an intimate venue to showcase dance performances by students, faculty, and other dance artists. With telescoping and floor level seating, the Studio Theatre can accommodate approximately 95 guests. The Studio Theatre is equipped with theatrical drapes, Marley dance floor, intercom, sound system, 96 dimmer computerized theatrical lighting system, green room, makeup room, and a control booth.

The Studio Theater is the home of the University Dance Company and serves as the venue for their concerts, Senior Concerts, concerts by alumni, and local or touring dance companies.

The Studio Theater staff includes a Production Assistant, Lighting Designer, and Sound Technician, who are responsible for assisting students, faculty and guest artists in the presentation of their concerts.

J. Dayton Smith Recital Hall

The J. Dayton Smith Recital Hall is the premier concert hall for the School of Music and Dance seating up to 300. It has a fully computerized theatrical lighting system including six side lighting trees, theatrical drapes, front curtain, Marley floor and cyclorama. In addition there is a PA/recording system with cassette or CD playback, digital recording with CD burner. There are also platform risers and an eight section acoustic shell for music performances. The hall is also supported with a lobby, ticket booth and green room.

The Malcolm A. Love Library

The Malcolm A. Love Library (main library) contains an extensive collection of dance books and periodicals. The bulk of the dance collection is housed in the stacks on the third level. A selection of reference books is located on the second level (main floor). Unbound periodicals, newspapers, microfilms and Limited Loan are on the first level. The Media and Curriculum Center on the fourth level has a record and tape collection for general listening and facilities for viewing videocassettes. The library also offers Inter-Library Loan Service for research projects.

CPSFA Multimedia Lab

The College of Professional Studies and Fine Arts Multimedia Lab is a joint facility of the School of Music and Dance, School of Art, Design and Art History, School of Communication and the Department of Theatre. The Multimedia Lab, located in M227 has 24 Macintosh platform workstations, two printers, plus a teaching station. Each workstation has Ethernet connections to the campus fiber backbone and is internet-capable. All workstations have MIDI (Musical Instrument Digital Interface) synthesizers. The Multimedia Lab was established and is maintained by the SDSU College of Professional Studies and Fine Arts for students, faculty and staff. Students must present their permanent picture student ID card and show current validation before using any equipment in the lab. The open lab hours vary weekly. For further information contact the Music and Dance office at 619-594-6031.

Student Disability Services (includes learning disability) at 619-594-6473.

The Counseling Center is another great resource at the Calpulli Center in Room 4401.

Sexual Harassment Policy:

The SDSU sexual harassment policy states: "San Diego State University shall be committed to preventing sexual harassment and to promptly addressing violations of this policy. The university shall create and maintain a positive learning and working environment for its students and employees and shall not tolerate sexual harassment. Nothing herein shall contravene rights guaranteed in the Constitution of the State of California or the Constitution of the United States."

In addition, "Sexual harassment and its behaviors shall be prohibited by the university: Sexual harassment is demeaning and degrading and a form of prohibited discrimination on the basis of sex. As an affront to one's dignity, sense of self, and self-esteem, it can negatively impact performance at work or in an academic setting."

The full sexual harassment policy can be found in the University Policy File (Codes: Sexual Harassment). Procedures for reporting sexual harassment and other forms of illegal discrimination can be found on the Web site of the [Office of Employee Relations and Compliance](#).

Changing Room/Lounge (ENS151)

The changing room/lounge (ENS151) is open to all dance students. The rooms, one for men and one for women, are open 8am to 10pm 7 days a week. As these are dressing rooms there are no visitors allowed in these facilities. Computers and lockers are for students' use. Please take care of this space by keeping it clean and organized. Place all trash in the receptacles and clean up any mess you make or encounter.

Pilates Reformer Room (ENS380A)

Pilates reformers are available for student use *only* under supervision of faculty trained in their use. Students wishing to do an independent study in Pilates reformer are encouraged to do so. It is required that students have taken Body Modalities to use this equipment. Please see Professors Alter or Humphrey.

Dance Studio Use

Dance Majors and Minors can use Studios ENS200, ENS380, and M20 for rehearsals and practice required for Dance Courses. **The studios cannot be used for outside groups or projects.** The following rules regarding the use of ENS 200/380/M020 must be followed. **If you do not follow the rules you forfeit the**

privilege of using the rooms. You will need to get the key for the studios from **The Technical Shop in the Music Building Room M118 (X41774)**. The open hours of the shop are limited so **plan in advance!**

- **Reserving the Room and the Key:** You must reserve the room in advance through Professors Alter, Seiters, or Humphrey. When you reserve a room, leave a telephone number at which you can be reached. The key must be returned to the Technical Shop. You **may not** hold the key overnight unless the Technical Shop is closed or it is over the weekend. If you have the key overnight you must return it to the Technical Shop **by noon** on the following day. Except for weekends, do not give the key to another dance student who has reserved the room. The key is the sole responsibility of the student who signed it out and must be returned at the Technical Shop. If a key is lost, the student is responsible for the cost of replacing the locks. **This means if you have the key over the weekend it must be returned by noon on Monday.**
 - **When requesting studio space, please include:**
 1. Your name
 2. Phone number
 3. The coursework/research/practice you are using it for.
 4. Whether or not you are able to share the space for a particular rehearsal. Please consider this carefully so that everyone will have as much access as possible to rehearsal space.
 - **Booking Priority List: Studios cannot be used for outside groups or projects.**
 1. Full-time Dance Faculty. Unlimited number of hours/week.
 2. Dance Majors working on Senior Concert. Unlimited number of hours/week.
 3. Dance Major/Minor working on projects for Dance classes. Three weeks at a time and up to four hours/week.

Food and Drink

There is to be **no food or drink**, except water, taken into ENS 200, ENS 380 & M 020.

About the Floor

No street shoes are to be worn in any studios. Remove your shoes immediately once you are inside the door. This rule is for **everyone**. You may wear dance shoes, socks, or go barefoot. Check the soles **and surfaces** of your dance shoes. If they leave marks on the floor you may not use them.

Locking up

When you leave the rooms, even if it is for just a few minutes, you must secure the rooms. This means both doors must be locked. It is important for safety reasons to keep the doors closed and locked during rehearsals. All sound/light/video equipment must be turned off and the room returned to its original state (chairs put away, equipment, water bottles disposed of, etc...)

Windows in ENS 380

If you wish to open the windows when you are in the room you may do so. Be sure to close and secure them when you leave.

Lights and Fans in Studio.

Put out the lights when you leave. When you are in the room you may have the fans on or off, which ever you prefer. When you leave, however, be sure the fans turned on. There are two switches along the window wall. This will help keep the room warm in winter and cool in summer.

Leave the rooms clean.