

UNDERGRADUATE DANCE STUDENT HANDBOOK

SCHOOL OF MUSIC AND DANCE

2018-2019

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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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

Coursework in the Dance Division requires a highly interactive and collaborative community. Your engagement, investment, and commitment are needed to create a supportive learning environment for all. The following are guidelines to help explain what this means to us:

Participation in classes:

- You take responsibility for your actions and the effects they have on the course/class as a whole.
- You understand that energy, attention, and attitude are as influential as quantifiable actions. If you are exhausted, distracted, or have a negative or dismissive attitude, you can recognize the effects of your state of being, take responsibility, and make necessary adjustments.
- You get enough sleep and consume the foods and beverages that best support your full and sustained participation in the activities of the course, and you avoid substances that hinder your ability to fully engage.
- When an exploration is offered in class, your inquiry is fully embodied. You ask questions with your whole self, and re-invest when needed. Even if you feel you have it down, *you keep practicing* because you know there is always more to find in any given exploration.
- If you are ill, injured, or consider yourself to be otherwise physically compromised, you find ways to engage in-class explorations differently, knowing that such limitations can reveal new inroads to course material that you might miss when working at your full capacity.
- You listen attentively to the professor, offer informed contributions to in-class discussions, and ask relevant questions.

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. Here are some general expectations for writing in all of dance classes:

- You NEVER turn in a first draft of a formal writing assignment. Your professor and/or their graders' time are valuable. You always revisit and revise, and in doing so, the writing process adds depth and complexity to your point of view.
- Your formal writing assignments are spell and grammar checked, and have been read by someone other than yourself before they are turned in.
- If you bring a draft of an assignment to the professor for feedback, you take time to incorporate that feedback to the best of your ability before turning in another draft.

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.

Crewing Requirement:

All freshman dance majors and all minors (regardless of class level) must usher two performances per semester.

All sophomores, juniors, and seniors must crew one production per year. (In other words, starting your second year, you will crew for 3 productions over 3 years.) Responsibilities include, but are not limited to, ushering, set up and breakdown of performances. Schedule for production weeks vary, and crew must be available for entire production week, usually Tuesday-Saturday 5-9:30. The Technical Supervisor will record each student's hours.

Failure to fulfill crewing obligations will delay your graduation.

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 Advisor 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. Receiving a "D" in any dance classes will place you on probation within the 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. (see appendix)*

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 Technical Supervisor, Lighting Designer, and Stage Manager, 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 (including learning disabilities) 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. All students needing access to this lounge can request a key at the first Town Hall meeting.

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/M20 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 it's 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.

Division Events:

Calendar: All students need to give Shirley, in the office of Music and Dance, your preferred email for division information. This will include a calendar that is shared with all students and faculty.

Town Hall Meetings: The entire dance division meets three times each semester to make announcements, share information, and connect. This will happen during second half of the morning technique time.

RRR: We have scheduled two days every mid-semester, as a program, to Rest, Recuperate, and Reflect. During these days, RRR will be practiced in some way in all your coursework.

Participation Rubric for Dance Classes

	10 points	9 points	8 points	7 points	6 points	5 points or less	Points*
Contribution & Collaboration	Spontaneously participates in class activities; engaged & on task, and encourages others to be/do the same, first by example, and occasionally through friendly suggestion; works well with peers.	Some spontaneous participation; engages willingly when called on; often remains on task; works well with most of their peers.	Willingly participates when called on, but is not typically spontaneous; generally stays on with many of their peers.	Participates only when reminded OR is off task; minimally engaged in course material; works well with a few of their peers.	Participates reluctantly; OR is often off task; often not engaged in course material; OR does not work well with several most of their peers.	Refuses to participate or participates reluctantly; rarely engaged in course material; typically off task; does not work well with others in general.	
Attitude & Quality Of Presence	Attitude is positive and respectful; engages in course material at the beginning of class and between activities without a prompt from instructor.	Attitude is often positive and respectful; often engages in course material without a prompt from instructor.	Strives to maintain a good attitude; is rarely distracted or distracting; sometimes engages in course material without a prompt from instructor.	Occasionally displays disinterested or disdainful attitude; OR rarely engages in course material without a prompt from instructor.	Attitude is negative or disrespectful OR is distracted or distracting to others in the class.	Attitude is very poor OR is mostly distracted OR disruptive to the class as a whole.	
Class Discussions	Exemplary: Contributions include questions and comments that reflect thorough engagement with course material. Ideas are substantive and provide some insight into the person's experience. If this person were not a member of the class, the quality of discussion would be diminished.	Competent: Contributions include questions and comments that reflect satisfactory preparation. Ideas offered are sometimes substantive, provide generally useful insights but seldom offer a new direction for the discussion or a peek into the "why" of the person's position or experience. If this person were not a member of the class, the quality of discussion would be diminished somewhat.	Non-participant: This person says little or nothing in class. Hence, there is not an adequate basis for evaluation. A non-participant does have an effect on the quality of discussion, but it is much more difficult to quantify and this can often place undue burden the instructor/facilitator and those who are contributing.	Unsatisfactory: Contributions include questions and comments that reflect inadequate preparation, shallow or no engagement with course material. Ideas offered are seldom substantive, provide few, if any insights and often off-track. Challenges that are made as personal attacks are unacceptable under any circumstances.			

**If you are not in class, you cannot participate. Absences, unauthorized use of digital devices and/or doing outside work will result in a score of zero in all participation categories.*

Junior Level Assessment

This form is completed by faculty at the end of sophomores' spring semester.

Degree Program: *Are you seeking to be/remain a BFA, BA, or minor?*

Degree Evaluation: *Where are you on the map?*

On track to fulfill lower division requirements?

If no, which courses are needed:

Crewing status?

Grades

Does student have any grades below a "C" in the major?

Junior Level Assessment Criteria

Assessment in each of these areas is on a 5-point scale. Students must receive a minimum score of 3 in each category to pass the Junior Level Review and remain a Dance Major or Minor. In other words, ***if you receive a 1 or 2 in any of the areas listed below, you will need to show significant improvement over the course of the next semester to remain in the program.***

1= unsatisfactory achievement (insufficient skills for this level)

2= minimal achievement (improvement sufficient only to remain at this level)

3= moderate achievement (new abilities emerging, but inconsistently visible)

4= strong achievement (on track to advance with continued improvement at this rate)

5= excellent achievement (fulfilling potential at this level)

Contributions to the community:

- a. quality of participation
- b. attendance
- c. punctuality (on time to classes, rehearsals and assignments turned in on time)
- d. permeability/responsiveness

Inquiry:

- a. self-directed learning and research as it relates to specific course material
- b. ability to ask questions
- c. willingness to take risks

Articulation:

- a. writing
- b. verbal

Dance Division Attendance Policy:

We have a departmental attendance policy because the dance coursework is practice-based and it is necessary that you are consistently PRESENT.

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, ie. 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".
- 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. Unless otherwise stated in class syllabus, detailed notes and observations about the class must be typed and submitted by the next class or you will be marked absent. If you are injured or need to observe more than 2 classes, arrangements need to be made on a case by case basis with instructor.
- 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.