UNDERGRADUATE HANDBOOK FOR DANCE MAJORS

(September 2020)
Table of Contents

Curriculum and Dance Program Information.......... 3
Departmental Attendance & Participation Policy ...... 6
Facilities and Studio Policies .......8
University Dance Organizations....... 10
Financial Information.......11
Performance & Production Policies.......12
Departmental Structure and Communication.......15
Security and Safety ......19
BFA Handbook ......20
Department of Dance Auditions, Casting, and Rehearsal Guidelines ...... 23
Covid-19 Handbook Addendum for AY 2020-21 ...... 29
I. CURRICULUM AND DANCE PROGRAM INFORMATION

DEPARTMENT PHILOSOPHY
The University of Iowa Department of Dance promotes artistic excellence within the framework of a liberal arts education. Both the Bachelor of Arts and Bachelor of Fine Arts programs are designed to provide a comprehensive dance education that integrates rigorous technical practice, creative research in choreography, performance and production, and theoretical and historical inquiry. As in-depth dance study converges with other academic disciplines, students acquire the knowledge and skills to flourish as participants in diverse dance fields. The Department imparts the values and knowledge necessary to make dance and intelligent moving lifelong practices. Students develop as young artists, creative thinkers, and problem solvers who may further the arts in society in diverse, urgent, and transformational ways.

LEARNING OUTCOMES
Students will:

☐ achieve proficiency in contemporary concert dance techniques, especially in forms derived from ballet, modern dance, postmodern dance, and somatic movement practices, while developing stylistic versatility, expressive range, and efficient body mechanics;

☐ learn to think critically about the historical, cultural, and social contexts of dance as an art form and cultural practice while developing strong writing skills and effective oral expression;

☐ master formal compositional elements and improvisational techniques toward the creation of original choreographic work, and learn to articulate and render their creative intentions with clarity, with opportunities to present these works in public performances;

☐ acquire performance skills, such as interpretation, expressivity, physical agility, and refinement, by participating in auditions, rehearsals, and studio and public performances;

☐ acquire knowledge of anatomical and kinesiological principles and injury prevention for effective dance training and career longevity; and

☐ attain an understanding of digital arts tools currently practiced in contemporary dance.

DEGREES AWARDED

BFA
The Bachelor of Fine Arts degree program provides students with a conservatory-like studio experience that is enriched by studies in the liberal arts and sciences. Students train daily in Western classical and concert dance techniques, and are afforded ample opportunities to perform in faculty and student creative research and to produce their own choreographic works in the department’s concert season. A pre-professional degree, the B.F.A. in dance establishes a strong foundation for creative and intellectual development, and cultivates multiple approaches to dance, career, and citizenship. Studies in dance technique, performance, and choreography are complemented by courses in improvisation, dance history and theory, multicultural movement practices, global dance studies, digital performing arts, kinesiology, pedagogy, and community engagement.

BA
Integrating studies in dance and the liberal arts, the Bachelor of Arts degree program establishes foundations for creative and intellectual development, and cultivates multiple approaches to dance, career, and citizenship. Students take daily technique classes in Western classical and concert dance, complemented by courses in improvisation, choreography, dance history and theory, multicultural...
movement practices, global dance studies, digital performing arts, kinesiology, pedagogy, and community engagement.

MINOR
The undergraduate minor in dance requires a minimum of 15 s.h. in University of Iowa Department of Dance courses. Students must maintain a cumulative g.p.a. of 3.00 in all courses for the minor and in all UI courses for the minor. Course work in the minor may not be taken pass/nonpass.

For more specific information regarding the differences between the programs and the requirements of each program, please refer to the Department of Dance website: [http://dance.uiowa.edu](http://dance.uiowa.edu) and the University of Iowa General Catalog [http://catalog.registrar.uiowa.edu/liberal-arts-sciences/dance/#programstext].

FOUR-YEAR GRADUATION PLAN
The Four-Year Graduation Plan is an agreement between the University of Iowa and the student. The student agrees to meet minimum checkpoints and in exchange, the college guarantees the student graduation within four years. The college will provide remedies for students under this plan if their graduation would be delayed due to the unavailability of a course. More information on the Four-Year Graduation Plan is available here: [https://newstudents.uiowa.edu/graduate-four-years](https://newstudents.uiowa.edu/graduate-four-years).

DEPARTMENTAL ADVISORY POLICY
First-year dance majors (BA and BFA) are advised by the CLAS Advisor at Academic Advising Center in C210 Pomerantz Center. First-year BFA in Dance students also have a Dance faculty member advisor. Academic Advisors are experts of University requirements and will facilitate understanding and scheduling of classes that fulfill General Education Requirements. Upon completion of 24 semester hours at the University, BA students will be assigned to Academic Advisor Molly Rechkemmer for primary advising and a Dance faculty member for secondary advising, and BFA students will keep their Dance faculty member advisor as their primary advisor. Molly Rechkemmer will assist students in meeting all university requirements, while the Dance faculty member will recommend classes within the Dance Department and advise on career goals. In the 2020-21 academic year, Professor George de la Peña, Lecturer Kristin Marrs, and Assistant Professor Melinda Myers will advise BFA students. Visiting Assistant Professor Gabriel Anderson, Associate Professor Eloy Barragán, Associate Professor Jennifer Kayle, Lecturer Kristin Marrs, and Assistant Professor Melinda Myers will advise BA students. First-year dance majors with special concerns are encouraged to approach dance faculty members with questions about the Department of Dance.

TECHNIQUE PLACEMENT AND PROMOTION
Initial Technique Placement
Initial registration for dance majors and minors in dance technique courses is based on a student’s initial placement audition, typically conducted during their audition for the program. If, upon entry to the UI, there is evidence that the initial placement should be adjusted, faculty, in conversation with a student, could revisit the placement decision early in the Fall semester and recommend a change. Occasional mid-year promotions may occur at the discretion of the faculty, otherwise, promotions will be considered at the end of spring semester.

All students will be informed of their initial placement via email as part of their acceptance letter to the degree program. First-year students should plan to take the same ballet and modern technique courses for both fall and spring semesters.

Technique Promotions
Near the end of the spring semester, ballet and modern technique faculty will meet to determine which
major and minor students will be promoted to a higher technique level and which students would benefit from another year at their current level. Students will be informed of their placement via email from the Academic Coordinator and given special registration permission for the appropriate level if necessary.

Promotion from Intermediate (2000) to Majors (3000) Level
Dance majors or minors who have completed two semesters of Majors Intermediate Ballet (DANC:2030) or two semesters of Majors Intermediate Modern Dance (DANC:2040) with an A- or higher will automatically be considered for promotion to Major Ballet I (DANC:3030) or Major Modern Dance I (DANC:3040). Students must begin the major levels sequence in the fall semester. **Mid-year promotions are rare.** A placement exception could be made for current UI students who are accepted into the BFA program of study at the fall auditions during their first year of study.

Dance majors or minors who have completed only one semester of Intermediate Ballet or one semester of Intermediate Modern Dance must take a placement audition for consideration for promotion to Major Ballet I or Major Modern Dance I. The placement audition consists of taking class during the spring semester departmental auditions in February. The spring auditions consist of two possible dates on a Thursday and Friday morning from 9:30-11:30AM. Students wishing to arrange a placement audition must contact the Academic Coordinator no later than one week prior to the audition date. Please check dance.uiowa.edu for audition dates each year. Please do not contact faculty about placement auditions. After the placement audition, the Academic Coordinator will contact the student with the placement result.

Promotion from Majors Level I to II or II to III
Consistency in attendance and full effort in technique courses is essential for improvement in a physical artistic practice. For this reason, the department expects students to make every effort to register for and take dance technique every semester as their academic schedules afford. Dance majors or minors who are currently enrolled in Major Ballet I (DANC:3030), Major Ballet II (DANC:3530), Major Modern Dance I (DANC:3040), or Major Modern Dance II (DANC:3540) will be automatically considered for promotion to the next level by the faculty at the end of spring semester. Students who have completed a Major Ballet or Modern course who are not enrolled in a Major Ballet or Modern course in the spring semester should contact the Academic Coordinator, rather than individual faculty members, to be considered for promotion the following year. **Mid-year promotions are rare.** An exception may be made for students studying abroad during the fall semester, based on coursework completed while abroad.

Promotion to Major Contemporary IV
Dance majors or minors who have completed two semesters of Major Ballet III (DANC:4030) or Major Modern Dance III (DANC:4040) with an A- or higher are invited to register for Major Contemporary IV (DANC:4540). Eligible students will be notified via email of their permission to register after spring semester grades have been posted.

**SOPHOMORE EVALUATIONS**
The Department of Dance holds Sophomore Evaluations every March. Each sophomore has the opportunity for an individual conference with members of the Dance Faculty. During this time individual progress, dance technique, goals, and aspirations will be discussed.

The Department of Dance encourages all sophomores to participate in this unique opportunity to receive individual feedback from Dance Faculty.

**EXCESS HOURS**
Students who wish to enroll in more than 18 hours per semester must request permission from the Office of Academic Programs and Student Development, located in 120 Schaeffer Hall. Information on the procedure and policies for requesting excess hours may be found here: [https://clas.uiowa.edu/students/students-academic-policies/registration-policies#excess-hours](https://clas.uiowa.edu/students/students-academic-policies/registration-policies#excess-hours).
II. DEPARTMENTAL ATTENDANCE & PARTICIPATION POLICY

STUDENT PARTICIPATION REQUIREMENT*

*For academic year 2020-21, please see the Covid-19 Addendum

In order to achieve a passing grade, D- or better in the Department of Dance technique courses, a student must participate in 85% of the class sessions during the semester.

Students who do not satisfy the required 85% participation in classes will receive a grade of F for the course. 85% Breakdown for class attendance (per classes a week):

- Twice a week: 25 classes (5 absences a semester allowed)
- Three times a week: 38 classes (7 absences a semester allowed)
- Five times a week: 63 classes (12 absences a semester allowed)

Grading Consideration for total number of Absences: The total number of absences will affect the final grade in the following manner:

<table>
<thead>
<tr>
<th>Attendance Type</th>
<th>Example (if at A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twice a week:</td>
<td></td>
</tr>
<tr>
<td>0-2 absences</td>
<td>have no effect of final letter grade</td>
</tr>
<tr>
<td>3 absences</td>
<td>will reduce final letter grade by 1/3</td>
</tr>
<tr>
<td>4 absences</td>
<td>will reduce final letter grade by 2/3</td>
</tr>
<tr>
<td>5 absences</td>
<td>will reduce final grade by one whole letter</td>
</tr>
<tr>
<td>6 absences</td>
<td>will result in a grade of F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attendance Type</th>
<th>Example (if at A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three days a week:</td>
<td></td>
</tr>
<tr>
<td>0-3 absences</td>
<td>have no effect of final letter grade</td>
</tr>
<tr>
<td>4-5 absences</td>
<td>will reduce final letter grade by 1/3</td>
</tr>
<tr>
<td>6 absences</td>
<td>will reduce final letter grade by 2/3</td>
</tr>
<tr>
<td>7 absences</td>
<td>will reduce final grade by one whole letter</td>
</tr>
<tr>
<td>8 absences</td>
<td>will result in a grade of F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attendance Type</th>
<th>Example (if at A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five days a week:</td>
<td></td>
</tr>
<tr>
<td>0-4 absences</td>
<td>have no effect of final letter grade</td>
</tr>
<tr>
<td>5-8 absences</td>
<td>will reduce final letter grade by 1/3</td>
</tr>
<tr>
<td>9-11 absences</td>
<td>will reduce final letter grade by 2/3</td>
</tr>
<tr>
<td>12 absences</td>
<td>will reduce final grade by one whole letter</td>
</tr>
<tr>
<td>13 absences</td>
<td>will result in a grade of F</td>
</tr>
</tbody>
</table>

UI Department of Dance Concert Attendance Requirement, 2020-21**:

**For academic year 2020-21, not required

All students registered for Dance Technique classes (Majors and Non Majors levels) at the UI Department of Dance are required to attend a minimum of two concerts during the Fall 2020 semester and a minimum of three concerts during the Spring 2021 semester.

Concert attendance will fulfill a requirement that contributes to 10% of a student’s grade for the class.

- At least one concert attended in Fall 2020 and at least two concerts attended in Spring 2021 must be Space
Place events.

b. More information for fulfilling this requirement may be required by the class instructor and may include post-performance discussions, papers, etc.

Dance concerts are listed on the Arts Iowa Calendar. Events that count toward attendance will have the tag "Dance Concert Attendance". This means that students can search for the keywords "dance concert attendance" to find any dance concert that counts toward this requirement.

Satisfying the Department of Dance Concert Attendance Requirement:

1. All students must swipe their Iowa One Card (UI ID card) twice during each performance.
   a. Swipe once upon arrival and then again at the conclusion of the performance.
   1. The system only registers attendance for students enrolled in a DANC course.
   2. If a student scans their ID card and the screen displays a red X, they can either manually type in their University ID NUMBER, or they should notify an usher who will keep a list of “unscannable” University ID Numbers.

2. Instructors will use attendance records provided at the end of the semester to determine if students have satisfied the concert attendance requirement.

What if I’m performing in the concert?

1. During one or both of the Dress Rehearsals, sit in the house and watch as many of the works as you can from the front.

2. Submit to your instructor the playbill, highlighting your name, and they will ensure that your performance is counted at the end of the semester.

What if I am registered for more than one technique or theory class that requires concert attendance? Do I need to see three concerts for EACH class I’m taking?

1. Only two concerts are required in Fall 2020 and three concerts are required in Spring 2021. An individual concert can fulfill the requirement for more than one class.

2. Remember: the specifics of completing the requirement (i.e. papers, discussions, etc.) may be different for each class.

3. Note: submitting identical papers for two different classes is considered plagiarism.

HONORS PROGRAM IN DANCE

Honors in Dance at Iowa

Dance majors who maintain a Dance Department GPA of at least 3.5 and University GPA of at least 3.33 are encouraged to pursue Honors in Dance. Students in either the BFA or BA program are eligible. It is not necessary for students pursuing Honors in Dance to be in the University Honors Program, although Honors in Dance does satisfy the experiential learning component (“learning by doing”) of the University Honors Program.

Students who graduate with honors in their majors receive special recognition during commencement, and both their transcripts and diplomas show honors designations.

Graduation with Honors in Dance requires:

1) The successful completion of 8-10 s.h. of either University Honors courses or Honors Contract Courses in Dance Department classes. Contract courses are normally upper-level courses numbered DANC:3000 or higher, or approved graduate courses numbered DANC:5000 or higher. Honors contract courses are
regular courses with extra-curricular activities that substantially increase the breadth, depth, or complexity of learning. To contract a regular class into an honors class, the student must:

1. Arrange details with the instructor early in the semester,
2. Submit a signed contract to the University Honors Program by the deadline
3. Complete the project as arranged
4. Receive a course grade of B or better.

If the student does not meet these conditions, the enrollment simply earns the usual credit and grade.

2) The successful completion of an honors project for which credit is given in DANC:4999. Honors projects are arranged in consultation with and approved by a faculty supervisor and the Department’s Honors Advisor. Projects may include performance, choreographic, and scholarly research, and a written thesis. None of the projects may duplicate projects assigned in other courses, although B.F.A. students may enhance their capstone project, for example with additional research and a written honors thesis. Honors students are strongly encouraged to present their honors projects to the Department in their final semester in coordination with fellow Dance Honors students.

Appropriate forms must be filled out to complete a course contract, submit an honors thesis, and apply for graduation with honors. These are available on the College of Liberal Arts and Sciences Honors in the Major webpage.

If you are interested in pursuing Honors in Dance, please contact Kristin Marrs.

III. FACILITIES AND STUDIO POLICIES

FACILITIES

Halsey Hall houses six technique studios, a video-viewing classroom, a costume shop, a small computer lab, and a body lab for sports medicine consultations. An audio lab is also available for sound production. In addition, Space Place Theatre in North Hall is the Department of Dance’s own Production Theater.

The Department forbids street shoes and black soled jazz shoes in the studios, as it damages the floor. No smoking, eating or drinking (other than water) is allowed in the studios, and dancers are asked to close windows and turn off lights, fans and audio equipment before leaving the studio. Dancers may not leave bags or personal belongings in the hall, as this is a security risk and also violates fire code regulations. Renting a locker in the student lounge is highly recommended. More information on renting lockers is available in the General Information section of this handbook. Shelves are provided in the studios and hallways for storing shoes and belongings during class.

STUDIO RESERVATION POLICY (UPDATED AUGUST 28, 2019)*

*For academic year 2020-2021, please refer to the Covid-19 Addendum

ALL REQUESTS may only be made at: Dance Studio Request Form. A confirmation for Faculty will be sent within 48 hours. A confirmation for Graduate and Undergraduate requests will be sent by Friday at 5pm.

- Semester length studio requests and Weekly studio requests.
- Semester length studio requests, submitted to Dance Administrative Coordinator via the Dance Studio Request Form are accepted for: Classes, Youth Ballet, Arts Share.
Weekly studio requests, submitted to Dance Administrative Coordinator via the Dance Studio Request Form are accepted for: Outside Users.

Semester length studio requests, submitted to Briana Maxwell via the Dance Studio Request Form, are accepted for: Gala, DIC, and Faculty of Faculty/Grad.

Semester length studio requests for Graduate (non-Thesis) students and Graduate Thesis Concert students are submitted to the studio scheduler via the Dance Studio Request Form.

All other studio requests (not indicated above) must submit requests on a weekly basis to the studio scheduler via the Dance Studio Request Form.

2020-2021 STUDIO RESERVATIONS:

Rehearsal Time Allotments:
The weekly rehearsal time allotment for individuals is indicated below.

- Faculty – non Concert Projects Limit 4 Hours per week
- Faculty – Fac/Grad Limit 6 hours per week per piece
- MFA Candidates in Dance – non Thesis Limit 6 Hours per week
- MFA Candidates in Dance – Thesis Limit 6 Hours per week per piece
- Senior and Junior Dance Majors Limit 4 hours per week
- Sophomore/Freshmen Dance Majors Limit 3 hours per week
- Student organizations and non-dance majors/minors Limit 2 hours per week

I. Semester Length (non-academic) Studio Requests:
- Please use the new request form at Dance Studio Request Form for the following semester length studio requests:
  - DIC 2020: 1st week of classes (after DIC auditions)
  - Faculty 2021 (in Fac/Grad): Last week of October `20 (after Faculty auditions)
- Thesis: Please use the request form at Dance Studio Request Form for all fall requests. The Studio Scheduler will hold a scheduling meeting with all Thesis students in November 2020. At this time Thesis students will make semester long requests for the spring.
- MFA Candidates in Dance semester long requests: Please use the request form at Dance Studio Request Form. A semester long requests ends at each semester. Example: your fall recurring request ends in December.
  - Once a Grad student makes a semester long request, it cannot be changed. However, the grad students can barter amongst themselves if they would like to switch times with each other.
  - Grad students can continue to make weekly requests, in addition to their semester long request, as long as it does not exceed their 6 weekly rehearsal hour limit.

II. Weekly Studio Requests:
- Individuals wishing to make a weekly studio request (i.e. any request that is not included under the semester length category) must submit their requests at Dance Studio Request Form.
• The deadline to request a rehearsal studio is Thursday at 3pm for the following week in which you are requesting. The week is Sunday to Saturday. (For example: Thursday, August 22 is the deadline for any requests during the week of August 25-31)

• Weekly requests will be honored based on the following system of preference:
  o Department Productions (Gala, DIC, Thesis, etc), Class / Required projects, UIYB, Pieces for Adjudication, Independent or outside projects.

III. Space Place Rehearsal Requests:
• All requests for Space Place should be made at Dance Studio Request Form one week prior to your requested date(s).

IV. Studio Schedule Posting:
• Complete Studio schedules will be available on Ad Astra by 5pm on the Friday for the following weekly schedule (For example: Friday, August 23 by 5pm the studio schedule will be available for the week of August 25-31).
• A confirmation will be sent to the requesting individual on Fridays by 5pm.

FITNESS EAST
Halsey Hall is home to Fitness East, a University fitness facility. Fitness East includes a variety of workout equipment including treadmills, EFX machines, rowing machines and stationary bikes. In addition, free weights and cross-training equipment are provided.

IV. UNIVERSITY DANCE ORGANIZATIONS

UI Dance Co.
UI Dance Co offers students advanced experiences in dance and dance theater repertory company performance, production, management and public engagement. The audition for company members for the upcoming academic year occurs at the end of the spring semester in the previous academic year. Those performers cast in the company rehearse and perform multiple works by faculty, invited graduate students, or professional guest artists. During fall semester, students are involved in the collaborative process of developing new works, either choreographically and/or in terms of community and social engagement. There is also the possibility for graduate and undergraduate student roles (major and non-major) in lighting and costume design, music/sound composition, digital media, videography, stage management, marketing, company management, or other areas. Spring semester consists of final rehearsals, an on-campus premiere concert, and performing and teaching in community outreach activities throughout Iowa and the region.

UNDERGRADUATE DANCE ORGANIZATION
The Undergraduate Dance Organization (UDO) is a student organization that encourages open communication between students and faculty members as well as others in the University Community. UDO sponsors many department events and is the Department of Dance’s representative undergraduate organization in the Student Activities Senate. UDO Officers are elected from each class at the beginning of the school year for a one-year term. A member of the faculty advises UDO.
FINANCIAL AID INFORMATION

UNIVERSITY FINANCIAL AID
Students must apply for financial aid each year by filing the Free Application for Federal Student Aid (FAFSA). Financial aid awarded by the UI OSFA is not automatically renewed. This is a federal application for grants, loans and scholarships, and it must be filled out before the University of Iowa can grant you any need-based financial aid. Please check the University of Iowa Department of Financial Aid Website to determine application deadlines for each year.

The University of Iowa also offers a number of need-based and academic scholarships. The College of Liberal Arts and Sciences sponsors a scholarship competition each spring for the following academic year. Applications for these scholarships are available each spring in 120 Schaeffer Hall. After a student is admitted to the University of Iowa and has submitted the FAFSA, the student's financial aid eligibility is determined.

View the Step-by-Step Process web page for information on required forms and detailed instructions on applying for financial aid at The University of Iowa. The Frequently Asked Questions web page provides answers to common questions.

Students must be admitted to a degree program at The University of Iowa before their financial aid application will be reviewed. Students can submit the FAFSA before they are admitted to the University; however, they will not be awarded until after they are admitted.

For tips on applying for financial aid, refer to our Helpful Hints web page.

DEPARTMENT OF DANCE SCHOLARSHIPS
There are several Department of Dance Scholarships available every year for dance majors. These scholarships range from $250 to $5000. Applicants must have a GPA of 3.5 or higher in departmental courses and UI GPA of 3.33 or higher. Students are evaluated on performance excellence, work ethic, attitude, and creativity expressed through choreography, performance or writing. Applications are available during the Spring Semester and are usually due in early April.

STUDENT EMPLOYMENT
Students seeking employment are encouraged to do so through UI Youth Ballet and Community Dance School, the University’s community outreach dance program. Aubrey Green, Administrative Director may be reached at 319-335-2193 with inquiries regarding available positions. It is recommended to have a conversation with the Faculty. Area dance studios also provide potential employment for many dance majors.

Those seeking non-dance jobs are encouraged to consider on-campus jobs, as these employers tend to be understanding when scheduling around classes and rehearsals and are more likely to work with you on a week-to-week basis. The student employment database, Handshake@UIowa, is available through the University of Iowa website and lists all available on-campus work-study and part-time jobs.

V. PERFORMANCE AND PRODUCTION POLICIES*
*For academic year 2020-21, please refer to announcements from individuals

DANCE PRODUCTION GUIDELINES
Dance production guidelines are available at the Online Callboard at the following address: https://wiki.uiowa.edu/display/Uidance/Production%3AGuidelines
CONSTRUCTION SITE SHOWINGS
The Department of Dance sponsors Construction Site Showings each semester. Construction Sites are informal choreography showings that afford choreographers and dancers valuable feedback on their creative work and performance. Sign-up sheets will be posted on the Main Callboard the week of the Construction Site showing. Choreographers may sign up to show one work, which must be less than twelve minutes long. If there are available spaces the day before the showing, choreographers may sign up to show a second work, provided that the length of the combined works is no longer than sixteen minutes.

Construction Sites are activities sponsored by the Department to foster the creative growth of our dancers and choreographers. Construction Site Showings are instrumental in preparing new work for adjudication and performance. Choreographers and dancers are strongly encouraged to show works in-progress at these events, as the feedback given may be useful in the formation of the completed dance. Dancers and choreographers who commit to a Construction Site showing should be on time and prepared with music cued and dancers warmed up and present. Please take advantage of this opportunity and respect those who organize the Construction Site by being mindful of these policies.

AUDITION INFORMATION
Auditions for choreographers making new works will be posted on the digital callboard online. Graduate students hold auditions for the Collaborative Performance Concert, their MFA Thesis concerts, and their Independent Choreography Projects. Undergraduates, graduates, and faculty hold auditions for other individual pieces as well during set auditions times. Please refer to the Department of Dance Audition, Casting, and Rehearsal Guidelines, the Dance Performance Syllabus, and the Research Lab Syllabus for more information. Instructions about each audition are updated on performerbank.com.

ADJUDICATION POLICY
Adjudication is the procedure by which dance works are selected for production in Space Place Concerts. The panel of adjudicators for each concert consists of a rotating combination of three faculty members.

Adjudications are held in Halsey Hall or at Space Place Theater in North Hall, which is the site of all Department of Dance productions. Adjudications are held for the Graduate/Undergraduate Space Place Concert in the fall semester and the Undergraduate Space Place Concert in the spring semester. Undergraduate choreographers are welcome to present any completed dance for adjudication. All dances adjudicated for the concerts listed above are limited to 12 minutes in length. No more than two dances per choreographer will be chosen for any one concert.

Adjudications are generally held one to three weeks prior to the concert and the list of dances selected for the concert is posted on the Main Callboard on the following Monday. The week prior to the concert technical information about spacing and lighting rehearsals is posted on the Main Callboard.

Most Space Place Concerts consist of eight to ten dance works selected by adjudication. Dances submitted for adjudication must be completed works and should be presented to the Adjudication Committee as such. Costumes and makeup, if integral to the piece, should be worn at the adjudication. All dancers must be present, and choreographers are responsible for providing the recorded music (if applicable), as well as any necessary props.

Adjudication, while strongly encouraged, is not required for beginning choreography students. Advanced choreography students (Choreography III and IV) are encouraged to adjudicate dances, as well as those enrolled in Independent Choreography Projects.
TECH WEEK INFORMATION

Dancers and choreographers whose work is selected for Space Place Concerts are required to participate in all technical rehearsals. Tech Week, which is the week of the concert prior to opening night performance, is filled with rehearsals in Space Place Theatre. It includes the Lighting Tech (in which the Lighting Designer works with the choreographer and dancers to light the piece), the Spacing Rehearsal
(in which dancers have the opportunity to practice on the Space Place stage), the Tech Run (in which the entire show is run including lights and sound to ensure smooth technical communication) and the Dress Rehearsal. Dancers and choreographers must be at all required tech rehearsals—failure to do so may result in the removal of the work from the concert.

It is important for dancers and choreographers to plan ahead for Tech Week. If your piece is chosen for the Concert, be prepared to spend at least two or three evenings prior to opening night at Space Place Theater. Dancers and choreographers should be mindful that Tech Week rehearsals are as important for the Production Crew as they are for the dancers and choreographers.

Choreographers will be responsible for submitting program information to the Division of Performing Arts Marketing Department immediately after the adjudication committee posts the selected program on the Main Callboard. Choreographers are also responsible for setting up lighting meetings with the lighting designer prior to Tech beginning between the choreographer and designer. A tech schedule will be sent out 1 week prior to the start of tech listing when the Lighting tech time is for their piece, which will include the design team, choreographer, and dancers.

Dancers must attend all Tech rehearsals as well as any regular rehearsals their choreographers may have scheduled.

**COSTUME SHOP INFORMATION**

Dancers and choreographers in need of costumes for a dance work are encouraged to visit the Costume Shop in the basement of Halsey Hall. Costumes may be checked out for Dance Department events only. Costume checkout is arranged through the Costume Shop. Juliana Waechter may be reached at juliana-waechter@uiowa.edu or 335.2195. Costumes MUST be returned in a timely manner and are expected to be in the same condition as they were when checked out. Damage charges may be assessed upon return of each costume. Permission must be obtained in advance for any alterations.

**DANCE PERFORMANCE AND RESEARCH CREDITS**

Students earn one semester hour of Dance Performance Credit per piece when performing in Space Place Concerts. Using final casting information and concert programs as a guide, the Department registers students in bulk for these credits. Dance Performance and/or Research Lab credits may be used to fulfill the 2 s.h. performance requirement for BA students and the 6 s.h. performance requirement for BFA students. Credit for research and performances courses is administered by the Academic Coordinator, who will register you for credit based on cast lists.

**Dance Performance Credits:**

- Repertory Dance Company: DANC:3885
- Dance Gala: DANC:4880
- Collaborative Performance: DANC:4881
- Grad/Undergrad Concert: DANC:4882
- Faculty/Graduate Concert: DANC:4883
- Undergraduate Concert: DANC:4884
- MFA Thesis Concert: DANC:4885
- BFA Concert: DANC:4886
- MFA Event: DANC:4887
- Special Project Student Performance: DANC:4888

**Dance Research Lab Courses**

- MFA Ind. Project Research Lab: DANC:4452
- MFA Thesis Research Lab: DANC:4453
- Faculty Creative Research Lab: DANC:4454
PRODUCTION RUNCREW CREDITS
One semester hour of Run Crew Credit is given to those on the Production Run Crews for Space Place Concerts. Only students who have successfully completed Dance Production may sign up for Run Crew.

Students on the Production Run Crews are responsible for many jobs including cleaning, running the light board, running the sound board, setting backstage curtains, and setting props. All dance majors are required to complete two semester hours of Run Crew to satisfy graduation requirements. It is possible to register for 2 credit hours and work on 2 concerts via special permission from the instructor. Students on the Run Crew can expect to spend five to seven continuous nights working at Space Place and each Run Crew assignment represents about 30 hours of work. Students are encouraged to complete their Production Run Crew duties by sophomore year, if possible.

DIGITAL CALLBOARD
Production and audition announcements are posted electronically to the digital callboard on the Department of Dance Website. (https://wiki.uiowa.edu/display/UIDance)

VI. DEPARTMENT STRUCTURE AND COMMUNICATION

COMMUNICATION WITH FACULTY
The best ways to get in touch with a faculty member in the Department of Dance are
- Dropping in during their regularly scheduled office hours or making arrangements for an appointment
- Sending an email. Faculty contact information is available on the Department of Dance website or the University Directory.

BULLETIN BOARDS

No bulletins will be posted at Halsey during the 2020-21 academic year.

Please note: Departmental and faculty bulletin boards and black boards are our shared spaces of communication with each other in Halsey Hall, it is important to treat posted items with respect, and not damage or alter them in any way. Any posted items must receive prior departmental approval, and are also subject to removal.

The Main Office maintains the Bulletin Board in Halsey Hall's east wing across from the restrooms. This Bulletin Board is a reference tool designed to help students find information about auditions, employment, festivals, graduate programs, and dance performances as well as University Events and other information. If you have something you would like to contribute to the Bulletin Board, please bring it to the Main Office for prior approval.

DEPARTMENTAL E-MAIL
All Dance majors are included in a Department of Dance e-mail distribution list, which is a mass e-mailing list used by the Department of Dance to convey important information. E-mails will be sent to your University of Iowa email account (@uiowa.edu) and you are responsible for checking this email daily.

UNIVERSITY OF IOWA HOME PAGE
The University of Iowa Home Page is the best place to start if you have any questions or concerns, if you need to find contact information about someone outside the department, or want information about upcoming University Events. The upper right hand side has an A-Z search, a directory, and an open search bar. It is extremely helpful to start here if you have a non-departmental question.

The Department of Dance website is dance.uiowa.edu. The Resources button at the top of this site is where you will find the latest information on departmental policies, degree requirements, studio scheduling, and more.

STUDENT LOUNGE
Please note: Student lounge is closed to students during the 2020-21 academic year
The Student Lounge is located near the Brown Studio in room W109 Halsey Hall. It is equipped with a microwave, a refrigerator, several couches, lockers, and computers. It is a place for students to relax before and after classes and rehearsals. The microwave and refrigerator are provided for student use and students are responsible for keeping these appliances clean. The Student Lounge should be respected as a community space. Dancers are asked to remember that the student lounge is also a public space and the changing of clothes should take place in the locker rooms downstairs or in the restrooms located throughout Halsey Hall.

DEPARTMENTAL LOCKERS
- Lockers are available only to currently registered University of Iowa students. A valid UI student ID is required to process the rental.
- The University of Iowa and the Department of Dance are not responsible for lost, stolen, or damaged instruments. Students are encouraged to contact their insurance company to determine coverage for their personal property.
- Locker rentals are processed between 8 am-4:30 pm M-F in E114 Halsey Hall. Please stop at the desk to reserve a locker.
- Locker rental charges of $20 per semester will be charged to student UBills. No other forms of payment are accepted.
- Dance Majors and Dance Minors may rent lockers beginning the first day of classes.
- All requests will be filled on a first-come, first-served basis.
- Non-major students may request a locker beginning the first day of the second week of classes. Requests will be filled on a first-come, first-served basis.
- Lockers are accessible only during posted building hours.
- Continuing students must submit a request by the end of April to retain their lockers for the following year. Lockers which have not been renewed will be emptied and contents discarded the week after final exams in May.
- Perishable items such as food may not to be stored in lockers.

FIRST AID
Each studio in Halsey Hall is equipped with a first aid box that is stocked at the beginning of the year, and is maintained as needed. Should you or another student become injured and in need of basic supplies, check the first aid box for bandages, ibuprofen, wound cleaning, etc. For more complex injuries there are additional supplies in E114.
The following items are available in this area for emergency use only:
- heating pads
- feminine products
- instant heating and ice packs
- BioFreeze
- Kleenex and paper towels
• Bandages

A list of recommended medical professionals who have experience with dance related injuries will be provided annually.
SPORTS MEDICINE

The Department of Dance partners with University of Iowa Hospitals & Clinics Sports Medicine staff for weekly consultations in Halsey Hall. The purpose of this partnership is to establish health care services for University of Iowa Department of Dance students and associated faculty (patients). Visits by athletic trainers and physicians will occur at Halsey Hall on the University of Iowa campus during the academic calendar year. Patients who desire to be seen in UI Sports Medicine Clinics will be provided expedited scheduling.

Goals:

- To provide movement and function specific dance medicine services
- To provide early assessment, management, and education to prevent injury
- To monitor injury risk, collect injury and participation data and to establish interventions for screening and prevention of injury
- To provide referral and timely access to UI Sports Medicine clinic services when desired by the student, including physician and physical therapy appointments, imaging, and comprehensive management for dance related injury and conditions that limit dance participation, functional movement and the enjoyment of participation

Time and location: Tuesdays from 10:30am-12:30pm in IMU 343.

Dancers may talk with or be examined by UI Sports Medicine staff at Halsey Hall. Students should schedule/reserve a time slot by emailing the Academic Coordinator in the main office no later than Tuesday at 10 am. Walk-ins will be managed around those scheduled with a first come first served process.

Services available:

- UI Sports Medicine health care professionals will examine and counsel patients, providing treatment, education, and if desired referral for further imaging and examination at the UI Sports Medicine Center.
- There are no costs for services provided in Halsey Hall. Referrals for further evaluation and treatment at a UIHC facility will be billed accordingly.
- When Dance students choose to schedule an appointment at the UI Sports Medicine Center, the appointments will be facilitated with a goal of having students examined by a physician within 24-48 hours.
- If desired the physicians can provide information back to instructors and family members when “Release of Information” forms are completed.

Referral Process and Options

UI Dance students may be seen at the UI Sports Medicine Center and receive care from any of our specialists in athletic training, physical therapy, orthopedic surgery, and non-surgical sports medicine. Dance students have the option to arrange follow up care at their discretion with any provider in the community but UI Sports Medicine will expedite care at their clinics if desired by the student. Students should contact the Department Administrator to request and coordinate appointment scheduling at the Sports Medicine Center.

Referral Procedures:

Students should provide full name, DOB, and address (needed to create medical record number and appointment) and preferred phone contact information (cell phone) to the office staff in E114 HH. This information will be forwarded to Matt Doyle with UI Sports Medicine. Schedulers will call to the patient to confirm a convenient appointment. Matt Doyle will triage to arrange appropriate referral to health care
faculty/staff (listed below).

Sports Medicine Faculty
Britt Marcussen, MD
Mederic Hall, MD

Athletic Training
Matt Doyle, MS, ATC, LAT

Physical Therapy
Mike Shaffer, PT, OCS

Check in is at the front desk of UI Sports Medicine Center at 2701 Prairie Meadow Drive. (https://uihc.org/sports-medicine-clinic)

VII. SECURITY & SAFETY

UNIVERSITY OF IOWA PUBLIC SAFETY INFORMATION

1. Students may also call Campus Security if you see anything suspicious or need to be escorted home.
   - For Emergencies, call 911
   - The Campus Security phone number is 335-5022.
   - Email: police@uiowa.edu

2. The University provides a NITE Ride and employs an app-based service using the Trans-Loc Rider app so rides can be scheduled at the click of a button
   - NITE Ride will pick up and drop off at any location within our boundaries.
   - NITE Ride’s phone number will remain 319-384-1111 for those riders unable to use or access our TransLoc Rider app.
   - NITE Ride service will be limited to the east side of the river for the duration of football games and other high profile events at Kinnick Stadium due to excessive traffic.
   - Current Schedule: Seven Days A Week, 10 PM - 5 AM

3. The Cambus system runs routes to the Westside and the dorms until 11:30 p.m. If you are uncomfortable walking home after dark, this can be a convenient solution. There are Cambus stops at the corner of Madison and Jefferson and at the top of the Jefferson street hill.

LOST AND FOUND

The University of Iowa and the Department of Dance are not responsible for lost, stolen, or damaged property. Students are encouraged to contact their insurance company to determine coverage for their personal property.

The Dance Department’s lost and found bin is located in E114. The contents of the Lost and Found are donated to Goodwill Industries after finals week of each semester. Students are advised to check the lost and found before going home for the break.
VIII. BFA HANDBOOK

The Bachelor of Fine Arts with a major in dance requires a minimum of 120 s.h., including 84 s.h. of work for the major. Students must maintain a g.p.a. of at least 3.50 in all courses for the major and in all UI courses for the major. Students must earn at least half of their semester hours in the major at the University of Iowa. They also must complete the College of Liberal Arts and Sciences GE CLAS Core. In planning coursework, especially electives, students may apply a maximum of 84 s.h. in Department of Dance courses (prefix DANC) toward the minimum 120 s.h. required for the B.F.A. degree. Any grades earned for coursework are calculated in the grade-point average.

In contrast to the B.A. in dance, the B.F.A. program emphasizes choreography and performance. It requires an additional 18 s.h. of choreography, performance, and technique. Students who did not audition for the B.F.A. program prior to entrance to the University of Iowa may subsequently apply for admission to the program. The strongest candidates are those who have achieved the equivalent of major II technique and show academic and professional promise.

For specific course requirements, please refer to the University of Iowa General Catalog. (http://catalog.registrar.uiowa.edu/liberal-arts-sciences/dance/dance-bfa/#requirementstext)

BFA Application Procedures for Current BA Students

After completing a minimum of 30 s.h. at The University of Iowa and Majors Ballet II or Majors Modern II with a grade of A- or higher, students are invited to apply for the BFA program. It also requires a 3.5 GPA in departmental courses.

Students must submit a statement of intent and a one-page resume by email to BFA Director, Armando Duarte, who will then inform the faculty for further consideration. Application materials are due April 1. The statement (500 - 750 words) should address the applicant’s prior achievements and experiences, involvement in the department, current and future goals, and the ways in which the BFA program of study will support and further these goals. The statement should also include the applicant’s projected date of graduation and plan for completing the BFA requirements in addition to any second major requirements in a timely manner.

In addition, BFA applicants are required to attend the sophomore evaluations, making themselves known as BFA applicants. The BFA program of study requires that students complete two semesters of either Ballet III (DANC:4030) or Modern III (DANC:4040), two semesters of Contemporary IV (DANC:4540), and six performance credits. Thus, technical and performance ability and promise are taken into consideration during the admittance process.

BFA Regular Status Application Procedures

Students who were admitted as BFA candidates on conditional status must apply for regular status during the second semester of their freshman year. Students are to submit a statement of intent and a one-page resume by email to BFA Director, Armando Duarte, who will then inform the faculty for further consideration. Application materials are due April 1. The statement (500 - 750 words) should address the applicant’s prior achievements and experiences, involvement in the department, current and future goals, and the ways in which the BFA program of study will support and further these goals. The statement should also include the applicant’s projected date of graduation and plan for completing the BFA requirements in addition to any second major requirements in a timely manner. The BFA program of study requires that students complete two semesters of either Ballet III (DANC:4030) or Modern III (DANC:4040), two semesters of Contemporary IV (DANC:4540), and six performance credits. It also requires a 3.5 GPA in departmental courses.
BFA Capstone Project Procedures

The BFA Capstone Project is designed for students to take advanced steps in creative and/or scholarly research in order to deepen and expand the range of critical thinking/analysis and compositional method. BFA students may choose a performance, choreography or research emphasis for their BFA project or are invited to create a collaboration between disciplines. Students are encouraged to approach their capstone project as both a culmination of their BFA degree and as a platform for next steps and a bridge to professional activities.

Students are required to select a faculty member to advise the project by the fourth week of classes in the fall semester. The exact terms of advising are to be agreed upon by the student and the faculty advisor. Students are to submit an abstract, proposal and final paper for each emphasis to both the Undergraduate Director and to their faculty advisor. The faculty advisor will be responsible for reading the abstract, proposal and final paper and grading the BFA project.

GUIDELINES and TIMELINE for BFA PROJECT SUBMISSION

1. BFA project must be presented at the BFAConcert.
2. Abstract due by the Friday of the 13th week of the Fall Semester prior to graduation* (150 words): For choreography projects, this includes a description of the concept, content and format of the proposed project. For performance projects, this includes both an analysis of the performer’s role and its function in the context of this choreographer’s work, and specific objectives for performance as research.
3. Proposal due by the Friday of the final week of the Fall Semester prior to graduation* (1 to 2 pages): This includes a statement of the artistic objectives in terms of the student’s personal goals, a discussion of the research procedures, and a proposed rehearsal/showing/advising schedule made in consultation with the student’s faculty advisor.
4. Final Paper due during finals week (min 4pp/ max. 8pp): A critical analysis of both the creative process and final artistic product, this paper should assess the outcome of the BFA Project in the terms set forth at the outset in the proposal (the extent to which initial objectives and goals were realized, or reasons for their departure). In other words, this should not be a narrative of the organizational logistics and managerial circumstances surrounding the project. In order to provide the faculty with the most complete picture of the project to aid in their evaluation, the paper should address reasoning behind artistic choices made throughout the process and should reflect upon the final outcome (i.e. an honest appraisal of challenges, perceived failures and successes, lessons learned).

* Due dates for Proposal and Abstract will be adjusted during the 2020-21 academic year.

BFA CAPSTONE PROJECT AREAS OF EMPHASIS

Performance

1. Each student pursuing a performance BFA project, in consultation with his/her faculty advisor, will secure a choreographer to create a solo or group work that will be performed at the BFA concert.
2. BFA students are invited to work independently or in collaboration with one another in commissioning their choreographers and are encouraged to do so by the end of their junior year.
3. Any costs incurred are the responsibility of the students.
4. The faculty advisor will work with the student to create a plan for supporting the rehearsal and performance process.

Choreography
1. Each student pursuing a choreography BFA project will create a choreographic work (12 min. max) to be shown at the BFA concert.
2. The faculty advisor will work with the student to create a plan for supporting the choreographic process. At least two showing dates should be scheduled between the student and the faculty advisor.

Research
1. Each student pursuing a research BFA project will work with his/her faculty advisor to develop the terms and scope of the research.
2. Students will present their scholarly research by means of presenting a paper and/or a power point presentation.
3. Research is presented during the hour before the BFA Concert (concert attendance credit given).
4. If students are interested in doing a BFA research project in addition to their performance or choreography BFA project, they are encouraged to do so and to discuss possible points of intersection and format with their faculty advisor.

BFA Concert
Please note: For the 2020-21 academic year, please refer to the 2020-21 guidelines for a virtual concert

BFA candidates are required to show their BFA project during the BFA Concert. Students who wish to produce an outside event or performance are responsible for all costs and production elements. Even if a BFA project is shown at an outside event, it must also be shown at the designated BFA Concert in order for it to receive credit.

Technical Guidelines
1. BFA candidates are encouraged participate in a showing (Construction Sites or End of Semester Events) in Halsey Hall before the BFA Concert.
2. The BFA Devising Ensemble instructor and faculty project mentors will be present during the technical rehearsals and BFA Concert.
3. Please refer to the 2019-20 Production Guidelines for more technical information.
IX. **Department of Dance Auditions, Casting, and Rehearsal Guidelines**

Revised August 30, 2017

**Mission**

To encourage departmental casting practices that include as many dancers in the Department as possible, thereby maximizing opportunities for both choreographers, to select and work with dancers who have varied strengths and experiences, and for students, including roles as performers, understudies, and/or assistants to the choreographer.

Note: For the purpose of this document, these guidelines apply to all Department of Dance-sponsored events, and not to faculty creative research sponsored and/or presented by outside entities.

**Productions**

FALL CONCERTS: Dance Gala, Collaborative Performance, Graduate/Undergraduate

SPRING CONCERTS: Faculty/Graduate, DIC, Thesis Concerts, BFA Concert

**Auditions** *(for a listing of all audition dates, please see the on-line callboard)*

1. Auditions are opportunities for choreographers to assess dancers with regard to the movement materials and collaborative processes that are specific to particular projects and for students to choose projects and processes that advance their own learning objectives. Moreover, auditions allow dancers of varied levels, talents, strengths, and experiences to be seen and selected for projects that expand their range or hone their current skills, thereby casting works to serve both the dancer and also the particular needs of each creative project.

2. All auditions will be offered during the 1st three weeks of classes, with the exception of the Faculty/Graduate concert. An effort will be made to avoid auditions on Labor Day weekend, and the day of the Iowa State game.

3. Gala will have two auditions: The first group of choreographers will audition in the Spring; the second group of choreographers will audition in the first week of the Fall.

4. DIC will have one audition open to sophomores, juniors, seniors, and graduate students. Auditions will occur during the first week of the Fall.

5. Thesis Concerts will have one audition during the first week of the Fall.

6. Graduate/Undergraduate Concert, Collaborative Performance, MFA Independent Projects, and Choreography Courses will have one audition within the first 3 weeks of Fall classes.

7. Faculty/Graduate Concert will have one audition during the month of October. Faculty have the option of using this audition or casting their projects independently.

8. BFA Capstone/Honors Projects, MFA Independent Projects, and Choreography Courses will have one audition set within the first week of Spring classes.

**Casting**

1. Each dance cast is determined through an audition process with the exception of faculty creative research for the Faculty/Graduate Concert and for non-department-sponsored faculty research and/or productions. Please refer to the Departmental audition dates for your concert’s specific audition.

2. In agreeing to cast a dancer, the choreographer agrees to the conflicts that were listed on the Performer Bank.

3. Dancers must accept or decline their role within 24 hours of casting. In agreeing to accept a part, the dancer agrees to the entire schedule for the project including possible performance in a concert.

4. It is strongly recommended that Freshman participate in a maximum of 3 dances per semester for the Fall & Spring.
5. It is strongly recommended that Sophomores, Juniors & Seniors participate in a maximum of 4 dances per semester for the Fall & Spring.
6. The Department will register all dancers for performance credit under the name of the concert in which they are cast. Please speak to the Department of Dance Administrator with any questions.
7. Choreographers must inform dancers of all project details and presentation commitments including 1st and 2nd casts, understudy roles, construction site dates, adjudication dates, choreography class showings, and end-of-year events in the first week of rehearsals. This announcement must include any dates when the cast might be performing. These dates, as well as criteria for grading, must also be included on a syllabus to be distributed at the first rehearsal.
8. Dance Gala: Dancers, with the exception of graduate students emphasizing Performance, may be cast in a maximum of 2 works for each Dance Gala concert.
9. DIC: A dancer cast in DIC may not be cast in Faculty/Grad or any Thesis concert; participation in DIC is limited to 2-years; The Company is only open to sophomores, juniors, seniors, and graduate students.

Weekly Rehearsals

1. All rehearsals, except tech/dress rehearsals, should end no later than 10:00 PM. Exceptions must be approved by the DDP and PSM.
2. Rehearsals must not conflict with a dancer’s University classes. Students are only obligated to attend rehearsals that do not conflict with their coursework.
3. Rehearsals must not occur during University breaks or Holidays. The only exception is that DIC, Faculty/Graduate, and Thesis Concerts may return to rehearsals the weekend before Spring Semester classes begin when needed, and faculty can conduct creative research in the Summer with performers participating on a voluntary basis.
4. It is recommended that rehearsals not be held during the first week of Fall classes so as not to conflict with auditions occurring that week.
5. Individuals wishing to reserve more than their weekly allotment for any project may do so after all other requests have been entered but must receive approval from the DDP.
6. Dancers must have 1 dark day the Saturday prior to their 1st day of tech.
7. Each Concert must take 1 dark day per week.

Technical Rehearsals & Performances

1. During Tech Week no members of the production team – including dancers, choreographers, stage managers, and technicians– may be called for rehearsal more than 30 hours that week. This week is Sunday through Thursday.
2. All Technical Rehearsals – including notes and post rehearsal business – end no later than 11pm.
3. Technical rehearsals typically last no longer than 8 out of 10 hours. The production team may request a 10- out of 12- hour technical rehearsal – all requests should be submitted to the PSM, DEO, DDP, and PM at least two weeks prior to tech.

Cast Representative

1. Each dance must elect one representative at the 1st rehearsal, whose responsibility it will be to assist in the regulation of departmental rules and guidelines and act as an advocate for all of the dancers during the rehearsal and production process for any project.
2. The representative should report all concerns to the DDP. If the problem cannot be solved at that level, it should then be reported to the DEO.
3. The representative for all Choreography projects is the instructor of that class.
Dance Performance Syllabus
(DANC:4880-4888; DANC:6880-6888)

The University of Iowa
The College of Liberal Arts and Sciences
Department of Dance
Instructor: arranged Departmental audition
Course Supervisor(s): Rebekah Kowal, DEO Dance or Dance Gala Faculty Choreographer(s):

Course Description
Students in Dance Performance will participate in the process of creating, rehearsing, and staging a dance for a concert in the dance season. Students are selected for this course only through an audition with the exception of participation in faculty creative research sponsored and/or presented by outside entities or staged for the Faculty/Graduate Concert. Please consult the “Department of Dance Auditions, Casting, and Rehearsal Guidelines” document for more information.

In a practical application of technique, dancers enrolled this course will be required to participate in all stages of the creative process. Expected to analyze movement vocabulary and adapt general principles to specific movement challenges, students will also engage in various professional models of creating, rehearsing, and performing: learning material taught by the choreographer, altering or inflecting material as directed, and responding to creative assignments. Students will practice receiving and/or participating in critical feedback, and are guided in understanding the individual performer's responsibility in achieving the success of the whole work.

Course Objectives
- Improve ability to observe, analyze, and embody the required movement language of the dance with increasing speed and accuracy.
- Develop greater artistry in the treatment and/or interpretation of new movement material.
- Improve ability to contribute to the creative process as a performer by investing one's complete attention and intelligence in executing the work-in-progress, and/or through participating in movement development at the direction of the choreographer.
- Develop aesthetic and creative flexibility in the practical application of technique to a specific choreography.
- Improve ability to perform when "practicing," and likewise, successfully perform all that was practiced.
- Attend all scheduled rehearsals.

Requirements
- Bring full attention and energy to all assignments.
- Meet with the choreographer, rehearsal directors, and costume designers as directed.
- Contribute to a productive and positive working environment through consistency, discipline, creativity, and adaptability.
- Attend all technical rehearsals and all scheduled performances and showing.
- Appropriately apply individual research from technique, improvisation, and choreography to one's role as interpreter, performer, and/or co-creator of the dance.

Evaluation
Evaluation is determined on an ongoing basis. Satisfactory/Unsatisfactory (S/U) will be used for all Performance courses except for Dance Gala Performance (DANC:4880/6880). Overall, students will be graded on how they meet the above objectives and requirements in both the rehearsal process and the performances. Students who do not meet all course requirements, such as attendance at all rehearsals, showings and performances, and appropriate and expected contribution to all course activities will receive a “U” grade. For Dance Gala Performance
+/- grading will be in effect. An A+ grade will be given only in extraordinary circumstances. Only students who meet course objectives and requirements in an outstanding manner will earn an "A."

Grades will be assessed based on student performance in the following aspects of the creative process and performance. Students who satisfy the requirements below all or most of the time will receive “S” or “A” or “B" grades. Those who meet these expectations sometimes or never will receive “U” or “C-F" grades.

☐ Attendance/Promptness: prompt attendance at all rehearsals, meetings, fittings, showings, and performances.

☐ Applies Technical Skill/Adapts to Specific Choreography: speed of learning, accuracy, clarity, musicality, details, applies corrections.

☐ Contributes to a Productive Working Environment: brings full energy, attention, willingness and motivation to assigned tasks. Use of cell phones is discouraged in all rehearsals. Excessive use of phones or other digital devices, and/or engaging in distracting and disruptive conversation could have an adverse effect on your final grade.

☐ Creative Contribution: engagement, openness, skill in movement development, manipulation of material, response to creative tasks.

- Performs while practicing: demonstrates the results of the process, gives the choreographer a “full-out” performance from which to evaluate the dancer and the dance.

Enrollment Status and Excessive Hours Statement

Enrollment Status

Please be aware that if you are enrolled as a half-time student (Undergraduate students: 5 or less s.h. per semester, Graduate students: 4 or less s.h. per semester) and register for a performance credit your enrollment status could change to three-quarter or full-time. Please notify the instructor of record and the Department of Dance Academic Coordinator if you do not wish to receive credit for this course.

Excessive Hours

Students who are enrolled as full time students at or above 18 semester hours must notify the Department of Dance Academic Coordinator in order to obtain special permission to add excess hours. The Department of Dance encourages students enrolled in dance performances to meet the following guidelines for excessive hours outlined by the College of Liberal Arts & Sciences:

Permission for 19 hours requires:
2.0 minimum GPA
Evidence of previous substantial (15+ graded hours) and successful semesters

Permission for 20 hours requires:
2.5 minimum GPA
Evidence of previous substantial (15+ graded hours) and successful semesters

Permission for 21 hours requires:
3.0 minimum GPA
Evidence of previous substantial (15+ graded hours) and successful semesters

Students may petition for permission to take 22 semester hours or more but such permission is granted rarely and only in very special circumstances.
Permission for excess hours is a privilege. If you perform poorly or drop any of your courses, then permission for excess hours may not be granted in a future semester.

**Independent Choreography Project, MFA Thesis Research Lab Syllabus**

DANC:4452, DANC:4453

The University of Iowa
The College of Liberal Arts and Sciences
Department of Dance
Instructor: arranged through a Departmental audition
Course Supervisor: Rebekah Kowal, DEO Dance

**Course Description**

Students in these courses are selected only through an audition and will participate in the process of creating, rehearsing creative research produced by students enrolled in Choreography, Graduate Independent Choreography Project, or Thesis courses. Please consult the “Department of Dance Auditions, Casting, and Rehearsal Guidelines” document for more information.

Dancers will be required to analyze movement vocabulary and adapt general principles to specific movement challenges. Students will also engage in various professional models of creating and rehearsing: learning material taught by the choreographer, altering or inflecting material as directed, and responding to creative assignments. Students will practice receiving and/or participating in critical feedback, and are guided in understanding the individual performer's responsibility in achieving the success of the whole work.

**Course Objectives**

- Improve ability to observe, analyze, and embody the required movement language of the dance with increasing speed and accuracy.
- Develop greater artistry in the treatment and/or interpretation of new movement material.
- Improve ability to contribute to the creative process as a performer by investing one's complete attention and intelligence in executing the work-in-progress, and/or through participating in movement development at the direction of the choreographer.
- Develop aesthetic and creative flexibility in the practical application of technique to a specific choreography.
- Improve ability to perform when "practicing."

**Requirements**

- Bring full attention and energy to the rehearsal process.
- Contribute to a productive and positive working environment through consistency, discipline, creativity, and adaptability.
- Attend all rehearsals and all scheduled showings.
- Appropriately apply individual research from technique, improvisation, and choreography to one's role as interpreter, performer, and/or co-creator of the dance.

**Evaluation**

Evaluation is determined on an ongoing basis. Satisfactory/Unsatisfactory (S/U) will be used for all courses. Grades will be assessed based on student performance in the following aspects of the creative process. Students will be graded on how they meet course objectives and requirements in both the rehearsal process and in showings. Students who do not meet all course requirements, such as attendance at all rehearsals and showings, and appropriate and expected contribution to all course
activities will receive a “U” grade.

☐ Attendance/Promptness: prompt attendance at all rehearsals, meetings, fittings, showings, and performances.

☐ Applies Technical Skill/Adapts to Specific Choreography: speed of learning, accuracy, clarity, musicality, details, applies corrections.

☐ Contributes to a Productive Working Environment: brings full energy, attention, willingness and motivation to assigned tasks. Use of cell phones is discouraged in all rehearsals. Excessive use of phones or other digital devices, and/or engaging in distracting and disruptive conversation could have an adverse effect on your final grade.

☐ Artistic Treatment of Assigned Materials: offers interesting adaptations, inflections, interpretations or a unique presence in the movements assigned.

☐ Creative Contribution: engagement, openness, skill in movement development, manipulation of material, response to creative tasks.

- Performs while practicing: demonstrates the results of the process, gives the choreographer a “full-out” performance from which to evaluate the dancer and the dance.

Enrollment Status and Excessive Hours Statement

Enrollment Status
Please be aware that if you are enrolled as a half-time student (Undergraduate students: 5 or less s.h. per semester, Graduate students: 4 or less s.h. per semester) and register for a performance credit your enrollment status could change to three-quarter or full-time. Please notify the instructor of record and the Department of Dance Academic Coordinator if you do not wish to receive credit for this course.

Excessive Hours
Students who are enrolled as full time students at or above 18 semester hours must notify the Department of Dance Academic Coordinator in order to obtain special permission to add excess hours. The Department of Dance encourages students enrolled in dance performances to meet the following guidelines for excessive hours outlined by the College of Liberal Arts & Sciences:

Permission for 19 hours requires:
2.0 minimum GPA
Evidence of previous substantial (15+ graded hours) and successful semesters

Permission for 20 hours requires:
2.5 minimum GPA
Evidence of previous substantial (15+ graded hours) and successful semesters

Permission for 21 hours requires:
3.0 minimum GPA
Evidence of previous substantial (15+ graded hours) and successful semesters
Students may petition for permission to take 22 semester hours or more but such permission is granted rarely and only in very special circumstances.

Permission for excess hours is a privilege. If you perform poorly or drop any of your courses, then permission for excess hours may not be granted in a future semester.

Included:
- Student Expectations in Dance Technique classes
- Departmental Absence Policy
- Studio Cleaning Procedures
- Rehearsal Reservation Policy

Student Expectations in Dance Technique classes, AY 2020-21

1. Bring a full water bottle to class. If possible bring 2 filled bottles if you have both ballet and modern consecutively in one day. It is recommend that bottles are re-filled during individual breaks during class as opposed to in between classes, to avoid congregating in the hallways.
2. Bring a bottle of hand sanitizer that can be kept in your “square” in class.
3. Students should wear masks in studios at all times. Bring multiple masks to class and anticipate putting on a clean cloth mask 2-3 times per class. You also have the option to wear a clear shield, but this must be IN ADDITION TO the mask. A shield without a mask is not permitted.
4. Bring a bag for used face masks. Do not dispose of these in the studios.
5. Follow social distancing rules both inside and outside the studio. This will require diligence and patience.
6. Never come to class if you feel ill. Communicate with the instructor about any absences via email or zoom.
7. If possible, arrive at Halsey in dance attire, as dressing room space is very limited.
8. Take care of your own body. If you feel ill during class, overheated, or need to take a break from mask-wearing, give the “time out” signal and exit the classroom following the protocol for self-directed exits.
9. Enter and exit the studio space using the appropriate doors.
10. Clean your “square” and barre space before and after each use.
11. If needed, assist the instructors in cleaning high-touch areas of the studio.
12. Follow each instructor’s protocol for asking questions during class. For private conversations with the instructor, you will need to make an appointment/come to office hours via zoom in order to maintain social distancing.
13. Plan on using the restroom during individual breaks in class if possible to avoid congregating in the restrooms between classes.
14. If possible, come to Halsey wearing your dance attire as dressing room space is limited.

Departmental Absence Policy Ay 2020-21

Students are to use the CLAS Absence Form which stresses student responsibility in terms of communicating with the instructor and learning the material. The form is below and also on each ICON site under Student Tools where students access teaching evaluations.

Absence Form for CLAS Undergraduates

The following “routine” types of absences should be expected during Fall 2020:
1. Routine illnesses including colds, a fever, flu, etc.
2. Extenuating circumstances beyond the students control such as the death of a family member, a car accident, or other unfortunate and harmful event (and not a wedding, vacation, or work obligation etc.).
3. Conflicts with other university obligations, typically for athletes or those in performances or productions officially sanctioned by UI.

There will also be COVID-19 related absences that must be reasonably accommodated, including in the following situations:

- Students who must be quarantined.
- Students who are ill with COVID-19.
- Students who must return home for reasons related to COVID-19.
- Students with technology issues.

In these cases, instructors should make reasonable accommodations. In some cases, a student could be moved from an in-person section of a course to an online one so the student can participate remotely; in other cases, students can be given permission to participate in the class via Zoom.

It is not always feasible to grant these accommodations for students, particularly if the student has stopped communicating with the instructor, stopped attending, and has submitted little work since the beginning of the semester. In other words, in these cases it might be best if the student considers dropping the course. Please refer students to their advisor to discuss this matter as well as to the CLAS Office of Academic Programs and Student Development for additional help: https://clas.uiowa.edu/students

Covid-19 Studio Cleaning Procedures for Halsey Hall

Each student will be responsible for bringing their University issued face shield, mask to class, wipes, and water bottle. They will not be admitted to class if they don’t have them.

Each Studio and Classroom will be equipped with a 1st Aid Kit and Ice Packs for Instructor and Student Use if Injury Occurs during a Class or Rehearsal

Social Distancing / PPE / Cleaning

- To ensure social distancing, 9x9 or 10x10 quadrants will be set up in Dance Studios: Gym, Loft, Grey, Brown, E103, W121
- PE kits including face masks, face shield, hand sanitizers will be made available to faculty and employed teaching assistants. Please see Department Administrator with questions regarding pick up.
- Hand-sanitizers, EPA-approved (EPA List N) cleaning agents (e.g. Clorox wipes), and mat cleaning spray bottles and paper towels will be stored in accessible locations in each studio.
- Waste receptacles will be provided for discarding of cleaning agents.

Protocol for Dance Studios in Halsey Hall

Before Class:
Prior to each class, the instructor will enter the room, clean the door handle, clean the light switches and prop the entry door open (so students do not have to touch handle).

Instructor will confirm windows in studios are open. If not, instructor should open windows.

The instructor will set up items to be used for class in each quadrant (e.g. mats, barres, etc).

The instructor will disinfect each item placed in the quadrant using appropriate cleaning agent (wipe or spray disinfectant based on EPA guidelines).

Prior to entering the dance studio, students will take off shoes and back packs and place them in designated taped out storage area.

Students will then take face masks, face shield, water bottle and wipes or sanitizer to their assigned 9x9 or 10x10 quadrant.

Students will don CDC-approved face masks or face shield, enter the room maintaining appropriate social distancing, and proceed to their assigned quadrant.

During Class:

- Instructor and students will wear facemasks (or face shields) during the entirety of class.
- Social-distancing (minimum 6 feet to 10 feet) will be maintained during all in class work.

End of Class:

- Instructor will give each student a cleaning agent (wipe or spray / paper towels) to disinfect classroom equipment in their respective quadrants.
- Students will doff and clean face shields (see OVPR Laboratory guidelines below).
- Students will discard their cleaning agent, sanitize hands, retrieve shoes and personal items, and exit the studio. Social-distancing will be maintained during exit of classroom.
- Instructor will restore all items from each quadrant to designated storage space (unless used by a class immediately following their session).
- When exiting the space, the instructor will sanitize door handle and close door.
- Leave Windows open.

Additional Protocol for Musicians:

For classes that require use of piano:

- Instructor / accompanist will hand sanitize and remove protective cloth cover from piano.
- Hand cleaning before and after use is the recommended protocol for pianos.
- At end of class, accompanist will hand sanitize, and clean keys of piano, using appropriate cleaning agent. Hand cleaning before and after use is the recommended protocol for pianos.
- Instructor will re-cover piano with protective cloth cover (if last class of the day).
- No Floor Fans may be used in any Dance Studio.

OVPR Guidelines Regarding Face Shields

*It is the expectation that students will complete this between classes and not in the studio*

In order to help slow the spread of COVID-19, all personnel should wear face shields whenever possible when working in a laboratory or in a common space.

- To doff: remove gloves, wash hands, remove face shield-do not touch front: grab the face shield from the top or the bands on the side and lift it off the head, place on horizontal surface, wash hands.
- To decontaminate re-usable face shield: Don gloves, carefully wipe the inside, followed by the outside of the face shield using an approved cleaner/disinfectant, inspect for damage; if
damaged dispose, fully air dry, remove gloves and wash hands, place in clean location, wash hands.

FALL 2020 Department of Dance Rehearsal Reservation Policy
As 9/3/2020

ALL HH STUDIO & SATELLITE LOCATION Requests made at: Dance Studio Request Form.
- ALL CLASS and REHEARSAL requests for fall 2020, submitted to Briana Maxwell
- A schedule confirmation for Faculty will be sent within 48 hours.
- A schedule confirmation for Graduate and Undergraduate requests will be sent by Fridays at 5pm.
- To minimize risk of spread:
  - No Requests will be approved for Sundays to allow studios to air out.
  - 30 minutes will be blocked out between each rehearsal to allow time for user cleaning.
  - Studio users will follow all posted safety and cleaning protocols prior, during, and post their rehearsals.

FALL 2020 REHEARSAL RESERVATIONS:

*Rehearsal Reservations for fall 2020 begin on Tuesday, September 8 for the week of September 8 - 12*
*ALL are encouraged to make rehearsal requests during 8a-5p in addition to evenings and Saturday*

I. Requests will be scheduled and prioritized in the following order:
   - Classes, Dance Gala, Thesis Candidates, Faculty, MFA Candidates, BFA Candidates,
   - Undergraduate Students

II. WEEKLY Rehearsal Locations: **We hope to add 2 more rehearsal locations soon**
LOCATION: CAPACITY: REQUESTING START DATE:
- Room 166, TB 7 September 8
- IMU Ballroom 25 October 24
- HH Studios 1 September 8
- Hubbard Park 25 September 8

III. FALL WEEKLY Rehearsal Time Allotments:
**Hours below are contingent upon space availability**
- Faculty (non-Concert Projects) Limit 4 Hours per week
- MFA Candidates in Dance Limit 6 Hours per week
- Senior and Junior Dance Majors Limit 4 hours per week
- Sophomore/Freshmen Dance Majors Limit 3 hours per week
- Student organizations and Not Permitted in Fall 2020
  - non-dance majors/minors

V. GRADUATE Student Studio Requests:
- THESIS: Fall requests are made through the studio request form. Spring schedules will be set at
  a scheduling meeting in November 2020. Meeting will be set by the studio scheduler.
- GRADUATE STUDENTS in Dance semester long requests:
  - A semester long requests ends at the conclusion of the semester.
  - Once a Graduate student makes a semester long request, it cannot be changed.
  - Graduate students may continue to make weekly requests, in addition to their semester
    long request, as long as it does not exceed their 6 weekly rehearsal hour limit.

VI. UNDERGRADUATE & Weekly Studio Requests:
- The deadline to request a rehearsal studio is Thursday at 3pm for the following week in which
  you are requesting. The week is Sunday to Saturday.
VII. Studio Schedule Posting:
• Complete Studio schedules will be available on Ad Astra by 5pm on Friday for the following week