UNDERGRADUATE HANDBOOK FOR DANCE MAJORS

(Spring April 27, 2015)
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 BA and BFA 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 further the arts in society, and to flourish as participants in diverse dance fields.

DEGREES AWARDED

As a liberal arts & sciences degree, the Bachelor of Arts (BA) emphasizes a rigorous studio curriculum in conjunction with multiple academic disciplines giving the student a depth of knowledge in dance that is connected to other humanistic endeavors. Students meet the degree requirements through course work, concert productions, and independent projects. The degree encompasses technical and creative practice, body sciences, theoretical studies in dance and other areas of inquiry. All students enter the dance program as BA candidates and may apply for selection to the BFA program during their sophomore year.

The Bachelor of Fine Arts (BFA) requires further immersion in choreography, performance, technique and scholarly research. The criteria for acceptance include outstanding commitment, academic capability, advanced technical level, exceptional creativity, and professional promise. Students may apply for admission to the BFA program after they have achieved a Majors II technique level and received an A- or higher.

The Minor in Dance is awarded to students who have earned 15 hours of credit in the Department of Dance with a G.P.A. of 2.00 or higher.

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 or the University of Iowa General Catalog.

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 from your Academic Advisor or via the University of Iowa General Catalog.

DEPARTMENTAL ADVISORY POLICY

First-year dance majors are advised by the Academic Advising Center in C210 Pomerantz Center. 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, Dance majors will be assigned an Academic Adviser within the Department of Dance. First-year dance majors with special concerns are encouraged to approach dance faculty members with questions about the Department of Dance.
The Department of Dance conducts voluntary student evaluations during the sophomore year. This allows dancers to receive feedback and suggestions for technical improvement, performance, and academic growth. The Sophomore Evaluation consists of a formal dance class consisting of ballet barre and modern dance combinations followed by an individual meeting with the faculty for feedback.

DEPARTMENTAL ATTENDANCE AND PARTICIPATION POLICY

The attendance and participation requirement policy for all Dance Department technique classes is as follows:

In order to achieve a grade of D or better in a Department of Dance technique class, the student must participate in at least 85% of class sessions.

For classes meeting twice per week, 25 classes must be taken. (5 absences allowed)
For classes meeting three times per week, 38 classes must be taken. (7 absences allowed)
For classes meeting five times per week, 63 classes must be taken. (12 absences allowed)

No medical excuses will be accepted as excused absences. Students should drop the course before the last official day to drop if illness, injury or other factors will prevent them from satisfying the 85% participation requirement. Students who notify their instructors may be excused from class for a death in the family, religious holiday, and/or participation in University sponsored activities.

Class Observations are encouraged, but will not count as active participation. The instructor will indicate that the student is absent in their attendance book. Contact your instructor if you have questions regarding class observations and their role in attendance.

Students who do not meet the required 85% participation requirement will receive a grade of F for the course.

It should also be noted that 85% is the absolute minimum participation requirement. Students who miss class can expect their absences to be reflected in their final grades. Questions or concerns about this policy should be directed to the instructor of your technique class.

UI Department of Dance Concert Attendance Requirement:

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 three concerts during the semester in which the class is offered. Concert attendance will fulfill a requirement that contributes to 10% of the student’s grade for the class. A specific list of eligible concerts (usually Space/Place and Hancher dance events, but may include others) for each semester will be posted in the studios and on the Department of Dance information board. More information for fulfilling this requirement may be required by the class instructor and may include post-performance discussions, papers, etc.

How to fulfill your concert attendance requirement:
1) Check the list of eligible dance events on the posted calendars.
2) Attend a minimum of three different dance concerts, at least two at least Space Place. Check syllabi for each course for additional concert attendance requirements.
3) Submit to your instructor the playbill with your name written on it and the ticket stub stapled to the front corner. This is due no later than 5 days after the concert.
4) Complete the requirement as specified by the class (i.e. attend the discussion, submit the paper, etc.).
What if I am 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.
   3) Complete the requirement as specified by the class (i.e. attend the discussion, submit the paper, etc.).

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 am taking?
   1) No, only three concerts are required. An individual concert can fulfill the requirement for more than one class.
   2) Submit to the instructor of your other class(es) a photocopy of the front of the playbill with ticket stub stapled in the corner and sign it.
   3) Remember: the specifics of completing the requirement (i.e. papers, discussions, etc.) may be different for each class. Note: submitting identical papers for two different classes is considered plagiarism.

The dance department presents an extensive dance season every year. In our field of study, these performances are like living texts - supporting materials used to broaden understanding, speed growth, and complement your studio practice. Subsequent discussions contribute to advanced level study through reflection, analysis, and reconsideration. Other educational imperatives include: making connections between the theories and practices of dance performance, broadening the scope of your dance ideas, and improving powers of perception, discernment, and articulation.

HONORS PROGRAM IN DANCE

The Honors Program in Dance is designed to serve and recognize outstanding students who have maintained a University G.P.A. of 3.33 during their junior and senior years. In order to achieve Honors in Dance, students must maintain a department G.P.A of 3.5. Honors Projects may be completed in Choreography, Dance History, or another area. They require 8-10 semester hours and must be approved by dance department faculty. Students wishing to participate in the Honors Program in Dance must take two University honors courses and then undertake an Honors Project in Dance during their senior year. The successful completion of the Honors Project results in an Honors designation at graduation. Any inquiries about the Honors Program in Dance may be directed to the Department Honors Advisor.

III. FACILITIES AND STUDIO POLICIES

FACILITIES

Halsey Hall houses six technique studios, a video-viewing classroom, a media library and video-recording room, and a body lab with two reformers and conditioning equipment. 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. Historically, Hancher Auditorium, the University’s premiere performance hall, was the site of the annual Dance Gala; however, since the flood in 2008, Dance Gala is held in Space Place.

The Department requests that dancers refrain from wearing street shoes and black soled jazz shoes in the studios, as it damages the floor. No smoking, eating or drinking (anything 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.
STUDIO RESERVATION POLICY

Studio space may be reserved with the Department Scheduler. Please e-mail studio schedulers at: halseystudioschedule@gmail.com.

Students may not reserve space for more than one week at a time. Students may also review the on-line scheduling calendar via the Department of Dance website at: http://dance.uiowa.edu. Simply sign in with your Hawk ID and pass code for access to the department Wiki.

Each Friday, the rehearsal schedule for the following week will be posted on the bulletin board near the Grey Studio.

A sheet will also be posted to identify any rehearsal space that has been released. Students intending to release a space that they have previously reserved are required to list the available studio name and time. The individual who wishes to use the available space must claim it on the sheet as well. Releasing and claiming studio space takes place on a daily basis. Check the bulletin board by the Grey Studio regularly.

MEDIA LIBRARY AND EQUIPMENT USAGE

The Department of Dance maintains a Media Library located in W 113 Halsey Hall. The Media Library is a visual record of all Department of Dance performances and includes many other historic dance videos as well. Students are permitted to view these materials, but media may not be checked out or removed from the building and may only be viewed in W 113 Halsey Hall, during regular office hours.

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

DANCERS IN COMPANY

Dancers In Company 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.

V. FINANCIAL AID INFORMATION

UNIVERSITY FINANCIAL AID

Student Financial Aid is largely provided by the Office of Student Financial Aid in Calvin Hall. Students in
need of financial assistance should obtain a Free Application for Federal Student Aid (FAFSA) from the
Office of Student Financial Aid. 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.

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.

DEPARTMENT OF DANCE SCHOLARSHIPS

There are several Department of Dance Scholarships available every year for dance majors. These scholarships
range from $250 to $2500. Applicants must have a G.P.A. of 3.5 or higher in departmental courses and UI
G.P.A. 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 Youth Ballet, the University’s community
outreach dance program. Kathryn Smith of Youth Ballet, may be reached at 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, Jobnet, is available through the University of Iowa website and lists all available on-
campus work-study and part-time jobs. The Jobnet website can be found at www.uiowa.edu/financial-
aid/jobnet/.

VI. PERFORMANCE AND PRODUCTION POLICIES

CONSTRUCTION SITE SHOWINGS

The Department of Dance sponsors Construction Site Showings each semester. Construction Sites are
informal choreography showings held in the Large Gym 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 a service provided 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 Callboard located near the Brown Studio and the Student Lounge. Graduate students hold auditions for the Collaborative Performance Concert and their MFA Thesis concerts. Undergraduates, graduates, and faculty hold auditions for other individual pieces as well during set auditions times.

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. (Recommending to have at list one outside adjudicator)

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 on the Saturday two 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 will 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 Monday, Tuesday and Wednesday night the week of the concert 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 Tech times with their dancers and Lighting Designer. Dancers can expect to 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.

PRODUCTION CREDIT- DANCE PERFORMANCE AND RUN CREW

Two types of credit are given for Space Place Concerts: Dance Performance Credit and Run Crew Credit.

One semester hour of Dance Performance Credit is given to dancers performing in Space Place Concerts. Dance Performance Credit may be used to fill electives by BA students and can be used to fulfill the 6 s.h. performance requirement for BFA students. Dancers are responsible for taking the initiative to fill out an add slip if they wish to receive Dance Performance Credit for their performance. Dancers may register under course number DANC:4880 and the section number depends upon the concert in which the dancer is performing. There will be a section list posted indicating the name of the concert and it’s designated faculty member, as well as the date by which you must add the course in order to receive credit. Each concert is assigned a specific date by which the student must add the credit and after that date no adds are allowed. Add slips must be signed by the concert’s designated faculty member (the faculty member’s name will be listed by the section number of the concert as shown above). Questions about how to add Dance Performance Credit may be directed to your Academic Advisor.

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, changing light gels and setting props. All dance majors are required to complete two semester hours of Run Crew to satisfy graduation requirements. 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.

USHERS

Students are invited to serve as ushers for all Space Place Concerts. In exchange for their services they are given a complimentary ticket to the evening’s performance. Sign-up sheets for ushers are posted on the Monday or Tuesday of the week of the concert on the Main Callboard. Ushers must arrive at least 45 minutes prior to the opening of the show and are responsible for handing out programs and seating guests.

VII. GENERAL INFORMATION

THE MAIN CALLBOARD

Cast lists, rehearsal schedules and other pertinent departmental postings are posted on the Callboard (between Brown Studio and the Student Lounge). This information may include technique advancement lists, information about class cancellations, rehearsal time or location changes, information about visiting guest artists, Construction Site showings or advising appointment sign-up sheets. All Dance majors should check the callboard daily.

Digital Callboard

Upcoming events, announcements including guest artists and technique studio schedules are posted electronically to the digital callboard outside of the main office.
BULLETIN BOARDS

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. Please see the Main Callboard section for information about posting audition and cast lists.

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 (jane-doe@uiowa.edu) and you are responsible for checking this email daily.

STUDENT LOUNGE

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, a telephone, 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. Icepacks are located in the main office. 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.

LOCKER POLICY

The lockers in the Student Lounge are available to rent at the beginning of each semester for a fee of $20.00. Lockers may be rented by inquiring in the Main Office. The Department of Dance is not responsible for any lost or stolen items. In order to keep the lockers in pristine condition, no stickers, markings or labels may be adhered to the exterior or interior of the lockers. For security reasons we ask that you do not indicate your name on your locker. No open food or liquid containers may be stored inside the lockers. All bags and clothing must be stored in lockers or they will be placed in the Lost and Found bin at the end of each day. Please do not store wet towels or clothing in the lockers for any length of time.

Lockers must be emptied and padlocks returned after final examination week of each semester so that they may be made available for re-issue the following semester. Any lockers not cleaned out by the specified date at semester’s end will have the contents discarded. Students will be billed $20.00 for the loss of the locker’s padlock and for any costs associated with damage to the locker. Students must sign a Locker Rental Agreement before being permitted to rent a locker. Please note that by signing the locker agreement you also acknowledge that the Student Lounge is a public space and that you understand you are not to change your clothes in that space.

FIRST AID

First Aid Supplies are available for dancers in each studio. Ice packs are located in the Student Lounge freezer, and should be immediately applied to most injuries. Student Health Services or the University of Iowa Hospital Emergency Room should handle serious injuries. Student Health is open 8:30-4:30 Monday through Friday. Most insurance policies state that you must first go through Student Health before being referred to another clinic (Orthopedic Medicine, for example) but you should be familiar with your own insurance policy and refer to it in the case of a medical insurance question. A list of recommended medical professions is available and posted at Charlotte Adams office.
DANCE MEDICINE GROUP

Department of Dance Health Care Services Program Overview.

The purpose of this partnership is to establish health care services for the University of Iowa Department of Dance students/participants. Visits by athletic trainers and physicians will occur at the Halsey Hall on the University of Iowa campus on Tuesday at 11 am – 1 pm during the academic calendar year. Dance students who desire to be seen at the UI Sports Medicine will be provided expedited scheduling. Students should schedule a time slot by Tuesday at 10 am with Madison Bell in the Dance Department office if possible. Names will be recorded on the “Halsey Hall Encounter sign in sheet.” 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 proper release of information forms are completed.

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 any 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 provide full name, DOB, and address (needed to create medical record number and appointment) and preferred phone number contact information (cell phone) to Madison Bell. She will provide along with class schedule or preferred appointment times to Jessica Hunter and Matt Doyle with UI Sports Medicine. Schedulers will return call to the patient to confirm a convenient appointment. Matt Doyle and Jessica Hunter will triage to arrange appropriate referral to health care faculty/staff.

LOST AND FOUND

The Dance Department’s lost and found bin is located in the Student Lounge. The contents of the Lost and Found are donated to the Costume Shop and/or Goodwill Industries after finals week of each semester. Students are advised to check the lost and found before going home for the break. The University of Iowa’s lost and found is located in the IMU Parking Ramp Office.

COMPUTERS/COPY MACHINES

The copy machine in the Main Office is for Faculty and Staff use only. Computers are available for dance student use at University ITCs.

SECURITY & SAFETY

Dancers are encouraged to rent lockers and are warned that leaving bags and clothing outside studios while taking class is an invitation to theft. Do not take chances—rent a locker from the Dance Department. The Dance Department is not responsible for any lost or stolen items!

University of Iowa Public Safety Information:

1) The University provides a walk-home service called Safewalk that operates until 3 am. Safewalk will send two people, a man and a woman, to walk you home. The Safewalk number is 353-2500

2) Students may also call Campus Security if you see anything suspicious or need to be escorted home. The Campus Security phone number is 335-5022.

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.
The Bachelor of Fine Arts in dance requires a minimum of 120 sh. including 78 sh. of work for the major (75 sh. in dance and 3 sh. in a required anatomy course). In contrast to the BA, the BFA emphasizes choreography and performance through an additional 25 sh. of choreography, performance, and technique. Students may be admitted to the BFA program after they have applied to the BFA program and completed a minimum of 30 sh. at The University of Iowa. Students who have achieved the equivalent of Major II technique and who show academic and professional promise are selected by department faculty for admission to the program.

Students must complete the College of Liberal Arts and Science General Education Program.

All BFA students must complete HHP:1100 Human Anatomy & Physiology (3 sh.). The required 75 sh. in Department of Dance courses must include three semesters of DANC:4030 Major Ballet III or DANC:4040 Major Modern Dance III with a grade of B-minus or higher. BFA students are required to maintain a cumulative GPA of at least 3.50 in dance department courses. They also must earn at least half of the semester hours in the major at The University of Iowa. No more than 75 sh. in Department of Dance courses may be counted toward the 120 sh. required for the BFA.

**BFA Application Procedures**

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. Students are to submit a statement of intent and a one-page resume in electronic form to the Department of Dance Administrator who will then inform the faculty for further consideration. Application materials are due the Friday before Spring Break. 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 technique portion of sophomore evaluations, making themselves known as BFA applicants. The BFA program of study requires that students advance to either Ballet III or Modern III for three semesters and earn six performance credits. Thus, technical and performance ability and promise are taken into consideration during the admittance process.

**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.** 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 evaluating the BFA project and will advise the Undergraduate Director on the student’s final grade. Please see the guidelines and timeline for submission below. Each BFA project must be presented at the BFA event.

1. **Abstract due by the fourth 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.

2. **Proposal due by 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.

3. **Final Paper due during finals week** (min 4pps/ max. 8pps): 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).

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**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 event.
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 event.
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 Event performance (concert attendance credit given).

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 Event**

The BFA Event occurs the Saturday of the Undergrad Concert at 2pm at Space Place Theater, North Hall. Please see technical guidelines below.

**BFA candidates are required to show their BFA project during the designated event.** 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 Event in order for it to receive credit.

Technical Guidelines:
1. The time slot for the BFA Event and tech rehearsal should be reserved in the fall. Typically Space Place can be available at 8 am on the day of the BFA Event for a tech rehearsal and run through.
2. The Stage Manager Control Booth that is used for performances will not be available, however, the basic sound and light system (paradigm) as used in classroom events will be available.
3. The BFA Event is student run. Responsibilities include:
   a. Lighting (paradigm system), sound, curtains, stage manager
   b. House management
   c. Designating a show order
   d. Programs and publicity
4. BFA juniors will help run the technical aspects of the BFA Event including lights, sound, curtain, and house management and should be trained no later than one week before on the paradigm and sound system by production unit staff. Training can be requested and scheduled by emailing the Space Place Supervisor at spaceplacesupervisor@gmail.com. BFA graduating seniors will meet with the BFA juniors to assign roles and discuss the scope of each project.

Please see attached Space Place Production Information and Policies.
5. BFA candidates are encouraged to hold a showing in Halsey Hall before the performance so that the students running the technical aspects of the show can become familiar with the works.
6. The Undergraduate Director will be present during the technical rehearsal and BFA Event.
CLASS/SHOWINGS/REHEARSALS/EVENTS IN SPACE PLACE:

(Grad Event, BFA Honors Showing, Afro/Cuban, etc)

- Work lights and paradigm system may be used only. The Work light panel is located by USR, USL (backstage) and by the main entrance doors. The paradigm system is located at the House Left Desk.
- To access Space Place, you will need to check out a Space Place crossover key from Elise Johnson.
- The sound cart or sound input may be used only. The sound cart is located in the black cabinet in the backstage crossover. The sound input is located at the up House Left Desk.
- You will need to check out a sound cart key from Elise Johnson.
- The center projector may be used by plugging in at the House Left Desk with the labeled VGA cable.
- You will need to check out an up House Left desk key from Elise Johnson.
- All instructions for the Up House Left Desk are located on the desk.
- There is no access to the booth, dressing rooms, or scenery.
- Please make sure that the Theatre is clean after your class, showing, rehearsal, or event.
- Please make sure the ghost light is turned on, and placed CS upon leaving the theatre.
- All Space Place reservation requests from the Department of Dance (Faculty, Staff, and Students) must be submitted to the PSM, Briana Maxwell.
- Anyone outside of the Department of Dance that wishes to use or rent Space Place must submit their requests directly to the Production Manager, Rick Loula.

LIVE STREAMING, UITV, & ARCHIVAL VIDEO IN SPACE PLACE

- LIVE STREAMING: All events in Space Place Theatre will be filmed and streamed live onto the internet. Guest artists will be informed of this before contract signing. Students will be informed of this before auditions. By signing your contract, or filling out an audition form indicates that you agree to allow broadcast and distribution of you performance on the UTIV non-commercial public access television channel, on Iowa Public Radio, or via live stream at the discretion of the University of Iowa.
- UITV: UITV will film 1-2 performances of each concert in Space Place Theatre that appears on the Dance Production Calendar. Choreographers will be informed of which performance date will be filmed at the 1st production meeting, and the date will be indicated on the production schedule.
- ARCHIVAL VIDEO: The dance videographer (Jason Buck) will film archival video all performances that occur in Space Place Theatre that appear on the Dance Production Calendar. If you have any questions about archival video you should speak directly to Jason Buck.

AUDITIONS & ADJUDICATIONS

- Audition & Adjudication dates for each academic year will be distributed to the Department of Dance at the beginning of each academic year.
- Audition & Adjudication Dates & Times will also be posted in the Halsey Callboard and the Online Callboard.
- Adjudication forms will be posted online 2 weeks prior to the adjudication date. Please refer to the adjudication form for its due date to the Stage Manager.
- Adjudication sign-ups will be posted 1 week prior to the adjudication date on the Halsey Hall callboard (located by the Brown studio)
- Repertoire decisions on Adjudicated concerts will be made within 48 hours of the adjudication. The decisions will be posted on the Halsey Hall callboard, the Online Callboard, and emailed to all participants.
University of Iowa Space Place Theatre

POLICIES

The following policies must be adhered to by employees by the University of Iowa, students, and the visiting audience members.

SMOKING AND ALCOHOL ARE PROHIBITED

- No smoking or drinking of alcohol is permitted in the building of North Hall or Space Place Theatre.

LIGHT & SOUND

- There is a light panel located in the theatre. This light panel is accessible for classes, rehearsals, showings, and shop time. The light panel has work lights, house lights, and a variety of colors that can be shown on the stage.
- There is a sound cart that is accessible for classes, rehearsals, and showings located in the crossover.

VIDEO TAPING

- Locations for video-taping must be coordinated with the stage manager of each individual concert.
- UITV films 1 performance night of each concert. They are typically located: 1 Up House Right, 1 Up House Left, and 1 in the center of the booth.

STROBES

- Strobes may be used on stage only if approved by the Production Manager and Electrics Supervisor, identified to the Box Office prior to ticket sales, acknowledged in the event program and with signs displayed outside the theatre to protect those audience members who are sensitive and/or prone to seizures.

SMOKE MACHINES

- Smoke, Fog, or Hazer machines are allowed on stage, but must be operated under the direction of Theatre staff. However, notification and approval must first occur with the Production Stage Manager before either is used. The PSM will notify the parties involved when the smoke alarms for the theatre have been turned off and can use the fog/haze.
- Signs must be posted in the Lobby identifying use of smoke, fog, or hazer machines to the audience members.

FOOD, DRINK, SHOE RESTRICTIONS & RESPONSIBILITIES

- In all areas where food and drinks are allowed (listed below) – appropriate disposal of trash into trash cans and/or recycling bins is required of all individuals.
- The shoe restrictions (listed below) are to protect the Space Place carpet, and Marley floors onstage, in the crossover, and in the dressing rooms.

  • Outside of Theatre (in hallway) – food, drink, and shoes permitted
  • Theatre House – NO food, drink, gum, or candy. This applies during any use – rehearsal, performance, shop time, classes, etc. Water with a cap or lid is allowed in the theatre.
  • Main Stage – NO food, drink, gum, or shoes at any time. The only shoe exception is during a work call that involves machinery or tools. The only food/drink exception is if it is needed for use in a performance. However, any food/drink used in a performance must be first approved by the Technical Director.
  • Dressing Rooms & Green Room - NO food, drink, gum or candy allowed. Shoes are permitted in the dressing rooms and green room. However, please wipe your shoes down from the outside weather before entering. This applies during any use – rehearsal, performance, shop time, classes, etc. Water with a cap or lid is allowed.
  • Basement of North Hall (by dressing room door) – food, drink, and shoes permitted

TEAM LEADER / STAGE MANAGER

- All Public Events require a Team Leader or Stage Manager.
- The Team Leader / Stage Manager is responsible for:

  • All aspects of the production – the people, equipment use, time management for use of the facility, compliance to all Theatre house policies, and all communications to the Theatre Staff & Dance Faculty.
  • Oversight to all photography and video-taping by the audience or artists.
University of Iowa Space Place Theatre

POLICIES

BOX OFFICE
- Box office is normally provided by Hancher.
- Box office for Dance Gala only will be assigned seating.
- The Up House Right and Up House Left 4 chairs will not be sold without the prior approval of the Production Stage Manager for any concert. This is to ensure that there is a space for UTV, live sound mixing, and/or spot light operators. The Production Stage Manager will inform the Box Office of use of the seats 2 days prior to the opening of each concert.

HOUSE MANAGER
- All Public Events require a House Manager. Hancher Box Office will normally provide this person.
- Responsibilities of House Manager include:
  - General oversight of the audience and the ushers throughout the time the members of the audience are within the facility.
  - Tape 4-5 seats down house left for late comers
  - Reminding the ushers to take tickets (If for some reason a student needs to keep their ticket for a class, tell them they can get one after the show)
  - Stamping the back of student tickets AFTER the show.
  - The House Manager is the person watching for and listening to problems in coordination with the Box Office.
  - Issues inside the house with seating, medical emergencies, etc.
  - Communication with the Stage Manager when house is closed and house count at the end of the night.
  - Ushers who are aware of their responsibilities and who perform their duties.
- Note: The House Manager must remain on-site throughout the entire time any member of the public/audience is present.

USHERS – minimum of 3 suggested – 2 REQUIRED
- All Public Events must have ushers at Theatre house entrance.
- Ushers are responsible for:
  - Taking tickets & distributing programs.
  - Assisting audience members with finding seats in the house.
  - Ensuring no food, drink, candy or gum is taken into the Theatre.
  - Overseeing the Theatre house entrances during intermissions.
  - Overseeing that the Theatre house doors do not open at an inappropriate time for the performers onstage.

OPENING ANNOUNCEMENT TO AUDIENCE
- It is suggested that every Concert make an announcement to the audience prior to their show/presentation that includes the following:
  - Welcome to the Space Place Theatre.
  - For your own safety, please locate the nearest exit. In case of an emergency – walk do not run to this exit.
  - Please turn off your cell phone, electronic devices, and no text messaging.
  - Please NO food, drink, gum or candy is permitted in the Theatre house – enjoy these items outside the Theatre only.
  - Photography and video are not permitted.
  - If an announcement is not preferred by the director/choreographer, then it should be brought up at a production meeting for discussion.

ANIMALS
Personal pets are not allowed in the Theatre facility.

STAGE ACCESS
Parents, relatives and friends of anyone involved in a production are not permitted onstage or in the dressing rooms during Dance Gala and Dancers in Company. This is due to the maximum capacity allowed in the dressing rooms, and the privacy of the dancers. An access list of people permitted in the dressing rooms (i.e. dancers, crew, choreographers, etc) will be at the entrance of the dressing rooms. A security person will be assigned to the main dressing room entrance for Gala & DIC to supervise the access list.