

**The College at
Brockport**

**Department
of Dance**

**Student
Handbook**

TABLE OF CONTENTS

Absence(s)	4
Academic Advisors.....	4
Academic Calendar.....	4
Academic Integrity	4
ACDF.....	4
Acronyms To Become Familiar With	5
ANGEL.....	5
Athletic Trainers	5
Attendance.....	5
Attire.....	6
Audience Etiquette.....	6
Auditions – Admission to Dance Programs	6
Auditions – Concerts	6
Cell Phones.....	7
Choreographers – Notes to Students.....	7
Choreography and Performance Opportunities.....	8
Choreography Process.....	8
Communication	8
Concert Attendance/Reviews	9
Concerts – General Ticket and Time Information	9
Concerts	9
Conditioning Lab/Weight Room	10
Conference/Seminar Room.....	10
Costumes	10
Dance Coupon Books	10
Dance Musicians.....	10
Dancers – Important Performance Information	10
Directed Study	11
Disability Policy	12
Do’s and Don’ts	12
Emergencies	12
Equipment (Sound and Video)	12
Fine Arts Event Passes.....	12
Getting to Know the Area	12
Grades	12
Health Pool.....	13
Health Problems.....	13
House Management Policies.....	14
Incompletes	14
Independent Study	14
Injuries.....	14
Leave of Absence	14
Lockers/Dance Bags	14
Maps	15
Performance and Choreography Opportunities.....	15
Performance Policies and Procedures.....	16
Personal Hygiene.....	16
Physical Therapy.....	16
Plagiarism.....	16
Portfolios	16

Professional Decorum	18
Registration and Records	19
Rehearsal Schedule	19
Rehearsal Basics for Students	19
Scholarships/Awards	19
Sound Cabinets	21
Student Dance Organization (SDO)	21
SDO Committee Responsibilities	21
Student Injuries	21
Student Service Offices	21
Students With Disabilities	21
Studio Regulations	22
Technique Levels (and Advancement to the Next Level)	22
Theater Schedule	22
Town Hall Meetings	22
University Police	22
Ushering	22
Weight Requirements	23
Your Right to Know	23
Information of Special Interest to Graduate Students	24
Advisors	24
Creative Project/Apprenticeship	24
Directed Study	24
Faculty Meeting (Graduate Student Representative)	24
Field Observation (Grades K-12)	24
Field Work	24
Graduate Education Mission	25
Graduate Committee Meeting (Graduate Student Representative)	25
Graduate Diversity Fellowship Program (GDFFP)	25
Graduate Teaching Assistantships	25
Independent Study	25
Plan of Study	26
Student Teaching	26
Thesis	26
Appendices	27
House Management Policies	29
Ten Commandments of Audience Etiquette	31
Rules for Obtaining Rehearsal Space	33
Weekly Studio Reservation Form	35
Reserving Hartwell DANCE Theater	37
Hartwell DANCE Theater Schedule	39
Student Injury Report	41
Video Release Form	43
Choreographer's Specification Sheet	45
Performer Audition Form	47

The following information has been compiled in hopes that it will be beneficial to you in getting to know the Department of Dance and campus. These items are organized in alphabetical order for easy reference when looking for information. You may wish to keep this packet handy so that you can refer to it as needed.

ABSENCE(S)

If you are ill and unable to make it to class, office hours or meetings, please contact the faculty and leave a voice mail or e-mail as soon as possible.

As a performing arts discipline, many of the department's activities take place on weekends and evenings as per the production calendar. Therefore, please pay close attention to the production calendar prior to making commitments that may affect your other student obligations.

ACADEMIC ADVISORS

All dance majors and minors are assigned dance faculty advisors in the program. At the beginning of the Fall semester, advisement lists are posted on the undergraduate board in the hallway for students to verify their advisors. If your name doesn't appear, you don't have one, or the advisor listed appears to be incorrect please see the departmental secretary immediately.

Dance majors must meet with their advisors:

- to discuss class placement before registration for the upcoming semesters,
- to discuss problems you may be having in class,
- to discuss your overall status in the department, and
- to communicate change of address or telephone number.
- to inform him or her if you plan to be inactive for a semester in dance.

Dance minors must meet with their advisor:

- to discuss class placement before registration for upcoming semesters,
- to communicate change of major, address or telephone number,
- to discuss overall status in the department,
- to inform him or her if you plan to be inactive for a semester in dance.

ACADEMIC CALENDAR

The current academic calendar can be found on the web at: www.brockport.edu/calendar/ and will give dates that will be helpful in planning.

ACADEMIC INTEGRITY

Academic dishonesty is a major violation of college policy, which can result in a failing grade, disciplinary action, suspension and/or dismissal from the college. Dishonesty includes but is not limited to plagiarism; fabricating facts or statistics in assignments; presenting someone else's work (assignments or exams) as one's own; buying or selling exams, assignments or papers; submitting work which has already received credit in another course; using cheat sheets or copying from another student during exams or failure to follow rules established by the professor for exams. Any student suspected of violations such as these will be subject to charges. Students who have questions or need clarification concerning this policy should contact the instructor and review the definitions of academic dishonesty in [Your Right to Know and Academic Policies Handbook](#).

ACDF

All dance majors and minors are encouraged to participate in the American College Dance Festival (ACDF). The festival consists of 4-5 days of classes taught by teachers from all over the USA, in addition to student and professional choreographic showings. It is an opportunity to meet other college dancers and assess where you stand in relationship to them. Auditions for prestigious summer workshops are also offered. ACDF is always held in the Spring semester, usually in February or March. Start saving your money now!

Student Choreographer Requirements for ACDF:

- Must be nominated by a faculty member
- Must be an active dance major or minor
- Must be currently enrolled in/or have completed dance composition
- One to three students pieces may be selected by faculty vote to represent the Department of Dance for competition at ACDF and/or for presentation in the informal concert. Selections will be made through a faculty adjudication process.
- An adjudication committee of professional choreographers selected by the ACDF will decide if the work will be presented in the Regional Gala Concert. More detailed information to come.
- All students dancers should be able to pay their own expenses. It is strongly recommended that students complete a Student Travel Grant application (proposal, CV, resume, personal statement) to aid with expenses.

A faculty coordinator will be assigned by the department chair to work with the departmental secretary for participation in the American College Dance Festival Association spring conference. The conference usually occurs during March.

The coordinator will be required to assist students with travel grant application and submission and coordinate and oversee all aspects of student involvement, before and during the festival.

ACRONYMS TO BECOME FAMILIAR WITH

ACDF – American College Dance Festival
 BASC – Brockport Auxiliary Service Corporation
 BSG – Brockport Student Government
 CODA – Council on Dance Administrators
 CORD – Congress on Research in Dance
 EASTWEST – EastWest Somatics
 LIMS – Laban Bartenieff Institute of Movement Studies
 NASD – National Association of Schools of Dance
 NDEO – National Dance Educator’s Organization
 SDO – Student Dance Organization

ANGEL (A New Global Environment for Learning)

Angel is The College at Brockport’s on-line course management system. You can obtain further information for ANGEL at <http://137.21.7.201/angel60/frameIndex.htm>. Please check your ANGEL e-mail account daily for messages from faculty.

ATHLETIC TRAINERS

Athletic trainers are available in the Physical Education department in Tuttle North. The designated time for dance students is Monday-Friday from 12-2pm. Appointments can be made by calling 395-5374.

ATTENDANCE

Students are expected to attend class regularly and participate fully in activities and discussion. College attendance policy states that students who unexcused absences exceed 15% of the scheduled classes will be subject to failure at the instructor’s discretion. Therefore, in a course that meets 3 times per week, 4 absences will affect your final grade, while 6 absences will result in a failing grade. The College attendance policy allows excused absences for (1) documented illnesses, (2) official representation of the College, (3) death of a close relative, and (4) religious holiday. Each excused absence must be addressed with the submission of a note from your doctor or the university. If you anticipate being absent, call your instructor in advance. Above are the college’s minimum requirements. More restrictive regulations may be established by the instructor of the course.

Sickness or injury constitutes an unexcused absence. Prolonged inability to participate may require you to withdraw from the courses.

ATTIRE

The following are department requirements. Please check your class syllabi for any additional requirements. There may be additional dress requirements at the discretion of the faculty. NO gum chewing! NO dangling earrings or other jewelry!

Ballet**Women**

- leotards or other close fitting attire
- tights or close fitted pants
- ballet slippers with elastics
- supportive undergarments as needed
- hair should be pulled and secured away from the face
- warm-ups may be worn if temperature demands, they should be form-fitting and removed as soon as possible

Men

- t-shirts or leotards
- tights or close fitting pants
- ballet shoes with elastics
- dance belt
- hair should be pulled and secured away from the face
- warm-ups may be worn if temperature demands, they should be form-fitting and removed as soon as possible

Modern

- primarily bare feet, however, it is suggested that students bring cotton socks to be used at the discretion of the instructor
- hair should be pulled away from the face, if shoulder length or longer, it should be at least pulled back in a neat ponytail
- additional requirements at the discretion of the faculty

Jazz

- jazz flat shoes (any color)
- any style and color combination of leotards and tights, jazz pants, t-shirts, etc. as long as they are neat
- hair should be pulled off the face in a non-distracting style
- warm-ups must be form fitting (no rubber pants, baggy sweats or oversized t-shirts)

Tap

- tap shoes
- any style and color combination of dancewear as long as they are neat
- hair should be pulled off the face in a non-distracting style

AUDIENCE ETIQUETTE – 10 COMMANDMENTS OF AUDIENCE ETIQUETTE

Refer to appendix.

AUDITIONS – ADMISSION TO DANCE PROGRAM(S)

All students who are accepted to the Dance major or Arts for Children with dance concentration major or Dance minor must have participated in entrance auditions for the undergraduate and/or graduate program.

AUDITIONS - CONCERTS

All undergraduate dance majors and MFA graduate majors are **required** to participate in all concert auditions. They will be allowed the opportunity to audition for casting consideration or simply for the experience at the time of the audition.

Undergraduate dance minors, MA graduate majors and Arts for Children dance concentration majors are not required to audition in concert auditions but it is highly recommended.

All dance students must be enrolled in a technique/ballet or jazz dance class to perform in any departmental concerts. No exceptions. Specific choreographers may require that students are also enrolled in the movement courses best suited for their choreographer (i.e., jazz, tap, etc.)

CELL PHONES

The use of cell phones, including text messaging, is not appropriate in the classroom. Cell phones must be turned off (not to silent or vibrate) and put away during class.

If an emergency situation exists and you must be reached, you must inform faculty of the situation prior to class starting. A solution will be negotiated (i.e., silent/vibrate mode, sit near the door, answer the phone AFTER stepping outside during a lecture, etc.).

Use of a cell phone in class during a lecture or group activity will result in being marked absent (unexcused) for that class. During an exam, if your cell phone rings for an incoming call, you call out, or if there is an incoming or outgoing text message you will receive a zero on that exam. Cell phones must be turned off (not to silent or vibrate) and put away during exams.

CHOREOGRAPHERS – NOTES FOR STUDENTS

- Secure faculty creative advisor. (Graduate teaching assistants are not considered faculty.)
- Be prepared for rehearsals. For every hour of group rehearsal time, you should spend at least one hour preparing yourself, improvising, setting phrases, thinking about floor patterns, etc. Inspiration only strikes those who have worked hard at recognizing it. Be in the studio early, set up and be ready to begin on time.
- Know thy schedule! Tech weeks begins with spacing rehearsals the week of the concert. All dances must be finished and polished by that time. No additional rehearsals may be scheduled. A tentative schedule of dance showings and choreographers' meetings has been established. Plan your rehearsals accordingly, and keep checking the callboard for changes.
- Be sure all dancers are enrolled in and attending their technique classes (one studio course, minimum).
- You have the right to expect your dancers to be on time for rehearsals, warmed-up and ready to begin. You do not have to put up with habitual lateness or uncooperative dancers. Choose an understudy and use him/her or change your piece, if necessary. Accommodating dancers who miss rehearsals to go home for the weekend, or who have partied too late the night before, is not being fair to your other dancers.
- If at all possible, avoid using yourself in your own dance. It is impossible to concentrate both on performing your own part and watching the overall pattern (which you can't see if you are a part of it, anyhow). If you choose to perform in your own piece, select an understudy to learn your part and perform it in rehearsals, so you can get an objective view of your piece.
- Please be respectful of your dancer's time. Maintain scheduled rehearsal times. Don't assume that your dancers will be available if you change rehearsal times without consulting them.
- Respect yourself and your dancers. Be prepared, organized and courteous to your dancers at all times and they will return the same to you. Be demanding, late, unprepared and unappreciative and they will mirror that as well. As costuming, publicity, lighting, sound and props can make or break a dance/dance concert, be cooperative with those who are supporting your dance in these ways.
- In addition, bring in an outside observer, whether it be another faculty member or a choreographer whose opinion you trust, to critique your work periodically.
- Costuming: realistically appraise the body structure of your dancers. Consult the costume designer and your creative advisor for suggestions.
- Sound: for final recording purposes, buy/obtain a new copy of your piece. Do not use one recording for the entire rehearsal period and then use it for the master disc. Remember: record it first, then abuse the copy!
- Lighting/Stage Space: know thy theater. The dimensions of Hartwell Dance Studio and Rose L. Strasser Studio are available from the Production Manager. Abide by these measurements or your dancers will run out of room

on stage. Be aware of lighting limitations. You may not get “the” lighting for your piece, but the tech crew will do their best. Appreciate their efforts!

As a choreographer you bear many responsibilities:

- composing your dance
- choosing your dancers
- keeping dancers injury-free and happy
- choosing/recording your music
- supervising costuming
- supervising lighting
- cooperating with scheduling
- disseminating scheduling information
- publicizing the event to ensure audiences
- frequent and regular contact with your creative advisor

But, as is often the case in life, the things you work hardest at tend to be the things that are most rewarding.

CHOREOGRAPHY AND PERFORMANCE OPPORTUNITIES (See PERFORMANCE AND CHOREOGRAPHY OPPORTUNITIES)

CHOREOGRAPHY PROCESS

Selection of dancers:

- Through the dancers audition process
- From students who volunteer as dancers for composition projects that have been selected by faculty for consideration in concerts.

Any exceptions to the above policy must be requested by a faculty member.

Faculty Feedback Sessions:

- Incomplete works will be viewed by a panel of faculty.
- Students will receive constructive feedback and/or helpful suggestions.

Selection of works for the student concerts:

- Completed works will be viewed by the selection committee, consisting of students and faculty.
- The strongest works will be selected to be presented in concert.
- The faculty advisors, with input from the selection committee, will make the decision on which pieces will be performed in Strasser and which will be performed in Hartwell Theater. This decision will be based on which space best showcases each work.

Preview:

- Performance ready works will be previewed before technical rehearsals begin.
- Faculty artistic advisors and/or the concert producer (department chair) will give performance feedback at that time.
- The costumer will give final feedback on the costumes

COMMUNICATION

The hallway walls and the in-the-news, undergraduate, graduate, concert and Sankofa boards are the major communication links between the department and students. They should be checked every time you enter class ... daily, at minimum.

To contact any instructor:

- leave a note in his/her mailbox in the dance office (141 Hartwell)
- send an e-mail
- call the instructor’s voice mailbox

CONCERT ATTENDANCE/REVIEWS

Proof of attendance: **Attendance at all concerts is mandatory** unless otherwise indicated by the instructor and proof of attendance must be evident to receive credit. As proof of attendance, students must submit an “Event Attendance Slip” that can be obtained from ushers upon exiting at the end of each concert.

Concert reviews are due the first Wednesday or Thursday following the performance. **No late submissions or excuses will be accepted.** Staple your “event attendance slip” to the review program.

CONCERTS – GENERAL TICKET AND TIME INFORMATION

Students should call Tower Fine Arts Box Office at (585) 395-2787 to reserve tickets.

Weekday and Saturday concerts begin at 7:30pm. Sunday Hartwell concerts begin at 2pm. Students should plan their schedules and pick up tickets well in advance to avoid lines and possible schedule conflicts. Thursday performances always sell out in advance, as do many others. Friday performances are always followed by a meet-the-artist reception.

CONCERTS

The Department of Dance produces between seven and nine concert each year, consisting of the following:

New Dancers Showcase (faculty and graduate student choreographed): This concert showcases the first year dance majors and minors first concert. All first year students are required to perform in this premier concert. In addition, first year students can volunteer to learn dance composition pieces choreographed by graduate students. First year students are eligible to audition for all concerts presented in the spring.

DANCE/Strasser (student concert): Modeled after the format of many professional modern dance concerts in New York City and other dance centers, students have the opportunity to give a guided tour of how dances are made. Choreographers design their own costumes and lighting design in minimal. Each performance ends with a talk-back between choreographers, dancers and the audience. Choreographers will have the opportunity to talk about their creative process and gain insight on how the audience perceived their work.

DANCE/Hartwell and DANCE/Strasser (student concerts): These concerts feature MFA thesis choreography as well as both undergraduate and graduate choreography. Choreographers collaborate with lighting designers and the costumer. All works are created and danced by dance majors, minors and graduate students.

DANSCORE (faculty choreographed): This concert showcases the creative work of the faculty and guest artists. The most talented students in the program are selected to perform in DANSCORE. Faculty also have the opportunity to perform in this concert. All students, except first year students, are eligible to audition for this concert. Choreography explores a variety of styles of modern, tap and jazz.

Sankofa African Dance and Drum Ensemble (faculty, guest artist and graduate student choreographed): This concert presents dance and music based in African Dance, Afro-Brazilian and Afro-Cuban styles as well as other styles of dance from the African Diaspora. Sankofa African Dance and Drum Ensemble tours year round refining pieces that will ultimately be performed in the year-end concert. It is expected that students have had previous African dance experience and are officially enrolled in Sankofa (DNS 489-491).

Dime-a-Dance: This concert is presented at the end of each semester. It is open to all majors, non-major dance students and Introduction to Dance students. Any student may choreograph or dance in Dime-a-Dance. No audition is required.

Solo Senior Concert: This concert is designed to be the capstone experience for all BFA students. BA and Master’s students are invited to present, but are not required. The senior concert will take place the Friday before Commencement.

CONDITIONING LAB/WEIGHT ROOM

- No food or drink is allowed in the conditioning lab or weight room.
- Be courteous to your peers
- Use paper towels/rags and cleaner provided to clean and disinfect equipment when finished.
- No street shoes are allowed in the conditioning room. Sneakers are acceptable for use on aerobic equipment but please make sure they are free of dirt and salt.

CONFERENCE/SEMINAR ROOM

The conference/seminar room has been set up for use by the department for classes, meetings, make-up exams and informal get togethers. Use of the room can be scheduled using a “Weekly Studio Reservation Form”.

COSTUMES

No one is to have access to the Costume Shop unless supervised by the Costumer. No costumes are to be removed from this area unless properly checked out with the Costumer.

DANCE COUPON BOOKS

Dance coupon books (containing four coupons) will be for sale at the College Bookstore (can be included with book orders) and Tower Fine Arts Box Office at the beginning of each semester. These coupons must be exchanged for tickets (in any combination) for the dance performance listed above. Dance concerts sell out, so plan accordingly and exchange coupons in advance to avoid conflicts. **Coupons do not guarantee ticket availability.** Multiple books are a great idea for students who want to attend with a guest.

DANCE MUSICIANS

Student may commission a musician to play for a performance either on- or off-campus at their own expense. We suggest that a written proposal signed by all parties that includes exact details on the music, performance venue, date(s), location(s), rehearsal(s), performance(s) and total cost be developed. Students should feel fortunate to have such talented dance musicians in the department.

DANCERS – IMPORTANT PERFORMANCE INFORMATION

Attendance at an audition indicates a willingness to attend all rehearsals, choreographic and technical, costume fittings and production meetings as called, as well as appearing in the dance concert. If you are attending the audition “for the experience” only, please indicate so next to your name. If course or work scheduling prevents you attending evening rehearsals, especially during tech week before the opening of the show, please do not expect the concert to schedule around you! Use this audition for experience and only try for a part when you do not have conflicts that interfere with your full participation.

It is the dancer’s responsibility to check the dance callboards DAILY for new information pertaining to rehearsals, costume fittings, publicity and photo calls, crew calls (if necessary), etc. “I didn’t read the board today” is NOT an acceptable excuse for missing any of the above requirements. Every attempt will be made to give 48 hours notice of schedule changes; however, sometimes short notice is unavoidable.

If a critical emergency prevents you from attending a required function, including rehearsals, you MUST contact the person in charge as soon as possible. A list of crew heads and contact people will be posted, and every dancer should keep a copy of this list and the choreographer’s phone number(s) with him/her at all times. If you are going to be late for or absent from a schedule rehearsal due to unforeseen emergencies, do not ask a fellow student to relay a message for you. You **must** contact the choreographer directly! In case of bad weather conditions, call the choreographer, not the dance office, to see whether rehearsals have been cancelled or rescheduled.

Lateness for or an absence from rehearsals may result in your being dropped from the concert program.

A cast list will be posted within a day or two of the audition. Dancers chosen for a piece (or pieces) should acknowledge that they have read the notice by writing their initials next to their name within the next 24-hour period. Failure to do so may result in the choreographer’s naming another dancer to the role.

Understudy: The role of an understudy is an extremely important one. While it is true that the understudy may not get to perform the piece in public, he/she gains valuable experience in both performance skills and choreographic styles, as well as challenging his/her intellectual capabilities by filling in when different dancers must be excused from rehearsals. Understudies are expected to attend all rehearsals, including tech week, and performances in the event a sudden illness or injury necessitates stepping into the role.

Alternates: When two or more dancers are chosen as “alternates” for a piece, it is because they have relatively similar strengths and needs to perform. In rehearsals, both dancers should be working at all times, one in the proper stage space and one on the side. They should switch places frequently.

Although it is an honor to be chosen to perform, this does not mean a dancer has achieved such success in the field that attendance at technique classes is no longer required. Regular attention to technique takes on even greater importance in order to help the body withstand the rigors of new choreographic demands. Dancers will be expected to attend all regularly scheduled dance classes, even during tech week.

In order to be in best condition to perform, you must be enrolled in a dance technique (movement) class.

Respect your instrument. Just because you took a technique class at 10am or noon does not mean you are still warm enough to dance full out at 7pm, even if you did wear a sweat suit all day. The vast majority of serious injuries occur when dancers are not properly warmed up for rehearsals. Make every effort to be early for scheduled rehearsals and do a short but full warm up (stretching in second position for ten minutes won't do it).

Any complaints, problems or conflicts should be reported to an appropriate authority: your choreographer, concert advisor, stage manager, crew head or faculty member.

Failure to be chosen for a role in this concert does not mean you should hang up your tights forever. Many factors influence a choreographer's decision to use or not to use certain dancers. These factors include:

- the ability to achieve the right quality of movement shown in the audition (steps can be drilled, dynamics are trickier)
- the relative heights and body types of dancers according to specific actions/roles that occur in the piece
- technical level, according to the piece being done
- scheduling conflict
- reliability – a dancer who is inconsistent in class attendance or has trouble meeting deadlines, appointment dates, etc. may not be chosen for those very reasons.
- year in school – a junior or senior who may need performing experience might be chosen over a freshman who has been performing since he/she was born. Remember, for lower division dancers, there's always next year.

If you are not chosen for a role this semester and are troubled about it, make an appointment to speak with the choreographer, a faculty member or advisor to discuss strengths and weaknesses.

The dance faculty reserve the right to implement additional procedures and regulations if/when unusual situations occur.

The dance department (and your choreographer) reserve the right to remove any dancer from a piece for the following:

- failure to attend any technical or dress rehearsal without permission
- inconsistent attendance at rehearsals
- inconsistent attendance in technique classes
- poor performance or attitude

DIRECTED STUDY

See college policy in course catalogue.

DISABILITY POLICY

Students with documented disabilities may be entitled to specific accommodations. The College at Brockport's Office for Students with Disabilities makes this determination. Please contact Office for Students with Disabilities at (585) 395-5409 or e-mail osdoffic@brockport.edu to inquire about obtaining an official letter to the course instructor detailing any approved accommodations. The student is responsible for providing the course instructor with an official letter. The faculty works as a team with the Office for Students with Disabilities to meet the needs of the students with disabilities.

DO'S AND DON'TS

- Students are **not** allowed to use the departmental copier without permission. If, for some unusual reason, you want something copied for a student and you would like the departmental secretary to do it, please notify her yourself.
- Faculty **may not** contact a student's parents or any persons outside the college to discuss his/her attendance, grades, etc. pursuant to the federal statutes (refer to the "Faculty Guide to Teaching and Learning at Brockport").
- Student's grades **may not** be posted using the full social security number (refer to the "Faculty Guide to Teaching and Learning at Brockport").

EMERGENCIES

The College at Brockport does an excellent job of maintaining campus security. However, it is everyone's responsibility to assist the administration, campus police and faculty in this endeavor. When arriving or leaving the campus in the late afternoon or evening hours, please take care to be aware of your surroundings ... travel in pairs or groups, use the campus police escort service (call 395-2226), the campus shuttle bus service (call 509-4031), avoid poorly lit areas, etc. Report any suspicious activity to Campus Police, a building supervisor and/or faculty member immediately.

EQUIPMENT (SOUND AND VIDEO)

There is "specialized" sound and video equipment available for faculty use only in classrooms and within the department. **This equipment is not for student use.** If a student needs sound or video equipment, they must bring their own or see the Sound and AV/Engineer themselves.

AV/Media Services, located in A-23 Edwards Hall can be contacted at 395-2660 for audio visual, camera, video, tripods, boom boxes, TV, tape/CD/video duplication, sound recordings, etc. All AV/Media equipment must be checked out in the student's name. To check out equipment, students will need a note from the faculty member who is advising their class project or choreography.

FINE ARTS EVENT PASSES

Fine Arts Event Passes will be available at the Tower Fine Arts Box Office. All new and returning student should have received information on the event passes in an Arts & Performance School mailing. This is highly recommended for all students. This is a fabulous offer and it entitles you to one ticket to each school event. What a deal!

GETTING TO KNOW THE AREA

Find links to explore the local community (Brockport, Monroe County, Buffalo, Niagara Falls, NY State Finger Lakes Region) at www.brockport.edu/about/community. You can also find information specific to the Rochester area (dining, sports, news, entertainment) at www.democratandchronicle.com.

GRADES

Grade Breakdown by Points:

96-100	A	74-77	C
91-95	A-	71-73	C-
88-90	B+	68-70	D+
84-87	B	64-67	D
81-83	B-	61-63	D-
78-80	C+	60 and below	E

An “A” student accomplishes consistently excellent work and demonstrates outstanding improvement. He/she is at the top of the class, always demonstrating strong technical execution of movement and expressive artistry. He/she is always on time, always focused and attentive throughout the class, and always takes responsibility for making corrections even if given generally or specifically to another student. He/she accomplishes assigned reading and writing at his/her possible highest level.

A “B” student accomplishes consistently good work and demonstrates significant improvement. He/she is not at the top of the class, but is consistently trying to reach that level. He/she may struggle to learn new movement but can achieve a capable and expressive execution of the material after working on it. He/she accepts and utilizes both general and personal feedback and demonstrates a willingness to be open to new ways of thinking and moving.

A “C” student accomplishes consistently average work, demonstrating improvement throughout the semester. This student keeps up with the class and his/her technique is “coming along”. He/she can pick up movement, but not with enough ease and depth to embody technical proficiency and expressivity at the same time. He/she must be given the same correction multiple times.

A “D” student accomplishes consistently below average work, demonstrating minimal improvement. He/she struggles to keep up with the class and fails to demonstrate the kind of personal commitment that will allow him/her to move forward in technical execution and artistry.

HEALTH POOL

A heated health pool, located on the ground floor of Hartwell Hall near Studio 64 is available for student use. There **must** be at least two persons present when the health pool is in use, with one being CPR certified. The dance department makes an effort to have the health pool open for use and manned by an assistant who is CPR certified every semester. Access to the pool is during open posted hours and by appointment with the departmental secretary.

The health pool offers students a chance to work on physical therapy, exercise, and relieve sore muscles. The health pool is equipped with jets, barres and therabands.

Students will need to bring a swimsuit, towel and sandals and change in the locker rooms. Students **must** shower before entering the health pool as creams, deodorants, lotions and oils can cause a film on the water and walls of the health pool.

HEALTH PROBLEMS

The requirements for both the dance major and minor can be very rigorous, especially for incoming dance students. While the responsibility for maintaining good physical and mental health is primarily yours, we are here to help you. Adequate rest, healthy eating habits and close monitoring of injuries are essential for successful completion of the program. If you are having difficulty in any of these areas, consult your advisor and/or instructors. Injuries, in particular, can become chronic if not dealt with immediately. If you are injured or ill, you may not be able to observe class from the sidelines if the class involves participation.

Students with respiratory challenges should notify their instructors. They will need to know where you keep your medication in case of an emergency.

Do you have problems with eating right and maintaining your health while achieving your ideal weight?

Student Health Center – Rakov

395-2414

Do you suspect that you or a friend have an eating disorder or are you or a friend stressed out and just need someone to talk to?

Counseling Center, Student Health Center – Rakov

395-2207

Do you need help with study skills, reading, writing or basic tutoring?

Student Learning Center – Cooper

395-2293

Student Support Services – Cooper

395-5891

HOUSE MANAGEMENT POLICIES

Refer to appendix.

INCOMPLETES

The administrative mark of “I” (incomplete) may be given only to students who are unable to complete a course during a semester because of factors beyond their control (i.e., illness, death in the family, etc.). Appropriate documentation is generally required to support the extenuating circumstance. Normally, the incomplete mark will be given only to those students who are doing passing work or who may be able to pass the course upon completion of the course requirements. The incomplete course must be made up by the end of the semester following the one in which the mark was given (excluding summer and winter sessions).

INDEPENDENT STUDY

See college policy in course catalogue.

INJURIES

Should the need for emergency medical assistance arise, dial 2222 on any campus phone. Ice, plastic bags, band aids, elastic wraps, braces, medicated creams, liquid bandage, anti-inflammatory tablets and other first aid items are available in the cabinets in the conditioning lab. A wheelchair is also available, if needed (see the departmental secretary for access).

If a traumatic (sudden) injury occurs either in or outside of class, follow proper first aid procedures:

Ice

Compression

Elevation

The use of aspirin, ibuprofen or other non-prescription anti-inflammatory medication may be taken (if not allergic) to reduce swelling and pain.

Whenever anyone is injured on university property (during a class, walking down a hall, etc.) the appropriate injury form must be completed and submitted to the chair/departmental secretary for review and processing.

The School of Arts and Performance, Department of Dance “Student Injury” report is a one-page form requiring specific information along with signatures. The departmental secretary will e-mail all faculty/staff with notification of a student’s injury and any resulting adjustments to physical ability in class(es), rehearsal(s), and performance(s).

In order for students to receive credit for observing classes when injured, a written doctor’s statement or note from the Student Health Center or Athletic Trainers must be provided.

LEAVE OF ABSENCE

Any dance major or minor who intends to be inactive from dance classes for a semester or more must request, in writing, a leave of absence from the chairperson. Leaves are granted for a period of 1-2 semesters and a placement audition may be required upon return to the program. If the leave of absence agreement expires, the student is considered dropped from the dance program and an entrance audition is then required for readmittance.

LOCKERS/DANCE BAGS

Locker rooms are available for all students. Students should bring in locks to secure personal belongings.

Every dance bag and/or locker should contain: dancewear, dance shoes, sandals or flip flops (to wear between the locker room and the dance studios or the dressing room and the theater), supportive undergarments, water bottle, knee pads (all dancers should have his/her own pair), first aid kit (including bandages and anti-inflammatory medication), elastic bandage, hair accessories, sewing kit with scissors, chemical ice pack, athletic tape, “power bar”

MAPS

Refer to: www.brockport.edu/about/maps

PERFORMANCE AND CHOREOGRAPHY OPPORTUNITIES

All dance majors are encouraged to perform each semester. All dance performance BFA majors are required to perform a minimum of semesters (one of these must be in a faculty work).

All dance majors and minors are encouraged to audition for all dance concerts.

Students on academic probation or who are ineligible to perform due to incomplete committee responsibilities may not participate in any Department of Dance concerts.

Faculty Dance Concert (DANSORE)

Requirements:

- Auditions are held in the beginning of the fall semester.
- Dancers are required to accept roles as assigned
- Dancers must be available for evening and weekend rehearsals according to the needs of the choreographer

Student Dance Concerts (DANCE/Hartwell, DANCE/Strasser, Emerging Choreographers, New Dancers Showcase)

Requirements for choreographer:

- Should have completed Composition with a grade of “C” or better
- Work must go through a faculty adjudication committee
- All student choreographers must work with a faculty advisor

Requirements for students wishing to perform in the student concert:

- Must be enrolled in at least one dance technique (movement) course (any level)
- Must be accepted by student choreographer either by audition or invitation
- Must participate in all scheduled rehearsals including technical and dress rehearsals

Informal Dance Concerts

In the past, many occasions have arisen for students to perform for events on campus and off. Dancers are usually accepted by invitation. All level dancers are eligible.

Sankofa African Dance and Drum Ensemble

The purpose of the ensemble is to provide a pre-professional performing company experience to help bridge the gap between college and the professional dance world. The company requires that its members make a commitment to work as a group, learn choreographic works from a variety of choreographers and represent the Department of Dance and the university on and off campus. Sankofa performs the last concert of the year for the department in addition to presenting numerous on and off-campus performances throughout the year.

Dance Composition Class Showings – Student Choreographed

- Choreographers must be enrolled in appropriate composition course
- Must request special permission from composition instructor to show individual works if not enrolled in dance composition
- Dancers accepted by invitation

PERFORMANCE POLICIES AND PROCEDURES

Like so many things in life, the privilege of performing on the university stage carries with it certain responsibilities in terms of commitment to the entire performance process beginning with an audition. Failure to follow through on these commitments may result in withdrawal of performing privileges.

- Expectations for behavior regarding production work area outlined in the following handouts: Notes for Choreographers, Important Information for Dancers, Choreographer and Performer Contracts
- Videotapes of most performances are available through the Department of Dance. Dancers must obtain a Video Release Form from the dance office, which is then signed by each choreographer in whose work he/she appeared. It may then be taken to the AV/Engineer where a reasonable charge may be made for the dubbing.

It is very important that these tapes be made as soon as possible following the production in order to maximize quality and minimize stress when several are needed at once (i.e., prior to your senior year). Also choreographers often leave campus making it very difficult for you to secure their written permission to dub their work at a later date.

PERSONAL HYGIENE

Daily bathing and use of deodorant is a must, with after-class showering a necessity for some. You may bring clean towels and soap from home.

On behalf of those who are allergic to scented products, the use of strong perfumes, body sprays and lotions which are aromatic is discouraged. The use of body oils should be limited to after class. A slippery residue can be left on the floor creating hazardous conditions for others.

Dance clothing should be removed after class and washed daily. Although general education students often work out in the same clothing with which they enter and leave the building, the department discourages this practice as amateurish and recreational in approach.

The practice of changing clothing in the dance studios is likewise inappropriate, and potentially dangerous, and is strongly discouraged. All books and clothing are to be stored in lockers.

Only dance bags with personal effects are to be brought into the dance studios.

PHYSICAL THERAPY

Physical therapy is available at by calling the Athletic Trainers in Physical Education – Tuttle North at 395-5374.

Hours: Monday-Friday, 12noon – 2pm

Please do not schedule appointments during class time.

PLAGIARISM

The Center for Learning & Teaching (CELTI) has subscribed to Turnitin.com, an on-line service designed to help detect duplicated text between student papers and a large database including internet sites that offer papers for downloading. Please call their office at 395-5088 for details.

PORTFOLIOS

In the portfolio model, the burden of “proof” that learning has occurred rests upon the student. Even though faculty give grades and evaluate course work and performance, the responsibility for presenting the “whole” picture is the dancer’s.

Most portfolio models require “artifacts,” that is, some sort of documentation to demonstrate mastery in specific areas. All dance majors should present evidence of learning in the following areas:

<u>Area</u>	<u>Artifact</u>
Technique (Modern, Ballet, Jazz, etc.)	Master classes, dance festivals, summer study
Performance	Concert programs, photos, videos
Choreography	Concert programs, photos, videos
Production experience	Crew work, design work
Pedagogy (dance education majors could provide lesson plans, internship journals, mastery of state mandated tests, etc.)	Combinations, lesson plans, letters from employers
Dance academics	Papers, project outlines
Other academics	Papers, project outlines
Technology skills	
Work experience	Lists, letters of reference
Service to the division, school, university, community	Lists, titles, elected/appointed, letters of appreciation, etc.
Honors	Certificates, congratulatory letters, etc.

Make sure you label photos and keep copies of programs, newspaper clippings, etc.

Portfolio Development – Year 1

The Curriculum Vitae (CV) is the story of your academic, professional or performing life. It is a record of all your accomplishments in an outline form. As a starting point, you would use each area listed above as your basic divisions, with a minimum of one page per division. You may skip areas in which you have no experience yet. The format shown below is a suggestion, but you should develop your own outline as suitable to your own background. Check the library or career planning for resources in resumé and curriculum vitae development.

Sample:

On the page entitled “Technique” your subdivisions might be:

- University training
- Prior training
 - 1996-1998 Hillsdale Academy of Ballet, Normal, IL (Ballet, Pointe, Modern Dance)
 - 1990-1996 Sherry Mason Diggs School of Dance, Sheridan, IN (Tap, Ballet, Jazz, Lyrical)
- Master Classes (include place, date, etc.)

Workshops

- Summer Study Examples: (Limón, Bates College, Jacobs Pillow, Evan’s Teacher Intensive, Doug Varone, NYU Summer Workshops, Edna Manley Jamaica, and others)

On the page entitled “Performance”, the format could be:

- The College at Brockport
 - Faculty concerts
 - Student concerts
 - March 1-3, 1998 “Sunrise” (Godfrey/Vivaldi)
(Note: Godfrey, is the choreographer’s last name/ followed by Vivaldi, the composer)
 - March 1-3, 1998 “Stars and Swipes” (Marikeba/Rovina)
 - Other

Keep programs, newspapers articles, labeled photos, letters, awards, grade reports, special papers, projects, etc., organized in a folder, album or box.

Portfolio Development – Year 2

Continue CV development. You will, most likely, have a greater amount of information and, perhaps more categories. Review the areas suggested and make sure you include outside work experience, service contributions and honors.

Portfolio Development – Year 3

Continue CV development. Add a resumé. A resumé format can be found in any number of books available in the library, at the bookstore or on computer software programs. This should be a summary type document where the most important information is pulled from your curriculum vitae.

Portfolio Development – Year 4

Additional information will be disseminated in technique and/or senior seminar classes. At the time of the presentation, these documents should be in their final, polished form, ready to be sent to prospective employers:

- Full CV (a final copy should remain in your student file)
- Professional Resumé (a copy should be provided to every faculty member you have studied under, a final copy should remain in your student file)
- Head Shots for performance majors

PROFESSIONAL DECORUM

“Professional decorum” means coming to class prepared physically, mentally and emotionally to do the work. Being properly attired and groomed demonstrates respect for self as well as colleagues and instructors. Sloppy clothing and hair, ballet slippers without elastics or in disrepair cannot be tolerated in a professional program where students are preparing to meet the demands of choreographers and/or employers. Subjecting oneself to rules that may cause one personal discomfort but which are not demeaning or harmful is part of learning how to live as well as to dance. Full cooperation with the dress, hair and conduct codes clearly stated in this handbook, course syllabi or communicated in class is expected by every instructor in order to create an atmosphere conducive to learning professionalism.

Corrections: understanding that corrections in class are given as an aid to progress is crucial to mastering dance technique. Considering all “general” corrections as if they applied to you alone is one of the fastest roads to progress. Constructive criticism of your technique, your choreography or your performance comes from a faculty both knowledgeable and experienced in many aspects of performance and choreography. Thoughtful consideration of their best efforts to help you improve is expected and a gracious acknowledgement of them noticing you and a “thank you” could never hurt.

Life Difficulties: over the semester and year, many students experience difficulties with their classes, living arrangements and personal relationships. Many vehicles exist on campus to assist in problem solving. **It is the job of the individual, however, to initiate action which may result in a solution.**

Absences from classes, rehearsals, and concert showings demonstrate a lack of respect for the efforts of teachers, choreographers and the rest of the dancers involved in those endeavors.

Negative Behaviors: acting out in class, talking behind people's backs, withdrawing into sleep/eating disorders, drugs and other negative behaviors are not-productive activities and will be discouraged by all instructors and choreographers. Students who are having difficulty with the disruptive behaviors and negative attitudes of other students may either address their concerns in a constructive and caring way to the individual directly or may seek mediation through professional services, instructors or advisors.

If it takes a village to raise a child then it takes absolutely everyone involved in dance classes at every level to make a great dance department.

REGISTRATION FOR DANCE CLASSES

Registration for dance classes is the responsibility of the student. If there are any questions or concerns when attempting to register for dance classes, students should consult with their academic advisor before the add deadline.

There will be NO late adds without a serious reason. "I didn't know", "I wasn't sure", etc. won't be acceptable excuses.

REHEARSAL SCHEDULE

Refer to appendix.

REHEARSAL BASICS FOR STUDENTS

Some basic Dos and Don'ts:

- Show up on time/early to all rehearsals (regardless of whether it's a student, comp, main stage concert or faculty piece)
- Don't come to rehearsal with gum, glass containers, drinks or food.
- Don't rehearse another piece while you are in someone's rehearsal, or worse yet, don't rehearse another piece while you are about to go on stage to perform another work.
- Don't answer your cell phone while in rehearsal unless you are waiting for an emergency call (i.e., birth of a baby, death of a family member, etc.)
- When you aren't dancing, be an active participant in the rehearsal. Pay attention, participate. It's a collaborative process and you never know when you'll have to jump in.

SCHOLARSHIPS/AWARDS

Several departmental scholarships are awarded annually for outstanding performance and achievement. Other scholarships are offered to dance students by The College at Brockport College Foundation. Information about scholarships and getting started on your scholarship search can be found on our website at: www.brockport.edu/scholarships. The website offers links to other sites that can assist in locating possible scholarships. Students should access and use the sites listed to find any possible scholarships or programs that they may qualify for. Appointments can also be scheduled with The College at Brockport Student Aid Resource (STAR) Center by calling (585) 395-5852 for assistance in doing an in-person scholarship web-based search; or you may visit the Scholarship Office Resource Center to use the wide variety of scholarship resources that are available to students and the community.

The following are scholarships and awards given by the Department of Dance:

Dawn and Jacques Lipson, M.D. Award in Performing Arts was established in 2002 and provides assistance for an undergraduate or graduate student in the fine or performing arts to participate in pre-professional level workshops or advanced level study; to attend professional auditions; or to participate in study or festivals sanctioned by the College and approved by the department. Examples of fundable activity include: intensive training at the pre-professional level, such as attendance at the American Dance Festival, Berkshire Theatre Festival, Women's Studio Workshop, or other similarly recognized programs of study. Study must be in an area directly related to the student's field and should advance their education and career goals. Study may be in the US or abroad. Full-time students (Freshman

through Graduate) with an overall required GPA of 3.00 and an average of 3.50 in the major who will continue their studies at The College at Brockport for at least one semester after the award are eligible for this award.

Undergraduate and Graduate Friars Foundation Award awards were established by the Friars Foundation in accordance with their philosophy: "Talent is a gift requiring the proper environment and encouragement to grow; the future of American arts depends on our ability to educate and support those with artistic purpose." These awards provide a grant to students engaged in the study of the performing arts, such as drama, music, dance, and/or scenic design. Both undergraduate and graduate students must have (1) full-time status (12 credits for undergraduate and 9 credits for graduate); (2) a cumulative GPA of 3.0 or higher; (3) excellence of talent and performance; (4) service to the college and/or community. Need may be considered if candidates are equal in all other areas. Additionally, undergraduate students must have completed at least one year of residency at the college and be returning the following fall and graduate students must have completed at least one semester of full-time (minimum 9 credit hours) status at the college and be returning the following fall.

Santo J. Giglio Award in Choreography established by Mary Ann Giglio and her family to recognize an outstanding student in The College at Brockport Dance program who has demonstrated artistic excellence and craftsmanship in dance making. Mary Ann Giglio and her family began this fund to celebrate the career accomplishments of her late husband, Santo. It recognizes his career as an artist and specifically his teaching and choreography at the College from 1971 to 2003.

Susan S. Collier Dance Scholarships established by Susan S. Collier, a faculty member in the Department of Chemistry, to recognize an outstanding student(s) in The College at Brockport Dance program who has demonstrated commitment and potential for excellence toward the career of dance.

Suggestions of attributes that may be considered in selecting recipients (may change at any time at the discretion of the dance faculty/selection committee):

- Strong students who applied (or were nominated) for existing awards that have a surplus of well qualified students
- Students who add diversity (cultural, gender, experience, etc.) to the current student dance population
- Recognition of excellence in choreography, writing, or other scholarly activity
- Excellence in leadership (role models as participants in organizations, departmental activity, other)
- Financial need, especially if out-of-state
- Recognition of other exemplary students

Departmental Scholar in Dance Award is presented in recognition of outstanding academic achievement within an academic major. The Departmental Scholar is selected from a group of very deserving students who have been nominated for their excellent performance in the classroom, scholarly activity outside the formal class, and commitment to the discipline and/or profession.

Pylyshenko-Strasser Graduate Dance Award established by associate professor emeritus Rose L. Strasser, who taught at the College from 1946 to 1970, and founded the College's Department of Dance. The award helps provide funds to further the study of dance at the graduate level.

Rose L. Strasser Dance Award is given to an outstanding beginning or continuing dance major who demonstrates high achievement, artistic and creative ability in dance, and promise as a performer or choreographer. The award was established by Miss Strasser, associate professor emeritus of dance.

Rose L. Strasser Service Award recognizes a student who has been a dance major for at least one academic year and is in good academic standing. The recipient must display creativity, leadership, and responsibility as evidenced by participating in departmental and Dance Club activities.

SOUND CABINETS

All faculty/staff are given keys to various sound cabinets. At no time should sound equipment cabinets be left open unless the faculty member of the next class is already in the studio prior to your departure. Students are not allowed use of the sound cabinet equipment.

STUDENT DANCE ORGANIZATION (SDO)

SDO is a Brockport Student Government (BSG) sponsored club comprised of dance majors and minors. SDO is governed by BSG guidelines and a student elected executive committee. Its membership is open to all those interested in promoting dance on this campus. Each and every dance major and minor should become an active member of SDO.

What does SDO do?

- Invites and sponsors professional dance companies to perform on campus
- Invites and sponsors guest speakers and teachers
- Organizes and obtains group rates for students to see dance performances in Rochester
- Sponsors Dance Awareness Days
- Plans social events

Remember, SDO is your organization. It can be whatever you want it to be.

SDO COMMITTEE RESPONSIBILITIES

All students who desire to perform on campus must fulfill service obligations on an SDO committee (i.e., technical, costume, guest artist, dance awareness days, fund raising, etc.).

STUDENT INJURIES

Please see INJURIES in this document. The departmental secretary will e-mail all faculty/staff with notification of a student's injury and any resulting adjustments to physical ability in class(es), rehearsal(s), and performance(s).

STUDENT SERVICE OFFICES

Athletic Trainers, Physical Education – Tuttle North	395-5374
Bursar's Office, Rakov	395-2473
College Bookstore, Seymour College Union	395-2554
Counseling Center, Student Health Center – Rakov	395-2207
Dining Services Office, Brockway	395-2570
Financial Aid, Rakov	395-2501
Information Technology Services	395-5151 option #1
Office for Students with Disabilities – Seymour College Union	395-5409
Parking Services - Raye H. Conradt Welcome Center	395-7275
Registration and Records – Rakov	395-2531
Residential Life – Hazen	395-2108
Student Employment – Rakov	395-2468
Student Health Center – Rakov	395-2414
Student Learning/Writing Center – Cooper	395-2293
Student Support Services – Cooper	395-5891
Telecommunications – Hazen	395-5151 option #2
University Police – Lathrop	395-2226

STUDENTS WITH DISABILITIES

The Office for Students with Disabilities (OSD) exists to provide assistance to student with varying degrees and types of disabilities in order to maximize their academic potential and to minimize barriers to their success within the university in accordance with the law.

Students with disabilities have been verified by OSD will provide faculty with a letter listing the accommodations that must be made. Students' accommodations are in effect from the time faculty receive the letter until the end of the semester. Faculty are not obligated to provide accommodations before they receive the letter or provide them retroactively; nor are they obligated to provide accommodations that are not listed on the letter.

Additional information can be obtained by calling OSD at 395-5409.

STUDIO REGULATIONS

Clothing, shoes, books and notebooks are to be kept in a locker. Only dance bags with personal effects are to be brought into the dance studios. Valuables should NOT be left in the locker room. If you must bring something of value to school, bring it into the studios and place it in a cubbyhole.

NO food, drinks or glass containers are allowed in dance studios! NO exceptions! Monetary fines will be assessed to those violating this policy. Water in an appropriate container is acceptable.

Hard soled shoes are only allowed in studios 64 and 229. NO hard soled shoes are allowed in studios 152, 231 or 240. NO exceptions!

TECHNIQUE LEVELS (AND ADVANCEMENT TO THE NEXT LEVEL)

Advancement to the next level is by recommendation of the instructor and the dance faculty. It is possible to receive a passing grade in the course and be advised to repeat the same level, due to weaknesses in technique or discipline. This is done to ensure a safe progression as technique demands increase. Students will be given written level recommendations. Should there be any questions, contact the instructor or your advisor prior to registering for classes.

THEATER SCHEDULE

Refer to appendix.

TOWN HALL MEETINGS

A town hall meeting for all dance majors and minors will normally be held during the first week of each semester. In addition, town hall meetings will be called during the year to discuss important issues.

Notes:

- attendance is mandatory.
- the chairperson must be notified in person if a time conflict exists
- you must fill out a student contact card each fall semester with your current address and telephone number. These will be distributed during the town hall meeting and/or technique class and should be updated throughout the semester as changes occur.
- if for some important reason you cannot attend the meeting, it is your responsibility to get all pertinent information and to turn in a current contact card to the departmental secretary.

UNIVERSITY POLICE

If there is a serious injury or emergency, please call University Police at 395-2222. Their offices are located in Lathrop.

USHERING

Students can save money by signing up as ushers in advance. Ushers attend without tickets. Usher sign up will be posted at the Tower Fine Arts Box Office prior to each concert. Ushers will be reminded by phone within days of their requested concert and are expected to arrive before the announced time (usually an hour before curtain) or they will lose future ushering privileges.

WEIGHT REQUIREMENTS

We do not have a strict weight requirement for dance majors and minors in this program. Both the modern dance and jazz fields utilize a variety of body types. However, excess body weight can be detrimental to achieving success as a dance major or minor. Students are accepted in this program based on their talents, potential and physical facility at the time of audition (except those accepted on a probationary basis). Part of the discipline of dance is maintaining an acceptable body weight for your body type. All students are expected to maintain their appropriate individual body weights. Your faculty will be happy to advise you if you need help.

YOUR RIGHT TO KNOW

The *Your Right to Know and Academic Policies Handbook* is a publication available to all students that contains important information on The College at Brockport's academic dishonesty policy and procedures, Affirmative Action – compliance statement and grievance procedures, alcohol and drug policies and information, codes of student social conduct, The College Campus Safety Report, grades and grading policies, Family Educational Rights and Privacy Act (FERPA) information, financial assistance and graduation information, health immunization requirements, leaving Brockport – tuition refund and withdrawal policies, and policy on sexual harassment and avoiding sexual assault.

In an effort to save paper and help protect the environment, the handbook is available on our website at www.brockport.edu/publications/yrtk/. If you would like a printed copy of this document or if you have any questions about the information provided please contact the Office of Student Affairs at (585) 395-5990.

INFORMATION OF SPECIAL INTEREST TO GRADUATE STUDENTS

The following information has been compiled in hopes that it will be beneficial to graduate students getting to know the Department of Dance and campus. These items are organized in alphabetical order for easy reference when looking for information. You may wish to keep this handy so that you can refer to it as needed.

ADVISORS

Dr. Darwin Prioleau, , Chair-Department of Dance and Graduate Program Director

Dr. Maura Keefe, MFA Advisor

Dr. Juanita Suarez, Primary MA Advisor

CREATIVE PROJECT/APPRENTICESHIP

Culminating project for the MFA degree. Entails a creative project or apprenticeship involving students with their own creative endeavor. Emphasizes the development of performance skills and choreographic experience, supported by written documentation. Requires students to present original choreography in a concert, or to show the results of their creative research in some other form of performance if students choose a creative project and professional paper. May also involve research into topics of interest such as related arts, movement theory, history, dance science and somatics, or production design. Requires professional paper based on the theme of the choreography or creative research. Students are expected to complete three (one credit) production training courses on costumes, lights, stage management, video, sound, etc.

The apprenticeship option involves an apprenticeship with a recognized dance company and presentation of a performance or lecture-demonstration from the apprenticeship experiences as well as a final written report.

DIRECTED STUDY

Most courses listed in the Graduate Studies Catalog may be taken for credit on a directed-study basis with appropriate approvals as indicated below. Directed study is open to a student only in those instances when a course is not offered during the session in which the student wishes to enroll. A student may carry no more than one directed-study course per semester or per summer session.

Students who wish to take a course on an independent or directed-study basis, should begin the process well in advance of registration. Independent and Directed Study Application Forms and the Independent Study Outline Form may be obtained from the department in which the course is to be taken or from the Office of Academic Advisement. The application must be signed by the student, the instructor-sponsor, and the department chairperson. The registrar's copy is submitted by the student at the time of registration.

FACULTY MEETING (GRADUATE STUDENT REPRESENTATIVE)

A graduate student selected by Student Dance Organization (SDO) to serve as a representative for graduate student issues/concerns at all full faculty meetings.

FIELD OBSERVATION (GRADES K-12)

Involves student participation as active observers in selected school settings for a minimum of 35 hours each in grades Pre K-4, 5-8 and 9-12. Requires students to document school visits, submitting the documentation for review and inclusion in the professional teaching portfolio. Requires mandatory meetings before and during each semester

FIELD WORK

Provides for the application of dance knowledge and skills in practice through teaching or assisting in a class relevant to the graduate emphasis area or a secondary area. Students may also submit a proposal to do field work in alternate environments off campus.

GRADUATE EDUCATION MISSION

The mission of graduate education at The College at Brockport is to support student success by providing a high quality education that:

- Leads to advanced knowledge and technical skills in the graduate field of study and prepares graduates for doctoral studies and/or professional practice;
- Stimulates and supports excellence in scholarly and creative pursuits among faculty and students;
- Fosters excellence in teaching, supervising and mentoring; and
- Develops thoughtful and articulate individuals with the integrity and adaptability for dealing with a culturally diverse

GRADUATE COMMITTEE MEETING (GRADUATE STUDENT REPRESENTATIVE)

A student selected by the faculty to serve as a representative for graduate student issues/concerns to attend all graduate committee meetings.

GRADUATE DIVERSITY FELLOWSHIP PROGRAM (GDFP)

The Graduate Diversity Fellowship Program provides stipends plus a tuition waiver for fall and spring semesters at the in-state rate for the approved course of study **for a total maximum of four semesters** (counting fall and/or spring as “semesters” only). This fellowship is extremely competitive and is in very high demand. Guidelines are in place to serve in selecting candidates for the fellowships and in maintaining students’ status as Graduate Diversity Fellows in good standing. Fellows may be removed from the program at any time for failure to meet the conditions noted in the guidelines.

GRADUATE TEACHING ASSISTANTSHIPS

Brockport offers a finite number of graduate assistantships and teaching assistantships that provide a stipend and a tuition scholarship for nine credits per semester. Graduate students applying for an assistantship must be matriculated upon entry to the College, must complete a TAP application or submit an affidavit attesting to their ineligibility, and must be pursuing graduate study on a full-time basis. Since teaching assistants are involved in the instructional process, matriculation in the sponsoring department's graduate program is most often a qualification for the position. Both graduate assistants (GAs) and teaching assistants (TAs) work 15-20 hours per week as assigned. Assistants are assigned to faculty mentors who guide their work in keeping with career-related and professional goals. Students entering on a conditional basis will not be eligible for a graduate teaching assistantship.

The responsibility for recommending candidates for graduate and teaching assistantships rests with the sponsoring department or program. The department or program determines required qualifications and screens applicants. Applicants should be aware that submission of a resumé is required as part of the appointment process. Recommendation for appointment to an assistantship is made by the department/program to the Dean of Graduate Studies, upon the recommendation of the school dean. The Dean of Graduate Studies awards the assistantship.

The department or program will evaluate the performance of the GA/TA for renewal purposes at the end of the first year. The criteria for evaluation will vary according to the discipline and the tasks assigned. The department/program will recommend renewal or non-renewal for a second year. Normally the assistantship will not exceed two years.

Further information on graduate and teaching assistantships is available from the Office of Graduate Studies, (585) 395-2525.

INDEPENDENT STUDY

Independent-study courses permit graduate students to pursue topics studied previously in greater depth. A content outline for each independent-study course is developed through consultation between the student and the instructor-sponsor to suit the needs and interests of the student, and the special competence of the instructor. To be eligible for independent study at the graduate level, a student must: (1) have completed six credits of course work at the graduate level; and (2) be able to demonstrate adequate background for the area in which the course is to be taken.

No more than two independent-study courses will be approved for any one regular semester (and no more than one in any summer session), and all such courses must be included within the normal course load. Each independent-study course may not exceed six credits and must be identified as liberal arts or professional credit. No more than nine credits of independent-study courses may be included in a degree program.

PLAN OF STUDY

The Department of Dance asks that graduate dance students meet with their advisor and complete a plan of study within the first two weeks of their first semester at The College at Brockport. Campus policy states that by the end of the first semester in matriculated status, every graduate student must obtain approval of a Plan of Study from the academic department in which the student is enrolled.

Any student who does not secure approval of a Plan of Study by the end of his/her first matriculated semester will lose matriculated status..

STUDENT TEACHING

A one-semester student teaching assignment prepares the dance artist/educator for a specialist teaching position in kindergarten through 12th grade school settings. Under college and master teacher school supervision, expects full participation as a member of the schools professional team, including teacher parent communication and co-curricular activities. Focuses on planning, preparing, presenting and assessing dance in the curriculum.

THESIS

The culminating course in the MA dance program. Involves the writing of a thesis under supervision of the candidate's MA committee chairperson. Thesis topic and final acceptance are by committee review.

APPENDICES

HOUSE MANAGEMENT POLICIES

Though we've never had a problem that we haven't been able to solve reasonably easily, I/we propose the following:

HARTWELL:

- Be sure that all doors to the theater are unlocked. Also ensure that doors to Hartwell itself (At the front steps, and also down the two side stairways) are unlocked.
- Check with TD (Christian) about timing of the performance, length of intermission, any special circumstances.
- Make sure that the ladies and mens rooms are fully stocked.
- at the box office make sure all ushers have been checked in and that none are late.
- if ushers are late please note that on the slip and instruct them they have been officially warned. (next time they are late, they will not be able to usher for the remainder of the academic year)
 - * The same warning applies for dress code (black and white) and behavior as an usher (formal and polite)
- bring the ushers into the theater, right inside the doors. Designate one person to tear tickets. The rest of them will be handing out programs and seating people in the reserved section.
- Inform the ushers, patrons are not allowed to bring any type of food or drink into the theater at any time! Also, tell the ushers to watch out for cameras - No camera either, especially with a flash!
- ticket ripper has a specific job
 - + when ripping the tickets, those tickets that say general admission are directed to YOUR Left(patron's right), reserved tickets are directed to YOUR RIGHT(patron's Left)
- those ushers taking the responsibility on the general admission side are to check tickets (make sure general admission patrons are directed to the general admission section of Hartwell) and to hand programs out
- those ushers taking the responsibility on the reserved side (usually 2-3) are to seat the patrons by row and number on the ticket. The stairs are to only be used by the reserved side seaters.
- leave the ushers in the theater to review the seats
- remind the ushers they will not be able to sit if the house is packed
- ushers are to stay for the whole concert, afterwards they need to go up and down the aisles and pick-up programs and stubs; and finally return to the Box Office to retrieve their belongings.

Be sure that theater doors are locked once the audience has left after the performance.

Late seating

Dance: Late seating occurs between dances or in house seats. Check with Christian regarding any departmental decisions concerning this.

Theatre: Late seating is made on a show by show basis with the house management staff consulting with the director. Sometimes late seating is on a continual basis, sometimes after a certain scene. Latecomers will be seated in empty seats near the rear of the theatre and not be escorted to their seats until intermission, if those seats are available.

In a situation where the director/choreographer prefers/demands an arrangement that is not considered appropriate for house management purposes, the producer (chair) shall be consulted.

Curtain time

Dance: Curtain time is 7:30 (2:00 for matinees). We will go at 5 minutes past curtain time regardless of other conditions

Theatre: We aim for a prompt curtain time (7:30 or 2:00). When there is a problem at the box office or behind the curtain, the stage manager and house manager will consult and make any decision to hold the curtain.

“Fire” speech/ Warning notices

Dance: “Fire” speech with announcements is always given over the PA before the concert. Any warnings for nudity, strobe lights etc. are given at the same time. Strobe warnings are also posted in the lobby.

Theatre: We prefer that no pre-performance announcement be given as we feel it interferes with/disturbs the pre-show motifs (music or visuals). Strobe warnings, gun shot and profanity notices will be posted in the lobby.

Publicity: We try to print any necessary warnings in all publications from the School of Arts and Performance. Occasionally we will not know that they are necessary until after a publication has been printed. In that case we will strive to add emphasis to the notice in future publications/ads.

Welcome speeches/Information speeches

Dance: Given live as needed or appropriate

Theatre: Pre-performance welcome speeches are occasionally given by the director or producer for a specific occasion or a specific performing group or perhaps a guest playwright. Information about post-performance talks will be posted in the lobby.

Cancellations

Dance: Cancellations are done when school is canceled.

Theatre: The decision to cancel is made in a timely way to inform clientele after consultation with the director, producer, house management supervisor and possibly Public Safety. The public is informed through the campus emergency network, the media (through Marketing Communications), and our own phone messages. We contact as many ticket holders as possible. (We do not automatically cancel an evening performance if classes have been cancelled at 6 am.)

Please note: We have only had to cancel a theatre performance twice in the 15 years I know about -- once for a measles quarantine and once due to a snow emergency.

Decision to Hold Over a Performance

Dance: Has not done this in the time Christian has been at Brockport.

Theatre: Have not “held over” a theatre performance. Have had to reschedule due to a cancellation. Holding over a performance is not likely because of the timing of our performances and the interference to classes/exams that an extra performance would cause.

Other Patron Cultivation Issues

It would be great for the College Administration to be in attendance to meet and greet the public.

Susan Bixler, Richard St George, Christian Tucker, Jacqueline Davis, Gary T. Musante

11/13/00

TEN COMMANDMENTS OF AUDIENCE ETIQUETTE

Adapted from *Another Opening, Another Show* by Tom Markus & Linda Sarver

1. **THOU SHALT PURCHASE TICKETS PROMPTLY.** Tickets for all Fine Arts Season events can be purchased at the Tower Fine Arts Center Box Office. Tickets can be paid for with cash, credit card (MasterCard, Visa or Discover), check, or EZMoney. Tickets can also be purchased by phone (585-395-ARTS). Please note that any phone purchases will require a credit card payment when the tickets are ordered. Please be sure to request the actual day and date you wish to attend, as *tickets cannot be refunded or exchanged*. Some of the venues on campus have limited seating for the number of students required to attend the performances. *Do not wait until the performance time to purchase tickets, as the performance may be sold out.*
2. **THOU SHALT ARRIVE ON TIME.** Unlike your local movie theatre, there are no “coming attractions.” Performances begin at the advertised curtain times. Latecomers will be seated only at a suitable pause in the performance, which might be intermission. You don’t want to be disturbed by latecomers, so please don’t disturb others. Thou shalt also remember that exiting a performance to go to the restroom means that you might not be allowed back into the performance until intermission, or at all.
3. **THOU SHALT NOT SPEAK DURING THE PERFORMANCE.** Laughing at jokes and applauding the performers is encouraged, but you’re not at home watching TV. You didn’t pay to listen to your neighbors, so don’t make them listen to you.
4. **THOU SHALT LEAVE THY CAMERA AT HOME.** Copyright laws prohibit photographing a performance, so your camera could be illegal as well as bothersome to those around you. The clicking sound is irritating to your neighbors and the flash may be dangerous to the performers, and neither is a part of the performance. Cameras will be confiscated by the house manager and held in a secure location until the end of the performance.
5. **THOU SHALT TURN OFF ALL ELECTRONIC DEVICES.** Text messaging units, beepers, pagers, alarm watches, cell phones, CD players, portable radios, and other noisy and light-emitting electronic gizmos have no place in the theatre. If you are a doctor on call, leave your name and seat number with the house manager.
6. **THOU SHALT NOT EAT OR DRINK IN THE THEATRE.** Unlike a movie, which keeps going no matter what noise you make, the performers on stage are distracted by what they hear in the auditorium. You will contribute to an enjoyable experience if you refrain from rattling wrappers.
7. **THOU SHALT REMAIN IN THY SEAT UNTIL THE END.** The end means the end of the curtain call. If you are ill or bored and must leave before the performance is over, leave as quietly as you can and at an interval if at all possible. It is extremely discourteous to the performers to head for the door before the performance has concluded in its entirety.
8. **THOU SHALT NOT RIFLE THROUGH THY PLAYBILL.** Do not smack your playbill nervously against your leg, or roll and unroll it, or scrape your teeth with it. Open it in advance to the performance page so you can check for important information, if you can read in the dark.
9. **THOU SHALT PRACTICE AUDIENCE DECORUM.** When all else fails, remember: Do unto others as you would like them to do unto you.
10. **THOU SHALT BE GRATEFUL THAT THOU DIDST READ ALL THE WAY TO THE END.** The performing arts are *LIVE!* You help the performers as much as they entertain you. The audience is an integral part of the performance and, by following the above commandments, can provide invaluable feedback to those on stage. Thank you for being a part of our performance.

RULES FOR OBTAINING REHEARSAL SPACE

- Note: NO food, NO drinks, NO glass containers allowed in dance studios.
NO hard soled shoes (i.e., tap, flamenco, etc.) are allowed in the green room, Strasser, 231 or 240. These shoes are only allowed in 64 and 229.
1. Reserve your rehearsal space in advance. Don't come to Hartwell assuming that space is open.
 2. You must complete a reservation form for **each** week that you are requesting rehearsal space. You must complete **all** sections of the request. Incomplete requests will not be accepted. Priorities for all requests will be done on a weekly basis (see #5 below). This will allow everyone an opportunity to reserve rehearsal space.
 3. You may reserve up to two (2) hours at a time. If your rehearsal request is for more than two (2) hours, it will be cut. Exceptions may be made for choreographers of several works in rehearsal simultaneously.
 4. You may reserve up to eight (8) hours per week. If your rehearsal request is for more than eight (8) hours, it will be cut. Exceptions may be made for choreographers of several works in rehearsal simultaneously.
 5. Studio rehearsal space will be assigned according to the following priorities:
 - a. Dance Class – Supervision by Instructor
 - b. Faculty Concert
 - c. Guest Concert/Workshop
 - d. Accepted Student Concert Week Rehearsals (Tech Week)
 - e. Accepted Student Concert Week Rehearsals (Week Before)
 - f. Accepted Student Concert Performance Rehearsals (Current Semester)
 - g. Accepted Student Concert Performance Rehearsals (Other Semester)
 - h. Work for Class Assignments
 - i. Other Department of Dance Use
 - j. Non-Department of Dance Use (requires special approval)
 6. Only request rehearsal space that you will use, as other dancers will also be requesting rehearsal space. If your plans change and you do not need the space you have been assigned, please cross out your name so that others know that the time is available. You risk losing your privilege of reserving rehearsal space if you do not follow this procedure.
 7. Be prompt! If you do not show up within 15 minutes of your scheduled start time, you will lose the rehearsal space. If you're looking for space, the same 15 minute rule applies – wait, then you may use it.
 8. End on time! Others may be using the space after you finish. Don't keep them waiting for "just one more thing". This is not polite.
 9. Leave rehearsal space in a neat and orderly fashion.

THE COLLEGE AT BROCKPORT
DEPARTMENT OF DANCE - WEEKLY STUDIO RESERVATION FORM

Name: _____ Today's Date _____
 Phone: _____
 Beginning Date of Request: _____ Ending Date of Request: _____
 Number of Dancers _____

Purpose of Studio Use (Choose One): _____

Assignments are prioritized high to low as follows.

- () Dance Class – Supervision by Instructor
- () Faculty Concert
- () Guest Concert/Workshop

- () Accepted Student Concert Week Rehearsals - Tech Week
- () Accepted Student Concert Week Rehearsals - Week Before
- () Accepted Student Concert Rehearsals - Current Semester
- () Accepted Student Concert Rehearsals – Future Semester

- () Work for Class Assignments
- () Other Department of Dance Use
- () Non-Department of Dance Use (requires department approval)

Please Specify

Class _____
 Concert _____
 Concert/Workshop _____

 Concert _____
 Concert _____
 Concert _____
 Concert/Semester _____

 Class _____
 Use _____
 Use _____

DATE, TIME AND STUDIO REQUESTED (INDICATE AM OR PM)

NOTE: THERE IS AN EIGHT HOUR LIMIT PER WEEK

Day	Begin Date	End Time	Studio Time	Strasser 64	Studio Studio	Studio 229	Studio 231	Classroom 240	Room 52	# 142	Hours
Monday	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Tuesday	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Wednesday	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Thursday	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Friday	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Saturday	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Sunday	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

TOTAL HOURS REQUESTED _____

SPECIAL CONSIDERATIONS _____

NOTE: NO HARD SOLED SHOES (i.e., tap, flamenco, etc.) are allowed in the green room, Strasser, 231 or 240. These shoes are only allowed in 64 and 229.

Reserving Hartwell DANCE Theater

Space for rehearsal activities is available in Hartwell Dance theater on a limited basis. Send an e-mail to ctucker@brockport.edu or leave a note in Christian Tucker's mailbox. Give times and final rehearsal date.

Schedules are posted for about three weeks at a time. If a space is open, you may write in your time without checking with Tucker. The schedules are posted on the back of the wall outside of the theater door cove.

Priority is next-show-in-order. Next-show-in-order might bump times that had been reserved on a semester basis early in the semester.

Tech time blocks that are marked either *shared* or *as needed* may be scheduled with the understanding that there may be crew working in the space. The stage will be clear and work lights will be available. Lighting cue work may be underway. Tech time blocks without those appellations are at show time. The space might be usable anyway. Check with Tucker at that time.

Normally **students** may not reserve space in Hartwell DANCE theater. The exceptions are student choreographers with pieces in a Hartwell public concert.

Technical equipment that is used for shows will not be available for rehearsals. Nor is the equipment back stage available for dance props. Particular notice is given to crew chairs and the stage-manager's stand. Cumbersome rehearsal props might be accommodated. Check with Tucker.

No equipment or props are ever to be moved or stored in the curtained exits.

No clothing should ever be draped over a lighting instrument.

The stage left dressing room is on the studio key.

The black drape is six **INCHES** in front of the easily damaged scrim. If you need six inches of rehearsal space upstage of any possible lighting, be aware that two previous scrim were torn and made unusable during rehearsals.

The grand piano will only be moved into the auditorium the week before a show in which it is to be **used. It can not go up onto the stage.**

HARTWELL DANCE THEATER SCHEDULE

DATE: _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00							
8:15							
8:30							
8:45							
9:00							
9:15							
9:30							
9:45							
10:00							
10:15							
10:30							
10:45							
11:00							
11:15							
11:30							
11:45							
12:00							
12:15							
12:30							
12:45							
1:00							
1:15							
1:30							
1:45							
2:00							
2:15							
2:30							
2:45							
3:00							
3:15							
3:30							
3:45							
4:00							
4:15							
4:30							
4:45							
5:00							
5:15							
5:30							
5:45							
6:00							
6:15							
6:30							
6:45							
7:00							
7:15							
7:30							
7:45							
8:00							
8:15							
8:30							
8:45							
9:00							
9:15							
9:30							
9:45							
10:00							
10:15							
10:30							
10:45							

**SCHOOL OF ARTS AND PERFORMANCE
DEPARTMENT OF DANCE**

Date: _____

STUDENT INJURY REPORT

When completing this form please use a black or dark blue ink pen. Please write FIRMLY and CLEARLY as this form may be copied for distribution.

INJURED Name: _____ Banner ID/SS#: _____

Local Address: _____
Street City State Zip

Home Address: _____
Street City State Zip

Local Phone: _____ Home Phone: _____

The above named student was injured in _____
class/rehearsal/performance/activity

in _____ on _____ at _____.
classroom/studio/facility date of injury time of injury

Name of instructor/choreographer conducting class/rehearsal/performance/activity: _____

Instructor/choreographer, please complete the following:

Describe in your own words what happened:

Describe the type of injury:

Treatment (please check one):

- | | |
|---|---|
| Yes ___ No ___ Refused | Yes ___ No ___ Administered on location |
| Yes ___ No ___ University Police called | Yes ___ No ___ Ambulance called |
| Yes ___ No ___ Went to Health Center | Yes ___ No ___ Went to hospital |

Type of treatment: _____

Name of person who administered treatment: _____

Signature of instructor/choreographer: _____ Date: _____

Signature of student: _____ Date: _____

Signature of witness: _____ Date: _____

Witness Local Address _____
Street City State Zip

Witness Local Phone: _____ Cell Phone: _____

**THE COLLEGE AT BROCKPORT
DEPARTMENT OF DANCE**

VIDEO RELEASE FORM

To Performers:

In order to make a copy of a choreographic work performed but not choreographed by you, the following release must be signed by the choreographer.

I, _____, would like to make a copy of the
piece titled _____,
choreographed by _____.

I understand that any reproduction or performance of the above choreography without the direct permission of said choreographer is strictly prohibited. (This includes lending this tape to be copied by others.)

I fully understand that choreography to the choreographer is the same as the written word to the author. Failure to follow the above rules constitutes plagiarism.

Performer's Signature

Date

PERMISSION TO DUPLICATE VIDEO OF ABOVE NAMED PIECE GRANTED:

Choreographer's Signature

Date

CHOREOGRAPHER’S SPECIFICATION SHEET

Concert: _____ **DANSCORE**
_____ **Sankofa**
_____ **IMS**

_____ **First** **Due** _____

_____ **Final** **Due** _____

1. Choreographer: _____

2. Title of Piece: _____

3. Music: _____

4. Length of Piece: _____

5. Present Rehearsal Schedule:

Day _____ Time _____ Location _____

Day _____ Time _____ Location _____

Day _____ Time _____ Location _____

Day _____ Time _____ Location _____

Day _____ Time _____ Location _____

6. Synopsis theme or general feeling of piece: _____

7. Design ideas: (Assigned Lighting Designer: _____)

Colors (light, dark, red, etc.): _____

Dynamics: _____

Space: _____

Shapes: _____

DEPARTMENT OF DANCE - PERFORMER AUDITION FORM

Audition # _____

N – Not interested in performing
P – Interested in performing

NOTES: Undergraduate students are only allowed to commit, either as a performer, choreographer or understudy (but one should only agree to understudy if you can commit full time and energy to that assignment) to a maximum of THREE concert works per semester. Works created in departmental courses do not count against the three allowed. Choreographers may request exceptions to the three concert works limit in writing to all other choreographers who are working with an individual dancer.

Graduate students may judiciously select how many works they can handle. It is advised that they confer with their academic advisor.

Students may PERFORM in a maximum of THREE dance concert works.

DANSCORE casting: Students may only be cast in TWO DANSCORE pieces.

Sankofa casting: Students may be cast in as many pieces as deemed necessary by the Artistic Director for the Sankofa concert; however, they are eligible to perform in only one other departmental concert work that semester.

Concert: _____

Name _____ Date _____
(As you want it to appear in the program)

Emergency Contact Name _____ Emergency Contact Phone _____

Campus/ Local Address _____

Campus/ Local Phone _____ Work Phone _____

Cell Phone _____ E-mail _____

Technique class levels that you are enrolled in for this semester:

Modern _____ Ballet _____ Other _____

Class year: Freshman Sophomore Junior Senior

Circle one: BA/BS BFA Minor Graduate

Please indicate willingness to accept the following assignments:

_____ Understudy _____ Alternate _____ # of Dances (maximum of 3)

How many pieces are you able to commit to for DANSCORE: 1 2

Other rehearsal/performance commitments (Dance Team, Sankofa, etc.): _____

On the schedule below, please mark your anticipated commitments:

- C = for times you are in classes or participating in class commitments
- W = for times your are working
- WF = if these work times are flexible, subject to being changed, or can be changed by you
- R = for times of other rehearsals

Reminder: Please include travel time to and from rehearsals.

Please note the **exact times** your obligations begin/end.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
1:00							
1:30							
2:00							
2:30							
3:00							
3:30							
4:00							
4:30							
5:00							
5:30							
6:00							
6:30							
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							

If you have made any prior commitments for evenings/weekends that will prevent attendance at rehearsals, please indicate the day(s), date(s), and time(s) below.