

# DANCE MAJOR'S HANDBOOK

*2011- 2012*

*Wesleyan University*

*Department of Dance*

*[www.wesleyan.edu/dance](http://www.wesleyan.edu/dance)*

*Updates/events will be posted weekly on the Blog...*

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## **Major Description:**

### *BA in Dance Studies*

The Dance Department at Wesleyan is a contemporary program with a global perspective. The curriculum, faculty research and pedagogy all center on the relationship between theory and practice, embodied learning, and the potential dance making has to be a catalyst for social change. Within that rigorous context, students encounter a diversity of approaches to making, practicing and analyzing dance in an intimate learning atmosphere. The program embraces classical forms from Ballet, Bharata Natyam, Javanese and Ghanaian, to contemporary practices that fuse tradition and experimentation into new forms.

The emphasis of the major is on creating original scholarship, be it choreographic or written, that views dance within a specific cultural context, interrogates cultural assumptions and is informed by a critical and reflective perspective.

## **Department Faculty and Staff**

Associate Professors: Pedro Alejandro, Katja Kolcio (Chair), Nicole Stanton

Adjunct Professor: Susan Lourie

Artists-in-Residence: Patricia Beaman, Hari Krishnan, Urip Sri Maeny, Iddrisu Saaka

Visiting Artist: Clyde Evans

Friday Visting Artists: Olase Freeman, Irene Hultman, Shoko Yamamuro, Wendell Cooper

Departmental Advising Experts 2011-2012: Pedro Alejandro, Katja Kolcio, Susan Lourie, Nicole Stanton

Prospective Major/Coordinating Advisor: Katja Kolcio

Student Production Liaison: Susan Lourie

Space/Facilities Liaison; Susan Lourie

Administrative Assistant: Michele Olerud

Resident Lighting Designer: Professor Jack Carr

Dance Production Coordinator: Kelsey Siegel

Student Office Assistants: Naadu Bentsi-Enchill and Lindsay Kosasa

## **Course Work for the Major:**

Course Work for the major includes: composition, dance techniques, dance histories, research methods, pedagogy, ethnography, improvisation, anatomy, repertory, and dance and technology. All majors complete a capstone experience: either a one semester senior project or a two semester senior thesis.

First-year students interested in becoming dance majors are encouraged to begin by enrolling in any of the following courses: a methodology course, Dance Production Techniques, Advanced Dance Practice A, or Advanced Dance Practice B, in addition to a dance technique class at the technical level commensurate with their experience.

Pre-registration is possible for many dance courses. All students interested in registering for dance classes should access Wesmaps concerning procedures for acceptance into specific courses. Students majoring in dance or indicating strong curricular commitment to dance will be given enrollment preference in all permission-of-instructor courses.

## **Advising for the Major:**

Each Dance Major will be assigned a Departmental Academic Advisor at the end of their sophomore year. This advisor will discuss your course of study, help you make decisions about specific classes to take, authorize your online registration and help you to manage the successful completion of all requirements for the major.

At the end of Junior year all Dance Majors will also be assigned a Senior Thesis/Senior Project Advisor. The Advisor will meet with you on a regular basis during your senior research to guide you in completing both your written and choreographic work. Please note: Your Departmental Advisor may not be the same as your Senior Thesis/Senior Project Advisor.

For Thesis students, your Thesis advisor will be one of your two readers. For project students, your Project advisor will be your only reader. When your research is completed your advisor will be responsible for giving your final grade. Please remember to invite your "second reader" to the Fall and Spring Thesis Concerts.

## Required Courses for the Major:

Dance Composition I and II **2 Credits**  
(Gateway course series for the major, taken fall and spring semesters of sophomore year)

Choreography Workshop **1 Credit**  
(Taken fall or spring of junior year)

Dance Production Techniques **.5 Credit**

Dance Techniques **3 Credits**  
6 classes total @ .5 credits each  
(Students must take classes in at least 2 traditions and achieve a level of Modern II)

***Technique Options:***

- Modern Dance I, Modern Dance II, Modern Dance III
- Ballet I, Ballet II
- Jazz Dance I, Jazz Dance II, Jazz Dance III, Hip Hop I
- West African Dance I, West African Dance, II, West African Dance III
- Javanese Dance I
- Bharata Natyam I, Bharata Natyam II, Bharata Natyam III

Advanced Dance Practice **.5 Credit**  
2 classes @ .25 credits each

One Methodology course above the 200 level **1 Credit**

***Methods Course Options:***

- American Dance History: Modernism/Postmodernism
- Perspectives on Dance as Culture: Research Methods in Dance
- Perspectives on Dance as Culture: Auto-Ethnography
- Perspectives on Dance as Culture: Bollywood: an Ethnography of Dance and Film
- Perspectives on Dance as Culture: Dance and Sexuality

Two Electives **2 Credits**

***Elective Options:***

- Dance Teaching Workshop
- Anatomy & Kinesiology
- Repertory
- Improvisational Forms
- Dance and Technology
- Composition in the Arts
- Art as Activism
- Any methodology course can be counted as an elective after the methodology requirement is met.

**Senior Research: Project or Thesis in Dance 1 or 2 Credits**

**Total Credits: 11 or 12**

## Dance Department Attendance Policy

Please check with each dance faculty member you have class with to learn his/her specific attendance policy. The following is the general outline used by the faculty in this department.

- For studio courses meeting 2 times per week:  
4 absences are allowed.
- For studio courses meeting 3 times per week:  
5 absences are allowed.
- For all other courses (ie: Dance Composition, Dance Teaching Workshop, Perspectives in Dance as Culture, Anatomy & Kinesiology, American Dance History etc...):  
The individual faculty member will set his/her own policy.
- Most faculty state that three (3) or more absences will effect the student's grade. Absences beyond those allowed provide grounds for failure of the course.
- Each faculty member sets their own policy in relation to students who repeatedly arrive late for class or who must observe classes due to illness or injury.

**ADVANCED DANCE PRACTICE (ADP)**  
**INFORMATION ON ENROLLMENT AND RECEIVING CREDIT**

Advanced Dance Practice is the participation as a dancer/performer in a faculty or student choreographed dance concert(s). Course entails 30 hours of rehearsal and performance time for DANC 435 and 60 hours of rehearsal and performance time for DANC 445.

DANC 435 is usually one piece for a semester and is .25 credit.

DANC 445 is usually two pieces during a semester and is .50 credit.

**VERY IMPORTANT:**

**It is the responsibility of the choreographer to enroll your dancers in order for them to receive credit.**

**Enrollments and Credit:**

In the fall the enrollment deadline is **the Friday before Fall Break** in October before leaving for Fall Break and in the Spring the deadline is **the Friday before Spring Break** in March.

At the end each semester it is the **choreographer's responsibility to complete a grade form for each dancer**. If that is not completed, the dancers' credit will not appear on transcript.

If a choreographer neglects his/her responsibility to enroll and grade a dancer - a petition from the Dean's Office must be approved. In the past, every semester there have been a few choreographers who did not meet the deadlines in completing this and it is very time consuming for the Dance Dept. The end result is damaging to your dancers' transcript and more work for you as choreographer.

**ENROLLMENT FORM FOR ADVANCED DANCE PRACTICE CREDIT**  
**Fall 2011- DANC 435 or DANC 445**

If you are performing in a concert(not related to a dance course you are taking), choreographed by a student or faculty this semester, you are entitled to **1/4 credit for one dance and 1/2 credit for two dances**. Credit is received by completing this form.

**DANC 435: Advanced Dance Practice A**

Participation as a dancer in faculty or student choreography. Advanced Practice A entails at least 30 hours of rehearsal and performance time. Credit: 0.25

**DANC 445: Advanced Dance Practice B**

Advanced Practice B entails at least 60 hours of rehearsal and performance time. Credit: 0.50

IF, FOR ANY REASON, YOU CANNOT COMPLETE YOUR PARTICIPATION IN THE DANCE(S), YOU MUST GET A DROP FORM SIGNED BY THE DEPARTMENT ADMINISTRATIVE ASSISTANT ( ROOM 103, THEATER AND DANCE STUDIOS) BY THE LAST DAY TO WITHDRAW FROM FULL-SEMESTER COURSES. FAILURE TO DO SO WILL RESULT IN A GRADE OF "F" FOR THE COURSE. THIS IS YOUR RESPONSIBILITY, NOT YOUR CHOREOGRAPHER'S.

(If you enroll in Dance 445/two dances and drop one dance, you must switch to Dance 435 – see Michele Olerud in Dance Department office).

You will receive a grade for your work, based on the following criteria:

Rehearsal Process:

- Attendance
- Energy and contribution to the choreographic process
- Growth as a dancer and performer

Performance Week:

- Participation in technical and dress rehearsals, set-ups, and strikes
- Performances

Signing your name below and filling in your ID# will automatically enroll you. Please return this form to

your choreographer by the expected date.

-----detach and keep top portion-----

**Due: Friday, October 21 to Dance Dept. ~SEMESTER/YEAR: FALL 2011**

-----  
WesID#

\_\_\_\_\_  
Choreographer(s)' Name (If you are in more than one dance, please fill in both names)

\_\_\_\_\_  
Your Name [printed]



## **Senior Research Requirements**

- **Option 1:** students complete a senior project that includes a 25-40 page research essay and a one-semester choreographic component of not less than 10 minutes long.
- **Option 2:** students complete a senior thesis that includes a 60-100 page written thesis and a two-semester choreographic component of not less than 20 minutes long.

All majors are required to submit a research proposal declaring their interest in either a project or a thesis. (Please see sample letter )Students are strongly encouraged to attend the annual Proposal Writing Workshop hosted by Professor Kolcio.

## **Procedures for Honors in Dance**

Dance majors who wish to be candidates for departmental honors must complete Option 2, the senior thesis. Projects are not eligible for the award of honors. The student's proposed research will be developed in consultation with the student's prospective tutor and should reflect the special interests and talents of the individual student. The award of honors or high honors is based on the scope and excellence of the thesis and on the student's creative work.

Each honors candidate is required to make a commitment to candidacy in advance. The student must file a written statement of his or her intention to stand for departmental honors with both the department and the Honors College. The department will nominate candidates for departmental honors to the Honors College. Nominations will occur only if it appears reasonably certain that the candidate's work will be completed on time and in the desired form. The department in cooperation with the Honors College will arrange suitable mid-April deadlines for performances and the submission of theses.

Each honors thesis will have two readers. The department will base its recommendation for departmental honors upon the readers' written evaluations and joint recommendations.

***SAMPLE LETTER:***

**To: All Junior Dance Majors**  
**From: Dance Department Steering Committee**  
**Re: Senior Research Statement of Intent**

February 26, 2009

Dear Junior Dance Majors:

The Dance Department invites you to submit a formal proposal for the senior research for the academic year 2009-10.

You are about to enter an important phase of your undergraduate education by deciding how you will bring to fruition the questions and ideas raised topically in your coursework. Please work with your departmental advisor as you consider your topic and whether to pursue either a thesis or project. Early planning will help to facilitate this process for you and the faculty, and improve the quality of the advising you receive. The Dance Department Steering Committee will consider all proposals and will inform you in writing if your proposal has been accepted. Please note that a dance major does not automatically get approved to pursue the thesis – the proposal must be submitted on time, adhere to the following guidelines, and you must have demonstrated academic excellence in all previous department course work.

As you consider your capstone experience, please feel free to look at thesis and project essays from alumni that are located in the Dance Department office, and to talk to current seniors and faculty. This is an exciting and challenging process and there are many resources to help you along the way. To that end, Katja will host a **Proposal Writing Workshop (date, time, place TBA)**. Please plan to attend!

**General Senior Research Guidelines:**

**PROJECT** Choreography and research essay = 1 credit. This requires completion of a choreographic work of approximately 10 minutes for Spring Thesis Concert plus a 25-40 page research essay. The department will fund up to \$200 to cover production costs for an approved project.

**THESIS** Choreography and research paper = 2 credits. This requires choreography of approximately 20 minutes, divided equally between the fall and spring Thesis Concerts, plus a 60-100 page written thesis. The department will fund up to \$400 to cover production costs for an approved thesis.

## Proposal Guidelines / Statement to Intent:

- I. Title
- II. Introduction, including a thesis statement or research question: What will you do/explore?
- III. Methods/Objectives: How will you explore it?
- IV. Expected Significance: Why is this project important to you? How might it contribute to dance or other fields?
- V. Qualifications: What courses and experiences have you had that prepared you to undertake this project?
- VI. Works Sited: Bibliography of texts and other media that you will consult in this initial phase of your research. Please use the MLA guide for the proper format.

### **PLEASE NOTE:**

**Proposals should be approximately three pages in length  
Proposals are due to Michele by (Date)**

# Guidelines for Senior Research: Written Component

## WRITTEN COMPONENT: PROJECT

### Guidelines for Research Essay: 25 - 40 pages

1. Introduction:
  - Identify your subject.
  - Briefly describe the central themes of your research and your choreography.
2. Body:
  - Locate your subject in both historical and cultural contexts using materials from performances you viewed, videotapes, interviews and readings.
  - Develop the central themes that emerge from your investigations.
3. Synthesis/Conclusion:
  - Provide a critical analysis of both the research and choreographic aspects of your project.
4. Bibliography:
  - Books, articles, interviews, reviews, videos, films, etc.  
(Original interviews may be included as appendices.)

## WRITTEN COMPONENT: THESIS

### Guidelines for Thesis: 60 - 100 pages

1. Introduction:
  - Identify your subject and thesis question.
  - Briefly describe the central themes of your research and your choreography.
  - Address the larger significance of the thesis.
2. Review of Relevant Literature/Choreography/Research:
  - Locate your subject in both historical and cultural contexts using material from performances you viewed, videotapes, interviews and readings.
3. Methodology:
  - Describe how you intend to research the thesis question, and why your methods are appropriate.
4. Body:
  - Develop and critically analyze your central themes utilizing your methodological framework.
5. Synthesis/Conclusion:
  - Synthesize and summarize the various elements of your research (reading, video, choreography, interviews) in relation to your thesis question.
6. Bibliography:
  - Books, articles, interviews, reviews, videos, films, etc. (Original interviews may be included as appendices).

## DANCE DEPARTMENT SPACE ALLOCATION POLICY

The Dance Department has **THREE** studio spaces:

1. CFA Dance Studio
2. Schönberg Dance Studio at 247 Pine Street
3. Usdan/Fayerweather Dance Studio

### ORDER OF PRIORITY

At the beginning of each semester, the schedule for rehearsal space will be posted on the Dance Department bulletin board. Class times, course-related use, and departmental related rehearsals will be entered. You can also view any studio for availability on Virtual Room Request (EMS) via your E-Portfolio.

**CFA & SDC Dance spaces can be used only for faculty or dance major rehearsals, COURSE REQUIRED ACTIVITIES by students and by faculty for course preparation. These spaces are generally not be used for extra curricular classes or workshops other than those officially sponsored by the Dance Department.**

We attempt to be flexible and accommodate all legitimate requests for departmentally sponsored classes and rehearsals. When choices must be made, the following order of priorities will be followed in assigning the Dance Department studio spaces:

1. Dance classes for courses approved as part of the department's curricular offerings.
2. Rehearsals for junior, tenure-track faculty with an active program of research.
3. Rehearsals for tenured faculty.
4. Rehearsals for regular Adjunct faculty and Artists-in-Residence
5. Rehearsals for Senior Thesis, Winter Dance, Spring Dance and classes taught as practicum requirement for Dance Teaching Workshop.
6. TA sessions for which prior request has been made by the teacher of the course and approved by the department chair.
7. Credited and graded (not P/F) tutorials approved by the Chair.

### **NOTE:**

Students enrolled in Dance Department courses requiring rehearsal time outside class, and students in courses cited above requiring additional space during peak pre-performance rehearsal periods, may sign-up on the weekly schedule posted on the bulletin board outside the department's main office. A maximum amount of 2 hours/per person/per week is allowed beyond your regularly scheduled rehearsals.

### **AMOUNT OF TIME ALLOTTED**

1. Tenure track faculty are allowed unlimited rehearsal space after courses have been scheduled.
2. The maximum time allotted for non-tenure track faculty members, students and choreographers is twice weekly for a total of 3.5 hours/per week.

### **PROCEDURE FOR REQUESTING SPACE**

1. At the beginning of each semester, a rehearsal space schedule will be posted on the Dance Department bulletin board. Class times will be entered first, then faculty rehearsals and student course related rehearsals will be added. **PLEASE VIEW SPACE AVAILABILITY VIA YOUR E-PORTFOLIO "ROOM REQUEST EMS" BROWSE RESERVATIONS.**

2. For course-related rehearsals or classes that meet on a regular basis through the majority of the semester, requests must be submitted in writing and in a timely fashion to the department office.
3. For space requests made on a temporary week to week basis:
  - The maximum sign-up time is 2 hours per person per week.
  - All students must sign up with his/her full name, the name of dance group (if applicable), and a phone extension.
  - Any class or rehearsal lead by dance faculty in Dance Department space must be requested through the Dance Department Administrative Assistant and by the faculty member concerned and must be reserved under the name of that faculty person. Students are not permitted to sign up space under their own names for rehearsals led or classes taught by dance faculty.
4. A list of all students eligible for access to Dance Department space will be sent to the Office of Public Safety at the start of each semester.

The Dance Department requires all who use Dance Department spaces to adhere strictly to the order of priorities and guidelines given above and to work in the spirit of the program in fulfilling its mission of scholarship and artistic productivity. Any member of the community found to transgress the guidelines described above will forfeit his/her privilege to use department sponsored spaces for the entire academic year. When possible, the Dance Department will make spaces available for non-departmental use (rehearsals for student dance groups for example) and the guidelines for such use will be clearly posted on the bulletin board.

#### USDAN DANCE STUDIO USAGE

The Dance Department has specific times available to only our Department for scheduling courses, student/faculty rehearsals and course assignments. This is a sample of 2008-09.

<b>Tuesdays</b>	<b>7:00 – 10:00 PM (3 hours)</b>
<b>Wednesdays</b>	<b>7:00- 10:00 PM (3 hours)</b>
<b>Thursdays</b>	<b>7:00 – 10:00 PM (3 hours)</b>
<b>Sundays</b>	<b>2:00 – 8:00 PM (6 hours)</b>

## PROPER USE OF DANCE SPACES

The Dance studios are heavily utilized by many people (in the Department and outside groups). Dance Majors are expected to function as examples for other non-major dance students in relation to appropriate use of the dance studios. We ask that each person using the space be a responsible member of our dance community. Others will use the spaces after you, please leave them in good condition. Please adhere to the following guidelines in order that our spaces are maintained in the best condition possible:

- No street shoes on dance floors
- No food or drink in studios (only water bottles are allowed)
- If you turn the heat up or down, please reset it before leaving
- Turn lights off
- When finished with media/equipment, lightboard (SDC) – all needs to be turned off/locked
- Close doors to the outside
- Close windows if you open them
- Put any items you find in the lost and found boxes or hand in to Public Safety or the Dance Dept. Office
- Put furniture back in original places
- Immediately report any problems with the studio space to the Dance Department Administrative Assistant at x3488 (ie: broken or damaged equipment, heating or cooling systems not working properly etc...)
- Leave the space in better condition than you found it!
- If you find an emergency at rare hours of the day (ie: glass on the floor, heat problem, security issues) contact Public Safety x2345 or Housekeeping/Physical Plant x3400 (the Help Desk).

Kindly note:

We have back-to-back rehearsals and classes without custodial staff in between. Please be responsible for your time in the spaces and watchful for others that you have invited in to your rehearsals. **Please look around the studio before exiting to make sure it is in order for the next user.**

## Guidelines for Participation in Dance Productions

As we are a small community, all major's and prospective major's are required to participate in the technical aspects of our dance productions. The following is a detailed description of those requirements. Please contact Susan Lourie, the student performance liaison if you have additional questions.

Without you the show won't go on!

As a Dance Major you are required to take:

### **Dance Production Techniques: DANC 105**

All major's are required to take this course which teaches the basics of stage craft. Areas to be covered in this course include lighting design and execution, stage management, costume and set design and construction. Practical experience in the department's production season is an important part of the course. Fifteen (15) hours of general production work (hanging/focusing lights, costume/scenery construction), 1 crew assignment (Light Board Operator, Assistant Stage Manager, costume/wardrobe), and one major production position (Stage Management) are required. Students should take DPT as soon as possible.

Credit: .50

Instructor: JACK CARR

Course Assistant: Kelsey Siegel

### **Composition I and Composition II: DANC 249 DANC 250**

These two courses are the gateway to the major and are therefore required. In addition to the fundamentals of dance making these courses also introduce you to the basics of producing dance works in various spaces. As part of these courses you must:

- Complete 1 small, and 1 big job (see job descriptions below)
- Fill out the Crew Requirements Form

These are not optional activities and are integral to the Composition sequence. Failure to complete these requirements will have a negative impact on your final grade and may disqualify you from becoming a major.

### **Choreographing for Student Productions (Winter Dance, Spring Dance, Thesis Dance): DANC 371, DANC 250, DANC 409/410**

Part of the responsibility of being a choreographer for these productions is participation in setting up and breaking down the performance environment. As part of these courses you must:

- Participate in the load in. This may include laying the dance floor, setting bleachers or chairs, or bringing in set materials. These jobs will be assigned and supervised by the Stage Manager (with CFA or '92 Staff)
- Participate in strike. The Stage Manager will coordinate the strike after the final performance. Please see below for a detailed account of concert strikes.

Advanced Dance Practice: DANC 435 or DANC 445

Part of performing in a dance production

Participate in Strike. The Stage Manager will coordinate the strike after the final performance.

In addition to the above courses, **ALL DANCE MAJORS ARE REQUIRED TO SERVE AS THE STAGE MANAGER FOR 1 PRODUCTION.**

**Technical Job Descriptions** (*Please refer to the Stage Manager's Handbook for more complete descriptions*)

**Stage Manager:**



- Senior majors are given first preference as to which show they stage manage, then preference is given to Juniors and so on down the years. It is advisable for senior majors to determine which show they will stage manage at the beginning of the Fall semester. However, Seniors should be discouraged from fighting to the death for the change to stage manage Spring Dance in the Spring semester – schedules always change at the last minute and it is advisable for Seniors to complete their SM requirement as soon as possible and to not wait until right before graduation to realize that they will be unable to fulfill it.
- At the discretion of the DPC and Faculty, the position of SM (stage manager) may be split between two dance majors – to be decided based on the magnitude of the job and the number of majors still needed to act as SM.
- The requirement can be waived at the discretion of the DPC in conjunction with the Faculty (i.e. if a graduating senior is unable to stage manage her reserved show at the last minute because of a family emergency they should be exempt from the requirement).

### **BIG JOBS:**

#### **Assistant Stage Manager (ASM)**

- **JOB DESCRIPTION:** essentially the back stage Stage Manager – 1<sup>st</sup> line of communication to Stage Manager – will make decisions about run of show from back stage in conjunction with Stage Manager)

#### **Light Board Operator (LBO)**

#### **Sound Board Operator (SBO)**

*\* Please note: SM (Stage Manager) does not count as a “BIG” job*

### **SMALL JOBS:**

#### **Production Crew**

Duties can include, but are not limited to: gel preparation and changing; wardrobe assistance; operation of “special” lights; setting of prop; floor maintenance; and assisting performers on and off the stage

## USE OF SOUND EQUIPMENT/MEDIA IN DANCE STUDIOS (rehearsals)

The four dance studios on campus each have a different method of sound equipment usage – please read below:

### CFA Studio

There is a permanent wall-mounted sound rack inside the dance studio. It is available for all to use. It is self explanatory when you see it. Please take proper care when using this new equipment. It can now accommodate your I-pods & MP3 players. Please remove any cassettes/CD's, Ipods with you when finished and leave it in the condition you found it. If any problems when using – contact Dance Dept. x3488. (pending completion) We can arrange training if you need it – email Michele Olerud at [molerud@wesleyan.edu](mailto:molerud@wesleyan.edu)

### Schonberg Dance Studio/247 Pine Street

There is a permanent wall-mounted sound rack inside the dance studio. It is available for all to use. It is self explanatory when you see it. Please take proper care when using this new equipment. It can now accommodate your I-pods & MP3 players. Please remove any cassettes/CD's, Ipods with you when finished and leave it in the condition you found it. If any problems when using – contact Dance Dept. x3488. (pending completion) We can arrange training if you need it – email Michele.

**Schonberg has an LED Lighting Board with set – “presets”.** You must get permission from either Katja Kolcio or Nicole Stanton for use/training on this. More information will be provided with access to using this and training. There is key for this that is with Dance Faculty. This will be used for teaching/classes and informal studio showings.

### Usdan/Fayerweather Dance Studio

**You need to bring your own portable boom box.** The Dance Department has two CD/Ipod-boomboxes for you to sign out and return (if needed).

If needing to use **Jones Room and East Room** – Choreographers for Thesis concerts, Winter Dance, Spring Dance may borrow a boom box for your rehearsals – or you may contact Theater Dept. (Kristen McQueeny) about scheduling this space (via Room Requests EMS) and using the media in Jones Room. You must write that it is for Dance Dept, related curriculum activity.

## Policies for Use of Technology Equipment 2011/2012

The Dance Department has a mobile workstation in Schonberg Dance Studio and in the CFA studio which we call our "Tech Carts". These workstations/tech carts are available for junior and senior dance majors and prospective majors currently enrolled in the Composition sequence with Dance Dept. faculty permission.

### Camera Borrowing

The Dance Department has three digital video cameras and one digital still camera for Dance Majors and Dance Faculty use.

Cameras are available for use with Dance Department related activities such as projects related to course work, senior research related work for thesis/projects and projects that are not considered coursework but would make a significant impact on the student's artistry and scholarship.

**Cameras are not available for use in non-Department classes, rehearsals or projects (unless an extremely special circumstance is arranged with either Susan Lourie, Katja Kolcio, Nicole Stanton, Pedro Alejandro or Michele Olerud.)**

### Guidelines for Borrowing Camera Equipment

1. Sign-out procedures will be available in the main Dance Department Office (in bright green binder).
2. Specific hours will be set for signing out/pick up and return for all equipment (TBA)
3. You have faculty consultation and permission.
4. **Cameras may only be checked out for a 24-hour period and must be returned during borrowing hours at a pre-determined time. Weekend check out is by special arrangement with a faculty member. This was overlooked many times last year and will not be tolerated this year.**
5. Late fees will accrue if the camera is turned in after the agreed upon time.
6. The borrower is liable for all equipment during the time they have it.

*Sample form:* Dance Department Borrowing Agreement – Mini DV  
Camera/Equipment

The following guidelines were established by the Dance Department's faculty/staff to have the mini DV camera and accessories available to students with the promissory understanding of the below:

**I am eligible to check out this equipment because** *(please check off appropriate answer(s))*:

- I have received faculty permission from \_\_\_\_\_ and I am a dance major.
- I am enrolled in a technology related dance class: \_\_\_\_\_.
- I am a prospective major working on a Dance Dept. related concert and have received faculty permission from \_\_\_\_\_.
- I have gone through a training session and I am aware of the policies governing appropriate use of this camera and other equipment and agree to only use the camera in accepted ways.

**I agree to:**

- Not leave the camera unattended for any length of time;
- Not hang, swing or precariously perch the camera;
- Use the camera on a stable tripod or handheld using the provided handles and straps;
- Not allow an untrained person or a person who has not received permission of instructor (via the Dance Department's appropriate use policies) to handle the camera;
  
- Not place the camera on any wet or unstable surface or use it outdoors in inclement weather (including rain, snow, sleet, hail, or excessive wind);
- Not make any modifications to the camera or use any input or output devices without express written consent of the Dance Department. Any such use must be approved on an individual basis;
- Replace everything neatly in the bag as I found it, including properly coiling cables, removing the tripod mount and replacing it back on the tripod, removing any videotapes from the camera and any of my personal effects from the camera bag. \* **Charge all batteries before returning the camera.**

Upon returning the camera to the Dance Department, I agree to report any potentially damaging incidences, if one or more batteries have been depleted, or if any other problems are evident. Problems should be reported immediately to the Dance Department Administrative Assistant, at extension 3488. You will lose the privilege of using this equipment in the future, if you return the equipment late.

I agree to take full responsibility for the equipment listed below including financial responsibility for replacement cost of all equipment that is lost, stolen, or damaged in any way.

**Items being checked-out: Items Returned:**

- Sony DCR-TRV950 mini DV Camera
- Remote
- Power Cord & Adaptor
- RCA Cable
- Firewire Cable
- 1 Battery
- Camera Bag
- Tripod
- Tripod Mount
- Instruction Manual

I read the above and agree to the policies as listed:

Name: \_\_\_\_\_ Wes Id: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_  
Date & Time of Pick-up: \_\_\_\_\_ Date & Time of Return: \_\_\_\_\_

### Dance Technology Workstations

The Dance Department is now equipped with two technology workstations located in Schonberg Dance Studio and in the A/V closet of the CFA basement. Workstations are available for use by dance majors, staff and faculty, students enrolled in the Dance and Technology course, or students enrolled in other technology related Dance Department courses with faculty permission.

The workstations are only to be used in Schonberg Dance Studio, the CFA Dance studio or on the CFA Stage. Students must sign up for the studio space in the usual ways in addition to signing out a key from Michele Olerud in the Dance Department office. The key will be signed out to you for a predetermined amount of time and failure to return the key in a timely fashion will result in lost privileges. If you do check out a key, you may not loan it or the equipment to any other person even if they have gone through the appropriate training. You will be held responsible for any loss or damage to the studio or the equipment.

## Concert Strike Requirements

- It is required that all choreographers participate fully in strike after the final performance of their concert. The strike is a shared responsibility, which is not to be left for the Technical Crew to do alone.
- whether at the CFA, the '92 Theater, or any other venue used on campus for a departmentally related dance concert, all student choreographers must participate fully in order to quickly and efficiently strike the theater to prepare for the next show to be loaded in.
- Choreographers are responsible for communicating to their dancers the strike requirements and to oversee the involvement of their dancers in this cooperative process.
- Dancers are strongly encouraged to participate in strike along with the choreographers.
- For safety, all who participate in strike must wear closed-toed shoes (ie: no sandals, barefeet) with a hard sole.
- **Failure to participate in strike and to fulfill its collaborative spirit will put the choreographer at risk of being dropped from the major or prevented from participating in future productions.**
- **No alcohol allowed in the theater during a performance or during the strike. It is the responsibility of the choreographers to monitor and police this rule.**

## Concert Expense Reimbursement Procedure

The following funds are available from the Dance Department's budget for student-choreographers to purchase/create costumes, lighting, musical scores, etc:

**\$400.00** (\$200.00 per semester) for each Senior Thesis

**\$200.00** for each Senior Project

**\$100.00** for each choreographer in Winter Dance/Fall Choreo. Wksp.

**\$100.00** for each choreographer in Spring's/Choreog. Wksp (P. Alejandro)

**\$100.00** for each choreographer in Spring Dance

- Each choreographer will receive the same allocation. If you do not use your portion of money, please do not ask if the remainder can be given to another choreographer. It is not fair for one person to receive more funds than another. Please keep your budget in mind when purchasing materials.
- Keep all receipts and hand them in to Dance Dept. Administrative Assistant the Friday following the concert weekend. There will be no reimbursement without receipts. Original receipts must be handed in and the Administrative Assistant will provide a copy for your records. The choreographer's name must be legibly handwritten on the receipt with Wes. Station Box number.
- All costumes, props, and technical equipment purchased with the Department funds remain the property of the Dance Department and must be returned to the Office/or Costume Shop (clean and folded) within one week after the concert has ended.
- Items which are used up before or during the concert and are non-returnable (make-up, set building materials, film etc...) are reimbursable with receipts.
- Reimbursement is not available for any "services rendered by a person". This type of transaction is considered a payroll item and will not be reimbursed by the department.

## Complimentary "COMP" Concert Tickets

The Dance Department is pleased to extend our offering of complimentary tickets (Comps) to Junior and Senior Dance Majors. Here are the guidelines to assist you at the Box Office:

- **JUNIOR AND SENIOR DANCE MAJORS MAY RECEIVE ONE COMP TO ALL IN-HOUSE EVENTS** (Senior Thesis Concert, Faculty Dance Concerts, Spring/Winter Dance Concerts).
- **YOU MUST GO TO THE BOX OFFICE WITH YOUR WES. ID AND SIGN YOUR NAME ON A LIST TO VERIFY THAT YOU RECEIVED A COMPLIMENTARY TICKET.** It is recommended that you request and pick-up your comp ticket(s) at the start of the semester for all of the department events. All concerts are likely to sell out. The tickets will not be saved for you - please go to Box Office to claim your ticket.
- Complimentary tickets must be picked up at the Box Office and not at the door.
- There are no Comp tickets for Visiting Artists Concerts/Breaking Ground CFA Dance Events or events not sponsored by the Dance Department (West African, Javanese).
- All choreographers who are majors will receive two additional comps for Winter, Spring and Thesis concerts when they are choreographing for these concerts. Therefore, when majors are choreographing for a given in-house concert they can request a total of **3 COMP tickets** for that concert. Non-Dance Majors choreographing for an in-house concert can request **2 COMPS** for that event.
- At the start of each semester the Box Office Manager will be provided with a list of all departmental concerts and the students' names who are entitled to specific number(s) of Comp tickets for each concert. If a student drops or adds a course related to the concert, it is the responsibility of the student to inform the Dance Dept. Administrative Assistant immediately.
- The dance concerts sell out very quickly for departmental-related in-house productions. **It is the responsibility of the student to claim his/her complimentary tickets in time before the concert sells out.** Once a concert sells out and a student has not claimed his/her ticket(s) in a timely fashion, the Dance Department is not responsible for issuing any tickets unless there is an extreme emergency situation. A complimentary ticket list is submitted to the Box Office, however, the students must claim these tickets before the concert sells out.

**BOX OFFICE: 685-3355**

**<http://www.wesleyan.edu/cfa/boxoffice.html>**



## Dance Production Coordinator

This is a paid position through the Dance Department to be filled by a Junior or Senior Dance Major. The Dance Department pays for three (3) hours/per week at \$9.00/per hour for one semester and an additional one (1) hour/per week for the other semester that the Dance Production Coordinator is the Course Assistant (CA) for D.P.T.

The responsibilities of the Dance Production Coordinator are:

- Recruiting and assigning production staff for all Dance Department productions, including faculty dance concerts, thesis dance concerts, winter dance concerts, spring dance concerts and visiting dance concerts.
- Maintaining up-to-date records on crew requirements fulfilled by each student enrolled in the full year Dance Composition course.
- Acting as **Course Assistant (CA)** for the Dance Production Technique (DPT) course. **A University stipend of \$400.00** goes along with the official Course Assistant position.
- Coordinate making sure Stage Managers schedule production meetings between choreographers, tech staff and designers.
- Providing up-to-date information for the Dance Department and Theater Department regarding all crew assignments made.