

**Sam Houston State University
Department of Dance**

M.F.A. in Dance Student Handbook

Edition 2016

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INTRODUCTION

Department of Dance

The Department of Dance is one of five departments in the College of Fine Arts and Mass Communications at Sam Houston State University. The Department of Dance offers one master's level degree, a Master of Fine Arts in Dance, a bachelor's level degree, a Bachelor of Fine Arts in Dance, and a Minor in Dance.

The SHSU Department of Dance is located in the James and Nancy Gaertner Performing Arts Center at 815 17th Street, Huntsville, TX 77340. Our outstanding facilities include:

- State-of-the-art Dance Theater
- Four Dance Studios
- Dance Technology Lab
- Dance Costume Shop
- Conditioning Studio

Our Mission

The mission of the Department of Dance at Sam Houston State University is to deliver a dynamic, holistic, challenging experience that integrates creativity, performance and scholarly pursuits designed to prepare each student for a 21st century career in dance.

Contact Information

Department of Dance

		936-294-3342 shsudance@shsu.edu
Jennifer Pontius	Chair, Associate Professor	936-294-1300 pontius@shsu.edu
Malin Hilmersson	Assistant to the Chair	936-294-1875 malin@shsu.edu
Dana Nicolay	Professor	936-294-1310 dnc_dxn@shsu.edu
Andy Noble	Associate Chair, Associate Professor	936-294-3525 amn008@shsu.edu
Dionne Noble	Graduate Advisor, Assistant Professor	936-294-1588 dln008@shsu.edu
Erin Reck	Assistant Professor	936-294-1311 ecr012@shsu.edu
Elijah Gibson	Assistant Professor	936-294-1496 elijah@shsu.edu
David Deveau	Visiting Professor	936-294-4006 djd017@shsu.edu
Betty Nicolay	Adjunct Professor	936-294-2321 bjn002@shsu.edu
Brittany Deveau	Adjunct Professor	936-294-2320 bnt001@shsu.edu
Jessica Herzogenrath	Adjunct Professor	936-294-2320 jrh094@shsu.edu
Alicia Chappell	Adjunct Professor	9362942321 stdamc17@shsu.edu
Bryan Ealey	Technical Coordinator	936-294-2684 bealey@shsu.edu
Barry Doss	Costume Design Specialist	936-294-3343 bwd006@shsu.edu
Craig Brossman	PAC Facilities Manager	936-294-4422 ctb011@shsu.edu
Angie Mullings	COFAMC Office of the Dean	936-294-2340 agm021@shsu.edu

SOURCES OF INFORMATION

Majors Meetings

Periodic meetings of the dance majors, faculty, and staff is an essential tool for sharing information and maintaining the community spirit essential to our department. The first Wednesday of each semester and the first Wednesday of every month are reserved for Majors Meetings. Meetings are at 1:00pm in the Dance Theater. Attendance will be taken and recorded every meeting. Absences for majors meetings count towards the total absences in the dance technique course. In the case that a student has a conflict, it is the student's responsibility to inform the chair through email, specifying the nature of the conflict; the student will be responsible for all information shared at the meeting.

Students are asked to keep their schedules open and available every Wednesday 1:00pm-2:00pm. As this is the only time we can reliably coordinate all faculty and students, it is a time we may use for other meetings, such as production meetings, or for guest speakers.

Sam Email

Each student on campus is provided with a Microsoft Exchange e-mail account. The e-mail address for each person is his or her *username@shsu.edu*. The username and password combination to check your email is the same as the SHSU computer account username and password. E-mail can be checked either by using an e-mail application such as Microsoft Outlook or by using a browser such as Internet Explorer, Safari, or Mozilla Firefox to access the SHSU website and select the E-mail link from the Campus Tools drop-down box at the top of the screen.

Check your SHSU email regularly as this is the only email Dance, and other university entities, will use to contact you and send out important information.

Website

Department of Dance's website www.shsu.edu/dance is updated regularly with department information, contact information, performance updates and scholarship information.

THE MFA PROGRAM IN DANCE

Admission Requirements

Admission to the MFA in Dance program is two-fold and includes an application process and audition process. To apply to the MFA in Dance degree program, the following application materials need to be submitted directly to the Office of Graduate Admissions:

- 1 Letter of Inquiry (stating dance background and interest in MFA program)
- 2 [Graduate Studies Online Application](#) with the Application Fee
- 3 Resume/Curriculum Vita
- 4 Video Portfolio of Performance and Choreography
- 5 Three Letters of Recommendation
- 6 Transcripts of all Previous College Work
- 7 Confirmation of Degree Conferral

In addition applicants must also attend an onsite audition that will include:

- 1 Submission of a Writing Sample
- 2 Interview with Dance Faculty
- 3 Technique Audition in Ballet and Modern Dance
- 4 Presentation of a solo performance of a choreographic work composed by the applicant

Admission is competitive and based upon an aggregated evaluation of all application components. The department limits total enrollment in the MFA program. Our auditions are held once a semester and take place during a full day of activities. Auditions are usually scheduled in conjunction with a Graduate Dance Concert and the candidates are invited to attend the concert series that evening. Candidates receive correspondence within two weeks regarding their acceptance. Students can begin the program in a Fall or Spring semester (students accepted into the program do not have to wait for the following academic year to begin the curriculum).

*A long distance audition including a Skype interview and video submission of technique and choreography can be arranged if the applicant is not able to make it to campus for on-site audition.

Please note that international applicants must submit additional information. For International Admissions requirements, please [visit shsu.edu/international](http://shsu.edu/international).

Students leaving the department for one semester or longer must petition for re-admission, and may be required to re-audition.

TRANSFER CREDIT. Up to 18 hours of graduate credit may be transferred toward the Master of Fine Arts in Dance degree. However, the graduate dance faculty reserves the right to refuse graduate credit from another institution or from another Sam Houston State University graduate program for any courses that do not meet the standards or specifications set by the graduate dance faculty.

Advisement

The graduate advisor advises the graduate students upon their entry into the program to guide them in their course of study. Students also have the opportunity to meet with the faculty as a whole once a semester to report on their experience and discuss their progress in the program. If a student holds a graduate/teaching assistantship, this is a time to mentor them in their assistantship responsibilities. Prior to these meetings, assessment of the student's grades, commitment to program activities, and progress towards thesis is discussed among the faculty. If any red flags arise for a particular student, the end of the semester meeting provides a forum for discussion of these issues with the student.

In their fourth semester, students will form a thesis committee and appoint a chair for the committee. The graduate advisor and department chair approve this selection (to even workload amongst faculty). Once the candidate has identified a committee, the chair of the committee becomes their advisor for the remainder of their time in the program.

Ongoing assessment of students' progress is a part of our continuous mentoring and advisement process. A student who is having difficulty meeting curricular proficiency standards and/or other requirements may be placed on probationary status for a designated period of time in order to address specific problem areas with the help of faculty. A student unable to meet the standards within the designated probationary period will be discontinued from the MFA program.

The MFA in Dance Curriculum

PERIOD OF STUDY REQUIRED. The Master of Fine Arts degree requires a minimum of 60 semester credit hours. A grade point average of 3.0 must be maintained. The MFA candidate is expected to maintain continuous physical training in technique classes during the time he/she is enrolled. Requirements of the degree must be completed within a period of six years.

Current course offerings are:

5333	Advanced Skills in Dance (12 – 18 hours)
5360	Seminar in Dance Production
5371	Theory of Dance
5373	Laban Movement Analysis
5374	Laban Movement Analysis II
5376	Dance Composition I
5378	Dance Composition II
5380	Dance Composition III
5384	Dance Pedagogy in Higher Ed
5385	Research Methods in Dance
5388	Dance and Integrated Technologies
5389	Professional Issues in Dance
5092	Special Topics in Dance
5093	Independent Study in Dance
6098	Thesis I
6099	Thesis II

Model Graduate Curriculum Fall Start – Even Year

<u>Year 1</u> <u>Semester 1 (Fall – 2016)</u> 5333 Advanced Skills in Dance 5378 Dance Composition I 5373 Laban Movement Analysis I 5385 Research Methods in Dance	<u>Semester 2 (Spring - 2017)</u> 5333 Advanced Skills in Dance 5384 Dance Pedagogy in Higher Ed 5374 Laban Movement Analysis II 5380 Dance Composition II (Must file petition for admission to candidacy)
<u>Year 2</u> <u>Semester 3 (Fall– 2017)</u> 5333 Advanced Skills in Dance 5371 Theory of Dance 5388 Dance and Integrated Technologies 5376 Dance Composition III	<u>Semester 4 (Spring – 2018)</u> 5333 Advanced Skills in Dance 5360 Production Methods 5389 Professional Issues in Dance 5393 Independent Study
<u>Year 3</u> <u>Semester 5 (Fall - 2018)</u> 5393 Independent Study 6398 Thesis I	<u>Semester 6 (Spring – 2019)</u> 5333 Advanced Skills in Dance 6399 Thesis II

The curriculum for the MFA program is completed over a three-year period. Candidates with extensive experience in the field may receive “returning professional” status, making it possible to complete the degree in 4-5 semesters. Returning Professionals may propose an alternative degree program that meets the goals and objectives they bring into graduate study. The proposal will be assessed and negotiated with the graduate dance faculty.

The graduate dance faculty will entertain petitions from the candidate to take courses from other disciplines pending appropriate justification within the overall course of study designed by the candidate in consultation with the graduate advisor.

At the conclusion of the first year of study the graduate student must file a Petition for Admission to Candidacy.

Comprehensive Exams and Thesis Process

A thesis is required of all MFA candidates. The thesis will be a formal concert or alternative creative project of the student's work, accompanied by a supporting thesis portfolio. A Defense of Thesis is conducted following the conclusion of thesis study. The student must also pass an oral examination testing general knowledge of dance concepts, philosophy, and traditions as they relate to his/her thesis work. The oral examination will be conducted by the candidate's graduate committee and selected members of the division faculty. After the oral examination has been passed and the thesis performance and supporting thesis portfolio have been approved by the graduate committee, the candidate is recommended for the degree of Master of Fine Arts in Dance. A record of the thesis will be supplied by the candidate to be retained permanently by the university.

COMPREHENSIVE EXAMS. As per university standards, candidates in the MFA in Dance program complete an oral comprehensive exam in their graduating semester and must be enrolled in DANC 6099 during the semester taking the exam. Traditionally, this exam is scheduled immediately following the student's thesis defense proceedings. Students must successfully pass the comprehensive exam to graduate. Two weeks prior to the scheduled oral comprehensive exam, students receive an extensive list of questions submitted by faculty from the courses the student has taken. They have two weeks to review the questions and prepare responses. The student's thesis committee, as well as any other faculty who have instructed that student, conduct the exam. The exams are closed to outside observers. During the exam, students field questions from the list for approximately 45 minutes. If the student passes the exam a form is signed by the student's thesis committee and is submitted to the Registrar's Office so that the student's records can be released for graduation.

THESIS PROCESS. Students register for two semesters of thesis study, DANC 6098 & DANC 6099. Students must be enrolled in DANC 6099 during the semester of their defense of thesis. They must remain continually enrolled in DANC 6099 until the passing of their defense and oral examination. They must enroll in 3 credit hours of DANC 6099 the first time they take the course, but can enroll in 1 credit hour thereafter if they need more time to complete the thesis requirements of the degree.

The faculty recently worked closely with the Dean and the Office of Graduate Studies to revise the thesis guidelines for the Master of Fine Arts degree in Dance. The current thesis process can be broken down into three periods of action.

1. Preparing for Thesis Study - In order to register for DANC 6098, students must complete the following:
 - a. Choose three thesis committee members and appoint a chair of the committee. The department chair and graduate advisor must approve the committee.
 - b. Narrow down a research topic and receive approval from thesis committee.
 - c. Compose a prospectus of the proposed project supported by background research.
 - d. Have the proposal passed by the thesis committee, department chair, and dean of the college.

2. Requirements of DANC 6098 – In Thesis I, students perform research in support of a creative thesis project designed by the candidate that expands the student’s area of interest. Students complete a review of literature of their chosen topic and develop creative work influenced by the research. A thesis committee of three, one chair and two supporting members, offer direction and support of the project. Multiple showings of the work-in-progress are arranged for feedback regarding the creative process. The student’s thesis concert may be scheduled near the end of their Thesis I semester or at the top of their Thesis II semester. This concert is scheduled by faculty/technical staff based on the departmental calendar and is often shared with another MFA candidate. The candidate must receive permission in the final showing to proceed with production.
3. Requirements of DANC 6099 – In Thesis II, students continue with the creative research project initiated in Thesis I. Students present their creative project (if it was not presented at the end of Thesis I), compose a post-production reflection paper, and create a public presentation of their creative research. Thesis II culminates with a formal defense of thesis and submission of a thesis portfolio. The thesis portfolio will be placed in the department’s library archive and includes the following:
 - a. Thesis Prospectus and signature page
 - b. Literature Review
 - c. Reflection Paper
 - d. Video documentation of creative research and public presentation
 - e. Curriculum Vitae

GRADUATE ASSISTANTSHIPS

The Department of Dance awards competitive graduate assistantships each year to students based on qualifications and academic standing. The Graduate Assistantships are usually awarded to second and/or third year students. Assistantship responsibilities include fulfilling six credit hours of assignments in support of the department’s activities equivalent of .50 FTE. Assignments are determined based on department needs. Once Graduate Assistants have completed 18 hours of course work, they may be listed as the instructor of record for courses and assigned classes to teach as part of their load.

Assistantship criteria:

- Remain enrolled as a Graduate Student in the Department of Dance at Sam Houston State University throughout the academic year.
- Fulfill academic requirements as specified by the graduate course of study and graduate faculty.
- Maintain a grade point average of 3.0 or higher.
- As a recipient of a Graduate Assistantship, the candidate is representing the Department of Dance. The award may be reevaluated or revoked at any time based upon the review and discretion of dance faculty.

Pilates Certification Option

Students may choose to earn a Balanced Body Pilates Mat Instructor Certificate as a supplement to their BFA degree in Dance. Balanced Body is a well-respected and internationally recognized Pilates teacher training program. Graduates of the SHSU Dance Department and SHSU Balanced Body Pilates Certification Program have been successful in finding employment in Pilates and dance studios and athletic clubs as they pursue their career goals in dance.

A prerequisite of the certificate program is **BIOL 2401** or another approved course in human anatomy or **DANC 3374**, Principles of Dance Technique (required course in the BFA curriculum in Dance). In addition to the BFA required course, DANC 1201, the 11-hour certification program requires 3 elective courses. The entire certificate curriculum consists of the following:

- **DANC 1201: Pilates-Based Conditioning for Dance** (2 credit hours- required as part of the BFA curriculum in Dance)
- **DANC 2331: Pilates Body Conditioning II** focuses on deepening a personal Pilates practice in preparation for teaching (3 credit hours, elective course for the BFA curriculum in Dance)
- **DANC 3301: Pilates Teaching Methods I** focuses on observation of experienced certified Pilates teachers and preparation for teaching (3 credit hours, elective course for the BFA curriculum in Dance)
- **DANC 4301: Pilates Teaching Methods II** focuses on the teaching of Pilates Matwork (3 credit hours, elective course for the BFA curriculum in Dance)

Technique Component: Placement and Proficiency

Students must maintain continuous participation in two majors' technique classes each semester (unless an alternate course of action has been arranged due to professional performance credit). Faculty will place students in the appropriate level based on audition performance and placement classes held in the first week of the semester during scheduled technique time. Students are expected to continue study in designated courses at their level of technique until they are ready to advance. Earning an A or B in a technique course does not mean that a student will automatically advance to the next level of technique. At the beginning of each semester, placement classes will determine the student's appropriate technique level.

Performance Opportunities

The department produces a full schedule of concerts. Casting is determined through auditions. Scholarship students are required to audition for Dance Spectrum and accept casting offered. All majors are encouraged to audition.

Dance Spectrum: This concert forum presents choreography created by faculty and guest artists. Students must have earned grades of B or better in dance technique courses and C or better in all dance courses in the previous semester in order to be eligible for casting in Dance Spectrum. Usually about 8 new works are created through the semester within a schedule posted after casting has been determined. Rehearsals are typically in the afternoons following the second majors' technique course. See a typical schedule below. The *Dance Spectrum* concert is presented near the end of the fall and spring semesters. Auditions are held on the first Wednesday of classes each semester from 2:00-6:00 pm. Casting is posted by the first Friday, and rehearsals begin the following week.

Typical Rehearsal Schedule for Dance Spectrum

Group A choreographers Monday/Friday 4:00-6:00
Wednesday 2:00-4:00

Group B choreographers Tuesday/Thursday 4:00-6:00
Wednesday 4:00-6:00

Senior Studio: As part of the senior capstone experience, BFA candidates produce a concert featuring each students' work in their final year. Auditions are held at the beginning of the semester. Most years, this concert series occurs in either the fall or spring semester.

ROYGBIV: Graduate students produce a concert featuring graduate students' work. This concert forum is presented most fall and spring semesters. Involvement in this concert series is voluntary.

MFA Thesis Concerts: As the capstone of the graduate thesis process, each MFA candidate presents their creative work in a fully produced concert or alternative creative project. These concerts are scheduled throughout the fall and spring semesters.

Dances@8: Dances @ 8 is produced by the Dance Honor Society Chi Tau Epsilon. The student-produced show features choreography by SHSU undergraduate students. This concert forum is presented most fall and spring semesters.

Graduate Students may audition for any performance opportunity offered by Faculty, Guest Artists, Graduate Students or Undergraduate Students. Graduate students are held to the same standards expected of undergraduate students performing in SHSU dance concerts.

Endowed Scholarships

The dance faculty determines recipients of the Mary Ella Montague Endowed Scholarship; the Jonathan Charles Endowed Scholarship; and the Kelley Barber Endowed Scholarship. Other endowed scholarships may be applied for. All endowed scholarships require completion of the [Scholarships4Kats](#) general application.

Nancy Gaertner Performing Arts Scholarship

The Nancy Gaertner Performing Arts Scholarships are expressly intended to be available to students majoring in programs in the Department of Theatre & Musical Theatre, Department of Dance, or the School of Music. Recipients will be selected by a committee to include the administrative heads of the three performing arts areas as well as a representative of the Dean of the College of Fine Arts and Mass Communication. The following criteria will be applied to selection: Recipients must; (1) be full-time Sam Houston State University in good standing (3.0 overall GPA or higher); and (2) be a student majoring in any program with the Department of Theatre & Musical Theatre, Department of Dance, or the School of Music. Financial need may be considered in the award process, but will not be a determining factor. The scholarship is a one-year award. A recipient may receive this scholarship in subsequent years, but must reapply each year and be selected as the best candidate.

Mary Ella Montague Endowed Scholarship

This scholarship was established in honor of Dr. Mary Ella Montague, founder of the dance program and Professor Emeritus in Dance. During her tenure at Sam Houston State University she served as Program Coordinator in Dance, as chair of the Department of Dance, Drama, Radio/Television, Film and Speech, and as Associate Dean of the College of Arts and Sciences.

The Scholarship is awarded each year to the outstanding returning dance major in the department. The recipient of this award demonstrates exceptional artistic, technical and academic achievement and is an exemplary citizen of the department.

The Kelley Barber Endowed Dance Performance Scholarship

This scholarship was established in the year 2002 by Kelley Barber to recognize an outstanding student performer in the Department of Dance. Recipient must be a full-time undergraduate student majoring in Dance. GPA requirement is 2.5.

The Sophia Victoria Mendez Performing Arts Scholarship

The Sophia Victoria Mendez Performing Arts Scholarship is available to students majoring in any discipline within the performing arts. A scholarship committee within the College of Fine Arts and Mass Communication will select one or more award recipients each year. The following criteria will be used in the selection process: (1) a full-time undergraduate student in good standing enrolled at Sam Houston State University; (2) major in any discipline within the performing arts; (3) demonstrated financial need; (4) demonstrated a high skill level in their major; and (5) minimum overall GPA of 3.0.

The Mary S. & G. Scott McCarley Performing Arts Endowed Scholarship

The Mary S. & G. Scott McCarley Performing Arts Endowed Scholarship is available to students majoring in any discipline within the performing arts. A scholarship committee within the College of Fine Arts and Mass Communication will select one or more award recipients each year. The following criteria will be used in the selection process: (1) a full-time undergraduate student in good standing enrolled at Sam Houston State University; major in dance, music, music therapy, theater, or musical theater; minimum overall GPA of 2.50.

Dance and Theatre Endowment Scholarship

Scholarships are awarded by a scholarship selection committee consisting of members of the faculty of the Department of Theatre & Musical Theatre and Department of Dance, with screening and advice from the donors. The guidelines specify that the recipient must be a student with significant need, as well as outstanding talent and/or accomplishment.

Work Study

Graduate Students are eligible to apply for work-study through [The Office of Financial Aid](#). The Department hires eligible students for work in the front office, the media library, the Pilates studio, the costume shop, and to support operations in the dance theater. Additional opportunities may be available. Interested students should inquire at the department offices and apply through [Jobs for Kats](#).

DEPARTMENT POLICIES AND PROCEDURES

Performance Eligibility

To be eligible for casting in departmental productions, dance majors must maintain good standing in these areas in the preceding semester:

1. Earn a B or higher in all dance classes (graduate students only).
2. Have satisfactory attendance in majors meetings, production meetings, dress rehearsals and other departmental activities.
3. Demonstrate professional attitude and citizenship.

Studio and classroom policies

Enrollment

All students must be officially enrolled through the University in all classes they are participating in.

If a student has completed the required technique hours, they may petition to audit additional technique courses. Audits must be processed through the Bursar's Office. An audit will be recorded on the official transcript with no grade assigned and no bearing on the GPA.

Attendance

Due to the participatory nature of the majority of dance courses, attendance is a major factor in the student's progression and therefore grade. In accordance with SHSU policies, students are permitted one hour of absence per hour of weekly instruction in a course without adverse effect to the grade. For a 3 credit course meeting three hours per week, 3 hours of absence during the semester are allowed.

Dance majors' technique courses meet for six hours per week. Attendance will be taken each and every class period. Each absence in excess of six class periods will lower the student's course grade by 5 percentage points. No make-up classes will be allowed. Absences for official university functions may be excused provided that the student requests this accommodation well in advance and presents official documentation. Professional opportunities will be assessed at half an absence, provided appropriate documentation is presented in advance. All other absences count toward the total of six.

Students are responsible for classwork missed due to absences, including meeting the due dates for tests, presentations of projects, and submissions of papers. It is the student's responsibility to communicate with the instructor, preferably in advance of the absence; it is the instructor's prerogative to determine whether possible makeup opportunities will be offered.

Students will not be allowed to be tardy to class. Please be aware that failure to be in class on time will result in an absence. A student who has a conflict that results in not being able to arrive on time for class on a regular basis should discuss the problem with the affected instructor. It is the instructor's prerogative to determine how the conflict may be handled. The department chair may be brought into the discussion as needed.

Class activity begins and ends as scheduled. Promptness in arriving for class is expected. If you have a problem arriving in time, please let your instructor know what your issue is. It is the instructor's prerogative to determine how the tardiness will be assessed. Faculty are to end classes at the scheduled time. If classes running past time is a habitual and problematic issue, please inform the chair.

Attire/Dress Code

For movement courses, there is no set dress code across the curriculum. Individual teachers will specify expectations for appropriate attire for their dance courses in their syllabus.

For auditions, juries, and master classes, students are expected to adhere to a professional standard. Form fitting dance clothes in solid colors, hair secured away from the face, footwear as is customary for the given dance activity (barefooted for traditional modern dance; ballet slippers for ballet class; socks for contemporary modern if requested; etc.) Proper undergarments are required for men and women. In cold conditions, form fitting overdress may be worn, but should be removed as the dancer gets warmed up. *Personal body parts should be well covered.* Do not wear dangling jewelry such as long earrings, necklaces, and bangle bracelets.

When in doubt about the appropriate attire, ask well enough in advance so that you are prepared with the proper attire for a given event.

Excused Absences

The following are considered excused absences with proper and timely submission of documentation:

- Religious holiday (of your religion)
- Illness
- Death in the immediate family
- Trips in which you are an official representative of the department or university

If a student misses an excessive number of classes, they may be advised to drop a class in order to avoid a failing grade.

Professional Development

The Dance Department supports and encourages students' professional opportunities when such activities do not adversely affect the student's progress towards graduation. Examples of such activities include auditions or job interviews, performance opportunities, presentations at conferences, or other creative opportunities. Students wishing to be excused from classes to pursue such professional opportunities must submit a request and receive approval from the instructor of each affected course, as well as from rehearsal directors. Professional opportunities will be assessed at half an absence. [\[form available soon\]](#)

Syllabi and Written Objectives

SHSU policy states that faculty will provide students with a syllabus stating objectives and criteria for grading within the first full week of classes. It is the student's responsibility to read the syllabus and adhere to its guidelines.

Liability Waiver

Each student participating in activities in the department will be asked to sign a liability waiver every semester. This statement acknowledges the student's assumption of responsibility for all risks involved with participation. The form is available [here](#).

Evaluation of Faculty

Each semester, students will have the opportunity to evaluate the instructors for each course. These evaluations will be anonymous. Faculty may not be present while the evaluations are completed. A student proctor appointed by the instructor will distribute the forms and return them in a closed envelope to the department office. Faculty will receive a composite report after the final grades have posted. They will also receive the individual forms with students' comments.

Examinations

SHSU determines the schedule for [final examinations](#). Any variation on this schedule must be approved by the chair.

Drop/Add Procedures

Students can add and drop courses through MySam until the 6th class day. After the 6th class day the [Student Class Schedule Change Form](#) must be filled out and signed by the Department Chair. After the 12th class day a written justification is required as well as approval from the College Dean. After the 12th class day, student do not receive a refund for dropped classes, added classes require same-day payment, and adding and dropping a course will incur additional tuition and fees which must be paid the same day. Q drops

Students will be allowed to drop (Q-drop) no more than five classes during their academic career at Sam Houston State University. Classes dropped prior to the 12th class day will not be included in the calculation of the accumulated five Q-drop count.

Students who have met their limit of five Q drops will need to petition the University Registrar for permission to drop any additional classes. If the Registrar denies the request to drop a class above the five Q-drop limit, the student will be required to remain in the class for the remainder of the term. Please click [here](#) for more information.

Incomplete Grades (“X” grades)

A student who has not completed all the requirements for a course may petition for an incomplete grade. The student must initiate the request. The instructor has the right to either grant or deny the request. All incomplete grades must be made up by the end of the following term. Summer sessions are considered to be a term, so incomplete grades from a spring term must be completed by the end of the summer term. If not completed by the end of the next term, all X grades automatically roll over into F grades.

FACILITIES

The dance department is housed in the James and Nancy Gaertner Performing Arts Center. Facilities include four dance studios, a theater dedicated to the dance department activities, a conditioning studio equipped with Pilates equipment, a smart classroom, a costume shop, dressing rooms and an 18 station Mac computer library.

Reservation procedure

All performance, rehearsal, classroom spaces are highly sought after from many departments, faculty, and staff. Any space must be reserved at least one week prior to the desired reservation time. All reservations are subject to change/cancellation in accordance to the priority list stated below and under Title I, Section 1 of the GPAC Handbook, with notice for faculty and staff.

Student reservations of any space, is under the discretion of the supervising personnel of the facility or individual department and is subject to change/cancellation without notice.

To reserve a space the Studio Reservation form must be filled out at least one week in advance. The form can be found at the Department of Dance's [website](#).

Priorities for reserving spaces are in the following order:

The GPAC priority order:

1. Office of the President
2. College of Fine Arts & Mass Communication
3. Departments within COFAMC
4. Guest of COFAMC & Departments within COFAMC

The priority usage internally within the Department of Dance:

1. Department classes, as officially scheduled
2. Guest artist of Department of Dance
3. Faculty of Department of Dance
4. Rehearsals for Senior Studio and MFA thesis
5. Faculty choreography not associated with the department
6. Graduate students of Department of Dance
7. Undergraduate students of Department of Dance
8. Non-Major Organizations (Reviewed case by case & approval needed by Department Chair) Dance Department Venues: Rules & Regulation

General Rules

Use of Spaces

Respect and diligence for the rules of the individual spaces is key to the ongoing use of the spaces. Anyone found not following the terms of reservation and use of the spaces within the GPAC, will be asked to leave and will be denied future use of any space within the GPAC. Reinstatement of the privilege to use the space will be at the discretion of the individual department chair, and the Facilities Manager.

Equipment Use

ALL equipment on university grounds is the property of the university and the State of Texas. Any misuse, theft, or disruption of ANY equipment in the GPAC will be reported to the University Police and will not be tolerated. Any violation of the equipment use policy MUST also be reported to the Facilities Manager.

Food & Drink

Food & drink is prohibited in all performance venues and rehearsal spaces within the GPAC.

Use of Fire

The use of ANY ignition device, matches, candles, smoking and pyrotechnics, is strictly prohibited in the GPAC. Any request for use of fire for SPECIFIC performance related use MUST be requested to the Facilities Manager with a minimum of 60 days notice. The Facilities Manager has the FINAL authority on any fire FX request within the GPAC in conjunction with State Office of Risk Management.

Glitter/ Confetti

The use of glitter or confetti is strictly prohibited in any space. Any persons or department will be responsible for the cost of custodial services, if found in violation.

Special FX

The use of special FX (i.e. smoke/ haze machines), need to be reported to the Facilities Manager in the event of an accidental fire alarm. The use of any prop firearms must be cleared through the Facilities Manager and specific protocol must be followed.

Access Control

The individual departments are responsible for their approved space, to grant access and to lock the individual space, when not in use.

Dance Theater Rules & Regulations

The Dance Theater is a multi-purpose venue with specific design and supported by specific materials and equipment to be a dancer enhanced performance venue. Not all events may be suitable for this space. Use of the space will be prioritized in accordance with Dance Faculty and Staff.

The Dance Theatre seats 157 with 4 wheelchair accessible spaces.

All patrons must have a seat once an event is underway. No sitting or standing in the aisles or surrounding areas is allowed, except by official GPAC staff, emergency personnel and/or ushers.

All seating for the Dance Theatre, ticketed and non-ticketed, for any performance, gathering, or presentation, other than for classroom use, is handled through the GPAC Box Office Manager.

Any seating for non-ticketed events will be a first come-first served basis.

Any request for reserved seating must be made through the GPAC Box Office Manager, with 24 hour notice.

All events in the Dance Theatre must have ushers present. The box office staff may provide ushering, however it is incumbent on the users of the venue to supplement ushers to the Box Office Manager with advance information provided of the names and contacts of the ushers being supplemented.

All events require front-of-house support and will be provided by COFAMC and the GPAC Box Office staff.

The technology and equipment is supported and maintained by COFAMC, the Dance Technical Coordinator. All use of the technology and equipment must have oversight of the Dance Technical Coordinator in conjunction with COFAMC & IT@Sam.

Any event needing technical support, must submit that information to the Dance Technical Coordinator with, at least 30 days notice.

Any event needing special FX, such as haze or smoke, must be cleared through the GPAC Facilities Manager's office, with at least 30 days notice.

No food or drink is allowed in the Dance Theatre.

Any disruption by any patron that is deemed detrimental to the integrity of the event will be asked to leave, without refund, by the GPAC Box Officer Manager or GPAC Facilities Manager. Any refusal of removal will be reported and handled through the University Police and will be treated in accordance to UPD policy and procedures.

Dance Theater: Backstage, Dressing Room, Greenroom - Rules & Regulations

Dance Theater Control Booth (PAC 272)

ONLY AUTHORIZED PERSONNEL are allowed in this space.

All use of the Dance Theatre Control Booth, outside of the Department of Dance or IT@Sam, must be cleared through the Dance Technical Coordinator in conjunction with the Facilities Manager.

ALL equipment is the property of the university and the State of Texas. Any misuse, theft, or disruption to the normal operation of the equipment will be reported through the Facilities Manager's Office and the University Police.

No food or drink is allowed in the control booth, at any time.

Dance Theatre Tech Room

ONLY AUTHORIZED PERSONNEL are allowed in the Dance Theatre Tech Room.

Catwalks / Machinery

Any student use of any catwalk within the GPAC, must be under the supervision of the Technical Coordinator for the given performance venue.

Any student use of heavy machinery and or equipment within the GPAC, must be under the supervision of the Technical Coordinator for the given performance venue.

This includes, but not limited to: Clancey (automated line sets), Genie Lift, power tools, and any type of electrical wiring and or installation of any kind.

Dressing Rooms & Greenroom

These spaces are for performers, entertainers or special guests in preparation of an event in the Dance Theatre.

Women reserve the women's dressing room for use. Men reserve the men's dressing room for use.

Lockers are provided for use by dance majors. Assignments and locker combinations will be emailed to students' Sam email

Greenroom is assigned to Room 180

It will be available for each performance and final dress rehearsal at the designated call time till the rehearsal or performance is over each night.

There will be a live video and audio feed of the Dance performance stage with a paging system operated and called by the Stage Manager

All performers are to remain in the greenroom once paged down until you are then page to the performance stage by your Stage Manager.

Dance Studios / Faculty Warm up Studio/Classrooms/Labs

Studios (250, 254, 258, 260)

NO street shoes are allowed on the marley floor.

NO food or drink is allowed in any of the Dance Studios.

Reservation of the studio spaces must be made through Dance Department.

All equipment must stay in the designated studio.

Faculty Warm up Studio

The faculty warm-up studio is reserved for faculty use only except under special circumstances.

Costume Shop

Rules for the Costume Shop are set by the Costume Shop Manager. Students must abide by these rules to use the resources and tools available in this space.

PAC 240 (Smart Classroom)

A formal submittal of class use, from each department within COFAMC, must be made through the Facilities Manager six months in advance of a coming academic semester.

The computer in the smart cart, **MUST** be properly logged-in and off by the user, only during the direct occupation of the space. Once the space is left, if the computer is logged-in, it subject to being restarted.

All classroom furniture must stay within the classroom at all times. There is a default layout of the furniture posted in the classroom. If the furniture is rearranged, you must restore to the default position, before you leave.

The piano located in PAC 240 is for that space only. Do not remove.

The Body Conditioning Studio

Rules for the Body Conditioning Studio are set by Betty Nicolay. Students must abide by these rules to use the resources and tools available in this space.

The Computer Lab – 255

These computer labs are specific for use by the Department of Dance. Outside use must be approved by the Department Chair of Dance or appointed designee, and with notice given to the Facilities Manager.

The Media library

[The Media Library](#) specific use is for the Department of Dance to archive all performing dance events and supporting career resources for enrolled students and guest artist.

Video orders are available of every performance that is listed on the Department Calendar. This includes Thesis concerts, Dances @ 8, Majors and Non-majors Workshops, Graduate Concert (ROYGBIV), Senior Studio, Alumni Reunion Concerts, and Spectrum.

Media may only be requested for work that you either choreographed or performed in.

- You may order DVD's of past performances as well as pre-order upcoming performances.
- Order forms can be picked up in 160 (media library) or 150 (main dance office).
- Orders will be completed in the order in which they are received. Some exceptions can be made due to circumstances, just ask us and we will try and help you.
- The Cost of Orders is \$5 per disc. If your order must be mailed to you for whatever reason there will be a small shipping charge that is dependent on the size of your order. Orders must be paid for before they will be filled.
- Note: Do not wait until your last semester to fill out one order for all of your performances! At the end of the semester, it is difficult to fill orders quickly.
- The dance library video archive is also here for your use. Any student may make an appointment with us to meet in the dance library and view any tapes or DVD's on hand. There is no charge for this and it is a useful tool for anyone who is wanting to improve by watching themselves or other dancers.

Dance Office Suite

The department office suite is a work area. Students are welcome to come to the reception area as needed to speak with a faculty member, staff, or graduate student. When possible, appointments should be made in advance. Undergraduate students should not hang out in the graduate students' office.

Office material, machines and supplies, such as printer, copier and stapler, are only to be used by Dance faculty and staff.

Other Spaces in Gaertner Performing Arts Center

Main Lobby & Upstairs Lobby Area

The main lobby and upstairs lobby of the GPAC serves as the egress of the large quantity of patrons in all performance venues. It must remain clear of obstructions other than under the supervision or direct approval of the GPAC Facilities Manager.

Any use of the lobby spaces for classroom purposes, must have faculty present.

Any use of the lobby spaces for any special events or after 5pm use, must be submitted through the GPAC Facilities Manager's office.

Any use of the lobby for any reception involving food and drink, must be cleared through the Facilities Manager's office and also submitted to the Senior Catering Director of Aramark Catering Services.

Shifting or removal of lobby furniture is not allowed without approval of the Facilities Manager.

Any loud, disruptive or unusual activity must be cleared through the Facilities Manager. Any persons not adhering to the GPAC Lobby Use Policy will be asked to leave the facility. Any refusal of removal will be reported and handled through the University Police and will be treated in accordance to UPD policy and procedures.

Outside Patio Deck

The use of the GPAC outside patio deck must be reserved through the Facilities Manager's office.

Any use of the GPAC outside patio deck for any reception involving food and drink, must be cleared through the Facilities Manager's office and also submitted to the Senior Catering Director of Aramark Catering Services.

SAFETY AND SECURITY

University Approved Emergency Policies and Procedures

Introduction

The following safety rules and procedures are intended to ensure a safe working environment in compliance with University Safety Policies. These safety rules are not meant to be all-inclusive, for rules cannot be written to cover every condition recognized as unsafe. For this reason, the rules of common sense must be applied in all situations.

Responsibilities of Faculty and Staff

All faculty and staff members shall follow and enforce the safety rules and safe practices of the University. All faculty and staff members shall familiarize themselves with the "In case of Emergency" section of the safety policy and be prepared to take necessary action in that case. All work related injuries, no matter how slight, or any accident which cause damage to property, shall be reported IMMEDIATELY to the appropriate department chair and to the Dean of the College of Fine Arts and Mass Communication.

Responsibilities of Students

Students are expected to follow all University Safety Rules and safe practices as posted. Students shall not use equipment in which they have not been properly trained to operate. All injuries, no matter how slight, or any accident which causes damage to property shall be reported immediately to the faculty or staff member supervising the activity or present when the injury or accident occur, to the appropriate department chair, and to the Dean of Fine Arts & Mass Communication.

In Case of Severe Accident or Injury

1. Don't panic.
2. Call 4-1000 from the nearest telephone, giving the location and nature of the problem.
3. Provide any assistance possible. In the event of a possible spinal injury, do not move the injured person.
4. Wait for help to arrive.
5. Notify the appropriate Department Chair, Dean of COFAMC, or the GPAC Facilities Manager, immediately.

In Case of Minor Injury

1. If medical assistance is needed, go to the [Student Health Center](#) between the hours of 8:00 a.m. and 5:00 p.m.; otherwise, seek help at an off-campus emergency room.
2. Report injury to supervising faculty or staff member.

Follow-up

Accidents/ injuries in which occur in the GPAC, must be reported to the Facilities Manager. Forms are obtained from the appropriate Department Secretary and must be filled out and signed by both the supervising faculty or staff member and the injured party and returned within 48 hours.

Injuries Involving Bleeding

Only designated supervisors who have received blood borne pathogen training shall administer first aid, assist, or transport an injured person who is bleeding. Blood and bodily fluids of all people should be handled as if they are infectious and could contain blood borne pathogens such as Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV). Universal precautions must be followed.

Other Emergencies

In Case of an Emergency such as rape, assault, robbery, or severe damage to a building:

1. Don't panic
2. Call 4-1000 from the nearest phone, giving the location and nature of the problem.
3. Wait for help to arrive.
4. Notify the appropriate Department Chair, Dean of COFAMC, or GPAC Facilities Manager. See Contact information on page 4.

Late Hours & Student Building Use

The University recognizes that, by its nature, the performing arts requires after- hours work in rehearsals, the scene and costume shops, or on shows and class projects. If a student needs to be in the GPAC until late hours or on the weekends, arrangements MUST be made with the appropriate department or facility personnel. **STUDENTS LEAVING THE BUILDING AT NIGHT ARE URGED TO TRAVEL TOGETHER.** On the weekend, only certain exterior doors will be unlocked for normal access. Sensitive areas (i.e. offices, shops, booths, trap room, fly rail) will remain locked at ALL times. If you remain in the building after set hours without supervision, you are considered trespassing and the UPD will be called. NEVER leave an exterior door propped open. Any and all issues with malfunctioning doors or door locks must be reported to the GPAC Facilities Manager. All of this is to maintain safety and security of the students, staff & faculty that use this facility.

HEALTH AND WELLNESS

The Dance faculty are concerned about the physical and psychological health of all the students in the department. We strive to create an atmosphere of support and communication around issues of wellness. Please feel free to talk to any of us if you feel comfortable with us knowing, your concerns will remain confidential. There are many resources available on campus, many of which are free to students enrolled at SHSU. We may refer you to the appropriately qualified professional. Many of these offices are listed below.

The office maintains a confidential file of health and contact information submitted by the students. At the beginning of each semester, students will be asked

Campus Security and Services to support students

Campus police 936-294-1000

Campus Health Center 936-294-1805

Student Counseling center 936-294-1720

The Writing Center 936-294-3680

Legal 936-294-1717

Financial Aid 936-294-1774

Dance injuries: Care and prevention

Dustin LeNorman, sports trainer

Schedule: Tuesday 1pm-3pm and Thursday 1.30pm-2.30pm

Location: Pilates Studio

First-aid supplies are available in the dance office and in the first aid box mounted on the wall outside studio 254. Dancers are advised to keep a personal supply of first aid items in their lockers, to include ACE bandage, band-aids and neosporin.

Disabilities Statement

Students with disabilities that have been certified by the [Services for Students with Disabilities Office](#) (SSD) will be appropriately accommodated. Instructors should be given the relevant information at the beginning of the semester. Documented disabilities may be registered with the SSD Office. They are located in the Lee Drain North Annex on campus and can be contacted through phone 936-294-3512 or email disability@shsu.edu.

APPENDIX/FORMS

Comp Ticket Policy

[coming soon]

Request for excused absence for professional development opportunity

[coming soon]

Petition for exemption from school of dance commitment policy

[coming soon]

Liability form

[coming soon]