



Department of Dance

Western Michigan University

Student Handbook

Revised 9/1/2021

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DEPARTMENT OF DANCE MISSION STATEMENT

Western Michigan University's Department of Dance is nationally recognized as a community that values aesthetic breadth, student choice and disciplinary excellence. In our mission as a dance community, we are committed to:

- Experiential learning through which students integrate theory and practice to discover, explore, and articulate a sense of themselves as dance artists and leaders
- Providing curricula and special projects that value student choice and aesthetic breadth
- Offering comprehensive, tri-focal training in ballet, jazz, and modern dance techniques
- Engagement with national and international dance communities through artist residencies and immersive experiences

DANCE FACULTY/STAFF LISTING

Joan Herrington, Acting Director, School of Theatre and Dance, joan.herrington@wmich.edu

Megan Slayter, Acting Associate Director, School of Theatre and Dance, megan.slayter@wmich.edu

Full-time Faculty (See also www.wmich.edu/dance/directory):

Jeremy Blair, Assistant Professor, 3123 Dalton, jeremy.blair@wmich.edu

Debra Gambino, Academic Advisor, Office in Gilmore Theatre Complex, debra.gambino@wmich.edu

Monique Haley, Assistant Professor, 3119 Dalton, monique.1.haley@wmich.edu

Seyong Kim, Assistant Professor, 3119 Dalton, seyong.kim@wmich.edu

Whitney Moncrief, Associate Professor, 3117 Dalton, whitney.moncrief@wmich.edu

Kelsey Paschich, Assistant Professor, 3119 Dalton, kelsey.paschich@wmich.edu

Carolyn Pavlik, Professor, 3123 Dalton, caroln.pavlik@wmich.edu

Megan Slayter, Professor, 3113 in Main Dance Office, megan.slayter@wmich.edu

Stacey Tyler, Budget Analyst, Main Dance Office, stacey.tyler@wmich.edu

Part-time Faculty:

Amy Avery, Dance Studio Management, Jazz and Tap

Eun Kyung Chung, Ballet

Carolyn Pampalone Rabbers, Choreography

BFA IN MUSIC THEATRE PERFORMANCE

Program Director: Jay Berkow, Professor

Advisor: Debra Gambino

College of Fine Arts Office:

Dan Guyette, Dean, College of Fine Arts

Scott Ireland, Associate Dean

Brandi Engel, Marketing Specialist College of Fine Arts

Blake Kuzma, College of Fine Arts Recruitment Director

Chris Scheller, Budget Manager, College of Fine Arts

Kevin Wesel, Director of Information Technology

EXPECTATIONS OF A DANCE MAJOR

Admittance to any program of study in the creative and performing arts requires more of the student than course work; it assumes and requires an emotional and philosophical commitment as well. The dance program at Western Michigan University provides numerous and diverse opportunities for students to translate individual needs, interests, enthusiasm and questions about dance into practical ways to explore, discover, contribute, and grow. Through your regular and consistent involvement, you will be able to further develop your craft, stretch your knowledge and insights, and extend the range of your talents and capabilities.

During your years as a dance major, it is expected that you will both fulfill all necessary course work required for your degree and vigorously and actively participate in performances, events, and activities of the department in all of its many facets. Participation is not an option – it is a requirement. The way in which you participate is the choice. The following are commitments we expect our students to fulfill:

1. Attendance at dance department productions (and all other dance events sponsored by this and other organizations) is an ongoing obligation that is necessary and critical to the personal and artistic development of every student in the program. Support and celebrate the work of fellow dance students and professionals.
2. Participation in dance productions on a consistent basis in any or several of the following areas:
 - ❖ Auditioning for dance department productions
 - ❖ Performance and/or choreography for department productions
 - ❖ Technical production work on preparation, stage management, or running crews for department productions
 - ❖ Arts management work in publicity, front-of-house, or ticketing
3. You are responsible for your own career!!! Do not be afraid to ask questions and seek out information. While the academic advisor and the faculty/staff of the Department of Dance will do what they can to provide you with answers, you must assume most of the responsibility.
4. You are expected to be self-motivated and self-disciplined in each activity of the dance program. You should make the first contact regarding the many opportunities and information available to you during your educational tenure at WMU. Maturity and good demeanor are expected in the professionally-committed student.
5. **CHECK YOUR @WMICH.EDU EMAIL DAILY!** Important information is shared via email first and posted to bulletin boards in the Dalton hallway as appropriate.

These are the minimums expected of our students. We offer you the opportunity to test your limits and fire your imaginations: to explore, create, and immerse yourselves in our great dance heritage.

WMU DANCE SOCIAL MEDIA

Like and Follow @WMU Dance on [Facebook](#) and [Instagram](#). These are our public media pages.

Engage with our social media (like and share posts) to help promote WMU Dance!

The [I <3 WMU Dance](#) Facebook group is a private group for current and former dance majors and minors. Please request to join. Posts include job postings, audition announcements, professional questions, opportunities to connect with a vibrant community of professional alumni

BULLETIN BOARDS

Bulletin Boards are located in the main hallway and in the “clean foot corridor” that leads to the dance studios. Check them frequently! They will contain important announcements and information from the university, department and dance student organizations, announcements pertaining to local/regional workshops and dance events, graduate programs in dance, and job opportunities. Please see the main dance office if you have something you wish to post on a dance bulletin board.

In addition, **chalkboards** are available directly outside the locker rooms. Dance faculty and students may use the chalkboards for announcements and quick messages.

LOCKER ROOM POLICIES

There are men’s and women’s locker and shower room facilities in the Dalton Center. Lockers will be assigned to dance majors at the beginning of each academic year; dance minors and MTP students may request a locker. Lockers will be assigned based on the gender associated with your WMU record, if this record does not reflect your identify please let the Department know and you can be assigned a locker accordingly. You must provide your own lock. You are expected to launder your dance attire daily. You must remove all personal belongings and your lock at the end of the spring semester so that all lockers may be cleaned over the summer. **DO NOT PUT A LOCK ON A LOCKER THAT HAS NOT BEEN ASSIGNED TO YOU – IT WILL BE CUT OFF.**

REQUIRED DANCE ATTIRE/SUPPLIES

All dance major and minors should have the following dancewear and supplies:

- Black leotard
- Black pants
- Flesh-toned undergarments
- Theatrical stage make up
- Ballet slippers
- Studio-only sneakers (clean and not to be worn for any other purpose)
- Water bottle
- Yoga mat
- Instant Ice Packs

In general, form-fitting, solid colored dance attire is preferred. Hair must be secured away from the face. Appropriate, supportive undergarments must be worn. Please consult course syllabi for specific dress code requirements for technique courses.

Students cast in department concerts (Winter Gala, WDP, Graduating Presentations) must provide or purchase their own shoes, tights, and dancewear undergarments. The choreographer/rehearsal director will provide specific details about items that need to be purchased. Some need-based financial assistance may be available; students for whom the cost is prohibitive to participation should contact the Acting Associate Director.

Other recommended supplies:

- Safety pins
- Personal first aid kit, including band-aids, ace bandage and foot tape
- Hair grooming supplies
- Spare dancewear
- Anti-inflammatory drug such as aspirin, ibuprofen or naproxem sodium
- Bluetooth Speaker compatible with your phone for student/personal rehearsals

Speaker Docks: Music playback machines are available during business hours in the main office for use in the dance studios. An I.D. card is required to check out a music playback machine. **ALL MUSIC PLAYBACK MACHINES MUST BE RETURNED BY 4:45 PM. Students must provide their own music playback machines for evening rehearsals.** Cabinet sound equipment in studios is restricted to faculty use only.

GENERAL PROTOCOL

DO NOT DISTURB A CLASS OR REHEARSAL IN SESSION. Permission to observe should be obtained from the teacher, choreographer or director of the rehearsal prior to the scheduled starting time.

Absence/Tardiness:

A performer may be removed from the cast of a dance for unexcused absences, excessive tardiness for rehearsals and/or inappropriate behavior during rehearsals.

The Department of Dance views performance/production activities as extensions of classroom activities. In the same vein, classroom discipline is an extension of production discipline, particularly in the studio courses.

A professional dancer, or any other performing artist or production technician, would never dream of missing "call." It is unheard of in all dance/theatre circles. This same discipline is expected of students in the studio and classroom. Classroom absence/tardiness policies will be covered in course syllabi.

Technique Classroom Protocol:

1. DO NOT CHEW GUM!
2. Do not wear bulky jewelry.
3. Come to class fully prepared (specified attire, hair properly secured, etc.) to begin warm-up. Warm-up and "centering" is encouraged before class.
4. If you must arrive late for an unexpected reason, instructor permission to participate in class should be obtained.
5. Do not leave a class in session (unless it is an absolute emergency or your instructor has granted advance consent) until the instructor has dismissed you. If class inadvertently runs over time, you may slip out quietly to meet an immediate commitment.
6. Do not talk in class. Questions should be addressed to the instructor. If the instructor is coaching an individual student between an exercise, watch and listen; it is part of the educational process!! Be courteous to the instructor and other students by not talking or dancing at an inappropriate time. The student should only practice what is being conducted at the time.
7. Good grooming and personal hygiene is expected.
8. Do not lean on the barre, against the mirrors, or against the Studio B cyclorama.
9. Do not sit down during class without the permission of the instructor.
10. Do not bring cell phones to class.

ACADEMIC ADVISING AND REGISTRATION PROCEDURES

The Dance Academic Advisor is available by appointment to assist students with dance major and minor course selection, general education requirements and other graduation requirements. Registration for spring semester typically occurs in October and November, and in March and April for fall semester. The Dance Academic Advisor meets with all majors and minors during this time, either by appointment or through extra walk-in advising hours that are posted. Registration is based on seniority (credit hours earned). Faculty provide the advisor with technique course placement just prior to the registration process each semester. Students must see the dance academic advisor who will register students for major-level dance technique courses and selected other restricted dance major classes. It is the student's responsibility to actually register for all other courses via the online registration system through GoWMU.

Students should complete and submit a request a graduation audit no later than the beginning of their senior year.

Students who are eligible for priority registration for classes should inform their instructor during the first week of the semester.

REGISTRATION FOR DANCE TECHNIQUE CLASSES

Each dance major may register for up to two major-level technique classes at the time of registration. Dance minors and MTP students may register for one major-level technique class at the time of registration. At the end of priority registration, the dance academic advisor will notify all dance majors, minors, and MTP students to inform them of which technique classes still have available spots. Students who wish to register for additional technique classes may do so at this time on a first-come, first-served basis. Major-level technique classes include: (DANC1100, 1200, 1300, 2100, 2200, 2300, 3100, 3200, 3300, 4100, 4200, 4300). Please note that dance students must be registered and regularly attending technique class in order to be eligible to audition and perform in department concerts (see Department Performance Policy).

Supplemental Technique (4100, 4200, 4300) can be used to take a level 2 or 3 technique course two days a week rather than 3 days a week. Supplemental Technique may not be used to take a level 1 technique course. Students may choose which two days they are attending and are held to the same grading standards and expectations as outlined in the syllabus for the course. Some suggested uses of Supplemental Technique include: students placed in a level 3 technique who wish to take that technique 5-days-a-week, students with class conflicts from required courses in other majors.

Auditing Technique is registering for and attending technique class and not being graded. The student does not complete assignments such as journals or concert critiques. Students may register for a supplemental technique course as an audit to take a class two days a week without credit. See Audit Policy below.

AUDIT POLICY

The dance academic advisor will only register students for courses for regular credit. It is the student's responsibility to change credit type if desired via GoWMU no later than the end of the first week of classes each semester. Although auditing students are not required to submit written assignments, journals or examinations, they are expected to maintain a regular attendance in the course. Auditing students may be asked by the Instructor to discontinue the class because of excessive absences.

From the Registrar's page:

Grade mode

The grade mode for most courses can be letter grade, credit/no credit, or audit. Most courses, except mandatory credit/no credit courses, will default to a letter grade mode. To change the grade type, register for all courses. Then select "Change class options" and follow the prompts. You may change the grade mode through the drop/add period which is the first five days of each semester or session. Credit options include:

- **Audit**
Registering for and attending class(es) regularly without being held responsible for the work required for credit. Not eligible to sit for examinations. No credit hours are earned, and full tuition must be paid. The grade "AU" appears on the record.
- **Credit/No Credit**
A method used to evaluate performance in courses which is separate from the grade point system. Course grade does not affect GPA. "Credit" is earned for grades of "C" or better; grades of "DC" or below earn "No Credit."
Students may elect for Credit/No Credit any course approved for General Education or General Physical Education credit, as well as other courses not counting toward their major or specified in their curriculum as defined in this undergraduate catalog.
- **Regular Credit**
Students are expected to complete all course requirements and receive a letter grade for their work and credit toward their degree.

Note that the instructor of the course does not know which students are auditing, which are taking courses credit/no credit and which are taking courses for regular (graded) credit. **Only courses taken for regular credit may count toward the dance major and a grade of C or better must be earned, additionally dance students must be registered for a major-level technique class for credit in order to be eligible for performance (see performance policy). Also, only courses taken for credit may count towards full-time student status for financial aid, scholarship, and some insurance programs!**

DANCE MINOR

Information about the dance minor can be found in the WMU Catalogue. Due to high demand, the Department of Dance has limited enrollment in the dance minor to 50 students and the minor is currently full. A waiting list has been established. To be placed on the dance minor waiting list, a student should submit their name, email address, WIN, and phone number to the dance academic advisor. The student will be notified via email when space becomes available to declare the dance minor.

SCHOLARSHIPS

Currently enrolled dance majors may apply for dance scholarships during the fall for the following academic year. Application information and deadlines will be emailed to students in the fall. Dance scholarship descriptions and criteria can be found on the Department of Dance website:

<http://www.wmich.edu/dance/apply/scholarships>. Additional funding is provided from Differential Tuition and is awarded each summer for the coming academic year based on financial need as demonstrated via the FAFSA.

Students receiving dance scholarships must have declared dance as their first major. Many dance scholarships also require registration as a full-time student (12 credit hours). Dance scholarship students are expected to serve as positive role models for their peers through volunteering to help with department activities such as new student audition days, studio set-up and strike, special department projects, backstage and front-of-house assistance. Students must demonstrate satisfactory academic progress as specified by the office of Student Financial Aid, and strict adherence to the WMU Student Code. Documented violations of the Student Code may be grounds for withdrawal of dance scholarship funding.

GUEST ARTISTS

Differential Tuition is the source for funding of the majority of guest artists brought to campus and also provides funding for live musical accompaniment for ballet and modern technique courses. Guest artists may include: master teachers, performers who present master classes, demonstrations, and lectures. These activities are usually free for students enrolled in dance major courses. Suggestions for future guests are welcome.

If a student wants to participate in a guest master class and is not enrolled in the course the guest teacher is teaching, that student must have permission to participate from the assigned instructor at least 24 hours in advance of the master class. If the teacher of the course is absent, that student must have the Acting Associate Director's permission to take the class. In no case should a student make a judgment about another student's participation in a master class.

Dance faculty may participate in dance classes as their schedule/duties allow.

FACILITY/STUDIO USE

In an effort to maintain our dance facilities, a number of rules and practices should be uppermost in the minds of those who are using studios, classrooms, locker rooms, etc. These rules are in no way meant to inconvenience students or staff. Respectful adherence to these rules better assures a secure, well-functioning, organized environment for the work that needs to be done.

Rules are:

1. Students using studios A and B must enter and exit through the clean foot corridor.
2. No street shoes may be worn on dance floors including studios, MMR dance floor, and performance stage floors. Production work will require the use of shoes in the studios, therefore you are required to have a pair of studio-only shoes that can protect your feet and are rubber soled.
3. Every effort must be made to keep dirt and hallway finishes off the studio floors. Therefore, studio shoes and socks should be worn only in the studio, and not in the locker room, hallways, or clean foot corridor. No bare feet in the hallways. A separate pair of dance shoes should be set aside for use in rehearsals outside of the Dalton dance studios
4. Tap shoes may only be used in Studio C unless by prior approval by the Acting Associate Director.
5. No open flames.
6. The following may only be used in studios with approval by the Acting Associate Director: body paint, glitter, confetti of any kind, water, food, or other items that may mark or damage the dance floor. When in doubt – ask!
7. Hallway doors are not to be used for exits and entrances except for faculty egress, public performances, or emergencies.
8. Locker security is the individual's responsibility. Check and recheck that your lock is secure and the door is completely latched at top and bottom. **Use your assigned locker only.**
9. No food or beverages (other than water in a sealed container) are allowed in any studio. Glass containers are strictly forbidden in studios and the locker room.
10. There are no trash receptacles in individual studios or classrooms. Trash must be placed in the large brute barrels in the main hallway or locker rooms.
11. Dressing and other personal preparations for classes should be done in the dressing room.
12. WMU is a smoke-free campus. The use of tobacco products is only permitted in enclosed personal vehicles. The use of tobacco products is not permitted indoors or outdoors on any University property. Tobacco products are defined to include the following: cigarettes, electronic-cigarettes, cigars, bidis, snuff, snus, water pipes, pipes, hookahs, chew and any other non-combustible tobacco products.

Hundreds of people use the dance facilities. Each person should take the responsibility to keep the physical and aesthetic environment pleasant for all current and future personnel. Don't be reluctant to remind others who might have a moment of forgetfulness. Please report facility maintenance needs to the main dance office.

STUDIO RESERVATION POLICY

Studios may be reserved by faculty or dance majors for any creative activities associated with the Department of Dance, and by RSOs who have a full-time dance faculty member as an advisor. Any other requests are subject to approval according to department policies. When a conflict in reservation requests does arise, the Production Manager will assess which is the highest priority according to department policies and attempt to make other arrangements for any parties that may not be able to use the requested space. Priority for requests and conflict resolution is as follows:

- 1) Guest artist residencies
- 2) Faculty & guest artist rehearsals
- 3) Student rehearsals for required choreographic projects (GPs, Capstone, JJs, etc.)
- 4) Other student requests including RSOs.

Studio sound equipment is NOT available for student use. Please bring your own Bluetooth speaker or dock.

Studio use during business hours (Mon-Fri, 8am-5pm)

Studios may be used for practice during regular business hours if the studio is vacant and unreserved. The dance office can let you into the studios during regular business hours, but it is your responsibility to make sure that the space is unreserved.

After hours studio use

A studio may be reserved after the end of the last scheduled class or faculty rehearsal. It is your responsibility to be in the studio before the end of the class or faculty rehearsal to obtain entrance to the studio. Dance faculty or staff will not come to campus to let you into a studio, even if you have a reservation. It is required that students make prior arrangements with a faculty member rehearsing simultaneously to be let into a studio – do not interrupt a faculty rehearsal to ask to be let in to a studio!

RSO Studio Use

Registered Student Organizations (RSOs) who have a full-time dance faculty member as an advisor may be issued a studio key and have access to dance studios after hours and on weekends. The key will be issued to the president of the RSO. The RSO is responsible for informing their faculty advisor of the organization's use of the studio. The faculty advisor does not need to be present but must be notified of the group's use of the space and must be available via phone in the event of an emergency. Faculty advisors must be present for any RSO event that includes participation from students outside the immediate organization (adjudications, master classes, Bronco Heat Intensive, etc.) and for any public performances. The Acting Associate Director or Director may require faculty be present for other RSO events or use – please work with your faculty advisor to address questions. Violations of any studio use policy will result in the loss of keyed privileges for the RSO.

To Request Studio Space

1. Check studio availability through the online **Dance Studio Schedule Calendar**. Please bookmark this page, there is no link to it from our website.

www.wmich.edu/dance/studio-schedules

2. Click "REQUEST A RESERVATION". Request must be sent a **minimum of 2 business days** in advance.
3. Respond promptly to any emailed questions you receive about your reservation.
4. Check the online schedule to confirm your reservation has been posted.

Cancelling a Rehearsal

Please email Cheryl Bruey at cheryl.bruey@wmich.edu if you know in advance that you will no longer need the studio you have reserved. Last minute or emergency cancellations do not require notification. Please be aware that other students may be depending on your scheduled rehearsal to gain access after your rehearsal. It is not your responsibility to make sure they have access, but being mindful of how your use of studios impacts others is encouraged whenever possible.

Upon leaving the studio at the end of a rehearsal it is your responsibility to:

- Check and secure all doors, including the clean foot corridor doors and all MMR doors. Do NOT prop the door open if the next scheduled person(s) has not arrived.
- Turn off the lights.

Studio privileges may be revoked for the following reasons:

- Failure to secure the room and turn off the lights.
- Failure to cancel a reservation when you do not plan to use it.
- Unauthorized use of the space and/or equipment.
- Avoidable damage to departmental equipment/facilities.

COSTUME ROOM ACCESS POLICY

The Department of Dance has a modest collection of costumes that are housed in the department's costume room. Costumes may be used by faculty, the Western Dance Project (with the supervision of the director), and students enrolled in DANC 4800 Graduating Presentations in Dance. Sign-out procedures for DANC4800 will be discussed in class. All costumes must be returned laundered. Students may not borrow costumes that require dry cleaning.

WALDO LIBRARY MUSIC & DANCE COLLECTION

Waldo Library has an extensive collection of dance and music materials including books, DVDs, and access to online databases. A guide to dance research resources including books, articles, scholarly journals, online video and music databases, and other reference materials can be found online at:

<http://libguides.wmich.edu/dance/home>

Books, DVDs, videos, and CDs may be checked out by presenting a valid student identification card. Reference materials and periodicals must remain in the library.

LOST AND FOUND

Found items will be placed in a Lost & Found bin in the Dance Student Lounge. Jewelry and other valuables will be kept in the Main Dance Office. Items not claimed by the end of the semester will be donated or discarded.

EMERGENCY AND INJURY PROCEDURES

- If the injury is life threatening or cannot be treated with ice and basic first aid, stop class or rehearsal and call 911, using a campus phone if possible, and then call campus police at 387-5555. Calmly describe the situation to the dispatcher and provide location information. Remain with the person until medical personnel arrive. If the incident is during office hours, send a student to report the incident to main dance office. Office staff will contact the Acting Associate Director or her designee who will assist whenever possible. If after office hours, contact the Acting Associate Director (269)-808-6886 to report the incident. If there is blood or other bodily fluid present, the department procedures for biohazards **MUST** be followed. A copy of this procedure is in every biohazard kit found in each studio and faculty members have received training in this procedure. **STUDENTS SHOULD NOT HANDLE ANY BLOOD OR BODILY FLUIDS EXCEPT THEIR OWN. PLEASE CONTACT PUBLIC SAFETY IF THIS OCCURS AT 269-387-5555.**
- In the event of minor injuries, the faculty member or student acting in a supervisory position will direct the injured person, whenever possible, in self-care. Ice cups and baggies with ice are available in the refrigerator located in the workroom adjacent to the main dance office. Please report to office staff if ice supplies are running low. Students should keep an instant ice pack in their dance bags for use when the office is not open.
- Latex or vinyl disposable gloves shall be worn by trained personnel for all tasks where there is a likelihood of exposure to blood or other potentially infectious materials (i.e., contact with blood, bodily fluids, mucous membranes, or skin with open wounds or exposed rashes, and for contact with items or surfaces soiled with blood or bodily fluids).

INJURY REPORT

The faculty member or student acting in supervisory position must contact the Dance office and fill out an Accident/Injury report within 24 hours of an injury.

Employees, students and visitors to Western Michigan University may access this form via [Accident Injury Report](#) (311 form) which includes a link to the form and related instructions. **The Accident Injury Report (311 form) must be completed for all work-related injuries, no matter how serious.**

Link to 311 Accident Injury Report: <https://wmich.edu/ehs/accident-injury-incident-report-311-form>

Emergency Procedures for the Dalton Center are posted in every studio. Following is a summary of those procedures. Please look through and become familiar with them.

Evacuation of Building

A. With the sounding of the fire alarm (or upon notification of Public Safety), the building will be evacuated.

B. Everyone in the building will proceed as quickly as possible to the nearest stairway/exit, taking care to close doors and secure critical areas, while being courteous and mindful of others. Some “don’ts” to observe include:

1. Don’t panic, run, or push/shove others.
2. Don’t use the elevator.
3. Don’t break any windows, or leave any windows or doors open – unless you are trapped
4. Don’t walk through the building to exit at a point closer to the reassembly area, unless you encounter smoke or fire.
5. Don’t linger near an entrance, becoming a “spectator.”
6. Don’t go back into the building for any reason once you have exited.
7. Don’t leave others in your group (or class) if you have exited as a group

C. Everyone will proceed to their appropriate reassembly areas, and await word from Public Safety (or someone clearly acting in their behalf) that it is safe to return (or to leave the campus).

1. **Everyone associated with the Dance Department on the 3rd floor of Dalton will reassemble in the ground level lobby of the Chemistry Building**

2. Everyone in the MMR will use Miller Auditorium as their reassembly area. The lobby area of Miller will be used in inclement or cold weather. Otherwise, everyone will reassemble in front of the main entrance, under the parking structure/pedestrian bridge.

Fire

Dalton Center will observe the **“General Fire Evacuation Procedures for University Buildings.”**

“Fire Evacuation Procedures” for Music and Dance:

1. Pull the alarm if you discover a fire.
2. *When you hear the fire alarm, get out of the building.
3. Go to the assembly area (lobby of Chemistry Building for Dance; lobby or front entrance of Miller Auditorium for Music/MMR) and let your professor or supervisor know you are there.
4. Do not go back into the building until the fire department or Public Safety says it's safe to do so.
5. If you can't get out of the building, call 911. Tell Public Safety your location. If all else fails, break a window – yell and wave a light colored object to attract the fire department's attention.

*ALWAYS leave the building when you hear the alarm – even if you know it is a drill or false alarm.

Severe Weather/Tornado

1. The signal for tornado warning is three short air horn blasts. (Fire alarms cannot be used for tornado warning.) When you hear the air horn:
2. **Proceed immediately to the first floor main hallway, by the red lockers.** You can also go to the inside hallways between rooms 1342-1352, or the area by the freight elevator. Restrooms are also acceptable shelters.
3. DO NOT remain in the lobby, or the area around the Multi-Media Room.
4. DO NOT use the elevators, or stand near windows or glass doors.
5. If you are at the Miller end of Dalton Center, and feel there is not time to cross the lobby (or second floor bridge over the lobby) safely, go down Stair C to the first floor restrooms by the Multi-Media Room.
6. Remain in your shelter area until told by building staff you may go back to your classroom or studio.

Bomb threats

In order to clarify university policy concerning actions to be taken if and when a bomb threat is received by any university office, the following procedure is to apply.

A. When a bomb threat call is received:

- 1) The person receiving the call should obtain as much of the following information as possible:
 - a) The location of the bomb.
 - b) The time the bomb is to go off.
 - c) The reason for the bomb threat call.
 - d) The description of the caller's voice.
 - e) Background noises.
- 2) The receiver should immediately dial "9-1-1" and report the bomb threat to the university police.

A. On receipt of information of a bomb threat call, the university police will take the following action:

- 1) Evaluate the call and other available information and decide if immediate evacuation is advisable.
- 2) Notify the building coordinator of the affected building of the bomb threat.
- 3) Personally interview the receiver of the bomb threat call.
- 4) Conduct an immediate search of the area in which the bomb is presumed to be.

C. Evacuation of facilities:

- 1) The decision as to whether a facility is to be evacuated because of a bomb threat is to be made by the senior police officer at the scene.
- 2) When in the professional judgment of the senior police officer at the scene there is a likelihood that a bomb does exist, the officer shall order the facility evacuated. If, on the other hand, this does not appear to be likely, the officer will order a search; and evacuation will be ordered only if the search indicates the likelihood of a bomb.
- 3) If a decision is made to evacuate, notice will be given to each office in the building by the police department with the assistance of other staff in the area.

Active Shooter

The Department of Homeland Security has released a new website focused on active shooter preparedness at dhs.gov/activeshooter that includes the following:

How to respond when an active shooter is in your vicinity to quickly determine the most reasonable way to protect your own life.

1. EVACUATE

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. HIDE OUT

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

3. TAKE ACTION

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter.

Important Emergency Phone Numbers

Emergency call – fire, police, rescue squad.....	911
WMU Public Safety.....	387-5555
Kalamazoo City Police or Fire (non-emergency).....	337-8120
Borgess Hospital Emergency/Trauma Center.....	226-4815
Bronson Hospital Emergency/Trauma Center.....	383-6386
Poison Control Center.....	1-800-222-1222
Electric and Gas emergencies.....	1-800-477-5050

PERFORMANCE RELATED POLICIES

There are many performance opportunities for students throughout the academic year, including departmental concerts, student concerts sponsored by RSOs, Noon Dance Showings, choreography class showings, etc. All dance students are encouraged to share their work or works-in-progress in Noon Dance Showings each semester.

AUDITON, REHEARSAL, AND PERFORMANCE ELIGIBILITY POLICY

In order for a student to be eligible to audition, rehearse, and perform in department-sponsored events, including but not limited to Winter Gala Concert and Graduating Presentations, the student must register for credit and regularly attend at least one major-level technique course during the semester(s) of the audition, rehearsals, and performance and be in good academic standing (2.0 overall GPA minimum). This policy exists to minimize injury and ensure that all dancers are prepared for the rigors of the rehearsal process. If regular technique class attendance is not maintained on a regular basis, the student's participation in the performance will be jeopardized:

4th absence – written warning of probation

6th absence – removal from the concert

A performer may be removed from the cast of a dance for unexcused absences, excessive tardiness for rehearsals, and/or inappropriate behavior during rehearsals.

CASTING IN DEPARTMENT PERFORMANCES

All dance majors, minors, and MTP students may audition for faculty and guest artist works if they meet the eligibility outlined above. It is the responsibility of the faculty choreographer or faculty rehearsal director to confirm a student's audition/rehearsal/performance eligibility with assistance from the Acting Associate Director and the Academic Advisor as appropriate.

Faculty choreographers will hold open auditions for Winter Gala works early in the fall semester. Guest Artists typically hold auditions at the beginning of their residences. BFA Graduating Presentations often hold open auditions at the end of the fall semester, or early spring. All eligible dance major and minor students are encouraged to participate! Do not assume you may not be the dancer they are looking for!

Some auditions, particularly faculty auditions, may be combined. Participating students must complete the Audition Form to provide contact information and availability. Audition announcements and audition forms are emailed to students' WMU email!

BFA students are required to audition for all guest artist works even if they are not eligible to be cast (e.g. not on pointe, already cast in three works, etc.). The rationale for this decision is that becoming familiar with auditioning experiences is essential to your career goals. Exceptions to this policy may be made on a case-by-case basis by the Acting Associate Director in consultation with the rehearsal director for the guest artist work.

Casting decisions will be made by each choreographer according to the artistic needs of the work. For the Great Works or guest artist choreography, the guest artist or choreographer selects the dancers to perform the piece. Dancers are selected based on the artist's assessment of the dancers' ability to meet the physical and artistic demands of the dance. The artists make their casting decisions based on the dancers' performance in the audition. The dance faculty member assigned to serve as rehearsal director in the guest artist's absence serves as a facilitator for the artist/choreographer. The faculty member organizes the audition and helps the audition go smoothly by organizing the dancers into lines and operating the sound system, etc. The dance faculty member does not select the cast. If the artist/choreographer asks the dance faculty member about a student, they will answer them without personal bias.

The Acting Associate Director must approve all final casting in department performances. Arrangements for guest performers must be approved by the Acting Associate Director.

Students may not be cast in more than three (3) works in the Winter Gala Concert and no more than two (2) works in the BFA Graduating Presentation Concert. The Acting Associate Director may make exceptions to this policy.

PERFORMANCE CREDIT (DANC4600 Performance and DANC4610 Advanced Dance Studies)

Students may register for DANC4600 Performance to receive credit for performance in any faculty or guest artist works.

Students may register for DANC4610 Advanced Dance Studies to receive credit for performance in student choreography including Graduating Presentations of BFA seniors, BA Capstone projects, and RSO student concerts (Ebony Vision, Orchesis, etc.)

Please contact the Dance Academic Advisor for questions about how these credits are and can be applied in your degree program.

Winter Gala Performance Credit

All students cast in the Winter Gala Dance Concert must register for at least 1 credit of DANC 4600 Performance during the Spring Semester of the concert. This policy does not apply to understudies or students performing in the concert as part of DANC 4650 Dance Ensemble (Western Dance Project). Each faculty choreographer, guest artist rehearsal director, and the Acting Associate Director will have a section of DANC4600. Students cast in more than one work may choose which section to register for to receive credit. Students may register for more than one section – please see the Dance Academic Advisor for questions on registering for Performance Credit.

FRIDAY TECHNIQUE CLASSES DURING DEPARTMENT OF DANCE CONCERT PERFORMANCES

On Fridays during performance weeks for Dance Department Concerts including Winter Gala Concert and Graduating Presentations, student performers who are enrolled in more than one technique course may choose to attend only one technique class. Students who choose to attend only one technique class on that Friday must notify all of their instructors of this choice **no later than the** preceding Monday. Notification must be made in writing via email. Students who do not notify their instructors in writing about their election to take only one technique class will be marked absent. This policy applies to any other concerts approved by the dance faculty and Acting Associate Director. This policy does not cover Music Theatre Performance (MTP) majors who are in the cast of a play/musical. MTP students should save absences to use after opening nights of musicals/plays, if they choose.

POLICY FOR SELECTION OF CHOREOGRAPHY FOR DEPARTMENT CONCERTS

Full-time faculty may include one dance on a department concert. All other faculty and student dances must be submitted for consideration via the concert adjudication process. The adjudication dates will be announced at the beginning of the academic year. All full-time faculty serve as the adjudication panel.

VIDEOTAPING PERFORMANCES

The Department of Dance policy on videotaping of performances is as follows:

1. The individual instructor will keep a video record of choreography class projects as needed for grading and departmental accreditation purposes. If students want a record of their work, they are responsible for recording their choreography projects at the time of presentation using their own camera or a camera provided by the department.
2. Video recording of Graduating Presentations (DANC 4800) and BA Capstone Projects (DANC4700) is the responsibility of the presenting students.
3. The faculty member teaching DANC3890 Lighting & Staging for Dance will video tape the Junior Jury presentations and provide links for student download.
4. Videotaping of student-produced concerts (RSO concerts, Ebony Vision, Orchesis, etc.) is the responsibility of the organization.
5. The department will record the Winter Gala Dance Concert for archival purpose. As possible, links to faculty and student work will be made available to casts to download for personal use only. Student access to guest artist works will be made on a case-by-case basis according to the copyrights outlined in the contract/agreement with WMU.
6. Students are strongly encouraged to keep an archive of their own work. The Department of Dance cannot accommodate alumni requests for access to performance/choreography videos.

FESTIVALS AND CONFERENCES

The American College Dance Association sponsors regional dance conferences. WMU Dance is a long-standing member of ACDA. WMU faculty and students regularly attend and participate in these annual festivals. During the fall semester, the department will adjudicate dances for presentation at the conference. Any faculty or student may adjudicate work for consideration – all cast members must be available to participate in the conference dates (often over WMU Spring Break) for the work to be considered. One to three dances, at least one of which must be choreographed by a student, will be selected to represent the department and the university. Information on ACDA and conference locations can be found at: www.acda.dance

GRADING STANDARDS AND CRITERIA

Academic Integrity: You are responsible for making yourself aware of and understanding the policies and procedures in the Undergraduate and Graduate Catalogs that pertain to Academic Honesty. These policies include cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. [The policies can be found at <http://catalog.wmich.edu> under Academic Policies, Student Rights and Responsibilities.] If there is reason to believe you have been involved in academic dishonesty, you will be referred to the Office of Student Conduct. You will be given the opportunity to review the charge(s). If you believe you are not responsible, you will have the opportunity for a hearing. You should consult with your instructor if you are uncertain about an issue of academic honesty prior to the submission of an assignment or test. In addition, we encourage you to visit www.wmich.edu/conduct, www.wmich.edu/registrar and www.wmich.edu/disabilityservices to access the Code of Honor and general academic policies on such issues as diversity, religious observance, student disabilities, etc.

Sophomore Review

By November 1 of the first fall semester following initial enrollment in the program, the student will submit a career goal statement outlining career interests in dance and other fields where applicable **to the Dance Academic Advisor**. Dance faculty will review the statement and evaluate the student's progress in the program. The student is required to schedule an appointment with an assigned dance faculty member to receive feedback during the following spring semester. Through this review, the student will receive individualized feedback on their technical and creative development as a dancer, assistance in refining their career goals; consider ideas for a minor or other major if not already declared, as well a focus to remaining elective credits in dance.

Technique Courses

Students are evaluated on the degree and speed of mastery of prescribed movement material. Final grades are based on daily assessment and periodic testing. Each course may specify requirements related to class attendance, punctuality, appropriate dress, attendance and/or assignments related to special events. The student who meets all course requirements should expect to receive a grade appropriate to their skill level.

- An "A" student accurately reproduces movement sequences with performance finesse after minimal demonstration, explanation and practice.
- A "B" student accurately reproduces movement sequences after repeated demonstration, explanation and practice.
- A "C" student reproduces movement sequences with deviation from the temporal, spatial and/or dynamic intent of the movement even after repeated demonstration, explanation and practice.
- A "D" student is unable to reproduce movement sequences with a physical expression of the temporal, spatial and dynamic intent of the movement.
- An "E" student fails to fulfill the requirements of the course regardless of their skills in movement reproduction.

Performance Courses

Students are evaluated on the degree of performance skill proficiency and rehearsal conduct. Final grades are based on daily class assessment and assessment of performances in concerts sponsored by the Department.

An "A" student:

1. Conveys the choreographer's intent.
2. Is prepared to dance with full physical and psychological commitment.
3. Knows material covered in previous rehearsals.
4. Takes responsibility for mastering the assigned material.
5. Presents and maintains the instrument in accordance with the requirements of the dance and/or choreographer.

A "B" student demonstrates proficiency in four of the above criteria.

A "C" student demonstrates proficiency in three of the above criteria.

A "D" student demonstrates proficiency in two of the above criteria.

An "E" student demonstrates proficiency in one of the above criteria only or fails to fulfill the requirements of the course regardless of their performance skill.

Choreography Courses

Students are evaluated on the degree of mastery of course material. Final grades are based on daily assessment and periodic evaluation of assignments. Each course will specify assignment requirements. Students who meet course requirements should expect to receive an appropriate grade.

An "A" student creates dances or dance studies that:

1. Meet the requirements of the specific assignment.
2. Demonstrate knowledge of the relationship of time, space and force.
3. Are individualized statements.
4. Are unified statements.
5. Demonstrate aesthetic sensitivity.

A "B" student creates dances or dance studies that show proficiency in four of the above criteria.

A "C" student creates dances or dance studies that show proficiency in three of the above criteria.

A "D" student creates dances or dance studies that show proficiency in two of the above criteria.

An "E" student shows proficiency in one of the above criteria only or fails to fulfill the requirements of the course regardless of their choreographic skill.

Evaluation of Writing in Dance Courses

Students are evaluated on their mastery of language arts skills. Each course requiring writing will specify assignment requirements. The student who meets all course requirements should expect to receive a grade reflective of her/his level of mastery.

An "A" student:

1. Demonstrates maturity and originality of thought, reflected by the ability to analyze, synthesize, and evaluate.
2. Sustains the development of a point or idea over the length of the assignment.
3. Uses organized paragraphs and transitional devices.
4. Makes conventional use of capitalization and punctuation.
5. Uses consistently the grammar, syntax, and spelling of standard written English, with particular attention to sentence structure and to agreement between subjects, verbs, pronouns and antecedents.

A "B" student's written work shows proficiency in four of the above criteria.

A "C" student's written work shows proficiency in three of the above criteria.

A "D" student's written work shows proficiency in two of the above criteria.

An "E" student fails to fulfill the requirements of the course regardless of their language arts skills.

INFORMATION, STANDARDS AND CRITERIA FOR THE BFA IN DANCE

Students may petition for entrance into the BFA program after completion of:

1. At least one semester each of ballet, jazz and modern major technique courses.
2. DANC 1800 The Creative Choreographer
3. At least one dance theory course

Students are admitted based upon the faculty's assessment of the student's technical, choreographic and performance skills, and professional commitment necessary to successfully complete the BFA program.

Eligibility of transfer students to petition will be determined on an individual basis by the dance academic advisor. Applications are available from the dance academic advisor at the end of each semester.

STANDARDS AND CRITERIA FOR RETENTION IN THE BFA PROGRAM

The following policy was adopted by the Department of Dance and is published in the University Catalog:

"Continuation in the BFA program will be determined by the dance faculty during the second semester of the student's enrollment as a BFA candidate. In order to continue in the BFA, the student must: have completed and/or be currently enrolled in at least one technique course in ballet, jazz and modern; have at least B-level skills in technique and performance; have demonstrated potential to succeed as a professional dancer and/or choreographer; and have demonstrated professional commitment in dance coursework and dance-related activities. BFA candidates must meet with dance faculty at least once for their 2nd year review. Any student discontinued from the program may petition again for the BFA after a minimum of one additional semester at WMU."

By this policy, the Department maintains control of the individual student's continuation in the BFA Program. It assures that the student has experienced all three dance forms (ballet, jazz and modern) as endorsed and taught by the Department. The strengths and weaknesses exhibited in each area early in the program also provide the student and the Dance Academic Advisor a basis for future program planning, as the BFA student must reach the advanced level in two of the three forms. The policy also assures that the student has worked to improve their technique and performance skill, at a B-level minimum.

STANDARDS AND CRITERIA FOR THE BFA JUNIOR YEAR JURY

By the end of the student's junior year, the BFA student must create and perform a solo dance in a public showing which exhibits their choreographic, technical and performance skills. At this time, the student must also submit an essay addressing their strengths and weaknesses in choreography, technique and performance. The essay must also include a personal artistic statement that delineates the aesthetic bases for choreographic, performance, and production decisions. In order to enroll in DANC 4800 Graduating Presentation, the dance and essay must be acceptable to the dance faculty.

Evaluation of the Dance

An acceptable dance is an individualized and unified statement executed with performance finesse. The dance demonstrates application of the basic tools of the choreographic craft: time, space and force. The minimum length is 4 minutes.

Essay Guidelines

Artistic Statement must be emailed to the Acting Associate Director by noon on the Monday prior to performance.

Final Essay, including a copy of the Artistic Statement, must be emailed to the Acting Associate Director by noon on the Wednesday following performance.

Format - MLA

- The paper must be typed in a standard 10-12pt font, left justified, double-spaced with 1" margins, pg. #'s should be ½" from the top/right of the page and include the author's last name (MLA format)
- Title your paper. Use an MLA style title block for your heading and title. Do not use a cover page.

- 4-6 pages in length and not to exceed 8 pages
- Write in Standard English, in the first person, and with a professional voice.
- Observe standard rules of grammar with attention to consistent verb tense, singular/plural agreement, spelling, overall organization and use of transitional devices

Content

The Junior Jury Essay is a discussion of the development of the choreographic project and a critique of the resulting final dance in the areas of choreography, technique and performance. The essay should include a discussion of how the project reflects or expands on the student's beliefs and aspirations as delineated in the personal artistic statement. A complete essay will include:

- The intent of the choreographic project and any changes that may have occurred during the creative process;
- Aesthetic choices made in developing all aspects of the dance as produced including movement themes/vocabulary, music, costumes, and other design choices; especially as pertains to the application of the student's personal aesthetic;
- An evaluation of the final presentation of the work as performed for the public.

A copy of the student's Personal Artistic Statement should be attached.

DISABILITIES

Students with disabilities have the responsibility to:

- Self-identify concerning disability status to the Center for Disability Services.
- Provide disability documentation that is as recent as within the last five years.
- Request accommodation.

Please contact WMU Disability Services for Students for more information about disability services available to students: www.wmich.edu/disabilityservices

HARASSMENT

Harassment is defined as:

- any conduct, verbal or physical, that has the intent or effect of unreasonably interfering with an individual or group's educational or work performance
- any conduct, verbal or physical, that creates a hostile, offensive, or intimidating educational, work, or living environment.

Forms of Harassment

Prohibited discriminatory practices include harassment on the basis of race, gender or sex, disability, religion, national origin, disability, sexual orientation or age. This includes harassment of a person in terms of a stereotyped group characteristic, or because of that individual's identification with a certain group.

- **race** - intentionally discriminating against a person or practices that have the effect of discriminating against an individual because of that individual's race, color, or ethnic group, heritage or affiliation.
- **gender or sex** – any unsolicited and unwanted sexual advance, including practices ranging from direct requests for sexual favors for persons of either gender, including same sex harassment; or conduct of a sexual nature where submission to such conduct is either an implicit or explicit condition of work or academic performance and rejection is threatened or used as condition of work or academic performance; or such conduct interferes with the individual's academic or work performance or creates an intimidating, hostile, demeaning, offensive or abusive academic or work environment.
- **disability** – intimidating or abusive behavior based on disability, and includes verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

- **religion** – exhibiting discriminatory practices and/or creating a hostile environment because of an individual’s religious belief, affiliation or lack of belief.
- **national origin** – discriminatory practices, verbal or physical, against an individual because of birthplace, ancestry, culture, or linguistic characteristics common to a specific ethnic group.
- **sexual orientation** - discriminating against an individual because of the person’s identification, perception, or status toward homosexuality, heterosexuality, or bisexuality.
- **age** - discriminating practices against an individual by making statements of age preference or specifying age preference and limitations or denial of benefits based on age. Note: Age limit may be specified in rare circumstances in employment when age has been proven to be a bona fide occupational qualification (BFOQ).

SEXUAL ASSAULT

Sexual assault, which includes but is not limited to rape, is defined as any sexual contact which involves the use or threat of coercion or intimidation, or sexual contact with someone who has not given consent or is incapable of giving consent because of a physical or mental impairment. (Refer to Michigan Penal Code legislature link for more information.)

Sexual Misconduct

Western Michigan University prohibits sexual misconduct, defined as a non-consensual physical contact of a sexual nature. The W.M.U. Student Code includes “intimidation, threat of force, force, or other coercive behavior on the part of the accused; or taking advantage of the mental incapacitation or physical helplessness of the alleged victim...” as acts of sexual misconduct.

Stalking

Any individual can be a victim of stalking. In a 1968 brochure, entitled “Are You A Victim of Stalking?,” published by the Michigan Women’s Commission, and in conjunction with the Attorney General’s Office and Michigan State Police, stalking can take many forms and all of which a person can be charged under anti-stalking laws with stalking for willfully and repeatedly contacting another individual, without permission, and causing that person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

Michigan’s Penal Code defines stalking as: “...a ‘willful course of conduct ‘ involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, ‘harassed’, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

What You Can Do

Western Michigan University has a Policy on Sexual Harassment and Sexism, approved by the Board of Trustees, May 17, 1985. The institution is “committed to an environment which encourages fair, humane, and beneficial treatment of all faculty, staff, and students...Therefore, in that same perspective, neither sexual harassment nor sexism will be tolerated at Western Michigan University...”

The University is also committed to stopping harassment and associated retaliatory behavior.

Every member of the University is responsible for creating and maintaining a campus atmosphere free from all forms of intimidation, harassment, or exploitation.

If you are involved or a witness in an alleged incident of harassment, whether racial, ethnic or sexual (including harassment based on sexual orientation or sexual assault), Western Michigan University is committed to responding promptly and sensitively. The institution will take whatever corrective measures necessary to correct, prevent, and if appropriate, discipline behavior which violates this policy. *Federal and State Laws Prohibit Harassment*