UNIVERSITY OF CALGARY
FACULTY OF ARTS
SCHOOL OF CREATIVE AND PERFORMING ARTS
DNCE 491 – Design and Production for Dance
FALL 2020

Instructor Office Email Office Hours	Wojciech Mochniej D519 w.mochniej@ucalgary.ca By appointment only
Day(s),time(s) and location of Class	Tuesday - 4-6:30 pm online Some meetings will be scheduled in The University Theatre - TBA
Learning resources: required readings, textbooks and materials	Selected Readings and Viewings: Textbook: **Dance Production, Design and Technology** by Jeromy Hopgood 2016, Taylor and Francis ISBN: 978-1-79590-4 *Available online in the U of C Library and in the Bookstore* Out of class activities: zoom meetings (interviews) with choreographers/producers/administrators. Recording of a video audition. *Details posted on D2L*
Learning Technologies and Requirements	There is a D2L site for this course which contains required readings and other relevant class resources and materials (see d2L.ucalgary.ca). In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology: • A computer with a supported operating system, as well as the latest security, and malware updates; • A current and updated web browser; • Webcam (built-in or external); • Microphone and speaker (built-in or external) or headset with microphone; • Current antivirus and/or firewall software enabled; • Broadband internet connection. Most current laptops will have a built-in webcam, speaker and microphone.
Prerequisites	Completion of 10 full-course equivalents or consent of the Division Chair, Dance.
Course description	Study of the design and production components of dance performance. This course may not be repeated for credit.

Course learning outcomes	By the completion of this course, successful students will be able to: **1**. Write a cover letter for a dance job and appropriately present their dance resume or cv for both commercial and non-commercial work. **2.** Prepare a dance audition package for a professional dance job **3.** Utilize a basic vocabulary in technical theatre in order to better communicate with theatre technicians and designers. **4.** Consider current trends in dance stage, light and costume design and visualize the design possibilities for their own choreographic works. **5.** Utilize the basic vocabulary necessary to work effectively with designers of costume, set or sound design (as it relates to dance theatre work). **6.** Utilize the basics of lighting design for dance **7.** Demonstrate knowledge of the names and functions of the major funding bodies in Canada and the various types of arts organizations (specifically for dance) **8.** Utilize some of the key methods of seeking funding for dance **9.** Write a grant for a dance project: with a focus on how to write a project description and create a balanced budget **10.** Demonstrate a basic understanding media strategies and how to promote an evening of dance

Course schedule	**September 8 - Topic: Introduction to the Course, Surviving the Field** 1. Types of CVs, cover letters, applying for a dance job **September 15 - Topic: Surviving the Field (con't)** 1. Writing your Artists Statement 2. Creating a dance audition video **September 22 - Topic: Grants and Budgets** 1. Introducing funders and granting bodies 2. Writing a project description 3. Basics of budgets **September 29 - Topic: Grants and Budgets (con't)** 1. Refining your project description 2. Details of budgets 3. Participating in a grant jury **October 6 - Topic: Juries for Grants/Marketing your Performance** 1. Visuals; print and web 2. Role of Social Media 3. Social Media strategies 4. Practice Jury **October 13 - Topic: Marketing (con't)** **October 20 - Topic: Sound** 1. Selection and Editing **October 27 - Topic: Theatre Spaces, Terminology and Lighting Design** **November 3 - Topic: In the UofC Theatre** 1. Introduction to equipment, basics of design for dance, the theatre space **November 10 - READING DAYS, WEEK of November 16 - TBD** **November 24-Topic: Costume and Set Design** 1. Trends, considerations for dance, visual aspects of design for dance 2. Video production: requirements and concerns **Dec 1 - Topic: Test Review: Online test** **Dec 8 - Topic: Wrap UP!** Discussion, question and answer session

Assessment components	Assignment 1: Assessment Method: Description: **1**. Biography **2.** Dance CV **3**. Cover Letter Weight: 10% Due Date: September 15 Assignment 2: Assessment Method: Description: **1**. Write your Artist's Statement **2.** Creating a dance audition video (via you tube or Vimeo) Weight: 10% Due Date: September 22 Assignment 3: Assessment Method: Description: **1**. Read: "AFA Individual Grant Projects" **2.** Read: "Canada Council Explore and Create" - Know all program components/ Research and Creation" Weight: Due Date: Sept 29 Assignment 4: Assessment Method: Description: **1**. Prepare Project Description (draft for group assessment) **2.** Prepare Budget for a Dance Production (draft for group assessment) Weight: 5% Due Date: October 6 Assignment 5: Assessment Method: Description: **1.** Read: Chapter 2 "Pre-Production Planning", "Marketing" materials" **2**. Final Grant Proposal and Budget submitted Weight: 20% Due Date: Oct 13 Assignment 6: Assessment Method: Description: **1.** Marketing Package Submitted *All materials posted on D2L* Weight: 15% Due Date: Oct 20

	Assignment 7 1. Read: Chapters 3 "Theatre Spaces", and 6 or 7, 8 or 9, 10 or 11 2. Read Chapters: 4 and 5 Lighting Design **November 10 READING BREAK - WEEK November 16 TBA**

	3. Download and Print Theatre Map (from D2L) Due Date: November 3
	Assignment 8: Assessment Method: Description: **1.**Begin Costume and Set Design assignment in preparation for final package **2.** Sound score submitted Weight: 10% Due Date: November 24 Assignment 9: Assessment Method: Description: **1.** Online Test Weight: 10% Due Date: December 1 Assignment 10: Description: **1.** Light, costume and stage design package submitted Weight: 20% Due Date: December 8
Assessment expectations	Guidelines for Submitting Assignments: Written Assignments should be submitted: - by email; in PDF titled with the student's last name and assignment number (name), with student identification and date in the top left corner. - formatted in 12pt, Times New Roman, double-spaced Video Assignments should be uploaded to Dropbox on D2L Missed or Late Assignments: Students are expected to submit assignments on or before the due dates specified above. A student should contact their instructors in the event that they are unable to complete assignments on time. Late assignments will carry a penalty of 10% per day. Expectations for Writing: Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.

Grading scale	For the course as a whole, letter grades should be understood as follows, as outlined in the section F.1.1 Grading System and Transcripts of the Calendar: https://www.ucalgary.ca/pubs/calendar/current/f-1.html. The following numerical rubric will be applied: A+ 97.6-100 A 92.6-97.5 A- 90-92.5 B+ 87.6-89.9 B 82.6-87.5 B- 80-82.5 C+ 77.6- 79.9 C 72.6-77.5 C- 70-72.5 D+ 67.6-69.9 D 62.6-67.5 F 0-62.5 • A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations. • The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.

Guidelines for Zoom Sessions	Zoom is a video conferencing program that will allow us to meet at specific times for a "live" video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community. To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor's permission. The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the Code of Conduct). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g Student Non-Academic Misconduct Policy). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: https://elearn.ucalgary.ca/guidelines-for-zoom/ . Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.). Recording Zoom class sessions is at the discretion of the instructor; missing a Zoom class is equivalent to missing an in-person class. The instructor *may* record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session – but this is not a requirement. Should an instructor choose to record a class session, students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.
Academic Accommodation	It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations. Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (https://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities.pdf). Students who require an accommodation in relation to their coursework based on a protected ground other than Disability should communicate this need in writing to their Instructor. SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/ .

Academic integrity, plagiarism	Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar. For information on the Student Academic Misconduct Policy and Procedure please visit: https://ucalgary.ca/policies/files/policies/student-academic-misconduct-policy.pdf and https://ucalgary.ca/policies/files/policies/student-academic-misconduct-procedure.pdf. Additional information is available on the Academic Integrity Website at https://ucalgary.ca/student-services/student-success/learning/academic-integrity.
Internet and electronic communication device	The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Please refrain from accessing websites and resources that may be distracting to you or for other learners during class time. Students are responsible for being aware of the University's Internet and email use policy, which can be found at https://www.ucalgary.ca/policies/files/policies/electronic-communications-policy.pdf
Intellectual Property	Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.
Copyright	All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf) and requirements of the copyright act (https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy https://www.ucalgary.ca/pubs/calendar/current/k.html.
Freedom of Information and Protection of Privacy	Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.
Student Support	Please visit this link for important information on UCalgary's student wellness and safety resources: https://www.ucalgary.ca/registrar/registration/course-outlines