



dance



**UNIVERSITY OF CALGARY**  
FACULTY OF ARTS  
School of Creative and Performing Arts

*Tectonic Sketch for Seven, choreographed by Tania Alvarado, Mainstage Dance, School of Creative and Performing Arts, 2016. Photo by Citrus Photography.*

## Undergraduate Student Handbook 2016-2017

This handbook is designed to help you navigate the School of Creative and Performing Arts and your degree. Please take the time to read the practical advice contained in these pages. Enjoy your time at the University of Calgary. We look forward to working with all of you.

[scpa.ucalgary.ca](http://scpa.ucalgary.ca)

# WELCOME TO THE SCHOOL OF CREATIVE AND PERFORMING ARTS

## rad-i-cal

*/ˈradək(ə)l/*

*adjective*

- arising from or going to the root or the source ... to the origin
- markedly new or introducing radical change ... revolutionary

At the roots of the term "radical" are both a drive for transformative change and a return to one's roots. At the School of Creative and Performing Arts we're compelled by both of these impulses. We're pushing our own boundaries, exploring not only the distinctiveness of our three divisions but also the many opportunities for interarts collaboration and exchange now available to us. At the same time as we are reasserting our commitment to the rich established traditions of Drama, Dance and Music, we are reinventing ourselves as a contemporary hub for innovation in teaching, creation and research. The nature and function of the arts in contemporary society is evolving rapidly, and it's our aim to make a significant contribution to that process. Simply put, at the SCPA we're imagining the future of performance, as a creative practice and as a focus of scholarly investigation, and we're excited that you're joining us on that journey.

--Bruce Barton, Director, School of Creative and Performing Arts

The faculty and staff of the School of Creative and Performing Arts would like to welcome you to another wonderful year at the University of Calgary! As you immerse yourself in scholarly and artistic pursuits, we encourage you to take some time to explore the SCPA website and review the key information for your program. We also encourage you to attend as many concerts, plays, and dance presentations as you can throughout the year in order to fully explore your own artistic development through the inter-arts enrichment that the SCPA offers.

## scpa.ucalgary.ca

The SCPA website is your primary link to program information, to upcoming events, to important forms, to contact information, and to connect you with resources! Below are a few quick links to key information:

### **SCPA Students/Alumni** ([scpa.ucalgary.ca/studentsalumni](https://scpa.ucalgary.ca/studentsalumni))

From the Students/Alumni page, you can access important information about your own program, explore other SCPA programs and courses, and connect with resources, student societies and alumni.

### **SCPA Forms** ([scpa.ucalgary.ca/studentsalumni/forms](https://scpa.ucalgary.ca/studentsalumni/forms))

Find important SCPA and University forms here, including degree checklists for each program, directed/independent/practicum study proposal forms, time conflict forms, and more.

### **Featured Topics Courses** ([scpa.ucalgary.ca/studentsalumni/featured-topics-courses](https://scpa.ucalgary.ca/studentsalumni/featured-topics-courses))

The SCPA has a wide variety of specialized topics courses which can fulfill your open option and SCPA option requirements. Visit this site to explore new and upcoming courses for inter-arts enrichment.

## Inter-Arts Opportunities

The SCPA encourages students to enrich their degree programs with complimentary courses, workshops and collaborations in the other areas of study within the SCPA. The SCPA, through its website and email lists, will announce collaborative performance or workshop opportunities as they become available.



## KEY ADMINISTRATIVE CONTACTS FOR DANCE

### Anna Mouat

Division Chair, Dance - CHD 106  
403-220-8983  
[mouat@ucalgary.ca](mailto:mouat@ucalgary.ca)

### Bruce Barton

Director, SCPA - CHD 104  
403-210-3262  
[bruce.barton@ucalgary.ca](mailto:bruce.barton@ucalgary.ca)

### Division of Dance

[danceug@ucalgary.ca](mailto:danceug@ucalgary.ca)

### Sheila Harland

Receptionist and Room Bookings  
403-220-5313

### Jennifer Perrott

Undergraduate Program Administrator (UPA) - CHD100  
403-220-3970  
[jperrott@ucalgary.ca](mailto:jperrott@ucalgary.ca)

## SCPA Administrative Office

The **School of Creative and Performing Arts** (SCPA) administrative office for Dance, Drama, and Music is located in Craigue Hall Block D Room 100, and offers students a central location to:

- pick up forms for performance practicum applications, Choreography and Performance (C&P) auditions, Mainstage auditions, and more!
- submit assignments to be placed in instructor mailboxes
- pick-up/drop-off keys for your rooms booked via the online tool
- receive program-specific advising

### Please note:

- **The administrative office is open Monday to Friday from 8:30 a.m. to 4:30 p.m. (closed between 12-1 p.m.). The office is closed on statutory holidays.**
- The administrative office does not provide paper, pens, envelopes, change, etc.
- The administrative office is unable to take messages for students, unless there is an emergency.
- Students are not allowed to use the SCPA fax or photocopy machines.

## Division of Dance Bulletin Boards

Important information is regularly posted on the Division of Dance bulletin boards (outside the SCPA administrative office CHD 100). Here you will find details about:

- upcoming auditions
- notes, production schedules, and updates from your peers
- SCPA events, important deadlines, and special announcements, and more!

## Student Centre Contact Information

Because **important correspondence** will be forwarded to students throughout the academic year it is important that you register for your UCalgary email account and ensure that the contact information in your Student Centre is current. Students are responsible for the accuracy and validity of their contact information. Your [ucalgary.ca](mailto:ucalgary.ca) account is your primary account, so check it often.



## ACADEMIC ADVISING

### SCPA

The Division Chair and the Undergraduate Program Administrator in the **School of Creative and Performing Arts (SCPA)** assist undergraduate students with program-specific inquiries. For example, they provide advice for students on:

- SCPA program-related questions
- SCPA course-related questions
- details about the Major field
- declaring a C&P concentration
- transfer-credit assessment
- overloads
- credit by special assessment
- initial grade appeals
- prerequisite waivers

Location: Craigie Hall, block D room 100

Email: [danceug@ucalgary.ca](mailto:danceug@ucalgary.ca)

Phone: 403.220.5313

Web: [scpa.ucalgary.ca/dance](http://scpa.ucalgary.ca/dance)

Regular office hours:

Monday thru Friday, 8:30 a.m.-12 p.m. & 1-4:30 p.m.

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For assistance with registration (add/drop/swap), paying fees, deferred exams, awards, transcripts and navigating issues with your Student Centre, contact **Enrolment Services**.

Location: MacKimmie Block (MB) Lobby

Phone: 403.210.ROCK (7625)

Web: [ucalgary.ca/currentstudents/contact](http://ucalgary.ca/currentstudents/contact)

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For information on counseling services, health care on campus, events, clubs, and representation, please connect with the **Students' Union (SU)**.

Web: [su.ucalgary.ca](http://su.ucalgary.ca)

### Arts Students' Centre (ASC)

The Faculty of Arts program advisors in the **Arts Students' Centre (ASC)** assist undergraduate students in planning their overall degree programs. For example, they provide advice to students on:

- course time conflict and audit forms
- changes of program and registration
- graduation checks and guarantee
- degree navigator
- after-degree program
- international exchanges
- contextual questions about Major and Minor programs in the Faculty of Arts
- ASHA and Co-op programs
- MHST, INDG, SAST and WMST courses
- academic probation and misconduct

Location: Social Sciences Building, Room 102

Email: [ascarts@ucalgary.ca](mailto:ascarts@ucalgary.ca) or [artsads@ucalgary.ca](mailto:artsads@ucalgary.ca)

Phone: 403.220.3580

Web: [arts.ucalgary.ca/advising](http://arts.ucalgary.ca/advising)

Web: [arts.ucalgary.ca/undergraduate](http://arts.ucalgary.ca/undergraduate)

Web: book an appointment online: [success.ucalgary.ca](http://success.ucalgary.ca)

Program advising hours:

M/T/W: by appointment, 9 a.m.-12 p.m., 1-4 p.m.

TH: by appointment, 1-4 p.m.

F: drop-in, 9 a.m.-12 p.m., 1-4 p.m.

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For assistance with learning support, success seminars, writing support, peer support and broad academic planning advice, connect with the **Student Success Centre (SSC)**.

Location: Taylor Family Digital Library (TFDL), 3rd Floor

Email: [success@ucalgary.ca](mailto:success@ucalgary.ca)

Phone: 403.220.5881

Web: [ucalgary.ca/ssc](http://ucalgary.ca/ssc)



## Degree Navigator and Checklists

Degree navigator is a tool for academic program planning, accessed through your MyUofC quick links. However, SCPA programs are different than most programs in the Faculty of Arts so **degree navigator won't always give you complete information**. We suggest that you use both the SCPA degree checklists and the Arts Students' Centre advisors to make sure you are receiving the most accurate and complete information about your degree progression. The SCPA program checklists are available on the SCPA Forms website.

Students are also encouraged to review the program information that is available in the **University Calendar** ([ucalgary.ca/pubs/calendar](http://ucalgary.ca/pubs/calendar)): [4.58 School of Creative and Performing Arts](#); [4.58.1 BA in Dance](#); [4.58.2 BFA in Dance](#); [4.58.3 Combined BA \(Dance\)/BKin \(Kinesiology\)](#); [4.58.4 Minor in Dance](#).

## Directed Studies

Senior-level students may undertake a directed studies course (DNCE 571) to delve more deeply into a topic not covered by other courses, with the approval of the Division Chair. You must have a faculty member who will supervise you. You will also be required to complete an application for directed study form, including a course outline. Once the student and instructor have signed and submitted the application, the Division Chair reviews the proposal and makes the decision whether or not to approve the directed studies course. **Completed forms must be submitted to CHD 100 by the end of the first week of classes.** Forms are available on the Dance bulletin board and on the [SCPA Forms website](#).

## Graduating

Applications for graduating in the June ceremony open in September and close in March. Before you apply to graduate, schedule an appointment with the advisors in the Arts Students' Centre to complete an official grad check. Visit [ucalgary.ca/registrar/graduation](http://ucalgary.ca/registrar/graduation) for more details and a graduation checklist.

## Minor

To complete a Minor, you need to complete a minimum of 5 full-course equivalents (30 units); visit [arts.ucalgary.ca/changingprogram](http://arts.ucalgary.ca/changingprogram) and [ucalgary.ca/registrar/student-centre/change-faculty-program-or-declare-major](http://ucalgary.ca/registrar/student-centre/change-faculty-program-or-declare-major) for more info. Apply by February 1 through your Student Centre for fall admission.

## Registration Appeal

If you wish to add/drop a course after the registration/drop deadlines, you must request a registration appeal through Enrolment Services ([rgappeal@ucalgary.ca](mailto:rgappeal@ucalgary.ca)). Include the following details: your legal name and UCID; course information (term, number, name, instructor); statement of appeal explaining the extenuating circumstance and reason for your appeal, including the outcome you are seeking (maximum 2 pages); relevant supporting documentation (may be a letter from instructor, physician statement, etc.).

**Tip: For full-year courses, remember to register in part A (fall term) and part B (winter term).**

## Performance Practicum

Practicum courses (DNCE 295, 395, 397, 493, 495) provide students with course credit for major artistic projects and teaching, e.g. choreographing for Dance Montage, performing in Mainstage, performing in student works for Dance at Night, and teaching in the schools. Selected practicum placements are sometimes available in the Calgary community, in Arts Management, Production Assistance, Archiving Dance, Programming Assistance and others. For course prerequisites, see the University Calendar. **Completed forms must be submitted to CHD 100 by the end of the first week of classes.** Forms are available on the Dance bulletin board and on the [SCPA Forms website](#).

## Transfer Students and Transfer Credit

Courses completed at other post-secondary institutions may be accepted for credit towards a degree program at the University of Calgary; students must normally complete a minimum of two full years of study at the University of Calgary in order to qualify for a degree. Copies of course outlines may be required in order to obtain transfer credit (particularly if the post-secondary institution is outside of Alberta); these course outlines must include a detailed list of topics covered, textbooks used, grading practices, number of weeks of attendance, and number of lecture/tutorial/lab hours. Connect with the Arts Students' Centre and visit [arts.ucalgary.ca/node/2096](http://arts.ucalgary.ca/node/2096) for more info.

## Registration Tips

Find useful information regarding common registration concerns below. If you have questions about any of these processes, connect with the SCPA Undergraduate Program Administrator (UPA) ([danceug@ucalgary.ca](mailto:danceug@ucalgary.ca)) for advice, answers, and referrals.

**Time conflict forms and audit forms:** These forms are available on [ucalgary.ca/registrar/student-forms](http://ucalgary.ca/registrar/student-forms). Students are responsible for collecting all the instructor signatures, and submitting the form to the Arts Students' Centre (SS 102) for the Faculty Advisors signature; **these forms should not be submitted to the SCPA office in CHD100.**

**Requesting pre-requisite waivers:** Please contact the instructor directly to explain your situation. If they agree, ask the instructor to send the UPA an email stating their consent, your student information (full name, UCID), and the course information. The UPA will add the enrollment permissions and send you an email to let you know that you can register for the course.

**Requesting a course substitution:** Please email the UPA with details about which courses you want to substitute and why. The UPA will review the request with the Division Chair, and we will contact you with the result of the review.

**Course-specific questions:** Please contact the instructor directly. Current and archived course outlines will be available on [scpa.ucalgary.ca/courses](http://scpa.ucalgary.ca/courses).

**Course auditions:** Please be aware that there are course auditions for some classes, including advanced-acting classes, dance technique classes, and music ensembles. Please visit [scpa.ucalgary.ca/studentsalumni/auditions](http://scpa.ucalgary.ca/studentsalumni/auditions). Make sure that you also check the Division bulletin boards outside of the SCPA main office (CHD 100).

**Selecting non-Major options:** Please check [scpa.ucalgary.ca/studentsalumni/inter-arts-opportunities](http://scpa.ucalgary.ca/studentsalumni/inter-arts-opportunities) for advice on which SCPA courses will enrich your discipline! You can also review the SCPA non-Majors course list, available on [scpa.ucalgary.ca/studentsalumni/featured-topics-courses](http://scpa.ucalgary.ca/studentsalumni/featured-topics-courses).

**Can't find a course in your class search?** When you search for classes, make sure that you **UNCHECK** the box that says 'show open classes only' (on the first screen where you select the term, subject) so that you can see all of the courses that are being offered during a term regardless of whether they are at full capacity or not.

**Enrollment date and time:** Your enrollment appointment is listed on the right side of your Student Centre ([my.ucalgary.ca](http://my.ucalgary.ca)). Once your enrollment date occurs you will be able to register for courses. Be sure to check whether your enrollment date opens in the morning or in the afternoon.

**Finding prerequisites and restriction dates:** When you are searching for classes and receive a registration error, it is helpful if you click on the hyperlinked text under class number or the section and open an information screen which includes prerequisites and restriction deadlines.

Class	Section	Days & Times	Room
71449	S01-SEM Part A	Mo 9:00AM - 11:50AM	CHE 004

Here is an example of a restriction detail:

Restriction Nbr	Start Date	End Date	Reserved Seats	Description
1	2015/03/01	2015/06/15	20	DRAM, DRED Majors Only
2	2015/06/15	2015/07/13	19	DRAM, MUSI, DNCE Majors & Minors Only

This course will be restricted to: Drama Majors until June 14 at 11:59 p.m.; SCPA students from June 15 at 12 a.m. to July 12 at 11:59 p.m. The course is open to all undergraduates on July 13 at 12 a.m.

# SCPA FACILITIES AND RESOURCES

## Booking Rooms

If you wish to book an unoccupied studio for you course related rehearsal you can submit your request online on [scpa.ucalgary.ca/events/book-facilities](https://scpa.ucalgary.ca/events/book-facilities). Dance studio bookings are restricted to Dance majors, minors and other University students who are enrolled in a current Dance courses. The SCPA Receptionist in CHD 100 can assist you if you have troubles with the system.

### 1. View Availability

In the tab "[view room schedules](#)":

- Select department: SCPA
- Select room and date/time you want to request to view availability

### 2. Make booking request

In the tab "[add booking](#)"

- Log in using your University of Calgary username and password
- Make sure Faculty of Arts and SCPA are selected and continue
- Title\*: affiliated course number, production, group, or club name(s)
- Notes\*: name, UCID number, email address, Major/Minor and program
- Select a purpose for the room booking
- Select date, time, repeat
- Click submit and confirm the booking
- Log out

\* Please only use letters and numbers; special characters (example: / " : \$ @ \*) will result in a website error.

The booking request will go to the booking manager for approval and you will receive an email notification with approval or non-approval. Booking priority is in effect for all bookable rooms and studios so you may be removed in favour of higher priority bookings and the booking manager will work to accommodate you.

Please note that students are limited to two hours of booked time per day and six hours per week, and may only book for the current week.

Room keys are available from the Receptionist in CHD 100. The key must be returned as soon as you finish with the room; if the key is checked-out overnight or over the weekend, the key should be returned to the CHD 100 drop box in an envelope with your name on it. You will require your UNICARD when checking out the key. The SCPA will follow up on keys not returned on time. Room booking privileges may be withheld if room keys are not returned in a timely manner.

Individuals who book spaces must strictly adhere to the regulations guiding bookings.

Those who wish to rehearse at the University of Calgary can only do so if they have officially booked the rooms and been provided a key for a particular time and a particular room. The rooms should be secured when not in use. The keys should be returned when the individual booking has been completed.

**If you have not booked a room, and have not been provided a key, you should not be using a space in the School of Creative and Performing Arts.**

**Those who have booked a room and been provided a key are not authorized to loan their key to anyone else, nor are they authorized to permit others to 'borrow' the space for rehearsal once the room has been opened.**

## University Theatre Services

University Theatre Services (UTS) is a support service unit within the SCPA whose primary function is to support the academic programs of the divisions within the School. UTS also provides a wide variety of production, publicity, box-office and management support services to all users of the University Theatre, the Reeve Theatre, and the Rozsa Centre, including the Eckhardt-Gramatté Hall, the Boris Roubakine Recital Hall, and the Mezzanine Gallery, for both on-campus and off-campus customers. UTS offices are located in Craigie Hall G Block (G205). Visit [scca.ucalgary.ca/theatre-services](http://scca.ucalgary.ca/theatre-services) for more information. See the Opportunities section below for details on how to apply for a front-of-house usher position with UTS.

## Taylor Family Digital Library (TFDL) Resources

The University of Calgary Libraries and Cultural Resources supports the Dance program with extensive collections and services, including research advice and accessing materials (audio/visual, books, periodicals, online databases). These collections and services are a valuable resource for students and faculty so please make good use of them. Visit [lcr.ucalgary.ca](http://lcr.ucalgary.ca) for more information. Please contact Caitlin McClurg at [cmccclur@ucalgary.ca](mailto:cmccclur@ucalgary.ca) or 403-220-5319 for specific questions.

## Integrated Arts Media Labs

The Integrated Arts Media Labs (IAML) offer a dedicated digital arts education and production environment located on the 6th floor of the Arts Parkade, created specifically for students in Art, Dance, Drama, and Music. The IAML consist of three facilities: The Integrated Arts Media Lab, the NBC Universal Multimedia Laboratory, and the Collaboration/Presentation/Installation (CPI) Space. The main lab houses 20 workstations, each equipped with a Mac computer, MIDI keyboard and dual or colour-calibrated displays. It also offers a full range of creative production and educational software, including video editing, 2D graphics and animation, 3D modeling and animation, CAD, music/audio sequencing, music notation, and interaction design and authoring. View [ucalgary.ca/iaml](http://ucalgary.ca/iaml) for more information.

Outside of class times, Dance, Drama, and Music students can gain access to the main lab seven days a week from 7 a.m. until 11 p.m. by simply swiping their UNICARD on the proximity pad outside the door. If your card does not open the front door, you may need to have your UNICARD replaced or activated. For more details on this process, visit [ucalgary.ca/iaml/help/cardaccess](http://ucalgary.ca/iaml/help/cardaccess). Staff and student technicians are available for assistance (Mon-Fri 9 a.m. to 4 p.m.).

## Sonic Arts Lab

The Sonic Arts Lab, located beside the Integrated Arts Media Lab, is a multi-channel digital audio studio designed for teaching, creation and research involving sound and technology. Students and faculty realize projects in electroacoustic music, soundscape composition, computer music, multi-channel sound spatialization, and interactive music involving instruments with computer, and sound design for video, film, and stage production.

Contact Dr. David Eagle ([eagle@ucalgary.ca](mailto:eagle@ucalgary.ca)) for more information about the lab and how to access it.

Sonic Art Lab courses include:

- MUSI 351 Sonic Arts
- MUSI 453 Computer Applications in Music
- MUSI 451 Electroacoustic Music
- MUSI 511 Topics: Interactive Electroacoustic Music and various advanced topics
- MUSI 560 Senior Projects
- FINA 507 Various music and technology topics

## Telemedia Arts Lab

Telearts experiments with real-time artistic and musical collaboration over high-speed research networks. The Telemedia Arts Lab is directly connected to Canada's research network backbone (CANet) via Alberta's own cyber infrastructure provider, Cybera. The lab is home to Syneme, established under a Canada Research Chair in Telemedia Arts. It serves as a point of multidisciplinary collaboration at the University of Calgary, offering high definition cameras, projectors, low latency audio and expertise to facilitate creative projects.

Contact Dr. David Eagle ([eagle@ucalgary.ca](mailto:eagle@ucalgary.ca)) for more information about the lab and how to access it.



## Com/Media

Students can book sound equipment through the University for use in rehearsals/presentations for courses. To arrange either phone 403-220-3711 or visit [ucalgary.ca/it/services/av-equipment-booking-classroom](https://ucalgary.ca/it/services/av-equipment-booking-classroom).

## Lockers

Locker rentals are handled by Bound and Copied in Mac Hall.

Visit [su.ucalgary.ca/programs-services/student-programs/lockers](https://su.ucalgary.ca/programs-services/student-programs/lockers) for more information.

Lockers are reserved for Dance Majors in the basement of KNES. The Students' Union will assign a locker to all students registered as a BA Dance Major during the month of August. Check your Student Centre on September 1 to find your locker number and combination. If not required, you can cancel your locker assignment in your Student Centre.

## STUDIO LEARNING

### Placement for Technique Classes

Continuing students are graded on how well they have coped with and demonstrated their understanding of their current level of technique. It is not unusual for students to need to repeat a level of technique; it is important to be a strong dancer, and dancers do not necessarily progress at the same rate. The Division strongly believes that it is best for students to take the time to work at a suitable level of technique rather than risking physical and/or psychological injury in an unsuitable one. Recommendations will be given to continuing students for work over the summer break in particular areas, including conditioning, Pilates, ballet, modern, yoga, etc., as well as continuing your dance practice.

While it is expected that most students will proceed to the next level of technique each September, official placement classes for ballet, jazz and contemporary technique will be held during the first week of the term. Final movement assignments will be adjudicated by a panel. Placement classes are mandatory for all entering and returning students, and take place during the first week of term.

### Etiquette

The in-studio dance classes are a crucial component of your dance education in the Dance program. Since students come to the studio with varying levels of technique and expertise, it is expected that individuals will, to some degree, progress at different rates. There are, however, some goals that will help to unify and create a healthy, vibrant, and cohesive work environment: put away phones; no food or drinks other than water; and please keep shoes and bags on the mats at the back of the room.

Professionalism is much more an attitude about how you work than the act of receiving money for your work. It is about having confidence and pride in your work with a willingness to contribute to the group. Students are therefore expected to maintain a disciplined and professional approach to their work, their fellow classmates, their course instructors and the accompanists at all times.

### How to Dress for Class

In order to give students the best possible guidance in studio classes, teachers must be able to see the entire body. Postural alignment and joint and muscle use cannot be corrected if the body is hidden by too loose or too bulky clothing.

- For ballet class, speak to your instructor
- For contemporary dance classes, though dress is generally less prescribed than ballet, please be aware that teachers must be able to see the entire body
- For jazz dance classes please consider the above and bring appropriate jazz shoes
- Please be considerate of your fellow dancers. Avoid long fingernails and jewelry (including watches, earrings, necklaces, bracelets, and large rings); a loose or sharp piece of jewelry can be extremely dangerous to yourself and to other students
- Hair should be worn off the neck and face to facilitate correct alignment and technique.

### Before Class

Preparation for a positive studio experience begins before the instructor enters the room. Students are expected to arrive at their studio classes at least 10 minutes before start time in order to begin both mental and physical warm-up. At the university level, students are expected to review course material between classes. It is recommended that this review occurs well in advance of the beginning of class. When the course instructor or visiting artists enter the room students should indicate a readiness to begin.

### Concentration

Since dance classes have many participants, the course instructor often requests exercises to be performed in groups. Dancers waiting for their turn should honour their colleagues' concentration by watching silently at the side. Being attentive to and supportive of your fellow classmates helps create an efficient and positive workplace.

## Supplemental Fees

To help cover the costs of musical accompanists, **supplemental fees are attached to dance technique courses and will appear on your tuition bill.** For the 2016-2017 academic year this fee is \$78.00 for each course that meets twice per week, and \$117.00 for each course that meets three times per week.

## Feedback

Dance instructors will provide feedback on performance throughout the technique class and throughout the term. Feedback is provided through their demonstration and approach to the material, through comments and insights shared during class, and through the way they move the class forward through the material: i.e., altering timing or movement complexity, slowing or accelerating phrasing, as well as increasing or decreasing the technical difficulty. Instructors might also elect to provide feedback in small group discussion, offer a brief written assessment, utilize a model of peer or self-assessment, or provide opportunities for self-reflection through video. Individual meetings might be scheduled when necessary. Whether provided as individual or group notes, in class or in meetings, take every note as direct, individual feedback. Explore it, apply it. If you think you have it, take it further! If you have questions about your performance, try to be specific with your questions and email to request an appointment for longer discussions that can't be accommodated at the close of class.

## Leaving the Studio

A student who has to leave before class is over should let the course instructor know before the class commences. Students should acknowledge the course instructor and accompanist when leaving. Do everything within your power to avoid leaving the studio before class has ended. At the end of class, you usually have the opportunity to show your appreciation to the instructor and the musician. A demonstration of thanks may take the form of a formal reverence (as in a ballet class) and/or applause. If that moment is not provided, take the time to say thank you. It is very likely that there is another class scheduled in the studio immediately after yours. Gather your personal belongings quickly and move to another place to reflect, stretch, practice and/or cool down. Studios can be pre-booked for this purpose through the SCPA Receptionist in CHD 100 or through the online booking system.

## Attendance

Attendance is a crucial component of one's overall professionalism; therefore regular attendance and participation are required in all studio and theory courses. Poor attendance adversely affects the student's ability to make physical progress, to demonstrate understanding, and to participate in class discussions. For these reasons, missed classes will be reflected in your grade. As the occasional absence may be unavoidable, the following guidelines are in place for studio technique courses:

### Absenteeism

You are permitted to miss the same number of classes per term as are scheduled for that course in a week. For example, if you take three contemporary classes per week in a particular course, you may miss up to three classes of that course in a term without penalty; however, you are responsible for material covered during the absences. Missed classes beyond the excused absences per term will have an adverse effect on your final grade. It is the responsibility (and to the advantage) of the student that absences are recorded.

### Punctuality

Each studio course instructor sets her/his own punctuality policy. Some prefer that latecomers observe and take notes. Others request that latecomers not enter at all. Be sure about each course instructor's policy before you are late for the first time.

### Observing Class

Each course instructor sets his/her own policy for students who are late or injured. You may be asked to observe and take notes or to assist with the class. Clarify expectations with the course instructor. Do not come to class if you are ill. Speed your recovery (and avoid spreading possible contagion) by getting the rest your body needs.

## Division Injury Guidelines

Students who have been injured and have physically completed less than 90% of their technique course(s) may find it necessary to drop the course. The course instructor(s), in consultation with the Chair of Dance, will determine whether the recommendation to drop is necessary.

### Injuries

Injuries are an ever-present health worry for dance students. It is almost inevitable that at some point in your dance training you will have an injury. This can be a traumatic break or sprain caused by a bad landing or fall, or it can be a chronic injury such as tendonitis which develops over time as a result of faulty technique or hard floors. Whatever the cause of your injury, students are encouraged to ice the injury immediately! Ice is available at Kinesiology Client Services (KNA 104) and Barron's Court (KNA 102).

### Accident Reporting Procedures

In case of an accident, injury, illness or other similar situation:

- Students should notify a University Representative (UR). It is important that your instructor is notified, if they cannot be immediately informed, please seek an employee, or another student—as soon as possible.
- The UR should ensure that the accident victim is safe, comfortable, and secure. Ice is available at Kinesiology Client Services (KNA 104)
- The UR should contact Campus Security at 403-220-5333 (indicate location and type of injury)
- The UR should notify the Division Chair of Dance (via SCPA office 403-220-5313), and the Faculty of Arts Associate Dean (via Arts Students' Centre 403-220-3580) of the incident as soon as possible
- The UR should complete an Accident Report Form: [ucalgary.ca/safety/oars](http://ucalgary.ca/safety/oars)
- The UR should print a copy of the accident report and file it with the Faculty of Arts Associate Dean (via Arts Students' Centre, [artsads@ucalgary.ca](mailto:artsads@ucalgary.ca))

## A Note about Performing

Performances are an important part of your education and require a significant commitment of time and energy. Good and careful planning is essential. Be sure to arrive early, allowing time for warming up and practicing material before rehearsal, and for cooling down and stretching after rehearsals. Bring water, healthy snacks, layers of warm clothes and a notebook for the choreographer's notes. Remember, don't over-commit yourself. It's great to dance in a lot of works, but running from rehearsal to rehearsal, frazzled and too tired to give one hundred percent isn't good for you, your fellow dancers, the choreographer or the final performance, and can lead to injury and other serious problems. Be responsible when making your commitments. **Acceptance of casting is a verbal contract.** If you are not sure what this means, ask the choreographer what is expected of you, what the time commitment will be, performance dates and theatre rehearsal schedules, if extra rehearsals may be called, and be sure to let them know what your limitations might be. **It is not acceptable to miss or arrive late to rehearsals due to other obligations if these have not been cleared with the choreographer before the casting was accepted.** Once you move into the theatre, be sure to be respectful of all the creative team, including costume and lighting designers, technical crew and costume assistants. Without their professionalism, the magic of the theatre could turn into a real nightmare. Be on time for your call and your fittings, be quiet backstage, don't leave your belongings and/or trash in the theatre, and *thank the technical crew* - we couldn't do it without them. A dance performance is a very special thing to be a part of. After all is said and done, enjoy yourself!

## A Word on Academic Standards

You have embarked on an exciting journey. The road you travel is full of adventure, unexpected challenges and intense demands. We expect you to become clear thinkers in both the studio and the classroom so that you emerge from this program with the ability to dance well and to be articulate about dance in general. You will be required to dig deep within yourself and the rewards will be great. If you can learn, in addition to many other things, to manage your energy and to take care of yourself, you will profit enormously from your time here. In practical terms, this means being careful to eat properly to get enough nourishment, and to watch that you do not over commit to extra-curricular activities, no matter how tempting. It is not at all unusual to feel stressed out or overwhelmed even by the basic workload demand. Should you feel at a loss or simply need to talk, the faculty in the BA Dance can provide guidance. There is also extensive support through University Counseling Services for developing study and writing skills. **If you have a problem, please talk to us.**

## OPPORTUNITIES

Dance students are encouraged to get involved in the multitude of art activities available to them at the University and in the community. Attendance at theatre and music performances as well as visual art events, is strongly recommended. There is a wealth of activity around you - enjoy it. Feed your artistic spirit. There are a few Dance social gatherings during the year; usually at the beginning of the academic year, and often at the end. Please come to meet and greet new students and say goodbye to departing graduates. In addition, there are group BA Dance meetings during the year in which you have the opportunity for some dialogue with the group of Majors as well as the faculty. Get to know your student representatives and communicate to them your ideas, your excitement, and your concerns.

As for advice for new students to the program, in surveys done with exiting students it is generally agreed that it is important to be involved in and to be open to whatever opportunities arise. Ask questions, get to know your classmates, and audition for performances as much as you can in order to meet new people and be recognized. Overall, students should take advantage of what the Dance faculty and the University has to offer and enjoy the learning experience.

Attending performances is expected of Dance Majors. Attendance at community dance performances is expected and in some courses it is required, so put them in your calendar early. This is an important and exciting part of your education. We have asked a number of organizations to provide you with discounted tickets and we are working on a system that would allow us to log your attendance at performances, giving us a better picture of your breadth of experience as a dance watcher.

### **Decidedly Jazz Danceworks Professional Training Program**

The Division of Dance entered into a new partnership with Decidedly Jazz Danceworks (DJJ) in 2014. Students entering their fourth year will be able to audition for and (if successful) take the DJJ Professional Training Program to receive up to 6 half-courses of credit (18 units) towards open options in their BA Dance degree. Students will be required to declare their interest by the end of second year. During the fall and winter terms, students will spend their mornings at DJJ and afternoons at the University campus (5 days/week).

### **Front-of-house (FOH) ushers with University Theatre Services (UTS)**

Students who are interested in a fun and flexible evening/weekend work schedule are encouraged to send their resumes to the Front of House Manager ([foh@theatreservices.ca](mailto:foh@theatreservices.ca)) for the opportunity to work as an usher for UTS. Ushers will work mostly evenings and weekends, and must be available at least one weekend day/night. Hiring will take place in mid-August and in mid-December.

## QUICK LINKS

### SCPA Links

Claim Your Seat: [scpa.ucalgary.ca/claimyourseat](https://scpa.ucalgary.ca/claimyourseat)

IAML: [ucalgary.ca/iaml](https://ucalgary.ca/iaml)

IAML, card access procedures: [ucalgary.ca/iaml/help/cardaccess](https://ucalgary.ca/iaml/help/cardaccess)

SCPA, book facilities: [scpa.ucalgary.ca/events/book-facilities](https://scpa.ucalgary.ca/events/book-facilities)

SCPA, courses: [scpa.ucalgary.ca/courses](https://scpa.ucalgary.ca/courses)

SCPA, entrance and course auditions: [scpa.ucalgary.ca/studentsalumni/auditions](https://scpa.ucalgary.ca/studentsalumni/auditions)

SCPA, featured topics courses: [scpa.ucalgary.ca/studentsalumni/featured-topics-courses](https://scpa.ucalgary.ca/studentsalumni/featured-topics-courses)

SCPA, forms: [scpa.ucalgary.ca/studentsalumni/forms](https://scpa.ucalgary.ca/studentsalumni/forms)

SCPA, inter-arts opportunities: [scpa.ucalgary.ca/studentsalumni/inter-arts-opportunities](https://scpa.ucalgary.ca/studentsalumni/inter-arts-opportunities)

SCPA, students/alumni: [scpa.ucalgary.ca/studentsalumni](https://scpa.ucalgary.ca/studentsalumni)

University Calendar: [ucalgary.ca/pubs/calendar](https://ucalgary.ca/pubs/calendar)

University Theatre Services: [scpa.ucalgary.ca/theatre-services](https://scpa.ucalgary.ca/theatre-services)

### University Links

Arts Students' Centre, academic advising: [arts.ucalgary.ca/advising](https://arts.ucalgary.ca/advising)

Arts Students' Centre, book an appointment: [success.ucalgary.ca](https://success.ucalgary.ca)

Arts Students' Centre, changing your program: [arts.ucalgary.ca/changingprogram](https://arts.ucalgary.ca/changingprogram)

Arts Students' Centre, taking courses at another institution: [arts.ucalgary.ca/hode/2096](https://arts.ucalgary.ca/hode/2096)

Arts Students' Centre, undergraduate students: [arts.ucalgary.ca/undergraduate](https://arts.ucalgary.ca/undergraduate)

Com Media, booking equipment: [ucalgary.ca/it/services/av-equipment-booking-classroom](https://ucalgary.ca/it/services/av-equipment-booking-classroom)

Enrolment Services, change of program: [ucalgary.ca/registrar/student-centre/change-faculty-program-or-declare-major](https://ucalgary.ca/registrar/student-centre/change-faculty-program-or-declare-major)

Enrolment Services, contact us: [ucalgary.ca/currentstudents/contact](https://ucalgary.ca/currentstudents/contact)

Enrolment Services, forms for students: [ucalgary.ca/registrar/student-forms](https://ucalgary.ca/registrar/student-forms)

Enrolment Services, graduate: [ucalgary.ca/registrar/graduation](https://ucalgary.ca/registrar/graduation)

Libraries and Cultural Resources: [lcr.ucalgary.ca](https://lcr.ucalgary.ca)

Student Centre: [my.ucalgary.ca](https://my.ucalgary.ca)

Student Success Centre: [ucalgary.ca/ssc](https://ucalgary.ca/ssc)

Students' Union: [su.ucalgary.ca](https://su.ucalgary.ca)

Students' Union, lockers: [su.ucalgary.ca/programs-services/student-programs/lockers](https://su.ucalgary.ca/programs-services/student-programs/lockers)

VP Arts: [library.ucalgary.ca/vpa](https://library.ucalgary.ca/vpa)

### Division of Dance Links

4.58 School of Creative and Performing Arts: [ucalgary.ca/pubs/calendar/current/arts-4-58.html](https://ucalgary.ca/pubs/calendar/current/arts-4-58.html)

4.58.1 BA in Dance: [ucalgary.ca/pubs/calendar/current/arts-4-58-1.html](https://ucalgary.ca/pubs/calendar/current/arts-4-58-1.html)

4.58.2 BFA in Dance: [ucalgary.ca/pubs/calendar/current/arts-4-58-2.html](https://ucalgary.ca/pubs/calendar/current/arts-4-58-2.html)

4.58.3 Combined BA (Dance)/BKin (Kinesiology): [ucalgary.ca/pubs/calendar/current/arts-4-58-3.html](https://ucalgary.ca/pubs/calendar/current/arts-4-58-3.html)

4.58.4 Minor in Dance: [ucalgary.ca/pubs/calendar/current/arts-4-58-4.html](https://ucalgary.ca/pubs/calendar/current/arts-4-58-4.html)

Accident Report form: [ucalgary.ca/safety/oars](https://ucalgary.ca/safety/oars)

Division of Dance: [scpa.ucalgary.ca/dance](https://scpa.ucalgary.ca/dance)

## FINDING YOUR WAY AROUND

Visit [ucalgary.ca/map](https://ucalgary.ca/map) for a campus map or to use the interactive room finder.

Rooms on campus use the first two or three letters to designate the building and the number to designate the room. A room with a number in the 100s is on the main floor, in the 200s is on the second floor and a room such as 004 or 012 is in the basement.

*For example: the main office for the School of Creative and Performing Arts is CHD 100. It's located on the main floor of Craigie Hall, block D.*

### Studios

Rehearsal studios for Dance, Drama, and Music are located in Craigie Hall in blocks D, E and F and vary in size from small practice rooms to large studios.

### Classrooms

The majority of classes in the SCPA are taught in Craigie Hall in blocks D, E and F with a few lecture classes booked in campus lecture halls and large dance classes hosted in Kinesiology.

### Performance Spaces

The SCPA has a number of performance spaces that support our work. These spaces are all close or connected to Craigie Hall and can be found in the creative block, which includes the Rozsa Centre, The F.R. Matthews (CHF101), Joyce and Quentin Doolittle (CHF206), Reeve, and University Theatres as well as a number of other, smaller performance spaces.

#### **FACULTY OF ARTS**

#### **School of Creative and Performing Arts**

2500 University Drive NW

Calgary, AB T2N 1N4

403.220.5313

[scpa.ucalgary.ca](https://scpa.ucalgary.ca)