

The University of Oklahoma
Weitzenhoffer Family College of Fine Arts

School of Dance



UNDERGRADUATE STUDENT HANDBOOK 2017-2018

560 Parrington Oval, Room 1000
Norman, OK 73019-3041
Telephone: 405-325-4051
FAX: 405-325-7024
<http://www.ou.edu/finearts/dance>

TABLE OF CONTENTS

SCHOOL OF DANCE MISSION STATEMENT	4
GENERAL CAMPUS INFORMATION	5
Student Support Services	5
Computer Resources	5
Center for Student Life	6
Project Threshold	6
Student Resources (Academic)	6
Admissions and Records	6
Assessment and Learning Center	6
Honors College	6
Intersession	6
Writing Consultants	6
Other University Services	6
Employment	6
Financial Aid	6
Goddard Health Center	6
Health - Dietician	7
Housing and Food Services	7
Physical Therapy	7
SafeWALK/SafeRIDE	7
WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS	7
WFCFA Academic Counselor	8
WFCFA Library	8
WFCFA Math Policy	8
Graduation Requirements	8
Admission/Retention Policy	8
Dean's Student Advisory Council	9
SCHOOL OF DANCE	9
Advising Day	9
Advisor(s)	9
Alumni	9
Auditions	10
Contact Information	10
Dance Bulletin Boards	10
Mid-Term Conferences	10
Technique And Performance Credit Hours	10
Application for Summer Intensive Credit	11
Facilities and Equipment	11
Dressing Rooms	11

Studios	11
Items Left in Warm Up Area	11
Ice Packs	11
Equipment	11
Media Center	11
Handbook	11
Health and Injury Statement	12
Injury and Illness (general)	12
General Health	12
Class Attendance	12
Tardiness	12
Absences	12,13
Mid-Term Reports	13
Scholarships	13
School of Dance Professional Protocol	13
Student Activities	14
Student Project Rehearsals	14
Outside Activities	14
Technique Classes (Attire/Dress Requirements)	14
Ballet	14
Modern	14
General (attire)	14
Technique Classes/Rehearsals	14
Technique/Placement Classes	14
Oklahoma Festival Ballet/Contemporary Dance Oklahoma Auditions	15
Rehearsal Schedules	15
Theatre Safety Guidelines.....	15
Young Choreographers' Showcase Rehearsals and Performances	15
General Procedures for VHS/DVD Reproduction	15,16
Written Recommendations from Faculty/Advisor(s)	16

MISSION STATEMENT

As the only University School of Dance in the State of Oklahoma, our Mission is to provide pre-professional and/or returning professional students of classical ballet and modern dance with a thorough experiential base of artistic and academic programs designed to prepare them for careers as performing artists, choreographers and teachers; to provide high quality dance performances locally, regionally and internationally stimulating interest in and appreciation for dance as a performing art; to be a positive force in the cultural climate in the State of Oklahoma and the region, interacting with and supporting all art forms.

GENERAL CAMPUS INFORMATION

Upon admission, students will receive a CD General Catalog from the Office of Admissions as well as an IT enclosure and a form for the Goddard Health Center.

Student Support Services:

Technology Help - (405) 325-4357

The University of Oklahoma offers an abundance of computing services and support to help students succeed in their academic endeavors. The University employs technology for a variety of purposes: to educate, communicate, manage and access information and services.

Computer Resources

Numerous computer labs are located around campus granting access to a large number of computing platforms.

Bizzell Memorial Library - Helmerich Collaborative Learning Center:

Please visit the Helmerich Collaborative Learning Center (HCLC) in Lower Level 1 of Bizzell Memorial Library.

Staffed Hours

Monday - Thursday: 8:00am - 10:00pm
Friday: 8:00am-6:00pm
Saturday: unstaffed
Sunday: 12:00pm-6:00pm

For date specific hours visit the [library's website](#).
Nearest WEPA Kiosk: Onsite in HCLC, Lower Level 1, or first floor by west entrance
Nearest Computer Lab: Physical Sciences Center, Room 232. Nearest Restroom: Central HCLC hallway.
Nearest Food / Drink Vending Machines: The Bookmark, Lower Level 1/accordion-body

Couch Practice Center: Couch Practice Center, located on the first floor of Couch Center Residence Hall, is our newest technology practice space on campus and offers students a great place to study, work, collaborate, and learn.

Staffed Hours

Monday - Thursday: 8:00am - 10:00pm
Friday: 8:00am-6:00pm
Saturday: unstaffed
Sunday: 12:00pm-6:00pm

Nearest WEPA Kiosk: Onsite, Nearest Computer Lab: Honors College, Nearest Restroom: Downstairs in basement of Couch Center, Nearest Food / Drink Vending Machines: Onsite at Couch, Xpress/accordion-body

Honors College:

Operating Hours

Monday - Sunday: 24 Hours/ All Day*

*Only available to Honors College Students
Nearest WEPA Kiosk: Cate Main. Nearest Computer Lab: Couch Center - Northwest wing of the first floor. Nearest Restroom: Left out of the door and straight down the hallway, near south entrance. Nearest Refreshments: Cate Main Restaurants & Basement of Walker

Tower/accordion-body

Oklahoma Memorial Union: Room 207 is available for use **24/7** and is accessible by using your Sooner Card at the door.

Nearest WEPA Kiosk: OneU IT Store
Nearest Computer Lab: Bizzell Library Main Floor
Nearest Restroom: Down main staircase to the left on the left hand side
Nearest Refreshments: Crossroads and Food Court on the bottom floor of the Union/accordion-body

Physical Sciences Center: The recently renovated technology practice space in Physical Sciences Center 232 is available for use:

Staffed Hours

Monday - Thursday: 8:00am - 10:00pm
Friday: 8:00am-6:00pm
Saturday: unstaffed
Sunday: 12:00pm-6:00pm

Nearest WEPA Kiosk: Onsite
Nearest Computer Lab: Bizzell Library
Nearest Restroom: Near the elevators, Women's north side, Men's south side
Nearest Food/Drink Vending Machines: Bottom floor near east entrance/accordion-body

Sarkeys Energy Center: Room 1032 is on the 10th floor of Sarkeys Engineering Center. This lab is available to College of Engineering students and includes one 42" color plotter and one large format color scanner.

Staffed Hours

Monday - Thursday: 8:00am - 10:00pm
Friday: 8:00am-6:00pm
Saturday: unstaffed
Sunday: 12:00pm-6:00pm

Nearest WEPA Kiosk: Youngblood Energy Library, second floor
Nearest Computer Lab: Carson second floor or Stadium second floor
Nearest Restroom: 10th floor hallway

Nearest Refreshments: Bedrock Café in basement

WEPA Printing Kiosk Locations

Adams Center

Bizzell Library

Carson Engineering Center

Cate Main

Catlett Music Center

Collings Hall

Couch Practice Center

Dale Hall

Felgar Hall

Fred Jones Center

Galileo's World

Gaylord College of Journalism and

Mass Communication

Gould Hall

Huston Huffman Center

Kaufman Hall

Oklahoma Memorial Union

Physical Sciences Center

Price College of Business

Robertson Hall

Sarkeys Energy Center

Wagner Hall

Walker Center

Center for Student Life

Oklahoma Memorial Union 3rd Floor South, (405) 325-6873

Offers retention-driven programs and services for veterans, adults returning to school, and African-American, Asian-American, Hispanic-American, American Indian, international and disabled students.

Project Threshold

Wagner Hall, Room 215 - (405) 325-6261

Offers personal, academic, and financial aid counseling and tutorial assistance for students from educationally and economically disadvantaged backgrounds.

Student Resources: (Academic)

Admissions and Records

The Admissions Office is in Buchanan Hall Room 127 and Records is in Buchanan Hall Room 332. Both offices can be reached at (405) 325-2012.

Assessment and Learning Center (<http://uc.ou.edu/alc>)

Wagner Hall Room 270 - (405) 325-4336

Course placement assessments. Computer tutorials, English, math, and study skills. Discover and other career planning programs. Student Success Series – free seminars on mathematics, writing, study skills, and career decision-making. Free tutoring through UC Action program, <http://uc.ou.edu/action>, with a satellite Learning Center in the residence halls (Housing Learning Center, Adams Center, Muldrow Tower 105, (405) 325-2452.

Honors College

Honors House - (405) 325-5291

Offers curricular program for academically talented and highly motivated undergraduate students.

Intersession

CCE Admin Building, Room 209 - (405) 325-2899

Offers the opportunity for students to earn college credit between the regular semesters.

Writing Consultants

The Writing Center is located in Wagner Hall, Room 280 - (405) 325-2936

Other University Services:

Employment Services

Nuclear Engineering Lab Building, Room 205, (405) 325-1826

Financial Aid

Buchanan Hall Room 216, (405) 325-4521

Goddard Health Center

Outpatient Care, GHC - (405) 325-4441

Personal Counseling, GHC, Room 201, (405) 325-2700

Health - Dietician

Kelleigh Whaley, Goddard Health Center - (405) 325-4611

To make an appointment, call 325-4441. A charge may be applied to the student's Bursar bill. Students do not need a physician's referral.

Housing and Food Services

Walker Center Room 126, (405) 325-2511

Physical Therapy

Danielle Cox, Goddard Health Center

If a student needs to be seen by one of the doctors at Goddard, call (405) 325-4441. To make a physical therapy appointment, call (405) 325-4611, extension 4-1143. A charge may be applied to the student's Bursar bill. Students will need a physician's referral.

SafeWALK

(405) 325-WALK

Available 8:00pm – 2:00am to accompany students anywhere on campus.

You can also call from the blue emergency phones. When using a blue phone, simply ask the OUPD dispatcher to connect you with SafeWalk.

SafeRIDE

Thursday, Friday, and Saturday evenings 10:00pm – 3:00am.

[How to use SafeRIDE](#)

OU Emergency Preparedness Website

www.ou.edu/emergencypreparedness

WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS

The Schools of Dance, Art, Music, Drama and Musical Theatre are all housed within the Weitzenhoffer Family College of Fine Arts. The Weitzenhoffer Family College of Fine Arts offices are located next to the School of Art in the Fred Jones Jr. Museum of Art building on Parrington Oval. Please familiarize yourself with the location of all the Schools within the Weitzenhoffer Family College of Fine Arts.

Dean's Suite

Fred Jones Center: 540 Parrington Oval, Suite 122

School of Dance

Reynolds Performing Arts Center: 560 Parrington Oval, Room 1000

Helmerich School of Drama

Old Science Hall: 640 Parrington Oval, Suite 121

School of Music

Catlett Music Center: 500 West Boyd Street, Room 138

Musical Theatre

Carpenter Hall: 840 Asp Avenue, Room 104

School of Visual Arts

Fred Jones Center: 520 Parrington Oval, Room 202

WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS ACADEMIC COUNSELORS

The Academic Counselors for the Weitzenhoffer Family College of Fine Arts are available for student consultations by appointment only. You will find their schedule available in the Weitzenhoffer Family College of Fine Arts office. The Academic Counselors, among other duties, will be able to help determine if graduation requirements have been met. All dance majors will make an appointment with an Academic Counselor in their junior year of study to determine if the dancer is meeting all criteria necessary for graduation. The academic counselor for dance majors is Elizabeth Nunley, in the Fine Arts Dean's Office (405) 325-7370.

WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS LIBRARY: (405) 325 4243

Dance research materials are housed in the Fine Arts Library in the Catlett Music Center (basement level) on the southwest corner of Boyd and Elm Ave. Please take a few minutes to become familiar with the library and its resources, including the listening lab (containing over 200 dance videos and periodicals) in order to become well informed about events in the dance world and for purposes of research.

Regular Semester Hours:

Monday - Thursday 8:00 a.m. – 9:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

Saturday 11:00 a.m. – 5:00 p.m.

Sunday 2:00 p.m. – 9:00 p.m.

Hours of operation for the Fine Arts Library are also located at libraries.ou.edu.

WEITZENHOFFER FAMILY COLLEGE OF FINE ARTS MATH POLICY

The Weitzenhoffer Family College of Fine Arts requires that all declared Fine Arts students complete their college level math course within the first four semesters of enrollment at OU. Transfer students or newly declared Fine Arts majors who have not completed their college level math requirement will have two semesters in which to complete the requirement. Students who fail to meet this requirement will be restricted from upper division Fine Arts courses until such time as their college level math course has been successfully completed, except by permission of the Director and the Dean. Individual Schools may have additional restrictions that apply.

GRADUATION REQUIREMENTS

In order to graduate with a BFA in Dance (with the major options of Ballet Performance or Pedagogy or Modern Dance Performance). Students must complete a minimum of 124 credit hours, forty of which are general education requirements.

Admission/Retention Policy:

The freshman year at the University of Oklahoma is spent in University College, which is not a degree granting college. Transfer to the Weitzenhoffer Family College of Fine Arts from University College is automatic upon completion of 24 hours with a minimum 2.50 GPA. As of Fall 2003, all remedial classes in the areas of English, Math and the Sciences must be completed before students will be eligible for transfer to the Weitzenhoffer Family College of Fine Arts. Students should refer to the university catalogue for University-wide minimum standards. ou.edu/content/enrollment/course_catalog

Students who do not meet the minimum GPA (OU retention and combined retention) required by the various schools within the Weitzenhoffer Family College of Fine Arts may be admitted under an Academic Performance/Probation Contract. Students who do not fulfill the requirements of their Academic Performance/Probation Contract within the allotted time, will be dismissed from the Weitzenhoffer Family College of Fine Arts. Students who have been dismissed from the Weitzenhoffer Family College of Fine Arts are not allowed to enroll in Fine Arts classes designed and/or designated for majors only. All transfer students

shall meet the same requirements for admission as students entering the Weitzenhoffer Family College of Fine Arts from other divisions of the University of Oklahoma.

DEAN'S STUDENT ADVISORY COUNCIL

The Student Advisory Council (SAC) was formed to develop a network of communication between the Dean of the Weitzenhoffer Family College of Fine Arts and the student body. Fifteen students, three from each of the five areas of the college, who have been nominated by their school, meet once a month with the Dean to discuss current issues, concerns and to work on specific projects.

SCHOOL OF DANCE

ADVISING DAY

Each semester previous to enrolling for the following semester, students will be advised during the School of Dance Advising Day. Notices will be posted to notify students of the advising schedule in advance. All courses that require special permission from the School of Dance will be entered online by your advisor following the student advisement appointment. Students are expected to arrive for the advising appointment with a pen and paper, their academic folder from the School of Dance office, two proposed class schedules, and a degree check-sheet. The advisor will coordinate the student's schedule with him/her.

***** Review Weitzenhoffer Family College of Fine Arts Math Policy on Page 8*****

STUDENTS' RESPONSIBILITY FOR COURSE ENROLLMENT WITH REGARD TO ADVISING

Faculty advisors are provided to aid students in making appropriate choices for timely completion of degree requirements in their chosen major. It is ultimately each student's responsibility to enroll in the appropriate courses and monitor the successful completion of degree requirements with regard to the intended date of graduation.

ADVISOR(S)

Individual advisors are important to students during their years in the School of Dance. Freshman students are advised through University College, but they should make an appointment with a Dance advisor who will designate dance classes to be taken in the second semester. After the freshman year, a School of Dance faculty/advisor will help plan a course of study to fulfill the requirements for graduation. It is each student's responsibility to communicate with his/her advisor and to keep informed about School of Dance and college requirements as well as class performance requirements.

Faculty will post their office hours near their office doors and in each class syllabus so that students may arrange mutually convenient times for meetings. Feel free to make appointments with advisors and teachers to discuss work in any area. If students find that they are not functioning at their best because of unanswered questions or negative feelings, communications with the concerned faculty, advisor, mentor etc. can be effective in resolving difficulties. Students are encouraged to challenge themselves to deal with questions/problems in an energetic, creative and proactive way.

ALUMNI

Please update contact information with the School of Dance office following graduation so that we can continue to keep in touch with you after you graduate.

AUDITIONS

Auditions for admission to the School of Dance will be held on designated dates during the fall and spring semesters. For specific audition information, please contact the School of Dance Staff Assistant at (405) 325-4051. Majors: Select dance technique classes may not be held on audition days. Auditions for School of Dance performing companies are held each semester and summer during the first week of classes. Only undergraduate students at the sophomore level and above may audition to perform with both companies simultaneously (OFB and CDO) in a single semester. Casting will be coordinated by the company directors and faculty involved in order to avoid over-loading the student's schedule. Students performing in both companies may not perform in more than two works with the second company.

DANCE BULLETIN BOARDS

All dance majors are required to check the dance bulletin boards **daily** for announcements, special information, rehearsal schedules, crew assignments, etc. Students wishing to post information on the dance bulletin boards must secure permission from the Dance Office.

The School of Dance bulletin boards are located:

Outside the east entrance to FAC 110 and on the inside of FAC 305

Next to studio entrances on the second and third floors of RPAC

For YCS information, on the second floor of RPAC

For external audition information, outside FAC 209

For crew information, on the University Theatre Callboard by the Rupel Jones upstage right entrance

Each student will need a personal calendar on which to record rehearsals, meetings and other commitments. If a student neglects to check the bulletin board or record information in a personal calendar and, as a result misses a rehearsal, he/she is not assuming professional level behavior. Please take this responsibility seriously.

****Check the bulletin boards a minimum of TWICE daily****

CONTACT INFORMATION

It is the responsibility of each student to be sure the School of Dance and the Weitzenhoffer Family College of Fine Arts have current LOCAL contact information including full name, address, local telephone number, cell phone number and e-mail address. **Students are required to check their OU email account; important messages from the school will be sent to that address.**

MID-TERM CONFERENCES

Students majoring in dance will meet with faculty members of the major area on an individual basis at mid-term to discuss the faculty's evaluation of the student's work to that point. These meetings also provide students with the opportunity to express their feelings about their work and to ask pertinent questions. All students enrolled in dance classes will have the opportunity to schedule a mid-term conference for each dance course in which they are enrolled and they are strongly encouraged to do so.

TECHNIQUE AND PERFORMANCE CREDIT HOURS

Students who change their dance major area from ballet to modern dance or vice versa may substitute a maximum of four semesters of technique and performance credit in either area. Student requests to change dance majors will only be considered if the request is made no later than the end of the sophomore year and at the discretion of the faculty.

APPLICATION FOR SUMMER INTENSIVE CREDIT

Students wishing to receive credit for a summer intensive must talk with their adviser during the previous spring semester about the intensive, whether it is associated with an accredited university and the amount of credit they hope to receive. In addition to the intensive, students may also be required to enroll in Special Studies or Professional Semester through the School of Dance.

FACILITIES AND EQUIPMENT

Dressing Rooms

Students are expected to enter the studios in their practice clothes. Street clothes are to be left in the dressing room lockers located in the basement of the Fine Arts Center and/or on the third floor of RPAC. Lockers are available and can be secured by simply choosing an unoccupied locker and placing a lock on it. Please notify the School of Dance Staff Assistant as to which locker you have chosen in RPAC. No locker fee is involved. Each student is allowed one locker. **All locks remaining on lockers one week after the conclusion of the summer session will be removed and items will be donated.**

Studios

No food, chewing gum, or drinks may be brought into the studios and the use of baby powder or rosin on the dance floors is not permitted. Smoking on the OU campus is strictly forbidden. The studios are locked when not in use. Students wishing to use a studio must sign up on the master schedule sheets in the School of Dance and should check with faculty members to be sure the FAC studios will be unlocked at the correct time. Swipe cards may be used for entry to RPAC studios. All studios must be left with doors locked and lights turned off. **Only rehearsals pertaining to School of Dance classes and productions may be scheduled in the dance studios unless permission is given by the Director of the School of Dance.**

Items Left in Warm Up Area

Items left overnight in the warm up areas outside the studios in the Reynolds Center will be taken to the Dance Office.

Ice Packs

Students **must** provide their own ice packs. Please also be certain to put your name on your ice pack.

Equipment

Video recorders / audio tape / compact disc machines are reserved exclusively for faculty and guest choreographers. Students should have an iPod or other sound equipment for their own use for composition work and rehearsals.

Media Center

Dance research materials and equipment are housed in Media Center in the Reynolds Performing Arts Center Room 2030.

Hours of Operation: Please see the bulletin board by the Media Center or contact the Dance office at (405) 325-4051 for current hours of operation. Students wishing to have copies of performances must contact a Staff Assistant in the School of Dance office.

HANDBOOK

Communicating effectively will be the most important tool in each student's experience in the School of Dance. If uncertain about any issue, please consult, in the following order:

- **The Undergraduate Student Handbook**

- **Your Instructor / Advisor**
- **The Director of the School of Dance**

Keep your up-to-date School of Dance Handbook ready. Read it thoroughly. It includes answers to most student questions. Each section will give cues to help in areas of professional work as well as health and welfare.

HEALTH and INJURY STATEMENT

Students wishing to use Goddard Health Center services are required to provide proof of up-to-date immunizations.

Students should be aware that dance is a physically demanding art requiring physical exertion comparable to athletics. Injuries can occur during intense periods of dance exercise and students should make every effort to follow the instructor's directions completely. The instructor reserves the right to limit further class participation if the student appears injured or fails to seek appropriate medical attention for an injury.

Students have an obligation—to the School and their classmates as well as to themselves—to be aware of injuries or other physical limitations relevant to the student's ability to dance. Students injured during the summer should notify the School as soon as possible before the fall semester begins. The School will do its best, based on its professional judgment, to work with injured students through academic advising and appropriate accommodations. However, the School does not provide medical advice or care and students should understand that they bear the risk of injury or aggravation of existing injuries through participation in the program. The School reserves the right to require a physician's release for further enrollment in studio classes following any serious injury.

Injury and Illness (general)

Students, who, through mild injury or illness may be unable to participate in a class or rehearsal, are expected to observe it, if at all possible. Major illness or injury that prevents a student from active participation in classes or rehearsals should be reported to the instructor before class begins and an injury sustained during a class or rehearsal should be brought to the instructor's immediate attention.

General Health

A well-balanced and healthy diet is essential for every dancer. Dancers should be aware that they make extraordinary demands on their bodies, and should treat them accordingly with sound health and nutrition habits. Medical care is available at Goddard Health Center and faculty are able to recommend physicians for specialties upon request. Handbooks with nutritional information and exercise recommendations for dancers are available in the School of Dance office.

CLASS ATTENDANCE

Tardiness

Classes will begin five minutes after the time designated in the class schedule book in order to allow students time to change into practice clothes. Students will not be allowed to join the class after the first exercise has been completed and this will be **considered as an absence**. The instructor will determine whether to excuse this type of absence if the student observes the class.

Absences

Only absences resulting from illness or from death in the student's immediate family are to be excused according to school policy. A doctor's excuse is required in the event of illness. Students are typically allowed as many absences per semester as credit hours per course; therefore, a student enrolled in a class for two credit hours will be allowed two unexcused absences for the semester. Students are advised to ask instructors about individual absence policies beyond this guide. Excessive absence reports will be made during the

semester as necessary. **Students anticipating missing a class or rehearsal due to illness or another legitimate reason are expected to notify the instructor in charge before the class/rehearsal begins.**

Senior Audition & Summer Program Audition Absence Policy

Graduating seniors are allowed a maximum of five absences for the purpose of auditioning during the spring semester. These absences must be approved and coordinated with all School of Dance faculty with whom the dancer has any class or rehearsals in advance of purchasing air tickets or making other transportation plans. The absences must be documented in order to be excused. Except in extreme cases, dancers cannot be excused from tech or dress rehearsals or performances for this purpose. All other students are allowed a maximum of two absences for the purpose of auditioning for summer programs. Again, these absences must be approved and coordinated with all School of Dance faculty with whom the dancer has any class or rehearsal in advance of purchasing air tickets or making other transportation plans and the absences must be documented to be excused. Dancers will not be excused from tech or dress rehearsals or performances for this purpose.

Attendance Policy During Inclement Weather

When campus opens late due to inclement weather and an hour of technique class time remains, then students should expect that a short class will be held.

MID-TERM REPORTS

Students will receive written notification at midterm if they are not working at a satisfactory level and/or if attendance is in question in a given course. Conferences to address this situation will be scheduled as needed. It is the student's responsibility to become aware of absence policies and to keep track of his/her absences.

SCHOLARSHIPS

Students must apply or reapply for School of Dance scholarships annually. Applications are due March 1st of each academic year, and they are available online on the School of Dance website, under Admissions, and on the Scholarships website at ou.edu/scholarships.html.

SCHOOL OF DANCE PROFESSIONAL PROTOCOL

It is in the best interest of every dance major to promote the development and welfare of his/her chosen area as well as the entire School of Dance and to generate a spirit of good will, professionalism, and respect for faculty and fellow students. It is expected that each major will take his/her responsibility seriously and with a strong sense of commitment to the exploration and development of his/her full creative potential. Students are encouraged to discuss concerns they may have with a faculty member/advisor so that a satisfactory solution may be found.

- *Be on time for all classes*
- *Attend all classes*
- *No gum chewing, eating or drinking (anything but water) in any class*
- *Do not place anything on the piano*
- *Please be aware of the musician; do not block his/her view of the class or teacher*
- *No drinks in the studios at any time/except water in plastic containers (no glass containers)*
- *No street shoes in the studios at any time*
- *Please, no talking in rehearsal/class while the teacher/director is working*
- *Students must be excused first by the instructor before leaving class or rehearsal*
- *See instructor during office hours when/as needed*
- *Please be sure to pick up any trash or other items from the studios and warm up areas*
- *Items left in the warm-up areas will be collected and eventually discarded if unclaimed*

STUDENT ACTIVITIES

Student Project Rehearsals

Rehearsals for student projects in dance are to be scheduled around the student's existing class schedule and should not interfere with the class schedule, crew assignments or rehearsals for major productions. Students participating in these rehearsals are expected to approach them seriously and with the same degree of commitment they would approach a major production rehearsal.

Outside Activities

All dance majors are required to secure the permission of the School of Dance before consenting to become involved with any outside dance activities. Forms for this purpose may be secured for the School of Dance office. The purpose of this policy is to be able to better coordinate student involvement in all events and to avoid unnecessary schedule conflicts.

TECHNIQUE CLASSES (ATTIRE / DRESS REQUIREMENTS)

Ballet

Proper attire for ballet classes includes pink or black tights, solid colored leotards and soft ballet shoes for women, t-shirts, tights and soft ballet shoes for men. Pointe shoes are also required in level III and IV as well as for pointe class and should be brought to every studio class and appropriate rehearsal. Individual instructors may stipulate additional requirements relating to dress. These will be listed in the course syllabus. Loose, baggy clothing may not be worn in any class or rehearsal.

Modern Dance

Proper attire for modern dance classes includes tights without feet and leotards (or unitards) for women and tights without feet and t-shirts (or unitards) for men. Similar attire with soft jazz shoes is required for jazz class through the School of Musical Theatre. Individual instructors may stipulate additional requirements relating to dress. These will be listed in the course syllabus. Loose, baggy clothing may not be worn in any class or rehearsal.

Attire In General

Sweat pants and other bulky garments may be worn in class or rehearsal only with the permission of the instructor. Practice clothes are to be clean and neat and they should permit the instructor's clear observation of the line of the body. All dancers are to secure their hair off the face and neck and present themselves professionally. Excessive jewelry is not to be worn in class or rehearsal.

No company t-shirts/clothing or anything printed with the School of Dance name or University of Oklahoma marks can be printed or ordered without the approval of the Director of the School of Dance. All t-shirts/clothing must be prepaid before ordering.

TECHNIQUE CLASSES/ REHEARSALS

Technique / Placement Classes

For Incoming freshmen, the admission audition served as a technique level placement class. The student's technique level may be changed upon arrival if faculty determine that progress indicates a higher technique level or if they determine that the student has regressed or is out of condition. Students may request to take a placement class for a higher technique level at any time. Faculty review technique placements prior to each advising day.

***** An injury may necessitate a temporary level change to facilitate recovery.**

OKLAHOMA FESTIVAL BALLET / CONTEMPORARY DANCE OKLAHOMA AUDITIONS

Dance majors enrolled in dance courses at the upper levels must audition for Oklahoma Festival Ballet or Contemporary Dance Oklahoma according to degree requirements. These auditions are required for majors in level II and above. Students majoring in ballet pedagogy and ballet performance must re-audition every semester until all performance requirements are met. Audition dates will be posted at the beginning of each semester and all dancers must re-audition for company each semester. Dance majors are welcome to audition for both OFB and CDO in the same semester, but must communicate this intention to the Artistic Directors of both companies prior to the audition date. Dance majors may also audition for School of Drama and/or Department of Musical Theatre productions that do not conflict with the School of Dance performance or touring schedules. Dancers must check with their faculty advisor before auditioning for any productions outside the School of Dance or in another major area.

Rehearsal Schedules

The posted rehearsal time indicates the time at which the rehearsal will begin. Dancers should arrive for the rehearsal early enough to change, warm-up, and be prepared to begin at the designated time.

NOTE: Please be aware that rehearsals sometimes conflict with university scheduled holidays. It is the responsibility of the student to be aware of this, consult with the faculty, and to schedule travel plans accordingly.

YCS Rehearsals and Performances

Choreographers and cast members are required to attend all rehearsals (studio, technical and dress) and performances unless, by agreement with the choreographer and faculty coordinators, a cast member is released to attend an audition. Dancers and choreographers must make their intentions known regarding possible external auditions one week after casting goes up so that alternates can be chosen and appropriate arrangements made. YCS coordinators, mentors, and faculty must be made aware of these arrangements at the end of that week after casting is posted. If this procedure is not observed, the dancer may not be released to attend the audition.

Theatre Safety Guidelines

- Never work alone in any theatre or auxiliary space.
- If you encounter an intruder, please call 911 from any campus phone, or by dialing (405) 325-1911 from your cell phone. Do not confront the person yourself.
- After any incident has occurred, and after contacting campus police, please contact Kasey Alee-Foreman at (405) 821-4495 to follow up.
- As a reminder, all University Theatre staff are CPR/first aid certified.

GENERAL PROCEDURES FOR DVD REPRODUCTION

The School of Dance office will copy individual student performances at a cost of \$10.00 for up to six (6) excerpts and \$2.00 for each additional excerpt not to exceed two and only of performances where there is not a copyright restriction. To obtain a copy of an excerpt, the student must obtain a blue DVD/Video Reproduction Request form from the School of Dance office. The form must be completely filled out, including the date of the performance, title of the piece, and the start and end times of the excerpts to be copied. Start and end times are to be acquired by the student personally viewing the video in the media center and recording the appropriate times on the form. When the form is ready, return to the Dance office with the appropriate fee.

Due to copyright and privacy laws, excerpts of School of Dance performances cannot be posted on the internet.

Video Copying

After the form is completed, the School of Dance office must approve it. When notified of approval, the student must deliver the form to the Media Center and make an appointment to attend the

editing session. Please be advised that a minimum two-week advance notice is required for video copying. Students are responsible for supplying a blank DVD for copying.

Video Editing

Appointments may last two to three hours or longer, so please plan accordingly. The School of Dance will produce one copy of an edited DVD. If a student wishes to make more than one copy, the student must provide the additional DVD and the student him/herself is responsible for making the copies in the Media Center. **PLEASE REQUEST THE DANCES IN WHICH YOU PERFORM TO BE COPIED ANNUALLY. DO NOT WAIT UNTIL YOUR SENIOR YEAR!**

Audio Copying

There is no charge for school required audio recordings and requests may be taken directly to the Media Center. The student should bring a blank CD with a request form that clearly states the music to be copied. Please allow five days for your request to be processed.

WRITTEN RECOMMENDATIONS FROM FACULTY/ADVISORS

At times students may need letters of recommendation from a faculty member (for scholarships, jobs, etc.).

The following information must be provided:

- Give him/her the form he/she must complete
- the address of the person requesting the recommendation
- information about the purpose of the letter
- a copy of your resume
- your return address
- your phone number and email address
- the date the letter is due
- a copy of the position description

Give the faculty member at least two weeks to complete the recommendation.

OU School of Dance Address:

University of Oklahoma
School of Dance
560 Parrington Oval, Room 1000
Norman, Oklahoma 73019-3041
Telephone: (405) 325-4051
FAX: (405) 325-7024