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Introduction
Welcome to the Mason Gross School of the Arts at Rutgers University! This handbook will serve as a useful guide for you throughout the years of study and training within the dance department. It addresses expectations for students as a dance major, and informs them of departmental policies. PLEASE read carefully and keep this information to refer to when necessary.

A Brief History of Rutgers University
Chartered in 1766 as Queen’s College, Rutgers is the nation’s eighth oldest institution of higher learning and has a centuries-old tradition of rising to the challenges of each new generation. Soon after opening in New Brunswick in 1771—with one instructor and a handful of students—the college was caught up in the struggle for independence. During the war, classes were suspended on several occasions as students, faculty, and alumni joined the fight for freedom. That revolutionary legacy is preserved today in the university’s name—in 1825, Queen’s College became Rutgers College to honor trustee and Revolutionary War veteran Colonel Henry Rutgers.

History of the Department of Dance – Founded in 1981
Courses in dance at Rutgers began in the 1920s in The Department of Health and Physical Education at Douglass College. In those days, Douglass had its own admissions standards, faculty, and curricula. Even though the college matriculated only women, students from other divisions of the university could take Douglass College courses. Faculty interested in dance in the early days were primarily physical educators who supplemented their dance training through study at the American Dance Festival’s summer workshops with such modern dance pioneers as Martha Graham, Doris Humphrey, Charles Weidman, Hanya Holm, and José Limón among others.

In 1963, Dr. Margery Turner joined the department with expertise in both swimming and dance. Determined to offer a dance major at Rutgers, she systematically developed a curriculum similar to a Bachelor of Arts degree that students could elect to take beyond the dance courses that students frequently took to fulfill the school’s two year physical education graduation requirement. With a few additional courses, this later became the original Bachelor of Arts dance program at Rutgers.

Patricia Mayer became part of the faculty in 1970. As a child, she had been a student of the nationally renowned dance educator Virginia Tanner in addition to receiving one of the first professional Bachelor of Fine Arts degrees offered by the Department of Modern Dance at the University of Utah. Professor Mayer later received the equivalent of the Masters of Fine Arts degree in Dance from the University of California at Los Angeles. She has the distinction of being the first professional dancer to receive tenure at Rutgers. Dr. Turner and Professor Mayer worked together to create the first college degree program in dance offered in New Jersey. The first student to receive a degree in dance from an institution of higher education in New Jersey did so from this program.

Over the next ten years, Dr. Turner and Professor Mayer worked together to design and build the infrastructure of the Bachelor of Fine Arts Dance major. In 1981, the Department of Dance was founded and the first class of Bachelor of Fine Arts students in dance was matriculated at the Mason Gross School of the Arts. This was the first Bachelor of Fine Arts degree program in New Jersey. At that time, the new department was moved from the Loree Building to the newly constructed Nicholas Music Center. Dr. Turner served as the Department’s first chair, followed by Professor Mayer. Professor Paulette Sears joined the Department of Dance as the first new faculty
member hired for the new department in 1981. She served as chair from 1987-1993 and from 2007-2010. Professor Mayer served as chair for over twenty years, the longest tenure as chair so far in the history of the department.

In 2006, Professor Mayer secured a prestigious Academic Excellence Grant from Rutgers University in support of the development of the first master’s degree in dance within the State of New Jersey. Between 2007 and 2010, with support from Professor Mayer, Professor Julia M. Ritter collaborated with The Rutgers Graduate School of Education, Rutgers University administrators, The NJ State Department of Education, The National Dance Education Organization and multiple regional educators and principals to create the graduate Ed.M. degree program with Teacher Certification in Dance Education. As the first graduate degree in dance offered in New Jersey it includes the five-year dual BFA + Ed.M. track that is the first of its kind in the nation. Dr. Barbara Bashaw joined The Department of Dance faculty in 2009 to serve as Director of the EdM program, and since that time has founded additional teacher training programs to serve the thriving New Jersey dance community.

Hired in 2003 as Assistant Professor of Dance Studies, Dr. Jeff Friedman was charged with conceptualizing and implementing a new MFA in Dance graduate degree. Over several years, Dr. Friedman generated vision, degree program goals, curriculum design, and numerous new courses to fulfill that charge. Through Dance Chair Julia M. Ritter, the new MFA degree in Dance achieved acknowledgement from Rutgers University administrators and the NJ State Department of Education. In 2015, the National Association of Schools of Dance accrediting agency awarded the new MFA degree in Dance Program approval status. The new degree program will serve working dance professionals with a minimum of 5 years experience in the field and will be the first MFA in Dance graduate degree in the State of New Jersey.

In addition to Margery Turner, Patricia Mayer, and Paulette Sears, distinguished retired department faculty include Don Redlich and Claudia Gitelman.

In 2011, the Department of Dance celebrated its 30th anniversary and continues to build upon the excellence of its founders by offering a diverse curriculum within several major and minor programs. Offering training in dance performance and dance education, the department expects outstanding creative achievement from its students. Students have the opportunity to explore artistry in a comprehensive educational environment. The Department of Dance is an accredited institutional member of the National Association of Schools of Dance.

**Overall Aims of Dance Department**

To help each student prepare a broadly based and practical foundation as an artist in the field of dance, the curriculum is designed to offer training in dance technique and in the related subjects of music, dance history and theory, improvisation, choreography, kinesiology, production, and movement analysis. It is important that students have a working knowledge of both modern dance and ballet techniques. Of equal importance is that students learn to describe, interpret, evaluate and contextualize the various facets of the dance art form through rigorous written expression. Stage crew assignments for students are an essential part of the students’ education as they provide experience in creating dance productions. This all contributes to what will become a lifetime of work.

**The BFA Program**

The mission of the BFA program is to provide professional dance training for students seeking careers in modern dance. Emphasis is placed in the four-year program on performance and choreography. The BFA student has ample opportunity to present creative work on stage as well as to perform in the choreography of others. Admission to the BFA program is based on an audition to assess potential success in the program. Completion of the BFA program is dependent on the student’s continued demonstration of professional potential. For more information as to artistic evaluation please see the Academic Standing and Evaluations section. Information regarding admission auditions
BFA with Master’s Degree Options in Dance Education and Pedagogy

The Dance Department offers a number of options for BFA dance majors to transition into a master’s degree in dance education and pedagogy. These degree options are for students who wish to engage in focused investigation of dance pedagogy and the professional skills associated with expanded employment opportunities throughout their careers in performance and education. The program is founded in the belief that inspirational teaching begins at the heart of artistry and that the aim of teaching is to empower artistry within each individual. As a graduate degree, the program also facilitates students in developing skills such as theorizing and dialogic thinking that are foundational to taking on leadership roles in the dance field. There are several options for BFA students interested in the master’s degree:

- **Five-Year Option:** Over a period of five years students complete the BFA major course sequence and begin a course sequence in education and dance pedagogy that will culminate in the fifth year with an Ed.M. in Dance Education. Students taking the five-year option will graduate with a B.F.A. from Mason Gross during year four and will graduate with an Ed.M. from the Graduate School of Education after one additional year.

- **Extended Option:** Students may begin the pedagogy courses during the BFA and enroll in the master’s program as a senior. After graduating with the BFA they may continue with the Ed.M. courses as a part-time student with up to five years to complete the degree.

- **Post-Baccalaureate Option:** At any time after completing the BFA degree alumni may apply to the Ed.M. degree and complete the pedagogy and education course as either a full-time or part-time graduate student.

Students in the Ed.M. degree develop leadership roles and serve as exemplars of best practices in teaching and learning of dance by embodying a strong artistry, education and dance pedagogy foundation that offers a competitive edge for securing employment in primary and secondary schools, private studios, arts centers, conservatories, community centers and community colleges. The degree leads to a Certificate of Eligibility with Advanced Standing (CEAS) required for teaching in public schools in NJ with reciprocity in 36 other states. The CEAS has lifetime viability allowing performance-eager graduates of this degree track to pursue a performance career immediately after graduation and to develop a teaching career co-requisitely with performance or to later transition into teaching careers.

Students interested in the degree options should set up an appointment with Mr. Frederick Curry, the Interim Graduate Director of the Ed.M. degree program. Please contact Mr. Curry at fcurry@mgsa.rutgers.edu

The program is uniquely distinguished as having produced the recipient for both the 2012 and 2013 New Jersey Department of Education Distinguished Student Teacher Award (Olivia Mode Cater, BFA, Ed.M. 2012, and Elizabeth Zwierzynski, BFA, Ed.M. 2013). The Mason Gross and Graduate School of Education Ed.M. in Dance Education is the only accredited graduate program in dance as well as dance teacher certification in New Jersey and a rare exemplar nationwide for strong artistry as a foundation for pedagogy practice.

For more information on NJ teaching salaries, visit: [http://www.teacherportal.com/salary/New-Jersey-teacher-salary](http://www.teacherportal.com/salary/New-Jersey-teacher-salary). The New Jersey Arts Education Census data demonstrates that New Jersey is poised for a boom in the hiring of highly qualified, certified dance educators. All New Jersey public schools are required to provide instruction in dance using highly qualified dance educators from State accredited programs.

**Commitment to the Work of Dance Training**

A word about motivation: Each student supplies his or her own. Students should look to the faculty for advice, honest feedback, encouragement and training, but not for motivation to be an artist in the field of dance.
Developing attention to individual progress, a strong daily work ethic, and maintaining one’s concentration in all department courses is imperative for success.

The faculty work to encourage the individual and meet the needs of the collective in class and during productions. The following guidelines will help the student know what is expected to form the disciplined habits of professional dancers.

**Guidelines for Dance Training and Assessment**

The following categories and levels of achievement were created in order to assist students in understanding and integrating the elements of dance towards an advanced level of physical proficiency, while embodying a curious intellect and sensitive personal expression.

**Overall Concepts**
The following three general concepts apply to all seven areas of technical development and are used by faculty to assess student progress:

1. **Dynamic Awareness/Performance Quality**
   - Consistent attention to specific movement and performance goals, as described by the instructor.
   - Appropriate use of energy.
   - Expression of a full range of dynamics and movement qualities, including the concepts of subtlety and attack.
   - Comprehension and demonstration of style and detail in relation to movement vocabulary being taught.

2. **Spatial awareness/Ensemble Skills**
   - Ability to demonstrate clear directionality in exercises and in longer sequences of movement.
   - Ability to demonstrate clarity of limbs while moving three dimensionally through space.
   - Ability to demonstrate an awareness of self in relation to space and in relation to other persons and groups.

3. **Continuity of Flow**
   - Understanding and dynamic use of different types of phrasing.
   - Ability to sequence a variety of movements into one extended phrase.
   - Recognizing and moving through transitions – consideration of the idea that all movement is in transition. Follow through of movement impulses.

**Technical Proficiency**
The following seven aspects of technical development are considered for promotion to higher modern dance and ballet technique levels:

1. **Body alignment**
   Body alignment includes an awareness and integration of skeletal structure in shaping the body in place and in motion. Understanding of the body structure should be evident in movement ideas including contractions, spirals, lunges and various arm positions. Clarity and precision in the presentation and articulation of the legs and feet.
   - Exceptional - high degree of accuracy in personal alignment and refined acuity in designing the body. Excellent precision and clarity during articulation of limbs.
• Good - frequent demonstration of accuracy in alignment. Consistent clarity during articulation of limbs.
• Competent – at times demonstration of accuracy in alignment. Building consistency in clarity during articulation of limbs.
• Developing – demonstration of correct personal alignment is inconsistent. Precision and clarity not often shown.
• Unsatisfactory – demonstrates lack of precision and clarity of basics of alignment and body fundamentals.

2. Core support and whole body strength
Development of core strength to support and maintain alignment of the spine, the upper body, including head, neck and shoulder girdle and lower body, including pelvis and legs. Sufficient core support is required to safely move through various positions, through all levels and into space. Development of strength to safely perform movements that require weight bearing on arms, including inverted movements.
• Exceptional - possesses excellent core and whole body strength and consistently moves with power and control through space and all levels.
• Good - demonstrates movements competently with good consistency in relation to strength and control. Overall body strength is adequate, with room for improvement.
• Competent - demonstrates some movements competently with developing consistency in relation to strength and control. Overall body strength needs improvement.
• Developing - demonstrates weakness in strength and control. Under-developed connection with center of gravity. Under-developed whole body strength. Demonstrates limited power to safely propel self through space.
• Unsatisfactory - demonstrates lack of sufficient core and whole body strength. Demonstrates lack of understanding or connection to concept of center of gravity. Lacks power and control to safely propel self through space.

3. Whole body integration and movement
Understanding of the body as a unit, and in relation to specific body parts. Ability to demonstrate integration of upper and lower body halves, and right and left body halves in motion.
• Exceptional - demonstrates highly refined understanding of movement of body parts in relation to personal center of gravity and personal strength. Integration of body in motion through space is clear and precise.
• Good - demonstrates consistent sensitivity to moving the body as a whole unit. Continues to demonstrate a developing understanding of the relationship between body parts and center of gravity. Experiments with integration, power and control while moving through space.
• Competent – at times demonstrates understanding of moving the body as a whole unit. Beginning to develop an understanding of the relationship between body parts and center of gravity. Can at times move with power and developing control.
• Developing - demonstrates limited awareness of the connection between strength of center and total body movement. Minimal ability to move as an integrated unit. Demonstration of body halves is inconsistent and unclear.
• Unsatisfactory - demonstrates lack of whole body integration. Lack of the connection between upper body and lower body, and between body halves.
4. **Understanding and application of rotation in place and in motion**

   Awareness of correct personal anatomic alignment in relation to parallel, inward and outward rotation, which includes hip socket, ankle for the lower body and spine, ribs, shoulder girdle, head and neck for upper body. Ability to achieve correct parallel and rotation and move easily among positions in relation to personal anatomical considerations.

   - **Exceptional** - high degree of precision and personal understanding of parallel and rotation in relation to whole body alignment. Shows ease and economy of effort when quickly shifting among positions.
   - **Good** - consistent correct application of alignment principles in relation to parallel and rotated positions, particularly in lower body. Can show improvement in relation of these alignment principles throughout the body. Shows ability to transfer from one position to another with relative ease and minimum effort.
   - **Competent** – at times demonstrates correct application of alignment principles in relation to parallel and rotated positions. Needs improvement in relation of these alignment principles throughout the body. Developing but inconsistent ability to transfer from one position to another with relative ease and minimum effort.
   - **Developing** - inconsistent demonstration of parallel and rotation in relation to personal alignment throughout body. Difficulty transferring between parallel and rotation.
   - **Unsatisfactory** - incorrect use of parallel and rotation in relation to overall personal alignment. Especially demonstrates unsafe alignment of knee, ankle, and hip relationships. Unsuccessful transfer of weight and re-alignment when shifting between parallel and rotation.

5. **Awareness and use of weight**

   Appropriate use of weight to mobilize the body through space. Use of the body into, on and across the floor as a supported weighty object. Easy transfer of weight through level changes from floor to standing and standing to floor. Successful shifting of weight while maintaining correct alignment whether in parallel or rotation.

   - **Exceptional** - highly fluent in use of weight distribution. Excellent resiliency and rebound in and out of the floor. Weight is well understood and used in a refined way as a tool for motion.
   - **Good** - effective use of weight distribution. Success in using the body as a weighty object. Ease in level changes. Consistent application of weight as a tool for motion.
   - **Competent** – understands with increasing success the use of the body as a weighty object. Building a better ease in level changes. Still inconsistent application of weight as a tool for motion.
   - **Developing** - limited ability in accessing personal weight as a tool for motion. Body shows tension, dancer struggles with releasing weight, and is challenged by quick weight shifts and level changes.
   - **Unsatisfactory** - inability to access personal sense of weightiness. Excessive tension in body and lack of understanding of personal weight and its power. Inability to distribute weight successfully when moving through space. Lacks ability to harness the power of weight to accomplish simple movement goals.

6. **Musicality and rhythmic acuity**

   Musicality is the ability to execute movement phrases informed deeply by organized external and imagined sound. Rhythmic acuity is the ability to understand the relationship of the moving body to time.

   - **Exceptional** - well developed sense of internal timing with a proactive approach to dance phrasing. Comfort with all meters and tempi. Accuracy in slow and sustained movement, as well as with
movement that is quick and percussive. Consistent awareness of sound demonstrated through accurate response to instructions and to musical cueing.

- **Good** - fairly well developed sense of internal timing. Comfort with most meters and tempi. Generally accurate in slow and sustained movement, as well as that which is quick and percussive. Fairly consistent awareness of verbal and musical sound.

- **Competent** - evolving sense of internal timing. At times demonstrates comfort with most meters and tempi. Developing accuracy in slow and sustained movement, as well as that which is quick and percussive, but not yet consistent. Building consistency in awareness of verbal and musical sound.

- **Developing** - insufficiently developed sense of internal timing with a passive approach to dance phrasing. Frequently unable to sense a steady pulse in stillness or while articulating syncopated movement. Accuracy lacking in slow and sustained movement, as well as that which is quick and percussive. Inconsistent awareness of verbal and musical sound.

- **Unsatisfactory** - no sense of internal timing. Unable to sense a steady pulse in stillness or while articulating syncopated movement phrases. Rarely demonstrates accuracy in slow and sustained movement, or in movements that are quick and percussive. Consistent lack of attention to verbal and musical sound.

7. **Professionalism and work ethic**

    Attention to individual progress, developing and maintaining a strong daily work ethic and focusing one’s concentration is imperative for success. Students are expected to follow the policies outlined in the student handbook and course syllabi regarding professional conduct in class, proper dress code and use of locker rooms for belongings. Failure to demonstrate professionalism or dedication to the art can affect the final grade assessment and can result in being placed on artistic probation.

- **Exceptional** - high degree of focus with the ability to stay engaged through entire class period. Ability to accept and process specific individual feedback and general feedback given to the entire class as it applies to class materials. Developed sense of daily training as part of the larger scope of training to be a professional dance artist, including the ability to develop consistency. Ability to work without causing or being susceptible to distractions in the studio.

- **Good** - good focus with the ability to stay engaged through entire class period. Ability to accept and process specific individual feedback and general feedback given to the entire class as it applies to class materials. Mostly consistent in daily training. Ability to work without causing or being susceptible to distractions in the studio.

- **Competent** – at times focuses with the understanding of importance of remaining engaged through entire class period, and working towards achieving that goal. Continuing to work on accepting and processing specific individual feedback and general feedback given to the entire class as it applies to class materials. Mostly consistent in daily training. Developing ability to work without causing or being susceptible to distractions in the studio.

- **Developing** - can demonstrate inconsistent class focus and individual daily work ethic. Some difficulty accepting or processing individual specific feedback. Inconsistent awareness of general feedback given to the class and the ability to apply that feedback to the class materials as it relates to the individual’s work. Can be cause of distractions for others or susceptible to distractions which cause drop in focus and disengagement from class. May show inconsistent physical engagement in the movement material.

- **Unsatisfactory** - inconsistent or lack of class focus and individual daily work ethic. Trouble accepting or processing individual specific feedback. Lack of awareness of general feedback given to the class and the ability to apply that feedback to the class materials as it relates to the individual’s work. Can
become cause of distractions for others or susceptible to distractions which cause drop in focus and disengagement from class. Lack of motivation and physical engagement.

**Dress Code**
All students are expected to dress appropriately for all classes.

1. **Clothing:** Students are allowed to wear layered clothing, sweat pants, etc. at the beginning of class when these garments are needed to assist in the warm up. However, it must be understood that the more the teacher can see the student’s body, the more assistance they can provide. The basic dance attire is form-fitting. Pants should not extend over the heels. Knees must be covered - no shorts.

2. **Hair:** Hair must be arranged in such a manner so as to not interfere with the work, insuring a proper degree of freedom and sensitivity in the neck, head and shoulder area.

3. **Jewelry:** Jewelry should not interfere with the work by restricting upper body movement. Jewelry that dangles or has sharp edges should not be worn in class.

4. **Shoes:** Ballet slippers are required for ballet class. Jazz or character shoes must be available if required by a teacher or choreographer.

5. **Chewing Gum:** is NOT allowed in classes or rehearsals.

6. **Although not directly related to attire, faculty need to enforce use of locker rooms for all student belongings to help keep our studios maintained.**

*Students who fail to meet the dress code will be given a warning by faculty. If the behavior is repeated, faculty should ask student(s) to leave class and the student(s) will be considered absent for the day.*

**Locker Rooms and Use of Studios**
Students must use the locker rooms for storage of personal belongings. The only way for students to assure their personal belongings are safe is to purchase a lock and store their items in a locker in the dressing rooms. We have many guests in our facilities and want to keep our spaces clean and organized.

**All students in major and non-major classes are required to use the lockers in the dressing rooms on the lower level for storage of personal belongings.** Students are not allowed to bring anything but warm-up clothes, water and a notebook into the studio. A small indoor bag may be brought into the studio if a student does not have a lock for valuables. No phones, or phones must be silenced, in the studios during classes.

No food, drink (other than water) or street shoes are allowed in the studios. **Please do not leave items in the hallway while in classes. Any items left by students in the hallway outside of class are subject to removal and discarding.**

**Class Attendance Policy for BFA Students**
The department attendance policy has been designed to help students develop strong professional work practices and to prepare them for careers in dance in both studio and theoretical training.

This policy places the responsibility of each student’s training and education on themselves as individuals.

Full active mental and/or physical engagement throughout the entire class period and prompt attendance to every class is the only assurance of optimal growth in all curricular areas.
If a student is absent from class, that student is not developing the skills and knowledge necessary to succeed in the program and in the profession.

**Students with unexcused absences exceeding course limits, as specified below, will fail the course.**

Attendance Policy – The number of allowed absences a student can accrue each semester and receive a passing grade in classes is as follows:

- 8 absences in Modern Dance Technique courses (meets 4 days a week)
- 8 absences in morning Ballet courses (Ballet 4, 5 & 6 meet 4 days a week)
- 4 absences for Afro-Fusion (Afro-Fusion meets twice a week)
- 3 absences for Summer Technique Workshop and Advanced Ballet Workshop
- 2 absences for Technique Rotation (this applies to entire semester of rotation, not each rotation cycle or instructor), Pointe and Men’s Ballet Class (meets once a week)
- 4 absences for studio/theory classes that meet twice a week
- 2 absences for studio/theory classes that meet once a week

PLEASE NOTE, THERE ARE NO EXCUSED ABSENCES FROM DANCE COURSES except those accommodated under the Rutgers University religious observance policy. Students must notify their course instructors in advance of any absences for religious observances. Every other absence, for whatever reason, is counted in the absence total for the course.

**Additional Attendance Policy for All Movement Courses**

1. Attendance credit will be given only to those students who participate fully physically and with concentrated attention throughout the entire class, unless the ATC or a physician has prescribed students a modified regimen.

2. It is expected that students will be respectful and courteous to instructors and your peers and maintain focused participation during class.

3. If a student begins class, but does not complete it, he or she will receive NO CREDIT for that class day, unless a student has had an injury severe enough that they must stop participating.

4. **LATENESS WILL NOT BE TOLERATED.** If a student enters class after attendance has been recorded, he or she will be counted as absent for that day.

5. No makeup classes will be allowed for any movement courses.

**Exceptions to Technique Attendance Policy**

(Amended for Fall 2017)

Exceptions will be considered for students registered in Technique 1, 2, 3, 4, 5, 6, 7, or 8 and Ballet 4, 5 or 6, and will be considered only for medical reasons that fit the following criteria:

1. Absences must be consecutive or grouped due to a documented medical need or serious hardship.

2. With consecutive or grouped absences due to documented illness or injury, under the following circumstances, students will be eligible to attend the department’s summer technique and/or ballet courses to
make up work and receive credit for technique/ballet classes missed during the academic year: For technique and ballet, if a student is absent for 9 days, but does not exceed 16 days. Regardless of the number of days missed, the student must register for the summer course and complete the entire four-week session.

3. If a student is absent for more than 16 technique or ballet classes due to documented illness or injury, they will need to medically withdraw from the course and take the course in a future semester.

4. BFA majors in their last semester of study will be allowed five absences from Technique classes without effect to their grade, in addition to the allotted 8 absences. These five absences are to be dedicated to auditions for future employment. Students MUST inform instructors in advance of their intention to attend an audition and thus be absent from class. Students MUST bring proof of audition. Absences from theory classes, rehearsals and other obligations for auditions must be negotiated directly with the instructors and/or choreographers of said obligations.

5. BFA majors tracking into the Ed.M. program are required by law to complete clinical fieldwork. Students enrolled in 05:300:200 are waived from Rotation during the semester of enrollment. Senior BFAs enrolled in Clinical Experience Phase 1 or Clinical Experience Phase 2 are waived from Rotation during these additional semesters.

**Additional Class Attendance Policy for BFA Students**

**Placement Audition Classes**

At the beginning of fall semester, members of the faculty as instructors and observers conduct two days of placement auditions to determine technique level placement for each student. Students register for Technique 1, 2, 3, 4, 5, 6, 7 and 8 depending upon the year of enrollment (freshman, sophomore, junior, or senior). Students are placed in the appropriate sections according to technical level. While transfer students may enter with advanced academic standing, they are also placed according to their technical level. Attendance is required at all placement audition classes so faculty can fairly evaluate and correctly place each student in a course that is appropriate for their technical abilities. Continuing students, who miss placement classes, will not move up to a higher technique level, but will stay at the level in which they last were placed. New students to the department who miss audition classes will be placed in Technique A.

**Jury Class Attendance**

Jury classes are held at mid-semester to give the student individualized feedback from faculty members and instructors. Jury classes are an important part of the assessment process of students in BFA technique courses. It is **mandatory** that all students will attend the jury class and interact with faculty about their progress and training.

- If a student misses the jury class and/or the interview, they will not receive better than a ‘C’ grade in the course.
- If a student has a documented injury or serious illness that prevents his/her attendance, an exception will be considered.

**Mandatory Performance Paper**

*(For Technique 1, 2, 3, 4, 5, 6, 7, 8)*

Students are required to attend an outside off campus performance of a professional modern, or contemporary post-modern dance company, unless they are enrolled in any choreography class in the department for the semester in which case, the outside paper requirement for Technique would be waived (i.e., completed in choreography class). Students should devote approximately 1,000 words to writing about the concert they have seen. Concert attendance must take place by the ninth week of the semester and the paper must be submitted no later than one week after the concert date. Papers will not be accepted if handed in more than one week following the concert.
date. If a student does not meet the paper due date, they will have the option of attending another concert before the ninth week of the semester. Poorly written papers will be returned to the student. These papers must be rewritten to acceptable standards and given back to the instructor within one week of receiving the paper. Failure to meet the technique paper guidelines will result in a half-letter grade drop in a student’s final grade for the course. Students should be timely in purchasing their tickets, as productions may sell out quickly. Failure to obtain tickets does not excuse a student from this assignment.

**Class Attendance Policy for Graduate Students**

Attendance Policy for EdM and MFA graduate students – The number of allowed absences an EdM or MFA graduate student can accrue each semester and receive a passing grade in classes is as follows:

- 6 absences in Graduate Technique courses, including contemporary and classical ballet courses
- 8 absences in Undergraduate Technique courses that meets four times per week
- 4 absences in Undergraduate Technique that meets two times per week
- 2 absences in Undergraduate Technique that meets one time per week
- 4 absences for studio/theory classes that meet twice a week
- 2 absences for studio/theory courses that meet once a week

PLEASE NOTE THERE ARE NO EXCUSED ABSENCES FROM DANCE COURSES except those accommodated under the Rutgers University religious observance policy. Students **must** notify their course instructors in advance of any absences for religious observances. Every other absence, for whatever reason, is counted in the absence total for the course.

**Policies for Student Injuries**

**Chronic injury or illness:** If a student is injured and/or sick for a prolonged number of days, faculty will not assess final grades based on absences as long as students maintain their focus and work ethic, make progress in the course when they return to full participation in class, and have total absences within the allowable limit for the course.

**Injury During Class:** If a student is injured during class, please follow this procedure:

- Inflammation of chronic injury in class: if the student has clearance from Rutgers Health Services (RHS) and the athletic trainer, they may sit, care for their injury as per medical instructions and observe while completing an Observation Writing Task (see p. 15). If they cannot dance and do not have clearance from RHS and the athletic trainer, they need to leave class and make an appointment for medical assessment. If the athletic trainer is free, she can assist the student in making the appointment. Students will not be allowed back into class, even to observe, until they have met with and receive instructions from RHS and the athletic trainer.

- Acute/Traumatic injury in class: please contact EMS immediately. If the injured student cannot move independently, please do not attempt to lift and/or move the student or allow anyone else to do so. In circumstances in which the student must be moved to prevent further harm, please secure the student’s consent before assisting them.

- Please note: Any and all head injuries require immediate EMS attention.

- If injured during class a student will not be marked as absent for the day.

**Policy on Injury Modifications in Studio Classes**

- In order to be listed for injury modifications in studio classes, students **MUST** be examined by Dr. Kenton at Rutgers Health Services—or submit relevant medical documentation to Dr. Kenton if they are seen by an
outside physician. After evaluating the student and/or reviewing their medical documentation, Dr. Kenton will specify necessary injury modifications for students’ studio classes.

- Students on injury modification MUST respond promptly to requests from Dr. Kenton/Hollie Palmisano for follow-up appointments and/or updated medical documentation. Failure to respond promptly to such requests will be taken as an indication that the student is fully recovered from their injury. The student will then be removed from the injury modification list and expected to fully participate in studio classes.

**Clarification regarding assisting students under 18 who are injured**

If any student* has a life threatening emergency (breathing emergency, etc.) or is unconscious then consent is implied. Call 911 immediately. Contact the front office immediately to obtain the emergency contact number on file for the student and call to inform parents/guardians of the injury and indicate which hospital the student will be transported to.

If a student who is under 18 sustains an acute injury - instructors *must call 911* and *contact a parent/guardian of a minor*. Ask the student for the number of a parent; call to inform the parents/guardians of the injury and indicate the hospital to which the student will be transported. Alternately, contact the front office to obtain the emergency contact number on file for the student and call to inform parents/guardians of the injury and indicate which hospital the student will be transported to.

It is IMPORTANT that instructors *make the attempt to contact the parents/guardians* even if the parents/guardians cannot be reached immediately.

**Technique and Creative Studio Course Observation Policy**

Following evaluation by Rutgers Health Services, students with a medically documented injury that precludes them from dancing will be allowed to observe studio classes. This policy is designed to keep injured students’ minds and muscle memory engaged and to maintain their connection to the progression in their studio classes and to the larger Mason Gross Dance community. These students will be given half attendance credit for each class observed, upon turning in an Observation Writing Task to their instructor at the end of the class (see below). Faculty teaching studio classes will receive email notices/updates of students eligible to observe class because of medical restrictions. Once students are allowed back to class on a modified regimen, they will be given full attendance credit for the days they participate in class.

**Observation Writing Task for Studio Classes**

1. Copies of the Observation Writing Task are available in the out box attached to the undergraduate coordinator’s office door, Room 037.)

2. At the start of class, instructors should have the injured student select a fellow classmate and observe him/her throughout the entire class. Please make the observation discreet and take care not to distract fellow classmates. Analyze how he/she is engaging with and processing the material presented by the instructor. For each exercise, note what idea/concept seems important for the instructor, how well the classmate embodies it, and offer any suggestions for how he/she might improve his/her performance. Submit the written observations to the instructor at the end of class. Students cleared to observe class who fail to complete and submit an Observation Writing Task to the instructor at the end of class will be counted as absent.
Performance Policies, Requirements & Opportunities
All BFA and BA majors are to perform in departmentally sponsored programs as a graduation requirement. This includes formal and informal performances such as dance assembly, student showings, faculty concerts, and guest artist concerts.

- There are numerous opportunities to perform and work backstage on student and faculty concerts, and with University DanceWorks, the repertory dance company that is open to BFA juniors and seniors with audition. All BFA juniors and seniors who audition for University DanceWorks will be given a performing role. BFA majors are expected to make themselves available to student and faculty choreographers, and create their own dances. BA majors are encouraged to make themselves available as performers for BFA as well as BA choreographers.
- Performing opportunities in DancePlus or other major department faculty productions are open to EdM, BA, BFA and minor majors.
- BFA majors are not allowed to participate on the Rutgers Division of Intercollegiate Athletics Dance Team due to time and training conflicts.
- No student who is on Artistic or Academic probation during the fall semester will be eligible for University DanceWorks. Students on Artistic probation are also ineligible to audition for Modern Dance Repertory.

Casting Policy for Department Productions & for Choreographic Projects Serving as Coursework (Amended for Fall 2017)

- Only officially declared dance majors may be cast in dances created for department courses and productions, with the exception of guest artists appearing in faculty choreography.
- DancePlus – A student cannot be cast in more than two dances for any given production.
- University DanceWorks – Company members may only be cast in one work to be performed in the fall faculty, guest artist concert if the additional work is student choreography. Open only to junior and senior BFA majors.
- BFA Senior Concert & Spring Dance Concert –
  - First and Second-Year BFA Students: May perform in a total of five student works over the year; no more than three works for any one concert.
  - Third and Fourth-Year BFA Students: May perform in a total of six student works over the year; no more than 4 in one concert.
    - For example: In a piece of 10 dancers, only 5 of those dancers may be juniors and seniors.
  - All BFA students will be allowed to be an understudy for one piece in the BFA Spring Concert, and one piece in the BFA Senior Concert, in addition to the performance restrictions above.

Policy for Departmental & Outside Performances
The faculty members strongly believe that students’ primary commitment lies within the department. Students are expected to audition for faculty and student work during the academic year and to have the opportunity to participate in other creative experiences that arise at the university (such as Opera at Rutgers, etc.). Because of the intensive nature of the curriculum, with its attendant physical and intellectual demands, time management and educational balance are of paramount importance. While the faculty members discourage any outside commitments, we also recognize that there are circumstances that lead students to make other choices.
Department Events
1. A student cast in a faculty or student work in the department must sign a contract that requires their attendance for all rehearsals, tech, dress, and performances. The student will receive a copy of the contract for his/her files.
2. Any exception to this contract must be communicated to the choreographer, and if necessary, the Production Director.
3. A student who is not in compliance will risk Artistic Probation. Repeated offenses will result in Artistic Dismissal.
4. **DO NOT TAKE COSTUMES HOME.**
*These procedures provides for transparency and enables the department to deal fairly with helping students make informed decisions.

Academic Conflicts
As soon as students receive the Dance Department Concert Production Schedule for the semester they MUST notify their instructors in courses they are taking outside the Dance Department of any possible conflicts with Dance Department Concert Technical/Dress Rehearsals and Performances. At the beginning of the semester, instructors should be given a full list of dates of possible Dance concert-related absences from their course so that they can advise Dance BFAs about how to best fulfill their course requirements. Students are responsible for self-managing communications with their course instructors and in fulfilling course obligations. The Dance Department will not be communicating with instructors on your behalf about fulfilling their course requirements.

Contracts
Signed rehearsal contracts are required from all dancers before rehearsals commence for all departmentally sponsored work. This includes DancePlus, guest artist concerts, the BFA senior concert, the Spring Dance Concert, and the following courses: Repertory, Performance Skills, Dance Composition, and all BFA Choreography courses. Sample contracts are available for choreographers in the dance office, as well as in the Student Handbook. Students taking Repertory, Performance Skills, Dance Composition, and BFA Choreography courses will receive contracts to use from their teacher. Members of University DanceWorks are expected to sign a contract provided by the faculty company director at the beginning of the year.

Expectations For Students In Rehearsals
1. Dancers must be warmed up and ready to work at the start of rehearsal.
2. Rehearsals are stop-and-go procedures. There may be times of having to wait to work. Students are responsible for keeping themselves warm and ready to work at any time. Staying focused on the work, continuing to stretch and move, and wearing warm clothes will help students in the important task of having to be ready.
3. Except during breaks, conversations on subjects other than the work are discouraged. The choreographer needs to work in a serious atmosphere in which all can function without distraction.
4. Dancers are expected to work on their roles outside of rehearsals. This does not always have to mean full-out dancing. It may mean work on the dramatic characteristics of one’s role, as well as simply thinking through their part.
5. No rehearsals are allowed during concert runs, unless choreographers and dancers are not involved in the productions.
Expectation For Students During Performances

1. Dancers are expected to perform unless seriously ill or injured. The expression "the show must go on" applies in the professional dance world where dancers frequently must perform with minor ailments. When possible, choreographers will double cast or use understudies as backup in case of an emergency. Conversely, students who are not medically cleared to dance should not participate in rehearsals, tech and dress rehearsals, and performances.

2. A student's responsibility to their body as a dancer is great. They must take good care of all aspects of their physical health, from making sure that they get enough rest, to eating well, to spending extra time doing the personal exercises they need to do in order to dance at their best. Students should make sure they take personal responsibility for attending warm-up before all rehearsals. All department scheduled warm-ups are mandatory for choreographers and dancers.

3. Students are expected to be absolutely punctual for all calls. STUDENTS MISSING CALLS ARE SUBJECT TO ARTISTIC PROBATION.

4. Students are expected to maintain quiet and focused backstage behavior.

5. A student's duties are to prepare themselves to perform by warming up, spacing, rehearsing trouble spots, and attending to their makeup and costumes.

6. To perform is to give of ourselves, to create an exciting event for the audience no matter how we feel. It is the responsibility of each individual to be ready to perform and to be completely focused upon the choreography to be danced.

7. Please remember to remove all jewelry and watches when dressed to perform. Please make sure feet are clean.

8. It is considered unprofessional to appear in the theater or lobby in costume or in stage makeup before, during or after the production.

9. Please advise family and friends that it is inappropriate to visit backstage before the completion of the entire performance.

10. All dancers are required to stay until the end of the performance, either in the green room or in the audience for the entirety of the concert. Dancers who enter the audience for the second half of the performance must stay until the end and not exit between dances. Performers must remove makeup and wear appropriate clothing (no sweatpants or rehearsal clothes). Students must pick up a performer pass from the concert director each night to give to the usher. They must enter through the lobby. Students will be allowed to enter only on a space-available basis.

Sign-in Process for Attending Required Departmental Concerts

BFAs are required to attend all departmental concerts. Students must arrive on time and sign in with dance department staff/ student worker before entering the theater. Signing in is the only acceptable proof of attendance. Students who forget to sign in or arrive after the sign-in period has closed will not receive attendance credit. Sign-in with staff/student worker is only for students attending as an audience member--it is not for students who are performing or doing production work. Those students must attend a performance where they are not performing or doing production work. Failure to attend a required concert results in one strike towards artistic probation.
Sound And Costuming For Student Choreographers

1. **Sound availability for student use**: Nicholas has one sound cart; Corwin Lab has sound playback; Loree (students must have a key) has a sound cart. Student choreographers may need to supply their own sound box for rehearsals. The department’s music director will help students find music/sound accompaniment and help with sound recording. *Do not wait until the last minute to seek help!*

2. Costuming is the responsibility of the choreographer for student productions. There is a costume collection in the Loree Studio that is under the jurisdiction of the faculty member teaching Dance Production, and items may be borrowed for student concerts if it is understood that they must be cleaned and returned. The BFA Senior Concert will receive some funding and costume consulting help from the department.

Student Productions

Publicity and All Printed Materials

All printed and publicity materials for all department productions **MUST** be approved by the Dean’s Office **AFTER** they have been approved by the dance faculty advisor for the event, **BEFORE** they can be released to the public in any format.

Student Bios On Programs

Student bios may not be longer than fifty words and **MUST** be approved by the faculty advisor/director for the event before they are printed in the program. Senior Concert Choreography bios are a maximum of seventy-five words.

Spring Concert Choreographer Responsibilities

All student choreographers who are accepted into the showing are responsible for tasks in relation to the showing. Students are required to attend all choreographers’ meetings prior to the performance.

Evening Commitments

As dance majors, students are required to maintain an active performance schedule. When not performing, one is often called upon to fulfill technical production duties for concerts. Although performance expectations are not as rigorous for BA majors, it is recommended, if possible, that **ALL** dance majors avoid taking evening courses. Students **MUST** be available for rehearsals, production obligations, and performances during evenings without putting academic coursework in jeopardy from courses that meet at night. **STUDENTS ARE ADVISED NOT TO COMMIT TO EXTRACURRICULAR ACTIVITIES THAT WILL COMPROMISE THEIR ABILITY TO MEET COURSEWORK DEMANDS, REHEARSAL AND PERFORMANCE SCHEDULES IN THE DANCE PROGRAM.**

Policy For Nudity And Smoking

All issues of nudity or smoking in rehearsals and performances (including special effects) must be approved by the instructor in collaboration with the chair in order to make sure the conditions comply with departmental policies.

Nudity during performance may be permitted if it is essential to the conception of the dance, but it may not be gratuitous. Dancers cannot be required to perform in the nude. The chair/artistic director is the final arbiter of taste and adherence to the departmental policy. If nudity is to occur, the Department will post a sign in the theater lobby and box office window so that patrons with sensitivity to nudity may be apprised.

Smoking (cigarettes, pipes, cigars, “pot”) during a performance is not permitted. If a choreographer feels that it is essential to the action and logic of the work, he/she may request permission from the chair/artistic director. If
smoking is to occur, the Department will post a sign in the theater lobby and box office so that patrons with sensitivity to smoking may be apprised.

**Academic Information**

**Academic Advising**

All dance majors ARE REQUIRED to see or communicate with the department’s undergraduate coordinator each semester for academic advisement prior to registration for the next term. By doing so the student will receive up-to-date information concerning graduation requirements, course pre-requisites and restrictions, potential course conflicts, and long-term planning regarding courses offered in alternate semesters or alternate years. Failure to consult each term with the undergraduate coordinator may result in the student’s inability to complete all graduation requirements on time and thereby delay graduation.

Rutgers Degree Navigator should only be used as a guide to help you determine the degree requirements that you have completed. Please see or communicate with the undergraduate coordinator to attain accurate information about your degree progress.

**Sequencing Of Courses (Amended for Fall 2017)**

The schedule of departmental course offerings is constructed so those students following the regular pattern of course sequencing will be able to graduate on time. The prescribed pattern is based upon a four-year program for BFA majors and a three-year program for BA majors. If one is a transfer student intending to complete the BFA in less than four years, a BA major intending to complete the major in less than three years, or have not taken courses in the prescribed sequence for any reason, the Dance Department cannot guarantee that they will be able to complete all course work on time.

Students are expected to take their required BFA courses in the order of the curricular schedule to maintain the progression of the pedagogical content from one course to another. Special circumstances have necessitated that some students take required BFA courses out of sequence - these special circumstances include: transferring into the BFA program, studying abroad, taking a leave of absence, and/or scheduling conflicts as an EdM-tracking student.

**Plagiarism**

Please refer to the Rutgers Academic Integrity Policy (link below) for a specific detailed definition of plagiarism and various forms of plagiarism. The Dance Department expects all students to adhere to these guidelines. To this end, all papers must be written in a student’s own words and from their perspective. The same paper may not be used to satisfy a requirement for multiple courses.


**Grades Availability at Rutgers University**

Rutgers University allows only the following grades to appear on rosters: A, B+, B, C+, C, D, and F. There is no A+ or A- grade.

**Temporary (T) Grades**

Rutgers does not have the "incomplete" grade designation available. Instead, faculty members are asked to assign a "T" or temporary grade at the end of the term if a student has not completed all work for a course. It represents the grade the student will receive if work is not completed. Grades cannot be lowered from the temporary grade, but can be raised once the work has been completed. For example, "TC" will automatically revert to a "C" if the
work is not completed. It can be raised to "C+", "B", "B+", or "A" but cannot be lowered below a "C" if the made-up work is of poor quality. TF allows faculty the widest range in assessing and grading work.

Students have one semester in which to make up work and receive a final grade. If the deadline is not met, the temporary grade becomes the permanent grade. Following this logic, there is no such thing as a temporary "A." The registrar will automatically make it a permanent grade.

Courses That May Be Repeated For Credit

- **Ballet**: Dance majors without sufficient skill in ballet to progress to the next level may repeat Ballet 4 one time only for credit. Ballet 6 may be repeated an unlimited number of times. Ballet 4, 5, and 6 are open only to BFA majors.
- **Jazz Dance** – for BFA majors and BA majors who have completed 07:203:226 (Modern Dance 4).

Dance Courses Open to Fifth Year BFA Majors

BFA majors who take a fifth year of study in order to complete a second major may obtain permission from the department to repeat **Technique 7 and 8** for credit. **Ballet 6** may be repeated in the fifth year. As the purpose of the fifth year is to complete academic work for the second major, these students may not take any other courses offered by the department and permission will not be granted to take any other departmental course.

*The department is unable to accept auditors in its courses.

Dance Assembly

Dance Assembly is required of all BFA dance majors during each semester of enrollment. It is the department’s forum for providing workshops, presentations, guest artists, and showings from classes. Refer to postings on the dance bulletin board for dates and times of assembly because they may vary. Students who enter dance assembly once roll has been completed and the assembly has begun will be counted as absent. **Students are expected to arrive on time for Dance Assembly.**

1. Registration policy

   - Full-time students who have not completed all dance major requirements must take dance assembly. There are no excused absences. **Students will not graduate unless they have completed this requirement.**
   - Full-time students who have completed all dance major requirements are not required to take Dance Assembly, but may if they chose to do so.
   - Part-time students are not required to register for Dance Assembly.

2. Grading And Attendance Policy

   The grade for Dance Assembly is based on attendance at assemblies. There are NO excused latenesses or absences. Leaving during the assembly will not be permitted unless for an emergency. If a student attends all the required assemblies, they will receive an “S”, indicating satisfactory completion of the requirement. If they miss any of the required assemblies, they will receive a “U”, reflecting unsatisfactory work.

   Any student who is absent from assembly will be given the option of changing the unsatisfactory grade to a satisfactory grade by writing a six-page paper relating to the subject of the assembly class that was missed. Make-up papers must be completed before the conclusion of the semester.
All unsatisfactory grades must be changed to satisfactory grades on one's transcript or they will not graduate. Credits received for Dance Assembly are “N” credits and do not count as part of the total number of credits required for graduation.

Students may petition to be excused from Dance Assembly for one semester during their tenure in the department if they have an academic requirement that conflicts and can be completed no other way.

**Academic Standing And Evaluation**

The criteria for meeting graduation requirements include both the accumulation of credits as stipulated by the university, and the student’s growth and progress in the program. Evaluations are based on the following: class attendance, working up to capacity, artistic and technical growth, the successful and timely completion of assignments, and professional attitude. Written evaluations are given twice a year at midterm in all major courses. Copies of the evaluations are kept in each student’s file in the Dance Office. In addition, students in the BFA program meet individually with the faculty at the end of their second and fourth terms in the program for evaluations related to retention in the professional program. Faculty may require additional meetings with students having difficulty in the program or at the university.

**Artistic Probation and Artistic Dismissal**

**Artistic Review**

At regular intervals, the work of each student is reviewed by the department to determine if the artistic achievement and commitment to the professional program warrants retention in the program. Students in dance receive a departmental review at the end of their second and fourth semesters.

**Artistic Probation or Dismissal**

Students placed on artistic probation are notified in writing by the undergraduate coordinator and the dean of students and must satisfy departmental requirements to remain in the program. Students whose dismissal has been recommended by the departmental Scholastic Standing Committee for artistic reasons (deficiency in artistic production and/or quality of the work) may apply for transfer to the School of Arts and Sciences or any other college at Rutgers whose admission requirements they meet. No guarantee of admission to another school can be given to students who have received an artistic dismissal, but the dean’s office will assist students in completing the necessary transfer forms. Artistic dismissal is subject to appeal to the dean of the school.

- A student may remain on artistic probation for more than one semester as a continued warning and indicator of lack of progress or poor achievement;
- Written notification will be sent to all students placed on artistic probation from the undergraduate coordinator and the dean of students explaining the reason for placement on artistic probation and the conditions of redress;
- Artistic probation may lead to artistic dismissal;
- Any student in danger of artistic dismissal will be given one semester opportunity to redress deficiencies;
- If conditions for redress are not met, artistic dismissal may occur after the first but not later than the end of the third semester of placement on artistic probation;
- Students on artistic probation are ineligible to participate in University DanceWorks and Modern Dance Repertory.
Dance Department Policy for Artistic Probation for BFA Dance Majors

BFA Dance Majors will be placed on artistic probation for any combination of three or more of the following policy violations in one semester:

- Missing rehearsals, warm-ups and/or performances for choreography by faculty, guest artists and/or students;
- Missing crew calls or work in the theater;
- Unprofessional behavior including, but not limited to, being unresponsive to communications from faculty and staff and/or causing disruption in classes or rehearsals;
- Absence from departmentally sponsored events when attendance is required (e.g., departmental concerts);
- Missed appointments with Rutgers Health Services and SOMA center staff;
- Failure to complete departmentally mandated trainings such as ConcussionWise and other trainings as assigned;
- Absence from required Dance Assemblies without prior approval;
- Not adhering to injury modification/observe-only restrictions in classes, rehearsals and performances

BFA Dance Majors may also be placed on artistic probation for receiving a grade of C or less in a Dance Department course required for completion of their degree.

Single, severe policy violations may also result in artistic probation.

Academic Review
At the end of each term, the school’s Scholastic Standing Committee, made up of elected faculty and the dean of students, reviews the academic records of all students.

Academic Probation
Any student, including first-term, first-year students, whose term average is lower than 1.8, is placed on academic probation. Students are notified in writing of probationary status before the start of the next term. While on probation, students must maintain full-time academic status and must complete successfully at least 12 credits per term.

Academic Dismissal
There are no automatic dismissals for first-term, first-year students. Students ordinarily are dismissed when their term average is 1.4 or less regardless of their cumulative grade-point average or preceding term average. Students may also be dismissed if their term average falls below probationary level in any three terms or in any two consecutive terms or if their cumulative grade-point average at any time is less than the following: first year, 1.6; sophomore year, 1.8, junior year, 2.0; senior year, 2.0.

Appeal
Students placed on probationary status may appeal in writing to the dean of students within one week of the date of the letter of probation. Grounds for appeal include technical error and/or changes in temporary grades. Letters of appeal must state the reasons for appeal and must be written by the student, although advice from others may be sought in formulating the appeal.
Students dismissed from the Mason Gross School of the Arts by the school’s Scholastic Standing Committee may appeal by letter to the Office of the Dean within one week of notification of the decision. Grounds for appeal include technical error, extenuating circumstances, and/or additional information not previously available to the committee. The letter of appeal must state the reasons for the appeal and must be written by the student, although students may seek advice from others while formulating the appeal.

The Scholastic Standing Committee may determine that the student has presented evidence not previously available and sufficient to require the Scholastic Standing Committee to reconsider the case, or that insufficient evidence has been presented to justify further consideration of the appeal. At the student’s and/or committee’s request, a student may be present at the meeting of reconsideration, unaccompanied by adviser or attorney, to amplify his or her appeal request.

The committee may reinstate the student, with or without conditions, or may deny the appeal. Some of the conditions for reinstatement include a term average of 2.0 or better or no incomplete grades. The committee also may define future courses to be completed. The committee notifies the student of its decision and any conditions within one week of reconsideration. Action by the committee is final.

Declaration of A Second Major

Mason Gross School of the Arts students may declare and complete a major in a liberal arts field, along with their B.F.A. or B.Mus. program. Students pursuing this option will still receive a B.F.A. or B.Mus. degree; their transcripts will also indicate the completion of a second major in a liberal arts subject. This option does not provide for the declaration of a second degree, nor does it permit Mason Gross students to complete the liberal arts version of a Mason Gross major. This means that a Mason Gross student completing a B.F.A. or B.Mus. degree cannot complete a second major in another Mason Gross concentration. The Mason Gross major field of study will remain the priority toward graduation. In order to receive your diploma, the requirements for both the Mason Gross degree and second major must be completed before graduation.

http://www.masongross.rutgers.edu/information/current-students/forms

Declaration Of Liberal Arts Minor

Mason Gross School of the Arts students may declare and complete a minor in a liberal arts field, along with their B.F.A. or B.Mus. program. Students pursuing this option will still receive a B.F.A. or B.Mus. degree; their transcripts will also indicate the completion of a minor in a liberal arts subject. This option does not provide for the declaration of a second degree, nor does it permit Mason Gross students to complete the liberal arts version of a Mason Gross minor. This means that a Mason Gross student completing a B.F.A. in visual arts can also complete a liberal arts minor in Psychology, for example, but cannot complete a minor in dance, music, or theater arts. The Mason Gross major field of study will remain the priority toward graduation. In order to receive your diploma, the requirements for both the Mason Gross degree and minor must be completed before graduation.

http://www.masongross.rutgers.edu/information/current-students/forms

Professional Leave of Absence & Study Abroad

1. Professional Leave of Absence

Students may find that opportunities for professional work and engagements present themselves during their course of study at Rutgers University, particularly in Mason Gross School of the Arts. Within the Dance Department, we are committed to assisting students in finding the best pathways and trajectories into the professional world of dance including assisting them in deciding between the merits and potentiality of professional opportunities in conjunction with the requirements of their Dance major. Students requesting leaves of absence for professional commitments need to be aware that their course of study may be interrupted such that their return to the program will require additional time and financial expense in completing the degree, including summer session, additional semesters and other obligations. That said,
proposals for professional leaves of absence should be presented to the chair for review. The chair, in return, will discuss with the associate chair (and undergraduate and/or graduate directors, as is appropriate) regarding the opportunity and how the leave will affect the student's progression through their university program. When possible, students should contact the Chair at least a month before the first day of classes. Students requesting a leave of absence once the semester is underway must contact the Office of Student Accounting to learn if any tuition refund is possible. It is the responsibility of students to handle their financial affairs regarding tuition and refunds.

2. Study Abroad Programs
The dance program at Mason Gross School of the Arts offers two study abroad opportunities for students. Study abroad happens in the fall semester of the junior year of the BFA program. Students may have the opportunity to stay for the spring semester as well, making the study abroad experience last the entire junior year. Below are brief descriptions of the two programs and links to learn more. Study abroad must be initiated through the Rutgers Study Abroad Office – please see the website to complete an application at [http://studyabroad.rutgers.edu](http://studyabroad.rutgers.edu).

I. Dance Jerusalem
This unique program, initiated jointly by the Rothberg International School (RIS) and the Jerusalem Academy of Music and Dance (JAMD), combines artistic training in dance skills and technique with academic exposure to Israel's challenging social, historical and cultural environment. Dance Jerusalem offers university-level artistic and technical training in the disciplines of Classical Ballet, Contemporary Dance (including Ohad Naharin’s GaGa), Choreography, Repertoire and Improvisation. Within the framework of a comprehensive survey course, “Dance in Israel”, students create, rehearse and perform works with outstanding Israeli composers and choreographers.

For more information on the Dance Jerusalem program:

II. Trinity Laban Dance
Located in South East London and with strong connections to the thriving local arts community, Laban is recognized as one of the world’s leading dance training institutions. As a student at Laban one can expect to deepen their understanding of contemporary dance, while enhancing both their technical ability and their creative skills. Students will be exposed to innovative courses and teaching methods from one of the world’s largest teams of specialist contemporary dance artist teachers. State-of-the-art facilities include a 300-seat theater, studio theater, and outdoor theater, 13 purpose-built dance studios, and an extensive library and archive. Laban’s links with the professional dance world, the local community, and other arts organizations will also serve to broaden and deepen one’s experience here.

For more information on the Trinity Laban program:

Guidelines for Re-Auditioning for the Mason Gross BFA in Dance Degree*
*Please note that any opportunity to re-audition is contingent on the dance department not having reached enrollment capacity.

- Current BA dance majors wishing to re-apply to the BFA must complete the school-to-school transfer application and Mason Gross supplemental application by the posted deadlines and may audition on the official posted audition date in December for spring admission or by the official posted audition dates in December, January, or February for fall admission.
• Beginning fall 2015 current BA students wishing to transfer to the BFA may audition a maximum of two times prior to their junior year.
• Students may only audition once per intended enrollment semester. For example, if a student auditions in December for admission starting in the following fall semester, they may not audition again (January, February or September) for the same fall semester.
• BFA dance majors who have not followed the BFA curriculum for two (2) or more consecutive semesters must successfully re-audition before being allowed to resume BFA studies.

**Graduation Ceremony**

Students must complete **ALL** coursework for all declared majors and/or minors **before** they will be allowed to participate in the Mason Gross School of the Arts Commencement ceremony.

Students who are 6 credits or less from finishing the BFA or BA major may walk in graduation in May if they are signed up for the necessary courses to finish their degree in the summer following graduation.

**Ticket Policies/Cultural Opportunities**

All dance majors are required to attend all dance department and guest artist productions on campus. Attendance will be taken prior to each performance. All students are required to attend departmental guest artist productions on campus and off-campus, when in collaboration with off-campus partners.

Please refer to the Mason Gross ticket policy in the appendix (p. 39-40).

To become a dance artist, it is necessary to gain exposure to the wide range of choreography in the field, as well as to become knowledgeable about other artistic disciplines. The student’s ability to deepen their understanding of the arts will make an important difference in their careers. It is a great advantage that Rutgers University is located near one of the world’s major centers of art: New York City. Students are strongly encouraged to broaden their exposure to the arts by taking advantage of productions, museums, galleries and libraries located in New York and other centers. The State Theater in New Brunswick, the McCarter Theater in Princeton, and the New Jersey Performing Arts Center in Newark are convenient and important venues where students may see the world’s major dance companies at reasonable ticket prices.

Tickets for departmentally sponsored productions are now included in student fees for BFA majors only. **Each BFA major in the program will receive one reduced price ticket to each department production as part of their student fees.** Below are the ticket policies for students in the dance department.

1. If a BFA major is performing in a concert, they can give their ticket to a family member or friend, or use it to attend a performance night in which they are not performing.
   a. Students are not required to sign in for concerts in which they are performing or working on production crew.

2. If a BFA major wishes to purchase additional tickets it will be at the regular student ticket price through the Ticket Office.
   a. BFA students must reserve tickets through the Dance Assembly course online shell
   b. BFA majors must reserve their ticket by the date specified on the Dance Assembly course shell or a ticket is not guaranteed. Dates will be posted each semester.
   c. Tickets must be purchased at least two weeks in advance in case of sold out events.
   d. Tickets reserved online must be picked up at the Dance Department Front Office. Standard Mason Gross ticket exchange policies apply. (see p. 39)
e. Please purchase tickets during regular Main Ticket Office daytime hours. Please note that if a show is sold out, additional tickets may not be available for purchase.

3. All students must have a ticket if they are going to sit in the House
   a. If students perform in the first half of the show and wish to sit in the House and watch the 2nd half of the show, they must go through the House staff in order to be seated in audience during intermission.

4. All BFA, EdM, BA dance majors and dance minor students are allowed one student rush ticket per performance for on-campus events in the Victoria J. Mastrobuono Theater. The student rush ticket policy does not apply to events held in the Loree Dance Theater. BFA majors are allowed one student rush ticket per performance in addition to the ticket which they have paid for through their course fees. Rush is not available for cast-members and/or technicians the same evening they are performing and/or working the performance. Rush tickets are not guaranteed; if the concert or event is sold-out, rush tickets will not be available. The student rush policy does not apply to off-campus events, such as events at the State Theater and other off-campus venues.

**Student Rush Ticket Policy**
Rush tickets are free tickets distributed directly prior to performances to Rutgers students per the event’s sponsoring departmental policy. ID is required. Seating is at the discretion of the management. Not combinable, not transferable, not exchangeable. Rush tickets are not available for all State Theatre events, Christmas in Carol and Song, Rutgers in New York or Mason Gross Presents events.

*Other exclusions may apply. Call the Mason Gross Ticket Office at 848-932-7511 for more information.

**Dance Events** (excluding Mason Gross Presents, State Theatre events and Rutgers in NY)
1 ticket per performance for the Mastrobuono Theater events for declared dance BFA and BA majors and minors that appear on the departmental list with a valid RU ID. (Available ½ hour prior to performances)
*Dancers and running crew who are working during performance time are not eligible for Rush tickets.

**Music Events** (excluding Christmas in Carol and Song, Mason Gross Presents and Rutgers in NY) 1 ticket per performance for all Rutgers students with a valid RU ID.
*Available ½ hour prior to performances.

**Theater Events** (excluding Mason Gross Presents, George Street Playhouse and Rutgers in NY)
1 ticket per performance for declared theater MFAs, BFAs and BAs that appear on the departmental list with a valid RU ID. (Available ½ hour prior to performances)
*Actors and running crew who are working during performance time are not eligible for Rush ticket.

**Student Expectations of the Faculty**
1. **Classes**
   All faculty members meet all scheduled classes or find an adequate substitute. On occasion the demands of professional engagements will cause a faculty member to be absent from campus. His or her classes will be covered by other members of the dance department and/or by a professional substitute. While the faculty share basic concepts about dance training, different teachers present the student with different styles of dance techniques or even with different aesthetic philosophies. Students may be asked to work differently on similar material. These variations in concerns reflect the broad landscape of modern dance that one will encounter during their professional studies here and elsewhere. It would be incorrect to say the dance training here is based upon any one recognized technique. Faculty members bring to the studio a
background of training in various techniques and aesthetic influences as well as their professional careers as artists and educators. The extensive movement background and flexibility of thinking that Rutgers students acquire is recognized by the dance world as graduates enter the profession.

2. Mentoring

- Full-time faculty members are responsible for mentoring students. Please ask faculty for their availability during office hours or by appointment for any issues of concern.
- Part-time faculty are not required to keep formal office hours, but will meet with students by appointment for issues of concern regarding the courses they teach.
- The undergraduate coordinator, the department chair, and the MFA and EdM. director are available to address all student concerns by email, telephone, and in person.
- Confidential, professional, personal counseling is available for all students at Rutgers Counseling, ADAP and Psychiatric Services (848-932-7884). http://rhscaps.rutgers.edu

3. Representation At Faculty Meetings

- Students elect two representatives from the BFA program and one representative from the BA program to attend designated faculty meetings. The EdM program may also elect a representative to serve and attend designated faculty meetings.
- It is expected that the Mason Gross student representative also attends faculty meetings if this person is different from the elected student reps.

The Mason Gross School of Arts Student Government Association

Participation in the MGSA Student Government Association is open to all Mason Gross students. http://www.mgsga.rutgers.edu

Rutgers NDEO Student Organizations and NHSDA

The Graduate and Undergraduate National Dance Education Organization (NDEO) Student Organizations at Rutgers University provide students interested in dance and dance education the opportunity to dialogue about and advocate around issues pertinent to the field of dance and dance education. These organizations and its members develop a unified community through advocacy, community outreach, career development and networking events, student mentorship programs, and other enrichment activities. The NDEO Student Organizations advocates for high quality dance education for all students and learners in New Jersey.

The National Honor Society for Dance Arts™ (NHSDA) is a program of the National Dance Education Organization, created to recognize outstanding artistic merit, leadership, and academic achievement in students studying dance in public and private schools in K-12 education, dance studios, cultural/community centers, performing arts organizations, and post-secondary education. For additional information on the Rutgers NDEO Student Organizations and NHSDA, visit: http://rutgersndeo.weebly.com

Corwin Lodge

Corwin Lodge is a dance department building located at the top of Douglass Campus at 158 Nichols Ave. The building has a studio approximately 25' by 50' with a baby grand piano and a complete sound and video system available for classes and rehearsals. Access is through a swipe card system that works with a student's ID card. All department students may use the space. Key card access is arranged through the department’s technical director at the beginning of each semester. A student’s access will be valid while they are a student in the program as long as they have their original ID. If students must get a new ID for any reason, they will have to arrange access to the space again.
The Corwin Lodge is not a dance department space exclusively. However we are responsible for it and must take care of it. All student belongings should be cleared from the space after every use. No students from outside the department should be brought to the space. NO EXCEPTIONS. The studio space must be signed out with the appropriate staff person. The space cannot be signed out during the day hours (class times).

**Soma Center Policies and Procedures**

**Mission**
The Soma Center offers BFA, MFA, EdM, and BA dance majors enrolled in the Dance Department at Mason Gross School of the Arts opportunities to augment and enhance their technical and artistic growth through progressive attention to principles of movement integration, body-mind awareness, and neuromuscular education in a variety of movement contexts. Somatic work in the Soma Center includes private and group training, mat exercises, use of props and training on motion-specific equipment. The Soma Center specifically offers Pilates training under the supervision of certified trainers. The Soma Center is also used as a learning center by Dance faculty for Kinesiology, Anatomy, Yoga, Laban Movement Analysis and Bartenieff Fundamentals.

**Eligibility**
Training in Pilates apparatus for students is sponsored by funds from the Dance Department. BFA majors have priority in the use of the Soma Center for training, followed by EdM and BA majors. Use of the Pilates apparatus requires training and supervision by the Soma Center Pilates Trainer, who is certified by the Pilates Method Alliance.

**Policies – Equipment Use**
1. **Cardio equipment (Elliptical and Spin Bike):** Following an in-service session regarding set-up, safety and sanitation, students may use the cardio equipment on a first-come, first-served basis from 8:00am to 5:00pm when private or group trainings are not in session. Following an in-service session regarding set-up, safety and sanitation, full and part-time faculty and staff may use the cardio equipment on a first-come, first served basis when not in use by students.
2. **Pilates apparatus:** Students must complete initial training on Pilates apparatus with the Pilates Trainer. On a case-by-case basis, students may be allowed to work independently with apparatus with the trainer’s authorization.
3. **Props (balls, Bosu, weights):** All props must stay in the Soma Center. They are not for use in the studios.
4. **Smartboard:** The Smartboard is for faculty and staff use only.

**Procedures**
1. **Appointments and Cancellations**
   Students are expected to be responsible in scheduling, changing and canceling their appointments via communication directly with their instructor. There are only a limited number of slots so it is imperative that a student cancels and allows another student to sign-up for that session. Private sessions must be cancelled at least 24 hours in advance. If a student is scheduled for a quartet session, 48 hours notice of cancellation is required. Students are responsible for contacting their instructor to cancel. If a student fails to show up for an appointment without cancelling 24 or 48 hours in advance, respectively, the failure to attend will count as one of the three allowed strikes toward artistic probation.

**Use of Copy Machine**
The dance department pays a pre-copy fee on every copy made on the copy machines as part of the lease. As a result, students are not allowed to use the machines. They must, instead, make copies at the library and student center.
Use of Phone & Fax Lines
1. Students are not permitted to submit any papers via the department fax machine.
2. The use of telephone and FAX lines for personal reasons is prohibited.

Student Health Services
The Rutgers Student Health Service provides on-campus basic health care through three health facilities: http://health.rutgers.edu

Cook/Douglass Health Center 848-932-7402
61 Dudley Rd. on Douglass Campus, New Brunswick
9:00 am - 12:30 pm & 1:30-4:30, Monday-Friday

Hurtado Health Center 848-932-7402
11 Bishop Place on College Avenue Campus, New Brunswick
8:30 am - 5:00 pm, Monday-Friday

Busch-Livingston Health Center 848-932-7402
110 Hospital Rd. on Livingston Campus, Piscataway
8:30 am - 4:30 pm, Monday-Friday

After hours: Call the RHS Advice Nurse Line at 1-800-890-5882.
For urgent medical attention or for an actual emergency call the Rutgers Police or 911.

Dance is an intensely demanding and physical activity. As such, it is important that dancers discuss with the athletic trainer any physical conditions or injuries that may put them or fellow dancers at risk for harm or would unduly impede their work in class and in performance. In the case of serious or chronic injuries, medical clearance is required before resuming training and dancing. Students requesting non-injury related accommodations should contact the Office of Disability Services (732-932-2848; dsoffice@rci.rutgers.edu). The Office of Disability Services will work with the student and department to determine whether an accommodation is possible. https://ods.rutgers.edu

Information for Students on Injury Prevention, Care and Rehabilitation

Rehabilitation and Return to Dance Activity
Students are welcome to work with outside physicians and/or treatment providers for diagnoses and/or treatment. In order to return to full participation to dance performances and rehearsals, students working with outside providers MUST fax all medical documentation, physical therapy notes, office visit notes, etc. to the Rutgers Health Services Sports Medicine physician for review. The RHS Sports Medicine physician will make the final determination of the student’s ability to return to full dance activity.

Physical Therapy
If a student receives a prescription for physical therapy from an outside physician or provider, an evaluation by the RHS Sports Medicine Physician is required before the student may work with the department’s licensed Athletic Trainer.

Pre-Participation Questionnaire (PPQ) and Pre-Participation Exam (PPE)
All incoming first-year BFA majors will be required to complete a pre-participation questionnaire (PPQ) and a pre-participation examination (PPE) before beginning participation in the BFA dance programs. The PPQ is a questionnaire designed to gather information on the student’s medical history. The PPE is a physical exam. At the beginning of June of each year, students will be mailed the PPQ and the PPE. These forms must be completed and
returned to the department by **June 1 or December 15** of the semester prior to entry. Students have the option of having the PPE completed by their home physician. If a student does not have access to a home physician, the student may have the option to make an appointment with the RHS Sports Medicine physician before arrival on campus to complete the PPE. Incoming students that have not completed and submitted their PPE forms before the first day of classes will not be able to participate in dance placement auditions until they have completed their forms and have been cleared by Rutgers Health Services.

**Pre-Screening for Dancers**
All incoming students will have a pre-screening evaluation, which is a series of tests designed to assess the overall well-being and functional capacity of dancers. The data collected will be used to provide a physical, medical, nutritional, and/or psychological profile for each dancer. Common components of a screen include orthopedic assessments that examine a dancer’s overall structure, strength, flexibility and laxity. Also commonly included are various functional components such as dance technique or related movement-based assessments intended to help identify areas where a dancer may benefit from refinement exercises or changes in motor patterning that can be done during or outside of the technique class. Tests that examine balance and general cardiovascular fitness are also conducted, given that these are part of most training and performance demands. The results of a screening can help instructors and other dance professionals enable dancers to realize their full potential, and may also “help detect potentially life-threatening or disabling medical or musculoskeletal conditions that may limit a dancer’s safe participation and help to detect medical or musculoskeletal conditions that may predispose dancers to injury and/or illness during their season.” Citation: #7 Dance/USA’s Taskforce on Dancer Health. [http://www.danceusa.org/preventionandstandardization](http://www.danceusa.org/preventionandstandardization).

**Appointments with RHS Sports Medicine Physician**
The Sports Medicine Physician has reserved weekly block times for Mason Gross School of the Arts students. Appointments MUST be made before **5pm** the day before or appointment will be scheduled for the following day. See more details in Appendix page 43 [Special Appointments For Mason Gross Students With Dr. Kenton At The Hurtado Health Center].

**RHS Sports Medicine Physician Absence**
In the absence of RHS Sports Medicine Physician, medical determination would be handled by the Executive Director of Health Services and or his/her supervisor.

**Appointments with RHS Licensed Athletic Trainer**
The licensed Athletic Trainer will provide therapy/rehabilitation to dance students on an appointment ONLY basis. Appointments MUST be made before 5pm the day before.

**Required Training in Concussion Wise Program**
Every year, faculty, staff and dance BFA and BA majors are required to complete the appropriate Concussion Wise program. The Concussion Wise Program is designed to bring more awareness in recognizing the signs and symptoms of concussions as well as appropriate treatments for themselves and others.

**Graduate School of Education Policy**
Graduate School of Education students, including BFA alumni in their fifth year, who participate in technique and/or repertory for Graduate Independent Study or Graduate Special Topics credit may visit the Licensed Athletic Trainer in the Soma Lab if they sustain acute injuries during credit bearing classes. All appointments must be made before 5pm the day prior to the request.
GSE students who sustain injury during non-credit bearing rehearsals should seek the attention of the Rutgers Health Services Sports Medicine Physician or a home physician. All appointments must be made before 4:30pm the day prior to the request.

GSE students who are found to subsequently need on-going physical therapy must make an appointment with RHS Sports Medicine Physician on campus at Hurtado Health Center. If necessary the RHS Sports Medicine Physician will provide a referral for physical therapy in New Brunswick or a more convenient location. GSE graduate students are responsible for these services through their individual medical plans. Physical therapy treatment for GSE graduate students is not available through the Dance Department.

It is important for students to be able to care for themselves and any minor injuries that occur during classes or rehearsals. It is suggested that students organize their own personal first aid kit with the items listed below and learn to make the best use of them. Please consult with the Athletic Trainer with questions about these products.

**Suggested Items For One’s Personal First-Aid Kit**

- Band-Aids
- Antiseptic spray/wipes
- Neosporin or antibiotic cream
- Tenso-plast [http://www.compressionstore.com](http://www.compressionstore.com)
- Scissors
- Aspirin and/or pain relievers
- Ace Bandage or 2” Self-Grip Tape (Dome Industries, 800-432-4352)
- NU-Skin
- Toenail clippers
- Tigerbalm/Icy Hot Cream
- Theraband
- Arnica tablets or cream
- Instant Ice Packs

Ice or ice packs can be stored in the freezer in the student lounge. Students are expected to provide their own source of ice for chronic injuries. It is essential to minimize swelling at the injury site until the swelling subsides (at least 72 hours following the injury). Four techniques (RICE) are commonly accepted for reducing the swelling that accompanies an injury.

- Rest and immobilization of injured area
- Icing or application of cold
- Compression on the injured area
- Elevation of the injured area

The application of ice should include some form of insulation so that the ice is not placed directly on body tissue. Periods of cold application should not exceed 20 minutes at a time.

**Nutrition for Dancers**

It is especially important for dancers to do as much as they can on their own to maintain their energy and health. Following a sound and nutritious diet is essential. This is a challenge when eating cafeteria food. If students find that their cafeteria is not providing enough fresh fruits, vegetables, whole grains and low-fat proteins, speak up.
Student demands can effect change. Dancers will often be in the Nicholas Music Center for long hours each day and into the night with rehearsals. There is a microwave and refrigerator outside of the men’s dressing room, which is for student use. Planning one’s meals will help them stay nourished and reduce trips out to get food, which can be particularly hard on dancers’ bodies when the weather turns cold. Students with questions about nutrition are encouraged to meet with Hollie Palmisano, licensed Athletic Trainer for Dance.
The Dance Department Is Accredited By
NATIONAL ASSOCIATION OF SCHOOLS OF DANCE
11250 Roger Bacon Drive, Suite 21
Reston, Virginia 22090
Telephone: 703-437-0700

APPENDIX

…continued next page
Production agreement

DATE:_____________ PRODUCTION: ______________________________________

The following shall serve as an Agreement between _________________ and the Mason Gross School of the Arts, Department of Dance, for performing in the department's production mentioned above.

This work is being done in partial fulfillment of the requirements to obtain your degree from the Mason Gross School of the Arts, Department of Dance. It is understood that work on this production in no way excuses you from the obligations of class work unless specifically agreed to in writing, as an additional clause to this agreement, between you and your instructor. A copy of the additional clause will be provided to the department chair.

Your presence is required for evening and weekend work throughout the production process. Some shows require commitments during holidays, vacation periods, and/or religious holidays. You are not excused from any responsibilities, rehearsals and performances, because of the aforementioned unless specifically approved in advance by the choreographer and production director.

Your commitment to this production begins not later than the first rehearsal date called by the choreographer. The attached rehearsal and performance schedule shall be considered part of this agreement. The department and the choreographer reserve the right to adjust this schedule. While you must make yourself available for all adjustments of the schedule, the choreographer must approve any rehearsal conflict that cannot be changed in advance, in writing. The choreographer is expected to provide timely advance notice to the cast.

YOUR DUTIES AS A PERFORMER INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:
1. Be prompt and ready to work at all call times.
2. Be appropriately dressed for work and/or running crew call.
3. Properly care for all costumes and props.
4. Be prompt for all scheduled costume fittings and must have measurements taken promptly when so requested. Please note that production crew does not assist with costume fittings.
5. Respect the physical property of the production and theater and abide by all rules and regulations of the department.
6. Attend all crew calls you have signed up for, including crew training. Note: When signing up for a run crew position you must be available for all calls. You cannot miss dance or academic classes.
7. Missing crew calls will result in the following:
   • 1st missed crew call = 1 Strike towards artistic probation
   • 2nd missed crew call = 2nd Strike towards artistic probation AND the number of hours signed up for will be deducted from hours already completed.
   • 3rd missed crew call = 3rd Strike resulting in artistic probation AND the number of hours signed up for will be deducted from hours already completed.
8. Any absences, lateness, or failure to come to rehearsal prepared will be reported to the chair of the department and will affect your standing in the department, including the possibility of Artistic Probation or Dismissal.

AGREED AND ACCEPTED:

____________________________________  ______________________________________
Choreographer                        Student
Rehearsal/performance schedule

CHOREOGRAPHER: ______________________________________________________

NAME OF PIECE: _________________________________________________________

DATES OF PERFORMANCE(S):______________________________________________________

REHEARSAL SCHEDULE:

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Rutgers University
Mason Gross School of the Arts – Department of Dance
Live performance critique outline for dance majors

You are required to attend an outside fully produced performance in a theater of a professional modern or post-modern dance company. You should devote approximately three pages (1000 words) of writing to the concert. You must attend a concert by the ninth week of the semester and submit the paper no later than one week after the concert date. Papers will not be accepted if handed in more than one week following the concert dates. If a student does not meet the paper due date, they will have the option of attending another concert before the ninth week of the semester. Poorly written papers will be returned to the student and must be rewritten to acceptable standards and given back to the instructor within one week of receiving the paper. Failure to meet technique paper guidelines will result in a one-half letter grade drop in a student’s final grade for the course. Please be timely in purchasing your tickets, as production may sell out quickly. Failure to obtain tickets does not excuse you from this assignment.

Through this assignment, you will

- **Describe** – Use clear descriptive language – transmit the visual experience into writing. What did they do? What did it look like and how might it feel to perform?
- **Interpret** – What was the artist trying to communicate to the audience? What images can you specifically describe to support your interpretation?
- **Evaluate** – Was the artist successful? Why?
- **Contextualize** – Put what you saw into a larger context. Does the dance relate to something beyond this performance? Does it come from a specific tradition (culture), from a specific time period (historic), from a particular artist’s vision (aesthetic)?

Critiques should be **3-4 pages, or 1000 words typed, double-spaced, with no larger than 12 pt. font, with maximum 1” margins AND stapled.** Papers that do not follow these guidelines will not be accepted. You are encouraged to take this outline with you to the performance. Read through the outline and jot down thoughts related to these questions as you watch the performance, so you can capture thoughts and ideas while still fresh in your mind. You are not, however, to number your answers nor answer these questions as they are presented, in this order, in your paper. Instead, refer to this as a guide to help you organize your ideas regarding the performance. These are general questions designed to give you a starting point from which to begin thinking, discussing and writing about dance. The work you have the strongest reaction to when reviewing, whether good or bad, will be that which is easiest to remember and write about. Bring a friend and enjoy this assignment!!

**Who:** Who was/were the choreographer(s)? What was the size of the cast in each work and who danced – men, women in solos, duets, trios or larger groups? Was gender, disability, ethnic/cultural origin or nationality important?

**What:** What style of modern or post-modern dance did you observe? Use action verbs and adverbial modifiers as needed. Was virtuosity important? Compare and contrast two works from the production. If the performance you saw was an evening work, write on the entire production, focusing on contrasting sections if possible. What themes (narrative or abstract) did you observe? What roles did music, sound, text and silence play in the performance? What choreographic elements did you observe (discuss use of space, bodies, relationship, time, energy)? What effect did the lighting or sets/props have on the dance? Was any other kind of technology important?

**Why:** Describe why you chose these two works to compare and contrast. How did the work engage you? Emotionally? Visually? Kinetically? Intellectually?

**When:** When were the dances choreographed? Are these premieres (new works) or repertory pieces?

**Where:** Describe the type of theater. Was it a proscenium, thrust, three-quarter or in-the-round? Was any aspect of the performance site-specific? Describe how.

**How:** If there was more than one choreographer, how did the aesthetics of the choreographers differ or complement one another? If only one choreographer, discuss how their aesthetic differs or complements your own ideas about dance.

**Plagiarism**

Please refer to the Rutgers Undergraduate catalog for specific detailed definition of plagiarism and various forms of plagiarism. The Department of Dance expects all students to adhere to these guidelines. To this end, all papers must be written in your own words and from your perspective. The same paper may not be used to satisfy another class requirement.
Dance Department
Notification of Outside Performances

Please submit to Department Chair for approval in advance of outside commitments.

NAME OF STUDENT: ________________________________

NAME OF COMPANY/CHOREOGRAPHER: ________________________________

LOCATION OF PERFORMANCES: ________________________________
                                City    State

DATES/TIMES OF PERFORMANCES:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

REHEARSAL SCHEDULE (Dates and Times):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

COMMENTS (Impact on your departmental concert commitments):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Box Office Ticket Policies

**New policy as of Fall 2016 – student price tickets will be available at the door.**

Main Ticket Office daytime business hours are Monday – Friday 10 a.m. – 5:30 p.m. and Saturday noon – 5:30 p.m. Hours will vary when classes are not in session.

For performances, the Ticket Office in the theaters will open 1 hour prior to performance time for before event sales only. We are unable to answer phones or check messages at this time.

**Ticket Sales:** 848-932-7511  **Website:** www.masongross.rutgers.edu

**Purchasing Tickets**

All sales are final. No refunds. Tickets and seating for any transaction are subject to availability.

Full payment must be presented at the time of transaction in order to process tickets. We cannot accept multiple methods of payment for a single order or hold seats on reserve for later payment. Visa, MasterCard, Discover, cash, or check only accepted for purchases. Have your credit card immediately available when calling to purchase tickets.

No children under the age of 5 are allowed at any Mason Gross School of the Arts performances. Any children coming to a live event must have a ticket and be able to quietly sit and focus on the event so as not to disrupt the performers or audience. Take care purchasing tickets for a child for presentations with adult content and language.

Seniors 62 years or older, Rutgers employees, students and alumni are eligible for discounted tickets to selected events. Limit two (2) tickets per performance for seniors, Rutgers employees and alumni. Limit one (1) ticket per production/event for students. ID is required for pick-up.

Unless otherwise requested by the patron, tickets ordered within one (1) week of the performance will be held for pick up at the theater from one (1) hour prior to the scheduled performance time.

Sales fees: $7 per order phone order processing fee, $1 per ticket performance walk-up fee, $6 per subscription fee.

**Exchange, Release or Lost Ticket(s)**

Exchanges to another performance are available during regular daytime business hours only. Exchanges will only be made for performances within the original department of purchase and ticket price. Only subscribers can exchange past date tickets. A $3 per ticket exchange fee will apply for single ticket holders. There is no charge for subscribers, complimentary, or voucher tickets.

Tickets can be released back to the Ticket Office for resale during daytime business hours prior to the performance date. A refund will not be issued. All income directly benefits the students and programs within the departments.

Lost tickets can be reprinted at any time and will be held at the door for pick up from 1 hour prior to the scheduled performance time. Tickets cannot be reprinted if purchased as part of class fee or groups.
**Etiquette**

Please respect the **personal space** of the staff. Address any major concerns directly to the management. **Recording and electronic devices** of any kind, **food and beverages** are strictly prohibited inside the theaters. The management reserves the right to hold any of the above during performances. **Smoking** is permitted outside of the buildings only. As a courtesy to your fellow audience members and to the performers, we ask that you **refrain from** talking, texting, unwrapping lozenges or creating any other distractions during the performance.

**Programming & Performance**

ALL PROGRAMMING INFORMATION IS SUBJECT TO CHANGE. Check our website for the most up to date performance information.

**Latecomers** will be seated at the discretion of management.

The Mason Gross Performing Arts Center **reserves the right** to refund purchase and refuse entry.

**Cancellation** information due to inclement weather will be available by 10:00 a.m. for 2:00 p.m. performances and 2:00 p.m. for 7:30 p.m. performances. Call the Ticket Office or check the Mason Gross social media feeds for status. Refunds for events cancelled by Mason Gross will be provided upon request only prior to the end of the fiscal year (June 30th each year). The refund will be in the amount of the ticket cost only. **Ticketing fees** will not be refunded. **Exchanges** will be honored if possible.

**Facility temperatures** can be a challenge to maintain. It is recommended that patrons dress in layers.

**Performance walk-up ticket sales** start 1 hour prior to the scheduled performance time at the performance venue except for Kirkpatrick Chapel which starts 30 minutes prior. There are no guarantees that tickets will be available at this time. During that time, transactions for future or past events are prohibited. For events with student rush, there is no guarantee that student rush tickets will be available.

The **seating area** of all the theaters will be **closed** directly at performance end. The **lobby areas** will **close** no later than a half hour after the performance ends.

**Accessibility Statement**

Accessibility services are available but vary greatly between our venues. It is highly suggested that patrons **call the Ticket Office** for more **specific accessibility information** and services for the event you wish to attend.

Assistive services such as audio description, sign language interpreting and select publications in alternative formats such as Large Print, Braille, and CD format are available. Advance notice for all services is necessary.

In order for us to provide the best service for our patrons with disabilities, we respectfully request that tickets for patrons with disabilities be purchased no later than 24 hours prior to the scheduled performance time. Please inform the Ticket Office of disabilities at the time of purchase.
ALL BFA DANCE MAJORS ARE REQUIRED TO COMPLETE 60 HOURS (2 CREDITS) OF PRODUCTION STUDY TO GRADUATE.

All production study credits for BFA students are registered for in the senior year of study at Rutgers. Credits can be registered for earlier than the senior year ONLY if all hours have been completed.

Students may complete hours at any point during their time at Rutgers, although, it is recommended students do not leave all production hours to be completed their junior and senior year. Students do not have to be registered for Production Study credit at the time. Completed hours will be kept in a database and will be applied to credit when applicable.

THERE ARE MULTIPLE WAYS TO COMPLETE PRODUCTION HOURS – PLEASE READ BELOW:

- **Production Crews (35-45 hours)**
  All performances sponsored by the department are run by a student crew.
  - Crew positions that are available to students are:
    - Lighting Operator
    - Sound & Projections Operator
    - Stage crew
    - Costume Crew
  There are concerts that are only a one-day commitment, such as rentals of Loree and guest artist events. Concerts such as DancePlus and the BFA Senior Concerts in the fall and spring are evening commitments running one or more weeks.

- **Load-in and Strike (10-15 hours)**
  All of our performances take a lot of work to prepare for – lights need to be hung, floors laid, scenery built and installed and students are a part of this process of learning what is needed for successful productions.

  There are also frequently work calls scheduled to help with departmental activities other than performances. This might involve set up for an event or organizational needs.

  Signups for these activities will usually go up approximately one to three weeks ahead of time.

- **Soma Center Monitoring (By arrangement)**
  Monitor the safety of students and the cleanliness and proper use of the facilities.

- **Dance & Parkinson’s (6 hours/training+2 sessions)**
  The Mason Gross Dance Department partners with the New Jersey Parkinson’s Disease Information and Referral Center at Robert Wood Johnson University Hospital to present a series of movement classes for people with Parkinson’s disease.

  The classes, which will feature live music by Diane Pivarnik, will take place Wednesdays at RWJ Fitness Center in New Brunswick and Saturdays at the Mason Gross Performing Arts Center on the Douglass Campus. Instructors guide participants through a series of gentle stretches, posture supports, and joint articulations, as well as balance, stability, and locomotion activities that are meant to be both challenging and fun.
SIGN UPS

Students are required to sign-up for production hours at the beginning of each semester. Each student will do sign-ups electronically at: www.signupgenius.com. Specific instructions and link will be posted on the blog, department Facebook page, and sent to students’ email accounts at the beginning of each semester.

The online sign-up will include a list of all department productions, including what positions are available, and what dates and hours are required for each crew assignment. Students are required to log in and complete a crew request with their preferences for which assignments they would like to complete.

ATTENDANCE RESPONSIBILITIES

Please read the time requirements of the crew carefully. For most shows, students must be present AT ALL TECHNICAL AND DRESS REHEARSALS AS WELL AS ALL PERFORMANCES. Students cannot assume they can take an evening off for work.

Once assignments are posted, students are committed and responsible for fulfilling their duties as per the times posted. Please make sure to check academic conflicts BEFORE signing up. Students should not sign up if they cannot complete the hours. Once you have signed up, you cannot remove yourself from crew. You can only be removed from a crew assignment by speaking to the technical director at least 24 hours before the crew call.

PENALTIES

Being on a crew is just like being a performer in the concert. Attendance and focus are critical and missing a call will result in a penalty. Any conflicts must be discussed with the department’s technical director before signing up for the position or risk being removed from the crew, plus the possibility of being placed on artistic probation. Missing crew calls will result in the following:

- **1st missed crew call** = 1 Strike towards artistic probation (please see policy on artistic probation on p. 21)
- **2nd missed crew call** = 2nd Strike towards artistic probation AND number of hours signed up for will be DEDUCTED from hours already completed.
  - Example: If you signed up for 4 hours, and you missed your second crew call, you will now have 2 strikes toward artistic probation and those 4 hours will BE DEDUCTED from your completed hours.
- **3rd missed crew call** = 3 Strikes resulting in artistic probation AND number of hours signed up for will be DEDUCTED from hours already completed.

WHAT TO WEAR?

All crew hours, whether for performances or preparation, will involve some amount of physical labor. Please dress appropriately. Jeans or work pants are better than dance or sweat pants. No excessive jewelry. Long-sleeve black shirts are recommended. Sturdy and comfortable shoes with closed toes are necessary. No sandals or Ugg boots.

When working backstage for a performance, students are required to wear a black top, black pants, and dark shoes. Our performance spaces can vary widely in temperature and students will be working hard, so layered clothing is suggested.
SPECIAL APPOINTMENTS FOR MASON GROSS STUDENTS WITH DR. KENTON AT THE HURTADO HEALTH CENTER/ BUSCH-LIVINGSTON

Dr. Alicia Kenton, the Sports Medicine Physician, has arranged for Mason Gross Dance Students to book special appointments at the Hurtado Health Center and/or Busch-Livingston.

Here is how it works:

Dr. Kenton is reserving the following times for Mason Gross dancers:

- Mondays between 3 – 4pm
- Wednesdays between 2 – 3pm
- Fridays between 3:30 – 4:30pm

If you want an appointment during these times,

YOU MUST EMAIL HOLLIE BEFORE 5pm at hollie.palmisano@rutgers.edu

If these times do not work with your schedule, Please call the Hurtado Health Center and inform the receptionist you are a MGSA dance student when making an appointment.

Hurtado Health Center Address:
11 Bishop Place
New Brunswick, NJ 08901

Contact Information:
848-932-7402
2017/2018 Handbook Signature Form

This signed noted signifies that I, ______________________________ have read and understood the Department of Dance Student Handbook, and that I will adhere to all policies and procedures listed in this handbook. I understand that I am responsible for all correspondence sent to my university email account and I will check it regularly.

_________________________
Name (Signature)

_________________________
(Date)

Note: When you have read the handbook, please sign the above form and bring it to the Dance Office where it would be placed in your file folder.