

Bachelor of Fine Arts in Dance Student Handbook



Department of Dance
COLLEGE OF ARTS & MEDIA
SAM HOUSTON STATE UNIVERSITY
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

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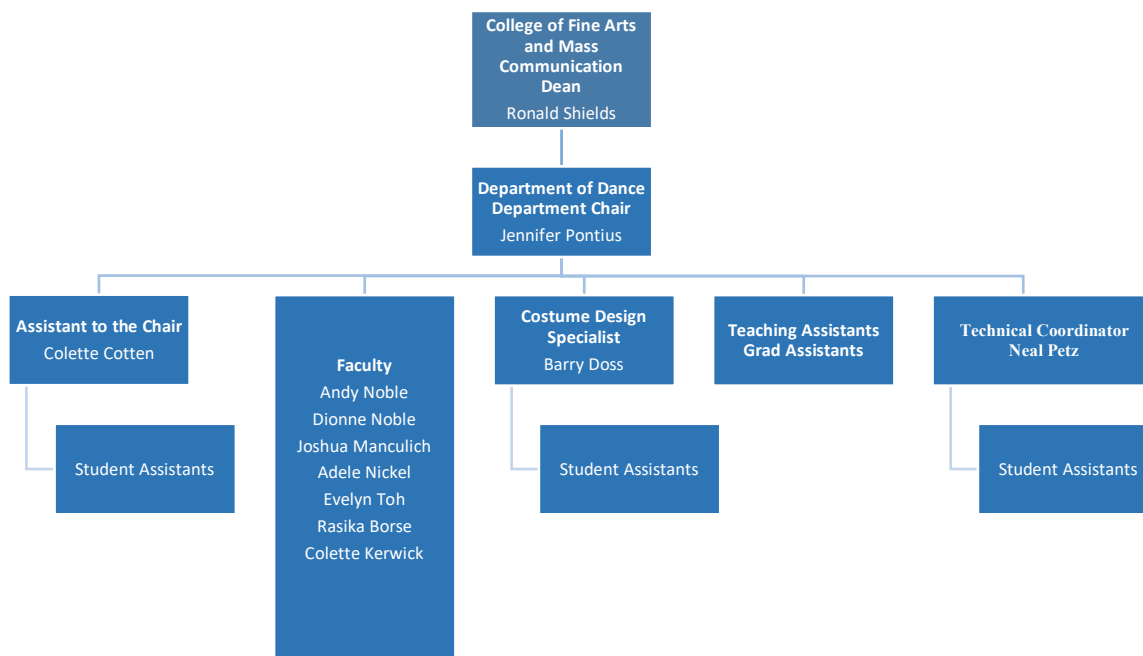
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INTRODUCTION

Our Mission

The mission of the Department of Dance at Sam Houston State University is to deliver a dynamic, holistic, challenging experience that integrates creativity, performance and scholarly pursuits designed to prepare each student for a 21st century career in dance.



Contact Information

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SOURCES OF INFORMATION

Majors Meetings

Periodic meetings of the dance majors, faculty, and staff is an essential tool for sharing information and maintaining the community spirit essential to our department. The first Wednesday of each semester and the first Wednesday of every month are reserved for Majors Meetings. Meetings are at 1:00 pm in the Dance Theater. Attendance will be taken and recorded every meeting. Absences for majors meetings count towards the total absences in the dance technique course. In the case that a student has a conflict, it is the student's responsibility to inform the chair through email, specifying the nature of the conflict; the student will be responsible for all information shared at the meeting.

Students are asked to keep their schedules open and available every Wednesday 1:00pm-2:00pm. As this is the only time we can reliably coordinate all faculty and students, it is a time we may use for other meetings, such as production meetings, or for guest speakers.

Sam Email

Each student on campus is provided with a Microsoft Exchange e-mail account. The e-mail address for each person is his or her *username@shsu.edu*. The username and password combination to check your email is the same as the SHSU computer account username and password. E-mail can be checked either by using an e-mail application such as Microsoft Outlook or by using a browser such as Internet Explorer, Safari, or Mozilla Firefox to access the SHSU website and select the E-mail link from the Campus Tools drop-down box at the top of the screen.

Check your SHSU email regularly as this is the only email Dance, and other university entities, will use to contact you and send out important information.

Website

Department of Dance's website [Department of Dance](#) is updated regularly with department information, contact information, performance updates and scholarship information.

THE BFA PROGRAM IN DANCE

Admission and Audition

All students who wish to major in dance must audition for admission into the dance BFA program. Admission is competitive. The department limits total enrollment in the BFA program to approximately 100 students. The applicant is expected to exhibit technical and artistic ability as well as creative potential indicating probable success in completing

the program. Auditions are held at designated times throughout the year. In addition to the procedures for admission into the BFA program, students must meet the requirements for admission into the University. It is strongly suggested that the student initiate procedures for admission to SHSU prior to auditioning for admission into the dance department.

Prospective students may audition for admission to the BFA program a maximum of 3 times.

Audition procedure

All students who are interested in auditioning for the program or for scholarships are encouraged to register [online](#) at least one week prior to the audition date. However, walk-ins are welcome. Please arrive 20-30 minutes early to allow time for parking and check in.

Auditions are held on campus at SHSU in the James and Nancy Gaertner Performing Arts Center, 815 17th Street, Huntsville, TX 77340.

Please allow three to four hours for the audition. BFA candidates do not need to prepare a solo. The dance faculty will teach ballet and modern movement phrases, followed by either a jazz phrase or an improvisation opportunity. Dancers should wear solid colored leotard, tights and ballet slippers. No prints on body wear and no baggy outerwear (i.e. no sweat pants or tops) should be worn for the audition. The modern dance phrase will be danced barefoot.

Students leaving the department for one semester or longer must petition for re-admission, and may be required to audition.

The Sophomore Gate

This review of candidates for the BFA degree in dance is intended as an opportunity for the faculty to assess the student's progress and potential for completion of the BFA program, and for the student to fully consider her/his own commitment to such pursuits. In addition to assessing performance and choreographic skills demonstrated in the Sophomore Gate solo, the faculty will confirm that the student has maintained a minimum 3.0 GPA in dance classes and an overall commitment to the requirements of a Dance Major.

At the beginning of the spring semester, candidates will each be assigned a faculty mentor. With the guidance of the mentor, the candidate will develop a 3-5 minute solo, which they will present to the faculty in a closed showing at the end of the semester. Candidates will also write a paper outlining the concept, to be distributed to the dance faculty prior to the showing. It is the student's responsibility to schedule meetings with their mentor. A minimum of 3 showings must be scheduled with the assigned mentor at intervals during the semester.

There are three outcomes possible for The Sophomore Gate. The first is that the student passed and is retained in the BFA program. The second is that the student did not pass, and will be advised out of the program. The third is that the student will enter a probationary period of one semester, and asked to improve grades in dance classes or to repeat the gate process itself.

Advisement

Each dance major is required to meet with an assigned dance faculty advisor prior to registration every semester. Advisor assignments will be posted prior to the opening of registration for the upcoming term. The advisor will insure the student is on track with both dance and general education requirements. Students pursuing a minor or a second major are encouraged to seek advisement either from the Sam Center or from the relevant department.

Ongoing assessment of students' progress is a part of our continuous mentoring and advisement process. A student who is having difficulty meeting curricular proficiency standards and/or other requirements may be placed on probationary status for a designated period of time in order to address specific problem areas with the help of faculty. A student unable to meet the standards within the designated probationary period will be discontinued from the BFA program.

Transfer Students

Transfer students must complete the degree plan designated by SHSU for core curriculum and for the dance requirements. If a student has earned an associate's degree that fulfills the core requirements they will be exempt from the core at SHSU. Students may transfer a maximum of 66 hours from a community college. The Department of Dance will accept the hours transferred from an institution approved by the SHSU registrar towards hours in dance. The total hours in the major must be met. The total of 42 advanced hours (junior/senior level courses, designated in the 3000-4000 range) must be met. Transfer courses which the chair deems equivalent to SHSU dance courses will be substituted for department requirements. Courses required in the Department of Dance cannot be waived.

The BFA in Dance curriculum is structured with progressive courses in technique and choreography. It is not possible to offer every course every semester, nor to enroll in two courses of a sequence (i.e., choreography 1 and choreography 2) in the same semester. Completion of the curriculum of the BFA in dance at SHSU after transferring from another institution typically requires semesters of study beyond the typical 8 full semesters for an undergraduate degree.

- [SHSU's Articulation Agreements](#) (course transfer agreements)
- [Transfer Student Orientation](#)

The BFA in Dance Curriculum

Requirements

The BFA is a 120-credit degree in dance which requires a minimum of

- 24 credits in upper level course work in residence
- 30 credits taken in residence
- 42 credits in Advanced Hours course work
- 18 credits in Writing Enhanced (WE) course work
- 42 credits in Core Curriculum
- 78 credits in Dance course work

Example Model Curriculum for the BFA in Dance

Freshman

Fall

Modern 2	DANC 2334
Ballet 2	DANC 2333
Dance as Art	DANC 1372
Crew	DANC 1101

6 credits of core

16 hours

Spring

Modern 2	DANC 2334
Ballet 2	DANC 2333
Crew	DANC 1101

9 credits of core

16 hours

Sophomore

Fall

Ballet 3	DANC 3333
Pilates	DANC 1201
Choreography 1	DANC 2376
Crew	DANC 1101

6 credits of core

15 hours

Spring

Jazz 3	DANC 3335
Modern 3	DANC 3334
Choreography 2	DANC 3376
Crew	DANC 1101

6 credits of core

16 hours

Junior

Fall

Partner & Improv.	DANC 3336
Modern 3	DANC 3334
Dance & Tech	DANC 4388
Principles	DANC 3374
3 credits of core	
15 hours	

Spring

Ballet 3	DANC 3333
World Dance	DANC 2373
Choreography 3	DANC 4376
Dance History	DANC 2372
3 credits of core	
15 hours	

Senior

Fall

Modern 4	DANC 4334
Ballet 4	DANC 4333
Senior Studio	DANC 4377
Pedagogy	DANC 4384
3 credit of core	
12-15 hours	

Spring

Modern 4	DANC 4334
Ballet 4	DANC 4333
Career Resources	DANC 4389
Criticism & Analysis	DANC 4372
3 credit of core	
15 hours	

Technique Component: Placement and Proficiency

Students must maintain continuous participation in two majors' technique classes each semester. Faculty will place students in the appropriate level based on audition performance and placement classes done in the first week of the semester during scheduled technique time. Students are expected to continue study in designated courses at their level of technique until they are ready to advance. Earning an A or B in a technique course does not mean that a student will automatically advance to the next level of technique. At the beginning of each semester, placement classes will determine the student's appropriate technique level.

Performance Opportunities

The department produces a full schedule of concerts. Casting is determined through auditions. Scholarship students are required to audition for Dance Spectrum and accept casting offered. All majors are encouraged to audition.

Dance Spectrum: This concert forum presents choreography created by faculty and guest artists. Usually about 8 new works are created through the semester within a schedule posted after casting has been determined. Rehearsals are typically in the afternoons following the second majors' technique course. See a typical schedule below. The *Dance Spectrum* concert is presented near the end of the fall and spring semesters. Auditions are held on the first Wednesday of classes each semester from 2:00-6:00 pm. Casting is normally posted by the first Friday, and rehearsals begin the following week.

To be eligible for casting in Dance Spectrum student must have:

- earned grades of B or better in dance technique courses
- earned grades of C or better in all dance courses in the previous semester
- by the end of freshmen year have earned 9 credits in core classes
- by the end of sophomore year have earned 21 credits in core classes

Typical Rehearsal Schedule for Dance Spectrum

Group A choreographers
Monday/Friday 4:00-6:00
Wednesday 2:00-4:00

Group B choreographers
Tuesday/Thursday 4:00-6:00
Wednesday 4:00-6:00

Senior Studio: Senior BFA candidates produce a concert featuring each students' work. Auditions are held at the beginning of the semester. Most years, this concert series occurs in either the fall or spring semester.

Masters of Dance: MFA candidates produce a concert featuring graduate students' work. This concert forum is presented most fall and spring semesters.

MFA Thesis Concerts: As the capstone of the graduate thesis process, each MFA candidate presents their creative work in a fully produced concert. These are scheduled throughout the fall and spring semesters.

DANCE STUDENT ORGANIZATION

XTE

Chi Tau Epsilon (XTE) is a dance honors society available to undergraduate dance majors at Sam Houston State University. XTE focuses on recognizing superior ability in dance as well as combined and individual interests to promote the performing arts through community service and academic excellence. Each member or pledge is required to obtain a minimum of a 3.0 grade point average each semester.

XTE Events:

Dances@8 is an undergraduate student choreographed performance presented by Chi Tau Epsilon every semester. This showcase gives students the opportunity to create choreography, work with peers, and perform and/or present their work in a professional environment. Each student is required to complete an application and participate in a preliminary showing to be admitted into Dances@8.

XTE also participates in both community and on-campus events such as outreach programming such as offering of community classes for young dancers to college level dancers, Winter Workshop for high school students, involvement in Huntsville City events, and Homecoming in the Fall semesters.

FINANCIAL AID FOR BFA DANCE STUDENTS

Scholarships4Kats

Dance majors can apply for dance and non-dance scholarship through Scholarships4Kats. Scholarships4Kats is SHSU streamlined scholarship application. This application simplifies the process for students by importing key information from their student data record and allowing them to be automatically considered for all relevant scholarships. You can find Scholarships4Kats through MySam under the Students tab. For more information on Scholarships4Kats please visit [Financial Aids Scholarship page](#).

Performance Scholarships

Limited scholarship aid is offered. Performance scholarships are awarded on a competitive basis to those students who demonstrate exceptional and promising ability in dance. The audition for BFA program admission is also used for determination of these performance scholarship awards. Awards are made for one academic year. Students must maintain a 3.0 GPA, fulfill performance responsibilities, and audition each year for consideration of scholarship renewal. Students must remain enrolled as full time students pursuing the BFA curriculum in Dance. A [Scholarships4Kats](#) general application must also be submitted as part of the application.

Endowed Scholarships

The dance faculty determine recipients of the Mary Ella Montague Endowed Scholarship; the Jonathan Charles Endowed Scholarship; and the Kelley Barber Endowed Scholarship. Other endowed scholarships may be applied for. All endowed scholarships require completion of the [Scholarships4Kats](#) general application.

Nancy Gaertner Performing Arts Scholarship

The Nancy Gaertner Performing Arts Scholarships are expressly intended to be available to students majoring in programs in the Department of Theatre & Musical Theatre, Department of Dance, or the School of Music. Recipients will be selected by a committee to include the administrative heads of the three performing arts areas as well as a representative of the Dean of the College of Fine Arts and Mass Communication. The following criteria will be applied to selection: Recipients must; (1) be full-time Sam Houston State University in good standing (3.0 overall GPA or higher); and (2) be a student majoring in any program with the Department of Theatre & Musical Theatre, Department of

Dance, or the School of Music. Financial need may be considered in the award process, but will not be a determining factor. The scholarship is a one-year award. A recipient may receive this scholarship in subsequent years, but must reapply each year and be selected as the best candidate.

Mary Ella Montague Endowed Scholarship

This scholarship was established in honor of Dr. Mary Ella Montague, founder of the dance program and Professor Emeritus in Dance. During her tenure at Sam Houston State University she served as Program Coordinator in Dance, as chair of the Department of Dance, Drama, Radio/Television, Film and Speech, and as Associate Dean of the College of Arts and Sciences.

The Scholarship is awarded each year to the outstanding returning dance major in the department. The recipient of this award demonstrates exceptional artistic, technical and academic achievement and is an exemplary citizen of the department.

The Kelley Barber Endowed Dance Performance Scholarship

This scholarship was established in the year 2002 by Kelley Barber to recognize an outstanding student performer in the Department of Dance. Recipient must be a full-time undergraduate student majoring in Dance. GPA requirement is 2.5.

The Sophia Victoria Mendez Performing Arts Scholarship

The Sophia Victoria Mendez Performing Arts Scholarship is available to students majoring in any discipline within the performing arts. A scholarship committee within the College of Fine Arts and Mass Communication will select one or more award recipients each year. The following criteria will be used in the selection process: (1) a full-time undergraduate student in good standing enrolled at Sam Houston State University; (2) major in any discipline within the performing arts; (3) demonstrated financial need; (4) demonstrated a high skill level in their major; and (5) minimum overall GPA of 3.0.

The Mary S. & G. Scott McCarley Performing Arts Endowed Scholarship

The Mary S. & G. Scott McCarley Performing Arts Endowed Scholarship is available to students majoring in any discipline within the performing arts. A scholarship committee within the College of Fine Arts and Mass Communication will select one or more award recipients each year. The following criteria will be used in the selection process: (1) a full-time undergraduate student in good standing enrolled at Sam Houston State University; major in dance, music, music therapy, theater, or musical theater; minimum overall GPA of 2.50.

Dance and Theatre Endowment Scholarship

Scholarships are awarded by a scholarship selection committee consisting of members of the faculty of the Department of Theatre & Musical Theatre and

Department of Dance, with screening and advice from the donors. The guidelines specify that the recipient must be a student with significant need, as well as outstanding talent and/or accomplishment.

Work Study

Students are encouraged to apply for work study through [The Office of Financial Aid](#). The Department hires eligible students for work in the front office, the media library, the pilates studio, the costume shop, and to support operations in the dance theater. Additional opportunities may be available. Interested students should inquire at the department offices and apply through [Jobs for Kats](#).

DEPARTMENT POLICIES AND PROCEDURES

GPA requirement

Students must maintain a GPA of 3.0 for all dance courses. If a student earns a D or F in a course, they will have to repeat the course.

Sophomore Gate

See page 7.

Performance Eligibility

To be eligible for casting in departmental productions, dance majors must maintain good standing in these areas in the preceding semester:

1. earn a B or higher in dance technique courses and a C or better in all other dance courses
2. have satisfactory attendance in majors meetings, production meetings, dress rehearsals and other departmental activities.
3. demonstrate professional attitude and citizenship.

Studio and classroom policies

Enrollment

All students must be officially enrolled through the University in all classes they are participating in.

If a student has completed the required technique hours, they may petition to audit additional technique courses. A Dance Major Petition to Audit Form must first be approved by the instructor and chair before the official Audit Form from the Registrar's Office can be submitted. Once the student has been enrolled in the audit course they will be required to immediately contact the Bursar's Office and make payment for the course. An audit will be recorded on the official transcript with no grade assigned and no bearing on the GPA.

Directed Individual Study

Independent Studies, DANC 4093, is designed for the student with an area of special interest beyond the curriculum. Students wishing to enroll in DANC 4093 must present a project proposal and receive written approval from a faculty mentor and from the chair.

Attendance

Due to the participatory nature of the majority of dance courses, attendance is a major factor in the student's progression and therefore grade. In accordance with SHSU policies, students are permitted one hour of absence per hour of weekly instruction in a course without adverse effect to the grade. For a 3-credit course meeting three hours per week, 3 hours of absence during the semester are allowed.

Dance majors' technique courses meet for six hours per week. Attendance will be taken each and every class period. Each absence in excess of six class periods will lower the student's course grade by 5 percentage points. No make-up classes will be allowed. Absences for official university functions may be excused provided that the student requests this accommodation well in advance and presents official documentation. Professional opportunities will be assessed at half an absence, provided appropriate documentation is presented in advance. All other absences count toward the total of six.

Students are responsible for classwork missed due to absences, including meeting the due dates for tests, presentations of projects, and submissions of papers. It is the student's responsibility to communicate with the instructor, preferably in advance of the absence; it is the instructor's prerogative to determine whether possible makeup opportunities will be offered.

Students will not be allowed to be tardy to class. Please be aware that failure to be in class on time will result in an absence. A student who has a conflict that results in not being able to arrive on time for class on a regular basis should discuss the problem with the affected instructor. It is the instructor's prerogative to determine how the conflict may be handled. The department chair may be brought into the discussion as needed.

Class activity begins and ends as scheduled. Promptness in arriving for class is expected. If you have a problem arriving in time, please let your instructor know what your issue is. It is the instructor's prerogative to determine how the tardiness will be assessed. Faculty are to end classes at the scheduled time. If classes running past time is a habitual and problematic issue, please inform the chair.

Attire/Dress Code

For movement courses, there is no set dress code across the curriculum. Individual teachers will specify expectations for appropriate attire for their dance courses in their syllabus.

For auditions, juries, and master classes, students are expected to adhere to a professional standard. Form fitting dance clothes in solid colors, hair secured away from the face,

footwear as is customary for the given dance activity (barefooted for traditional modern dance; ballet slippers for ballet class; socks for contemporary modern if requested; etc.) Proper undergarments are required for men and women. In cold conditions, form fitting overdress may be worn, but should be removed as the dancer gets warmed up. *Personal body parts should be well covered.* Do not wear dangling jewelry such as long earrings, necklaces, and bangle bracelets.

When in doubt about the appropriate attire, ask well enough in advance so that the clothes are available for the event.

Excused Absences

The following are considered excused absences with proper and timely submission of documentation:

- Religious holiday (of your religion)
- Illness
- Death in the immediate family
- Trips in which you are an official representative of the Department or University

If a student misses an excessive number of classes, they may be advised to drop a class in order to avoid a failing grade.

Professional Development

The Dance Department supports and encourages students' professional opportunities when such activities do not adversely affect the student's progress towards graduation. Examples of such activities include auditions or job interviews, performance opportunities, presentations at conferences, or other creative opportunities. Students wishing to be excused from classes to pursue such professional opportunities must submit a request and receive approval from the instructor of each affected course, as well as from rehearsal directors. Professional opportunities will be assessed at half an absence. The Request for Excused Absence form is available in the basket outside the Assistant to the Chair's office or online at [Request for Excused Absence For Professional Development Opportunity](#)

Syllabi and Written Objectives

SHSU policy states that faculty will provide students with a syllabus stating objectives and criteria for grading within the first full week of classes. It is the student's responsibility to read the syllabus and adhere to its guidelines.

Liability Waiver

Each student participating in activities in the department will be asked to sign a liability waiver every semester. This statement acknowledges the student's assumption of responsibility for all risks involved with participation.

Evaluation of Faculty

Each semester, students will have the opportunity to evaluate the instructors for each course. These evaluations will be anonymous. The evaluation is distributed to students online through email and can be completed during designated class time or during the student's own time. Faculty may not be present while the evaluations are completed. Faculty will receive a composite report after the final grades have posted. They will also be able to view any additional comments the students have made.

Examinations

SHSU determines the schedule for [Final Exams Schedule](#). Any variation on this schedule must be approved by the chair.

Final Grades

Students will receive a letter grade at the completion of each course. To receive credit towards the BFA curriculum, the student must earn a C or higher. Courses in which a D or F is earned must be repeated.

Drop/Add Procedures

Students can add and drop courses through MySam until the 6th class day. After the 6th class day the online Add/Drop form must be completed. The Add/Drop form can be found on the [Registrar's website](#). The online form will automatically be routed to the Department Chair. After the 12th class day additional approval from the College Dean will also be required. After the 12th class day, student do not receive a refund for dropped classes, added classes require same-day payment, and adding and dropping a course will incur additional tuition and fees which must be paid the same day.

Q drops

Students will be allowed to drop (Q-drop) no more than five classes during their academic career at Sam Houston State University. Classes dropped prior to the 12th class day will not be included in the calculation of the accumulated five Q-drop count. Students who have met their limit of five Q drops will need to petition the University Registrar for permission to drop any additional classes. If the Registrar denies the request to drop a class above the five Q-drop limit, the student will be required to remain in the class for the remainder of the term. Please click [here](#) for more information.

Incomplete Grades (“X” grades)

A student who has not completed all the requirements for a course may petition for an incomplete grade. The student must initiate the request. The instructor has the right to either grant or deny the request. All incomplete grades must be made up by the end of the following term. Summer sessions are considered to be a term, so incomplete grades from a spring term must be completed by the end of the summer term. If not completed by the end of the next term, all X grades automatically roll over into F grades.

FACILITIES

The dance department is housed in the James and Nancy Gaertner Performing Arts Center. Facilities include four dance studios, a theater dedicated to the dance department activities, a conditioning studio equipped with Pilates equipment, a smart classroom, a costume shop, dressing rooms and an 18 station Mac computer library.

Reservation procedure

All performance, rehearsal, classroom spaces are highly sought after from many departments, faculty, and staff. Any space must be reserved at least one week prior to the desired reservation time. All reservations are subject to change/cancellation in accordance to the priority list stated below and under Title I, Section 1 of the GPAC Handbook, with notice for faculty and staff.

Student reservations of any space, is under the discretion of the supervising personnel of the facility or individual department and is subject to change/cancellation without notice.

To request to reserve a space the Studio Reservation form must be filled out at least one week in advance. The form can be found at the Department of Dance's [website](#). Submission of the Studio Reservation form does not guarantee approval of the reservation.

Priorities for reserving spaces are in the following order:

The GPAC priority order:

1. Office of the President
2. College of Fine Arts & Mass Communication
3. Departments within COFAMC
4. Guest of COFAMC & Departments within COFAMC

The priority usage internally within the Department of Dance:

1. Department classes, as officially scheduled
2. Guest artist of Department of Dance
3. Faculty of Department of Dance
4. Rehearsals for Senior Studio and MFA thesis
5. Faculty choreography not associated with the department
6. Graduate students of Department of Dance
7. Undergraduate students of Department of Dance
8. Non-Major Organizations (Reviewed case by case & approval needed by Department Chair)

Dance Department Venues: Rules & Regulation

General Rules

Use of Spaces

Respect and diligence for the rules of the individual spaces is key to the ongoing use of the spaces. Anyone found not following the terms of reservation and use of the spaces within the GPAC, will be asked to leave and will be denied future use of any space within the GPAC. Reinstatement of the privilege to use the space will be at the discretion of the individual department chair, and the Facilities Manager.

Equipment Use

ALL equipment on university grounds is the property of the university and the State of Texas. Any misuse, theft, or disruption of ANY equipment in the GPAC will be reported to the University Police and will not be tolerated. Any violation of the equipment use policy MUST also be reported to the Facilities Manager.

Food & Drink

Food & drink is prohibited in all performance venues and rehearsal spaces within the GPAC.

Use of Fire

The use of ANY ignition device, matches, candles, smoking and pyrotechnics, is strictly prohibited in the GPAC. Any request for use of fire for SPECIFIC performance related use MUST be requested to the Facilities Manager with a minimum of 60 days notice. The Facilities Manager has the FINAL authority on any fire FX request within the GPAC in conjunction with State Office of Risk Management.

Glitter/ Confetti

The use of glitter or confetti is strictly prohibited in any space. Any persons or department will be responsible for the cost of custodial services, if found in violation.

Special FX

The use of special FX (i.e. smoke/ haze machines), need to be reported to the Facilities Manager in the event of an accidental fire alarm. The use of any prop firearms must be cleared through the Facilities Manager and specific protocol must be followed.

Access Control

The individual departments are responsible for their approved space, to grant access and to lock the individual space, when not in use.

Dance Theater Rules & Regulations

The Dance Theater is a multi-purpose venue with specific design and supported by specific materials and equipment to be a dancer enhanced performance venue. Not all events may be suitable for this space. Use of the space will be prioritized in accordance with Dance Faculty and Staff.

The Dance Theatre seats 157 with 4 wheelchair accessible spaces.

All patrons must have a seat once an event is underway. No sitting or standing in the aisles or surrounding areas is allowed, except by official GPAC staff, emergency personnel and/or ushers.

All seating for the Dance Theatre, ticketed and non-ticketed, for any performance, gathering, or presentation, other than for classroom use, is handled through the GPAC Box Office Manager.

Any seating for non-ticketed events will be a first come-first served basis.

Any request for reserved seating must be made through the GPAC Box Office Manager, with 24 hour notice.

All events in the Dance Theatre must have ushers present. The box office staff may provide ushering, however it is incumbent on the users of the venue to supplement ushers to the Box Office Manager with advance information provided of the names and contacts of the ushers being supplemented.

All events require front-of-house support and will be provided by COFAMC and the GPAC Box Office staff.

The technology and equipment is supported and maintained by COFAMC, the Dance Technical Coordinator. All use of the technology and equipment must have oversight of the Dance Technical Coordinator in conjunction with COFAMC & IT@Sam.

Any event needing technical support, must submit that information to the Dance Technical Coordinator with, at least 30 days notice.

Any event needing special FX, such as haze or smoke, must be cleared through the GPAC Facilities Manager's office, with at least 30 days notice.

No food or drink is allowed in the Dance Theatre.

Any disruption by any patron that is deemed detrimental to the integrity of the event will be asked to leave, without refund, by the GPAC Box Officer Manager or GPAC Facilities Manager. Any refusal of removal will be reported and handled through the University Police and will be treated in accordance to UPD policy and procedures.

Dance Theater: Backstage, Dressing Room, Greenroom - Rules & Regulations

Dance Theater Control Booth (PAC 272)

ONLY AUTHORIZED PERSONNEL are allowed in this space.

All use of the Dance Theatre Control Booth, outside of the Department of Dance or IT@Sam, must be cleared through the Dance Technical Coordinator in conjunction with the Facilities Manager.

ALL equipment is the property of the university and the State of Texas. Any misuse, theft, or disruption to the normal operation of the equipment will be reported through the Facilities Manager's Office and the University Police.

No food or drink is allowed in the control booth, at any time.

Dance Theatre Tech Room

ONLY AUTHORIZED PERSONNEL are allowed in the Dance Theatre Tech Room.

Catwalks / Machinery

Any student use of any catwalk within the GPAC, must be under the supervision of the Technical Coordinator for the given performance venue.

Any student use of heavy machinery and or equipment within the GPAC, must be under the supervision of the Technical Coordinator for the given performance venue.

This includes, but not limited to: Clancey (automated line sets), Genie Lift, power tools, and any type of electrical wiring and or installation of any kind.

Dressing Rooms & Greenroom

These spaces are for performers, entertainers or special guests in preparation of an event in the Dance Theatre.

Women reserve the women's dressing room for use. Men reserve the men's dressing room for use.

Lockers are provided for use by dance majors. Assignments and locker combinations will be emailed to students' Sam email

Greenroom is assigned to Room 180

It will be available for each performance and final dress rehearsal at the designated call time till the rehearsal or performance is over each night.

There will be a live video and audio feed of the Dance performance stage with a paging system operated and called by the Stage Manager

All performers are to remain in the greenroom once paged down until you are then page to the performance stage by your Stage Manager.

Dance Studios / Faculty Warm up Studio

Studios (250, 254, 258, 260)

NO street shoes are allowed on the marley floor.

NO food or drink is allowed in any of the Dance Studios.

Reservation of the studio spaces must be made through Dance Department.

All equipment must stay in the designated studio.

Faculty Warm up Studio

The faculty warm-up studio is reserved for faculty use only except under special circumstances.

Costume Shop

The Dance Costume Shop, DCS, features a design studio fully equipped with industry standard tools and sewing workroom components necessary for the production of stage costumes, dancewear, active and other stretch wear. The cornerstone of the DCS workroom is the 4' X 16' cutting table where students focus on the basics of fabric layout, patterning, and cutting. The workroom also features a collection of Bernina domestic sewing machines and sergers, and industrial Yamato cover-stitch machine and serger, allowing students to incorporate both traditional machine sewing techniques as well as professional manufacturing standards, with a strong focus on advanced "stretch-and-sew" technique. A drafting/drawing station allows advanced students to explore original design rendering and sketching through colored pencil, design markers, and traditional watercolor technique. Garment design is also explored utilizing research and collage techniques, and design bulletin boards are utilized to post current production design elements, as well as feature the illustrations and process of advanced student's and resident designer's work creating a unique design studio experience each semester. A large collection of professional dress form mannequins provides the basis for pattern making through classic draping techniques. A full collection of fashion drafting instruments is utilized for flat patterning, and the shop maintains a collection of working fabrics from traditional wovens to contemporary stretch textiles.

Adjacent to the studio is the DCS Laundry, Craft, and Dye Room with digital washers and dryers for the cleaning and maintenance of costumes and a full sized professional dye pot along with an extensive collection of dyes for the purpose of textile color application, from silks to artificial fibers. Additionally, the DCS features its own Costume Closet with

a collection of costumes, garments, and dancewear students can check out and create conceptualized costume designs for their student choreographic works. The closet works much like a library with all garments organized by dance costume genre. It also features an archive of original costumes designed for faculty repertory works. It is not unusual for SHSU Dance to be invited to perform publicly at special events on an occasion like American College Dance Association or with such professional dance companies as Houston Ballet where the repertory collection is often utilized insuring that our student dancers always look their best, and are “stage ready”. The SHSU Dance Costume shop and costume class, Dance Workshop/Costume Crew is a unique and rare state-of-the-art facility and program making Sam Houston State University a national leader in costume studies for university costume design programs.

Dance Costume Shop Rules

- **Engage** - Listen, ask questions and follow instructions to avoid mistakes.
- **NO Cell Phones** - Cell phone usage is restricted. No texting or talking on your device during class and lab time. With permission, a student may take a 5 to 10 minute break to leave the shop to address pertinent communication such as physician’s appointments to emergencies.
- **Music** - Listening to music is allowed and encouraged until quite time is required for productivity as determined by the instructor, or student workers.
- **Eating & Drinking** - Food and beverages in break area only. Closed water bottles only may be kept on the floor when in the sewing machine area. The refrigerator in the laundry room is for Costume Crew members only. Please do not leave garbage behind in the shop when you leave.
- **Visitors** - Visitors are welcome for brief periods of time, but there is no “hanging out” in the shop as a distraction. After 15 minutes, any visitor will be put to work or asked to leave.
- **Cleaning & Shop Maintenance** - Stay ORGANIZED! Creative messes are okay, but clean up prior to leaving shop and workstations. TURN OFF your machine(s). Return tools to appropriate storage. Assist with sweeping floor when needed, and brush down work table. Leave workstations ready for next worker and store costumes in progress on allotted shelves and racks.
- **Costume Closet** - When checking out costumes log what you are borrowing by completely filling out the check out sheet (DO NOT check out costumes from Faculty Repertory section). Leave check out forms in wall pockets provided (Check Out and Check In). All pertinent information regarding check out process, laundering, and checking costumes back in is on the check out sheet. Upon returning costumes to closet, garments must be checked in with the Shop Director or a Studio Assistant.
- **Laundry Room** – Do not use washers and dryers without permission, along with detergents.
- **Dying** – Students may utilize the dye facilities for university concerts and choreography projects, but must ask for permission and assistance. No personal dying projects allowed. Hot plates must never be left unattended and must be turned off and stored properly after use. Pots, beakers, and tools washed and put away.

- **Fitting = FOCUS** - during fittings, absolutely no talking or distractions.
- **DCS Property** - Do not borrow tools, garments, books, supplies, or fabric without asking permission. With permission, limited amounts of fabric can be utilized by students for choreography and projects, but only with the permission of the Shop Director. Please do not take things without approval.
- **IRON SAFETY** - Irons must be turned off at the end of the workday to avoid fire hazard.

PAC 240 (Smart Classroom)

A formal submittal of class use, from each department within COFAMC, must be made through the Facilities Manager six months in advance of a coming academic semester.

The computer in the smart cart, **MUST** be properly logged-in and off by the user, only during the direct occupation of the space. Once the space is left, if the computer is logged-in, it subject to being restarted.

All classroom furniture must stay within the classroom at all times. There is a default layout of the furniture posted in the classroom. If the furniture is rearranged, you must restore to the default position, before you leave.

The piano located in PAC 240 is for that space only. Do not remove.

The Body Conditioning Studio

The Body Conditioning Studio is open for use by SHSU students, faculty, and staff. All users should sign in and out on the sheet provided at the front desk of the studio.

Equipment use is limited to those who have training in safety and proper use of that piece of equipment. **Use of equipment outside of a class situation or without supervision of a certified trainer is at the users' own risk.**

After equipment use, please observe rules of good hygiene by wiping surfaces of equipment you have used with the disinfecting materials at the front desk.

Small equipment and props must remain in the studio or be checked out and back in at the front desk of the studio and should be stored in the proper place upon return.

Use of the Body Conditioning Studio is encouraged, but please be respectful of the space, equipment, and other users by leaving it in the condition you found it or would like to find it.

The Computer Lab – 255

These computer labs are specific for use by the Department of Dance. Outside use must be approved by the Department Chair of Dance or appointed designee, and with notice given to the Facilities Manager.

The Media Library

[The Media Library](#) specific use is for the Department of Dance to archive all performing dance events and supporting career resources for enrolled students and guest artist.

Video orders are available of every performance that is listed on the Department Calendar. This includes Thesis concerts, Dances @ 8, Majors and Non-majors Workshops, Graduate Concert (ROYGBIV), Senior Studio, Alumni Reunion Concerts, and Spectrum.

Media may only be requested for work that you either choreographed or performed in.

- You may order DVD's of past performances as well as pre-order upcoming performances.
- Order forms can be picked up in 160 (media library) or 150 (main dance office).
- Orders will be completed in the order in which they are received. Some exceptions can be made due to circumstances, just ask us and we will try and help you.
- The Cost of Orders is \$5 per disc. If your order must be mailed to you for whatever reason there will be a small shipping charge that is dependent on the size of your order. Orders must be paid for before they will be filled.
- Note: Do not wait until your last semester to fill out one order for all of your performances! At the end of the semester, it is difficult to fill orders quickly.
- The dance library video archive is also here for your use. Any student may make an appointment with us to meet in the dance library and view any tapes or DVD's on hand. There is no charge for this and it is a useful tool for anyone who is wanting to improve by watching themselves or other dancers.

Dance Office Suite

The department office suite is a work area. Students are welcome to come to the reception area as needed to speak with a faculty member, staff, or graduate student. When possible, appointments should be made in advance. Undergraduate students should not hang out in the graduate students' office.

Office material, machines and supplies, such as printer, copier and stapler, are only to be used by Dance faculty and staff.

Other Spaces in Gaertner Performing Arts Center

Main Lobby & Upstairs Lobby Area

The main lobby and upstairs lobby of the GPAC serves as the egress of the large quantity of patrons in all performance venues. It must remain clear of obstructions other than under the supervision or direct approval of the GPAC Facilities Manager.

Any use of the lobby spaces for classroom purposes, must have faculty present.

Any use of the lobby spaces for any special events or after 5pm use, must be submitted through the GPAC Facilities Manager's office.

Any use of the lobby for any reception involving food and drink, must be cleared through the Facilities Manager's office and also submitted to the Senior Catering Director of Aramark Catering Services.

Shifting or removal of lobby furniture is not allowed without approval of the Facilities Manager.

Any loud, disruptive or unusual activity must be cleared through the Facilities Manager. Any persons not adhering to the GPAC Lobby Use Policy will be asked to leave the facility. Any refusal of removal will be reported and handled through the University Police and will be treated in accordance to UPD policy and procedures.

Outside Patio Deck

The use of the GPAC outside patio deck must be reserved through the Facilities Manager's office.

Any use of the GPAC outside patio deck for any reception involving food and drink, must be cleared through the Facilities Manager's office and also submitted to the Senior Catering Director of Aramark Catering Services.

SAFETY AND SECURITY

University Approved Emergency Policies and Procedures

Introduction

The following safety rules and procedures are intended to ensure a safe working environment in compliance with University Safety Policies. These safety rules are not meant to be all-inclusive, for rules cannot be written to cover every condition recognized as unsafe. For this reason, the rules of common sense must be applied in all situations.

Responsibilities of Faculty and Staff

All faculty and staff members shall follow and enforce the safety rules and safe practices of the University. All faculty and staff members shall familiarize themselves with the "In case of Emergency" section of the safety policy and be prepared to ^[1]_{SEP}take the necessary action in that case. All work related injuries, no matter how slight, or any accident which cause damage to property, shall be reported IMMEDIATELY to the appropriate department chair and to the Dean of the College of Fine Arts and Mass Communication.

Responsibilities of Students

Students are expected to follow all University Safety Rules and safe practices as posted.

Students shall not use equipment in which they have not been properly trained to operate. All injuries, no matter how slight, or any accident which causes damage to property shall be reported immediately to the faculty or staff member supervising the activity or present when the injury or accident occur, to the appropriate department chair, and to the Dean of Fine Arts & Mass Communication.

In Case of Severe Accident or Injury

1. Don't panic.
2. Call 4-1000 from the nearest telephone, giving the location and nature of the problem.
3. Provide any assistance possible. In the event of a possible spinal injury, do not move the injured person.
4. Wait for help to arrive.
5. Notify the appropriate Department Chair, Dean of COFAMC, or the GPAC Facilities Manager, immediately.

In Case of Minor Injury

1. If medical assistance is needed, go to the [Student Health Center](#) between the hours of 8:00 a.m. and 5:00 p.m.; otherwise, seek help at an off-campus emergency room.
2. Report injury to supervising faculty or staff member.

Follow-up

Accidents/ injuries in which occur in the GPAC, must be reported to the Facilities Manager. Forms are obtained from the appropriate Department Secretary and must be filled out and signed by both the supervising faculty or staff member and the injured party and returned within 48 hours.

Injuries Involving Bleeding

Only designated supervisors who have received blood borne pathogen training shall administer first aid, assist, or transport an injured person who is bleeding. Blood and bodily fluids of all people should be handled as if they are infectious and could contain blood borne pathogens such as Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV). Universal precautions must be followed.

Other Emergencies

In Case of an Emergency such as rape, assault, robbery, or severe damage to a building:

1. Don't panic.
2. Call 4-1000 from the nearest phone, giving the location and nature of the problem.
3. Wait for help to arrive.
4. Notify the appropriate Department Chair, Dean of COFAMC, or GPAC Facilities

Manager. See Contact information on page 4.

Late Hours & Student Building Use

The University recognizes that, by its nature, the performing arts requires after- hours work in rehearsals, the scene and costume shops, or on shows and class projects. If a student needs to be in the GPAC until late hours or on the weekends, arrangements MUST be made with the appropriate department or facility personnel. STUDENTS LEAVING THE BUILDING AT NIGHT ARE URGED TO TRAVEL TOGETHER. On the weekend, only certain exterior doors will be unlocked for normal access. Sensitive areas (i.e. offices, shops, booths, trap room, fly rail) will remain locked at ALL times. If you remain in the building after set hours without supervision, you are considered trespassing and the UPD will be called. NEVER leave an exterior door propped open. Any and all issues with malfunctioning doors or door locks must be reported to the GPAC Facilities Manager. All of this is to maintain safety and security of the students, staff & faculty that use this facility.

HEALTH AND WELLNESS

The Dance faculty are concerned about the physical and psychological health of all the students in the department. We strive to create an atmosphere of support and communication around issues of wellness. Please feel free to talk to any of us if you feel comfortable with us knowing, your concerns will remain confidential. There are many resources available on campus, many of which are free to students enrolled at SHSU. We may refer you to the appropriately qualified professional. Many of these offices are listed below.

The office maintains a confidential file of health and contact information submitted by the students. At the beginning of each semester, students will be asked to provide information on who to contact in case of an emergency.

Campus Security and Services to support students

Campus Police	936-294-1000
Campus Health Center	936-294-1805
Student Counseling Center	936-294-1720
The Writing Center	936-294-3680
Legal	936-294-1717
Financial Aid	936-294-1774

Dance Injuries: Care and Prevention

The Department of Dance contracts an Athletic Trainer from Huntsville Memorial Hospital to work with our students each semester. See below for when the trainer is available. A sign-up sheet is available on the board outside the Pilates Studio to make reservations.

Clint Staub, Athletic Trainer

Schedule: Tuesday 1pm-3pm and Thursday 1pm-3pm
Location: Pilates Studio

First-aid supplies are available in the dance office and in the first aid box mounted on the wall outside studio 254. Dancers are advised to keep a personal supply of first aid items in their lockers, to include ACE bandage, band-aids and Neosporin.

Disabilities Statement

Students with disabilities that have been certified by the [Services for Students with Disabilities Office](#) (SSD) will be appropriately accommodated. Instructors should be given the relevant information at the beginning of the semester. Documented disabilities may be registered with the SSD Office. They are located in the Lee Drain North Annex on campus and can be contacted through phone 936-294-3512 or email disability@shsu.edu.