



UNIVERSITY OF CALGARY
FACULTY OF ARTS
SCHOOL OF CREATIVE AND PERFORMING ARTS - DANCE
DNCE 491 Design and Production for Dance
Fall 2015

Instructor Office Email Office Hours	Melissa Monteros CH D524 monteros@ucalgary.ca By appointment
Day(s), Time(s) and Location of Class	Tuesdays 17:00-19:50
Out of Class Activities	Attendance at 2 Montage rehearsals and meeting with Montage choreographer.
Learning Resources: Required Readings, Textbooks and Materials	
Prerequisites	Completion of 60 units (10 full-course equivalents) or consent of the Division Chair, Dance.
Supplementary Fees	None.
Course Description	An overview of the essential skills required to light, present and produce dance performance.
Course Overview	Each meeting will include a component of lecture and activity. A topic will be introduced through an assigned in-class activity and follow up lectures will deepen the learner's understanding. Readings done before course meetings will support your work, in-class activities and discussions. Your pre-class preparation and your active participation in discussions will be critical to the success of your work in class.
Course Learning Outcomes	By the completion of this course, successful students will : <ol style="list-style-type: none"> 1. Have knowledge of how to write a cover letter for a dance job and appropriately present their dance resume for both commercial and non-commercial work. 2. Understand and utilize a basic vocabulary in technical theatre in order to better communicate with theatre technicians and designers. 3. Possess an awareness of current trends in dance stage, light and costume design 4. Possess the vocabulary and skill to work with a designer of costume, set and sound design as it relates to dance theatre, and to visualize the design possibilities for their choreographic works. 5. Understand and utilize the basics of lighting design for dance 6. Know the names and functions of the major funding bodies in Canada and the various types of arts organizations (specifically for dance) 7. Know some of the key ways to seek out dance funding 8. Be able to write a grant for a dance project: understand the key requirements, how to write a project description and create a balanced budget 9. Have a basic understanding media strategies and how to promote an evening of dance 10. Understand how to prepare a dance audition package for a professional dance job

<p>Course Schedule:</p>	<p>1. September 8 TOPIC: Intro to the Course, Surviving the Field Applications of the course content to dance studio and independent artist productions A) Writing your Artist’s Statement B) Types of arts cv’s (applying for a job) C) Creating a dance audition (via you tube)</p> <p>Assignment: <i>Due Sept 22</i> PACKAGE: Dance cv, biography, cover letter, video audition 15%</p> <p>2. September 15 TOPIC: Continuation of above</p> <p>3. September 22nd TOPIC: Intro to Canadian Dance Organizations A) Companies and Organizations 1. Artistic –local, national, international (view videos and discuss design) 2. Service-local, national, international (review online sources) 3. Studio training-Their role in the landscape 4. Introduction to non-profit structures and requirements/ non profit vs charitable 5. Fundraising and Granting Bodies: Business, Foundations and Government</p> <p>Assignment: <i>Due September 29</i> <i>Read AFA Individual Grant Projects</i> <i>Read Canada Council Grants to Dance Professionals (Guidelines)</i> <i>Choose one other grant/granting body to read and review for the class</i> <i>Rough draft of Project: Who, What, When, Why (in preparation for class)</i></p> <p>4. September 29 TOPIC: Writing the Grant and Preparing the Budgets A) What information to include in your project description B) Organizing the content C) Items to be considered for the budget D) What do things cost? E) How do you balance your budget? What can you ask for?</p> <p>Assignment: <i>Due October 6</i> Grant Proposal (Final for group assessment) Budget for a Dance Production (Draft)</p> <p>5. October 6 TOPIC: Review and continue: Grant Writing and Budgets In class panel assessment practice</p> <p>Assignment: <i>Due October 13</i> Final Grant Proposal and Budget 15% <i>Read Marketing Materials</i></p> <p>6. October 13 TOPIC: Marketing your Work A) Choosing the image B) Making a poster and postcard C) Writing the media release D) Uses of Social Media E) Deadline dates for production planning</p>
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Assignment: ***Due October 20***
Marketing Package **15%**
Read Costume Materials
Download and *Print* Theatre Map (from D2L)

7. October 20 TOPIC: Introduction to Production and Lighting for Choreographers: Design Overview, Theatre Terminology, Costume

- A) Viewing the potential of design/Lights, Costume, Set
- B) Theatre terminology
- C) Costume Design for Dance
Considerations, technical language, approaches
- D) Set Design: considerations and realities

Assignment: ***Due October 27***
Theatre Terminology **5%**
Begin Costume and Set Design assignment
Read Music for Dance Materials

8. October 27 TOPIC: Production and Lighting (Continued):Sound

- A) Sound Design for Dance
Listening, considerations, editing
(Bring laptops if possible, sound sources, external drive if possible)

Assignment: ***Due November 3***
Sound score **10%**
Read Lighting Design Materials

9. November 3 TOPIC: Production and Lighting (Continued): Lights

- A) Overview of Lighting: Function and Use
- B) Directions of Light
- C) Color
- D) How to talk to the Designer
- E) How to prepare for your lighting rehearsal

10. November 10 TOPIC: Lighting Design (Continued)

Lighting your work

Assignment: ***Due November 17***
Prepare for Test, *Review* all reading materials and Lecture Notes
Continue Preparation for Light/Costume/Set Assignment

11. November 17 Preparing for test: in class challenges!

12. November 24 TOPIC : Production

- A) TEST **10%**
- B) Visit Montage Lighting

Assignment: ***Due December 1***
Lighting, Costume, Set Design Due **20%**

	<p>13. December 1 TOPIC: New insights in Design and Production for Dance.</p> <p>14. December 8 Wrap up or Flex Day (utilized if we need more time on one section)</p>																														
Assessment Components	<p>There are several assignments that demonstrate basic competency in the topic:</p> <ol style="list-style-type: none"> 1. Dance Audition Package 15% 2. Grant Application and Budget 15% 3. Marketing Package 15% 4. Theatre Terminology Map 5% 5. Sound Design 10% 6. Lighting, Set and Costume Design 15% <p>There is also a written test (November 24th)10%</p> <p>Class participation and Attendance 15%</p>																														
Assessment Expectations	<p><u>Expectations for Writing:</u> Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.</p> <p><u>Expectations for Attendance and Participation:</u> Due to the experiential nature of the course, classes are equivalent to assignments. Therefore classes missed will be detrimental to the final grade. Please refer to the Undergraduate Calendar E.3 Attendance for details.</p> <p><u>Guidelines for Formatting Assignments</u> Posted on D2L for each assignment</p> <p><u>Guidelines for Submitting Assignments</u> Assignments should be submitted in hard copy. By email with permission.</p> <p><u>Late Assignments</u> Students are expected to submit assignments on or before the due dates specified above. A student should contact their instructors in the event that they are unable to complete assignments on time. Late assignments will carry a penalty of 5% the first day and 10% per day thereafter.</p> <p><u>Criteria That Must Be Met To Pass</u> Cumulative mark must be above 62.6%.</p>																														
Grading Scale	<p>For the course as a whole, letter grades should be understood as follows, as outlined in the section F.2 of the Undergraduate Calendar for 2015-2016:</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>GPA</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A+</td> <td>4.00</td> <td>Outstanding.</td> </tr> <tr> <td>A</td> <td>4.00</td> <td>Excellent-superior performance, showing comprehensive understanding of subject matter.</td> </tr> <tr> <td>A-</td> <td>3.70</td> <td></td> </tr> <tr> <td>B+</td> <td>3.30</td> <td></td> </tr> <tr> <td>B</td> <td>3.00</td> <td>Good - clearly above average performance with knowledge of subject matter generally complete.</td> </tr> <tr> <td>B-</td> <td>2.70</td> <td></td> </tr> <tr> <td>C+</td> <td>2.30</td> <td></td> </tr> <tr> <td>C</td> <td>2.00</td> <td>Satisfactory - basic understanding of the subject matter.</td> </tr> <tr> <td>C-</td> <td>1.70</td> <td>Receipt of a grade point average of 1.70 may not be</td> </tr> </tbody> </table>	Grade	GPA	Description	A+	4.00	Outstanding.	A	4.00	Excellent-superior performance, showing comprehensive understanding of subject matter.	A-	3.70		B+	3.30		B	3.00	Good - clearly above average performance with knowledge of subject matter generally complete.	B-	2.70		C+	2.30		C	2.00	Satisfactory - basic understanding of the subject matter.	C-	1.70	Receipt of a grade point average of 1.70 may not be
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MIDTERM AND FINAL EXAMINATION SCHEDULING	Final examinations may be scheduled at any time during the examination period (11-22 December for Fall 2015 term; 16-27 April for Winter 2016 term); students should therefore avoid making prior travel, employment, or other commitments for this period. If a student is unable to write an exam through no fault of his or her own for medical or other valid reasons, documentation must be provided and an opportunity to write the missed exam may be given. Students are encouraged to review all examination policies and procedures: ucalgary.ca/registrar/exams/deferred_final																								
DEFERRALS OF EXAMS/TERM WORK	It is possible to request a deferral of term work or final examinations for reasons of illness, accident, family or domestic affliction, or religious obligations. Please check with your advisor if any of these issues make it impossible for you to sit an exam or finish term work by stated deadlines. ucalgary.ca/registrar/exams/deferred_final ucalgary.ca/pubs/calendar/current/g-6.html ucalgary.ca/pubs/calendar/current/g-7.html																								
INTERNET AND ELECTRONIC COMMUNICATION DEVICE	elearn.ucalgary.ca/category/d2/ ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app The in-class use of computers may be approved by your Instructor. Cell phones and other electronic communication devices should be silenced or turned off upon entering the classroom. If you violate the Instructor’s policy regarding the use of electronic communication devices in the classroom, you may be asked to leave the classroom; repeated abuse may result in a charge of misconduct. No audio or video recording of any kind is allowed in class without explicit permission of the Instructor.																								
ACADEMIC INTEGRITY, PLAGIARISM	The University of Calgary is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are referred to the section on plagiarism in the University Calendar (ucalgary.ca/pubs/calendar/current/k-2.html) and are reminded that plagiarism-- Using any source whatsoever without clearly documenting it—is an extremely serious academic offence. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university. You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. Readers must be able to tell exactly where your words and ideas end and other people’s words and ideas begin. This includes assignments submitted in non-traditional formats such as Web pages or visual media, and material taken from such sources. Please consult your instructor or the Student Success Centre (TFDL 3rd Floor) if you have any questions regarding how to document sources.																								
COPYRIGHT	It is the responsibility of students and professors to ensure that materials they post or distribute to others comply with the Copyright Act and the University’s Fair Dealing Guidance for Students. Further copyright information for students is available on the Copyright Office web page (library.ucalgary.ca/copyright).																								
ACADEMIC ACCOMMODATION	Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS); SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/ . Students who																								

	<p>require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor.</p> <p>The full policy on Student Accommodations is available at http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf .</p>
FOIP	ucalgary.ca/secretariat/privacy
STUDENT MISCONDUCT	ucalgary.ca/pubs/calendar/current/k.html
ACADEMIC STANDING	ucalgary.ca/pubs/calendar/current/f.html
SAFEWALK	220-5333 anytime. ucalgary.ca/security/safewalk
CAMPUS SECURITY	220-5333. Help phones: located throughout campus, parking lots, and elevators. They connect directly to Campus Security; in case of emergency, press the red button.
EMERGENCY EVACUATION	<p>Assembly points for emergencies have been identified across campus. The primary assembly point for Craigie Hall is the Professional Faculties Food Court. For more information, see the University of Calgary's Emergency Management website:</p> <p>ucalgary.ca/emergencyplan/assemblypoints</p>
FACULTY OF ARTS PROGRAM ADVISING AND STUDENT INFORMATION RESOURCES	<ul style="list-style-type: none"> • For academic advising, visit the Arts Students' Centre (ASC) for answers about course registration, graduation checks, and the 'big picture' on programs and majors. Drop in at SS102, email us at ascarts@ucalgary.ca or call us at 403-220-3580. You can also visit the Faculty of Arts website at arts.ucalgary.ca/undergraduate which has detailed information on common academic concerns. • For academic success support, such as writing support, peer support, success seminars, and learning support, visit the Student Success Centre on the third floor of the Taylor Family Digital Library (TFDL), email them at success@ucalgary.ca or visit their website at ucalgary.ca/ssc/ for more information or to book an appointment. • For enrolment assistance, including registration (add/drop/swap) changes, paying fees, and navigating your Student Centre, contact Enrolment Services at 403-210-ROCK [7625], by email at futurestudents@ucalgary.ca or visit them at the MacKimmie Block 117.
COURSE OUTLINES FOR TRANSFER CREDIT	<p>It is possible that you will be asked for copies of this outline for credit transfers to other institutions or for proof of work done. It is the student's responsibility to keep these outlines and provide them to employers or other universities when requested. Please ensure that outlines of all the courses you take are kept in a safe place for your future reference. Departments/Programs do not guarantee that they will provide copies.</p>
LETTER OF PERMISSION	<p>If you wish to study at another institution while registered at the U of C, you must have a letter of permission. You can submit your request through your Student Centre at MyUofC. Students must have the Letter of Permission before they take the course at another school. Failure to prepare may result in no credit awarded and could result in suspension from the faculty.</p>
STUDENT UNION CONTACT STUDENT OMBUDSPERSON	<p>Student Union: su.ucalgary.ca/about/who-we-are/elected-officials/</p> <p>Faculty of Arts reps: arts1@su.ucalgary.ca; arts2@su.ucalgary.ca; arts3@su.ucalgary.ca; arts4@su.ucalgary.ca</p> <p>Graduate Student's Association: gsa.ucalgary.ca/executive</p> <p>Student Ombudsman: su.ucalgary.ca/page/quality-education/academic-services/student-rights</p>
UNDERGRADUATE ASSOCIATIONS	<p>DUS: Drama Undergraduate Society, CHC 005 uofcdus@gmail.com</p> <p>MUS: Music Undergraduate Society, CHF 219 undmusic@ucalgary.ca</p>