



UNIVERSITY OF  
CALGARY

UNIVERSITY OF CALGARY  
FACULTY OF ARTS  
SCHOOL OF CREATIVE AND PERFORMING ARTS  
DNCE 491: Design and Production for Dance  
Fall 2016

Instructor Office Email Office Hours	Melissa Monteros CH D524 monteros@ucalgary.ca By appointment
Day(s),time(s) and location of Class	Tuesdays, 4pm-6:50
Out of class activities	Attendance at 2 Dance Montage rehearsals and meeting with Dance Montage choreographer.
Learning resources: required readings, textbooks and materials	Selected Readings: Posted on D2L
Prerequisites	60 units (10 full-course equivalents).
Supplementary fees	None
Course description	An overview of the essential skills required to light, present and produce dance performance.
Course learning outcomes	By the completion of this course, successful students will be able to: <ol style="list-style-type: none"> <li>1. Write a cover letter for a dance job and appropriately present their dance resume for both commercial and non-commercial work.</li> <li>2. Prepare a dance audition package for a professional dance job</li> <li>3. Utilize a basic vocabulary in technical theatre in order to better communicate with theatre technicians and designers.</li> <li>4. Consider current trends in dance stage, light and costume design and visualize the design possibilities for their own choreographic works.</li> <li>5. Utilize the basic vocabulary necessary to work effectively with designers of costume, set or sound design (as it relates to dance theatre work).</li> <li>6. Utilize the basics of lighting design for dance</li> <li>7. Demonstrate knowledge of the names and functions of the major funding bodies in Canada and the various types of arts organizations (specifically for dance)</li> <li>8. Utilize some of the key methods of seeking funding for dance</li> <li>9. Write a grant for a dance project: with a focus on how to write a project description and create a balanced budget</li> <li>10. Demonstrate a basic understanding media strategies and how to promote an evening of dance</li> </ol>
Course schedule	<b>1. September 13</b> <b>TOPIC: Introduction to the Course, Surviving the Field</b> 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 or vimeo)

**Assignment 1: Due Sept 27**

PACKAGE: Dance cv, biography, cover letter, video audition 15%

**2. September 20**

**TOPIC:** Continuation of above

**3. September 27th**

**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

**Assignment 2: Due October 4**

*Read "AFA Individual Grant Projects"*

*Read "Canada Council Grants to Dance Professionals (Guidelines)"*

*Choose one other grant/granting body to read and review for the class*

*Prepare a rough draft of project description: Who, What, When, Why (in preparation for class)*

**4. October 4th**

**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?

**Assignment 3: Due October 11**

*Prepare Project Description (Final for group assessment)*

*Prepare Budget for a Dance Production (Draft)*

**5. October 11th**

**TOPIC: Review and continue: Grant Writing and Budgets**

In class panel assessment practice

**Assignment 4: Due October 18**

Final Grant Proposal and Budget 15%

*Read "Marketing" materials" posted on D2L*

**6. October 18th**

**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

**Assignment 5: Due October 25**

Marketing Package 15%

*Read "Costume" materials*

*Download and Print Theatre Map (from D2L)*

**7. October 25**

**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 6: Due November 1**

*Theatre Terminology 5%*

*Begin Costume and Set Design assignment*

*Read "Music for Dance" materials*

**8. November 1**

**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 7: Due November 8**

*Sound score 10%*

*Read "Lighting Design" materials*

**9. November 8**

**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 15 TOPIC: Lighting Design (Continued )**

Lighting your work

**Assignment 8: Due November 17**

*Prepare for Test, Review all reading materials and Lecture Notes*

*Continue Preparation for Light/Costume/Set Assignment*

**11. November 22** Preparing for test: in class challenges!

**12. November 29 TOPIC : Production**

A) TEST 10%

B) Visit Montage Lighting rehearsal

	<p><b>Assignment 9: <i>Due December 6</i></b>  <i>Lighting, Costume, Set Design</i> Due <b>15%</b></p> <p><b>13: December 6</b>  <b>Topic: Wrap Up... Preparing for the Future</b></p>									
<p>Assessment components</p>	<p>There are several assignments that demonstrate basic competency in the topic:  See Course Schedule for due dates</p> <ol style="list-style-type: none"> <li>1. Dance Audition Package 15%</li> <li>2. Grant Application and Budget 15%</li> <li>3. Marketing Package 15%</li> <li>4. Theatre Terminology Map 5%</li> <li>5. Sound Design 10%</li> <li>6. Lighting, Set and Costume Design 15%</li> </ol> <p>There is a written test (November 29<sup>th</sup>)10%  Class participation and Attendance 15%</p>									
<p>Assessment expectations</p>	<p><u>Guidelines for Submitting Assignments</u>  <b>Assignments</b> should be submitted through D2L. This will be covered in class.</p> <p><u>Criteria That Must Be Met To Pass</u>  Cumulative mark must be above 62.5%</p> <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>Guidelines for Formatting Assignments</u>  Posted on D2L for each assignment</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>Expectations for Attendance and Participation:</u>  Please refer to the Undergraduate Calendar E.3 Attendance for details.  Due to the experiential nature of the course, classes are equivalent to assignments. Therefore classes missed will be detrimental to the final grade.</p>									
<p>Grading scale</p>	<p>For the course as a whole, letter grades should be understood as follows, as outlined in the section F.2 Undergraduate Grading System of the Undergraduate Calendar for 2016-2017:</p> <table border="0"> <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> </tbody> </table>	Grade	GPA	Description	A+	4.00	Outstanding.	A	4.00	Excellent – superior performance, showing comprehensive understanding of subject matter.
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	<p>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 sufficient for promotion or graduation. (See individual undergraduate faculty regulations.)  D+ 1.30  D 1.00 Minimal pass - marginal performance; generally insufficient preparation for subsequent courses in the same subject.  F 0 Fail - unsatisfactory performance or failure to meet course requirements.</p> <p>A+ 97.6-100      A 92.6-97.5      A- 90-92.5  B+ 87.6-89.9      B 82.6-87.5      B- 80-82.5  C+ 77.6- 79.9      C 72.6-77.5      C- 70-72.5  D+ 67.6-69.9      D 62.6-67.5      F 0-62.5</p>
Academic accommodation	<p>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 <a href="http://ucalgary.ca/access/">ucalgary.ca/access/</a>. Students who 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 <a href="http://ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf">ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf</a>.</p>
Academic integrity, plagiarism	<p>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 (<a href="http://ucalgary.ca/pubs/calendar/current/k-2.html">ucalgary.ca/pubs/calendar/current/k-2.html</a>) 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.</p>
Student misconduct	<a href="http://ucalgary.ca/pubs/calendar/current/k.html">ucalgary.ca/pubs/calendar/current/k.html</a>
FOIP	<a href="http://ucalgary.ca/secretariat/privacy">ucalgary.ca/secretariat/privacy</a>
Emergency evacuation	<p>Assembly points for emergencies have been identified across campus. <b>THE PRIMARY ASSEMBLY POINT FOR CRAIGIE HALL IS THE PROFESSIONAL FACULTIES FOOD COURT.</b> For more information, see the University of Calgary’s Emergency Management website: <a href="http://ucalgary.ca/emergencyplan/assemblypoints">ucalgary.ca/emergencyplan/assemblypoints</a></p>
Internet and electronic communication device	<p><a href="http://elearn.ucalgary.ca/category/d2l/">elearn.ucalgary.ca/category/d2l/</a>  <a href="http://ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app">ucalgary.ca/emergencyplan/emergency-instructions/uc-emergency-app</a></p> <p>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</p>

	of misconduct. No audio or video recording of any kind is allowed in class without explicit permission of the Instructor.
Safewalk	220-5333 anytime. <a href="http://ucalgary.ca/security/safewalk">ucalgary.ca/security/safewalk</a>
Students' union and ombudsperson contacts	Student Union: <a href="http://su.ucalgary.ca/about/who-we-are/elected-officials/">su.ucalgary.ca/about/who-we-are/elected-officials/</a> Faculty of Arts reps: <a href="mailto:arts1@su.ucalgary.ca">arts1@su.ucalgary.ca</a> ; <a href="mailto:arts2@su.ucalgary.ca">arts2@su.ucalgary.ca</a> ; <a href="mailto:arts3@su.ucalgary.ca">arts3@su.ucalgary.ca</a> ; <a href="mailto:arts4@su.ucalgary.ca">arts4@su.ucalgary.ca</a> Graduate Student's Association: <a href="http://ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html">ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html</a> Student Ombudsman: <a href="http://ucalgary.ca/ombuds/contact">ucalgary.ca/ombuds/contact</a>
Midterm and final examination scheduling	Final examinations may be scheduled at any time during the examination period (12-22 December for Fall 2016 term; 15-26 April for Winter 2017 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: <a href="http://ucalgary.ca/registrar/exams/deferred_final">ucalgary.ca/registrar/exams/deferred_final</a>
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. <a href="http://ucalgary.ca/registrar/exams/deferred_final">ucalgary.ca/registrar/exams/deferred_final</a> <a href="http://ucalgary.ca/pubs/calendar/current/g-6.html">ucalgary.ca/pubs/calendar/current/g-6.html</a> <a href="http://ucalgary.ca/pubs/calendar/current/g-7.html">ucalgary.ca/pubs/calendar/current/g-7.html</a>
SCPA Claim Your Seat Program: Student Guidelines	<ol style="list-style-type: none"> <li>1. The Claim Your Seat (CYS) program, funded by the Students' Union Quality Money, allows all University of Calgary students to attend on-campus School of Creative and Performing Arts (Dance, Drama and Music) events free of charge.</li> <li>2. Depending on the performance, there is a limited number of seats available for CYS. There is not a guarantee that tickets will be available for all CYS patrons for every performance, based on audience size, demand, etc.</li> <li>3. CYS tickets are a privilege. If a student receives a ticket to attend a performance, it is expected that they will respect the value of the admission and attend the performance.</li> <li>4. Process for students: On the date of the performance, from 45 minutes prior to 15 minutes prior to the performance start time, they arrive to the CYS table next to the Box Office and show their Unicond. If students arrive after 15 minutes prior to the performance start time, they can go to the Box Office and purchase a ticket at the student rate. Students should not go to the Box Office unless they are purchasing a ticket.</li> <li>5. If students have a course requirement to attend a performance for a specific date, access to the tickets will be communicated by the instructor to University Theatre Services prior to the event. The best guarantee for a free ticket is to arrive early, up to 45 minutes prior to the performance start time.</li> <li>6. Respect for the Front of House and theatre staff, performers and fellow patrons is an absolute requirement. Failure to comply with this will lead to being asked to leave the venue and could result in the revoking of CYS privileges.</li> </ol>
Academic standing	<a href="http://ucalgary.ca/pubs/calendar/current/f.html">ucalgary.ca/pubs/calendar/current/f.html</a>
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.
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 ( <a href="http://library.ucalgary.ca/copyright">library.ucalgary.ca/copyright</a> ).

<p>Faculty of Arts program advising and student information resources</p>	<p>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 at <a href="mailto:ascarts@ucalgary.ca">ascarts@ucalgary.ca</a> or call at 403-220-3580. You can also visit the Faculty of Arts website at <a href="http://arts.ucalgary.ca/undergraduate">arts.ucalgary.ca/undergraduate</a> which has detailed information on common academic concerns.</p> <p>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 <a href="mailto:success@ucalgary.ca">success@ucalgary.ca</a> or visit their website at <a href="http://ucalgary.ca/ssc/">ucalgary.ca/ssc/</a> for more information or to book an appointment.</p> <p>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 <a href="mailto:futurestudents@ucalgary.ca">futurestudents@ucalgary.ca</a> or visit them at the MacKimmie Block 117.</p>
<p>Course outlines for transfer credit</p>	<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>
<p>Letter of permission</p>	<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>
<p>Undergraduate associations</p>	<p>DUS: Drama Undergraduate Society, CHC 005 <a href="mailto:uofcdus@gmail.com">uofcdus@gmail.com</a>  MUS: Music Undergraduate Society, CHF 219 <a href="mailto:undmusic@ucalgary.ca">undmusic@ucalgary.ca</a></p>