



UNIVERSITY OF CALGARY
FACULTY OF ARTS
SCHOOL OF CREATIVE AND PERFORMING ARTS-DANCE
DNCE 491: Design and Production for Dance
Fall 2017

Instructor Office Email Office Hours	Melissa Monteros CH D106 monteros@ucalgary.ca By appointment
Day(s),time(s) and location of Class	Tuesdays, 4pm-6:50 CHE002
Out of class activities	Attendance at 2 Dance Montage rehearsals and meeting with Dance Montage choreographer. Recording of a video audition.
Learning resources: required readings, textbooks and materials	Selected Readings: Posted on D2L
Prerequisites	Completion of 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 learning outcomes	By the completion of this course, successful students will be able to: <ul style="list-style-type: none"> 1. Write a cover letter for a dance job and appropriately present their dance resume for both commercial and non-commercial work. 2. Prepare a dance audition package for a professional dance job 3. Utilize a basic vocabulary in technical theatre in order to better communicate with theatre technicians and designers. 4. Consider current trends in dance stage, light and costume design and visualize the design possibilities for their own choreographic works. 5. Utilize the basic vocabulary necessary to work effectively with designers of costume, set or sound design (as it relates to dance theatre work). 6. Utilize the basics of lighting design for dance 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) 8. Utilize some of the key methods of seeking funding for dance 9. Write a grant for a dance project: with a focus on how to write a project description and create a balanced budget <p>Demonstrate a basic understanding media strategies and how to promote an evening of dance</p>
Course Schedule	1. September 12 TOPIC: Introduction 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 or vimeo)

Assignment 1: Due Sept 26

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

2. September 19

TOPIC: Continuation of above

3. September 26th

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 3

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 3rd

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 10

Prepare Project Description (Final for group assessment)

Prepare Budget for a Dance Production (Draft)

5. October 10th

TOPIC: Review and continue: Grant Writing and Budgets

In class panel assessment practice

Assignment 4: Due October 17

Final Grant Proposal and Budget 15%

Read "Marketing" materials" posted on D2L

6. October 17th

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 24

Marketing Package 15%

Read "Costume" materials

Download and Print Theatre Map (from D2L)

	<p>7. October 24 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</p> <p><u>Assignment 6: Due October 31</u> <i>Theatre Terminology 5%</i> <i>Begin Costume and Set Design assignment</i> <i>Read "Music for Dance" materials</i></p> <p>8. October 31 TOPIC: Production and Lighting (Continued): Sound A) Sound Design for Dance Listening, considerations, editing (Bring laptops if possible, sound sources, external drive if possible)</p> <p><u>Assignment 7: Due November 7</u> <i>Sound score 10%</i> <i>Read "Lighting Design" materials</i></p> <p>9. November 7 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</p> <p>10. November 14 TOPIC: Lighting and SET Design Lighting your work/ Considering set <u>Assignment 8: Due November 21</u> <i>Prepare for Test, Review all reading materials and Lecture Notes</i> <i>Continue Preparation for Light/Costume/Set Assignment</i></p> <p>10. November 21 Preparing for test: in class challenges! Visit Montage Lighting rehearsal this week!!!</p> <p>12. November 28 TOPIC : Production A) TEST 10%</p> <p><u>Assignment 9: Due December 5</u> <i>Lighting, Costume, Set Design Due 15%</i></p> <p>13: December 5 Topic: Wrap Up... Preparing for the Future</p>
Assessment expectations	<p>There are several assignments that demonstrate basic competency in the topic: See Course Schedule for due dates</p> <p>1. Dance Audition Package 15%</p>

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%

There is a written test (November 29th)10%

Class participation and Attendance 15%

Guidelines for Submitting Assignments

Assignments should be submitted through D2L. This will be covered in class.

Criteria That Must Be Met To Pass

Cumulative mark must be above 62.5%

Expectations for Writing:

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.

Posted on D2L for each assignment

Late Assignments

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.

Expectations for Attendance and Participation:

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.

Grading scale

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

For the course as a whole, letter grades should be understood as follows, as outlined in the section F.1.1 Undergraduate Grading System of the Undergraduate Calendar for 2017-2018:

Grade	Grade Point Value	Description
A+	4.00	Outstanding performance
A	4.00	Excellent performance
A-	3.70	Approaching excellent performance
B+	3.30	Exceeding good performance
B	3.00	Good performance

	B-	2.70	Approaching good performance
	C+	2.30	Exceeding satisfactory performance
	C	2.00	Satisfactory performance
	C-	1.70	Approaching satisfactory performance.
	*D+	1.30	Marginal pass. Insufficient preparation for subsequent courses in the same subject
	*D	1.00	Minimal Pass. Insufficient preparation for subsequent courses in the same subject.
	F	0.00	Failure. Did not meet course requirements. Several Faculties utilize an F grade that does not carry weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.
	**I	0.00	Incomplete. Sufficient work has not been submitted for evaluation, unable to adequately assess. May also be used when a final exam is not submitted.
	CR		Completed Requirements. Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable
	RM		Remedial Work Required. Utilized by the Cumming School of Medicine (MD program). Carries no weight in calculating the grade point average. This will be noted in the calendar description as "Not Included in GPA" where applicable.
	<p>Notes:</p> <ul style="list-style-type: none"> • A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations. • The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy. 		
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 ucalgary.ca/access/. 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 ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf</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 (ucalgary.ca/pubs/calendar/current/k-5.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.</p>		
SCPA Librarian	<p>Marc Stoeckle, MLIS, BA Learning & Services Librarian for <i>School of Creative & Performing Arts</i> and <i>School of Languages, Linguistics, Literatures & Cultures</i> Libraries & Cultural Resources, University of Calgary Ph: 403.220.6777, Email: mstoeckle@ucalgary.ca, Office: TFDL 160D</p>		
Student misconduct	<p>ucalgary.ca/pubs/calendar/current/k-3.html</p>		
FOIP	<p>ucalgary.ca/legalservices/foip</p>		

Emergency evacuation	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: ucalgary.ca/emergencyplan/assemblypoints
Internet and electronic communication device	elearn.ucalgary.ca/category/d21/ 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.
Safewalk	220-5333 anytime. ucalgary.ca/security/safewalk
Students' union and ombudsperson contacts	Student Union: su.ucalgary.ca/about/who-we-are/elected-officials/ Faculty of Arts reps: arts1@su.ucalgary.ca ; arts2@su.ucalgary.ca ; arts3@su.ucalgary.ca ; arts4@su.ucalgary.ca Graduate Student's Association: ucalgary.ca/pubs/calendar/grad/current/graduate-students-association-gsa-grad.html Student Ombudsman: ucalgary.ca/ombuds/contact
Midterm and final examination scheduling	Final examinations may be scheduled at any time during the examination period (Dec. 11-21 for Fall 2017 term; Apr. 16-26 for Winter 2018 term; June 28-30 for Spring 2018 term; Aug. 17-20 for Summer 2018 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
SCPA Claim Your Seat Program: Student Guidelines	<ol style="list-style-type: none"> 1. The Claim Your Seat (CYS) program allows all University of Calgary students to attend on-campus School of Creative and Performing Arts (Dance, Drama and Music) events free of charge. 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. 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. 4. Process for students: On the date of the performance, from the time the Box Office opens until 15 minutes prior to the performance start time, they arrive to the CYS table next to the Box Office and show their Unicard. 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. 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. 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.
Academic standing	ucalgary.ca/pubs/calendar/current/f.html
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 (library.ucalgary.ca/copyright).
Faculty of Arts program advising and student information resources	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 ascarts@ucalgary.ca or call 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	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.
Letter of permission	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.
Undergraduate associations	DUS: Drama Undergraduate Society, CHC 005 uofcdus@gmail.com MUS: Music Undergraduate Society, CHF 219 undmusic@ucalgary.ca