



**UNIVERSITY OF CALGARY**  
**FACULTY OF ARTS**  
**SCHOOL OF CREATIVE AND PERFORMING ARTS**  
**DNCE 491 Design and Production for Dance**  
**Fall 2022**

Instructor Office Email Office Hours	Wojciech Mochniej Craigie Hall, D519 <a href="mailto:w.mochniej@ucalgary.ca">w.mochniej@ucalgary.ca</a> , By appointment
Day(s),time(s) and location of Class	CHD 03 - Tuesday 4-6:45pm <u>Some meetings will be scheduled online</u> and at the University Theatre - TBA
Learning resources: required readings, textbooks and materials	<p>Learning resources are performance experiences attended outside of class.</p> <p>Textbook: <b>Dance Production, Design and Technology</b> by Jeromy Hopgood 2016, Taylor and Francis ISBN:978-1-79590-4 <i>Available online in the UofC Library and in the Bookstore</i></p> <p>Out of class activities: zoom meetings (interviews) with choreographers/producers/administrators. Recording of a video audition.</p> <p>Other materials will be posted on D2L.</p>
Learning Technologies and Requirements	<p>There is a D2L site for this course which contains required readings and other relevant class resources and materials (see d2L.ucalgary.ca).</p> <p>In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:</p> <ul style="list-style-type: none"> <li>• A computer with a supported operating system, as well as the latest security, and malware updates;</li> <li>• A current and updated web browser;</li> <li>• Webcam (built-in or external);</li> <li>• Microphone and speaker (built-in or external) or headset with microphone;</li> <li>• Current antivirus and/or firewall software enabled;</li> <li>• Broadband internet connection.</li> </ul> <p>Most current laptops will have a built-in webcam, speaker and microphone.</p>
Prerequisites	Completion of 10 full -course equivalents or consent of the Division Lead, Dance.
Course description	Study of the design and production components of dance performance. This course may not be repeated for credit.

Course learning outcomes	<p>By the completion of this course, successful students will be able to:</p> <ol style="list-style-type: none"> <li><b>1.</b> Write a cover letter for a dance job and appropriately present their dance resume or cv for both commercial and non-commercial work.</li> <li><b>2.</b> Prepare a dance audition package for a professional dance job.</li> <li><b>3.</b> Utilize a basic vocabulary in technical theatre in order to better communicate with theatre technicians, designers and producers.</li> <li><b>4.</b> Consider current trends in dance stage, light and costume design, and visualize the design possibilities for their own choreographic works.</li> <li><b>5.</b> 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><b>6.</b> Utilize the basics of lighting design for dance.</li> <li><b>7.</b> Demonstrate knowledge of the names and functions of the major arts funding bodies in Canada and the various types of arts organizations (specifically for dance).</li> <li><b>8.</b> Utilize some of the key methods of seeking funding for dance.</li> <li><b>9.</b> Write a grant for a dance project with a focus on how to write a project description, and create a balanced budget for the dance/theatre production.</li> <li><b>10.</b> Demonstrate a basic understanding of media strategies and how to promote an evening of dance production.</li> </ol>
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Course schedule	<p><b>September 6 - Topic: Introduction to the Course, Surviving the Field</b></p> <ol style="list-style-type: none"> <li>1. Types of CVs</li> <li>2. Cover letters</li> <li>3. Applying for a dance job/position</li> <li>4. Current status of the field</li> </ol> <p><b>September 13 - Topic: Surviving the Field (con't)</b></p> <ol style="list-style-type: none"> <li>1. Writing your Artist's Statement</li> <li>2. Creating a dance audition video</li> </ol> <p><b>September 20 - Topic: Grants and Budgets</b></p> <ol style="list-style-type: none"> <li>1. Introducing funders and granting bodies</li> <li>2. Writing a project description</li> <li>3. Basics of budgets</li> </ol> <p><b>September 27 - Topic: Grants and Budgets (con't)</b></p> <ol style="list-style-type: none"> <li>1. Refining your project description</li> <li>2. Details of budgets</li> <li>3. Participating in a grant jury</li> </ol> <p><b>October 4 - Topic: Juries for Grants/Marketing your Performance</b></p> <ol style="list-style-type: none"> <li>1. Visuals; print and web</li> <li>2. Role of Social Media</li> <li>3. Social Media strategies</li> <li>4. Practice Jury</li> </ol> <p><b>October 11 - Topic: Marketing (con't)</b></p> <p><b>October 18 - Topic: Sound</b></p> <ol style="list-style-type: none"> <li>1. Music and sound selection and editing</li> </ol> <p><b>October 25 - Topic: Theatre Spaces, Terminology and Lighting Design</b></p> <p><b>November 1 - Topic: In the University Theatre</b></p> <ol style="list-style-type: none"> <li>1. Introduction to equipment, basics of design for dance, the theatre space</li> </ol> <p><b>November 15 - Topic: Costume and Set Design</b></p> <ol style="list-style-type: none"> <li>1. Trends, considerations for dance, visual aspects of design for dance</li> <li>2. Video production: requirements and concerns.</li> </ol> <p><b>November 22 - Topic: Test Review: Online test</b></p> <p><b>November 29 - Online Test</b></p> <p><b>December 6 - Topic: Wrap Up! Discussion, question and answer session</b></p>
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Assessment components	<p><b>Assignment #1:</b>  1. Biography  2. Dance CV  3. Cover Letter  <b>Weight: 10% - Due Date: September 13</b></p> <p><b>Assignment #2:</b>  1. Write your Artist's Statement  2. Creating a dance audition video (via YouTube or Vimeo)  <b>Weight: 10% - Due Date: September 20</b></p> <p><b>Assignment #3:</b>  1. Read: "AFA Individual Grant Projects"  2. Read: "Canada Council Explore and Create" - Know all program components/ Research and Creation"  <b>Due Date: September 27</b></p> <p><b>Assignment #4:</b>  1. Prepare Project Description (draft for group assessment)  2. Prepare Budget for a Dance Production (draft for group assessment)  <b>Weight: 5% - Due Date: October 4</b></p> <p><b>Assignment #5:</b>  Read: Chapter 2 "Pre-Production Planning", "Marketing" materials"  2. Final Grant Proposal and Budget submitted  <b>Weight: 20% - Due Date: October 11</b></p> <p><b>Assignment #6:</b>  1. Marketing Package Submitted; All materials posted on D2L  <b>Weight: 15% - Due Date: October 18</b></p> <p><b>Assignment #7:</b>  1. Read: Chapters 3 "Theatre Spaces", and 6 or 7, 8 or 9, 10 or 11  2. Read Chapters: 4 and 5 Lighting Design  3. Download and Print Theatre Map (from D2L)  <b>Due Date: November 1</b></p> <p><b>Assignment #8:</b>  1. Begin Costume and Set Design assignment in preparation for final package  2. Sound score submitted  <b>Weight: 10% - Due Date: November 22</b></p> <p><b>Assignment #9:</b>  1. Online Test  <b>Weight: 10% - Due Date: November 29</b></p> <p><b>Assignment #10:</b>  1. Light, costume and stage design package - submitted  <b>Weight: 20% - Due Date: December 6</b></p>
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Assessment expectations	<p><u>Guidelines for Submitting Assignments:</u> On D2L, through discussion board or dropbox Lighting, Costume and Set Design submitted in class</p> <p><u>Missed or Late Assignments:</u> Late assignments are subject to a 10% penalty per day that passes deadline For in class assignments, 10% per class missed</p> <p><u>Attendance and Participation Expectations:</u> <b>FOR GRADED DANCE STUDIO COURSES</b></p> <ul style="list-style-type: none"> <li>• A significant part of your grade is based on participation. Participation means not only showing up for class, but also attending to the material at hand with effort and engagement.</li> <li>• With regard to participation, classes are considered equivalent to assignments. Thus, more than 1 absence per term will have an adverse effect on your final grade.</li> <li>• If you miss more than one week of classes, your final grade will begin to drop by as much as 10% per missed class.</li> <li>• If you miss more than two weeks of classes, you have the potential to fail the course.</li> <li>• If you show up late for or leave early from class, this will be counted as half an absence.</li> <li>• If for some reason you are feeling unwell during class time, a substitute form of participation may be arranged; however, <i>you may not obtain this privilege more than once</i> and you will receive half an absence.</li> <li>• For studio courses, if you opt out of full participation and choose to sit for a portion of the class, this will be counted as non-participation and will be marked as half an absence.</li> <li>• Students are responsible for any and all material missed during an absence.</li> </ul> <p>If you sustain a significant injury during the term that will impact your participation for longer than a week's worth of classes, your case will be submitted to the Dance Division Committee to address your situation.</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>
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Grading scale	<p><b>Undergraduate:</b> <a href="https://www.ucalgary.ca/pubs/calendar/current/f-1-1.html">https://www.ucalgary.ca/pubs/calendar/current/f-1-1.html</a></p> <ul style="list-style-type: none"> <li>• A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations.</li> <li>• The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.</li> </ul> <p><b>Graduate:</b> <a href="https://www.ucalgary.ca/pubs/calendar/current/f-1-2.html">https://www.ucalgary.ca/pubs/calendar/current/f-1-2.html</a></p> <ul style="list-style-type: none"> <li>• All grades of "C+" or lower are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. Individual programs may require a higher passing grade.</li> </ul> <p><b>FOR DANCE COURSES:</b></p> <ul style="list-style-type: none"> <li>• The following numerical rubric will be applied:</li> </ul> <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>
Guidelines for Zoom Sessions	<p>Zoom is a video conferencing program that will allow us to meet at specific times for a “live” video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.</p> <p>To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor’s permission.</p> <p>The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the <a href="#">Code of Conduct</a>). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g <a href="#">Student Non-Academic Misconduct Policy</a>). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: <a href="https://elearn.ucalgary.ca/guidelines-for-zoom/">https://elearn.ucalgary.ca/guidelines-for-zoom/</a>.</p> <p>If you are unable to attend a Zoom session, please contact your instructor to arrange an alternative activity for the missed session (e.g., to review a recorded session). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).</p> <p>The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.</p>

Academic Accommodation	<p>It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at <a href="https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations">https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations</a>.</p> <p>Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (<a href="https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf">https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf</a>).</p> <p>Students who require an accommodation in relation to their coursework or to fulfill requirements for a graduate degree, based on a Protected Ground other than Disability should communicate this need in writing to their Instructor.</p> <p>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://www.ucalgary.ca/access/">www.ucalgary.ca/access/</a>.</p>
Academic integrity, plagiarism	<p>Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.</p> <p>For information on the Student Academic Misconduct Policy and Procedure please visit: <a href="https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Policy.pdf">https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Policy.pdf</a> and <a href="https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Procedure.pdf">https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Procedure.pdf</a>. Additional information is available on the Academic Integrity Website at <a href="https://ucalgary.ca/student-services/student-success/learning/academic-integrity">https://ucalgary.ca/student-services/student-success/learning/academic-integrity</a>.</p>
Internet and electronic communication device	<p>The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Please refrain from accessing websites and resources that may be distracting to you or for other learners during class time. Students are responsible for being aware of the University's Internet and email use policy, which can be found at <a href="https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Electronic-Resources-and-Information-Policy.pdf">https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Electronic-Resources-and-Information-Policy.pdf</a>.</p>
Intellectual Property	<p>Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.</p>
Copyright	<p>All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (<a href="https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Material-Protected-by-Copyright-Policy.pdf">https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Material-Protected-by-Copyright-Policy.pdf</a>) and requirements of the copyright act (<a href="https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html">https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html</a>) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy <a href="https://www.ucalgary.ca/pubs/calendar/current/k.html">https://www.ucalgary.ca/pubs/calendar/current/k.html</a>.</p>

Freedom of Information and Protection of Privacy	Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.
Student Support	Please visit this link for important information on UCalgary's student wellness and safety resources: <a href="https://www.ucalgary.ca/registrar/registration/course-outlines">https://www.ucalgary.ca/registrar/registration/course-outlines</a>
Arts Students' Centre Program Advising:	Have a question but not sure where to start? The Arts Students' Centre is your information resource for everything in the Faculty of Arts. Call us at 403-220-3580 or email us at <a href="mailto:ascarts@ucalgary.ca">ascarts@ucalgary.ca</a> . You can also visit the Faculty of Arts website at <a href="http://arts.ucalgary.ca/undergraduate">http://arts.ucalgary.ca/undergraduate</a> which has detailed information on common academic concerns.
Faculty of Graduate Studies:	For graduate studies email: <a href="mailto:graduate@ucalgary.ca">graduate@ucalgary.ca</a> or call 403 220 4938. Visit the Faculty of Graduate Studies for more details: <a href="https://grad.ucalgary.ca/">https://grad.ucalgary.ca/</a>