

**University of Illinois
Department of Dance**

2015-2016 Graduate Student Handbook

dance at illinois

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GRADUATE STUDENT HANDBOOK

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FOREWORD

This document describes the academic policies and procedures for MFA candidates in the Department of Dance. These policies and procedures are department-specific and are intended to be supplemented by the following:

The Graduate College Handbook for Students, Faculty, and Staff:
<http://www.grad.illinois.edu/handbooks-policies>

The Student Code: <http://admin.illinois.edu/policy/code/>

If discrepancies exist, the Graduate College or University policies take precedence. These publications are available at the links above.

Exceptions to department policies may be requested through a Department petition. These petition forms are available on the Dance at Illinois website at: <http://www.dance.uiuc.edu/resources/forms>. Petitions for exceptions to Graduate College policies can be filed online at: <http://www.grad.illinois.edu/gsas/gradpetition>

The following topics are covered in detail in The Graduate College Handbook for Graduate Students, Faculty, and Staff, the Graduate College Website (<http://www.grad.illinois.edu/>) or the Academic Human Resources (<http://www.ahr.illinois.edu/grads/index.html>) website:

- Course Loads
- Credit/No Credit Registration Option
- Time Limit for Graduation
- Travel for Conferences & Dissertation Research
- Stipend Payments
- Payroll Forms
- Tax Status
- Health Insurance, Vacation, Sick Leave
- University Resources (for TAs)
- Mediation of Conflicts Between Faculty Supervisors and TA/RA
- Resources and Procedures outside of the Department (Grievance Policy)
- Ethics: Academic Integrity Guidelines, Professional Codes of Conduct, and Academic Misconduct Policies (e.g., plagiarism, discrimination, sexual harassment)

I. THE MFA PROGRAM

The University of Illinois at Urbana-Champaign THE GRADUATE PROGRAM IN DANCE

Choreography

The focus of our three-year program is to foster innovative choreographic research and to provide in-depth creative experiences. MFA candidates work closely with faculty mentors to design a program that supports their individual choreographic interests.

Intimate

Size is a defining feature. No more than four carefully chosen MFA candidates are admitted per year and no more than 12 are matriculating at the same time. This promotes high standards, and personal attention, and ensures opportunities to choreograph, teach, and perform for every candidate.

Financial Support

This highly competitive program allows us to provide financial support to a majority of our candidates through Federal Work Study Assistantships along with Creative and Performing Arts Fellowships, Departmental Fellowships, Special Fellowships for underrepresented ethnic groups, and/or Assistantships. Fellowships and Assistantships can include a full tuition waiver.

Mentors

An extraordinary faculty of artists, researchers, and scholars has gathered at Illinois, creating new paradigms for interactions between the professional arena and the academic training ground. Every year several distinguished guest artists are in residence teaching and setting works in the department. Exceptional alumni are also frequently invited back to conduct workshops and performances. These activities provide students with an opportunity to network with a range of practicing professionals.

Cross-Disciplinary

Located within a top research one university, our program encourages cross-disciplinary work and independent study in areas of interest and embraces imaginative interpretations of the thesis requirement. In past years students have worked in the Thomas M. Siebel for Computing Science, the world class Beckman Institute of Advanced Science and Technology (an interdisciplinary research center), participated in Human Dimensions in Environmental Systems, and collaborated with scholars from Education, Art & Design, Architecture, Music. Many of our students minor or earn certificates in other fields such as Gender and Women's Studies, African American Studies, and Latino/a Studies.

Flexible Design

Candidates are encouraged to develop an individual physical practice in alignment with their research interests. Each student is given weekly hours in the graduate dance center for this purpose. In addition, students can design a physical practice that includes department courses in contemporary and ballet technique, improvisation, a variety of somatic practices, and popular and global dance forms. The Somatics component of the curriculum includes courses in Alexander Technique, Bartenieff Fundamentals, and other

somatic modalities such as Body Mind Centering, and Skinner Releasing. Certifications in Alexander, Pilates and Yoga are available in town.

Students interested in studying the Alexander Technique have many opportunities, including course work, the Alexander Technique Program of Intensive Study (ATIS), and enrolling in one of two American Society for the Alexander Technique training programs in Urbana. Similar to a minor, the ATIS provides an in-depth theoretical and practical study of the Alexander Technique through courses and independent studies. Students must be enrolled in the program for four semesters, and receive a Statement of Achievement from the Department of Dance upon completion.

It is also possible to enroll in either the Alexander Technique Centre Urbana (Joan and Alex Murray, directors), or Alexander Technique Urbana (Rose Bronec and Rick Carbaugh, directors). These AmSAT certified training courses are three year, 1600 hour programs. Simultaneous enrollment in the MFA program in dance and an Alexander certification program is arranged through the MFA Director and Professor Rebecca Netti-Fiol. Students receive independent study credit for some of their work in the training program. Tuition for the training program is separate from University of Illinois tuition, and is paid directly by the student to the training directors.

Career Preparation

Our career seminars and interactions with working professionals prepare our graduates for meaningful artistic participation in the field. Our Teaching Fellowships provide students with the opportunity to teach three years at the University level, a necessary prerequisite for teaching in academic programs.

Graduate students are required to complete the requirements for the Center for Teaching Excellence's *Graduate Teaching Certificate*. See http://cte.illinois.edu/programs/teach_cert/grad_teach.html for a description and requirements for the certificate. Most of the requirements will be folded into the required course Somatics in Dance Training (DANC 530). Other teaching certificates available for graduate students include the Certificate in Foundations of Teaching and the Teacher Scholar Certificate, Certificate in Technology-Enhanced Teaching, and Citizen Scholar Certificate. See <http://cte.illinois.edu/programs/teachcert.html> for more information.

Excellence

The University of Illinois is accredited by the National Association of Schools of Dance and has a long tradition of excellence and leadership in dance graduate studies. Implemented in 1980, our MFA program is nationally respected.

A. MFA Program Mission and Objectives:

MFA Mission

The mission of the MFA Program is to foster substantive choreographic research that posits dance as a force in contemporary culture. The program embraces a wide spectrum of movement research and embodied practice.

MFA Program Objectives

The Department of Dance expects MFA candidates to conduct in-depth creative

inquiries that culminate in the development of a personal artistic process and mission that are evident in the following contexts:

- Choreographing- Candidates will develop a distinctive choreographic research methodology and demonstrate its skillful application in a performative context. This ideology must establish solid foundation for ongoing research and engagement that contributes to the global dialogue about dance and contemporary culture.
- Communicating- Candidates will develop the ability to express their choreographic vision and process in verbal and written language that is clear, cogent, and convincing and demonstrates clear analytic skill, critical thinking, awareness of historical context, and knowledge of contemporary culture.
- Moving- Candidates will demonstrate a commitment to movement investigation and practice that defines, advances, and sustains their choreographic vision.
- Teaching- Candidates will apply their research vision in clear pedagogic principles while fostering a stimulating teaching/ learning environment.
- Career Planning- Candidates are assessed on their ability to develop innovative career strategies in order to advance their artistic mission in the field and demonstrate the capacity to implement these plans with professionalism in all the above contexts.

B. Degree Requirements

Sixty hours and a residency requirement of three years (six semesters) are required for the MFA degree in Dance. Some amount of curricular flexibility is permitted depending on previous experience and current interests and goals.

Program requirements include courses offered in composition, physical practice, theory, contemporary dance, a laboratory style synthesis seminar (POD), thesis project, and various electives. Candidates will be individually advised regarding how to tailor their elective choices in order to address their particular area of research interest. Cross-disciplinary work and independent study in areas of interest are encouraged. The ability of the candidates to continue graduate study is assessed at the midterm of the second and third semester in residence, at which time a decision is made regarding continuation in the program. A review of progress in the thesis project happens midway in the 5th semester.

Transfer Credits - In rare cases, the department (in collaboration with the Graduate College) will waive up to a maximum of twelve hours of credit because of extensive prior experience which is defined by "exhibiting a large scope and depth of successful practice in the field of dance." These hours may be in one of or a combination of Composition, Performance, or Physical Practice. This consideration for waiver of credit will not be made unless the prior dance experience is of the highest quality (on a national or international level) and has been sustained consistently over a number of years (at least a decade). This experience must be well documented and must be confirmed and demonstrated by the candidate's contributions to the department. Therefore, such waivers cannot be considered until well into the student's program of study.

C. The Graduate Faculty and Administrative Staff

MFA Committee 2015-16

Cynthia Oliver, Professor, MFA Director, MFA Academic Advisor

Tere O'Connor, Professor, MFA Recruitment Coordinator, MFA Academic Advisor

Renée Wadleigh, Professor, MFA Academic Advisor

Sara Hook, Professor, MFA Academic Advisor

Jennifer Monson, Professor, MFA Academic Advisor

Department Administration

Rebecca Ferrell, Assistant to the Head

Cindy Masko, Office Manager

Charlie Maybee, Space Coordinator/DRK Manager

D. Advisement and Enrollment

MFA candidates are assigned an academic advisor when they enter the program and have an initial meeting with this advisor to plan their course of study before classes begin. Advisement meetings with academic advisors are scheduled each term to discuss their enrollment for the following term. The advisor's role is to mentor candidates through their residency, to oversee their progress through the program, and to provide the candidate with information about required courses needed to graduate. Candidates should consult their advisor if they have any questions or concerns, and to discuss potential research ideas/opportunities.

Candidates are ultimately responsible for correct enrollment, and are encouraged to contact the MFA Program Director or Assistant to the Head if there are registration questions.

Candidates may switch advisors by consulting with the MFA Program Director, current advisor and potential advisor to ensure a smooth transition of student enrollment records.

E. Course Requirements

Graduates need **60 hours** of graduate level courses (400 level and above) to graduate.

On the next few pages are charts for two different programs of study. The first is for students entering the graduate program in dance in the school year 2014/15 or before that year. The second is for students entering the program in the school year 2015/16 or after that year.

The following table is the “old” Program of Study for use by graduate candidates entering the program in the 2014/15 school year or previous years.

Required Courses			
Course Number	Course Name	Semester	Credits
DANC 510	Grad Seminar/Special Topics		
DANC 531*	MFA Prof Practice Seminar		
DANC 532*	Digital Media for Dancers		
DANC 541	Contemporary Directions		
Credits REQUIRED			11
Credits REMAINING			11

Physical Practice			
Course Number	Course Name	Semester	Credits
DANC 560			
DANC 401,402, 411, 460, 466, 467			
Credits REQUIRED			12
Credits REMAINING			12

Performance *			
Course Number	Course Name	Semester	Credits
DANC 420, 421, 422, 423			
Credits REQUIRED			2
Credits REMAINING			2

Research/Project (thesis)			
Course Number	Course Name	Semester	Credits
DANC 598	Creative Thesis Project		
DANC 598	Creative Thesis Project		
Credits REQUIRED			8
Credits REMAINING			8

Composition			
Course Number	Course Name	Semester	Credits
Credits REQUIRED			6
Credits REMAINING			6

Historical and Theoretical Studies (These can include DANC 520, 530, 550 & any out of department course at a 400 or 500 level)			
Course Number	Course Name	Semester	Credits
Credits REQUIRED			9
Credits REMAINING			9

Electives			
Course Number	Course Name	Semester	Credits
Credits REQUIRED			12
Credits REMAINING			12

TOTAL CREDIT HOURS REQUIRED	60
TOTAL CREDIT HOURS TAKEN	
TOTAL REMAINING	

Minimum 500-level credit hours REQUIRED 12

*Requirements for DANC 531, MFA Prof Practice Seminar, are not met through the review process and during advising sessions. DANC 531 is not longer a required course.

*DANC 532, Digital Media for Dance, can be waived after a media assessment from Ken Beck.

*Performance credits can be waived for extensive professional performance experience.

The following table is the “new” Program of Study for use by graduate candidates entering the program in the 2015/16 school year or subsequent years.

Required Courses			
Course Number	Course Name	Semester	Credits
DANC 462	Composition Workshop		
DANC 510	Grad Seminar/Special Topics		
DANC 520	Grad Synthesis Laboratory		
DANC 520	Grad Synthesis Laboratory		
DANC 530	Somatics in Dance Training		
DANC 541	Contemporary Directions I		
DANC 542	Contemporary Directions II		
DANC 562	Graduate Composition II		
Credits REQUIRED			23
Credits REMAINING			23

Physical Practice: at least 2 credits from DANC 560			
Course Number	Course Name	Semester	Credits
DANC 560	Adv Physical Practice		
DANC 560	Adv Physical Practice		
DANC 401, 402, 411, 460, 466, 467			
Credits REQUIRED			6
Credits REMAINING			6

Performance			
Course Number	Course Name	Semester	Credits
DANC 420, 421, 422, 423			
Credits REQUIRED			2
Credits REMAINING			2

Research/Project (thesis)			
Course Number	Course Name	Semester	Credits
DANC 598	Creative Thesis Project		
DANC 598	Creative Thesis Project		
Credits REQUIRED			8
Credits REMAINING			8

400/500 Course Outside Department in Related Area of Research			
Course Number	Course Name	Semester	Credits
Credits REQUIRED			4
Credits REMAINING			4

Electives			
Course Number	Course Name	Semester	Credits
Credits REQUIRED			17
Credits REMAINING			17

TOTAL CREDIT HOURS REQUIRED	60
TOTAL CREDIT HOURS TAKEN	0
TOTAL REMAINING	60

Electives may include Independent Study, Advanced Research, Screen dance, and workshops in Technology, Digital Media, Performance, Physical Practice, etc.

Electives may also include courses from outside of the department as long as they are 400 level.

Graduate Minor Degrees are available in several other disciplines. Students are encouraged to discuss the possibility of pursuing a minor with their MFA Advisor.

F. Minimum Credit Hours Per Semester

- Students with fellowships, 1% - 24% assistantships, or stand-alone tuition waivers must be registered for at least 12 graduate hours every semester.
- Students with 25% - 67% assistantships must be registered for at least 8 graduate hours per semester. MFA Candidates holding teaching assistantships are advised, but not required, to carry 12 credit hours per semester.
- Federal Work Study Assistants are required to carry a minimum of 8 graduate hours each semester.
- International graduate students - exceptions to the full course load requirement require International Student and Scholar Services approval.

G. Credit Policy

A semester hour of credit represents at least three hours of work each week, on average, for a period of fifteen or sixteen weeks. For laboratory and lecture courses, this can be a combination of contact hours and outside work.

H. Physical Practice

Physical Practice Options

To accommodate a wide range of physical practice needs, the Department of Dance has several physical practice options from which to choose. Advisors will meet with candidates before each semester to design a physical practice plan. Below are three options available to graduate students.

- **DANC 560: Graduate Physical Practice**
560, graduate candidates only, Physical Practice course is offered one semester per year. This course is taught by resident faculty. This is a credit/no credit course and adheres to standard attendance policies determined by the department.
- Students may sign up for any 100-200 -300 or 400 level technique course in the dance department. They are required to abide by the course syllabus but are permitted a total of 6 absences per semester. The credit amount will be determined by the number of courses they are taking and in consultation with the advisor. This is a credit/no credit course. Grading will be recorded by the advisor in consultation with the course instructor.
- Students may also elect to take technique classes for credit, following all the technique class guidelines, and receive a grade for the class. These courses must be at the 400 level or above. Examples of 400 level classes are:
- **DANC 460, 461: Advanced Modern Core and Elective**
- **DANC 466, 467: Ballet Technique Core and Ballet Technique Elective**

Credit/No Credit (C/NC)

MFA candidates may elect to take the regular technique classes for Credit/No Credit (form online). With this option you will not be required to follow the guidelines set down for attendance. The teacher of the course taken as C/NC will not know of this choice until the time of grading. Reasonable, responsible attendance and mature graduate level work are expected.

Dropping Physical Practice Credits

If injuries or illnesses cause you to miss an excessive number of classes, you should meet with your advisor to discuss the option of dropping a credit hour so that your grade will not be automatically lowered. This is only allowed for exceptional reasons and is not an automatic option.

Injuries

All injuries should be reported to your instructors. You should make an appointment with the Department Physical Therapist to set up a rehabilitation plan.

- If the injury is very mild, discuss ways to modify the movement so that you may take class.
- If you are able to get to class, you may be counted present at the discretion of the instructor.

I. Enrolling in Independent Projects and Supervised Teaching

DANC 451: Independent Study, DANC 455: Supervised Teaching, and DANC 550: Advanced Research must be discussed with both your advisor and/or faculty mentor to determine how many credit hours you will receive for the course. Forms for Independent Study, Advanced Research, as well as Supervised Teaching can be found online and should be filled out at the beginning of the semester. See the Assistant to the Head for questions about registration in these courses.

Below are brief descriptions of what kinds of projects fall under each course.

- **DANC 451: Independent Study (1-3 hours)**
Small Scope Independent Projects
- **DANC 455: Supervised Teaching (2-4 hours)**
Assisting a Technique or Lecture Class, Co-Teaching, Teaching a Course for Credit
- **DANC 550: Advanced Research (2-4 hours)**
Course Development, Self-Producing, Publishing Research, Cross-Disciplinary Projects, Special Choreographic Projects

(Note: all independent projects done outside of the department must have a faculty mentor, and the candidate must be signed up for Independent Study or Advanced Research in order to receive credit. Any performance/choreography done outside of the department without a faculty mentor will not be eligible for credits)

J. Department and University Communication and Information

Department Communication

The Department communicates with students via the Dance Department weekly update, website, email, and mailboxes located in the entryway of the Dance Administration Building. It is the student's responsibility to check these means of communication on a regular basis for events, due dates, and deadlines.

Additional communication like announcements, flyers for campus events, and student-to-student correspondence is placed in mailboxes. Production notices are posted on the Production Bulletin Board in KCPA.

University Communication and Information

The University uses several online systems to communicate, and offer information and services to students. Below is a brief description of those systems.

Email: All University email concerning grade entry, department notices, and correspondence with students will go to your University account. Email boxes should be maintained to ensure that emails are not returned due to a lack of space.

Enterprise Self-Service: Enterprise is the University online system used for many student and teaching assistant needs, such as checking enrollment rosters, registering for classes, financial aid information, grade entry, and paying student accounts. Access to Enterprise can be found at:
<https://apps.uillinois.edu/selfservice/>

NESSIE: NESSIE is a Net-driven Employee Self-Service and Information Environment that enables University employees to view employment related information on such topics as benefits, policies, and training and development. Employees may also conduct personnel transactions online via secured self-service applications. Information can be accessed at:
<https://nessie.uihr.uillinois.edu/cf/index.cfm>

K. Graduation

In the Fall Semester of the third year in residence, it is very important that candidates and advisors go through their academic history to ensure that the candidate is on track for graduation and will meet the 60-hour requirement. Any courses below the 400 level do not count for graduate credit. All petitions to the graduate college should be turned into the Graduate College before the end of the Spring Semester to ensure a May graduation.

In the Spring Semester of the third year in residence, candidates need to log onto the Enterprise Self-Service System and “Apply to Graduate” in order to be put on the May degree list. The deadline is typically midway through the Spring Semester. Check the Graduate College Website for the exact deadline. If you have any questions regarding your credits or applying for graduation please see the MFA Program Director or Assistant to the Head.

II. EVALUATION

MFA candidates are subject to an evaluative review of their work in direct relation to the MFA Program Objectives (see letter A in Section I of the MFA Handbook for a complete list). Students will prepare materials for each Review and meet with the MFA Committee in the second, third, and fifth semester of residence to discuss their progress in the program. At that time, students will be evaluated on how their current work meets the MFA Objectives. If the objectives are not being met and sufficient progress is not being made toward the thesis project, students may be put on probation or asked to leave the program.

Candidates are encouraged to use the requirement to write the documents outlined below as an opportunity to make a practical application toward your ultimate goals. Feel free to contextualize the assignments according to your individual post graduation goals or to your current professional practice.

A. First Year Review

In the Spring Semester of the First Year, the MFA Committee will evaluate the candidate's **potential** for successfully fulfilling the MFA Program Objectives. Each candidate meets with the MFA Committee after providing them with:

1. Current resume
2. Video Portfolio - in progress/draft
3. Written statement directly relating the following concerns to each of the MFA Program Objectives:
 - Assessment of work in the MFA program to date
 - Professional plans after graduation, and the relationship of the individual's program of study to those pursuits.
 - Elaborated statement of goals and how you are utilizing the program and the greater university to support your specific creative and scholarly research.

A digital file of all documents must be submitted to the MFA Committee on the date requested. (Generally one-week prior to the student's scheduled review) It is highly recommended that students submit drafts of their documents to their advisor at least one week prior to the requested due date in order to get feedback. A copy of the student's materials will be put on file in the Graduate College Portal.

Candidates need to be prepared to speak about their work and to engage in a dialogue with the review committee during the First Year Review Meeting.

After this meeting, a decision is made regarding continuation in the program, and students will receive a written evaluation of work to date and a summary of the review discussion along with specific suggestive feedback from the MFA committee. A copy of this letter will be placed in the student's file.

B. Second Year Review

In the Fall Semester, the MFA Committee will evaluate how well the candidate is **achieving** the MFA Program Objectives. Candidates will also submit Next Phase materials (explained below) at this time to give the MFA Committee an opportunity to continue mentoring them on these valuable documents. Each candidate meets with the MFA Committee after providing them with:

1. Written statement directly relating the following concerns to each of the MFA Program Objectives:
 - Assessment of work in the MFA program to date.
 - Professional plans after graduation, and the relationship of the individual's program of study to those pursuits.
 - Elaborated statement of goals and how you are utilizing the program and the greater university to support the individual's specific creative and scholarly research.
 - Thesis research proposal.

2. Next Phase Materials:
 - Curriculum Vitae
 - Teaching Philosophy Statement
 - Artistic Statement
 - Sample Letter of Application for a Teaching Position in a University or a cover letter for a grant application or other such applicable document
 - Abstract of Current Research
 - A Short Bio
 - Video Portfolio in-progress/ draft (documentation of some teaching is recommended)

A digital file of all documents must be submitted to the MFA Committee on the date requested. (Generally one-week prior to the student's scheduled review) It is highly recommended that students submit drafts of their documents to their advisor at least one week prior to the requested due date in order to get feedback. A copy of the student's materials will be put on file in the Graduate College Portal.

Candidates need to be prepared to speak about their work and to engage in a dialogue with the review committee during the Second Year Review Meeting.

After this meeting, a decision is made regarding continuation in the program, and students will receive a written evaluation of work to date, incorporating evaluations from all of the student's course instructors. A copy will be placed in the student's file.

C. Third Year Review

In the Fall Semester, the MFA Committee will evaluate if the candidate has achieved the MFA Program Objectives. Candidates will re-submit Next Phase materials to give the MFA Committee an opportunity to comment on and mentor students before their final Next Phase packet is due at the end of the Third Year. **Each candidate will also submit a draft of their thesis paper.** The MFA Committee will provide feedback on progress toward meeting the requirements of the thesis.

D. Third Year in Residence

DANC 598: Creative Thesis Project

In the third year of residence, candidates will work towards a culminating project that includes the production of a performance work and a written thesis. Details and deadlines regarding the Creative Thesis Project will be discussed with the instructor of DANC 598 in the Spring Semester of the Second Year, and candidates will receive a detailed syllabus at the beginning of the Fall Semester containing information about each required aspect of the thesis Process: Paper, Creative process, Production of Choreography in a performance context, Oral Presentation, and Next Phase.

Thesis Evaluation/ Next Phase Materials

In the last semester a candidate is in residence, a Thesis Evaluation meeting is scheduled with the MFA committee to discuss the choreographic work, paper and oral presentation. Candidates should be prepared to answer specific questions designed to assist in defining and describing one's artistic practice and identifying methods to contextualize their research contributions. At this meeting the MFA committee determines whether the candidate has passed or failed the thesis process and if any revisions of the oral presentation or paper will be necessary.

The Oral Presentation is scheduled between the thesis performance and the next phase presentation. It is an opportunity for the candidate to present their thesis research (both written and performed) to the dance department community. This is an opportunity to practice an academic job talk or conference presentation but can also serve as an opportunity to explore other innovative presentational modes as well. In the past candidates, have lectured, performed, and created interactive dances. The MFA candidates collaboratively produce this presentation with some assistance from the Department's technical director/production coordinator. Rehearsal time is available in DRK prior to the presentation.

A Formal Next Phase Presentation happens at the end of the last semester in residence. Candidates will present to the MFA Committee and MFA students how their graduate research has led them to their current artistic point of view and what their immediate and long-term career plans are upon graduation. The following updated Next Phase materials should be in your final personal promotional packet:

- Curriculum Vitae
- Teaching Philosophy Statement
- Artistic Statement

- Sample Letter of Application (for a Teaching Position in a University or grant)
- Abstract of Current Research
- A Short Bio
- Video Portfolio

A digital file of all documents must be submitted to the MFA Committee on the date requested. (Generally one week prior to the candidate's next phase presentation) It is highly recommended that students submit drafts of their documents to their advisor at least one week prior to the requested due date. A copy of your materials will be put on file in the Graduate College Portal.

Next Phase Materials must be successfully completed in order to graduate. The MFA committee will make the determination of pass or fail of the Next Phase Process within one week of the Next Phase Presentations. In the case that a candidate is required to revise materials, Candidates will be given no more than one week to submit revised materials. In some cases graduation can be deferred to August.

III. PERFORMANCE INFORMATION

A. Department Performance Venues

A variety of performance venues ranging from the formally-produced annual November and February Dance concerts to studio showings of works from classes serve as performance and choreographic laboratories for dance majors, provide faculty performers and choreographers with opportunities to continue their professional development, and provide a rich cultural resource for the university and the community.

The Department Head serves as producing director for all budgeted concerts. The Department currently produces the following concerts and informal performances:

Concerts produced in KCPA Theatres:

November Dance— A formally produced annual concert presenting faculty, guest artist, as well as student works. Choreographers include resident faculty artists and guest artists. At times undergraduate or graduate students may be invited to choreograph for main stage productions. The faculty is responsible for planning this concert. A faculty member serves as Concert Director. Performers are selected by open audition in August.

February Dance --A formally produced annual concert presenting faculty and guest artist work. Programming includes new and repertory works by resident faculty and guest artists, contemporary professional repertory, and re-constructions of dance classics. Performers include resident faculty artists, guest artists, and dance majors selected through audition. The faculty is responsible for planning this concert. A faculty serves as Concert Director. Performers are selected by open audition in August.

Studiosdance I--New works by graduating MFA candidates in partial fulfillment of MFA degree requirements. Performers are selected through open audition in August. The choreographers in consultation with the Concert Director and the Dance Technical Director/Production Coordinator make artistic decisions regarding the total concert.

Studiosdance II--New works choreographed by students and selected by audition. Any dance major or graduate student is eligible to audition works. The audition committee consists of the faculty-as-a-whole, guest artists teaching in the Department at the time of the audition, and a small number of students not auditioning work. Faculty choreographic advisors who also serve as production advisors are assigned to each of the selected dances. The Dance Technical Director/Production Coordinator is responsible for production supervision in the theatre.

Concerts produced in the KCPA Dance Rehearsal Studio (DRK):

Senior Concert--The culminating choreography/performance project for seniors. Performers are chosen by open audition. The choreographers in

consultation with the Senior Concert Advisor and the DRK Manager/Space Coordinator make artistic decisions regarding the concert. Seniors are responsible for the production aspects of the concert. Graduate students are often asked to choreograph solos for the seniors in partial fulfillment of their thesis requirement.

Class Showings, DRK Informal Concert, and MFA concerts--At the end of each semester, there are public performances of composition, technique and improvisation class. Course instructors are responsible for the organization of the work. The DRK Manager/Space Coordinator is responsible for the production aspects.

In the fall, there is a Graduate and Faculty Showing in the Graduate Dance Center (Annex) where students (including incoming students) have the opportunity to exhibit work or works in process in an informal atmosphere. These are informal showings by invitation only.

Touring Performances:

Repertory Company (DANC 232) is a touring ensemble that performs in area elementary schools as well as other local venues. Participation is open to all dance majors, and highly recommended for incoming freshmen dance majors. Repertory Company allows students to learn about public engagement. Participation is open to all dance majors, and highly recommended for freshmen dance majors. At times, Graduate students are invited to choreograph. MFA candidates interested in working with this group may elect to assist the director for 2 hrs. credit under DANC 455.

ACDA--The Department participates in the American College Dance Association's regional and national conferences. Works are selected each December by the faculty committee to represent the Department. Two dances are selected for adjudication for the festival gala, and one is selected for the informal concert. The Department covers festival registration, transportation, and lodging for students performing at ACDA; participating students must pay for their food. Dancers not cast in a work being sent to ACDA also have the option to attend the conference at their own expense. Please note deadlines must be met to ensure participation at ACDA.

B. Audition Policy

Auditions for November Dance, February Dance, Studiodance I and Senior Concert are held during the first week of classes. MFA students are welcome to attend auditions if they are interested in performance.

C. Performance Credit

In order to receive credit for performing in a faculty or student work, candidates need to sign up for performance credit. Each concert will have a course number, and depending on the concert, a section for each choreographer or faculty supervisor.

Please see the MFA Program Director or Assistant to the Head for any registration questions.

D. Policy for Professional Activities Outside of the Department

Approval for outside (non-departmental) performances must be obtained from the student's advisor prior to auditioning for or rehearsing the event. This policy is established to ascertain that the extracurricular commitment is not in conflict with department responsibilities, performance/production commitments, and to inform advisors for the purpose of monitoring load. Petition forms are available on the dance website at: <http://www.dance.uiuc.edu/resources/forms>. All choreographers with whom you are working with in the Department must sign the form. Submit the completed form to your advisor.

E. Choreographic Opportunities

The Department encourages graduate students to share work regularly in both formal and informal venues. The Department currently has four options for presenting work within the departmental framework; November Dance, Studiodance I (MFA thesis only), Studiodance II, and self-producing in a variety of performances on campus and in the community. MFA Students have curated and/or created performances at CoLAB, Figure One Gallery, Indi Go Gallery, the Boneyard Arts Festival, Armory Free Theater, the Krannert Art Museum and the Urbana Independent Media Center to name a few. In order to get credit for outside performances, candidates need to sign up for DANC 550 with a faculty mentor.

Please note that any informal or site specific performances that use Dance at Illinois spaces must be discussed and approved by the Head.

Graduate students are expected to participate in SYNTHESIS on scheduled Fridays, which will often involve showings of works in progress. In addition graduate students are encouraged to organize their own independent showings of dance, film or other forms in the graduate dance center.

Because of limited space, performers, and production resources, we have a complex casting procedure that balances out the needs of choreographers, class schedules and student needs. It is not always possible for choreographers to get their top choices but we work collectively to provide the best casting experience for everyone involved. There is a general priority of MFA thesis projects, and November and February Dance.

The following is information regarding choreographic opportunities within the Dance Department.

November Dance

Periodically, November Dance is open to student choreography. When this is the case, an application process will be announced. Please check the Department of Dance website for the specific due date.

Studiodance II

Graduate students are encouraged to audition works for Studiodance II that are created in graduate composition class, as well as dances created independently. Candidates working independently on a dance piece for Studiodance II outside of a composition class can receive 1 hour of credit by enrolling in DANC 550: Advanced Research.

1. **Who Can Audition:** Any dance degree candidate (undergraduate or graduate) is eligible to audition choreographic works for Studiodance II in the spring semester. Concert and audition dates are included in the Dance Department calendar.
2. **Procedure for Auditioning:** Sign-up on the audition list, which will be posted on the Production board outside of DRK.
3. **Policies Regarding Audition Works:** Both the dance and the sound must be structurally complete at the time of the audition. All selected works will be assigned a choreographic advisor. The choreographer may opt to receive 1 hr. of DANC 550: Advanced Research credit as an independent study project.

Senior Concerts

Senior BFA Majors are required to create a solo work for their thesis concert. Graduate students are often invited to choreograph a solo work for seniors.

Copyright Policy - Department of Dance

All choreographers (including students, faculty, and guest artists) must determine if copyright permission is needed to use any music and other media in performances presented by the University of Illinois at Urbana-Champaign Department of Dance and must obtain copyright permission where required by law. A sample Request for Permission Form is available on the Department of Dance website:

http://www.dance.uiuc.edu/docs/1020_copyright_policy_form.pdf

Upon request, videos of the performance taken by the Department may be released to students, faculty, or guest artists who participated in the performance. Requestors may use videos taken by the Department only for personal, non-public uses. However, personal public posting is allowed only if appropriate copyright permissions are obtained. Requestors are expressly forbidden from publicly displaying videos taken by the Department, including posting these videos on Internet sites, if they do not have needed copyright permissions.

F. Video Policy

The Department of Dance has a media lab, video equipment, and a video crew to document Department performances and to provide equipment for students wishing to produce dance for the camera works.

Media Lab and Video Equipment

The Media Lab is located on the second floor of the Nevada Studios and has several computers, cameras, and sound recording equipment. Candidates who wish to use the media lab or check out equipment must get approval from the Media Lab Director Ken Beck.

Video Equipment in Studios

Both Nevada A and DRK have video cameras mounted and available for student use. Directions on how to use the cameras are posted next to the recording units, and questions about equipment can be directed to Ken Beck.

GMC and Video Crew

The Department of Dance GMC oversees video documentation of Department performances and trains the Video Crew. The Video Crew is comprised of undergraduate students who learn how to shoot and edit dance performances under the direction of the GMC.

Performances are typically shot with two cameras – a close and a wide angle. The Video Crew will be assigned to attend rehearsals, the designer run, no-tech run-throughs, and tech rehearsals for practice before the concert. The Crew will briefly speak with the choreographer and accommodate reasonable requests before the performance shoot. The Crew should not be approached with instructions at the time of the performance about how to shoot a dance. Shows are shot on **Thursdays and Saturdays**.

The Video Crew shoots the following department performances:

- November Dance *
- February Dance *
- Studiodance I *
- Studiodance II *
- Senior Concert(s)
- BFA Auditions
- Designer Runs if not in DRK (all Designer Runs in DRK use installed set up)
- Other events as assigned by the Department Head at the beginning of the fall semester

*Concerts are shot on Thursday and Saturday nights only

The Video Crew does not shoot the following:

- End of semester showings (DRK set up - teaching faculty responsible)
- Independent Concerts in DRK (DRK set up - choreographers responsible)
- Independent Concerts NOT in DRK (choreographers responsible)

Dubbing, Editing, Borrowing Materials From GMC

The GMC creates a final edit for the department archives of November Dance, February Dance, and Studiodance I. Studiodance II is edited as practice only for the video crew. Edited versions are available in compressed or uncompressed movie files

and are available per request via form. Raw video footage is also available by request from the GMC.

The GMC office is in the media lab and is off limits to all but the GMC and Video Crew Assistants. The GMC and Crew do not make personal copies of performances for faculty and students. If you would like to view archival materials or request material to dub, please contact the GMC with your request. The GMC Quick guide is available here: <http://www.dance.illinois.edu/resources/handbooks>. Students will be expected to adhere to copyright policies (see p. 24).

G. Maintaining a Sane Schedule

The primary focus for MFA candidates must be their class work and independent choreographic research. It is essential that all students maintain a schedule, which allows one to work to full capacity. It is also important to incorporate time for rest and the maintenance of good mental and physical health.

It is also important that MFA candidates are sensitive to the schedules and needs of undergraduate dancers dancing in their work. Academic coursework is a first priority for undergraduates, and it is important when scheduling rehearsals to allow for absences due to evening tests and study sessions. Also as departmental performances near, many undergraduates are involved in crewing or performing in the show and will miss rehearsals. It is important to remember that we are all part of a community of choreographers using the same pool of dancers. Allowing for some give and take to ensure the health and sanity of the undergraduate population is important.

With these ends in mind, the faculty has implemented the following guidelines for all student choreographers and dancers.

1. From the beginning of a project, all choreographers must clearly state the number of hours of rehearsals per week and not exceed that number.
2. It is highly recommended that dancers limit themselves to working on a maximum of three performance projects simultaneously. Any dancer considering taking on additional performance or choreographic commitments must confer with his/her advisor prior to accepting the additional performance load.
3. All group pieces must finish rehearsal by 10:00 p.m.

IV. STUDIO AND OFFICE USE POLICY

Dance Department rehearsal spaces are for the exclusive use of dance faculty and major students for Department-sponsored classes, rehearsals, and performances. Performing spaces outside of the Department, such as the Armory Free Theatre, Parkland Theatre and Gregory Hall Theatre, etc. should be investigated for non-curricular performances.

A. Rehearsal Space Reservations

The Department schedules ongoing rehearsals for the following:

1. November & February Dance
2. Studiodance I
3. Senior Thesis (Semester of Concert)

Any other advance Space Requests should be given to the DRK Manager/Space Coordinator at least 5 days prior to the end of the previous month. Late requests are not guaranteed. All others should reserve space on the charts after they are posted on the first of each month.

If there are two requests for the same time and place and all other spaces are assigned, the choreographer who plans to do a concert at the earlier date will be given priority.

B. Signing-out space

After the Department rehearsals have been scheduled, an official rehearsal schedule will be posted outside of DRK for the Nevada and DRK studios. Students may sign out open spaces on the schedule on a first come, first serve basis. A sign-up sheet for PKS is on the bulletin board next to the door.

Please be considerate of others when signing out space. Students should reserve no more than 2 hours of space per session, 6 hours per week maximum. Additional time can be added on a daily basis, if space is available or if someone cancels. Students who abuse these rules will be removed from the schedule.

If a rehearsal must be cancelled, please do so in advance so another student can sign out the space. Students and faculty should report any abuse of the space policy to the Dance Office. Any reserved space that is not occupied after the first fifteen minutes can be used by someone else for the remainder of the time scheduled.

C. Description of Studio Uses

Nevada Studios

For Dance Department courses and the rehearsals of February and November Concerts, MFA Thesis, and Senior Thesis works. For security reasons, only faculty, graduate students, and seniors assigned to the Nevada Studio space for Senior Concert rehearsals will have keys to the Nevada Studio space.

Studiodance I in Krannert

Undergraduate students will have priority on the use of this space. It is available after 6:00 p.m. on weekdays and from 8:00 a.m. to 11:00 p.m. on weekends. If you are rehearsing on the weekend please email Lisa Lillig (lillig@uiuc.edu) at the Krannert Center before 4 p.m. on Friday to request that the space be unlocked.

DRK

For Dance Department courses and the rehearsals of February, November, and Studiodance I Concerts. The Undergraduate students in composition classes or Senior Projects will have priority on the reservation of this space for group works.

DRR

(Drama Rehearsal Room) For Dance Department Courses, rehearsals for February & November Dance, Studiodance I, and Senior Thesis work. The Department of Dance cannot use this space after 6:00 p.m. weekdays or anytime on weekends.

PKS - (Patricia Knowles Studio)

Faculty has priority use of this space.

D. Graduate Dance Center (GDC) Policies

The Graduate Dance Center is dedicated to graduate research and includes two movement studios with sprung floors, computers, sound system, projector, and a lounge with a refrigerator and microwave. It has been designed as a small generative space for the development of choreographic ideas. It is an integrative space intended to facilitate deep artistic investigation while moving, thinking, eating and resting. This sustainable space was created through a collaboration with students and faculty from the School of Architecture and made with recycled materials. It is the result of the efforts by many students and faculty and generous donations by donors to our department.

Ground rules for the space:

Use of Space

It is only to be used for your work. It is not to be used for personal events.

The GDC is for individual or small group explorations (2-3). Large group rehearsals should be scheduled in Nevada or KCPA spaces. It is not a performance space. Students may conduct showings in this space, but no more than 50 people can be in the space at any given time. Any showing should be cleared through the Department Head. Students are responsible for monitoring the number of people in the space.

Undergraduates will not be able to sign up to use the space, but Graduates may invite UG as part of choreographic exploration. Graduate courses are always scheduled in Nevada or KCPA, but at times faculty and students may wish to meet in the Graduate Center instead of the regularly scheduled studio or classroom. This is up to the discretion of the faculty and graduate students.

Scheduling Space in The Graduate Dance Center

At the beginning of each semester, the Graduate Office Assistant will send out a space request form that allows Graduate Students to state their preferences for rehearsal/creative process time in the studio. All Graduate Students will be allotted three hours per week and can divide that time into one, two, or three-hour increments. Priority for reserving space is given first to the 2nd year grads, then the 1st year grads, and lastly the 3rd year grads since they are given additional space for their thesis projects. The Graduate Office Assistant will be responsible for posting the master rehearsal schedule online.

Graduate students are responsible for updating the calendar with any changes such as taking their name off of a space they do not intend to use, notating two students trading times, or signing-up for open times.

If you have signed-up for a time slot and you find that you no longer need the space, please delete your name at least 24 hours in advance so someone else has the opportunity to utilize the space.

Any reserved space that is not occupied by 15 minutes after the scheduled reserved time is open for others to use.

Open spaces on the calendar are available for sign-up on a first come, first served basis.

No graduate student can sign-up for more than 8 hours total in the GDC unless they ask for permission from the entire graduate body and the group agrees upon it.

Any space that is not signed out on the calendar is communal space and must be shared. In other words, if you are working in the space and it is not signed out to you, then you must share that space with other grads who have not signed up for the space.

The West Studio is always a communal space – for warm-up, lounge, and computer access.

Please respect others by including set-up and takedown time within your time-slot so that one rehearsal does not spill into another graduate student's time.

Care

Studios A and B are “no shoes “ spaces. Please remove your shoes in the area between the studios. Food and drink should be contained to the lounge.

University Building Service Workers will clean the space on a regular basis. Please make sure no items are left behind when exiting the space (i.e. articles of clothing, school papers, food wrappers, etc.) Please empty the refrigerator on a daily basis. Please leave the space pristine for fellow classmates.

Please don't alter the floor/wall installation.

If you notice damage to the space or repairs that need to be made, you should notify the Graduate Office Assistant and the Dance Office.

E. Keys

All teaching assistants receive the master key to the Nevada studios and a closet key as well as keys to the Graduate Dance Center. Candidates can request additional keys if necessary from the dance office.

Keys can be obtained for the DRK studio by filling out a slip provided and signed by the Assistant to the Head, and then taking this slip to the Business Office (Rm 5-112) in the Director's Suite at Krannert. A \$5 deposit (cash or check) is required of all Krannert keys. After the deposit is paid, graduate students can pick up their key in Room 2-113 by the loading dock.

Keys should never be duplicated. Students will be asked to return keys at the end of their residency.

F. Studio Maintenance and Safety

Choreographers are responsible for the care of the studios during rehearsals and should exercise good judgment when introducing any element to the studio that is not bare feet and bodies (i.e. food, chairs, shoes, props, etc.) Here are basic rules to follow when using the different rehearsal spaces.

Nevada Studios

Safety and security are particularly important when using these studios at night because the area is not frequently patrolled and theft has been a problem recently.

- Doors to the building, in the entryway and the studios must be locked after the last technique class of the day. All dancers coming to rehearsal after the last technique class need to use the buzzer in order to get in. Doors should not be propped open for late arrivals.
- When leaving the studio, please make sure the windows are shut, and the thermostat is left at a pleasant temperature (between 65° to 75° F)
- Do not leave any personal belongings in the dressing room unless they are locked inside a locker. Bring all personal items into the studio with you.
- As you leave the space, please make sure that everything is put away and shut off, so that the studio is ready for the next class/rehearsal.

DRK (Dance Rehearsal at Krannert)

- DRK is typically locked and unlocked by Krannert Staff, but a key is needed to access the equipment booth.

- If you open the equipment booth, please make sure it is shut before you leave. Even if you didn't open it, make sure it is shut when you leave the room.
- No hard props, high heels, or hard-soled shoes can be used in DRK.
- Do not leave any personal belongings in the dressing room unless they are locked inside a locker. Bring all personal items into the studio with you.
- As you leave the space, please make sure that everything is put away and shut off, so that the studio is ready for the next class/rehearsal.

PKS (Patricia Knowles Studio)

- The front door of DAB is locked at 4:30 p.m. Please request keys to DAB and PKS if you plan on using the space after 4:30 p.m.
- All dancers coming to rehearsal after 4:30 p.m. need call the choreographer on a cell phone in order to get in. Doors should not be propped open for late arrivals.
- When leaving the studio, please make sure the windows are shut, the blinds are drawn, and the thermostat is left at a pleasant degree.

Graduate Dance Center

- Students should keep the space locked at all times. (Ground floor, 2 studio doors and West studio door to stairs).
- Students are responsible for securing the space when leaving. This includes closing windows, shutting off fans and locking all doors.
- The space should never be left unattended.

G. General Safety Tips

The Department of Dance feels personal safety and security on- and off-campus is extremely important for its students. While incidents are rare, it is important to be aware of your surroundings and to stay alert at all times. Here are some general safety tips:

- Always walk with someone else after dark, or call NiteRides (217-333-3184) if you are alone after a rehearsal.
- Walk alertly and keep your mind on what is going on around you, including the people around you, especially at night. This includes not wearing stereo headphones.
- Walk with confidence and purpose.

- If at any point you feel uncomfortable in a situation, don't be afraid to leave the situation as quickly as possible. Your instincts will keep you safe.
- If you feel you are being followed, cross the street and head for the nearest well-lit, populated area, yell for help, and call the police. If you are calling from off-campus, dial 911. If you are calling from a campus phone, dial 9-911.
- Try and vary your schedule and route when walking if you tend to have the same schedule and path.
- Register for Illini Alert in order to receive information on incidents that occur on campus <http://police.illinois.edu/emergency/illini-alert/>

There are many services provided which will help keep you safe. Here are some important services and their phone numbers:

Police-Fire (emergency)	911 9-911	dial from off-campus phone dial from on-campus phone
University Police	217-333-1216	Police officer will provide escort from office to car
NiteRides	217-333-3184	Runs from 9:30 p.m. – 2:00 a.m. Gives rides across campus and to some close off-campus locations
University Police	217-333-8911	Non-emergency
MTD (Bus)	217-384-8188	
Sexual Harassment (Complaints)	217-333-9183	
Rape Crisis	217-384-4444	

There are emergency telephones located all across campus. They are well marked by a blue light on the top and are equally distributed around campus. If you are a victim of a crime, try to remain calm; call the police immediately; and get as detailed a description of the assailant as possible. If a vehicle was used, take note of the license plate number and the description of the car. Remember, not all assailants are strangers. In actuality, most are people you know or are acquainted with. If you feel another person has violated your rights, you can file a complaint against them. Be as safe as possible at all times!

H. Studio-Related Safety Tips

- Never prop open the doors to the studios! Use the buzzer for the Nevada Studio Building, which is located on the right-hand side of the North entrance.
- Call the police if you see anyone unfamiliar in our buildings.
- Try not to rehearse in the studios alone, especially at night.
- Don't loan your keys to anyone.
- Lock all of your belongings in a locker or bring them into the studio and keep them within your sight at all times.
- Information on safety procedures during a tornado or active shooter can be found on the Campus Emergency Planning website <http://www.dps.illinois.edu/emergencyplanning/emergplanning.pdf>

I. Office Use Policies

The dance administration office is open from 8:30am-4:30 p.m. Monday-Friday. Unexpected office closures during normal business hours will be posted on the office door. Below are descriptions of appropriate use of the office.

Use of copier and supplies

The office computers, copier, and fax machine are for instructional and department use only. Syllabi, quizzes, and exams may be printed and copied in the Dance Office. All course readings should now be put on Electronic Reserves at the library (<http://www.library.illinois.edu/ipm/ereservefaq.html>). The Department will no longer produce copies of course materials.

Copy machines for course use (copying for classes in which you are enrolled) are located in the nearby Music Library. The nearest computer lab is on the corner of Lincoln and Oregon. Please use these facilities to do your computer work and your copying.

Two computer workstations are available at the Graduate Dance Center. Undergraduate students will have priority for use of the computers located in DAB lobby.

Your full cooperation will create an efficient and productive working atmosphere in the office and will assure that our office equipment remains in working order for department needs.

V. FINANCIAL AID

A. Types of Financial Aid

Fellowships

The Department of Dance offers two types of Fellowships.

- **Creative and Performing Arts Fellowship**
This fellowship is awarded to a graduate student demonstrating outstanding choreographic and/or performance talent. As a result of the 1986 tax laws, this stipend is subject to income tax. The stipend is paid over a 9-month period. Fellowship recipients are required to carry a minimum of 12 hrs. each semester.
- **Graduate College Fellowships for Underrepresented Populations**
Fellowships ranging in amount from \$8,000.00-\$12,000.00 are available for students from underrepresented populations (Black, Hispanic/Mexican, Puerto Rican, or Native American). Fellowship recipients are required to carry a minimum of 12 hrs. each semester.

More information about Fellowships can be found at:

<http://www.grad.illinois.edu/fellowships>

Block Grants

The University of Illinois Graduate College Block Grant program is intended to provide flexible fellowship funding for use in campus graduate programs. The Department of Dance currently allocates block grant funds to graduate students who have shown exemplary work within the department and to recruit new students. Grant funds are dependent on a competitive re-application process, thus the amount of funding varies per year.

Federal Work Study Assistantships

The assistantship offers below require you to do the following:

1. Attempt to qualify for Federal Work Study (FWS) funding by submitting the Free Application for Federal Student Aid (FAFSA). The FAFSA form may be accessed at <http://www.fafsa.ed.gov>. When you receive a response from FAFSA, a copy of the FAFSA on the Web Submission Confirmation must be given to Rebecca Ferrell (rferrel@illinois.edu) as evidence that you completed the application process. Submitting your application as soon as possible after January 1 will give you the best chance to be considered for FWS funding. If you complete the FAFSA/FWS application/qualification process but you do not qualify for FWS funding, the offer of an assistantship will not be adversely affected.
2. If you qualify for FWS funding, you must accept the FWS support. Accepting an assistantship funded by FWS may reduce the amount of money you are eligible to borrow in educational loans while holding the FWS funded assistantship.
3. Attend the campus-wide Graduate Academy and the departmental MFA orientation and teaching workshops held at the beginning of each academic year. Permission to miss this training must be approved by the MFA Program Director.

If you have questions about FWS or FAFSA please read the information contained in the following links:

<http://www.grad.illinois.edu/policies/fwsassist>

<http://www.grad.illinois.edu/current/content/fwsassist>

Additionally, please direct specific questions about FWS or FAFSA to LaVonne Novakofski in Student Financial Aid at 244-3789 or e-mail her at novakofs@illinois.edu

See Section III for detailed information regarding Federal Work Study Assistantships.

Student Loans

All prospective MFA candidates are encouraged to apply for student loans and grants through the office of student financial aid, 420 Student Services Bldg., University of Illinois at Urbana-Champaign, Champaign, IL 61820, (217) 333-0100.

Additional Funding

Additional funding sources can be found at: <http://www.grad.illinois.edu/funding-jobs>.

B. Summer School

Although the Dance Department does not offer summer courses on a regular basis, summer session provides graduate students the opportunity to do course work in other areas of interest. If a student holds any type of assistantship, including Federal Work Study in the Department during the Fall and Spring Semesters, they are eligible to attend summer school without paying tuition. However, general service health insurance (dental and vision insurance continues through the summer, general health insurance does not) and course fees must be paid.

C. Dance Department Scholarships and Awards

See the Dance at Illinois website for information:

<http://www.dance.uiuc.edu/support/scholarships-and-awards>

For applications: <http://www.dance.uiuc.edu/resources/awards>

Please note that due to the timing of these awards, federal financial aid packages that were originally offered may be reduced.

D. Graduate College Fellowships and Awards

Fellowships

For best information, check the Graduate College website for the Fellowship Bulletin page. <https://www.grad.illinois.edu/fellowship/>

Some Fellowships to look for:

- Masters Thesis Project Grants
- Minority Academic Partnership Program (MAPP)

- Graduate College Fellowship for Underrepresented Students
- Deffenbaugh Fellowships (candidate must be or have been a resident of Missouri)

Conference Travel Awards

The Graduate College offers Conference Travel Awards for presenting papers and performing at other institutions. Information and Deadlines can be found at The Graduate College website, <http://www.grad.illinois.edu/general/travelaward>.

College of Fine Arts/Kate Neal Kinley Memorial Fellowship

The College of Fine Arts offers a sizable fellowship titled the Kate Neal Kinley Memorial Fellowship. The Fellowship is for one academic year of study in a program approved by a committee. The place of study may be in America or abroad, in an approved educational institution, with an approved private teacher, or an independent study. The Fellowship is open to graduates of the College of Fine and Applied Arts of the University of Illinois at Urbana-Champaign and to graduates of similar institutions of equal educational standing whose principal or major studies have been in the fields of art, architecture, dance, landscape architecture, music, theatre, and urban and regional planning. Guidelines and application can be found on the College of Fine and Applied Art website.

VI. ASSISTANTSHIPS

A. Types of Assignments

The Department of Dance offers three types of Federal Work Study Assistantships: Teaching, Administrative, and Video. Below are brief descriptions of each assignment and the qualifications necessary to obtain assistantships.

See Section V – Financial Aid for conditions of Federal Work Study Assistantships

- **Federal Work Study Teaching Assistantships**

Teaching Assistantships are offered to graduate students for the teaching of non-major dance classes in ballet, modern, contact improvisation, jazz, tap, Dance 100 and global forms. A teaching evaluation and prior teaching experience are required for assistantship consideration. Assistantships are 25% or 33% or 50% time appointments, and are paid over a 9-month period. A full tuition and partial fee waiver is also included. Assistants should be prepared to pay fees, the amount of which is determined on a yearly basis.

25% / 33% / 50% TAs are required to carry a minimum of 8 hrs. each semester.
17% TAs are required to carry a minimum of 12 hrs. each semester

As a teaching assistant, candidates are responsible for following University guidelines for teaching undergraduates which includes making clear guidelines for the course in the form of a syllabus, keeping accurate attendance records, and employing fair grading policies.

For more specific information on University policies regarding teaching, please go to the Provost Office website for a link to the Student Code.

- **Federal Work Study Video Assistantship – Graduate Media Coordinator**

An assistantship for the GMC position is available in alternate years. This assistantship is offered to an entering graduate student with a strong interest in media technology and video. This position is a 33% time Federal Work Study Assistantship in the apprentice (first) year and is similar in salary and tuition waiver benefits to the teaching assistantships. During the second and third years the position is a 50% time Federal Work Study Assistantship. This assistantship includes a full tuition and partial fee waiver. Students should be prepared to pay fees, the amount of which is determined on a yearly basis.

The GMC encompasses a wide range of responsibilities, all related to the video and media facilities at the University of Illinois.

Principle duties include:

- Serve as teaching assistant to DANC 131, 231, 331 and 431 (Video Crew)
- Serve as Teaching assistant for DANC 465 (Screendance)
- Supervise and instruct students in video documentation
- Tutor students in video portfolio preparation
- Assist faculty in research portfolio preparation

Maintain departmental video archive of faculty, guest artist, and student research

Create artistic video translations (edits) of faculty, guest artist, and student research

Qualifications: The GMC must have a high comfort level with technology. She/he must have the ability to develop and maintain close working relationships with both internal and external constituents. Knowledge of professional grade high-definition video cameras and minimal shooting skills are essential as is a basic level of knowledge or experience with non-linear video and audio editing programs such as Final Cut Pro, Adobe Premiere, DVD Studio Pro, iMovie, Peak, Pro Tools, etc. with a primary focus on Macintosh platforms. The GMC should demonstrate computer literacy, an orientation toward creative uses of technology, and have a compelling interest in gaining skills she/he may initially lack upon receipt of the Assistantship.

- **Graduate Hourly Positions for Administrative/Production Assistance**

Graduate Hourly positions are available for department administrative/production assistance. The rate is \$10/hour.

One Administrative Assistant position is available for graduate candidates. The Administrative Assistant is responsible for a variety of department projects in consultation with the department head, including the following:

- Grant research and writing

- Posting of department information on website and bulletin boards,

- Acts as liaison between guest artist and department

- Assist with MFA auditions and special events

- Schedule the Graduate Dance Center space

- Monitor physical therapy and first aid supplies

- Run on-campus errands

- Other duties as assigned by Assistant to the Head

Qualifications: MFA degree candidate in Dance; writing and computer skills; initiative; ability to work with a minimum of supervision; ability to supervise others.

The Administrative Assistants are required to report all hours on-line through web-time entry and activities every week to the Assistant to the Head.

B. Graduate Teaching Assistant Assignments Process & Principles

- Graduate students are encouraged to be pro-active in communicating research and teaching interests and goals to the Head and the MFA Director. New courses based on research will be considered but should be proposed several semesters in advance.
- 6-8 months ahead of the semester, the Head calls for teaching requests. At this time, Graduate students should inform Head about courses that they can teach, courses they are interested in teaching, possible new courses as well as any important scheduling needs.

- The Executive Committee (Head, BFA & MFA Directors) creates the course schedule and reviews expertise, ICES reports, faculty observations and the requests of graduates in assigning classes. The Department keeps a historical record of classes taught by each graduate, which also serves as a guide for decisions about teaching assignments.
- Teaching Assignments are based on the needs of the department and skills of each teacher. Requests are always considered and as much as possible are accommodated. 3rd years requests are considered first, 2nd years second and 1st years third.
- Graduate students are notified as soon as the schedule/assignments are made. These are subject to change up until the beginning of classes.
- If there are 10 or less undergraduates in a class and/or 6 or less Graduates in a course, it may be cancelled and the Head will re-assign teaching responsibilities.

Online DANC 100 Teaching Assistants

There are opportunities to teach and assist with Summer Online Courses. The Department will put out a call for those interested. We have outlined the criteria below to make sure students are properly prepared for the experience of teaching DANC 100 online and can plan certain activities into their schedules if they are interested in pursuing DANC 100 online teaching.

Requirements for Assisting DANC 100 online:

- DANC 100 online (Introduction to Contemporary Dance): Experience teaching or assisting a traditional DANC 100
- DANC 100 online (Composing with Movement and Video) Completion of DANC 465 ScreenDance and assisting traditional Dance 100 or appointment as GMC
- Excellence in teaching (ICES and Faculty Reviews)

Requirements for Teaching DANC 100 online:

- DANC 100 online assisting experience prior to teaching.
- Generally we will favor 3rd year students over 2nd year students.
- Excellence in teaching (ICES and Faculty Reviews)

The criteria for selection will be based on abilities to work with technology, skills with writing, ICES reports, and faculty observations.

C. Policy for Outside Employment

MFA Candidates who are employed by the Department of Dance are not permitted to work outside of the Department. Exceptions are considered through petition.

D. Work Load

Graduate assistants hold assistantships of 17%, 25%, 33%, or 50%. These percentages and their corresponding workload are based on a 40-hour workweek. For teaching assistants, the total number of hours required each week includes actual contact time with the students, preparation time, conferences and assessments with the students, grading quizzes, tests, critiques, etc. and attending the mandatory teaching workshop

orientation and teaching assistant meetings scheduled during the year. Workload is as follows:

17% time = 7 hours per week (2 courses taught per year) or equivalent work.

25% time = 10 hours per week (3 courses taught per year) or equivalent work.

33% time = 13.5 hours per week (4 courses taught per year) or equivalent work.

50% time = 20 hours per week (6 courses taught per year) or equivalent work.

Additional information pertaining to tax status, University insurance, as well as vacation and sick leave can be found in *A Handbook for Graduate Students and Advisors* on the Graduate College website.

E. Non-Major Syllabi Templates

All graduate teaching assistants are required to hand out a syllabus on the first day of class. You are also required to submit a syllabus to the office for departmental approval. During the annual Teaching Workshop, instructors will get instruction on the construction of syllabi.

All instructors of non-major technique classes should use the departmental syllabus template and adhere to all departmental rules.

https://uofi.app.box.com/files/0/f/1471472115/Syllabus_Folder

During the first class, non-major dance classes will have an orientation session, and begin activity with the second class. A portion of the first class should be used to check the class roster and review the syllabus in order to inform students of class objectives, dress code, conduct policies, required concert attendance, and criteria for grading. Instructors should let students know when and where they will be available for conferences/office hours. This information should be distributed in writing to avoid misunderstandings. Students joining the class after the first day should receive a syllabus and be made aware of the attendance policy. Major's classes will begin activity with the first class period and syllabi will briefly be discussed.

F. Instructor Responsibility for the Studio Space

Report any facility problems to the Office Manager in the Dance Office, 333-1010

G. Class Rosters, Auditing, and Auditioning for Major's Classes

Class Rosters

Class Rosters can be found on the Enterprise Faculty Self-Service website. Check your first class rosters carefully and daily for the first two weeks of class. There is a significant amount of adding and dropping during the first two weeks of class, and it is imperative that you frequently check rosters to keep accurate attendance records. If a student is on your roster but is not attending class, or if a student stops attending class, email the student to make them aware of how their absences will effect their

grade for the class, and save all email correspondence. Also, please make sure that everyone is enrolled for the proper amount of credit (hours or units). It is a good idea to check rosters periodically throughout the semester to avoid problems at the end of the term.

You must grade all students on your roster at the end of the semester. If a student has not attended, and did not drop the class, you are required to give them an F.

Auditing

It is a University policy that lab classes cannot be audited. Please enforce this policy by making sure that all students in your class are officially enrolled. (This will relieve you of personal liability in case of student injury.)

Auditioning for Major's Classes

If you have a student in your non-major class with a strong dance background, and you feel they would be better served by attending a major's course, you can advise them to audition for major's classes. They may audition during the first full week of classes in any dance class that has less than 25 dance majors enrolled.

If a student is admitted into a major's class, instructors must email dance@illinois.edu with the student's name and the course number, title, and section number of the class in which they are allowing the non-major to enroll. Registration will not be processed without the instructor's written permission.

H. University Grading System/Grade Books

Grades are entered online through the Enterprise Faculty Self-Service Website. You will receive emails at the end of the semester designating the last day to enter grades. **Failure to submit grades on time will put your Assistantship in jeopardy!**

Mid-Term Grade Entry

You will receive an email requesting that you fill out mid-term grade reports for freshmen mid-semester. You can log onto the Enterprise Faculty Self-Service to record grades. These grades serve as progress reports only and do not appear on the students' permanent records.

Mid-term is also a good opportunity to discuss problems with borderline students and to get feedback from students on their perceptions of their work and the class in general.

Grade Book

It is your responsibility to keep accurate attendance and grading records in some form of grade book. You are required to turn in your grade books to the Department Administrative Office Assistant at the end of each semester before leaving town to ensure that the Department has the appropriate documentation in case a student contests their grade. Please keep any email correspondence with students about attendance in the event that it is needed for clarification and include a printed copy with your grade book.

I. Teaching Evaluations

Evaluating teaching is a non-negotiable component of the ongoing evaluation of instructors by their hiring units. In order to ensure a culture of accountability and good teaching practice, the University requires all instructors to provide students with ICES forms. The department realizes that student assessments provide only one perspective on your abilities as a teacher, thus faculty and peer reviews are scheduled throughout the year to further assess teachers.

ICES

Course evaluations are a fundamental component of professional practice, and the current campus tool is ICES (Instructor and Course Evaluation System). It is the Department's responsibility to ensure quality instruction, thus **releasing the outcome of teaching evaluations to the Department Head is mandatory.**

ICES forms are ordered mid-semester from the Office of Instructional Resources. Yellow envelopes with applications forms will be put in your Department mailbox mid semester, and should be promptly filled out and returned to the ICES office through campus mail. Failure to order and distribute ICES forms may jeopardize your teaching assistantship.

Remember to schedule time in your course at the end of the semester for the evaluation. Pencils will be available in the main office in DAB. Any questions about how to fill out ICES request forms should be directed to the Department Secretary.

Departmental Teaching Evaluations

At least once a year, a faculty member will come and observe your class. These observations offer an opportunity for feedback on teaching methods, and a chance to discuss your evolving development as a teacher. Students are also encouraged/assigned to visit the classes of their peers to give feedback and share thoughts about teaching.

Teaching at a University offers a specific set of challenges to teachers due to the responsibility of grading students, as well as working with beginning dancers. If you have any questions, or challenges, please make an appointment with a faculty mentor or the Department Head. The Department values your service as a teacher, and strives to create a supportive environment for teachers to grow.

J. Class Times

Please be conscientious about beginning and ending your classes on time. Accompanists are not paid for overtime; and in some instances, classes are scheduled back to back.

K. Instructor Absences

If you are ill, it is your responsibility to find a qualified substitute for your classes. Teaching Assistants can work out an exchange with another TA. If an instructor of a

major class is ill, it may be possible to combine classes or work out an exchange with another faculty member. In the event that you must miss a class because of professional business (job interview, performance, meeting) please secure a substitute at least one week in advance and give the Department Head this information in writing. If the substitute is not currently teaching in the Department of Dance, he or she must be approved by the Department Head. **Classes cannot be cancelled without prior clearance with the Department Head.** Instructors are responsible for informing accompanists in advance if a class is not meeting. Non-dance major classes always meet on the Department Days of Rest.

L. Accompanists/Audio Equipment

The Music Director generally assigns accompanists to non-major modern and ballet technique classes. If you have a preference or if you do not wish to work with an accompanist for all or some of your classes, let him know in advance. Accompanists for the non-major classes are often not as experienced as those for the major classes. Let the Music Director know if you're having problems.

Teachers of non-major Jazz, Tap, Making Dances, and Contact Improvisation should plan to have a digital audio player or computer for classes. Portable sound equipment is stored in DRK and DRR for class use. Audio hook ups are available next to the piano in the Nevada studios and DRK. Make sure power is turned off and closets are locked after use of the audio equipment. Also, please keep volume at a medium level to protect the speakers and keep sound contained in the studio.

M. Accidents

All accidents, no matter how seemingly minor, must be attended to immediately.

For **minor accidents**, there are ice packs in the freezers in each building and First Aid Kits in every studio. The DRK freezer is located in the women's dressing room, and the Nevada studio freezer is in the entryway. Instruct students with minor injuries to follow the Minor Injury Response Guidelines located with the First Aid Kit.

If a serious injury happens during class, **call 911 (9-911 on campus phone) for an ambulance.** This would include **breathing or cardiac difficulties, profuse bleeding, unconsciousness, suspected neck/head injury, shock, or a fracture/dislocation.** Instructions on how to assist the student until the paramedics arrive are located with the First Aid Kit. If the injury occurs in the Krannert Center, direct the ambulance to the loading dock and have someone wait there to direct the paramedics to the injured person.

When in doubt regarding the seriousness of an injury, or what procedure to follow, advise that the injured student consult with the **campus dial-a-nurse at 333-2700.** Dial-a-nurse is option #4 on the phone menu. The injured student is responsible for making decisions about how to deal with their injury unless they are not in a condition to do so, in which case, an ambulance should be called. A physician should check **all head or spine injuries, no matter how seemingly minor, and an ambulance should be called.**

If a serious injury occurs in your class, please get the phone number of the injured student, and call to check up on them.

For insurance purposes, the injured person and a witness must complete an accident report form as soon as possible after the accident. Ask the Department Office Support Specialist for an accident form and return it to the OSS when completed.

First Aid Boxes are located in each studio. Each box contains Emergency and Non-Emergency Contact Information, Treatment Options, Accident Report Forms, and First Aid supplies. TA's should follow these instructions in the case of student injury.

Please see Appendix A for more information.

N. Policy for Teaching Assistants Invited to Teach Major's Classes for Absent Faculty

It is considered an honor to be invited to substitute for faculty teaching major's classes. The experience teaching major's classes is important for your growth as a teacher, and it will be an important addition to your resume and any letter of recommendation from faculty.

Please keep in mind that we also expect you to be wise about your time. You are free to decline the invitation if time is an issue.

If you are asked to teach more than 4 times during a semester, you will be paid a fee for your services. The 15/16 rate is \$100/class.

VII. GOVERNANCE

The MFA Committee is comprised of 3-5 faculty members. In order to facilitate communication between the MFA Committee and the graduate students, graduate students elect representatives to organize graduate student meetings and to meet with the MFA Committee.

Below is a description of the Graduate Student Board.

A. Graduate Student Board

All MFA candidates are on the Graduate Student Board.

The Board elects three Board Representatives to serve each year: at least one representative from the first-year candidates and at least one representative from continuing MFA candidates.

At least two Board meetings each semester will be scheduled by the three elected Board Representatives. These meetings are informal in nature and are meant to provide a forum for creative exchange and discussion of matters pertinent to the MFA program. The Board Representatives will distribute minutes from Board meetings to all graduate students, the MFA Committee, and the Department Head.

Representatives serve three primary functions:

1. To represent the MFA candidates in an advisory capacity on pertinent Department committees such as Curriculum, Recruitment, Course Scheduling, and Search Committees.
2. To meet with the Undergraduate Student Board on matters pertaining to both the graduate and undergraduate students, such as the awards banquet and graduation brunch.
3. To serve as an objective channel for the voicing of concerns, and to make recommendations for the continued development of the MFA Program.

The Graduate Board representatives meet with the MFA Committee and/or the MFA Director and/or Department Head once a semester. Additional meetings can be scheduled if necessary. Graduate Board Representatives will be notified of Undergraduate Board meetings relevant to MFA candidates, and it is expected that at least one Representative of the Graduate Board attend such Undergraduate Board meetings.

B. Grievance Policy

The Policy and Procedures on Grievances by Graduate can be found on the Graduate College Website:

<http://www.grad.illinois.edu/gradhandbook/chapterix/section04#GraduateCollege>

Policy

University policy strongly encourages students who believe they have a grievance to use all appropriate avenues for informal resolution before initiating a formal grievance. Students in Dance are encouraged to discuss the issue with the faculty or staff member with whom the problem has arisen. If a satisfactory solution is not forthcoming, the students should discuss the issue with his/her advisor, the MFA Director, or the Head of the Department, who shall attempt to find a resolution acceptable to both parties. The student may also consult with the Graduate College, the Office of the Dean of Students, the Ombuds Office, the Office of International Student Affairs, or other sources.