



Dance Department Graduate Student Manual

**University of California, Irvine
Fall 2014**

UC Irvine Dance Department Graduate Student Manual Fall 2014

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Other documents you will receive during Welcome Week:

- Department of Dance Schedule of Events and Auditions
- Technique class absence and dress code policy

Dance Department Front Office	(949) 824-7283
Dance Department Front Office Fax	(949) 824-4563

WELCOME WEEK: First Things First

1. Advising. Sign-up for a 15-minute appointment with Professor Alan Terricciano during Welcome Week. The sign-up sheet will be on his door. Make sure you come with some ideas about a thesis topic jotted down—they may be vague at this point, and that's fine. Grad students can sign-up for advisement each quarter, using a sign-up sheet when it's there, or requesting an appointment by email when needed.
2. Placement in technique classes. You will not take the placement auditions on Tuesday of Welcome Week. You can decide what level is appropriate for you by talking to other grads or instructors about the levels. If necessary, your placement will be adjusted by the instructor in the first few weeks of classes. You must add your technique courses officially by the end of Week 2.
3. Registering for technique classes. In general, you will register for technique class by using the undergraduate number. Graduate level technique classes, Dance 231a through Dance 252c, align with the level IV upper division undergraduate courses, AND for ballet, adjusts the number of classes per week for grads in upper levels (the course might require 5 days a week; you can adjust to 3), and for other classes allows for substitutions to accommodate conflicts with the graduate course schedule. To register for grad technique, you should OK it with the instructor and let them know which days you are committed to attending (at least 3 a week). NOTE: a technique course includes ballet, modern, jazz, tap, Spanish, partnering, and any other technique offered occasionally from other parts of the world. It does NOT include repertory, improvisation or Pilates. There must be 3 numbers in the course number (so if you want to take Men's Ballet, for instance, you again need permission to register for Grad Ballet). Please see the grad adviser with any questions about which technique classes to take.
4. Other Orientation requirements. Make sure to review the meetings you're required to attend during Welcome Week, and ask if there is something you don't understand. (Peruse your Welcome Week Schedule closely.) Make sure you find out about establishing residency in California. Start working on this immediately.
5. Communication. Give your current address, telephone number(s), and email address to the Dance Office ASAP. Get an email address at the ArtsLab; your official uci.edu email address will be used for all grad student correspondence. Fill out an availability chart for Diane Enriquez, Dance Department Manager and get it to her as soon as your schedule is set – by the end of Week 2 at the latest. You will be responsible for coordinating your off-campus work schedule so that you do not miss required classes.

GENERAL THINGS YOU NEED TO KNOW NOW

1. The current UC Irvine catalogue is on-line at www.editor.uci.edu/catalogue. Make sure to read the general section for graduate study as well as the section under MFA in the Dance Department section. This is your contract with the University, and it is assumed that you have read it.

2. Final Exams. Do not plan to leave campus before Final Exam week; you are expected to be here for final exams or presentations. For graduate courses, your final exam date and time should be included on your syllabus (if not, ask the instructor); for technique courses, a Final Exam schedule will be available early in the quarter. Do not make flight arrangements that conflict with final exams for your classes.
3. Problems? Bring your concerns to the Graduate Advisor. Your first line in inquiry about academic matters is always the Grad Advisor.
4. We communicate with you via email, memo board, and your mailbox. It is your responsibility to check each day, especially if you are choreographing for a show.
5. You are responsible for reading instructions and seeking resources that are meant for graduate students. When you are in doubt, ask questions and make appointments with faculty.

WHAT COURSES YOU NEED AND HOW MANY?

1. You will register for a minimum of 12 units. If you take under 12 units, you will not be a full-time student and will not receive funding. TWELVE UNITS is the minimum; 16 or 18 is usually the maximum except for occasional circumstances. In general, you should take courses numbered 200 and above (graduate courses). Courses numbered 1-99 (lower division undergraduate) do not count in the total of 72 units required for graduate students. However, if you are deficient in undergraduate course work, you will be required to take one or more than one course in this series. Twenty (20) units of courses numbered 100-199 (upper division undergraduate—primarily performance credits for you) may count toward your degree.
2. The normative time to complete the degree is two years. For thesis projects that focus on a technological application an extension beyond two years may be considered.
3. First year evaluation. MFA candidates are evaluated by the full-time faculty at the end of the first and second quarters of their first year. At the end of Fall quarter, if there are any Incompletes in course work, or if a student has received a mark below a B in any course, academic probation will be considered. By the end of the Winter quarter of the first year, the faculty will determine if the student is on-track for degree completion. In extreme cases, the faculty reserves the right to recommend non-continuation.
4. The course titled “University Teaching” (Dance 399) should be taken when you are the sole instructor of a studio course. Please consult with the TA advisor to determine when to enroll in this course.
5. A Plan of Study – Graduate Curriculum Schedule for 2013-14, which can be found on page 5 of this manual, will be your guide. It is subject to change to accommodate faculty sabbatical leaves and other circumstances.

A POSSIBLE PLAN OF STUDY – GRADUATE CURRICULUM SCHEDULE
(Subject to change after Fall quarter)

FIRST YEARS

FALL	WINTER	SPRING
Choreo 261	Choreo 261	Critical Issues 283
Biblio and Res. 284	Kines 201	<i>Screendance 264 (elective)</i>
Movem Analysis 282	Musical Resources 222	<i>Improvisation 285 (elective)</i>
<i>Technique</i>	<i>Technique</i>	<i>Technique</i>
<i>New Slate (not required)</i>		<i>Dance Escape (not required)</i>

SECOND YEARS

FALL	WINTER	SPRING
Proseminar 296		<i>Improvisation 285 (elective)</i>
Teaching of Dance 225	Thesis 286	Thesis 286
Dance & Video Tech 281		
<i>Technique</i>	<i>Technique</i>	<i>Technique</i>
<i>New Slate (not required)</i>		<i>Dance Escape (not required)</i>

Additional Dance 287 electives include <i>Media Performance and Installation</i> and <i>Lighting for Choreography</i> , both offered in Fall, 2014.

University Teaching 399: should be taken by 2nd years, if teaching your own studio course, up to 4 units each quarter.

Thesis can be taken up to 24 units.

This schedule is subject to change.

CHOREOGRAPHING FOR MFA CONCERTS

1. There are two graduate concerts: *New Slate* in the fall, and *Dance Escape* in the spring. Be sure to refer to your Dance Department Schedule of Events and Activities for upcoming events.

NOTE FOR INTERESTED CHOREOGRAPHERS: A meeting to discuss all procedures related to the *New Slate* fall concert will be held with the Artistic Director during your first few weeks, if possible. Please inquire and stay advised of the posting of this meeting.

2. To participate in MFA concerts, you must be present for all of the following: Audition for dancers, audition for inclusion in concert, consultation with Dance costume coordinator and mentor, consultation with lighting designer, production meetings (see #2), technical and dress rehearsal week, performances, strike.
3. Required Dance Production meetings: You will receive a production meeting schedule once your participation for a concert is confirmed.
4. Music copyright clearance. Music copyright law is observed at UC Irvine; you must obtain the rights to use the music. You must begin this process as soon as you know you plan to use a piece of music, because it can take the publishers a long time to get back to you.
5. Signing up for studio rehearsal space.

IMPORTANT: Neither shoes nor food are permitted in all dance studios. Bottled water only.

Priority in booking studio space is as follows: Faculty has first priority, but may be flexible when it comes to particular student deadlines. Next priority goes to choreographers who are working on the next upcoming department-produced show and thesis-related choreography. Next in line are graduate students who want to rehearse but are not producing choreography for a thesis.

Times: 2-hour blocks are the maximum daily (3 times/week, 6-8 p.m. and 8-10 p.m.).

How to sign up: Email your request to rehearsalspace@uci.edu before 4:00 p.m. each Thursday. State the days and times you are requesting for the following week. The schedule runs from Monday to Sunday for each week and is posted on Monday at 11 a.m. in the Dance Office. NOTE: Faculty and 2nd year grad students have priority reserving the Loft. For use of xMPL or Performance Capture Studio space, contact John Crawford.

6. Understudying your choreography: Plan ahead and be sure parts in your work are covered. Do not choreograph parts that cannot be performed by you or someone else in the event of an injury or illness.

7. Getting feedback: Faculty members are happy to give you feedback *if you ask them*. You must take the initiative to invite someone to a particular rehearsal and make sure rehearsal schedules and changes go out to those you want to attend. Do not rely on chance hallway conversations. You may also schedule an appointment to get feedback from your assigned mentor. You are expected to take advantage of the faculty's mentoring, and they are committed to doing it, so make this process work in a timely fashion.

DEPARTMENT POLICIES AND EQUIPMENT USE

1. The Department office staff leaves for the day at 4:00 p.m. Do not ask them for assistance after 3:45 p.m. Students are not allowed in the office after 4:00 p.m. unless a faculty member or staff agrees to be responsible.
2. Telephones: Department phones are not for personal use. The phone in the Dance lobby may be used for on-campus calls only.
3. Photocopying: the Department photocopy machine is not to be used for copying of your term papers, projects, or theses. It is for Department use and teaching only. There are some photocopy machines on campus, and FedEx (Kinkos) is across the street from the campus in the Marketplace.
4. Video equipment: The editing equipment and the Department cameras may be used only by those who have completed Video Choreography, or by permission. To check out equipment after permission is given (by Lisa Naugle or Diane Enriquez), go to the department administrator (front desk) to formally check out and sign for it. NOTE: There are late fees for the return of video equipment. The Department strongly urges you to buy your own digital camera for use in your dance studies and career. Depending on your focus, a camera can be a crucial part of your professional equipment (a birthday or holiday present?).
5. Computers you can use:

Dance Department: PC in Work Room (please work quietly), Macs in Editing Room.
ArtsLab: many computers
Performance Capture or MOCAP studios or new arts building: see John Crawford.
CyberCafe: three PCs – a place to quickly check your email for UCI messages.

The Arts Media Center in the AITR building (across from the Beall Center) has a place for you to listen to CDs. Also, there is a space with a sprung floor and video viewing equipment and computer (Dance AV Room, room #AITR 292). With its large screen, this is an excellent place to learn choreography from video or DVD. Reservations are required; contact Ross Whitney at (949) 824-4027 (rwhitney@uci.edu). Technically, the fire code limits capacity to 7 people in this room. Next door in room 291, there is also audio and video editing equipment, including final cut pro. There is also a free printer and photocopier.

There are many other labs on campus (both PC and current Macs). Consult <http://eee.uci.edu/labs/open> for a list of their locations.

6. Dance Videotapes and DVDs: The Main Library Multimedia Center (bottom level, Langston Library) has an excellent collection of several hundred dance videotapes and DVDs.

TEACHING ASSISTANTS & STUDENT REPRESENTATION:

If you have a TA assignment, you will also have a faculty mentor/supervisor, either the instructor of record for the course, or the area head – the faculty who oversee your area of teaching. Feel free to invite a faculty member to observe your teaching and discuss your work, particularly if you have specific concerns. Professor Loretta Livingston serves as TA coordinator and will handle any and all questions pertaining to this area.

Student Advisory Committee: The Chair occasionally has a student advisory committee that provides a forum for feedback about departmental matters. A graduate student representative may be invited to participate on the committee. If more than one grad student is interested, the graduates will elect their representative.

SATISFACTORY PROGRESS TOWARD THE MFA

According to UCI policy, Graduate students must earn a B grade or better to have a course count toward their degree and must maintain a 3.0 grade average to be in good standing with the department. If a student receives final mark less than a “B” in a course, or receives an Incomplete or NR (no record) in any course, they may be placed on academic probation. At this point, it’s necessary to enter into consultation with faculty and the department chair about the feasibility of continuing in the MFA program. Satisfactory progress toward completion of the degree within the required two-year period must be maintained at all times.

Requirements to graduate with your MFA

In addition to meeting the University’s final degree requirements (as provided by the Arts Graduate Program Administrator), Dance MFA candidates are responsible for fulfilling the following Dance department-specific requirements:

- Dance MFA students are encouraged, but not required, to file their thesis with the University Archivist.
- All students must format their theses per the [UCI Thesis and Dissertation Manual](http://www.lib.uci.edu/libraries/collections/special/uci_td/tdmanual.html), http://www.lib.uci.edu/libraries/collections/special/uci_td/tdmanual.html --even if they decide not to file their thesis with University Archives.
- All students must submit copies of their final thesis to their Thesis Committee members as well as one bound copy for the Dance Department office (with DVD, if applicable).
- The Dance department reserves the right to restrict student participation in the Graduate Commencement Ceremony if the student has not successfully met the following requirements by the Spring graduation deadline:

- 1) Successfully complete the oral defense with a “Pass”.
- 2) Submit final degree paperwork to the Graduate Program Administrator by the Spring graduation deadline.
- 3) Submit bound copies of final thesis to Thesis committee members and one copy to the Dance Department.

THESIS AND COMMITTEE INFORMATION

(This section outlines thesis procedures. For a more detailed description of thesis expectations, please consult your Thesis Bible, a separate document which repeats some of the following information.)

1. **Deciding on your thesis:** This is a process you should start as early as possible. Some of you may already have strong ideas, but keep in mind that change and discovering new things is an important aspect of your graduate process. Each of your courses will provide an opportunity for you to investigate how your interests intersect with the field of dance studies. You will also be meeting different faculty members and discovering their fields of expertise, which will help you decide on your thesis topic. This is a time to make lists and to keep a notebook of ideas and resources. Your thesis should be an exploration of something you are excited about and something that allows you to research a topic that’s relevant to the field.
2. **Thesis proposal:** You will hear more about what this 2-3 page document will contain as you go along. During the first few weeks of Spring quarter, you will submit to the Graduate Advisor your proposal and a few choices for your committee structure (see below). Your proposal will start with a focused sentence or two that states your thesis project (your distilled “thesis statement”). It will include your research questions (what question or questions is your thesis going to answer?). Then you say how you will go about answering these questions (your “methodology”), and how your research relates to what has been already been done in the field (indicating how much of your “literature review” you have done already). You will state what shape your thesis will take—is it entirely a written document? Does it include choreography? Technology? If it involves a performance, what sort? How will your research, writing and performance address your research questions? Working on the proposal will help you further define your goals and delimit your topic. Remember, your thesis cannot be something like “a history of dance styles of all humans from the big bang till last night’s premiere,” but needs to be a focused project you can complete within the two years you’ll spend at UCI. It should be designed to make the most use of your research and performance skills, your original ideas, and the university’s faculty, staff, and material resources. You can include a preliminary bibliography in your thesis proposal.
3. **Committee choice:** Along with your proposal, you will submit a request for a 3-person committee. List your first choice for chair, then two members. Provide your first choice for a committee, then a second and third choice, in case faculty load and other considerations interfere. To make these decisions, do your research. Discover the expertise a faculty member could bring to your thesis process by reading faculty biographies and asking questions. There should be 3 members in total, and although they are almost always all on the dance faculty, in special circumstances, you can consider a third or fourth member who

is a relevant specialist from another department. After consideration, your thesis committee will be finalized by the Graduate Advisor. If there is a change of thesis topic after the committee is finalized, you should start the process over again with the Graduate Advisor.

4. **Meetings to discuss your thesis with prospective committee members:** Consult with relevant faculty members about your thesis ideas by requesting a meeting, by email (you may have casual conversations but make sure you confirm by email). Bring your notes about ideas and any questions you have to these meetings; it's the time to explain your interests and find out whether someone is interested in serving on your committee. At the very least, you should have 'googled' your topic words and phrases, so that you know something about "what's out there," and you should have some definitions to start with. Then, think about what members will work best with your project and your process. In your meetings with faculty, be clear about when you're exploring and when you've decided you want to ask a particular faculty member to serve. They may express an interest, decline or commit, but the committee is not considered finalized until you receive written notification from the Graduate Advisor in May.
5. **Thesis working relationships:** The thesis chair will direct the majority of the work for your thesis, and the other two committee members will serve as resources and readers for the work. Once you know who will serve on your committee (by May, first year), you should schedule an appointment with your full committee to determine a plan for the summer. It is not always easy to coordinate schedules, but this meeting should take place in the last few weeks of spring quarter, if not sooner. You will work on your own during the summer months when the faculty is unavailable (they do their own research between quarters), but your Chair may choose to have you keep in touch by email. It is up to the student to form a working relationship with the committee; communication should be paramount.
6. **Thesis procedures for your second year.**

WORKING ON YOUR THESIS: You will be meeting regularly with your thesis chair and submitting drafts according to the timeline the two of you set up.

DRAFTS: Submit all drafts in hard copy, unless your chair prefers electronic submission. Consider double-sided copying and check with your chair about preference. With all drafts, include the following items, in a clearly marked folder if it's in hard copy.

--your thesis paragraph statement: This is similar to an abstract of the thesis, but it may change (most likely will change) before it becomes your official abstract. It should be a clear one-paragraph version of the goals, scope and, at this point, the plan for the thesis. Your research questions and delimitations should clear in this paragraph.

--your annotated bibliography: The annotated bibliography is required to advance to candidacy, documenting the fact that the literature search has been done. As you progress, and in accordance with what your chair decides, this will likely become an un-annotated bibliography. You may include the annotated version to an appendix of the thesis, depending on what you and your chair decide. Make sure your chair has an up to date bibliography when you hand in a thesis draft.

--**your working outline of the whole thesis:** This may change a little from draft to draft, of course. Just keep it up to date, so you and your chair can see the structure of the thesis. In the outline, you can refer to sections that will be written later. If there is a performance, it can appear as a reminder at the end of the thesis outline. You can also include the projected or tentative time you think is logical for the orals eventually.

7. **Advancing to candidacy** The deadline for advancing to MFA candidacy will be in February of your second year. You will meet with Amy Fujitani downstairs in student affairs, who checks to see if you have any incompletes or low grades, and if all required courses are completed or in the process of being completed. Then you bring your advancement form to the Graduate Advisor, who checks with your Chair to see if you are on track and have completed the advancement requirements regarding the thesis work. This means you will have submitted to your Chair your latest annotated bibliography, thesis paragraph statement, outline, and a good section of the written work (a chapter, for instance). If you are rehearsing for performance, then your chair should have seen evidence of a substantial portion of your choreography as well. If your chair agrees that you are on track to advance, then the Grad Advisor and Dance Department Chair will sign your form, and you become “advanced” to candidacy.
8. **Once your thesis is complete** Once your thesis is pronounced completed by your thesis chair, you will give a copy to your other two committee members; this final version should go out to your committee at least 2 weeks before an orals date that you will set up. In deciding on an orals date, offer several dates and times that are convenient for you and your chair by email. Confirm the orals date in writing after you hear from everyone about an agreeable time, then reserve the conference room (with Diane Enriquez) for one and a half hours. Make sure the Graduate Advisor knows your orals date as well. The orals procedure usually takes about an hour, but you want to book the room for an hour and a half, in case extra time is necessary. Discuss with your chair how the orals will proceed. Usually, you will start by talking for about 10 or 15 minutes, perhaps distilling your major statement (this is not a repetition of all your subject matter) and saying where you see your research or process going in the future. You can use the time to show visual materials that complement your thesis. Your chair will moderate any questions from the committee, after which you will leave the room while they deliberate. The choices for your committee then are “pass,” “no pass” and “pass with revisions.” You will have left enough time between the orals and the thesis filing deadline to make any requested changes. Make sure your signature pages are in order on the day of your orals. You should file a copy of your thesis with Diane Enriquez for the Dance Department. Filing a copy with the library is optional but encouraged if you and your chair decide that your original research would be useful for posterity (aim for this).

IMPORTANT CAMPUS PHONE NUMBERS:

TELEPHONE NUMBERS (all area code 949)

Campus Billing Services	824-2455
Disability Services Center	824-7494
Financial Aid	824-8262
Graduate Division	824-4611
Graduate Student Health Insurance Program (GSHIP)	824-2388
Housing Office	824-7247
International Center	824-7249
Libraries	824-6836
Office of Information Technology	824-2222
Parking & Transportation Services	824-7275
Registrar's Office	824-6124
School of Social Sciences Graduate Office	824-4074
University Bookstore	824-2665

WEBSITES

Campus Billing Services	www.fs.uci.edu/CBS/Cbs_home.htm
Disability Services Center	www.disability.uci.edu
Financial Aid & Scholarships	www.ofas.uci.edu
Graduate Division	www.grad.uci.edu
UC-SHIP Health Insurance	www.shs.uci.edu/health_insurance_privacy/insurance.aspx#shir
Student Housing	www.housing.uci.edu
International Center	www.ic.uci.edu
Libraries	www.lib.uci.edu
Office of Information Technology	www.oit.uci.edu
Parking & Transportation Services	www.parking.uci.edu
Registrar's Office	www.reg.uci.edu
University Bookstore	www.book.uci.edu

FAX NUMBERS (all area code 949)

Campus Billing Services	824-9807
Disability Services	824-3083
Financial Aid	824-4876
Graduate Student Health Insurance Program (UC-SHIP)	824-8507
Graduate Division	824-9096
Housing Office	824-4181
International Center	824-3090
Parking and Transportation Services	824-2387
Registrar	824-7896