

**UC Irvine
Graduate Student
Manual**

Fall 2006

UC Irvine Graduate Student Manual Fall 2006

- Notes for New Graduate Student Meeting
 - Welcome Week meetings and activities
 - Information for Graduate Students - includes Thesis information
 - Procedures and Policies, Choreographing for UCI Dance Concerts
 - Dance Department Policies and Equipment Use
- MFA in Dance, Schedule of Course Offerings for Class entering Fall, 2006.
- Choreography Proposal form
- Thesis Procedures
- Technique class absence and dress code policy
- Procedural information for graduate students from UCI Student Affairs
- MFA Procedures toward graduation from UCI Student Affairs

Distributed separately:

- Highlighted Welcome Week Schedule
- Production Office Policy on Music Rights, with examples of request letters
- Department of Dance Schedule of Events and Auditions, 2006-07.

Monday, September 18, 2006, 9:00 – 10:30 a.m.
New Graduate Student Orientation

INTRODUCTIONS

WELCOME WEEK: First Things First

1. Advising. Sign-up for a 15-minute appointment with Professor Lisa Naugle during Welcome Week. The sign-up sheet is on her door. Come to this appointment prepared to discuss your areas of interest for your thesis project.

Grad students are required to sign-up for advisement each quarter. The sign-up sheet goes up in Week 7 or 8, after the Schedule of Classes is distributed.

2. Placement auditions. Graduate students who wish to enroll in a level higher than Level II in any genre must attend the placement audition for that genre. Wear leotard and tights or unitard, not loose fitting dance wear or jazz pants, and bring the footwear appropriate to the genre.

Mr. Gabriel will inform you of your placement level, which is decided by a faculty panel. You see Mr. Gabriel to add your technique classes. You must add your technique courses officially by turning in your add card to the registrar by the end of Week 2.

3. Other Orientation requirements. Review of required meetings during Welcome Week for First Year Grads and other meetings as required. (See highlighted Welcome Week Schedule).
4. Communication. Give your current address, telephone number(s), and email address to the Dance Office ASAP. Get an email address at ArtsLab. Fill out an availability chart for Karen Ricketts, Dance Department Manager, next week.

INFORMATION FOR GRADUATE STUDENTS

1. Buy a current UCI catalog and read the general section for graduate Study as well as the section under M.F.A. 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, Mr. Gabriel distributes a Final Exam schedule 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, Professor Lisa Naugle, first, not the Chair. Consult with Professor Lisa Naugle early this Fall Quarter.
4. We communicate with you via email, memo board, and your mailbox. It is your responsibility to check each day, M-F, especially if you are choreographing for a show.

GENERAL ACADEMIC INFORMATION

1. Must register for a minimum of 12 units. The normal time to degree is two years. Students are evaluated by the full time faculty in their first year (mid-year). The faculty assessment will determine if the student is on-track for degree completion.
2. In general, 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 may be required to take a course in this series. Twenty (20) units of course numbered 100-199 (upper division undergraduate—primarily performance credits for you) may count toward your degree.
3. A Plan of Study is attached as a guide for you. It is subject to change to accommodate faculty sabbatical leaves and other alterations.
4. Thesis and Thesis Projects.
Thesis or Thesis Projects in areas other than Choreography: student submits proposal and request for committee in April of first year. Consult with faculty in your area about your thesis ideas before writing a proposal.
Thesis Project in Choreography: student must be approved by vote of full-time faculty. Student submits proposals and request to produce a choreography thesis in April of first year. Decision is made by the faculty after the second MFA concert in late April/early May. To be considered, student should create work for both MFA concerts in first year (new work only). Decision is based on choreography for those concerts as well as the work done in Graduate Choreography courses.

Three full-time faculty members from Dance serve as the Thesis Committee. The Chair of the Thesis Committee directs the majority of the work for the thesis, with the two members serving as resources for the student. When the student submits the proposal for the thesis, s/he also submits first and second choices for Chair and Members of the Committee. Due to faculty load and differing areas of faculty expertise, the student's first choice may not be possible; decisions are not final until the student receives notification from the Graduate Advisor.

Students will be informed of the faculty on their committee in May. The student then schedules an appointment with the Chair of the committee to determine a plan for the summer.

CHOREOGRAPHING FOR MFA CONCERTS

1. Audition for dancers, audition for inclusion in concert, consultation with Dance costume coordinator, consultation with lighting designer, production meetings (see #2), technical and dress rehearsal week, performances, strike. Must be present for all.
2. Required to attend Dance Production meetings. For this Fall the meetings will be from 8:30 - 10:00 a.m. on the following days (subject to change):
 - a. Wednesday, October 18 – New Slate
 - b. Wednesday, November 8 – New Slate
 - c. Wednesday, November 22 – New Slate

3. First MFA concert: New Slate, November 30, December 1-2, 2006.
Audition for you to find dancers: Tuesday, October 3, 2006.
Audition choreography for inclusion in concert: Monday, October 16, 2006, 6-8 p.m.
Costume Designer, Melanie Watnick (Costume Design in Fall)

Discuss audition for dancers. Dancers allowed to perform in only two (2) pieces – requires flexibility in choosing.

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.
Priority: choreographers working on the next upcoming department-produced show have priority.
Time: Two-hour blocks are the maximum daily (3 times a week).
Thesis: students who are producing a Thesis in Choreography have priority, then first year students, then second year students who are not doing a Choreography Thesis, then third year students who are not doing a Choreography Thesis. To sign up for studio rehearsal space involves emailing rehearsalspace@hotmail.com before 5:00 p.m. each Thursday for the days and times you will need the following week. The schedule runs from Monday to Sunday for each week and is posted on Monday at 1:00 p.m. in the Dance Office.
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. Performing, video and other technology projects and the demands on your time.

8. Getting Feedback: Faculty are happy to give you feedback if you will only ask them. You must take the initiative-schedule an appointment and get some real feedback.

DEPARTMENT POLICY AND EQUIPMENT USE

1. The Department office staff leaves for the day at 5:00 p.m. Do not ask them for assistance after 4:45 p.m. Students are not allowed unsupervised in the office after 5:00 p.m.
2. Telephones: Department phones are not for personal use. The phone in the Dance lobby may be used for on-campus calls.
3. Photocopying: the Department photocopy machine is not to be used for copying of your term papers, projects, or theses. It is used for Department use and teaching only. There are numerous photocopy machines on campus, and Kinko's is across the street from the campus in the Marketplace.
4. Videotape equipment. The editing equipment and the Department cameras may be used only by those who have completed Video Choreography.

The Department strongly urges you to buy your own video camera (digital, if possible) for use in your dance studies and career. It is a crucial part of your professional equipment (a birthday or holiday present???)

5. Computers:
Dance Department: PC in Work Room, Macs in Editing Room.
ArtsLab: many PC's, two older MACS (?)
Motion Capture Studio – PC's for motion capture choreography
CyberCafe: three PC's – a place to quickly check your email for UCI messages?
Media Center: (In Music and Media building). Also has a place for you to listen to CD's.
*Also within the Media Center on the 2nd floor of the Music and Media building (opposite the Box Office), there is a space with a sprung floor and video viewing equipment and computer (the Media Viewing Room). This is an excellent place to learn choreo from video or to learn from instructional tapes or CD-ROM - there is a large screen. You need to reserve to use. To reserve call Ross Whitney at 949-824-4027. 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. The Main Library Multimedia Center has an excellent collection of several hundred dance videotapes in ballet, modern dance, jazz, social dance, tap and many forms of dance from all over the world.