Florida State University
School of Dance

B.F.A. in Dance
Student Handbook
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Introduction

This handbook is designed as a resource for the BFA in Dance student. It is a compilation of information, policies and procedures that can help you get the most from of your time at Florida State University.

Our Mission

The mission of the Florida State University School of Dance is to provide an environment conducive to the highest caliber of dance training, art making and scholarship. Our approach encourages fluidity between the processes of making art, honing craft and deepening intellectual explorations. We cultivate the individual creative voice with exposure to diverse technical and philosophical approaches. Such an environment nurtures exceptional dance practitioners, allows us to make creative and intellectual contributions to the larger dance community, and fosters collaborative endeavors within and beyond our field.

Organizational Chart
Sources Of Information

School Bulletin Boards

Bulletin boards dedicated to the following information are located in the first floor hallway near the vending area unless otherwise noted below. Please familiarize yourself with their location and check them regularly.

- Student Advisory Council (SAC) - located in the student lounge, room 106
- Graduate Dance Council (GDC) – located in the graduate offices, Room 016.
- School Production Notes and Information
- School Rehearsal Schedule
- Workshops, Training Programs and Opportunities
- Audition Announcements and Employment Opportunities
- Dance Repertory Theatre
- Dance Forums and special events (visiting artists, etc); campus events; alumni and faculty news
- Academic Advisement

Mailboxes

Undergraduate dance majors are assigned individual mailboxes in the Green Room, room 106.

Graduate students have mailboxes in the dance office, room 202.

Faculty and Staff mailboxes are also located in the dance office. If you wish to contact or make an appointment with faculty, a message left there usually yields results.

School Intranet and E-mail

The school intranet may be accessed from any computer connected to the Internet. It is the home page for the computers in our computer lab. The address is http://intra.dance.fsu.edu/

The School of Dance Intranet site includes:
- Announcements
- Contact information and email links for everyone
- Email groups
- Committee lists with email groups
- Files that students, faculty and staff will need throughout the year
- Links to often used sites
- Schedules and reservations
  - Studios/rehearsal schedule
  - Equipment checkout
  - Conference room schedule

The site is for FSU Dance faculty, staff, and students only and requires you log-in with your FSU Dance username and password.
The BFA Program in Dance

Admission, Audition and Screening

All students who wish to major in dance must audition for admission into the dance major program. Auditions are held at designated periods throughout the year. In addition to the procedures for admission into the dance major program, the student must meet the requirements for admission into the University. It is strongly suggested that the student initiate procedures for admission into the University before auditioning for admission into the dance major program.

Screening of every dance major occurs at various times throughout each year to assess the student’s progress in the major program. Such assessment is part of a continuous advisement and mentoring procedure. A student who is having difficulty meeting curricular proficiency standards and/or other requirements may be placed on probationary status for a designated period of time in order to address particular problem areas with the help of the faculty. The student who cannot meet the curricular standards will be discontinued from the dance major program. Students are subject to School and university MAPPING and MILESTONE requirements. Students not maintaining a 3.0 average in their major will be put on a registration hold until the average is brought up. If the average is not up to MILESTONE requirements by the next semester the student will be required by the university to change major. (see Dance Major Academic Map).

The Technique Component; Placement And Proficiency

All students are assigned an appropriate placement level in ballet and contemporary dance upon entrance into the program and must maintain continuous participation in ballet and contemporary dance technique classes throughout enrollment in the curriculum. Students who demonstrate the skill necessary for the next level of work upon completion of a studio technique course will be permitted to enroll at the next level. Students will be expected to continue in designated courses at their level of technique until they are ready to advance. To meet graduation requirements, the student must achieve and maintain the Ballet III level and the Contemporary Dance II level or the Contemporary Dance III level and the Ballet II level; the advanced proficiency level (III) must be achieved by one semester prior to graduation.

Dance Ensemble

Students are required to complete one (1) Ensemble course requirement each academic year. Required for the Ensemble credit is enrollment in the appropriate course according the student’s MAPPING schedule, and attendance at Dance Forum (a series of lectures, films, and performances scheduled weekly throughout the academic year). Students are responsible for auditioning for scheduled School productions, securing a function as cast member or understudy, and attending all rehearsals and performances. Students must provide documentation of participation from the choreographer or director and give it to their advisor for their file within the first three (3) weeks of the semester. Ensemble credit is for School concerts and productions only. Ensemble credit is for a Satisfactory/Unsatisfactory grade. Credit will be given during the Spring Semester with satisfactory completion of performance component and satisfactory attendance at Dance Forum.
Liberal Studies

All students working toward a degree in dance are required to meet the University’s Liberal Studies requirements. Please see the FSU General Bulletin for current requirements.

Electives

The BFA dance major will chose and complete an area (or areas) of elective study during their final two years of study. The electives requirement is a minimum of 15 credit hours. During the first two years of study faculty mentors will facilitate the student’s selection of appropriate electives. Possible areas of electives may include, but are not limited to, the following:

- Performance/Repertory
- Choreography
- Labananalysis
- Personal training for dance (Pilates, Gyrotoner, etc.)
- Dance History
- Research in dance
- Somatics related to dance
- Dance Production
- Dance/Arts Administration
- Music Resources for Dance
- New York City: Arts and Resources as the Art Event
- Arts in Community Practice
- Dance Technology
- Teaching and Dance Education
BFA Curriculum

DANCE TECHNIQUE

The dance major must complete a minimum of 30 hours in technique.

Contemporary Dance

<table>
<thead>
<tr>
<th>Course #</th>
<th>Class Name</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAA 3108</td>
<td>Contemporary Dance I</td>
<td>2</td>
</tr>
<tr>
<td>DAA 3109</td>
<td>Contemporary Dance II</td>
<td>2</td>
</tr>
<tr>
<td>DAA 4110</td>
<td>Contemporary Dance III</td>
<td>2</td>
</tr>
</tbody>
</table>

Ballet

<table>
<thead>
<tr>
<th>Course #</th>
<th>Class Name</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAA 3208</td>
<td>Ballet I</td>
<td>2</td>
</tr>
<tr>
<td>DAA 3209</td>
<td>Ballet II</td>
<td>2</td>
</tr>
<tr>
<td>DAA 4210</td>
<td>Ballet III</td>
<td>2</td>
</tr>
</tbody>
</table>

All technique classes are two-semester hours credit. The student is placed at the appropriate technical level each term. Both ballet and contemporary dance are taken four days each week throughout enrollment as a dance major, with these possible exceptions:

1. During Summer Session, the student may elect to take only one of the technique courses (either ballet or contemporary dance).
2. If the student has achieved and maintained the required proficiency levels in technique at a B or better average, he/she may elect to take only one of the technique courses (either ballet or contemporary dance) during one of the final two semesters.

COMPOSITION AND REPERTORY

The dance major must complete a minimum of 10 semester hours in composition and repertory. The following sequence of courses is required:

- DAA 2610. Dance Composition (2). Exploration of basic rhythmic, spatial, and dynamic materials in the designing of dance movements; improvisation and exploration of various ideological and aesthetic sources.
- DAN 2611. Music and Choreography (3). Study of choreographic forms and structures; musical forms; extended temporal and dynamic studies; components of dramatic and stylistic forms.
- DAA 3654. Choreography-Repertory (2). The study and practice of selected works of dance repertory. DAA 3654 may be repeated for a maximum credit of 16 semester hours. Consent of instructor required.
- DAA 3614. Dance Composition (3). Extended choreographic projects. Consent of instructor required.
OTHER REQUIRED COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN 2100</td>
<td>Introduction to History and Appreciation of Dance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Introduction to the Profession)</td>
<td></td>
</tr>
<tr>
<td>DAN 2500</td>
<td>Introduction to Design</td>
<td>1</td>
</tr>
<tr>
<td>DAN 2610</td>
<td>Rhythmic Analysis</td>
<td>3</td>
</tr>
<tr>
<td>DAN 3744</td>
<td>Dance Conditioning</td>
<td>2</td>
</tr>
<tr>
<td>DAE 3384</td>
<td>Methods and Materials in Dance Education</td>
<td>3</td>
</tr>
<tr>
<td>DAN 3504</td>
<td>Dance Production</td>
<td>2</td>
</tr>
<tr>
<td>DAN 3584</td>
<td>Dance Theatre Lab</td>
<td>1</td>
</tr>
<tr>
<td>DAN 3400</td>
<td>Movement Analysis</td>
<td>3</td>
</tr>
<tr>
<td>DAN 3144, 3145, 3146</td>
<td>History and Philosophy of Dance</td>
<td>3, 3, 3</td>
</tr>
<tr>
<td>DAN 3714</td>
<td>Dance Kinesiology</td>
<td>3</td>
</tr>
<tr>
<td>DAN 4418</td>
<td>Survey of Dance Technologies</td>
<td>3</td>
</tr>
<tr>
<td>DAA 1680, 2681, 3684, 4685</td>
<td>Dance Ensemble</td>
<td>1, 1, 1, 1</td>
</tr>
</tbody>
</table>

TOTAL SEMESTER HOURS = 37

LIBERAL STUDIES

Three hours of the History and Philosophy of Dance courses may be applied to Area IV of Liberal Studies requirements.

ELECTIVES

15 – 18 semester hours. Students exercising the option in IV above will complete 18 elective semester hours. This is to include the area of concentration.

Other dance courses (elective) for dance majors

- DAN 3930. Special Topics in Dance (1-3) Prerequisites: vary depending on topic. Topics may vary from term to term. (Repeatable from maximum of 9 semester hours.)
- DAA3695. Dance Performance. (1-2). Preparation and public performance of selected roles in repertory. (Repeatable for maximum of 16 semester hours.)
- DAN 3185. African American Dance in American Culture (3). Using African-American dance as a central focus, this course examines how culture and artistic expression can both integrate and divide different groups of people along lines of race and class.
- DAN 4935. Special Topics in Dance (1-3). Prerequisites; vary depending on topic. Topics may vary from term to term. May be repeated to a maximum of twelve (12) semester hours.
- DAN 4905. Directed Individual Study (1-3). (Repeatable for maximum of 12 semester hours.)
- DAN 4182. Dancing in the Movies (3). This course traces the evolution of dance in the
American popular film industry. Emphasis will be placed on how movies encapsulate popular stereotypes and icons, revealing the roles of gender, race, fashion, economic and political forces.

- **DAN 4183.** History of African American Social Dance of the Twentieth Century (3). The class traces the major African American social styles of the twentieth century. These dance styles are examined in a context that facilitates understanding their relationship to the culture(s) and events that produced and influenced them.
- **DAN 4190.** Dance Internship (1-6, S/U grading). Supervised internship to provide students with professional experience in their field. May be repeated in the same semester with instructor permission to a maximum of twelve (12) semester hours.
- **DAN 4484.** Documentation Techniques (3). Prerequisite DAN 4418. This course instructs students in capturing the art of motion, combining hands-on experience with reading, discussion, and critique to develop technical skills and aesthetic awareness related to the documentation of concert dance.

**RECAP**

- **DANCE TECHNIQUE** - 30 semester hours and the achievement of technical proficiency. (See explanation under I. Dance Technique, above.)
- **COMPOSITION & REPERTORY** - 10 semester hours
- **OTHER DANCE COURSES** - 37 semester hours
- **LIBERAL STUDIES** - 36 semester hours (Three hours of History of Dance courses may be applied to Area IV of the Liberal Studies requirements.)
- **ELECTIVES** 15-18 semester hours (See explanation under V. Electives)
- **TOTAL = 128 semester hours**

*(NOTE: For the transfer student, the applicability of previous coursework to dance curricular requirements is assessed and determined by the School of Dance.)*

**Dance Major Academic Map**

This academic map is a term-by-term SAMPLE course schedule. The milestones at the end of each term are designed to keep you on course to graduate in four years. To graduate on time, you need to make sure you have completed these milestones by the end of each term.

The BFA Dance Major is a limited access major. To be admitted to the major, you must successfully complete an audition, preferably during your senior year in high school. Alternatively, an audition can be taken anytime before term 5, although, none of major coursework can be attempted prior to a successful audition. Information on auditions can be obtained at www.dance.fsu.edu.

The Liberal Studies (L.S.) courses listed below must be selected so that you satisfy all the required
Liberal Studies Area Requirements, including the Literature Requirement. You should satisfy the Gordon Rule Writing Requirement and the Multicultural Requirement through your Liberal Studies Courses.

Usually, both ballet and modern dance classes are required to be taken four days each week. If the student has achieved and maintained the required proficiency levels in technique with a “B” or better average, he/she may elect to take only one of the technique courses (either ballet or modern) during two of the final three semesters.
**School of Dance BFA Check Sheet**

**Effective Fall 2004**

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### DANCE MAJOR ACADEMIC MAP (Effective Summer "C" 2000 and after)

This map is a term-by-term sample course schedule. The milestones listed to the right of each term are designed to keep you on course to graduate in four years. The sample schedule serves as a general guideline to help you build a full schedule each term. The liberal studies and elective courses must be selected to satisfy all areas, literature, lab, foreign language, and multicultural requirements unless your major requires these courses with major courses. Milestones are courses and elective requirements necessary for timely progress to complete a major. Missing milestones will result in one or two types of map registration drops. The first level (MapRegMap Off) is placed following grades posting if the student has missed a milestone course and/or GPA for the first time. If a student is in noncompliance with milestones for two (2) consecutive semesters (excluding summers), a Major Change Required drop is placed on the student's registration.

The BFA Dance Major is a limited access major. To be admitted, you must successfully complete an audition, printable during your senior year in high school. Information on auditions can be obtained at www.dance.endsWith.

<table>
<thead>
<tr>
<th>Sample Schedule</th>
<th>Milestones</th>
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<tbody>
<tr>
<td><strong>TERM 1</strong></td>
<td></td>
</tr>
<tr>
<td>ENC110I or Higher English</td>
<td>3</td>
</tr>
<tr>
<td>LG Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>DA2100</td>
<td>3</td>
</tr>
<tr>
<td>DA2144</td>
<td>2</td>
</tr>
<tr>
<td>DA2500</td>
<td>1</td>
</tr>
<tr>
<td>Ballet</td>
<td>2</td>
</tr>
<tr>
<td>Modern</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

| **TERM 2** |            |
| ENC1102 or other second English | 3 |
| LG Mathematics | 2 |
| DA2101 | 2 |
| DA2140 | 3 |
| DA2144 (LG Humanities) | 2 |
| Ballet | 2 |
| Modern | 2 |
| **Total Hours** | **15** |

| **TERM 3** |            |
| LG History | 3 |
| DA1433 (Computer Literacy) | 3 |
| DA2151 | 3 |
| DA2144 (LG Humanities) | 2 |
| Ballet | 2 |
| Modern | 2 |
| **Total Hours** | **15** |

| **TERM 4** |            |
| LG Literature | 3 |
| LG Science | 3 |
| DA2104 | 2 |
| DA2181 | 1 |
| DA2140 | 2 |
| Ballet | 2 |
| Modern | 2 |
| **Total Hours** | **15** |

| **TERM 5** |            |
| LG Social Science | 3 |
| DA2100 | 3 |
| DA2140 | 3 |
| DA2171 | 3 |
| Ballet | 2 |
| Modern | 2 |
| **Total Hours** | **15** |

| **TERM 6** |            |
| LG Science | 3 |
| DA2104 | 3 |
| DA2145 | 2 |
| DA2144 | 2 |
| Ballet | 2 |
| Modern | 2 |
| **Total Hours** | **15** |

| **TERM 7** |            |
| LG History/ Humanities | 3 |
| Modern | 2 |
| Oral Communication Competency course | 3 |
| **Total Hours** | **15** |

| **TERM 8** |            |
| DA2144 | 3 |
| DA2181 | 1 |
| DA2194 | 3 |
| Ballet | 2 |
| Modern | 2 |
| **Total Hours** | **15** |
Name___________________________________  Student Number___________________________________
Anticipated Graduation Date______________________________________

**DANCE TECHNIQUE (30 Credits)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Grade</th>
<th>Hours Credits</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contemporary Dance</td>
<td></td>
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CONTEMPORARY TOTAL  

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Taken</th>
<th>Grade</th>
<th>Hours Credits</th>
<th>Quality Points</th>
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BALLET TOTAL

TOTAL TECHNIQUE
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Taken</th>
<th>Grade</th>
<th>Hours</th>
<th>Qnty</th>
</tr>
</thead>
<tbody>
<tr>
<td>DANCE COMPOSITION (10)</td>
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<td>DAA 2610 Composition (2)</td>
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<td>DAN 2611 Music &amp; Choreo (3)</td>
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<td>DAA 3654 Repertory (2)</td>
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<td>OTHER DANCE COURSES (37)</td>
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<td>DAN 2100 Intro to Dance (3)</td>
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<td>DAN 2500 Intro to Design (1)</td>
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<td>DAN 2610 Rhythm Analysis (3)</td>
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<td>DAN 3744 Dance Conditioning (2)</td>
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<td>DAN 3714 Movement Theory (3)</td>
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<td>DAE 3384 Methods (3)</td>
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<td>DAN 3504 Production (2)</td>
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<td>DAN 3584 Backstage Hours (1)</td>
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<td>DAN 3400 Movement Analysis (3)</td>
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<td>DAN 3144 Dance History I (3)</td>
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<td>DAN 3145 Dance History II (3)</td>
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<td>DAN 3146 Dance History III (3)</td>
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<td>DAA 1680, Dance Ensemble (1)</td>
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<td>DAA 2681, Dance Ensemble (1)</td>
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<td>DAA 3682, Dance Ensemble (1)</td>
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<td>DAA 4685, Dance Ensemble (1)</td>
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<td>DAN 4418 Survey of Dance Technologies</td>
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LIBERAL STUDIES REQUIREMENTS - 36 Credit Hours

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<tr>
<th></th>
<th>Semester Taken</th>
<th>Grade</th>
<th>Hours Credits</th>
<th>Qnty Points</th>
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<tr>
<td>Math (6 Hours)</td>
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<td>1. (W) _______________</td>
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<td>English (6 Hours)</td>
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<tr>
<td>History &amp; Social Science (6 min to 12 hours max)</td>
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<td>1. History (W) _______</td>
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<td>Humanities &amp; Fine Arts (5 min to 11 hours max)</td>
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<td>1. Literature (W)________</td>
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<td>2. 2nd Course ___________</td>
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<td>Additional 2 Courses from History, Social Science, Humanities and Fine Arts</td>
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<td>Minimum of 17 hours total from History, Social Sciences, Humanities and Fine Arts completed?</td>
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<td>Natural Science (7 hours - 2 classes and corresponding lab)</td>
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<td>X Course __________________</td>
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<tr>
<td>Oral Competency ___________</td>
<td>Computer Competency ___________</td>
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<td>Four Gordon Rule Courses:</td>
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LIBERAL STUDIES NOTES:
W= Gordon Rule Course.
Any W course must be completed with a C- or better.
Must choose 4 or more W courses in addition to English + Math.
Courses in History + Social Science, and Humanities + Fine Arts must add up to a minimum of 17 hours (18 hours)
Financial Aid for BFA Dance Students

Financial Aid for the Dance Major

Limited scholarship aid is offered specifically for undergraduate or graduate dance majors at Florida State University. A limited number of out-of-state tuition waivers may be available to students. These waivers are awarded to those students who demonstrate exceptional and promising ability in the area of dance and who are officially enrolled as dance majors or have been accepted into the dance major program for the coming term.

For undergraduate students, there are occasionally opportunities for special work assistantships. Continuation of Dance Financial Aid of any kind is contingent on the student maintaining a “B” average in his/her Dance major coursework.

To gain additional information concerning financial aid, write:

Joyce Fausone
School of Dance
P.O. Box 3062120
Tallahassee, Florida 32306-2120
jbstraub@fsu.edu

There are other sources of financial assistance available to students. One may gain complete information regarding scholarships, loans and employment by writing directly to the following office:

Florida State University
Office of Financial Aid
Room A4400 UCA
282 Champions Way
Tallahassee, FL 32306-2430

Hours: M-F, 8:30am-5pm
Email: ofacs@admin.fsu.edu
Phone: 850/644-0539
Fax: 850/644-6404
http://financialaid.fsu.edu/
School Policies and Procedures

Assessment

Yearly Assessment

Periodic student assessment occurs each semester for each student in the program. This assessment occurs in three phases:

1. A discussion of all major students by all faculty responsible for teaching major courses;
2. Discussion by the Assessment Committee;
3. Conferences with students, when appropriate.

This process is intended to help in the advisement of the student toward his or her successful progress and completion of the dance program. It is an opportunity for the student to receive individual attention from a holistic perspective in a professional setting. Issues may include a variety of areas in the developing dancer’s life such as balance between the academic, artistic and social demands which are a part of university life; career advisement; time management issues; injury and health issues; summer study advisement; or specific training concerns for the individual dancer. A student may also request an assessment meeting when there is a need.

The faculty encourages the dance major to view the assessment process as a positive opportunity for artistic development and as a way to influence their own progress in the school. In order to use this assessment process to the major’s advantage, the student should come to meetings prepared with their own agenda items of interest and/or concern so that there can be a positive and genuine dialogue.

The student is also encouraged to approach individual faculty members for advice in addition to utilizing the assessment process.

Midpoint Assessment

Midpoint assessment occurs when a student reaches the midway point through the curriculum. For an undergraduate who enters the program as a freshman or sophomore this would normally occur during the last part of the fourth semester in the program. For those entering as upper level undergraduates or graduate students, this assessment would occur when ever the student reaches the mid point of the curriculum. This assessment contains specific projections for accomplishing the required technical proficiency levels in both ballet and contemporary dance, any action to be taken, or any special stipulations for the student. The results of this midpoint profile will constitute whether the student is approved for continuation in the program, is being placed on probation as a dance student, or is to be discontinued from the program. If a student is not progressing satisfactorily, the midpoint assessment allows the student time to seek advice on a more suitable major in a timely manner. This process can minimize the need for extending the time to graduate from Florida State University.

Undergraduate students must submit a proposal for an area of concentration for their final two years of study at the time of this midpoint assessment. The assessment committee must approve this proposal before passing the student's midpoint profile.
Performance Eligibility

To be eligible for school performances the following semester, dance majors must maintain good standing in these areas during the current semester:

- Overall FSU GPA must be at least 2.5 for undergraduate students and 3.0 for graduate students.
- Satisfactory attendance in school activities such as classes, forums and class seminars. It is each student’s responsibility to be familiar with the specific attendance requirements set by the instructor or mentor for each activity;
- Responsible school citizenship

Commitment Policy

To protect our student’s health and professional development, to facilitate the scheduling of rehearsals, and to optimize the number of students who have the opportunity to perform in School productions FSU Dance students will be limited to the following number of concurrent commitments:

- 3rd year or more 5 commitments
- 2nd year 4 commitments
- 1st year 3 commitments

The following are considered commitments:

- Participating in each dance in a School concert rehearsing for three hours per week will count as 1 commitment. Performing in extended works with longer or more numerous rehearsals will be assessed individually.
- Performing as a member or guest of DRT, TBC, Golden Girls, or a similar organization will count at 1 commitment.

At any time during the year, FSU Dancers may have no more than the number of commitments specified above. Under special circumstances, students may petition the assessment committee for an exception to these limits. Please see the School Intranet or the forms section of the bulletin boards on the 1st floor. The assessment committee will decide each petition based on the student’s academic success, health and citizenship.
Studio and Classroom Policies

Enrollment

All students must be officially enrolled through the University in all classes in order to participate. Do not let anyone take class past the drop/add deadline that does not appear on your role. Exceptions may be granted in the following instance:

After an undergraduate dance major student who is an active member of DRT has completed 96 semester hours of her/his curriculum, the student may take 3 credit hours of technique without payment per semester. Attendance at that class must remain consistent throughout the term and satisfy all curricular requirements and regulations pertaining to participation. The School Chairperson in consultation with the Studio faculty grants permission.

Class rosters and the required First Day Attendance Roster may be found on the campus Blackboard site at https://campus.fsu.edu/. Once you have logged into Blackboard
1. Click the Secure Apps tab at the top of the page.
2. Click Faculty Course list.
3. Once it opens, select the semester and year of the class in question and then select the type of report you wish, then click the submit button
4. Click the section number of the class and a report will be generated.

Performance Grades

A student may receive credit for school performance activities by enrolling in DAA 1680, 2681, 3682, 4685 Dance Ensemble (1 cr.) or DAA 3695 Dance Performance (1-2 cr.) Consultation with the academic advisor is needed to determine appropriate credit amount.

Directed Individual Study

Faculty may agree to work with a student on an individual basis in an area of special interest to the student or on further study beyond coursework available in the standard curriculum. Such DIS work is sometimes also approved if a student is unable to complete degree work within a normal time frame because the school does not offer a required course.

The procedure for arranging a Directed Individual Study is the following:
• Student seeks permission from the proposed instructor and obtains a title for the course.
• Student gets form from Academic Services Coordinator (A.S.C.).
• Student gets the signature of the instructor directing the individual study.
• Bring form to A.S.C. to obtain a course reference number for registering.
• The A.S.C. will get signature of School Chairperson.
• Student is responsible for turning in form to Registrar’s Office and registering for the course online.
Required First Day Attendance Policy and Drop-Add Procedures

Students must attend the first class meeting of each class or be dropped from that class. Instructors must report any student who was not in attendance for a first class meeting to the Academic Coordinator immediately after the first class meeting. Any students who wish to audit your class should be able to provide you with paperwork to confirm their auditing status. You should provide space for students registering for a grade before allowing auditing students to join your class. It is the responsibility of each student to drop or add other classes within the period allowed by the University. If help is needed with this process, please see the Academic Coordinator.

Class Periods and Attendance

Class activity begins and ends as scheduled by the School. Promptness in arriving for class is expected. We realize that your schedules are tight. If you have a special problem in this regard, please let us know. Faculty are not allowed to keep students in class past the scheduled class time. If a class is running over and you need to leave at the scheduled time, please be respectful, but feel free to leave. If this becomes a chronic problem with any class, please inform the Co-Chairs.

No classes, meetings or rehearsals are to be scheduled for students by anyone during the scheduled lunch break.

Students are expected to attend all classes. If absence occurs, an explanation to the instructor is considered to be a proper professional courtesy. Specific attendance policies will be outlined in course syllabi. As a general rule, absences of more than 10% of class will impact the course grade. If your absences are going to be extended, communicate with the appropriate faculty whose classes are being missed and explain the reasons and need for your absence. If possible, do this in advance; if not, talk with faculty as soon after the absence as possible.

Excessive absences may hinder progress and therefore affect your work and subsequent assessment. Technique classes that are missed may not be made up by attending other technique classes without permission. Any alternate activities or modified participation in studio class because of injury should be approved by the faculty involved in collaboration with the dance injuries faculty and/or appropriate medical consultants.

Occasionally an instructor may wish to have an alternate activity (i.e. attendance at museum or performance) in lieu of class. If you have difficulty in meeting this request due to work or academic schedule or for financial reasons, alternate arrangements may be made by faculty.

Excused Absences

A reasonable number of absences are considered excused with proper documentation:

- Religious holidays (of your religion)
- Trips in which you are an official representative of the university
- Illness
- Death in the immediate family.

Instructors will cooperate in providing students with opportunities to make up any work that may be missed because of observance of any excused absence. Such arrangements should always be made prior to the event if possible.
Professional Development

The School of Dance understands the importance of and encourages professional development outside of the university when it does not interfere with a student’s progress toward graduation. Possible appropriate examples of professional development opportunities might include auditions or job interviews for students who are close to graduation, performance opportunities (other than officially sanctioned University activities such as DRT, performing at ACDFA, which are already excused.), presenting papers, attending appropriate conferences, or research or creative activities. The application form to have absences excused for this type of professional development is available on the School Intranet site for download. The Assessment Committee will review all applications.

Dress Code for Dance Majors for Studio Technique Classes

Ballet
- Hair: Should be neat and pulled back away from the face.
- Women: Black leotards, any style; mid-thigh sheer ballet skirts permitted at teacher’s discretion; pink tights, ballet and pointe shoes
- Men: Black tights (belted at the waist) and black shoes, with a leotard or form-fitted T-shirt (which should be tucked in under the tights at the waist).
- Sweaters or warmers must be snug fitting. The important factor is that the body line be clearly seen.

Contemporary Dance
Appropriate dancewear (leotards, tights without feet, unitards, etc.) that is neat and form fitting is required. Color choices and options regarding leg and body warmers will be determined at the discretion of the instructor.

Syllabi and Written Objectives

As per University policy, faculty will provide students with a syllabus, with written objectives for each course within the first full week of classes.

Liability Statements

Each student will be asked to sign such a liability waiver in order to participate in a studio class or rehearsal at the beginning of each term. This statement acknowledges the student’s assumption of responsibility for all risks involved in her/his participation in the listed activity. These forms are available through the Academic Services Office and should be filed there upon signing. When possible, these forms will be placed in your mailboxes with your class rosters prior to your class time.

Evaluation of Faculty

Each term, all students will be asked by faculty to fill out university evaluation forms. The procedures of evaluation will be handled by a student proctor appointed by the faculty. The faculty must not be present during this evaluation process.
Examinations

All final examinations will be given per the university’s final examination schedule. If a student wishes to take a final examination at a time other than that scheduled, permission must be obtained from the Dean of the College of Visual Arts, Theatre and Dance. Frequently, final examinations are not given in studio classes inasmuch as continuous assessment is usually the basis of the grading.

Incomplete Grades

A student who is passing a course but has not completed all of the required work in the course may, at the end of the term, request an “incomplete” grade. It is the student’s responsibility to request the “incomplete.” It is the instructor’s privilege to grant or deny it. Please consult the FSU Bulletin for full details.

Dressing Areas

Dance majors have designated dressing rooms in Montgomery. (Women: 109 MON; Men: 110 MON). Use of public restroom areas in Montgomery is not allowed for dressing purposes.

Use of Dance Office Materials, Machines, and Supplies

If you are preparing materials or performing an authorized task for the School, you may certainly use School equipment and supplies. Otherwise, students must pay for their own printing and copying in the computer lab and supply their own paper and other supplies for personal work. No one may use the School copier for personal projects, including printing of resumes or class work.

General Studio and Classroom Policies

- No Smoking. The State of Florida has banned smoking from all public buildings
- Food and drink, other than water, are not allowed in the studios, classrooms, Dance Theatre or dressing rooms under any circumstances.
- University regulations forbid faculty and students allowing small children in classes. Students bringing children to class will be asked to leave.
Facilities

Rededicated in the fall of 2004 after a seventeen million dollar renovation, Montgomery Hall is one of the best dance facilities in the country. We need your help to keep it that way.

IMPORTANT. Our facilities and equipment, including our studios, are for use by School of Dance faculty, staff, approved guest artists and students only. Outside groups, even with faculty, staff or student participation are not allowed to use any facility or equipment of the School of Dance without the permission of the Co-Chairs.

General rules for our space include

- No Smoking. The State of Florida has banned smoking from all public buildings
- Food and drink, other than water, are not allowed in the studios, classrooms, Dance Theatre or dressing rooms under any circumstances.
- Do not post anything on any board other than the General postings board in the vending area without permission from the production or office staff. Do not pin, staple, or attach in any manner, anything, anywhere without approval from the production staff.
- Construction of props or scenery is not allowed in the building. Painting of anything, in any manner, in or around the building, is not allowed in the building without permission of the production staff.
- University regulations forbid faculty and students allowing small children in classes. Students bringing children to class will be asked to leave.

Access

We have swipe card locks on most of our exterior, studio, classroom and lab doors. Use your FSU ID card in the swipe access stations to gain access. Graduate students, faculty and staff have 24/7 access. Effective fall of 2010, undergraduates will be granted access to all studios and labs from 7:30 am to 10:00 pm, Monday through Friday. On Saturdays undergraduates have access to all studios and labs from 8:00 am until 5:00 pm and to labs only until 10:00 pm. On Sundays undergrads have access to labs only from 8:00 am until 10:00 pm.

On a normal class time schedule, the external doors should unlock automatically each weekday morning before you arrive and at 8:00 a.m. on Saturdays. They will not automatically unlock on Sundays. The exterior doors will become exit only at 9:30 p.m. on weekdays and at 5:00 p.m. on Saturdays. The studio doors will be unlocked for classes on weekdays. After 5:30 p.m. and on weekends, users will have to use their swipe card for access. Labs will remain locked and swipe cards must be used to enter at all times. During holidays and breaks when the office staff is still working in the main office, only the front door leading to Landis Green will be unlocked during normal business hours. You will have to swipe to enter all other spaces. During holiday, breaks and emergencies when the office staff is not working, you will need to swipe to enter all spaces at all hours.

If you have access issues, please see the facilities/security/production coordinator, Russ Marsh.
Locker Rooms

There are locker rooms provided for both men and women. If you wish to use a locker, please select one and provide your own lock. Please remove everything from your locker before leaving at the end of spring or summer session B. Locks will be cut off and contents removed at the end of summer session B so that the lockers may be cleaned.

Conditioning studio

Those wishing to use the conditioning studio and equipment must be properly trained in its use before being allowed to use the equipment. Please see Dr. Tom Welsh or one of the graduate students assigned to the Dr. Welsh for more information.

Rules specific to the conditioning studio include
1. Always dress in dancewear when using equipment.
2. Work with a trainer, coach or partner
3. Only attempt exercises you have been trained to do.
4. When finished
   a. Spray and wipe down naugahide surfaces.
   b. Release lines from cleats and loops over shoulder rests.
   c. Leave only blue spring attached (center hook).
   d. Place footplate, soft side down on carriage.
   e. Place box on floor beside Reformer.
   f. Cover Reformer.
4. As you leave, turn out lights if you are the last to leave
5. Report any problems to Dr. Welsh or appropriate graduate student assistants.

Studios

All of our studios are equipped with sound systems that include CD/DVD players, and iPod connections.
In addition to the General Facility Rules, the following rules are specific to our studios
• Do not put tape on the floor without permission from the production staff.
• Rosin or shoes with rosin on them are not allowed on any dance floor.
• Spiked heel shoes and shoes that cause marks are not allowed.Tap shoes and other types of non-marking shoes are allowed in the shoe studio, 301.
• This floor will not support the weight extremely heavy objects. Do not move the pianos or you could damage the floor.
• Sharp objects or scenery that may cause marks on the floor is not allowed. The use of nails, screws, adhesives, or the drilling of holes is not allowed.
• Clean up after yourself. You may not leave scenery or props in the studios without permission from the production staff.
The Computer Lab (Room 119)

Computer Stations

The Computer Lab is equipped with 19 Apple iMac computers. Each station should remain clean and orderly.

Printing

A pay-as-you-go printer has been provided in the computer lab. Users will need to have funds available on their FSU card in order to use the printers. Lab Assistants are available to assist, as needed.

Video Cameras and Technology Equipment Available for Circulation

All equipment items available for circulation must be reserved online prior to pick-up. Equipment reservation requests may be completed by visiting our school intranet site. Available equipment may include camcorders, tripods, and accessories.

Anyone needing to check out equipment from the lab should:

1. Reserve the equipment on the intranet site.
2. See a Lab Assistant, the Lab Director or Technology Faculty/Staff for access to the equipment closet in the lab. Please see posted schedule for staffed hours. Also make any special equipment pickup arrangements at least 24 hours in advance.
3. Complete the appropriate checkout form located in the binders in the lab.
4. When checking out a camera, inventory the contents of the camera case as you complete the form. Once the equipment is signed out you are responsible for any loss or damage to the equipment due to misuse or neglect.

When returning equipment:

1. See a Lab Assistant, the Lab Director, or Technology Faculty/Staff for access to the equipment closet in the lab. Once again, check the schedule for staffed hours to ensure that someone will be available to assist in check-in.
2. Complete the check in portion of the checkout form in the binder.
3. When returning a camera inventory the contents of the camera case as you complete the form.
4. Have the Lab Assistant, Lab Director, or Technology Faculty/Staff confirm that all equipment and accessories were returned properly by signing the form. Failure to comply with these checkout procedures may result in loss of lab privileges.

Equipment must be returned on time since others may have placed a request for use online.

If any technology equipment must be returned after hours, when there is no lab staff on duty, it should be given to available staff members. The next morning a lab staff member will inventory the camera and place it back into storage. If items are found missing or damaged, you will be contacted.

Equipment may not be left unattended! It is best to make an appointment with a Lab Assistant to return equipment if the lab is not being monitored at your desired return time. When filling out the checkout form you will be asked by the Lab Assistant to identify an anticipated return time. The equipment may not be checked out unless you have a plan for when and how it is to be returned.
Equipment may not leave campus! You must fill out the appropriate off campus equipment use form and obtain permission before taking any equipment off campus.

Video Dubbing

Video dubbing stations are available in the Computer Lab. Video formats supported include VHS, DVD, and Mini-DV. Please see posted instructions for dubbing, or ask for help from the Lab Assistant on duty. Please DO NOT rearrange cables. A special Fire wire cable is also available in the lab for dubbing from Mini-DV to Mini-DV. You must have proper documented permission before duplicating any copyrighted works or performances.

Lab Policies

- No Smoking. The State of Florida has banned smoking from all public buildings.
- No food or drink is to be consumed inside the lab. Please enjoy food and drink outside the lab.
- You may leave your food with your belongings on the provided shelves near the lab entrance.
- Voices in the lab should be kept at a minimum. We encourage a library atmosphere conducive to concentration and productivity. Excuse yourself to the hallway or Green Room to conduct cell phone conversations.
- An activated FSU ID is required for entry into the lab. Repeated requests to enter the lab without an ID will result in the loss of lab privileges. If your card is not working see Russ Marsh.
- Only Lab Assistants and authorized faculty/staff are allowed behind the lab counter and inside the lab closet.
- Please be considerate of others. Space in the lab is limited. Dance bags may be stored on the shelves by the entrance or in designated areas.
- You are responsible for your own data. Files should be regularly backed up to a personal CD, DVD, or an external hard drive. The lab staff is not responsible for any data stored on lab computers, and at times without notice may move or remove files to keep lab computers running properly. Please see a Lab Assistant or technology staff member if you need instruction on how to backup your data. This is especially important for video projects. When working with video, files should be stored on the local Video Drive, never on the Desktop or within your server account.
- Software should not be installed on any machine. Any student caught installing non-approved software on lab machines will have lab privileges revoked.
- Please do not move, delete, or change any settings to any lab computer or equipment before checking with the Lab Director.
- Be considerate of others when working with sound. Use headphones provided or bring your own.
- Neutralize the station when you finish working. At the end of each session, users are asked to save all files, log out, put the computer to sleep, clean up the space, and push your chair in properly.

Lab Staff

The Computer Lab is staffed by a Lab Director and a number of graduate Lab Assistants. The lab’s Director acts as administrator and supervisor. Lab Assistants hold graduate appointments and are
paid to assist, to the best of their ability in the lab. Although varied in experience, each Lab Assistant is enthusiastic to assist in problem solving and eager to learn through interaction. The staff is available to support your technological needs. Use them.

Plasma Screen.

The Plasma Screen located at the front of the lab is for use in class and by approved personal only. Do not use this screen unless you receive permission by approved staff.

**The Media Studio (Room 120)**

The Media Studio is a dedicated facility for high-end technology projects that require specialized equipment and software. MANCC, faculty, and guest artists share this space. Lab Assistants, under supervision by the Lab Director or technology faculty, may also be assigned special projects that utilize this facility. This area may also serve as a video control booth for events in the Black Box Studio.

**The Audio Lab and Recording Studio (Room 118)**

The Audio Lab is equipped with 8 iMac computers for students and faculty to enjoy creating and editing music.

- Each station should remain clean and orderly. Absolutely NO FOOD OR DRINKS may be brought into the lab under any circumstances.
- Voices in the lab should be kept at a minimum. We encourage a library atmosphere conducive to concentration and productivity. Please excuse yourself to the hallway or Green Room to conduct cell phone conversations.
- An activated FSU ID is required for entry into the lab. Repeated requests to enter the lab without an ID will result in the loss of lab privileges.
- Only the Audio Lab Coordinator or the Technology Specialist may install software.
- Please do not attempt to move, delete, or change any settings
- Be considerate of others when working with sound. Use headphones provided or bring your own.
- Selecting an icon located on the desktop will launch software. At the end of each session, please neutralize the station by quitting all software and logging out.

**The Recording Studio/ Coordinator's Office (Rooms 118A and 118B)**

All recording sessions must be scheduled with the Coordinator. Though spontaneity is encouraged, try, if possible, to schedule times 24 hours in advance to ensure that you get adequate time to complete your project with the recording engineer.

Absolutely NO FOOD OR DRINKS may be brought into the recording studio under any circumstances. A great deal of professional equipment is utilized regularly in that space.

We ask that students DO NOT TOUCH any equipment in the recording studio unless expressly directed to do so by the Coordinator. Use of the studio may be scheduled with the Coordinator only.
The Black Box Studio (Room 121)

Equipment and Screens

The Black Box Studio is a designated space usually reserved for MANCC Artists and for research in dance performance technologies and dance documentation. Because of this, a great deal of professional equipment will be utilized regularly in the space. From time to time equipment may be left in place to minimize set-up time for upcoming projects. We ask that students DO NOT TOUCH any technology equipment (cameras, computers, tripods, cables, etc.). If something must be relocated for class or rehearsal, please ASK FOR ASSISTANCE. The blackout curtain and the cyc suspended on the track system should not be adjusted without supervision and extreme care.

Props and Sets

Productions and other projects rehearsed in the Black Box Studio may require the use of large props and sets that will be stored along the periphery of the room. These project-specific items should not be used unless you have acquired SPECIAL PERMISSION.

Stage Lighting

We make an effort to maintain an extremely basic stage lighting package, however, it may not always be available, right before or after MANCC artists with lighting needs. NO ONE MAY USE THE LIGHTING SYSTEM WITHOUT BEING TRAINED BY THE PRODUCTION STAFF.

Safety

Due to the multi-faceted nature of the Black Box Studio the atmosphere of the space may change regularly. Please observe the studio prior to classes or rehearsals and identify any obstacles that could be considered dangerous. Please use care in spatial awareness and avoid dancing near the curtains and cyc.

The Faculty Warm-up Studio

The faculty warm up studio is for faculty only and is available on a first come – first serve basis.

Technology Enhanced Classrooms

All of the classrooms in Montgomery Hall are equipped with white boards, audio system, video projection systems, document cameras, computers and laptop connections.

Please visit the Technology Enhanced Classroom site at http://condor.tecad.fsu.edu/ to:
1. Register for a classroom computer account
2. Acquire training or information on equipment
3. Report problems

The School of Dance production, facilities and technology staff do not service these classrooms. Please see the Academic Coordinator, Stephanie Farmer, for classroom reservations or other questions.
Faculty Lounge, Student Lounge/Green Room

The faculty lounge is for the general use of faculty and staff. The student lounge is for the general use of students. They are not places for meetings or classes. It is up to those using the lounges to keep them clean. Please pay special attention to the refrigerator and keep track of your food. Through away old items!

Lounge furniture is intended for use in the lounge only. The furniture may not be used as props. Do not remove furniture from the lounge.

Conference Rooms

Conference rooms are for faculty and staff meetings only. Students may use the conference rooms with faculty approval only in special cases, like SAC or Cogs meetings. Only faculty and staff may reserve these rooms via the Intranet at http://intranet.dance.fsu.edu/apps/schedule/day.php?area=1

In the past, most meetings found in the School calendar are entered into the conference room schedule at the beginning of the year. With current staffing, this may not always occur in the future. Committee Chairpersons and those scheduled for meetings should double check the schedule to see if a room has been reserved. Do not remove furniture from the conference rooms.

Offices

Office assignments are made by the Co-Chairs in consultation with the staff in charge of facilities. Please do not remove furniture from an office without the approval of the staff member in charge of facilities.

Administrative offices

All faculty and graduate students have keys to the main administrative office suite off the main lobby, 202 Montgomery, so that they may access their mailbox.

Faculty offices

Please see the Intranet contact information section for the location of faculty and staff offices. Most faculty offices are located in the faculty office suite on the first floor.

Graduate Student Cubicles – Room 006

Graduate Students may select a third to a half of a cubical (depending upon the number of students) in room 016 when they arrive. Please be respectful of your neighbors and keep your area clean and use headphones when listening to music.

Costume Shop – Room 002

Only those approved by the Costumer may use costume shop equipment and facilities.
Archive – Room 003

The School’s archive is secured within a temperature and humidity controlled space inside Montgomery Hall. Access to the collection is made available through special arrangements with Lab Assistants or the Lab Director. No materials may be removed from the archive without written permission and may never leave Montgomery Hall.

Maintenance Issues

Please report all maintenance, and safety issues to the Production Coordinator/Facilities staff person, Russ Marsh by completing the maintenance request form on our Intranet. If immediate action is needed, go directly to his office, 310 Montgomery, or call him at 644-9973.
Safety and Security

Your personal safety and security is important to us. You must be aware that a college campus is a community in which crimes and accidents take place, just like any other community. Your awareness of procedures, advisements and activities around you will help keep you as safe as possible. Evening rehearsals pose a particular problem. The cardinal rule is this: Do not be alone in Montgomery or in any other building on campus.

Information specific to Dance:

- There is safety in numbers. Do not be alone in Montgomery. When leaving the building, leave in the company of others.
- We have Blue Light stations in our studios, conditioning lab and student locker rooms. We also have stations in the southwest parking lot and the northeast green space. They operate just like the Blue Light Trail stations found around campus. Simply push the call button and you will be able to talk with an officer. If you hang up or do not respond to the officer over the phone, assistance will be dispatched to your location.
- Report any suspicious circumstance, event or person on Dance premises to our Production and Facilities staff immediately. In case of emergency call 911.
- Do not leave personal belongings near doorways in studios. Lockers are available in Montgomery dressing rooms. Please provide your own lock.
- Your own caution and awareness continue to be your best protection and a valuable model for everyone.

Securing Facilities

Anyone using a studio is responsible for turning off all lights, closing all windows, and making sure all doors are closed before leaving a studio unless the next user is standing in the space and waiting to take over.

The Dance Theatre is not on the swipe card system. Anyone using the Dance Theatre is responsible for securing, locking, and alarming the theatre and related spaces each and every time they use it, twenty-four hours a day. If you are responsible for securing the theatre, you will need keys, alarm codes, and a briefing on how to use them. Please see the production staff at least one week before the first time you use the space. We encourage all choreographers and rehearsal directors to have their dancers use the lobby entrance of the theatre only. The theatre elevator is not for general use on the theatre and supply room levels and should not be able to access these floors during rehearsals.

Check List and Procedures For Securing Studios

- Put away all props and scenery. Please take all props and scenery with you. Do not store anything in the studios without permission from the production staff. Please do not bring in any props or scenery that does not comply with the studio rules, regulations or guidelines.
- Turn off the sound and video systems
- Close all windows
- Turn off the lights
- Secure Doors. Please make sure all doors shut and lock behind you.
Check List and Procedures For Securing The Dance Theatre

- Put away all props and scenery. Do not store anything in the theatre without permission from the production staff. DO NOT LEAVE ANYTHING IN THE WINGS! Please do not bring in any props or scenery that does not comply with the theatre rules, regulations or guidelines.
- Turn off the performance lighting. If you have used the performance or stage lighting system, make sure that all lights are off and that the system and faders are clear or off. Stage lighting is not to be used by anyone other than the production staff without prior training and approval. Serious injury, damage or fire could occur with improper use.
- Secure Doors
  - Backstage door across from elevator (check the elevator while you are there see below)
  - Main lobby doors on 2nd floor (make sure the crash bars are not “dogged” down and that the door closes and locks)
  - Inner lobby door to stairwell (should always be locked, make sure it is closed)
  - 3rd floor lobby/stairwell doors
- Make sure the elevator is turned off. Press either elevator call button and the elevator should respond. It will come to the theatre level even if the “lock out” switch is activated. This is so someone may always leave by the elevator, but if the “lock out” is activated, they may not enter the theatre. Check to see if the switch labeled “Lockout 2” inside the elevator car is “ON”. This is confusing but it means that “Lock out” is on and the elevator will not open on the theatre level.
- Turn on the alarm. There are alarm keypads located backstage by the backstage door, in the inner lobby next to the door to the main lobby and by the southern 3rd floor entrance. Simply punch in the alarm code and wait for the screen to tell you the alarm is ready. You will have 30 – 40 seconds to turn off the lights and exit.
- Turn off the inner lobby lighting, except for the one circuit with the switch taped down.

If you accidentally set off the alarm

- Quickly call the FSU police at 644-1234 and inform them
  - You have set an alarm off by accident in Montgomery Hall, Room _____. (The theatre is room 208 or just tell them the Dance Theatre)
  - Give them your name and position in the School.
  - They still may send someone over to check on the situation. Meet them.
- If you have an alarm code,
  - Immediately turn off the alarm by putting in your code.
  - Put in your code again to reset the alarm
  - Put in your code once more to alarm the space and quickly exit.
  - Send an e-mail to the Security Coordinator, Russ Marsh at rmarsh@fsu.edu
- If you do not have an alarm code,
  - It is extremely important that you get the alarm turned off, reset and rearmed. You may not leave any of the alarmed spaces unalarmed after hours. Try to find someone in the building who has a code to reset and rearm the alarm. All faculty, production staff and concert producing MFA candidates should have theatre keys
and alarm codes. If you have set off the alarm in the media center, only the technology faculty/staff, production staff, and MANCC staff have keys and codes.

- If you cannot find anyone call the Security Coordinator, Russ Marsh at

<table>
<thead>
<tr>
<th>Production and Security (Russ M.)</th>
<th>Work</th>
<th>Home</th>
<th>Cellular</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>644-9973</td>
<td>577-3065</td>
<td>491-7658</td>
</tr>
</tbody>
</table>

**Campus Wide Information**

**FOR EMERGENCIES DIAL 911.** For non-emergencies dial 644-1234.

**The Blue Light Safety Trail**

The Blue Light Safety Trail is a campus wide system of automatic dial telephones on poles topped with blue lights. Many buildings on campus, including ours, also have stations inside the facility. Simply pick up the phone or push a button and you will be connected with the police station and an officer will be dispatched to that location. If you hang up or do not respond to the officer over the phone, an officer will still be dispatched to that location. Fire alarms may also be pulled in any other areas if you are in jeopardy.

**SAFE Escort Service**

The Student Government Association operates the SAFE Escort Service. They will be glad to escort you to your car or dorm at night. Call 644-7233 (644-SAFE). You will be asked for your name when you call and the escorts know your name when they arrive. Feel free to ask for identification also.

**FSU Alert**

FSU ALERT is Florida State University's emergency notification system. If there is a condition that threatens the health and safety of persons on campus, university officials will warn the campus community using one or more of the following 29 methods:

Primary methods of notification (for more information
http://www.safety.fsu.edu/emergencymanagement/fsualert.html)

1. **www.fsu.edu** During an emergency at Florida State University, the main university Web Site will include prominent links to the Alerts Page. Look for one of the following.
   a. "Emergency Info" under "Quick Links". (click HERE too see a sample)
   b. Red FSU ALERT box under News / Events. (Sample)
   c. Gold FSU ALERT top banner. (Sample)
   d. Complete override of the Front Page with the Alerts Page.

2. **Alerts Page - alerts.fsu.edu:** Everything points here. This is the official source for the most up to date emergency information and announcements. Within minutes, emergency and administration officials will post details regarding the emergency, protective action recommendations, and official announcements regarding cancellations, closures, etc. This page is available 24/7/365 with the latest information about any potential threats, and links to preparedness information.

3. **Outdoor Warning Sirens:** FSU has three outdoor warning sirens that cover the Main Campus. Click HERE to read more about our siren system.

4. **Indoor Sirens**
5. **SMS Text Messages:** By registering your cell phone number with the university you will receive emergency text messages alerting you to a current or imminent threat. FSU encourages you to select a unique ringtone on your cell phone for FSU ALERT messages; which will always be sent from the same number - 69310.
   a. **FSU Students:** Use Blackboard to register, confirm your registration, or to unsubscribe. Click [HERE](#) for details.
   b. **FSU Employees:** Use OMNI to register, confirm your registration, or to unsubscribe. Click [HERE](#) for details.
   c. **Others:** Non-FSUID persons with a legitimate need to receive FSU ALERT Text Messages may [APPLY HERE](#).

6. **Email:** FSU can quickly alert students, faculty, and staff of emergency conditions by sending an e-mail to your official fsu.edu e-mail address. Don't use your FSU e-mail address often? That's OK. Go to the [FSUID](#) Web site to enable e-mail forwarding to a different account. Parents and Families may register to receive emergency e-mails from the [FSU Family Connection](#). All other Non-FSUID persons with a legitimate need to receive FSU ALERT e-mails may [APPLY HERE](#).

7. **Blue-Light Safety Phones:** The same blue light system that allows you to contact FSU Police from approximately 400 locations on campus may also be used to alert you during an emergency. Select phones out of range of the outdoor may be used to play an emergency recording. Also, as a visual indicator, all the blue strobe lights can be set to blink simultaneously, signifying that an emergency message has been disseminated via text message, e-mail, or posted on the university Web site.

8. **(850) 644-INFO Hotline:** Official emergency information may also be accessed by calling (850) 644-4636.

9. **AM 530 Visitor Information Radio:**

10. **Voice-mail Message:** Voice-mail enabled campus telephones, such as in employee offices, may receive an emergency message in their inbox. Due to limitations with our current system, the 'message waiting' indicator light will not be illuminated.

11. **Reverse-Dialing:** Commonly referred to as "Reverse-911," the University has limited capability to call telephones with a recorded message. Due to current capacity limits, only key university administrators and visually-impaired students will receive reverse-dialed calls.

12. **Computer Network Pop-Up Windows:** [Technology Enhanced Classrooms](#) and student computer labs administered by the Office of Technology Integration can be targeted with emergency information pop-up windows on the screens of every computer. This feature will soon expand to include other networks on campus as well.

13. **NOAA Weather Radios:** FSU has nearly 100 National Oceanic and Atmospheric Administration (NOAA) programmable weather radios distributed throughout campus in residence halls and other key central locations The School of Dance has also purchased our own. They are located in the lounge area, the main office, the production office and the theatre control booth.

14. **RSS Feeds:** Consult your software provider for details.
   a. **All feeds combined:** [http://blog.ucs.fsu.edu/safety/feed/](http://blog.ucs.fsu.edu/safety/feed/)
   **FSU ALERT:** [http://blog.ucs.fsu.edu/safety/category/fsu-alert/feed/](http://blog.ucs.fsu.edu/safety/category/fsu-alert/feed/)
   **Crime Bulletins:** [http://blog.ucs.fsu.edu/safety/category/crime-bulletins/feed/](http://blog.ucs.fsu.edu/safety/category/crime-bulletins/feed/)
   **Safety and Preparedness Information:** [http://blog.ucs.fsu.edu/safety/category/safety-info/feed/](http://blog.ucs.fsu.edu/safety/category/safety-info/feed/)
   **Weather Notices:** [http://blog.ucs.fsu.edu/safety/category/weather/feed/](http://blog.ucs.fsu.edu/safety/category/weather/feed/)
15. **Network Login Pages:** Two Web sites that most every student, faculty, or staff members visit on a regular basis are BlackBoard and/or **OMNI**. Emergency information may be posted on the login screens and throughout these Web Sites.

16. **Facebook:** FSU ALERT also has a presence on the popular social networking website, [Facebook](http://www.facebook.com). This will provide the over 59,000 Facebook users in the FSU network the opportunity to receive official emergency information. Click [HERE](http://www.alerts.fsu.edu) to go to the FSU ALERT page on Facebook, and "become a fan" in order to receive notices.

17. **Myspace:** FSU ALERT also has a presence on the popular social networking website, [Myspace](http://www.myspace.com). Click [HERE](http://www.alerts.fsu.edu) to go to the FSU ALERT Myspace profile and "add as a friend". NOTE: Myspace updates approximately every 15 minutes. For the most current information during an actual emergency, navigate to [alerts.fsu.edu](http://www.alerts.fsu.edu).

18. **Twitter:** FSU ALERT also has a presence on the popular social networking website, [Twitter](http://www.twitter.com). Click [HERE](http://www.alerts.fsu.edu) to go to the FSU ALERT Twitter profile and "follow".

19. **FSU Mobile App:** Download the FREE FSU Mobile app for your iPhone, iPad, or iPod Touch [HERE](http://www.alerts.fsu.edu). Get FSU ALERT messages by going to NEWS > ALERTS. Versions for Droid and Blackberry coming Fall 2010. NOTE: FSU Mobile updates approximately every 15 minutes. For the most current information during an actual emergency, navigate to [alerts.fsu.edu](http://www.alerts.fsu.edu).

**Hurricanes Preparedness**

Hurricanes are a fact of life in Florida. We strongly advise you to create and maintain your own Hurricane/emergency preparedness kit and supplies. We suggest you visit the Tallahassee Red Cross hurricane web site for more information at [http://www.tallyredcross.org/py_hurricane.html](http://www.tallyredcross.org/py_hurricane.html).

**Thagard Student Health Center**

Thagard Student Health Center is located just off of the northwest corner of Montgomery Hall. It is a fully accredited primary health care facility providing a wide range of medical care and outreach services for students.

In the event of a life-threatening emergency, call 911. For other after-hours healthcare needs, call or go to a walk-in clinic or one of the two emergency rooms at:

- **Tallahassee Memorial HealthCare**
  1300 Miccosukee Rd.
  (850) 431-1155

- **Capital Regional Medical Center**
  2626 Capital Medical Boulevard
  (850) 325-5000

**Patients First** - 7 locations in Tallahassee:
- 3401 Capital Circle NE - (850) 386-2266
- 1690 N. Monroe St. - (850) 385-2222
- 3258 N. Monroe St. - (850) 562-2010
- 505 Appleyard Dr. - (850) 576-8988
- 2907 Kerry Forest Pkwy - (850) 668-3380
- 1160 Apalachee Pkwy - (850) 878-8843
- 1705 E. Mahan Dr. - (850) 877-7164
Victim Advocates

If you or someone you know is a victim of a crime, you may need to talk with someone about your options. It is not uncommon to experience a broad range of emotions including fear, confusion, anger, guilt, frustration, and tremendous sense of loss. These are all NORMAL reactions to what has happened. You do not have to go through this alone. An advocate is on call twenty-four hours a day to respond to FSU students who are victimized, or any other person who is victimized on our campus, or by an FSU student.

Services offered include emotional support, instructor notification, referrals, and educational programming for our campus community.

The Dean of Students Department Victim Advocate Program
http://victimadvocate.fsu.edu/
University Center A, Suite 4100
Tallahassee, Florida 32306-2440
Fax: (850)644-0687
Daytime Phone: 850.644.7161
Evening Phone: 850.644.2277

Weeknights and Weekends:
644-1234 (FSUPD)
Ask to speak to the on-call advocate
Dance Injuries: Care and Prevention

Injuries are an ever-present health concern for dancers. It is almost inevitable that at some point in your training you will face an injury—your own or another dancer’s. Injuries may be of a sudden and traumatic nature, resulting from a bad landing or fall, or they may develop over time in as a reaction to overuse, weaknesses, or technical faults. Whatever the cause remember to:

**RICE Your Injury Immediately**

- **Rest** Sit down and get the weight off the injured part immediately. Do not continue to dance until you are sure that doing so will not cause additional damage.
- **Ice** Ice your injury (20 min. on, 10 min. off) as often as possible for the next 48 hours. There is an ice machine in the student lounge (106 Montgomery) and plastic bags can be found in the first aid kits. If ice is not available, run cold water over your injury.
- **Compress** Wrap your injury with a tensor (ACE) bandage to limit swelling.
- **Elevate** Elevate the injured part to heart level or higher and keep it elevated as much as possible for the next 48 hours.

RICE-ing a traumatic injury will reduce pain, swelling, scaring and the chance of making the injury worse. Injuries that develop over time may also benefit from RICE-ing, but will probably require additional intervention to correct the underlying cause.

**Reporting Your Injury**

Please complete a *Dance Injury Report* (blank forms in gray bins next to Conditioning Office door) for any injury that compromises your ability to participate fully in classes, rehearsals or performances. Return your completed injury form to the Conditioning Studio office. The information you provide will help us advise you on resolving your injury and reducing your risk of sustaining related injuries in the future.

**Seeking Treatment**

If you have a medical emergency on or off campus, dial 911. If you are on campus, and there are others to say with the injured person, try to call from a campus phone. If you cannot leave the injured person, call from a cell phone or use the emergency stations in the studios or locker rooms.

If you may have damaged body tissues (fracture, sprain, dislocation, laceration or the like), please visit:

- Thagard Student Health Center (NW of Montgomery Hall) 644-4567
- Thagard Student Health is a fully accredited primary health care facility providing a wide range of medical care and outreach services for students. If the Health Center is closed, you may wish to visit one of the urgent care clinics. The following have extended hours, are close to campus, and is approved by your health insurance plan:
  - Patient's First (Lake Ella), Walk-in Clinic (1690 N. Monroe) 385-2222:
  - Tal. Memorial Hospital, Urgent Care Center (1541 Medical Dr.) 431-6824.
The Student Health Center has a Physical Therapy clinic staffed by Tyressa Judge, PT, who has been working with FSU dancers for more than 10 years. With a physician's referral, you may arrange to see her for treatment using your personal for family health insurance. Please call for an appointment:

- Physical Therapy (Thagard Student Health Center) 644-0570.

**Getting Advice on Managing Injuries**

Not all dance injuries require treatment by a health care professional, but sometimes it is difficult to know when treatment is needed, who to see, or what you might do instead. The Dance faculty are not trained to practice medicine, but can serve as a sensitive and informed referral source. Ask your teachers' advice if you have an injury.

The School of Dance contracts with the Thagard Student Health Center (TSHC) to provide injury management consultations for dance majors. During our busy seasons, Physical Therapist Tyressa Judge comes to Montgomery Hall once a week to consult with dancer majors individually. To arrange a consultation with Tyressa, complete a *Dance Injury Report* (in bins next to Conditioning Studio office door) and deliver it to the Dance Conditioning Studio staff with a request for a consultation with Tyressa. If your need is urgent, you may request a dancer's consultation appointment at her clinic (basement of THSC), but you may be asked to see one of the health care providers upstairs first. The funding source prohibits Tyressa from providing treatment under this contact; for treatment, you will need to use your own health insurance.

If you have questions about treatment options or strategies for reducing injury risks, you may contact dance science faculty member Tom Welsh (Montgomery 138/107; 580-1004, evc) or the Dance Conditioning Studio graduate assistants. They will be able to give you their undivided attention if you sign-up for an appointment in the Conditioning Studio (107 Montgomery). The Dance Conditioning Studio is available for your use anytime your student ID card is active and no classes are meeting in the Studio. More information on injury risk management will be offered in your dance science classes. You will receive more information about injury risk management in your dance science classes.

**Diet and Nutrition**

Dancers have special needs regarding optimal nutrition. These demands can lead to misguided weight control efforts that can develop into eating disorders. The only sustainable approach to maintaining a healthy dancing weight is to eat modest portions of a variety of nutritious foods and to engage in regular aerobic activity. For advice on these issues, please consult any of these resources:

- Dance technique and conditioning faculty
- Thagard Student Health Center Nutritionists - 644-8871 (Health Promotion)
- Student Counseling Center - 644-2003
- Leach Student Recreation Center - 644-0548 (Trainer's Desk in the lobby)
Production and Performance

Introduction

The production life of the School of Dance is designed to reflect a series of balances that are central to the mission of the school. Those balances may be described in the following way:

- The balance between resident artists and artists from outside the university
- The balance between new original choreography and reconstruction of established repertory
- The balance between student work and faculty work
- The balance between ballet and contemporary dance

Obviously, the operative word is balance, and such equilibrium is achieved by equitable distribution of time, space and resources.

Concert Series

- “Days of Dance” is a series usually composed of alternating bills, emphasizing adjudicated student choreography but also providing opportunity for faculty and guests.
- “Evening of Dance” is usually composed of one program of 4-8 works by faculty and guest choreographers, performed by students and by faculty.
- Dance Repertory Theatre is a repertory company, composed of auditioned students, and faculty and community artists. This company provides opportunity for intensive repertory study, ensemble experience and community outreach.
- MFA Concerts - Are thesis concerts (choreography and/or performance); they are produced at designated times throughout the year.

Occasionally the School produces other concerts.

Policies and procedures for each production component are developed by the appropriate director and production personnel in consultation with faculty and the School Chairperson.

Tickets

Please see the current ticket policy in the appendix.

Communications

Production Schedules

The Production Staff produces and updates production schedules and calendars throughout the year. Please check the “as of” date at the top of the schedule to make sure you are working with the most recent version.

Call boards

Check the callboard several times each day for any new information or changes. The general production information bulletin board is located in the first floor hallway near the vending lobby.
There is also an “In Production” bulletin board for posting current production notes and sign in sheets near the western elevator lobby of the first floor next to the stairs between the dressing rooms and the stage.

Phone

If you need an immediate answer to a question, feel free to call the production staff during normal working hours, at their office number. Please do not call home or cell phone numbers unless there is an emergency.

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<th>Home</th>
<th>Cellular</th>
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</thead>
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<td>644-9973</td>
<td>577-3065</td>
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<td>Costumer (Currie Leggoe)</td>
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<td>Co-Chair for Prod and Facilities</td>
<td>644-1024</td>
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Auditions

Auditions for these performance opportunities are usually held prior to each event/season. Auditions are open to any interested dancers from FSU or the surrounding area. Please see your School calendar for dates and the Current Production bulletin board for details.

Rehearsal Scheduling

All space and event scheduling is done to reflect an equitable provision for the needs of the studio, production, and theoretical components of the Dance program. Please see Performance Eligibility and Commitment Policy sections under School Policies and Procedures.

The Rehearsal Coordinator designates deadlines and procedures for rehearsal requests. Those wishing space must submit requests to the Rehearsal Coordinator at the time and manner indicated in the school Rehearsal Space Priorities and Scheduling document. This document is updated each year and distributed to all faculty, staff and students as well as being posted on the School Intranet and callboards. All requests must conform to the following stipulations:

- A liability release form must have been signed by every participant, including non-dance majors.
- Rehearsals must conform to set rehearsal blocks. You must be on time for your rehearsal, you must not leave the studio vacant, and you must occupy the studio until the end of your set rehearsal block.
- There must be no school needs in conflict with the request.
- No group rehearsals are permitted on Sunday other than those for guest residencies.
- The Dance Theatre may only be used by Faculty, MFA Candidates just before their thesis concert and those with special permission from the Rehearsal Coordinator and Production Coordinator.
- You must follow proper procedures when canceling rehearsals.
  - First inform the Rehearsal Coordinator before 2:00 pm of the day of the rehearsal or the Friday before a Saturday rehearsal.
  - You then must indicate the cancellation on the rehearsal schedule by drawing a line through the rehearsal and noting next to the entry whether this cancellation is for this week only, or a permanent cancellation.
Failure to follow proper procedures may result in the revoking of rehearsal privileges.

If you miss the deadline for a rehearsal request or need a rehearsal space for a class or a production that is currently not being scheduled, you will need to submit your rehearsal request via our Intranet.

1. From our intranet start page, select the Schedules tab.
2. Select Studios.
3. Select the day for the rehearsal from the mini calendar.
4. Select the start time and studio for the rehearsal by clicking the appropriate start time box.
5. A new window will appear. You will be asked to login.
6. Enter the information
   a. Name: Your last name-Title of the piece
   b. Description: Brief description and cast list. IT IS VERY IMPORTANT THAT YOU LIST EVERYONE THAT IS INVOLVED IN THIS REHEARSAL IN THIS SECTION.
   c. Date and start time should already be entered.
   d. Change the duration to 1.5 hours for a standard rehearsal slot.
7. The room should already be correct.
8. Due to the high probability of error, please do not use the repeat functions.
9. Click Save.
10. You are returned to the schedule screen and you see the requested rehearsal in red.
11. E-mail will be sent to the Rehearsal Coordinator and they will either approve or reject your request. If it is approved the color will no longer be red.

Audio and Video Equipment for Rehearsal

The school has CD/DVD and VHS video playback systems in each studio.

Students must provide their own camcorder for class and rehearsals. There may also be camcorders available for checkout via our sign out system on our Intranet. Equipment must be picked up and returned to the computer lab while lab assistants are on duty. The camcorders use mini-DV tape, so you will have to dub the tape to VHS for use in the studios.

Accompaniment

Audio Lab and Recording Studio

Anyone wishing to use Audio Lab or Recording Studio must apply to the Audio Coordinator and receive training in the proper use of the equipment, regardless of prior expertise in electronics, sound recording, etc. This training often happens during music and choreography or technology classes. Work produced in the Audio Lab and Recording Studio must not violate copyright laws and is restricted to projects pertaining to the creative activities of the Dance School. Graduate students possessing building access and alarm codes may use Audio Lab at their convenience, after the appropriate training. Undergraduate students must use the audio lab during posted lab hours only. The Audio Coordinator has the right to assign and limit anyone’s usage and to set project priorities.
Concert Recordings

The School of Dance strives for excellence in every area. Concert audio recordings are no exception. To achieve this goal within our time, personnel, and legal constraints the following rules and guidelines have been set up and must be adhered to:

- High quality original recordings are required. Digital sources are always preferred. Vinyl records and cassettes are usually unacceptable unless approved by Audio Coordinator in advance.
- You are responsible for having your music converted to the appropriate file type and/or having the music recorded if necessary. Deadlines for recording sessions may be found in the School calendar. The choreographer must be present at all recording sessions.
- We must possess proper licenses to record or use any accompaniment. This process usually takes from two to six weeks. This means that any choreographer who wishes to use any prerecorded material must provide the Audio Coordinator complete and exact information on the material to be used at least six weeks before the concert. Often companies refuse permission or charge for the use of their material. The sooner we ask, the sooner we know. WE DO NOT USE MATERIALS WITHOUT PERMISSION. These licenses are good only for the specific dates requested. Future use requires additional requests. The easiest way to provide the Audio Coordinator with the required information is to bring a complete photocopy of every part of the recording and packaging to the Audio Coordinator as soon as possible.
- If live accompaniment is to be used, a backup recording must be made. The Choreographer in consultation with the Audio Coordinator, and the musicians must set up this recording session. The Choreographer must attend this session. The backup recording is usually a recording of the musicians who will play for the performance, however previously recorded material may also be used if it is close to the performance quality of the live performance.

Live Accompaniment

We encourage the use of live accompaniment when ever possible, but please be aware of the following.

- We still must seek a proper license to use any materials whether music or text. All accompaniment deadlines apply.
- You must be very clear and constantly check to be sure that your musicians or other auxiliary performers are aware of what is required of them. They must attend all performances, and dress rehearsals. If the work is complicated, they may need to attend technical rehearsals. They also should attend several earlier rehearsals to set tempos and learn their part in the dance.
- A backup recording must be made unless the piece could not be performed without the musicians.

Dance Theatre Information and Regulations

For detailed information on the Nancy Smith Fichter Dance Theatre, please download the Technical Information sheet from our website: http://dance.fsu.edu/About-FSU-Dance/Facilities/Nancy-Smith-Fichter-Dance-Theatre

The following is some basic information that everyone should know.
General Rules

- Stay out of the seating if you are dirty or sweaty.
- Food and drinks (other than water) are not allowed.
- Do not touch the scrim or projection screen. Try not to touch any other draperies.
- Do not pin, staple, or attach in any manner, anything, anywhere without approval from the production staff.
- Clean up after yourself. Do not leave scenery or props onstage or in the wings.
- Space is limited. Check with the Production Staff for an assigned storage space backstage.
- Do not construct, paint, or work on any set or prop in the theatre or studios without permission from the Production Manager.
- No one is allowed in the booth, supply rooms or catwalks unless authorized by the Production Staff.

The Stage

- Usable/Lit/Dancing Area: 35’ wide X 29’ deep
- Stage Floor: A sprung sub floor is covered with a black Harlequin Studio II dance floor cover.
- This floor will not support the weight of a piano or any other extremely heavy object.
- Sharp objects or scenery that may cause marks on the floor will not be allowed.
- The use of nails, screws, adhesives, or the drilling of holes is not allowed.
- Rosin or shoes with rosin on them are not allowed. Spiked heel shoes, shoes with taps, or shoes or scenery that cause marks on the floor are not allowed.

Soft Goods and Screens

- There is no fly system or stage house. Scenery must be dead hung or tracked.
- All masking is made from black velour. There are four lit wings. Backstage cannot be completely masked, especially downstage. Be aware that if you can see the audience, they can see you.
- There is a black scrim, 33’ upstage, on a traveler track operated from SL.
- There is a bi-part blackout traveler upstage between the scrim and projection screen, operated from SR
- Rear Projection Screen
  - The screen is very fragile and very, very expensive. Never touch it. The oil from your hands would damage it.
  - If you use the projection screen for rear projections, you will not be able to crossover from one side of the stage to the other without casting a shadow on the screen.
- Front Projection screen
  - The screen is located just downstage of the main curtain and is operated from DR.

Use of the Theatre for Rehearsals

- The theatre may only be used by faculty, graduate students preparing for their thesis concert and those with special permission of the production staff. Anyone using the theatre must have the necessary theatre keys (can take up to week to receive) and have had training on the alarm system and lighting.
• There is a CD player, iPod connection and mixer backstage right for use during rehearsals. There may also be a similar setup in the first row of the house, except during tech weeks.

Costumes

The School Costumer constructs and often designs costumes for faculty and guest works. She is available to assist and guide students, but she does not construct their costumes. There are costumes and limited materials available for students to utilize for performances and class projects.

Space is usually available for students to work on constructing their own costumes after they have been checked out and cleared for use of the equipment. Students may only work in the costume shop during normal shop hours, on an as-available basis and, with the Costumer’s supervision.

Lighting

The School of Dance Lighting Designer will design lighting for most school works produced in Montgomery Hall. Occasionally, student designers will be available or be assigned works. The School Lighting Designer will still oversee their work. All outside designers must be approved by the School Designer and work within the repertory plot. Please see the Nancy Smith Fichter Dance Theatre Rules of Operation and the NSF Dance Theatre Technical information Packet for further information.

Scenery

If you have a scenic or prop need or have an idea that you wish to explore, please discuss it with the Design and Production Faculty member as early in the process as possible. He will guide you through the process and try to help you realize your vision. He is not required to design the work for you, but he can provide the following:

• Assistance in finding a scenic designer
• An overview of purchasing requirements
• A copy of theatre plans and regulations
• Insight on ways to achieve your vision in our theatre space

In any case, he must approve all scenic elements and props before they are brought to the stage. The production staff builds and oversees scenic and prop production for faculty and guest works only. Members of the production staff are the only ones allowed to perform any rigging or installation in the Nancy Smith Fichter Dance Theatre.

Tech Week

The crew works hard to make it as pleasant as possible for you to perform. Please give them your cooperation. The rehearsals labeled as “TECHNICAL REHEARSALS” are for the establishment and notation of sound, lighting, and scenic cues. This is the time we dedicate to setting lighting and sound levels, placement of scenery and props, and take the time to correctly notate every phase of the production. This process takes time, but the quality of the productions depends on it. These rehearsals will primarily be cue to cue. This means that we will be starting and stopping. However, be prepared for anything! We may ask that you mark the piece, or we may need to see a full out run.
There is no company class before a Technical Rehearsal so you are responsible for your own warm-up. You are to be in the building at least thirty minutes before your piece’s tech time (see schedule). You should be in costume (no makeup) at least 15 minutes before your tech time. We will always try to stick as close to the schedule as possible and often run ahead of schedule. Please bring a book or homework with you incase we run behind schedule.

The rehearsals noted as “DRESS REHEARSALS” are for refining the production. We will try to stop as little as possible. If and when we do stop, please do not leave the stage. Stand in your last position and wait for instructions. Once a piece is completed during the first dress rehearsal do not leave backstage until the assistant stage managers have said that we are indeed moving on to the next piece and not going back to repeat something. (This will help us and get you home sooner.) All dress rehearsals are in full costume and full makeup and are often photographed and video taped. See the schedule for all call times.

You will be allowed to sit in the house and watch the dress rehearsal of most programs as long as you stay warm and are ready to go!

**Crew and Technical Staff**

*Who Is Needed When*

Only the Sound Operator and the Assistant Stage Manager are required for most technical rehearsals. All other crewmembers will normally be called for the first time for the dress rehearsal. Please see the production schedule for exact call times.

*Sign –in*

All production personnel also must sign-in upon arrival. The sign-in sheet will be on the back stage storage cabinet behind the projection screen.

*Attire*

The lighting and sound console operators may wear anything for rehearsals, but should be aware that audience will see you during performances, so dress appropriately. For all persons working backstage, the idea is for you to disappear as much as possible. You must wear “blacks” for dress rehearsals and performances. This means black flat close-toed shoes, jeans, slacks or sweat pants, shirt, and no shiny or colorful accessories. Please do not wear clothing that exposes a great deal of skin.

*Documentation Crew*

Videographers for School sponsored events are asked to arrive an hour and fifteen minutes prior to curtain dressed in black or dark gray. Camera focus and white balance is scheduled at approximately fifteen minutes before the house opens. Additional details are provided by the Documentation Director for that evening’s event.
Performers Calls, Sign-in, Company Class and Stage Time

All call times will be indicated in the production schedule. Please be on time for all rehearsals and calls. This includes everyone involved in the production: dancers, choreographers, and production personnel. If you are late, we will be looking for you. Please let us know as far in advance as possible if you will have problems making the call times. If you are going to be late, please contact every person that might be looking for you. This would include the Stage Manager, the appropriate Artistic Director, and your Choreographer.

Beginning with the first dress rehearsal for each concert, all dancers, musicians and technicians must sign in immediately upon arrival. No one will be allowed to sign in for anyone else! The performer's sign-in sheet will be located on the “In Production” callboard located in the western elevator lobby, on the first floor, near the dressing rooms. Do not leave the theatre after you have signed in. If there is an emergency, see your Artistic Director for permission and then inform the Stage Manager.

Choreographers please make sure that if you are using musicians or non dance majors, that they receive a copy of this information and the appropriate production schedule, are aware of their call times, and understand all procedures. Please introduce these musicians and other performers to the Stage Manager, and the assistant stage managers.

There will be a company ballet and modern class before the dress rehearsals and each performance. If you are dancing in the performance or rehearsal, you are required to participate in these classes. If you don’t take class, you don’t perform.

Bring separate clothing for class. DO NOT TAKE CLASS IN COSTUME. If your piece is early in the program however, it may be a good idea to have your make-up and hair ready. The classes are usually 20 minutes long each with a short transition time in between. The classes will usually be held in studio 217.

Please check your schedules for dancer stage time. Time has been allotted from the building opening time to just before class begins. You must clear the stage at the time indicated so that the crew can begin their work.

Dressing Rooms and Green Room

We have dressing room space for fifty women, ten men and up to nine additional guests. Each dressing station has a mirror, lights and an electrical outlet. The Green room is room106. All of the dressing rooms and the green room have show audio monitors and a paging system. You may watch the performance over the buildings cable TV system in the green room on channel 32.

Rules

- Please be considerate of others by keeping the dressing room atmosphere quiet and professional.
- Clean up after yourself before you leave each evening.
- Food and drink (other than water) is not allowed in the dressing rooms! Food and drink are of course allowed in the green room but you may never eat or drink (other than water) in costume.
• Smoking is not allowed in any building on the FSU campus and never in costume.
• No one other than the cast and crew of a production are allowed in the green room or dressing rooms at any time! Please ask your parents and friends to meet you elsewhere.
• Leave all valuables at home. There is no protection for them at the theatre.

Paging Procedures

Beginning with the first dress rehearsal for each production, an Assistant Stage Manager will call you to company class. They will also give everyone a 15, 10, 5 minute and places call before the beginning of each half of each program. Please respond by saying “thank you” to each call so they know that you have heard them.

During the show, there are audio monitors in each dressing room and a video monitor in the green room. Once the show has begun you will receive no further calls except during intermission. You must be responsible and report to the side of the stage that you are to enter from during the bows of the previous piece.

Always report to the same side of the stage! If your role is double cast, make sure that the persons sharing the same role reports to the same side of the stage. Once you have reported in, stay out of the way of the dancers exiting the stage, and the crew preparing for the next piece, but don’t wander off! You will then receive a STANDBY FOR PLACES call. This means that we are almost ready and you should immediately take your place in the wing in which you will enter from. When we are ready to begin you will receive a PLACES PLEASE call. At that time go immediately to your starting position. If someone is missing, or if there is a problem during this time go quickly to your assistant stage manager and inform them. Likewise, if everything is ready simply give a nod to let them know you understand and are ready to begin. If there is a problem, especially during rehearsals, don’t hesitate to bring it to our attention. Please do not assume that we know about it.

After you have completed your bows, please exit immediately through the backstage door and go to your assigned dressing room. Do not linger backstage!

Choreographers may watch their pieces from the wings if they enter and exit with their dancers.

Costumes and Makeup

It is the responsibility of each dancer to provide his or her own make-up. It is a necessary part of your training to have a complete make-up kit. If you are uncertain what belongs in the make-up kit, please check with your directors or faculty. You should also provide your own Kleenex, cleansing cream, washcloth and towel.

Dancers are responsible for their own shoes and pink tights. Make sure these items are marked with your name to prevent loss. When bringing your own shoes and tights, put them with the rest of your costume as soon as you get to the theatre. Please do not wear the same tights for warm-up and on stage.

The costume manager will place costumes in your dressing room. They will be hung on a hanger with your name on the top. Please check that all of your costume pieces are ready immediately after class. Costumes are not to be removed from their hangers until you are ready to put them on just
before going on stage and they are to be returned to their hangers the moment you come off stage. Do not put on costumes until your hair and make-up are done and pointe shoes are on. No costume or any part of a costume may leave the building. All costume pieces are to be returned on the same labeled hanger.

Absolutely no smoking, drinks (other than water), or food in the dressing room at any time. If you must sit in your costume, please do not sit on the skirt; lift it up before you sit down.

Report problems to the costumer in writing on the “problems” work sheet located in the check in/out location. For emergency repairs go immediately to the costume shop or go to the sewing kit backstage left in the rack. It would be wise to have your own personal sewing kit to avoid a last minute crunch.

Absolutely no jewelry is to be worn on stage, no fingernail polish, no shiny hair clips, no wedding rings, etc. unless they are a part of your approved costume. Do not leave the theatre with your makeup on. This is not professional. Do not take any costumes from the theatre.

After the Performance and General Etiquette

Please tell your friends and family members that you will meet them in the main lobby after the show.

Performers are not allowed to join the audience after they have performed, even if you have a ticket!

Staff will be waiting for you to clear the dressing rooms after a performance or rehearsal. Please finish your work, rehang your costume, remove your make up and take a shower as soon as possible. Do not visit with the public until you have cleared the dressing room.

Video Documentation Equipment and Recording

No one else may record any portion of a performance, class, rehearsal, lecture, residency, or any other school event without prior approval by the Chairperson, appropriate Artistic Director, Lecturer, Choreographer, or Teacher, and the Production Manager. This includes parents and audience members.

The school will usually videotape at least one dress rehearsal and the performances of each concert. Any recording or dubbing of school materials is to be approved by the documentation staff. No school recording may leave our facilities.

Dancers wishing a video copy of their performance must make arrangements with their choreographer. The dancer or choreographer will have to provide their own supplies and make their own copies of the performance videos after securing the appropriate permissions. There are decks available for video dubbing in the computer lab. Please see the lab assistants if you have questions concerning their usage.

You must perform your own dubbing or recordings. Specific guidelines are usually set out in the production schedules and materials for each performance series.
In Case Of An Emergency Evacuation

If there is an emergency, you will be informed by a building wide paging system to exit the building as quickly as possible. At this time, use the nearest available exit and report to the production staff on Landis Green in front of Montgomery Gym. Do not reenter the building until you have been told to do so by the page.
Dance and Media Technologies

The FSU School of Dance offers a number of opportunities to develop technological skills specific to the field of dance. Students interested in utilizing technology components in their creative and scholarly work are encouraged to take an active role in developing skills and seeking out mentorship in the technology area. The guidelines below are provided to help facilitate this process. Working creatively with technology can involve an extensive investment of time and requires an accelerated timeline that supports discovery and revision. Students are encouraged to seek mentorship very early in their process, and are expected to interface regularly with faculty mentors throughout the development phase. All students intending to utilize technology as an element of production, such as projected video with live performance, are required to complete the Survey of Dance Technologies class and at least 2 units of the Dance & Video course, which includes instruction in projection design. Directed Individual Study credits are also available in technology. Coursework in these areas should be completed at least one semester prior to the premiere of the technology-enhanced work. Students may also consider collaborating with another student who has completed this training. The inclusion of media technologies in a public showing is subject to the approval of the Production Faculty, Faculty Mentors, and DIS Faculty Mentor. Please see the Technologies Design Intent Form in the appendix.

Related Courses in Design and Technology:

Survey of Dance Technologies (Fall)
Special Topics - Dance & Video (Fall)
Special Topics - Video & Photography (Spring)
Directed Individual Study (Fall or Spring)
Introduction to Design (Fall)

Technology Timelines

General Timeline for Production Technology (If Using Technology in Concert)

- Fall, 2nd Year
  - DAN4418 Survey of Dance Technologies required course
- Spring, 2nd Year
  - DAN4935 Special Topics – Video & Photography elective course
- Fall, 3rd Year
  - DAN4935 Special Topics – Dance & Video elective course
- Spring, 3rd Year
  - DAN4935 Special Topics – Video & Photography elective course
- Fall, 4th Year
  - DAN4935 Special Topics – Dance & Video elective course
  - DAN4905 DIS (if presenting in fall or spring, 4th year)
- Spring, 4th Year
  - DAN4935 Special Topics – Video & Photography elective course
  - DAN4905 DIS (if presenting in spring, 4th year)
Standards of Excellence

Dance works that make use of technology are expected to be of an acceptable quality, both technically and aesthetically, to be considered for inclusion in school produced events. High quality audio and digital quality video are required. Aesthetic guidance will be provided by faculty mentors throughout the design process. Final programming is determined by faculty recommendation.

Camcorder Recommendation

Some technology courses require students to purchase a consumer-level camcorder. A camcorder recommendation including minimum technical specifications is provided to students annually. It is recommended that students wait to purchase their camcorders until camcorder technologies are discussed at the beginning of the academic year. See the appendix for an example recommendation.
Appendix
Comp Ticket Policy

Student Tickets
- Each student participant in a production, whether choreographing, performing or on the crew are eligible for one complimentary ticket for that program. *Days of Dance* has two separate programs in one series and the number of comps available applies to program A and program B separately.
- Dance students who are not participating in a production may attend the dress rehearsal free of charge, but will not be issued a comp ticket for the actual performance. Students will, however be able to purchase student-rate tickets through the Fine Arts Tickets Office.

Faculty & Staff
- Faculty and staff are eligible for two tickets per program. A limited amount of additional comps are available on a first come, first serve basis from the House Manager five minutes before the performance.

To claim your comp ticket
- All comp ticket orders will be handled by the Fine Arts Ticket Office - 644-6500. You name will appear on a list with how many tickets you are entitled to on or before the Monday prior to the performance dates. Please call ahead for your comp tickets. Comp ticket requests can only be honored as long as tickets are available. If you wait until the last minute, the performance may be sold out and you may not be able to receive comps.
- Comp ticket orders should be placed over the phone or picked up from the Fine Arts Ticket Office prior to the night of the performance. Tickets arranged for in advance will be held at "Will Call" and available one hour prior to curtain at the Montgomery Hall Box Office.
- Performers may not come to the lobby prior to the performance for any reason.
- Others who are eligible for comps may pick them up from the Montgomery Hall Box Office on a first come, first serve basis until the show is sold out. Again, there is no guarantee that tickets will be available at this time.

Friends of Dance
- Comp tickets are available based on membership level. Membership comps are mailed by the Fine Arts Ticket Office up until two weeks prior to the performance. Patrons who did not mark their membership preference on their forms need to call the Fine Arts Ticket Office - 644-6500, who will have a copy of the membership list and will hold tickets at "Will Call".

Advance tickets are sold at the Fine Arts Ticket Box Office located in the Fine Arts Building on the corner of Call and Copeland streets. Advance tickets may also be purchased online at [http://tickets.fsu.edu/](http://tickets.fsu.edu/) or over the phone by calling 644-6500.

The box office in Montgomery Hall is only open one hour before show time until fifteen minutes after the show begins.

Please see the Events section of our School web site for the most up to date information on performance dates and ticket prices. [http://dance.fsu.edu/Events](http://dance.fsu.edu/Events)
Request for Excused Absence For Professional Development Opportunity

The School of Dance Assessment Committee will review all applications to have professional development absences excused. Possible appropriate examples of professional development opportunities might include:

- Auditions or job interviews for students who are close to graduation
- Performance opportunities (other than officially sanctioned University activities such as DRT and performing at ACDFA, which are already excused)
- Presenting papers or attending appropriate conferences
- Research or creative activities

Please complete the fields below. (Use the back of the form if more space is needed. When the committee signs off on this form, it will be returned to you. It is your responsibility to show this to your instructors. Your instructor will make final decisions on excusing the absence.

Dancer’s Name:                  Date Submitted:

Describe the nature of the event and the dates of the absences necessary:

What is the value of this event to the dancer and/or the school?

How many absences will this involve and how do you propose to make up the work?

What School rehearsals will be missed?

_______________________________________________________________

Recommend Excuse  ____________  Do Not Recommend  ____________  Date Responded  ____________

Signatures:  ___________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________

_____________________________________________________________
Petition for Exemption From School of Dance Commitment Policy

Commitment Policy
To protect our student’s health and professional development, to facilitate the scheduling of rehearsals, and to optimize the number of students who have the opportunity to perform in School productions FSU Dance students will be limited to the following number of concurrent commitments:

- 3rd year or more: 5 commitments
- 2nd year: 4 commitments
- 1st year: 3 commitments

The following are considered commitments:

- Participating in each dance in a School concert rehearsing for three hours per week will count as 1 commitment. Performing in extended works with longer or more numerous rehearsals will be assessed individually.
- Performing as a member or guest of DRT, TBC, Golden Girls, or a similar organization will count at 1 commitment.

At any time during the year, FSU Dancers may have no more than the number of commitments specified above. Under special circumstances, students may petition the assessment committee for an exception to these limits. The assessment committee will decide each petition based on the student’s academic success, health and citizenship.

Petition for Expanded Limits

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<td>Technique Level - Ballet: _______</td>
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</table>

Rehearsals - List all regular rehearsals (EOD, DRT, Grad Concerts, TBC, Orchesis, Opera, etc.) including rehearsals after residencies ends.

<table>
<thead>
<tr>
<th>Show - Choreographer (or director), # of rehearsals/wk</th>
<th>Hrs/Wk</th>
<th>Rehearsals Begin</th>
<th>Rehearsals End</th>
<th>Performances</th>
</tr>
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Residencies & works rehearsing more than the normal three hours per week:

<table>
<thead>
<tr>
<th>Show - Choreographer (or rehearsal director)</th>
<th>Hrs/Wk</th>
<th>Residency Begins</th>
<th>Residency Ends</th>
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**Justification** - Please explain why you feel your situation qualifies you for an exception to the Dancer Commitments policy, and return your petition to Lynda Davis as soon as possible.

**Review by Conditioning Staff:** Initials: _______ date: _______
Concerns -

**Review by Production Staff:** Initials: _______ date: _______
Concerns -

**Review by Academic Advisor:** Initials: _______ date: _______
Concerns -

**Assessment Committee Decision** date - __________________

___ Approved as requested

___ Deny; dancer must follow commitments policy as stated

___ Approve with modifications described below

Comments/conditions -

Completed form will be stored with Assessment Committee records
**2010-11 Rehearsal Space Priorities and Scheduling**

*as of July 19, 2010*

NOTE: Other school events not listed on the calendar may also arise during the year. Rehearsals that conflict with School events will be cancelled. No effort will be made by the Rehearsal Coordinator to find a replacement rehearsal slot. Requests for replacement rehearsals must be organized and requested by the Choreographer after consulting with their dancers and then scheduled with the Rehearsal Coordinator. All works get two rehearsals per week (3 hours total) except where noted. Rehearsals may not be requested or held during the time slot allotted for lunch. If the Choreographer does not submit rehearsal requests by the posted deadline, he/she is responsible for scheduling rehearsals after the Rehearsal Coordinator has set the schedule for that period.

All rehearsals must be scheduled in the regulated hour and one half time slots:

- 8am - 9am
- 9am - 10:30am
- 10:30am - 12pm
- 12:30pm - 2pm
- 2pm - 3:30pm
- 3:30pm - 5pm
- 5pm - 6:30pm
- 6:30pm - 8pm
- 8pm - 9:30pm

Aug. 16 – Aug. 28: (Retreat Week & First week of classes)

- MFA Concert 1 & Sarasota Events takes first priority. MFA 1 choreographers may request up to three slots per week. Sarasota choreographers may request up to two slots per week. Rehearsal requests accepted until Aug. 2.
- Schedule posted by Aug. 6.

Aug. 30 – Sept. 11: (Through Drop/Add, first three weeks of classes)

- MFA Concert 1 & Sarasota Events takes first priority. MFA choreographers may request up to three slots per week. Sarasota choreographers may request up to two slots per week. Rehearsal requests accepted until Aug. 27.
- Days of Dance choreographers take second priority. Requests accepted until Aug. 27. Each choreographer may request up to two rehearsal slots per week for up to two works.
- MFA Concert 2 & 3 and others take third priority. Requests accepted until August 27.
- Schedule posted by Aug. 28.

Sept. 13 – Oct 23: (Through MFA 1 Concert)

- MFA Concert 1 & Sarasota Events takes first priority. MFA choreographers may request up to three slots per week. Sarasota
choreographers may request up to two slots per week. Rehearsal requests accepted until Sept 7.

• Days of Dance choreographers take second priority. Requests accepted until Sept 8. Each choreographer may request up to two rehearsal slots per week for up to two works.
• MFA Concert 2 & 3 and others take third priority. Requests accepted until Sept 8.
• Schedule posted by Sept 10.

Oct. 25 – Nov. 20: (Until DOD)
• Days of Dance choreographers take first priority. Requests accepted until October 11. Each choreographer may request up to two rehearsal slots per week per work.
• Spring MFA candidates have second priority. Requests accepted until October 8. Choreographers may request up to two slots per week per work.
• Schedule posted by October 13.
• Others may request space after the initial posting. Choreographers may request up to two slots per week per work.

Nov. 22 – Jan. 8: (Through Exam week, week before classes, first week of classes)
• Spring MFA 2 choreographers take first priority. Requests accepted until November 3. MFA 2 choreographers may request up to three slots per week per work.
• Schedule posted by November 8.
• Others may request space after the initial posting. Choreographers may request up to two slots per week per work.

(THE WEEK BEFORE CLASSES BEGIN)
• Spring MFA and DRT choreographers have equal priority. Choreographers may request extended rehearsal periods. A meeting may be required to coordinate this week so that everyone gets something.

(First week of class)
• MFA Concert 2 takes first priority. Choreographers may request up to three slots per week per work.
• MFA Concert 3 takes second priority. Each choreographer gets up to two rehearsal slots per week per piece.

Jan. 10 – Feb. 19: (The beginning of the semester, MLK Day and MFA Concert Closes)
• MFA Concert 2 & 3 choreographers take first priority. Requests accepted until January 5. MFA candidates may request up to two rehearsal slots per week.
• EOD rehearsals may begin January 31, take second priority and may request two rehearsals per week. Rehearsal requests until January 6.
• Works selected for ACDFA are our third priority and get 1 rehearsal per week to be determined by the selection committee. Rehearsal requests until January 6.
• Schedule posted by January 7.
• Others may request space after the initial posting. Choreographers may request up to two slots per week per work.

Feb. 21 – Mar 26: (Through MFA Concert / Evening of Dance Concert)
• MFA Concert 3 and EOD choreographers take first priority. Rehearsal requests due by February 2.
• Works selected for ACDFA are our third priority and get 1 rehearsal per week to be determined by the selection committee. Rehearsal requests accepted until February 2.
• Schedule posted by February 7.
• Others may request space after the initial posting. Choreographers may request up to two slots per week per work.

Mar 28 – Apr 22 (Through end of classes)
• Rehearsal requests accepted until February 28.
• Schedule posted by March 14.

The following number of rehearsals is available per work for the following concerts:
• MFA Concert 1
  o 24 rehearsals
  o Plus any rehearsals before the first week of class.
  o Less lost rehearsals during In the Works, MFA program runs, dance festivals and the DOD showings.
• Dance Arts Festivals
  o Ringling – 14 rehearsals, ICFAD – 18 rehearsals
  o Plus any rehearsals before the first week of class.
  o Less lost rehearsals during In the Works, MFA program runs and the DOD showings.
• Days of Dance
  o 20 rehearsals
  o Less lost rehearsals during, In the Works, Days of Dance showings, MFA program runs, MFA concert, and festivals.
• MFA Concert 2
  o 12 rehearsals
  o Plus any additional rehearsals during the fall semester, the week before spring semester begins or on MLK day.
  o Less any rehearsals lost during other concerts.
• MFA Concert 3
  o 22 rehearsals
  o Plus any additional rehearsals during the fall semester, the week before spring semester begins or on MLK day.
  o Less lost rehearsals during MFA program runs, other concerts or ACDFA week
• Evening of Dance
  o 28 rehearsals
  o Less lost rehearsals during MFA program runs, other concerts or ACDFA week
How to use Intranet Rehearsal Scheduling

If you miss the deadline for a rehearsal request or need a rehearsal space for a class or a production that is currently not being scheduled, you will need to submit your rehearsal request via our Intranet.

1. From our Intranet start page, select the “Schedules” tab

2. Select “Studios”

3. Select the day for the rehearsal from the mini calendar

4. Select the start time and studio for the rehearsal by clicking the appropriate start time box.

5. A new window will appear. You will be asked to log in.
6. Enter the information:
   a. Name = last name - name of work being rehearsed
   b. Description = brief description and cast list. IT IS VERY IMPORTANT THAT YOU LIST EVERYONE THAT IS INVOLVED IN THIS REHEARSAL IN THIS SECTION
   c. Date and start time should already be entered.
   d. Change the duration to 1.5 hours for a standard rehearsal slot

7. The room should already be correct.
8. Due to the high probability of error, please do not use the repeat functions.

9. Click “Save”

10. You are returned to the schedule screen and you see the requested rehearsal in red.

11. E-mail will be sent to the Rehearsal Coordinator and they will either approve or reject your request. If it is approved the color will no longer be red.

12. Remember, the times listed below are the standard rehearsal times. All requests must be within these set hours unless approved by the Production Coordinator.

    8am - 9am
    9am - 10:30am
    10:30am - 12pm
    no rehearsals during lunch
    12:30pm - 2pm
    2pm - 3:30pm
    3:30pm - 5pm
    5pm - 6:30pm
    6:30pm - 8pm
    8pm - 9:30pm

**How to Cancel a Rehearsal**

First inform the Rehearsal Coordinator before 2:00 pm of the day of the rehearsal or the Friday before a Saturday rehearsal.

You then must indicate the cancellation on the rehearsal schedule by drawing a line through the rehearsal and noting next to the entry whether this cancellation is for this week only, or a permanent cancellation.

Failure to follow proper procedures may result in the revoking of rehearsal privileges.

If you have any questions regarding the rehearsal schedule, please email the Rehearsal Coordinator, Rachel Hunter at rsh09@fsu.edu
Dancer's Schedule Form

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td>8:00 to 9:30</td>
<td>10:00 to 11:00</td>
<td>11:30 to 12:00</td>
<td>12:30 to 1:00</td>
<td>1:30 to 2:00</td>
<td>2:30 to 3:00</td>
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<tr>
<td>3:00 to 4:30</td>
<td>5:00 to 6:00</td>
<td>6:30 to 7:30</td>
<td>7:30 to 8:30</td>
<td>8:30 to 9:30</td>
<td>9:30 to 10:30</td>
</tr>
</tbody>
</table>

Notes:

Other information including dates that you will be out of town. Please indicate ALL times that you are NOT available on the form below. Use the Notes section to indicate any additional information.

NAME: ____________________________ PHONE #: ____________________

Please return completed form to your choreographer.

DANCE SCHEDULE
### Choreographer’s Rehearsal Request Form

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>8:00 AM to 9:30 AM</td>
<td>10:00 AM to 11:30 AM</td>
<td>11:00 AM to 12:30 PM</td>
<td>1:00 PM to 2:30 PM</td>
<td>3:00 PM to 4:30 PM</td>
<td>5:00 PM to 6:30 PM</td>
</tr>
<tr>
<td>9:30 AM to 10:00 AM</td>
<td>11:30 AM to 12:00 PM</td>
<td>12:00 PM to 1:00 PM</td>
<td>2:30 PM to 3:00 PM</td>
<td>4:30 PM to 5:00 PM</td>
<td>6:30 PM to 7:00 PM</td>
</tr>
<tr>
<td>10:00 AM to 11:00 AM</td>
<td>12:00 PM to 1:00 PM</td>
<td>1:00 PM to 2:00 PM</td>
<td>3:00 PM to 4:00 PM</td>
<td>5:00 PM to 6:00 PM</td>
<td>7:00 PM to 8:00 PM</td>
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<tr>
<td>11:00 AM to 12:00 AM</td>
<td>1:00 PM to 2:00 PM</td>
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<td>4:00 PM to 5:00 PM</td>
<td>6:00 PM to 7:00 PM</td>
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<td>5:00 PM to 6:00 PM</td>
<td>7:00 PM to 8:00 PM</td>
<td>9:00 PM to 10:00 PM</td>
</tr>
</tbody>
</table>

**Notes:**

**Choreographer:**

**Title:**

**Title of other dances currently rehearsing:**

**Phone #:**

**X:**mark all times that you are available by placing an X on the form below. Also note if you need a specific studio (i.e.: Tap, Pointe).

**Use a separate form for each dance / Return form to Production Assistant CHOREOGRAPHER’S REHEARSAL REQUEST FORM**
Technology Design Intent Form

FSU Dance and Media Technologies

Designer’s Name ______________________________ Date ____/____/____

Email ______________________@____________________ Phone ( ) ______ - ______

Event __________________________ Premiere Date ____/____/____

Title of Work ___________________________________________________________

Duration of Work ______:____

Name of Technology Assistant(s) ____________________________________________

Beginning Date for Training/Collaboration Period with Assistant(s) ____/____/____

Media Type(s) ____________________________________________________________

Content of Media _________________________________________________________

Equipment Needed ________________________________________________________

Estimated Dates for Equipment Use ____/____/____ to ____/____/____

Cables Needed ____________________________________________________________

Additional Needs _________________________________________________________

Audio Source ____________________________________________________________

Method of Synchronization between Media Elements

Coursework Checklist:
___ Survey of Dance Technology
___ Dance & Video (unit 2 – projection design)
___ Video & Photography
___ DIS

Please attach the following:
1) A concise description of the total work
2) An explanation of how the use of technology is integrated and essential to the artistic statement
3) A visual diagram to help illustrate your design
FSU Dance Camcorder Recommendation (August 2010)

BFA Students:  
(required for Survey of Dance Technologies during Fall of Sophomore year)

MA & MFA Students:  
(required for Studies in Dance Technology during Spring of year one)

For both undergraduates and graduates it is recommended that you wait until the beginning of the required semester to purchase your camcorder, in order to get the latest information and product availability. See instructors for acquisition deadlines.

As the trend in consumer camcorder technology has continued in the direction of tapeless media storage, we have revised our camcorder recommendation to include tapeless camcorders. The below information is meant to be used as a guide in helping you make your decision and not as a requirement to purchase any single model or brand. Students are encouraged to avoid unfamiliar brands.

The camcorder should be compatible with Macs and Final Cut Express in particular. Please talk with Chris Cameron or Tim Glenn if you have questions about camcorder compatibility or visit the Apple Camcorder Support site for compatibility info (http://support.apple.com/kb/HT2948).

The chart below is a comparison between five Canon camcorders; please click on the camcorder names to view the full list of specifications for each camcorder. (The prices on Canon’s website are the estimated retail price, see the chart for more accurate prices. Other distributor sites offer online product comparisons.

<table>
<thead>
<tr>
<th>Camcorder (all Canon)</th>
<th>Media type</th>
<th>Price (as listed by B&amp;H)</th>
<th>HD/SD</th>
<th>Recording format</th>
<th>Internal flash drive size</th>
<th>Highest data rate</th>
<th>Image sensor</th>
<th>Mic. input</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZR 960</td>
<td>miniDV</td>
<td>$250</td>
<td>SD</td>
<td>miniDV</td>
<td>n/a</td>
<td>24Mbps (est.)</td>
<td>n/a</td>
<td>yes</td>
</tr>
<tr>
<td>Vixia HF R100</td>
<td>Dual Flash Memory</td>
<td>$339</td>
<td>HD/SD</td>
<td>MPEG4-AVC / H.264</td>
<td>n/a</td>
<td>17Mbps</td>
<td>1/5.5-inch CMOS, RGB Primary Color Filter</td>
<td>yes</td>
</tr>
<tr>
<td>Vixia HF R10</td>
<td>Dual Flash Memory</td>
<td>$372-382</td>
<td>HD/SD</td>
<td>MPEG4-AVC / H.264</td>
<td>8 GB</td>
<td>17Mbps</td>
<td>Same as HF R100</td>
<td>yes</td>
</tr>
<tr>
<td>Vixia HF M300</td>
<td>Flash Memory</td>
<td>$457</td>
<td>HD/SD</td>
<td>MPEG4-AVC / H.264</td>
<td>n/a</td>
<td>24Mbps</td>
<td>1/4-inch CMOS, RGB Primary Color Filter</td>
<td>yes</td>
</tr>
</tbody>
</table>

*Many popular tapeless camcorders record video in MPEG2 format. MPEG2 format is not officially supported by Final Cut Express. If you already have a camcorder that records MPEG2, you might have to go through an extra step to import footage into Final Cut Express.
* See below for glossary of terms
If you purchase a miniDV camcorder you will need a 4-pin to 9-pin Firewire cable to transfer video. [http://www.bhphotovideo.com/c/product/564863-REG/CablesToGo_50708.html](http://www.bhphotovideo.com/c/product/564863-REG/CablesToGo_50708.html)

Other tapeless camcorders should include the necessary cables for importing clips. A camcorder case and tripod, as well as an external hard drive, are also recommended, but not required at this time.

**Glossary of Terms:**

**High-definition Video (HD Video)** refers to any video system of higher resolution than standard-definition (SD) video. This includes Blu-ray Disc.
- **720p** (1280×720 progressive scan)
- **1080i** (1920×1080 split into two interlaced fields of 540 lines)
- **1080p** (1920×1080 progressive scan)

**Standard-definition Television (SDTV)**
SDTV refers to digital television broadcast in 4:3 aspect ratio, the same aspect ratio as NTSC signals.
- **480i** (NTSC uses an analog system of 486i split into two interlaced fields of 243 lines)

**Flash memory** is a non-volatile computer storage technology that can be electrically erased and reprogrammed. It is primarily used in memory cards, USB flash drives, and solid-state drives for general storage and transfer of data between computers and other digital products.

**Dual Flash memory** means the camcorder has internal flash memory as well as a memory card slot for expanding storage capacity.

**Data Rate (or bit rate)**
Digital camcorders transform moving images into digital data. This video data, called bits, is saved to a storage media like a flash memory card, DVD or hard disk drive. The amount of data recorded at any given second is called a bit rate, and for camcorders it is measured in megabits (one million bits) per second, or Mbps. The more data you are recording, the better the quality of your video. 24Mbps = higher video quality than 17Mbps.

**MiniDV Cassettes** were introduced in 1995. MiniDV became the most widespread standard-definition digital camcorder technology for several years. Small cassettes, also known as S-size or MiniDV cassettes, had been intended for amateur use, but have become accepted in professional productions as well. MiniDV cassettes are used for recording baseline DV, DVCAM as well as HDV.

**Firewire** The IEEE 1394 interface is a serial bus interface standard for high-speed communications and real-time data transfer, frequently used by personal computers, as well as in digital audio, digital video, automotive, and aeronautics applications. The interface is also known by the brand names of FireWire (Apple), i.LINK (Sony), and Lynx (Texas Instruments). IEEE 1394 replaced parallel SCSI in many applications, because of lower implementation costs and a simplified, more adaptable cabling system.