

Florida State University School of Dance



B.F.A. in Dance

Student Handbook

As of 4/11/19

Introduction.....	7
Our Mission.....	7
Organizational Chart.....	7
Sources of Information	8
School Bulletin Boards.....	8
Mailboxes	8
School Intranet and E-mail.....	8
FSU Apps	9
The BFA Program in Dance	10
Admission, Audition, and Screening.....	10
The Technique Component; Placement And Proficiency.....	10
Dance Ensemble	10
Liberal Studies	10
Electives.....	11
Senior Capstone Experience.....	11
BFA Curriculum	12
Dance Technique.....	12
Composition and Repertory	12
Other Required Courses	12
Liberal Studies.....	13
Electives	13
Summary of Requirements	14
Nine Hour Summer Term Requirement.....	14
Summer Technique Requirement	14
Dance Major Academic Map	15
School of Dance BFA Check Sheet	18
Financial Aid for BFA Dance Students	21
Combined BFA/MA Pathway	22
Special Programs.....	24
FSU in NYC.....	24
FSU Dance in Paris.....	24
School Policies and Procedures.....	25
Assessment	25
Yearly Assessment.....	25
Midpoint Milestone Assessment.....	26
Performance Eligibility	26
Commitment Policy	26
Studio and Classroom Policies.....	28
Enrollment.....	28
Performance Grades.....	28
Directed Individual Study.....	28
Required First Day Attendance Policy and Drop-Add Procedures.....	28
Class Periods and Attendance.....	28
Excused Absences	29
Professional Development	29
Dress Code for Dance Majors for Studio Technique Classes	30
Syllabi and Written Objectives.....	30
Liability Statements.....	30
Course Evaluations	30
Examinations.....	30
Incomplete Grades.....	31
Dressing Areas	31

Use of Dance Office Materials, Machines, and Supplies	31
General Studio and Classroom Policies.....	31
Facilities.....	32
General Rules	32
Fragrance-free environment	32
Access	32
Locker Rooms.....	33
Conditioning Studio (Room 107)	33
Studios.....	33
The Computer Classroom (Room 119).....	34
Computer Stations.....	34
Printing.....	34
Technology Equipment Available for Circulation.....	34
Computer Classroom Policies.....	35
Lab Staff.....	35
Large Screen Monitor	35
The Media Studio (Room 120).....	35
The Audio Lab (Room 118).....	35
The Recording Studio/Coordinator's Office (Rooms 118A and 118B).....	36
The Tech Studio (Room 006)	36
Equipment and Screens.....	36
Tech Studio Policies.....	36
The Print Lab (Room 148)	37
Lab Policies	37
The Black Box Studio (Room 121).....	37
Equipment and Screens.....	37
Props and Sets	38
Stage Lighting.....	38
Safety.....	38
The Faculty Warm-up Studio	38
Technology Enhanced Classrooms.....	38
Faculty Lounge, Student Lounge/Green Room	38
Conference Rooms	38
Offices.....	39
Administrative Offices.....	39
Faculty Offices.....	39
Graduate Student Cubicles – Room 016.....	39
Costume Shop (Room 002)	39
Archive (Room 003)	39
Maintenance Issues	39
Safety and Security.....	39
Information Specific to Dance	39
Securing Facilities.....	40
Check List and Procedures For Securing Studios.....	40
Check List and Procedures For Securing The Dance Theatre.....	40
If you accidentally set off an alarm	41
Campus Wide Information.....	41
The Blue Light Safety Trail.....	41
SAFE Escort Service.....	41
Hurricanes Preparedness.....	43
University Health Services.....	43
Victim Advocates.....	43
Sexual Misconduct	43

Pertinent University Policies	44
Sexual Misconduct Resources.....	44
Confidential Support.....	44
On Campus Complaint Resolution	44
Additional On Campus Resources.....	45
Additional Off Campus Services	45
Dance Injuries: Care and Prevention	47
RICE Your Injury Immediately.....	47
Seeking Treatment	47
Reporting Your Injury.....	47
Getting Advice on Managing Injuries.....	48
Diet and Nutrition	49
Production and Performance.....	52
Introduction	52
Concert Series	52
Tickets.....	52
Communications.....	52
Production Schedules	52
Call boards.....	52
Contact Information	53
Auditions	53
Rehearsal Scheduling.....	53
Audio and Video Equipment for Rehearsal.....	54
Accompaniment.....	54
Live or Recorded Live Accompaniment	54
Audio Lab and Recording Studio	54
Concert Recordings.....	55
Dance Theatre Information and Regulations.....	55
General Rules	55
The Stage	55
Soft Goods and Screens.....	56
Use of the Theatre for Rehearsals	56
Costumes	56
Lighting	56
Scenery.....	56
Tech Week.....	57
Crew and Technical Staff.....	57
Who Is Needed When.....	57
Sign-in.....	57
Attire.....	58
Documentation Crew	58
Performer Calls, Sign-in, Company Class and Stage Time.....	58
Dressing Rooms and Green Room	58
Rules	58
Paging Procedures	59
Costumes and Makeup.....	59
After the Performance and General Etiquette	60
In Case Of An Emergency Evacuation.....	60
Video Documentation of School Concerts	60
Dance and Media Technologies	63
Standards of Excellence.....	63
FSU Dance Camcorder/Camera and Storage Recommendations.....	63

Maggie Allesee National Center for Choreography (MANCC)	64
Appendix	65
Who To See:	66
Academic & Advising	66
Audio Lab	66
Computer Lab and School of Dance Computer Accounts	66
Facilities	66
Payroll / Personnel	67
Production	67
Video & Related Technology	69
Publicity	69
MANCC	70
Comp Ticket Policy	71
Request for Excused Absence For Professional Development Opportunity	72
Petition for Exemption From School of Dance Commitment Policy	73
Rehearsal Space Priorities and Scheduling	75
How to use Intranet Rehearsal Scheduling	78
Dancer's Schedule Form	81
Choreographer's Rehearsal Request Form	82
Choreographer's Lighting Information Form	83
Emergency Procedures Handbook	85
Montgomery Hall	85
Campus Alert Notification System	89
Primary Notification	89
Secondary Notification	89
Tertiary Notification	89
Medical Emergencies	91
Medical Emergency	91
Other Medical Care Situations	91
What to do	91
First Aid	91
Disaster / Severe Weather Emergencies	93
Tornados	93
Warning System	93
Safety Zones	93
Suggested Procedure	93
Hurricanes or Tropical Storms	95
Severe Thunder Storms	96
Flooding	96
Security / Crisis Assistance	97
Emergency Speaker Phones & Blue Light Stations	97
Bomb Threats	97
Suggested Procedure	97
Suspicious Packages	98
Suggested Procedure	98
Reporting False Threats	99
Threats Made From Off Campus	99
Procedure	99
Dangerous Person On Grounds, OUTSIDE of building	99
Procedure	99
Dangerous Person IN Building – Threatening and/or Violent	99

Procedure.....	99
Dangerous Person In Your Classroom.....	100
Sexual or Physical Assault	100
Fire / Smoke.....	102
Identification Procedure.....	102
General Evacuation.....	102
Evacuation of Persons With Disabilities.....	102
Open Flames and Fireworks	103
Chemical Spills	103
Any Other Emergency.....	103
Reporting Crimes.....	103
Building Maps.....	104
Ground Floor / Basement	104
First Floor.....	104
Second Floor	105
Third Floor.....	105
Fourth Floor.....	106
Apps.....	107
Emergency Phone Numbers and Contacts.....	108
Florida State University Campus Numbers	108
Tallahassee Area Numbers.....	108

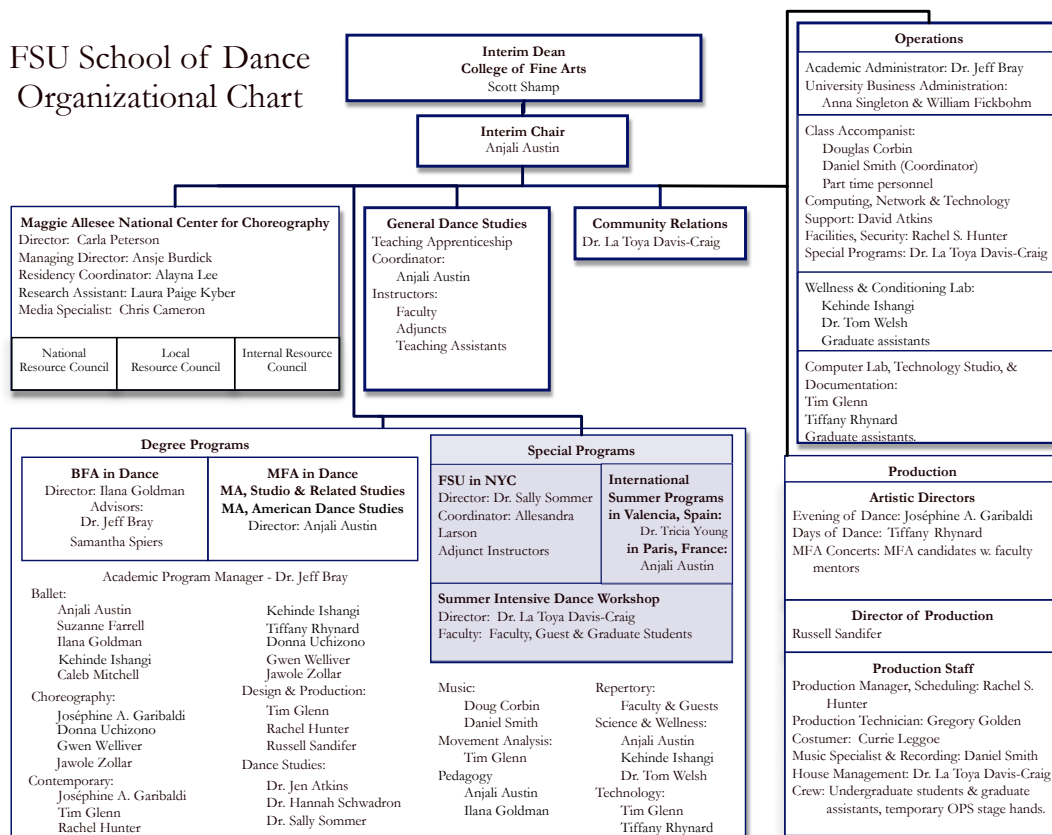
Introduction

This handbook is designed as a resource for the students accepted into The Florida State University BFA in Dance degree program. 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 and first floor hallway.
- Graduate Dance Council (GDC) – located in the graduate offices, Room 016 and first floor hallway.
- Current Production Notes and Information
- Rehearsal Schedule
- Workshops, Training Programs, and Opportunities
- Audition Announcements and Employment Opportunities
- Dance Forums and special events (visiting artists, etc); campus events; alumni and faculty news
- Academic Advisement
- Maggie Allesee National Center for Choreography

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 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 should also be the home page for the computers in our computer lab. The address is <http://intranet.dance.fsu.edu>. The site is for FSU Dance faculty, staff, and students only and requires you log-in with your FSU Dance username and password.

The School of Dance Intranet site includes:

- Announcements
- Calendars
- Contact information
 - Individual email links for everyone
 - Email links by groups (i.e., faculty, staff, students by degree, etc.)
 - Email links by committee and function
- Files that students, faculty, and staff will need throughout the year
- Links to often used sites
- Job postings & auditions
- Scheduling and equipment reservations
 - Studios/rehearsal schedule
 - Equipment reservations
 - Conference room schedule

The School of Dance will only accept and use your official FSU email address.

FSU Apps

The Florida State University has several apps you might be interested in adding to your mobile device. These are available wherever you purchase the apps for your device.

- myFSU Mobile: campus news, maps, directories, calendars, and access for Canvas and the library.
- FSU Tranz: Find out how full campus parking garages are.
- TransLoc: View Seminole Express bus locations in real time

FSU Tranz and TransLoc are also available on the FSU parking [website](#).

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. 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 and a 2.5 overall GPA 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 their majors. (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) credit hour of the Ensemble course requirement each academic year. Students register for zero (0) credit hours in the fall and one (1) credit in the spring. Required for the Ensemble credit is enrollment in the appropriate course according to the student's MAPPING schedule and attendance at Dance Forum (a series of lectures, films, and performances scheduled on Wednesdays from 10:30–11:50am throughout the academic year). Students are also responsible for auditioning for scheduled school productions, securing a function as cast member, understudy, or rehearsal assistant and then attending all rehearsals and performances of at least one school-sponsored performing opportunity. Ensemble credit is for school concerts and productions only and receives a Satisfactory/Unsatisfactory grade. Credit will be given during the spring semester with satisfactory completion of performance component and satisfactory attendance at Dance Forum for the academic year. Reference course syllabus for further details.

Liberal Studies

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

Electives

The BFA dance major will choose and complete an area (or areas) of elective study during their final two years of study. The elective requirement is a minimum of 11 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
- Personal training for dance (Pilates, Gyrotonic, 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
- Dance Technology
- Teaching and Dance Education

Senior Capstone Experience

The Senior Capstone Experience (3 credits) is a requirement for all BFA majors. Each student will provide and successfully complete a capstone project during their final spring semester in residency in Tallahassee. Such projects might include, but are not limited to: choreographic work, multimedia work, community engagement project, production design, research project, repertory restaging. The course instructor and the individual student's mentor must approve the scope and depth of the project during a proposal phase. Honors in the Major projects may coincide with capstone investigations.

Advising

Students must meet with both their liberal studies and dance advisors each semester to prepare for registration for the following semester. Please watch for emails detailing when to sign up for advising meetings. If you fail to meet with your advisors, a hold will be placed on your account and you will not be able to register for classes.

Jeff Bray - BFA Dance Advisor – jbray@fsu.edu

Sara Gomez – Liberal Studies Advisor – smgomez@fsu.edu (850) 644-7253

Ilana Goldman – Transfer Advisor – igoldman@fsu.edu

BFA Curriculum

Dance Technique

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

Contemporary Dance

<u>Course #</u>	<u>Class Name</u>	<u>Semester Hours</u>
DAA 3108	Contemporary Dance I	2
DAA 3109	Contemporary Dance II	2
DAA 4110	Contemporary Dance III	2

Ballet

<u>Course #</u>	<u>Class Name</u>	<u>Semester Hours</u>
DAA 3208	Ballet I	2
DAA 3209	Ballet II	2
DAA 4210	Ballet III	2

All technique classes are two-semester credit hours. 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). Technique classes are only offered during Summer terms B and C.
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. Students who attend the FSU in NYC program in the fall of their senior year are not eligible for this option in the spring of their senior year. Students who have not yet completed six semesters of technique (summers excluded) are also not eligible for this option.

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

DAN 2101	Introduction to the Dance Profession	3
DAN 2500	Introduction to Design	1
DAN 2610	Rhythmic Analysis	3
DAN 3744	Dance Conditioning	2
DAE 3384	Methods and Materials in Dance Education	3
DAN 3504	Dance Production	2

DAN 3584	Dance Theatre Lab	1
DAN 3400	Movement Analysis	3
DAN 3144	Cultural Perspectives on Dance	3
DAN 3145	Classical Perspectives on Dance	3
DAN 3146	Contemporary Perspectives on Dance	3
DAN 3714	Dance Kinesiology	3
DAN 4418	Survey of Dance Technologies	3
DAA 1680, 2681, 3684, 4685	Dance Ensemble	1,1,1,1
DAN 4971	Senior Capstone Experience	3

TOTAL SEMESTER HOURS = 40

Liberal Studies

DAN 3144 may be applied to the Humanities/Cultural Practice area of Liberal Studies requirements.

The Senior Capstone Experience qualifies as a formative experience/Scholarship in Practice.

DAN 3146 Contemporary Perspectives on Dance qualifies as an upper division writing course.

Electives

Students will complete 11 credit hours of dance electives.

- DAA 3224C. Pointe Technique and Repertory. (1). Instruction in the theory and practice of ballet and pointe technique and repertory.
- DAA 3695. Dance Performance. (1–2). Preparation and public performance of selected roles in repertory. (Repeatable for maximum of 16 semester hours.)
- DAN 3125. MANCC Experience (3). This course explores the Maggie Allesee National Center for Choreography (MANCC) experience with particular focus dance collaborations and process-oriented work, especially through a contextualization of—and interaction with—visiting MANCC artists and their current projects.
- 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 twelve (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 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 4420r. Dance and Video (2). Prerequisite: DAN 4418. This course, when offered, includes a variety of approaches to the merger of dance and video technologies. Possible topics include: camera techniques, projection design, documentation, documentary filmmaking, real-time interactive performance.
- 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.

- DAN 4501. Production and Stage Management for Dance (3). This course will introduce the students to the foundations of stage and production management for dance. This includes basic coursework in resource and project management, as well as theoretical and practical experience in stage management.
- DAN 4760. Gyrotonic Methodology (3). This course will introduce students to the GYROTONIC® specialized exercise system. Gyrotonic offers enhanced freedom of movement with exercises executed on the professional Pulley Tower machine.
- DAN 4900r. Honors Study in Dance (1–6). Prerequisite: Admission to honors in dance program. Written thesis for creative or academic research done as part of the honors in dance program. May be repeated to a maximum of nine semester hours.

Summary of Requirements

- 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 - 40 semester hours
- LIBERAL STUDIES - 37 semester hours (Three hours of History of Dance courses may be applied to Area IV of the Liberal Studies requirements.)
- ELECTIVES 11 semester hours (See explanation under 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.)

Nine Hour Summer Term Requirement

Students who have entered a university in the State of Florida, Division of Colleges and Universities, with fewer than sixty hours of credit are required to earn at least nine (9) hours prior to graduation by attendance in one or more Summer terms at one of the State University System institutions. If this requirement creates unreasonable financial or personal hardship for you or interferes with professional development in the dance field, e.g., summer dance intensives or summer dance employment, you may fill out a Summer Waiver Request form in your final year to request that this requirement be waived. The form can be found on the School of Dance Intranet site. Please consult with your advisor about this requirement to ensure proper protocol and adherence to policies.

Summer Technique Requirement

Students enrolled in Summer A or B are required to enroll in a dance technique course during Summer B. Students enrolled in Summer C are required to enroll in a dance technique course during Summer C.

Dance Major Academic Map

(Effective Summer 2017 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 General Education and Elective courses must be selected to satisfy all area and multicultural requirements unless your program meets these requirements with major courses. Milestones are courses and special requirements necessary for timely progress to complete a major. Missing milestones will result in one of two types of map registration stops. The first level (Degree Map Off-track) is placed following grade posting if the student has missed a milestone (course and/or GPA) for the first time in the major. If a student is in non-compliance with milestones for two (2) consecutive semesters (excluding summers), a Major Change Required stop 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, preferably during your senior year in high school. Information on auditions can be obtained at www.dance.fsu.edu

Mapping Coordinator: Eddie Page

Email: epage@fsu.edu (<mailto:epage@fsu.edu>)

Sample Schedule

Term 1	hrs
ENC1101 Freshman Composition	3
1st GE Core Mathematics	3
DAN2101 Introduction to the Dance Profession	3
DAN3744 Dance Conditioning	2
DAN2500 Introduction to Design	1
Ballet	2
Contemporary	2

Milestones 1
Complete ENC1101 (\geq C minus)
Major GPA of 3.0 and a final grade of C minus or better in all Dance coursework
Overall GPA of a 2.50 or higher

Term 2	hrs
ENC2135 Research, Genre, and Context	3
2nd GE Mathematics or Statistics	3
DAA2610 Dance Composition	2
DAN2610 Rhythmic Analysis	3
DAA1680 Dance Ensemble	1
Ballet	2
Contemporary	2

Milestones 2
Complete ENC2135 (\geq C minus)
Complete 1st GE Mathematics (\geq C minus)
Complete annual School of Dance Performance requirement
Major GPA of 3.0 and a final grade of C minus or better in all Dance coursework
Overall GPA of a 2.50 or higher

Term 3	hrs
GE Core Humanities/Cultural Practice or Ethics	3
DAN4418 Survey of Dance Technologies (Computer Competency)	3
DAN2611 Music and Choreography	3
Ballet	2
Contemporary	2

Milestones 3
Complete 2nd GE Mathematics or Statistics (\geq C minus)
May use DAN3144 to fulfill one Humanities/Fine Arts requirements
Major GPA of 3.0 and a final grade of C minus or better in all Dance coursework
Overall GPA of a 2.50 or higher

Term 4	hrs
DAN3714 Dance Kinesiology	3
GE Core Natural Science with Lab	4
DAN3504 Dance Production	2
DAN2681 Dance Ensemble	1
DAA3654 Choreography-Repertory	2
Ballet	2
Contemporary	2

Milestones 4
Pass Midpoint Milestone Assessment
Complete annual School of Dance Performance requirement
Major GPA of 3.0 and a final grade of C minus or better in all Dance coursework
Overall GPA of a 2.50 or higher

Term 5	hrs
GE Core History/Social Science	3
DAN3400 Movement Analysis	3
DAN3145 Classical Perspectives in Dance	3
GE Natural Science	3
Ballet	2
Contemporary	2

Term 6	hrs
GE Core History/Social Science	3
DAA3614 Dance Composition	3
DAN3146 Contemporary Perspectives in Dance	3
DAA3684 Dance Ensemble	1
Dance Elective	2
Ballet	2
Contemporary	2

Term 7	hrs
Elective or GE Ethics (if Core is not Ethics)	3
Ballet	2
Contemporary	2
Oral Communication Competency course	3
Dance Elective	3
Elective	3

Term 8	hrs
DAA4685 Dance Ensemble	1
DAN3584 Dance Theatre Lab	1
DAE3384 Methods & Materials in Dance Education	3
Ballet or Contemporary	2
DAN4971: Senior Capstone Experience (SIP)	3
Dance Electives	6

Milestones 5
Major GPA of 3.0 and a final grade of C minus or better in all Dance coursework
Overall GPA of a 2.50 or higher

Milestones 6
Complete annual School of Dance Performance requirement
Major GPA of 3.0 and a final grade of C minus or better in all Dance coursework
Overall GPA of a 2.50 or higher

Milestones 7
Complete Pre-Graduation Checks
Reach Technical Proficiency Level
Major GPA of 3.0 and a final grade of C minus or better in all Dance coursework
Overall GPA of a 2.50 or higher

Milestones 8
Apply for Graduation in 1st two weeks of semester
Complete all General Education and University Requirements
Complete annual School of Dance Performance requirement
Major GPA of 3.0 and a final grade of C minus or better in all Dance coursework
Overall GPA of a 2.50 or higher

Effective Fall 2017; Last Updated: 5/24/17

Email/Phone _____ Anticipated Graduation Date _____

DANCE TECHNIQUE (30 Credits)

18

	Semester	Grade	Hrs Credit	Qlty Points
DANCE COMPOSITION (10)				
DAA 2610 Composition (2)	_____	_____	_____	_____
DAN 2611 Music & Choreography (3)	_____	_____	_____	_____
DAA 3654 Repertory (2)	_____	_____	_____	_____
DAA 3614 Composition (3)	_____	_____	_____	_____
TOTAL	_____	_____		
OTHER DANCE COURSES (40)				
DAN 2101 Intro to Dance Profession (3)	_____	_____	_____	_____
DAN 3744 Dance Conditioning (2)	_____	_____	_____	_____
DAN 2500 Intro to Design (1)	_____	_____	_____	_____
DAN 2610 Rhythmic Analysis (3)	_____	_____	_____	_____
DAN 4418 Survey of Dance Technologies (3)	_____	_____	_____	_____
DAN 3144 Cultural Perspectives (3)	_____	_____	_____	_____
DAN 3714 Dance Kinesiology (3)	_____	_____	_____	_____
DAN 3504 Production (2)	_____	_____	_____	_____
DAN 3400 Movement Analysis (3)	_____	_____	_____	_____
DAN 3145 Classical Perspectives (3)	_____	_____	_____	_____
DAN 3146 Contemporary Perspectives (3)	_____	_____	_____	_____
DAE 3384 Teaching Methods (3)	_____	_____	_____	_____
DAN 4971 Senior Capstone Exp (3)	_____	_____	_____	_____
DAN 3584 Dance Theatre Lab (1)	_____	_____	_____	_____
DAA 1680 Dance Ensemble (1)	_____	_____	_____	_____
DAA 2681 Dance Ensemble (1)	_____	_____	_____	_____
DAA 3684 Dance Ensemble (1)	_____	_____	_____	_____
DAA 4685 Dance Ensemble (1)	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____
ELECTIVES (11)				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____

Liberal Studies Advisor Sheet

Record all earned and/or anticipated credit. Shaded areas may be met by earning an AA from a Florida public institution.

FSU LIBERAL STUDIES (36 Hrs)	STATEWIDE CORE REQUIREMENTS	ADDITIONAL FSU REQUIREMENTS (must include two E-Series courses w/ IFS prefix)
Quantitative and Logical Thinking 6 hours required C grade or higher	3 hours (choose one): MGF1106, MGF1107, MAC1105 or higher _____ course _____ grade _____ hours	3 hours of LS approved math, logic, or statistics _____ course _____ grade _____ hours
English Composition 6 hours required C grade or higher	3 hours: ENC1101 _____ course _____ grade _____ hours	3 hours: ENC2135 _____ course _____ grade _____ hours
Social Sciences 3 hours required	3 hours (choose one): PSY2012, SYG1000, ANT2000, ECO2013, POS1041, AMH2020 _____ course _____ grade _____ hours	3 hours of LS-approved Social Sciences or History (whichever is <i>not</i> represented by the statewide core course) _____ course _____ grade _____ hours
History 3 hours required	_____ course _____ grade _____ hours	_____ course _____ grade _____ hours
Humanities and Cultural Practice 3 hours required	3 hours (choose one): PHI 2010, ARH2000, HUM2020, LIT2000, MUL2010, THE2000 _____ course _____ grade _____ hours	3 hours of LS-approved Humanities or Ethics (whichever is <i>not</i> represented by the statewide core course) _____ course _____ grade _____ hours
Ethics and Social Responsibility 3 hours required	_____ course _____ grade _____ hours	_____ course _____ grade _____ hours
Natural Sciences 6 hours required	3 hours (choose one): AST1002, BSC1005, BSC2010, BSC2085, CHM1020, CHM1045, ESC1000, EVR1001, PHY1020, PHY2048, PHY2053 _____ course _____ grade _____ hours	3 hours of LS-approved Natural Science courses _____ course _____ grade _____ hours
<p>Liberal Studies Electives may be selected from the lists of approved Scholarship In Practice, Social Sciences, History, Humanities, Ethics, or Natural Sciences courses with the following limitations:</p> <ul style="list-style-type: none"> Only 1000-, 2000-, or 3000-level Scholarship In Practice credit (with or without other LS designations) may be used towards Liberal Studies Electives. This includes Formative Experiences (such as study abroad). Only <i>one</i> additional course may be selected from the Social Sciences or History area. Only <i>one</i> additional course may be selected from the Natural Sciences area. <p>An overall 2.0 average or better is required on all coursework used to satisfy Liberal Studies requirements.</p>		
Liberal Studies Electives 6 hours required (see limitations above)	_____ course _____ grade _____ hours	_____ course _____ grade _____ hours
Liberal Studies Area and Elective courses must include two E-Series courses. This requirement may only be completed at FSU.		
E-Series (IFS) 6 hours required C grade or higher	_____ course _____ grade _____ hours	_____ course _____ grade _____ hours
UNIVERSITY-WIDE GRADUATION REQUIREMENTS		
SCHOLARSHIP IN PRACTICE (SP) Two courses with two different prefixes	May also count towards a Liberal Studies Area or the major. _____ course _____ grade _____ hours	May also count towards Liberal Studies Electives. _____ course _____ grade _____ hours
CROSS CULTURAL & DIVERSITY (X & Y) 6 hours required C- grade or higher	May also count in above areas or in the major _____ course _____ grade _____ hours	May also count in above areas or in the major _____ course _____ grade _____ hours
ORAL COMMUNICATION COMPETENCY C- grade or higher		COMPUTER SKILLS COMPETENCY C- grade or higher
NATURAL SCIENCE LABORATORY		UPPER-DIVISION WRITING COMPETENCY

Financial Aid for BFA Dance Students

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 who qualify for federal work study, 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 scholarships, contact:

La Toya Davis-Craig
School of Dance
P.O. Box 3062120
Tallahassee, Florida 32306-2120
ldavis3@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/>

Combined BFA/MA Pathway

The combined degree pathway offers an opportunity to earn both a BFA degree and an MA degree in Dance. Within a targeted tenure of five years, the combined degree pathway is designed so that successful candidates merge graduate level coursework into the undergraduate senior year, then complete the graduate degree the following year.

This pathway is ideal for the undergraduate dance major who has identified area(s) of interest within the School of Dance curriculum and seeks to deepen their investigation into this/these area(s). The pathway is designed to support self-driven inquiry and offer curricular flexibility. Students pursue elective coursework that relates to their area(s) of interest, deepening their understanding of dance studio studies and scholarship and engaging in significant investigation via process-based research.

Requirements for admission include: an overall Grade Point Average (GPA) of 3.0; a GPA of 3.0 in all dance coursework, successful obtainment of proficiency in dance technique, as defined by the School of Dance; and a formal application to the Graduate School and School of Dance. Undergraduate students engaged in the combined degree pathway may register for six (6) hours of graduate level coursework during each semester of their senior year, provided that students obtain approval of the Dean of the College of Fine Arts, School of Dance Chair, and the course instructor. Students may apply twelve (12) hours of graduate credit towards both their BFA and MA in Dance degrees. Undergraduate seniors enrolled in courses for graduate credit may not carry a semester load of more than fifteen (15) credit hours. Students must have eligibility of combined pathway participation certified in the Office of the University Registrar before seeking Dean and instructor approval.

Potential candidates should meet with their academic advisor to determine if the pathway aligns with the student's trajectory of study. Qualified students normally apply to the School of Dance combined degree pathway in their junior year. The Graduate Record Examination (GRE) is not required for admission although students should make a formal application to FSU's Graduate School and the School of Dance's Graduate Program during the last semester of their senior year.

Students choose one of the following two areas of study for their graduate degree:

1. BFA + MA-American Dance Studies

The MA with a focus on American Dance Studies (ADS) offers students the opportunity to immerse themselves in dance studies, including embodied research in the areas of history and theory and/or work in dance administration. ADS candidates may select from a written thesis track (36 hours) in preparation for PhD coursework or a course intensive track (39 hours) in preparation for professional placement in the field. The ADS curriculum supports critical thinking and scholarship as contexts for delving into history, theory, dramaturgy, ethnography, and other aspects of the dance field that add richness to intellectual art making. For more information, see: <http://dance.fsu.edu/programs-2/academic-programs/ma-studio-and-related-studies/american-dance-studies/>.

General MA-American Dance Studies Map

	Fall Semester	Spring Semester
Senior Year 6 hours graduate coursework each semester in addition to remaining BFA degree requirements	<ul style="list-style-type: none">DAN5147: Dance History I (3 hours)Graduate Studio Practice (3 hours)	<ul style="list-style-type: none">DAN5191: Seminar in Dance Research (3 hours)DAN5148: Dance History II (3 hours)

Graduate Year 12 hours graduate coursework each semester	<ul style="list-style-type: none"> • DAN5149: Dance History III (3 hours) • DAN5128: Dance Theory (3 hours) • Dance Electives (3 hours) • MA Thesis (3 hours) 	<ul style="list-style-type: none"> • DAN5126: Current Issues in Dance (3 hours) • Dance Electives (6 hours) • MA Thesis or Capstone (3 hours)
--	---	--

*Course Intensive candidates will also register for 3 hours of research related DIS coursework or a professional internship during the summer (optional for thesis track candidates).

2. BFA + MA-Studio & Related Studies

The MA with a focus on Studio and Related Studies (SRS) offers students the ability to self-design a course of study that augments dance training with coursework in choreography, technology, dance sciences, administration, production, and/or other areas of interest to the particular student. SRS candidates complete 36 hours for the degree and work towards a cumulative capstone project unique to their own experience. For more information, see: <http://dance.fsu.edu/programs-2/academic-programs/ma-studio-and-related-studies/studio-related-studies/>.

General MA General MA-Studio and Related Studies Map

	Fall Semester	Spring Semester
Senior Year 6 hours graduate coursework each semester in addition to remaining BFA degree requirements	<ul style="list-style-type: none"> • DAN5648: Choreography Project (2 hours) • Dance Elective (4 hours) 	<ul style="list-style-type: none"> • DAN5191: Seminar in Dance Research (3 hours) • Elective (3 hour)
Graduate Year 12 hours graduate coursework each semester	<ul style="list-style-type: none"> • Graduate Dance Technique (2 hours) • DAN5618: Choreography (3 hours) • Dance Electives (7 hours) 	<ul style="list-style-type: none"> • Graduate Dance Technique (2 hours) • Dance Electives (7 hours) • DAN5905: Capstone (3 hours)

Combined pathway students may count a total of twelve (12) graduate hours for both the BFA and MA degrees in dance.

List of Approved Graduate Courses available to Undergraduates:

Credits will be designated as applicable to the graduate program after the student receives the bachelor's degree and matriculates.

DAA 3208r or 4110r/5118r. Contemporary Dance (1–3).

DAA 3209r or 4210r/5218r. Ballet (1–3).

DAA 3228C/5228. Pointe Technique and Repertory (1).

DAA 3684r or 4685r/5688r. Dance Ensemble (1). (S/U grade only.)

DAA 3695r/5698r. Dance Performance (1–2).

DAE 5305. Science of Dance Training (3). Prerequisite: DAN 3714 or equivalent.

DAN 3125/5127. MANCC Experience (3).

DAN 4182/5194. Dancing in the Movies (3).

DAN 4484/5486. Documentation Techniques (3).
DAN 4935/5930r. Special Topics in Dance (1-3).
DAN 5590. Studies in Dance Technology (3).
DAN 4420r/5591r. Dance and Video (2).
DAN 4421/5596. Photography for Dance (2).
DAN 4501/5507. Production and Stage Management for Dance (3).
DAN 4760/5765. Gyrotonic Methodology (3).
DAN 4951r/5950r. New York City: Arts and Resources (3).

Special Programs

FSU in NYC

A one-semester program, FSU in NYC is tailored to be a gateway to the dance world. Everything dovetails together – classes, experiential activities, performances, and internships – to provide meaningful information about how to analyze the workings of the “dance ecosystem” and think about how to best fit in. FSU in NYC is open to seniors and graduate students, and welcomes students from other arts disciplines, as well as other universities. Students learn the reality of arts administration (rather than theory), working in the trenches of arts organizations. Students learn practical business skills and fundraising strategies, along with how they are used by a company or in an organization. This has been especially beneficial for those who elect to remain or return to New York City.

FSU Dance in Paris

Coordinated through FSU’s International Programs, two courses have been designed to immerse the dance enthusiast in a unique curriculum of study combining technique classes at various dance académies and conservatoires in Paris with dance history and cultural sites. Included in students' experiences are visits to the Château de Versailles, Musée de l’Orangerie, and Musée d’Orsay, and opportunities to attend performances at the Palais Garnier, Théâtre National de Chaillot and other venues. Activities will serve to provide insights into European and cultural perspectives as they relate to Dance and Art.

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.

The School of Dance assessment process is intended to help in the advisement of students toward their successful progress and completion of the dance program. It is an opportunity for students 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 for students 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.

Criteria for Student Assessment

The following areas guide faculty assessment and frame committee oversight:

- 1) Citizenship
- 2) Academic Standing/GPA Requirements/Proficiency/Performance Eligibility
- 3) Attendance
- 4) Wellness
- 5) Rehearsal Commitments/Extra-Curricular Activities/Casting Opportunities
- 6) Production Hours
- 7) Other

Assessment Conference Categories and Timings

- **Student Request** (A student may request to meet with the committee at any of the four meeting times throughout the year.)
- **Committee Request** (The committee may request that any student sign up for an assessment conference, if it is deemed necessary by the faculty or committee. This may occur during any of the four meeting times throughout the year.)
- **New Student Milestone** (If needed, freshmen, 1st year grads, and new transfer students will attend an assessment conference at the end of fall semester. Students not scheduled for an assessment conference will be notified.)
- **Midpoint Milestone** (All sophomores will attend an assessment conference at the end of spring semester or at the halfway point of completing the BFA curriculum.)
- **Graduating Senior Milestone** (All graduating seniors will attend an assessment conference at the end of their graduating semester. This will also serve as an exit interview.)

Assessment Conferences for 2nd and 3rd year grads will not be mandatory (but may be requested) due to the extensive mentoring in the proposal process, thesis project, and comprehensive exam/oral defense.

Failure to sign up or attend an Assessment Conference may result in an additional absence for Ensemble (undergrads), which could require a make-up assignment.

Midpoint Milestone Assessment

Midpoint assessment occurs when a student reaches the midway point in 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. For those entering as upper level undergraduates or graduate students, this assessment would occur whenever the student reaches the halfway point of completing the BFA 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.

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. An overall BFA major GPA of 3.0 is also required.
- 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 hours of rehearsal per week:

- | | |
|---|----------|
| • Juniors; Seniors; Graduate students in their second year or later | 15 hours |
| • Sophomores; Graduate students in their first year | 12 hours |
| • Freshmen | 9 hours |

In addition, in order to encourage wider participation and facilitate scheduling, students may only participate in three Days of Dance works, and may only participate in two Evening of Dance works. This includes working as dancer, choreographer, musician, specialty performer and/or rehearsal assistant.

The following are considered commitments:

- The number of hours of rehearsal are set forth in the Rehearsal Scheduling & Priorities document each year. In general, most works are allowed three hours a week of rehearsal. Extended works with longer or more numerous rehearsals will be assessed individually.
- Performing as a member or guest of School of Dance performance organizations or clubs not sponsored by the School of Dance, i.e. Tallahassee Ballet, World Ballet, Golden Girls, Mahogany, or similar organizations, count toward your weekly rehearsal limit.

SOD students may participate in no more than the number of hours of rehearsal specified **above at any one time**. Under special circumstances, students may petition the assessment committee for an exception to these limits. Complete this form and **submit it to your academic advisor** by the deadline in your school calendar. If the advisor approves, the form will then be sent to the wellness and production faculty for their approval. A “no” to the request by any one of the above, means the request is refused. As part of this request, the person making the request must list which works they will withdraw from if the form is not approved. The original request form will be maintained by the advisor.

Studio and Classroom Policies

Enrollment

All students must be officially enrolled through the University in all classes in order to participate.

Performance Grades

A student may receive credit for school performance activities. Consultation and approval by the academic advisor is needed to determine appropriate course numbers and 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 consults with advisor about proposed DIS. If approved by advisor, the advisor will provide the student with a DIS form.
- Student then presents a paragraph abstract of the intended study, along with a general semester timeline, to the faculty member with whom they plan to undertake the DIS.
- Student obtains permission from the proposed instructor and completes the DIS form.
- Student submits form to Jeff Bray, Academic Program Manager who will register the student for the course.
- Signature of SOD chairperson secured.
- 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.

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 runs over and you need to leave at the scheduled time, be respectful but feel free to leave. If this becomes a chronic problem with any class, please inform the Chair.

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 an absence occurs, an explanation to the instructor is considered to be a proper professional courtesy. Specific attendance policies will be outlined in individual 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 extensive, 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. Missed technique classes may not be made up by attending other technique classes without faculty 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 holy days (for your religion)
- Travel in which you are an official representative of the university
- Documented illness
- Death and other documented crises in the immediate family
- Call to active military duty or jury duty

Instructors will cooperate in providing students with opportunities to make up any work that may be missed because of observance of any excused absence. Consideration will also be given to students whose dependent children experience serious illness. 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 graduating students; performance opportunities other than officially sanctioned University activities (such as performing at ACDA, which is already excused); attending appropriate conferences to present research or creative work. There is a Professional Development form on the School Intranet site that can be downloaded, filled out, and presented to faculty to request an excused absence for this type of professional development.

Dress Code for Dance Majors for Studio Technique Classes

Ballet

Level 1

- Women wear leotards (black or blue), with pink or flesh tone tights worn underneath the leotard, and ballet shoes (no socks). The color of the ballet shoes should match the tights. Ladies with *pointe* work experience are encouraged to wear *pointe* shoes for class. Hair should be secured up and away from the face. No pony tails please.
- Men wear full-length tights, T-shirts and ballet shoes. Ballet shoe color should match the tights, be skin toned or use white socks for white shoes.

Levels 2 & 3 and Graduate Ballet

* Instructors will inform students of their dress code preferences at the beginning of their rotations.

Contemporary Dance

All Levels

- Men & Women: close-fitting dancewear and bare feet.

* Color choices and other variations for specific styles will be determined at the discretion of the instructor.

Syllabi and Written Objectives

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

Liability Statements

At the beginning of each term, each student will be asked to sign a liability waiver in order to participate in a studio class or rehearsal. This statement acknowledges the student's assumption of responsibility for all risks involved in her/his participation in the listed activity.

Course Evaluations

Each term, all students will be asked by faculty to fill out University evaluation forms online.

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 Fine Arts. Frequently, final examinations are not given in studio classes inasmuch as continuous assessment is usually the basis of 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 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. FSU has banned all smoking on campus.
- 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 from 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 Chair.

General Rules

- No Smoking. The State of Florida has banned smoking from all public buildings. Florida State University has banned smoking from the entire campus.
- 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 appropriate personnel. Do not pin, staple, or attach in any manner, anything, anywhere without approval from the facilities supervisor, Rachel S. Hunter.
- 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 the guidance and 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.

Fragrance-free environment

Recognizing that employees, students, and visitors to our offices/building may have sensitivity or allergic reactions to various personal care products, individuals should be mindful and refrain from using personal fragrant products that are perceptible to others, including but not limited to: perfumes, colognes, aftershave, lotions, powders, or other similar products. Additionally, scented candles, incense, air fresheners, potpourri, and similar items are not permitted in the building. Thank you for helping to promote a fragrance-free environment.

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 except for the Tech Studio, 404 and Blackbox. Undergraduates are granted access to all studios and labs from 7:30 am to 10:00 pm, Monday through Friday, except for the Tech Studio, 404 and Blackbox. On Saturdays undergraduates have access to all studios from 8:00 am until 5:00 pm and to labs only (except for those with access to the Tech Studio) until 10:00 pm. On Sundays undergrads have access to labs only (except for those with access to the Tech Studio) from 8:00 am until 10:00 pm. Instructors will request access for those students and graduate assistants who have taken or are currently participating in courses held in the Tech Studio.

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 5:00 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.

Graduate Assistants will have assigned keys specific to their assistantship along with a key to the main office to access graduate student mailboxes. It is the responsibility of the graduate student to meet with their supervisor about responsibilities and access. The supervisor should then email the production manager with the graduate student's name and what keys should be ordered. Once the key request is made, the graduate student will receive an email with information regarding when you can pick up your key (around 48 hours later). The FSU Key Shop is located on the side of the Mendenhall building, on Learning Way (past the Starbucks if you are walking from Montgomery Hall). You must have your FSUSN and FSU ID Card in order to pick up your key.

Upon leaving FSU, graduate students are responsible for returning all keys; any key picked up from the key shop should be returned to the key shop and any key borrowed from the production manager should be returned to the production manager. If you have questions about keys, contact the production manager. If you lose a key, please notify the production manager as soon as possible.

Faculty should email the production manager directly and request their keys, which include personal office key, Dance Theatre key, and the faculty master key. Faculty are responsible for returning all keys back to the key shop. Do not turn them in to the production manager, your supervisor, or anyone within the School of Dance. If you lose a key, please notify the production manager as soon as possible.

If you have access issues, please see the production manager.

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 (Room 107)

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 naugahyde 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.
5. As you leave, turn out lights if you are the last to leave
6. Report any problems to Dr. Welsh or appropriate graduate student assistants.

Studios

All of our studios are equipped with audio and video systems that include CD/DVD players, iPod connections, and a wireless airplay option. The wireless network created for airplay is hidden. The name of the studio network is the

room number, security is WPA2, and the password is doitwithlove. Up to ten people at a time can connect to each network, but only one at a time can utilize airplay.

In addition to the General 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 only 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 Classroom (Room 119)

Computer Stations

The Computer Classroom is equipped with 20 Apple iMac computers. Each station should remain clean and orderly.

Printing

A pay-as-you-go printer has been provided in the Computer Classroom. Users will need to have funds available on their FSU card in order to use the printer.

Technology Equipment Available for Circulation

A list of available equipment for circulation may be found on the intranet. Available equipment may include prosumer cameras, tripods, dollies, lighting equipment, video monitors, projectors, audio recording equipment, and accessories. Some items have restricted access and are only available after having had specialized training.

When checking out equipment:

1. Reserve the equipment on the intranet site well in advance.
2. As part of the reservation process, you will be asked to identify when and where the equipment will be used. Please be considerate of the amount of time you will have the equipment in your possession. Only reserve the equipment for the time you need it and return it promptly after use.
3. All equipment in both the Computer Classroom and Tech Studio must be checked out and in with the assistance of the lab staff. Please see posted schedule of lab staff hours.
4. Work with lab staff to complete the appropriate forms upon check out.
5. When checking out any equipment, inventory the contents 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.
6. Equipment may not be left unattended at any time! Properly secure all equipment under lock and key to prevent theft.

When returning equipment:

1. Meet with the lab staff to inventory the items checked out to ensure that nothing is missing and complete the check in process. Once again, check the schedule for lab staff hours to ensure that someone will be available to complete check in.

2. Before leaving, have the lab staff confirm that all equipment and accessories were returned properly. Failure to comply with these checkout procedures may result in loss of equipment privileges.

Computer Classroom Policies

- No smoking. The State of Florida has banned smoking from all public buildings and FSU has banned smoking on the entire campus.
- 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 the production manager.
- Only lab staff are allowed behind the lab counter and inside the lab closet.
- You are responsible for your own data. Files should be regularly backed up to a personal external hard drive. The School of Dance is not responsible for any data stored on lab computers or servers, and at times without notice may move or remove files to keep lab computers running properly. Please see lab staff if you need instruction on how to back up your data. This is especially important for video projects. When working with video, files should be stored on the local Workspace, 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 your personal or lab-provided headphones.
- Neutralize the station when you finish working. At the end of each session, save all files, eject personal hard drives, log out, clean up our area, and push your chair in properly. If editing in Final Cut Pro X, please close all Libraries prior to logging out.

Lab Staff

Our lab staff are ready to assist in problem solving, and eager to learn through interaction. The staff is available to support your technological needs. Use them.

Large Screen Monitor

The large screen TV/monitor 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 technology projects that require specialized equipment and software. MANCC, faculty, and guest artists share this space. Student interns and graduate assistants, under supervision of the lab staff or technology faculty, may also be assigned special projects that utilize this facility.

The Audio Lab (Room 118)

The Audio Lab is equipped with iMac computers for students and faculty to create and edit 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 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.
- 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. Generally, recording sessions should be scheduled at least 24 hours in advance.

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 Tech Studio (Room 006)

Equipment and Screens

The Tech Studio is a designated space for use by technology faculty and staff, documentation crew, and students enrolled in technology and/or production courses.

Tech Studio Policies

Developed in 2011, the Tech Studio is a flexible space for hands-on training in dance technology applications. This studio is a dedicated space for teaching courses and Directed Individual Studies in areas such as videography, photography, lighting, and projection design. The space is also utilized for faculty research and creative activity involving technology. Undergraduate and graduate students who have had a course held in MON006 frequently use this studio to produce dance video and photography projects, as well as design projected media to accompany live performance.

- Shoes are not allowed on the white Marley floor.
- Food and drinks should be left near the studio door, or enjoyed outside the studio.
- The Tech Studio should only be used for technology projects by dance majors (and their dancers) who are currently enrolled, or have completed a course or DIS held in MON006, or have been authorized to utilize the space. This studio is not to be used as a general rehearsal space.
- Approved users must make studio reservations on the intranet (intranet.dance.fsu.edu) prior to use. Online requests should begin with the student's last name in the Brief Description line and include a list of all individuals involved in the Full Description.
- A list of approved users, including course numbers for students currently or previously enrolled, will be updated at the beginning of each semester and provided to the production manager for swipe card access.
- Within the approved users, priority for reservations is given to dance majors currently enrolled in courses or a DIS. These students may place a reservation request on the intranet two weeks prior to use. Other approved users who have previously completed coursework in MON006 are given second priority. These students may reserve the studio one week prior to use.

- The studio should be returned to a neutralized state at the end of your online reservation. All personal items should be removed and all studio equipment should be returned to the closet, or appropriate location within the studio. Fabric backdrops should be properly rolled and placed in the rack.
- All studio equipment should remain in the studio at all times, unless the user has followed the appropriate procedures for equipment usage.
- Contact Jennie Petuch (jpetuch@fsu.edu) with video equipment and reservation questions. Contact Rachel S. Hunter (rshunter@fsu.edu) regarding security, lighting, or facilities questions.
- Lighting equipment should be plugged into the dimmer rack connected to the light board and should not be plugged into the wall outlets. Plugging into the wall outlets can cause problems with the circuit breaker.
- Camera and A/V equipment should NEVER be plugged into the dimmer rack. Please use wall outlets.
- Immediately inform lab staff of any damage to the studio or equipment, so repairs may be made in a timely manner. Also notify the appropriate production staff if any light bulbs are in need of replacement.
- Lighting equipment and projectors should be powered down when not in use to extend bulb life. Allow an appropriate amount of time for projector bulbs to cool down before fully powering down.
- The close proximity of lecture courses on the ground level hallway should be taken into consideration when setting audio levels.
- The key to the Tech Studio closet should remain in the lockbox. The access code for the lockbox will be made available to authorized users.
- The Tech Studio and equipment is for use in University, College, or School-related projects and may not be used for personal monetary gain.
- Take care of the Tech Studio, so future students may also benefit from this wonderful facility!

The Print Lab (Room 148)

The Print Lab is designated for use by approved faculty, staff and students for printing of images for School of Dance classes and promotions. Due to the high cost of ink and supplies, IT IS NOT TO BE USED FOR PERSONAL PROJECTS. The following equipment is stored in the Tech Lab and it accessible to those listed above:

- iMac with Photoshop
- Large format printers

Anyone needing to check out equipment from the Print Lab should receive approval from the photography instructors.

Lab Policies

- No food or drink is to be consumed inside the lab. Please enjoy food and drink outside the lab.
- Please be considerate of others. Space in the lab is limited.
- Software should not be installed on any computer. 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 computer or equipment before checking with the photography instructors.

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 Services Coordinator 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/Green Room 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. Throw 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 GDC meetings. Only faculty and staff may reserve these rooms via the Intranet at <http://intranet.dance.fsu.edu/schedule/day.php?&area=1> Most meetings found in the school calendar are entered into the conference room schedule at the beginning of the year. 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 chair 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 016

Graduate Students may select a quarter or a third 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 the lab staff. No materials may be removed from the archive without written permission and they may never leave Montgomery Hall.

Maintenance Issues

Please report all maintenance, and safety issues to the facilities manager by completing the maintenance request form on our Intranet. If immediate action is needed, go directly to office 310 Montgomery or call 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 Police call stations otherwise known as 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 projectors or monitors. Leave audio systems on.
- 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 the general room lighting off and exit There are general room lighting control switches located near each door into the theatre; the backstage door, both entrances to the house from the inner lobby, and by both third floor entrances. They are simple single push button switches that turn on or off a pre-designated lighting scheme.
- 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 an 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, Rachel S. Hunter at rs Hunter@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 Production Office (MON120), only the technology faculty/staff, production staff, documentation graduate assistants, and MANCC staff have keys and codes.
 - If you cannot find anyone call the Security Coordinator, Rachel S. Hunter:
Work: 644-9973 Cellular: (804)337-2145

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 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 methods:

Primary Notification Methods:

These are primary notification methods that you should rely on the most. In any full-fledged warning, all of these methods will be utilized. In some cases, where only a partial alert is required, only a select few may be used.

1. [alerts.fsu.edu Alerts Page](http://alerts.fsu.edu)
2. [www.fsu.edu Home Page](http://www.fsu.edu)
3. [Outdoor Sirens](#)
4. [Indoor Sirens](#)
5. [SMS Text Messages](#)
6. [E-mail](#)
7. [Blue Light Phones](#)
8. [\(850\) 644-INFO Hotline](#)
9. [Voice Phone Calls](#) (limited audience)
10. [Desktop Alerts](#) (Technology Enhanced Classrooms only at this time)

Secondary Notification Methods:

While many of the following delivery methods may also relay warnings, they are considered secondary because they may not be used in every case or may have some delay associated with them.

12. [Facebook](#)
13. [Twitter](#)
14. [RSS Feeds](#)
15. [myFSU App](#) for iPhone, iPad, iPod Touch, Blackberry, Palm, and Android devices
16. [Digital Displays](#)
17. [Network Login Portals](#)
18. [Family Connection Listserve](#)
19. [Two-Way Radios](#)
20. [Vehicle Public Address Speakers](#)
21. [Electronic Card-Swipe Door Access](#)

Tertiary Notification Methods:

The following delivery methods may also relay emergency information, but they either have a substantial delay associated with them or are not within the direct administrative control of the university.

22. [NOAA Weather Radios](#)
23. [Television Media](#)
24. [Radio Media](#)
25. [Newspaper Media](#)
26. [Online Media Websites](#)
27. [Traffic Message Boards](#)
28. [Seminole Cablevision - Information Channel 19](#)
29. [Tumblr](#)
30. [YouTube](#)
31. [Linked In](#)
32. [Instagram](#)
33. [FSU Emergency People Locator](#)
34. [Word of Mouth](#)

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. A RedCross Hurricane Safety Checklist may be found at http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4340160_Hurricane.pdf Look for emergency information pertinent to FSU on the [FSU website](#).

University Health Services

In the event of a life-threatening emergency, call 911.

The Wellness Center is located nearby, 960 Learning Way, just off Woodward Avenue. It is a fully accredited primary health care facility providing a wide range of medical care and outreach services for students.

For after-hours healthcare needs, call or go to a walk-in clinic or one of the two emergency rooms:

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 following is from the office of Student Affairs and Human Resources.

Sexual Misconduct

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of University policy and contrary to the University's values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others.

If you have experienced sexual misconduct, FSU wants to help. The University has policies and services available to support you.

Pertinent University Policies

- [Title IX Statement](#): outlines FSU's Title IX obligations and identifies campus Title IX Coordinators.
- [Non-Discrimination Policy](#): prohibits sex discrimination (adverse treatment or the creation of a hostile environment based on a person's sex). Sexual misconduct, sexual harassment, and sexual violence are all prohibited forms of sex discrimination.
- [Sexual Harassment Policy](#): provides detailed guidance about the University's prohibition against sexual harassment, which includes sexual misconduct and sexual violence as prohibited conduct.
- [Sexual Battery Policy](#): gives specific guidance to support victims of sexual violence, to apprehend perpetrators, and to outline special reporting obligations for employees with knowledge of this crime.

Sexual Misconduct Resources

Confidential Support

If you have experienced sexual misconduct, you may want to discuss your options on a completely confidential basis. While FSU handles sexual misconduct complaints sensitively and discretely, many University employees including faculty and supervisors are required to report sexual misconduct to University administrators. If you are unsure whether someone can maintain complete confidentiality ask them *before* you give details about your situation.

Staff members at the following on and off campus offices can maintain complete confidentiality and provide support:

FSU Victim Advocate Program	850-644-7161 or 850-644-2277 nights/weekends 850-644-1234, ask for advocate on call	victimadvocate.fsu.edu
Confidential, 24-hour, free support services for victims of sexual violence and other crimes. Services include: crisis counseling, emotional support, assistance with academic alterations, temporary safe lodging, and assistance during medical and legal proceedings (including obtaining orders of protection) and on-campus complaint processes.		
FSU Counseling Center	850-644-2003	counseling.fsu.edu
Confidential, free, mental-health counseling and referrals for FSU students. Hosts survivor support groups.		
FSU Employee Assistance Program	850-644-4444	vpfa.fsu.edu/Employee-Assistance-Program
Confidential, free, mental-health counseling, referrals, and other support services for employees.		
Refuge House	850-681-2111	refugehouse.com
Confidential, 24-hour hotline, information and referral, crisis intervention, advocacy and accompaniment: medical and legal, support groups, medical referrals and follow-up, victim/survivor follow-up, shelter, and emergency financial assistance. Assistance in filing for protective injunctions (restraining order) through the Refuge House office at the Leon County Courthouse.		
211 Big Bend	211	211bigbend.net
Confidential, 24-hour crisis helpline and referral services for the Tallahassee community.		

On Campus Complaint Resolution

FSU Police Department	850-644-1234 or 911	police.fsu.edu
Emergency response, crime reporting (including sexual violence), and investigation of crimes occurring on campus. The University encourages survivors to simultaneously pursue both a criminal investigation with the police and a University sexual misconduct complaint investigation.		
Title IX Co-Coordinators		hr.fsu.edu/PDF/Forms/TitleIXStatement.pdf
Brandon Bowden	850-644-5590 (students)	
Renisha Gibbs	850-644-8082 (non-students)	
Oversight of University Title IX compliance (including sex discrimination, sexual harassment, and sexual violence complaint supervision) and information about University policies and complaint procedures.		

Dean of Students Department	850-644-2428	deanofstudents.fsu.edu
Responsible for resolution of sexual misconduct complaints against students (including sexual violence and sexual harassment complaints).		
Equal Opportunity & Compliance	850-645-6519	compliance.hr.fsu.edu
Responsible for resolution/investigation of sexual misconduct complaints against faculty, staff, visitors, contractors, and any other non-students (including sexual violence and sexual harassment complaints).		
FSU EthicsPoint Hotline	855-231-7511	fsu.ethicspoint.com
Anonymous discrimination and sexual misconduct (including sexual harassment & sexual violence) reporting hotline.		

Additional On Campus Resources

University Health Services	850-644-4567	healthcenter.fsu.edu/contactUs.html
Healthcare services for students (including emergency contraception through the Women's Clinic).		
Seminole Allies and SafeZones	850-644-2003	safezone.fsu.edu
Support network and resources for lesbian, gay, bisexual, and transgender students and employees.		
FSU Measure Up		FSUmeasureup.com
Campaign devoted to correcting misconceptions regarding sexual violence and creating a campus culture that is less victim-blaming and more proactive in intervening to prevent sexual assault.		
M.A.R.C. (Men Advocating Responsible Conduct)		sga.fsu.edu/marc/
Student group devoted to peer education regarding sexually responsible behavior.		

Additional Off Campus Services

Tallahassee Police Department	850-891-4200 or 911	talgov.com/tpd/tpdhome.aspx
Law enforcement authority for reporting and investigating crimes occurring off campus (in the city of Tallahassee).		
Leon County Sherriff's Office	850-922-300 or 911	leoncountyso.com
Law enforcement authority for reporting and investigating crimes occurring off campus (in Leon County).		
Tallahassee Memorial Hospital	850-431-0911	tmh.org
Emergency room services and SAE sexual assault exams for evidence collection ("rape kit").		
Tallahassee Police Department Victim Advocacy	850- 891-4432	talgov.com/tpd/tpd-victim.aspx
24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).		
Leon County Sherriff's Office Victim Advocate	850-922-3300	leoncountyso.com/divisions/criminal-investigations/victim-advocate
24-hour victim advocate services including: on scene assistance (crime scene, hospital etc.) crisis counseling, support during the legal process, and emergency legal assistance (obtaining protective injunctions).		
Florida Bar Lawyer Referral Service	800-342-8011	floridabar.org
Referral service to find legal representation in Florida.		
Florida Council Against Sexual Violence	1-888-956-7273	fcasv.org
State-wide information and resources for sexual violence.		
Florida Coalition Against Domestic Violence	1-800-500-1119 or TDD (800) 621-4202	www.fcadv.org
State-wide information and resources for domestic and dating violence.		

**National Domestic
Violence Hotline**

1-800-799-7233 or TTY 800-
787-3224

www.thehotline.org

24/7 support, crisis intervention, and referral service for victims of domestic violence.

**RAINN (Rape, Abuse, & Incest
National Network)**

1-800-
656-4673

rainn.org

Rape recovery support services.

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 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, scarring 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.

Seeking Treatment

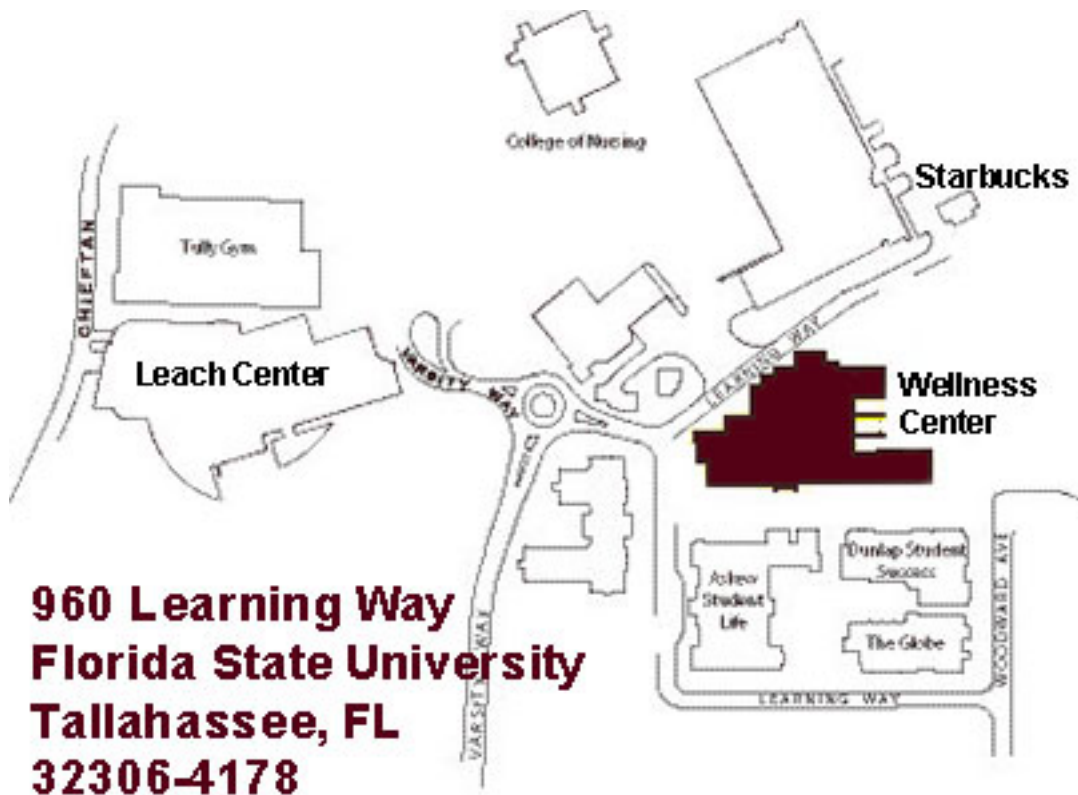
If you have a medical emergency on or off campus, dial 911. If you are on campus, and there are others to stay with the injured person, try to call from a campus phone. If you cannot leave the injured person, call from a cell phone or use the emergency stations in the studios or locker rooms.

If you may have damaged body tissues (fracture, sprain, dislocation, laceration or the like), please visit the Wellness Center. The Wellness Center is a fully accredited primary health care facility providing a wide range of medical care and outreach services for students.

Reporting Your Injury

Please complete a *University Dance Injury Report* (blank forms can be found in the wall bins outside the Dance Conditioning office, Montgomery 107) for any injury that compromises your ability to participate fully in classes, rehearsals or performances.

You are also required to fill out an Injured Dancer Protocol for Technique Class Participation Form. Return your completed injury form to the Conditioning Studio office. Once completed and approved, make copies for your faculty members and advisors. The information you provide will help us advise you on resolving your injury and reducing your risk of sustaining related injuries in the future.



Appointments: 850-644-4567
 Information: 850-644-6230
 Compliance: 850-644-3608
 Triage: 850-644-4567
 Health Promotion: 850-644-8871
 Administration: 850-644-8869
 Telephone Directory: 850-644-2383
 Insurance: 850-644-4250 &
800-922-3420 (TOLL-FREE)

If the Wellness 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 Wellness 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 or family health insurance. Please call for an appointment:

- Physical Therapy (The Wellness 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 Wellness Center 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 physicians or PAs 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 Conditioning faculty and staff. If they are not available when you visit the Conditioning Office (inside 107 Montgomery), you will find their contact information posted on the office door. 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.

Injury Protocol for Technique Class

Please use the form on the following two pages when dealing with an injury in technique classes. For students with injuries preventing them from fully participating in technique classes, grading for technique class will be determined as follows:

If you are injured and participate in the Cross-Training course for less than 50% of your technique class sessions, you will stay enrolled in Technique and be given a grade by the Technique faculty. Your attendance in Cross-Training will factor into your attendance in your Technique course.

If you are injured and participate in the Cross-Training course for more than 50% of your Technique class sessions, you should drop your Technique class and enroll in Cross-Training (see your BFA advisor). You will be given a grade by the Cross-Training instructor for your work in that course. Your absences for the entire semester, Technique and Cross-Training, will be factored into your grade.

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
- Wellness Center Nutritionists - 644-8871 (Health Promotion)
- Student Counseling Center - 644-2003
- Leach Student Recreation Center - 644-0548 (Trainer's Desk in the lobby)

Injured Dancer Protocol for Technique Class Participation

Student Name: _____

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. You will be scheduled for a consultation with **Physical Therapist Tyressa Judge** on Wednesday from 12–1. If your need is urgent, you may request a dancer's consultation appointment at her clinic (2nd Floor of Wellness Center), but you may be asked to see one of the health care providers first.

Communicate your situation to your technique instructors as soon as possible. If the injury permits, you and the instructors can come up with modifications to allow you to still participate in class as much as you can until you get more information from a healthcare provider. **Fill out the Technique Class Alternative Participation Section** of this form in consultation with your instructors.

Depending on the severity of your injury and the recommendations of the PT and doctor, you may be asked to drop your technique class and enroll in the **Dancer Cross-Training** course. In this case you will need to fill out the **Technique Course Modification** section on page 2.

The signatures on the following page are required if you will be missing Technique class to work with the Conditioning staff during the Cross-Training time or if you need to drop Technique and switch to the Cross- Training course.

Please fill out a new form if there are major changes in injury status

Technique Class Alternative Participation

Until I receive more information about my injury I will remain in my Technique Course(s), working through the following modifications as appropriate:

Faculty Requests: *[One column is used to indicate expectations for each class or faculty member.]*

Check box below

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limiting my range of motion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working on conditioning/rehabilitation exercises during class
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Excluding only restricted movements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Working from a pain-free position (parallel, first, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Translating standing exercises to floor work to reduce weight-bearing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dancing while seated on a box, chair, or exercise ball
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reducing the intensity of the movements by fully marking/mapping
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilizing Mental Practice of Movement (visualization)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taking only Barre or Warm-up and then working in Conditioning Studio
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Observing class and taking notes or completing an observation form provided by instructor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:

Faculty should initial under corresponding column

Student Signature _____ Date: _____

Technique Course Modification

Check the appropriate line below.

____ It has been recommended that I attend the Cross-Training course, but remain enrolled in my Technique Course(s). I must provide documentation of my attendance in Cross-Training to my technique instructors.

____ It has been recommended that I enroll in the Cross-Training course and drop my Technique Course(s),*

which is/are:_____

*Please complete the process for this option before Drop/Add is over if possible.

Signature of Physical Therapist _____ Date: _____

Brief Assessment Notes and Recommendations:

Student Signature _____ Date: _____

Conditioning Staff Signature _____ Date: _____

Signatures of all Technique Instructors whose class you will be missing

_____ Date: _____	_____ Date: _____
_____ Date: _____	_____ Date: _____
_____ Date: _____	_____ Date: _____
_____ Date: _____	_____ Date: _____

Additional Technique Faculty Requests:

Return this form to Academic Advisor to sign here: _____ Date: _____

Please place a copy of this form in the mailbox of each of your technique faculty, in addition to your advisor.

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 programs, emphasizing adjudicated student choreography but also providing opportunity for faculty and guests.
- “Evening of Dance” is usually composed of one program of 4–5 works by faculty and guest choreographers, performed by students and by faculty.
- MFA Concerts - Are thesis concerts (choreography and/or performance); they are produced at designated times throughout the year.

Occasionally the school produces other concerts.

The appropriate director and production personnel, in consultation with faculty and the school chairperson(s), develop policies and procedures for each production component.

We strongly advise all dance majors and graduate students to see all of our productions. If you are not involved in a production and find yourself short on cash, we encourage you to attend dress rehearsals, or volunteer to usher.

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.

Contact Information

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.

	Work	Cellular
Production Manager, Rehearsal Coordinator, & Security (Rachel S. Hunter)	644-9973	804/337-2145
Costumer (Currie Leggoe)	644-9977	
Technician (Greg Golden)	644-9973	
Design & Production (Russell Sandifer)		556-2896
Audio Coordinator (Daniel Smith)		428-0465

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 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, third year MFA candidates preparing for thesis concert, and those with special permission from the rehearsal coordinator.
- You must follow proper procedures when canceling rehearsals.
 - First inform the rehearsal coordinator no later than the day before the rehearsal.
 - You then must indicate the cancellation on the printed rehearsal schedule on the bulletin board 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 iPod connectors and CD/DVD players in each studio. AirPlay is also available in most studios. With an AirPlay enabled device you may

- Play video archive files from our iTunes server.
- Add your music or video files to our iTunes server, or to your own Vimeo account and access them in the studio.
- AirPlay music from your AirPlay enabled device.
- Mirror the display from your AirPlay enabled device to the video monitor in the studio.

Students are required to provide their own camcorder for class and rehearsals. Any equipment checked out from the school must be picked up and returned to the computer lab while lab staff are on duty.

Accompaniment

Live or Recorded Live Accompaniment

If a choreographer wishes to use live accompaniment, it is up to the choreographer to acquire, confirm, inform, and, if necessary, compensate all participants. The choreographer will be the liaison between the participants and the school staff. The choreographer will work in conjunction with the production staff to provide any and all needs of the participants such as stands, lights, power, microphones, etc. It is the choreographer's responsibility to inform musicians performing live of the dates and times they will be required—particularly dress rehearsals and performances. The choreographer must make arrangements with the production staff for any necessary instrument maintenance, tuning, storage, or transportation. You are not allowed to use school instruments without the approval of the school's music faculty and staff. Back-up recordings are required for works using live accompaniment.

If a choreographer needs to make a recording of musicians, singers, actors, etc., either for the performance or for a back-up recording, they must schedule and make all notifications and arrangements with musicians and other participants after consulting the Audio Coordinator. All arrangements must be scheduled at least one month in advance of the first performance. The actual recording session should take place at least one week before load-in of the concert. Arrangements for use of equipment/instrumentation and music are the responsibility of the choreographer.

Audio Lab and Recording Studio

Anyone wishing to use the 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 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 School of Dance.

Graduate students possessing building access and alarm codes may use the 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

If a choreographer wishes to use prerecorded, copyrighted material, we must acquire the proper license. We appreciate your help, but as the presenting organization, our staff must be the ones to seek and confirm the licenses needed for all material. Getting companies to respond to these requests may take some time, so it is imperative that these requests are made as soon as possible. To do this, a choreographer must provide the Audio Coordinator with the information below.

Title of recording (album, cd, collection) _____
Title of song _____
Composer _____ Performed by _____
Track # _____ Length ____:____ ISBN # _____
Publishing company & address _____
_____Are you planning
on editing/altering this track in any way? If so, how (fades, layering, etc.)?

Plus, a photocopy of all printed surfaces of a CD jacket and the disc itself is usually helpful. The licensing process is time-consuming but fairly simple.

As with all aspects of the production we strive for quality. To meet that goal we need high quality source material. Files submitted for production must be in AIFF or WAV format. The MP3 format is not acceptable. All audio files must be provided to the Audio Coordinator by the date and in the manner indicated in production material and/or the school calendar. If you have questions regarding how to acquire and provide us with the correct format, please see the Audio Coordinator.

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 staff.
- 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.
- All masking is made from black velour. There are four legs. Backstage cannot be completely masked, especially downstage. Be aware that if you can see the audience, they can see you.
- There are black and white scrims, 33' upstage, on a traveler track operated from SL. There is also an older black scrim on a traveler track, downstage of the main curtain, operated from stage left
- There is a bi-part blackout traveler upstage between the upstage 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.
- The roll-up front projection 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. Airplay may also be setup for the theatre, except during production 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 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 usually required) 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 do slip behind schedule.

The rehearsals noted as “DRESS REHEARSALS” are for refining the production. We will try not to stop. If we must 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 makeup and are 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 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 thirty minutes prior to curtain dressed in black or dark gray. Camera focus is scheduled at approximately fifteen minutes before the house opens. Additional details are provided by the documentation director and facilitator for that evening’s event.

Performer Calls, Sign-in, Company Class and Stage Time

All call times will be indicated in the production schedule. Always be on time for all calls. 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 and musicians must sign in immediately upon arrival. No one is 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, if you are using musicians or non dance majors, please make sure 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. If you are late for class, you will probably not be allowed to take class, and will not 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 room 106. 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) are 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 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, a 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 performance.

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 wardrobe crew. It would be wise to have your own personal sewing kit in the dressing room 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 quickly as possible. Do not visit with the public until you have cleared the dressing room.

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 by the fountain on Landis Green, in front of Montgomery Hall. Do not reenter the building until you have been told to do so by the staff.

Video Documentation of School Concerts

Great effort is taken to record high quality documentation, including multiple camera angles when possible. Video crews are composed of faculty, staff, and students and reflect a wide range of experience. School documentation efforts support the ability to promote and archive choreography and performance, as well as provide a hands-on learning environment for dance videographers. The master recordings are property of the school and will be stored in the school archive. 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.

Concert Documentation Forms:

To help facilitate the documentation process, the three concert documentation forms below have been created. It is the choreographer's responsibility to meet the deadlines for submission of all forms.

To access the Concert Documentation Forms:

1. Log onto the Intranet: <http://intranet.dance.fsu.edu/>.
2. Under the "Files" tab, click on "General."
3. Scroll all the way down and click the link, "Concert Documentation Forms."
4. There you will find the Permission to Duplicate, Pre-concert Documentation, and Post-concert Documentation Forms.

Permission to Duplicate Form

The Permission to Duplicate Form allows choreographers to specify the individuals who may have access to a copy of the dance on video.* Those approved for access will be listed on the intranet's Media>Video Duplication Permissions link. If an outside choreographer is used, that choreographer must complete the

Permission to Duplicate Form. The Documentation Coordinator can provide an alternate email version of the form.

Pre-concert Documentation Form

A Pre-concert Form will be distributed to each choreographer prior to each concert series. Choreographers are asked to complete this form to provide important information about their dance to the documentation crew. We ask that a separate form be completed for each work.

Post-concert Documentation Form

The Post-Concert Form asks you to give us your first, second and third choices of the performance (or dress rehearsal) you would like to have edited to include an opening title and closing credits. This file, along with all other wide and tight shots, will be included in the School of Dance archive. Due to technical difficulties it may be necessary to include the second choice, rather than the first.

* A single copy of archival videos may be duplicated, with permission. These videos should not be shared, broadcast, or used for restaging purposes without the expressed written consent of the choreographer.

If you choose to edit with these clips, please be sure to follow the correct lab protocol for storing files within a clearly labeled folder (including last name) inside the local Workspace of a lab computer. Source files for editing should be stored on your personal external hard drive, and placed inside the Workspace only during editing. Video files should NOT be placed on the Desktop or in your account's Movies folder. Please back up your work on an external drive and delete the folder from the Workspace when finished. It is extremely important that you select File>Close Library at the end of each work session, otherwise other users will have access to your video Project(s). If you have questions about video file management, please consult the lab staff.

Accessing Files for Editing in the Labs:

1. Log in to a computer in 119 or 118 using your FSU username and lab password.
2. Click the Video Archive icon that should be on the Desktop.
3. Find the year and semester.
4. Find your dance. (If you don't see the files, the choreographer has not provided permission.)
5. Drag file(s) to your external drive. Wait for the copy process to be completed.
6. You are now ready to edit! Voila!

Viewing the School of Dance Video Archive using Plex Home Theater:

Video documentation from the School of Dance archive may be viewed using Plex Home Theater in the Montgomery Hall labs. Follow these instructions to access the videos. Plex is for viewing only, not for accessing clips for editing purposes.

1. Log in to a computer in 119 or 118 Montgomery Hall using your FSU Dance ID and password.
2. You should see an icon in your Dock with a gold "greater than" symbol. Click it to open the Plex Home Theater viewing interface.
3. Once in Plex, you can only navigate with the keyboard.
4. Locate the video you would like to view by first using the up and down arrow to select the semester or menu item on the left, then using the right and left arrow to select the desired file on the right.
5. Press the Space Bar or Return to view or to pause.
6. To fast-forward and rewind, use the right and left arrow keys.
7. To exit the full-frame video, press the Escape key in the top left of the keyboard. If this does not return you to the main menu, you may continue to select Escape until you see the complete menu on the left. A full list of Keyboard Shortcuts for Plex may be found at: <https://support.plex.tv/hc/en-us/articles/201670487-Keybaord-Shortcuts>.
8. To quit Plex and return to your desktop, select Command+Q, or arrow left until you see the word Quit in

the Plex menu. Choose Quit and press the Space Bar or Return.

9. For additional information on Plex, visit <https://support.plex.tv/hc/en-us/sections/200282037-Plex-Home-Theater>.

Dance and Media Technologies

The FSU School of Dance does not currently offer a terminal degree in dance technology, yet our existing curricula offer 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 expected 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, must complete the required technology course(s) within your respective degree programs. Additional instruction and/or mentoring may also be required. The inclusion of media technologies in a public showing is subject to the approval of the production faculty and faculty mentors.

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 events produced by the school. Documentation of appropriate copyright permissions are required for use of all media content..

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.

FSU Dance Camcorder/Camera and Storage Recommendations

In order to support group instruction in technology courses, the School of Dance provides annual recommendations for the purchase of personal camcorders/cameras. All camcorders/cameras must be compatible with Final Cut Pro X, which is the video editing software currently used in the School. Visit Apple's support site for a list of cameras/camcorders that are supported by Final Cut Pro X. Recommended DSLR cameras may be used for both video and photography courses.

Media storage recommendations are also provided for portable external hard drives, flash drives, memory cards, etc. It is suggested that you wait until the beginning of the required semester to purchase your camcorder/camera and storage device(s), in order to get the latest recommendations from the technology faculty and lab staff.

Maggie Allesee National Center for Choreography (MANCC)

MANCC is the only national center for choreography in the world located in a major research institution, and operates from one of the premiere dance facilities in the United State. The Center is embedded within The Florida State University School of Dance, allowing for unparalleled opportunities for contemporary choreographers to hone their artistic practice and develop new work inside a creative community.

MANCC provides development residences for choreographers and their collaborators to develop new work. Artists are encouraged to bring with them dancers, designers, dramaturges, composers, and other appropriate collaborators that would enhance their creative inquiry through physical, conceptual, experiential, or scientific means. To assist with their research, artists have 24/7 access to a black box studio and/or open light studio, as well as a variety of additional shared facilities (media lab, cameras, audio lab, recording studio, costume shop)/ While in residence, choreographers are encouraged to experiment, reflect, and edit, honing their research and choreographic process.

MANCC works closely with artists to craft engaging and intimate moments of reflection with targeted audiences to further ideas and concepts being explored while in residence. By focusing engagement efforts on research in development and creative process, the Center seeks to build work and audiences simultaneously through a framework called Entry points. MANCC helps make connections to collaborators and audiences by drawing from the large body of academics at FSU, the greater Tallahassee community, and - where appropriate- the national field at large.

The mission of the Maggie Allesee National Center for Choreography is to raise the value of the creative process in dance by:

1. Providing a model of support for professional choreographic creativity within a comprehensive research university.
2. Providing choreographers access to a stimulating environment where experimentation, exploration, and life-long learning are both valued and encouraged.
3. Providing opportunities for the students, staff, faculty, the community of Tallahassee and the national dance field at large to engage with the creative process in dance.

Appendix

Who To See:

Academic & Advising

- Advising, class registration and general academic assistance
Jeff Bray (Academic Program Manager)
jbray@fsu.edu
Office 644-1023
204 Montgomery
- BFA Program, Transfer Advising, Combined Degree, Undergraduate IDEA Grants
Ilana Goldman
igoldman@fsu.edu
134 Montgomery
- BFA Honors in the Major Program
Dr. Hannah Schwadron
hschwadron@fsu.edu
145 Montgomery
- Graduate Programs (MFA, MA-ADS, MA-SS)
Anjali Austin
aaustin@fsu.edu
137 Montgomery
- FSU in NYC program
La Toya Davis-Craig
ldavis3@fsu.edu
146 Montgomery
- Paris Summer Study or Non-Majors Classes
Anjali Austin
aaustin@fsu.edu
Office 645-2449
137 Montgomery

Audio Lab

Dan Smith
djsmith2@fsu.edu
118B Montgomery

Computer Lab and School of Dance Computer Accounts

- For questions, please first see the lab assistant on duty. If no lab assistant is available, contact
David Atkins
danceadmin@fsu.edu
135 Montgomery

Facilities

Rachel S. Hunter
Office 644-9973
Cell 804/337-2145
rshunter@fsu.edu
310 Montgomery

- To report a problem

- Classroom support: The production manager does not support the general classrooms (102, 104, 004, 005). Please contact Classroom Support at 644-2811.
- Non-emergencies (studio audio/video problems, lights need to be replaced, dripping faucets, etc.)
 1. Go to our Intranet, <http://intranet.dance.fsu.edu/>
 2. Under the “Report Problems” tab, pull down to “Maintenance Work Request”, <http://intranet.dance.fsu.edu/?q=node/27>
 3. Fill out the form and hit “submit”
- Emergencies (roof leaks, flooding, etc.)
 - During normal operating hours
 - Try to find the production manager.
 - If you can’t find the production manager, inform the staff in the main office.
 - After hours
 - Call 644-4425 and report the problem
 - Call the production manager and let her know what is going on.
- Keys
 - New faculty and grad students, once you have your FSU ID card, you should see the production manager to begin the process of getting the keys you will need.
 - The production manager will submit your information to the FSU key bank, and they will take approximately two days to prepare your keys. You must pick up the keys within thirty days of the original request or you will have to start the process over.
 - Keys you will be receiving:
 - Faculty
 - Faculty Master (access to the main office, faculty warm-up, faculty office suite entrances)
 - Key to your office
 - Key to the Dance Theatre
 - Graduate assistants
 - Key to the main office
 - MFA candidates may receive keys to the Dance Theatre if they are within one year of their concert date or are working as a graduate assistant in production.
- FSU ID Card Swipe Access
 - The production manager will activate your FSU ID card for the appropriate access. Please see your handbook for the hours of access.
 - If you have a problem, see the production manager.
- Alarm codes
 - The Dance Theatre, the media lab, and the costume shop are keyed spaces with alarm systems. If you are to be working in any of these spaces, make an appointment with the production manager to receive the proper code and training.

Payroll / Personnel

Anna Singleton
asingleton@fsu.edu
 Office 644-3924
 202 Montgomery

Production

Rehearsal Scheduling

- For more detailed information, please refer to the Rehearsal Scheduling & Priorities and Commitment Policy sheets in your Student Handbook or on the production bulletin board.

- For further questions:
Rachel S. Hunter
rsh09@fsu.edu
Office 644-9973
Cell 804-337-2145
310 Montgomery

Costumes

- For information, please refer to the Student Handbook.
- For further questions:
Currie Leggoe
cleggoe@fsu.edu
Office 644-9977
002 Montgomery
7:30 – 4:30 pm

Lighting

- For lighting design for a production, please fill out the Choreographer's Lighting Information Form, available on the Intranet and in the MFA & DOD packets. Submit this form and further questions to
Russell Sandifer
rsandifer@fsu.edu
Cell 556-2896
204 Montgomery
8:00 am – 5:00 pm
- For other lighting needs, including forum, choreography showings, etc.
Rachel S. Hunter
rshunter@fsu.edu
Office 644-9973
Cell 804/337-2145
310 Montgomery
8:00 am – 5:00 pm

Sets/Props

- For information, please refer to the Student Handbook.
- For design questions and consultation contact
Russell Sandifer
rsandifer@fsu.edu
Cell 556-2896
204 Montgomery
8:00 am – 5:00 pm
- For prop acquisition or further questions
Greg Golden
ggolden@fsu.edu
Office 644-9973
310 Montgomery
8:00 am – 5:00 pm

Audio

- For information, please refer to the Student Handbook.
- Further questions:
Dan Smith
djsmith2@fsu.edu
118B Montgomery

Video & Related Technology

- For information, please refer to the Student Handbook.
- For computer lab questions & equipment:

David Atkins

danceadmin@fsu.edu

123 Montgomery

- For design & documentation:

Tim Glenn

tglenn@fsu.edu

120A Montgomery

Tiffany Rhynard

trhynard@fsu.edu

127 Montgomery

Publicity

General Publicity

- For information, please refer to the Faculty Handbook or MFA Production Packet.
- For further general questions:

La Toya Davis-Craig

ldavis3@fsu.edu

Office 645-2449

146 Montgomery

Program Copy

Rachel S. Hunter

rsh09@fsu.edu

Office 644-9973

Cell 804-337-2145

310 Montgomery

MANCC

- For general information refer to the website, <http://MANCC.org>
- For further information contact
Ansjie Burdick
aburdick@fsu.edu
Office 645-2894
206 Montgomery



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.
- When thesis projects sell tickets, MFA candidates are eligible for ten comps per candidate for their own thesis project. When thesis projects do not sell tickets, MFA candidates may reserve up to 10 seats per candidate for their own thesis project.

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

- Follow the instructions in the School of Dance Online Comp Ticket Demo. Comp tickets are only accessible online through <http://tickets.fsu.edu>.

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/> 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>.



FLORIDA STATE UNIVERSITY
COLLEGE OF FINE ARTS
School of Dance

Request for Excused Absence For Professional Development Opportunity

Students may use this form to request excused absences from their instructors for professional development. 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 performing at ACDA, which is 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.) 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?

Instructor's Signature: _____ Recommend Excuse _____

Do Not Recommend _____

Date Responded _____

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 hours of rehearsal per week:

- Juniors; Seniors; Graduate students in their second year or later 15 hours
- Sophomores; Graduate students in their first year 12 hours
- Freshmen 9 hours

In addition, in order to encourage wider participation and facilitate scheduling, students may only participate in three Days of Dance works, and may only participate in two Evening of Dance works. This includes working as dancer, choreographer, musician, specialty performer and/or rehearsal assistant.

The following are considered commitments:

- The number of hours of rehearsal are set forth in the Rehearsal Scheduling & Priorities document each year. In general, most works are allowed three hours a week of rehearsal. Extended works with longer or more numerous rehearsals will be assessed individually.
- Performing as a member or guest of non School of Dance performance organizations or clubs, i.e. Tallahassee Ballet, World Ballet, Golden Girls, or similar organizations, count toward your weekly rehearsal limit.

SOD students may participate in no more than the number of hours of rehearsal specified **above at any one time**. Under special circumstances, students may petition the assessment committee for an exception to these limits. Complete the Petition for Exemption From School of Dance Commitment Policy Form and **submit it to your academic advisor** by the deadline in your school calendar. If the advisor approves, the form will then be sent to the wellness and production faculty for their approval. A "no" to the request by any one of the above, means the request is refused. As part of this request, the person making the request must list which works they will withdraw form if the form is not approved. The original request form will be maintained by the advisor.

Petition for Expanded Limits

Dancer: _____ Date submitted: _____
Phone: _____
Class Rank: _____ Technique Level - Ballet: _____ Modern: _____
Credits enrolled: _____ Studio Classes: _____ Dance Academics: _____ Other Academics: _____

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

Show -

Choreographer (or director)	Hrs/Wk	Rehearsals Begin	Performances End	Ongoing or New
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Residencies:

Choreographer (or director)	Hrs/Wk	Rehearsals Begin	Performances End	Ongoing or New
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Justification - Please explain why you feel your situation qualifies you for an exception to the *Dancer Commitments* policy, and return your petition to your advisor by September 6, 2018 (fall semester) or January 11, 2018 (spring semester).

If this petition is rejected, list below the new (and ONLY new) works you would drop in order of preference.

Show - Choreographer (or director)	Hrs/Wk
_____	_____
_____	_____
_____	_____
_____	_____

Review by Academic Advisor: Approve/deny: _____ Initials: _____ date: _____

Comments/conditions -

Review by Tom Welsh or Kehinde Ishangi: Approve/deny: _____ Initials: _____ date: _____

Comments/conditions -

Review by Rachel S. Hunter: Approve/deny: _____ Initials: _____ date: _____

Comments/conditions -

Review by assistantship supervisor (if applicable): Approve/deny: _____ Initials: _____ date: _____

Comments/conditions -

Petition approved: _____ Petition denied: _____

Completed form will be stored with your advisor. A copy will be returned to the student.

Rehearsal Space Priorities and Scheduling

As of July 30, 2018

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. 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.

A list of concerts/projects and commitment levels is listed at the end of this document.

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

*This one-hour block will be scheduled three times a week to equal a total of three hours.

**This block on Wednesdays is reserved for School of Dance meetings. Rehearsals will only be scheduled/approved for this block if no conflict exists with scheduled meetings.

Aug 1 - Sept 8: (MFA Intensives, Retreat Week & First two weeks of classes)

- Priorities:
 - 1st – MFA 1 & 2
 - 2nd – EOD
- Choreographers may request intensive weeks before classes start and rehearsals reflecting commitment level during first two weeks of classes via intranet.

Sept 10 - Nov 3: (Through MFA 1)

DUE: Sept 7

- Priorities:
 - 1st – EOD
 - 2nd – MFA 1
 - 3rd – MFA 2 & 3
 - 4th – All others
- Choreographers may request rehearsals reflecting commitment level. Any requests not submitted by deadline will have to request space online via intranet after schedule for rehearsal period has posted.
- Schedule posted by 9/8.
- Other rehearsals may be requested via intranet starting 9/10.

Nov 5 - Dec 7 (Through end of fall semester, exam week, first two weeks spring semester including retreat)

DUE: Oct 25

- Priorities:
 - 1st – MFA 1, 2, 3
 - 2nd – ACDA
 - 3rd – DOD
- Choreographers may request rehearsals reflecting commitment level. Any requests not submitted by deadline will have to request space online via intranet after schedule for rehearsal period has posted.
- Schedule posted by Oct 29.
- Other rehearsals may be requested via intranet starting Oct 31.

Dec 9 – Jan 12:

(Winter break)

- Choreographers may request intensive weeks before classes start and rehearsals reflecting commitment level during first week of spring classes via intranet.

Jan 14 – Mar 2:

(Through)

DUE: Jan 11

Priorities:

- 1st – MFA 1, 2, 3
- 2nd – ACDA
- 3rd – DOD
- Choreographers may request rehearsals reflecting commitment level. Any requests not submitted by deadline will have to request space online via intranet after schedule for rehearsal period has posted.
- Schedule posted by Jan 12.
- Other rehearsals may be requested via intranet starting Jan 14.

Mar 4 – Apr 27:

(Through DOD, end of spring semester)

DUE: Feb 21

- Priorities:
 - 1st – ACDA
 - 2nd – DOD
- Choreographers may request rehearsals reflecting commitment level. Any requests not submitted by deadline will have to request space online via intranet after schedule for rehearsal period has posted.
- Schedule posted by 25.
- Other rehearsals may be requested via intranet starting Feb 27.

Concert/Project Commitment Levels

Project	Rehearsal Period(s)	Commitment Level / Hours per week
An Evening of Dance	Sept 1 – Nov 3	1.5 commitments / 4.5 hrs per week*
MFA 1 (Amos)	Aug 1 – Jan 19	up to 2 commitments / 6 hrs per week
MFA 2 (Yayun Li, Kieron Sargeant)	Aug 1 – Feb 2	up to 2 commitments / 6 hrs per week
MFA 3 (Bridget Close, Julie Opiel, Sarah Rose)	Aug 1 – Mar 2	up to 2 commitments / 6 hrs per week

Days of Dance

Sept 10 – Apr 27

1 commitment / 3 hrs per week**

* Dancers will only be allowed to commit to two (2) EOD works. This cannot be petitioned.

**Dancers will only be allowed to commit to three (3) DOD works. This cannot be petitioned. The Spring Repertory class is considered a DOD commitment. If registered for this course, please include in your commitments.

Commitment levels for MFA projects are subject to change.



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

FSU Dance Scheduling Meeting Room Booking System

2 Aug 2010 goto Help Rooms Report Search: Unknown user Log in

Areas

- Computer Labs
- Conference Rooms
- In Focus Projectors
- Lab Assistants
- Sharp Projectors
- Studios
- XH-A1 (Restricted Use)
- XL 1 Camcorders
- ZR Camcorders

July 2010 August 2010 September 2010

Monday 02 August 2010

<< Go To Day Before Go To Today Go To Day After >>

Time:	Black Box	Dance Theatre	Studio 215	Studio 216	Studio 217	Studio 301	Studio 404	Studio 405
08:00am	*	*	*	*	*	*	*	*
08:30am	*	*	*	*	*	*	*	*
09:00am	*	*	*	*	*	*	*	*
09:30am	*	*	*	*	*	*	*	*
10:00am	*	*	*	*	*	*	*	*
10:30am	*	*	*	*	*	*	*	*
11:00am	*	*	*	*	*	*	*	*
11:30am	*	*	*	*	*	*	*	*
12:00pm	*	*	*	*	*	*	*	*
12:30pm	*	*	*	*	*	*	*	*
01:00pm	*	*	*	*	*	*	*	*
01:30pm	*	*	*	*	*	*	*	*
02:00pm	*	*	*	*	*	*	*	*
02:30pm	*	*	*	*	*	*	*	*
03:00pm	*	*	*	*	*	*	*	*
03:30pm	*	*	*	*	*	*	*	*
04:00pm	*	*	*	*	*	*	*	*
04:30pm	*	*	*	*	*	*	*	*
05:00pm	*	*	*	*	*	*	*	*
05:30pm	*	*	*	*	*	*	*	*
06:00pm	*	*	*	*	*	*	*	*
06:30pm	*	*	*	*	*	*	*	*
07:00pm	*	*	*	*	*	*	*	*
07:30pm	*	*	*	*	*	*	*	*
08:00pm	*	*	*	*	*	*	*	*
08:30pm	*	*	*	*	*	*	*	*
09:00pm	*	*	*	*	*	*	*	*
09:30pm	*	*	*	*	*	*	*	*
10:00pm	*	*	*	*	*	*	*	*

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.

FSU Dance Scheduling
Meeting Room Booking System

4 Aug 2010 goto

Help

Re

You do not have access rights to modify this item.

Please log in

Name:

Password:

Log in

6. Enter the information:

- Name = last name - name of work being rehearsed
- Description = brief description and cast list. IT IS VERY IMPORTANT THAT YOU LIST EVERYONE THAT IS INVLOVED IN THIS REHEARSAL IN THIS SECTION
- Date and start time should already be entered.
- Change the duration to 1.5 hours for a standard rehearsal slot

FSU Dance Scheduling
Meeting Room Booking System

2 Aug 2010 goto

Help

Rooms

Report

Search:

You are rsanc
Log Off

Add Entry

Brief Description:

Full Description:
(Number of people,
Internal/External
etc)

Date: 2 Aug 2010

Time: 9:00 am ☐ pm

Duration: 1.5 hours ☐ All day

Area: Studios

Rooms: Black Box
Dance Theatre
Studio 215
Studio 216
Studio 217

Use Control-Click to select more than one room

Type: Internal

Repeat Type: ☒ None ☐ Daily ☐ Weekly ☐ Monthly ☐ Yearly ☐ Monthly, corresponding day ☐ n-Weekly

Repeat End Date: 2 Aug 2010

Repeat Day:
(for weekly or
n-weekly)

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Number of weeks:
(for n-weekly)

Save

View Day: Jul 27 | Jul 28 | Jul 29 | Jul 30 | Jul 31 | Aug 01 | **Aug 02** | Aug 03 | Aug 04 | Aug 05 | Aug 06 | Aug 07 | Aug 08 | Aug 09

View Week: Jul 05 | Jul 12 | Jul 19 | Jul 26 | **Aug 02** | Aug 09 | Aug 16 | Aug 23 | Aug 30

View Month: Jun 2010 | Jul 2010 | **Aug 2010** | Sep 2010 | Oct 2010 | Nov 2010 | Dec 2010 | Jan 2011 | Feb 2011

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 S. Hunter at rshunter@fsu.edu.

DANCER SCHEDULE
Please return completed form to your choreographer.

NAME: _____ PHONE #'s: _____ EMAIL: _____

Other commitments:

Concert/project _____

Choreographer's Name _____

Commitment level _____

Please cross out ALL of times that you are **NOT** available by placing an "X" in those boxes. Even if you are unavailable for only part of a block, cross out the entire block. Use the Notes section to indicate any other information including dates that you will be out of town.

	8:00 to 9:00	9:00 to 10:30	10:30 to 12:00	12:00 to 12:30	12:30 to 2:00	2:00 to 3:30	3:30 to 5:00	5:00 to 6:30	6:30 to 8:00	8:00 to 9:30
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

Notes:

CHOREOGRAPHERS REHEARSAL REQUEST FORM Use a separate form for each dance / Return form to Production Manager

Title: _____ Concert/Project: _____

Choreographer: _____ Phone #: _____

Commitment level: _____

Please indicate ALL times that you are **NOT** available by placing an "X" on the form below.

	8:00 to 9:00	9:00 to 10:30	10:30 to 12:00	12:00 to 12:30	12:30 to 2:00	2:00 to 3:30	3:30 to 5:00	5:00 to 6:30	6:30 to 8:00	8:00 to 9:30
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										

Cast: _____

Notes (please include any set pieces, props, use of shoes, or anything that could require a certain space):

Choreographer's Lighting Information Form

This form is for you to communicate the basic premise, concepts, and hopeful outcome of your work so that the lighting designer may understand and support the work. If you do not have preconceived notions on lighting, don't struggle or think you have to make something up. They will take whatever information you provide and work from there.

Title: _____

Choreographer: _____ # of Dancers: _____ Length: _____: _____

(The length is from the first light, sound, or action (whichever is first) until the last bit of light, note of music (which ever is last), not just the length of the music.

Costumes (especially color palette):

Scenery or props:

Number, types, and location of other types of performers (musicians, narrators, etc.):

What is the work about, based on or derived from? Attach images or resource work if any.

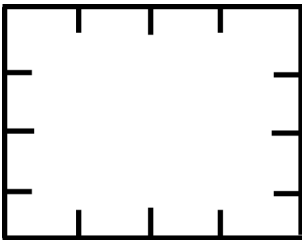
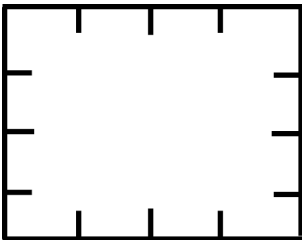
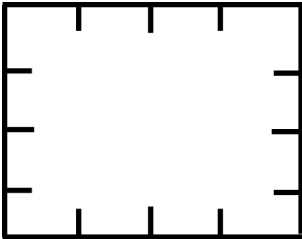
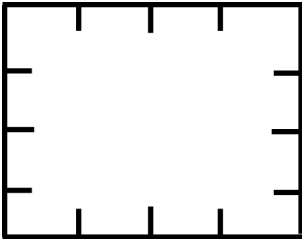
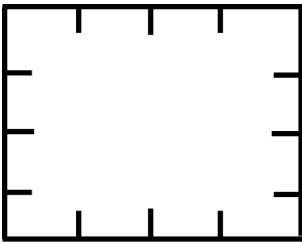
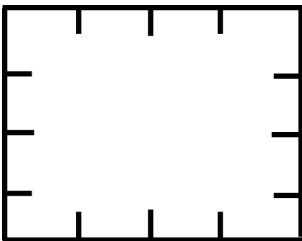
Who are the characters, what are their relationships to each other and their relationship to the environment?

If it applies, when and where is this set?

What is it that you would like the audience to take away from the work.

Preconceived needs (includes specials, certain cues, highlighting moments):

Layout: Notes:





Florida State University
College of Fine Arts

School of Dance



Emergency Procedures Handbook

Montgomery Hall

You are in room _____. The phone number is _____.

Emergency Procedures Table of Contents

Campus Alert Notification System	89	
Primary Notification	89	
Secondary Notification	89	
Tertiary Notification	89	
Medical Emergencies	91	
Medical Emergency	91	
Other Medical Care Situations	91	
What to do		91
First Aid		91
Disaster / Severe Weather Emergencies	93	
Tornados	93	
Warning System		93
Safety Zones		93
Suggested Procedure		93
Hurricanes or Tropical Storms	95	
Severe Thunder Storms	96	
Flooding	96	
Security / Crisis Assistance	97	
Emergency Speaker Phones & Blue Light Stations	97	
Bomb Threats	97	
Suggested Procedure		97
Suspicious Packages	98	
Suggested Procedure		98
Reporting False Threats		99
Threats Made From Off Campus	99	
Procedure		99
Dangerous Person On Grounds, OUTSIDE of building	99	
Procedure		99
Dangerous Person IN Building – Threatening and/or Violent	99	
Procedure		99
Dangerous Person In Your Classroom	100	
Sexual or Physical Assault	100	
Fire / Smoke	102	
Identification Procedure	102	
General Evacuation	102	
Evacuation of Persons With Disabilities	102	
Open Flames and Fireworks	103	
Chemical Spills	103	
Any Other Emergency	103	
Reporting Crimes	103	
Building Maps	104	
Ground Floor / Basement	104	
First Floor	104	
Second Floor	105	
Third Floor	105	
Fourth Floor	106	
Apps	107	

Emergency Phone Numbers and Contacts	108
Florida State University Campus Numbers	108
Tallahassee Area Numbers	108

Campus Alert Notification System

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 methods:

Primary Notification

- FSU Alerts Page: alerts.fsu.edu
- FSU website: www.fsu.edu
- Outdoor Sirens
- NOAA Weather Radios
- Text Messages
 - Sign up for alert messages here
 - Students: emergency.fsu.edu/FSUAlertSMS-Students
 - Employees: emergency.fsu.edu/FSUAlertSMS-Employees
- E-mail
- SeminoleSAFE Mobile App
- Blue-Light Safety Phones. Located in each studio, locker room, and the green room.
- (850) 644-INFO (4636) University Status Hotline
- Reverse-Dialing
- Computer Network Pop-Up Windows

Secondary Notification

- My FSU Mobile App
- Facebook
 - FSU Alert page
 - [KeepFSUSafe](https://www.facebook.com/KeepFSUSafe)
- Twitter
 - [FSUAlert](https://twitter.com/FSUAlert)
 - [KeepFSUSafe](https://twitter.com/KeepFSUSafe)
- Reddit
 - [FSUAlert](https://www.reddit.com/r/FSUAlert)
 - [KeepFSUSafe](https://www.reddit.com/r/KeepFSUSafe)
- [Linkedin](https://www.linkedin.com/company/fsualert)
- RSS Feeds
 - [Roller](https://www.roller.com/rss)
 - Canvas
 - [Siemens](https://www.siemens.com),
 - [National Weather Service](https://www.weather.gov).
- Digital Displays
- The University has the ability to post FSU ALERT emergency notification messages upon select digital displays (LED signage, closed-circuit TV systems, information kiosks, etc) on campus.

Tertiary Notification

- Network Login Portals

- [Family Connection List Serve](#)
- Two-way radios
- Vehicle Public Address Speakers
- Electronic Swipe Door Access
- Noah Weather Radios
- Television
- Radio
- Newspaper
- Online Media
- Traffic Message Boards
- Seminole Cablevision
- Tumblr
- YouTube
- Instagram
- Pinterest
- FSU Emergency People Locator
- Word of Mouth

Medical Emergencies

Medical Emergency

- CALL 911. You can also contact help from the FSU Police via a blue light station or 644-1234.
- Perform any first aid needed – see below for first aid kit locations.
- Report the incident to your supervisor as soon as possible so he or she may write up an Accident Investigation Report.

Other Medical Care Situations

What to do

- Perform any first aid needed. – See below for first aid kit locations.
- Immediately contact your supervisor so he or she may write up an Accident Investigation Report.
- Seek medical attention if needed. For minor emergencies, University Health Services (UHS) is located in the Health and Wellness Center at 960 Learning Way



First Aid

First aid kits are located in the following areas:

- Backstage right in the audio/stage manager's console,
- Main office above the mailboxes,
- Student Lounge
 - Ice is available at this location as well.

If you see any of the supplies in these kits are running low, please notify the conditioning faculty in room 138 so more may be ordered.

The School also has an automatic emergency defibrillator (AED). It is located in the main office, on the wall next to the ticket window.

Tornados

Tornados can appear suddenly without warning. Be prepared to act quickly.

Tornado watch means a tornado is possible in your area. You should monitor the situation through weather radios and local radio and television news outlets for the latest information.

Tornado warning is when a tornado is actually occurring and you should take shelter immediately.

Warning System

Weather Radios – weather radios have been placed throughout Montgomery Hall and will automatically send out reports of severe weather. The radios have been placed in the following locations:

- Student lounge
- Faculty lounge
- Production office
- Main office
- Control booth

Campus Alert System – The FSU Emergency Management will utilize the previously listed alert systems.

Safety Zones

Should a tornado require you to take cover seek shelter in an area with no windows or glass. The following are designated safety zones in Montgomery Hall:

- Basement:
 - Hallway
- Floor 1
 - Interior hallway between the vending machines and exit hallway
 - Restrooms
 - Black Box Theatre

Suggested Procedure

Classes / Regular Hours

1. If the campus siren sounds, teachers should quickly organize their class and go to the nearest safety zone.
 - a. Before leaving, teachers should be sure to bring with them a class list in order to take roll.

After Hours

1. Everyone should carry a cell phone if they have one and keep it on vibrate if it cannot ring in order to receive important text messages from FSU alert.
2. If the campus siren sounds, anyone in the building should move to the nearest safety zone.

During Performance or Special Event

1. Information on warning given to Stage Manager via alert system. Level or immediacy of danger is determined by Stage Manager based on FSU alert system.
2. If the show should be stopped
 - a. Stage Manager then:
 - i. Immediately switches over to work mode and cues concert audio and video to stop.
 - ii. UNMUTE ALL AREAS FOR PAGING AND PROGRAM FEED AFTER THE TRANSITION TO WORK MODE IS COMPLETE.
 - b. Assistant Stage Manager then:
 - i. Closes curtain
 - c. Student Stage Manager then:
 - i. Informs dancers and stagehands to QUIETLY go immediately to the green room/dressing room hallway. Make sure everyone is accounted for.
 - d. House Manager then:
 - i. Opens theatre doors
 - ii. Calmly explains the situation to the audience and has everyone move immediately to the Black Box in an orderly fashion.
 - iii. Makes arrangements to have the black box open with swipe card by usher.
 - iv. Last to enter after assuring everyone from audience is inside.
 - e. Announcements are made:
 - i. Assistant Stage Manager steps out from behind stage and reads the following statement:
 1. All ushers please immediately proceed to your stations. (PAUSE TO GIVE THEM TIME TO GET THEM TO WHERE THEY NEED TO BE)
 2. *Ladies and Gentlemen, we apologize for the interruption. At this time a tornado warning has been issued for the Tallahassee area. PLEASE REMAIN CALM. For your safety we will move to a safe location. Please exit in an orderly fashion to the nearest exit. This may be behind you. Ushers are stationed to assist you to a designated safe area. DO NOT USE THE ELEVATORS. If you are in need of assistance please remain in your seat and someone will assist you. Please do not rush, move in an orderly manner and above all, remain calm.*
 - ii. Stage Manager pages the dressing room and green room area and read the following:
 1. *Ladies and gentlemen, a tornado warning as been issued for the Tallahassee area. PLEASE REMAIN CALM. We do not know the exact location or direction of the tornado at this time. For your safety, please proceed calmly to the dressing room hallway and close all doors leading into this area including hallways, stairwells and dressing room doors. Stay away from all windows and remain in this area until an all clear is given. Again, please remain calm.*
 2. Call FSU police to inform of evacuation and location of all audience and performers. Give any cell phone or work numbers where crew can be contacted if further information is needed.
 - f. House Manager and ushers guide audience to safety areas:
 - i. Black box is the primary zone.
 - ii. Interior hallway on first floor between green room and vending machines including rest rooms.

- iii. Ground floor hallway.
 - g. Building sweep
 - i. Stage Manager
 - 1. Checks all studios in the following order
 - a. 301
 - b. 404
 - c. 405
 - d. 216
 - e. 217
 - f. Faculty offices
 - g. Proceed to safety zone
 - ii. Assistant Stage Manager
 - 1. Stays in theatre house until area is evacuated, helping those who require assistance.
 - 2. Close and lock theatre lobby if the situation allows.
 - iii. Student Assistant Stage Manager
 - 1. Waits in backstage for performers and crew to go downstairs and then follows them down to the hallway, closing all doors behind them along the way.
 - 2. Do a room check of all the dressing and locker rooms to make sure they are clear and doors are closed.
 - 3. Remain on headset for further instruction.
 - iv. House Manager
 - 1. Stand by Black Box door until full and close the door.
 - 2. Instruct any remaining people to spread out along the hallway between the vending area and the faculty warm-up studio.
- 3. While in safety zones
 - a. Appointed people remain in contact via headsets and cell phones.
 - b. Try to keep everyone calm.
 - c. Attend to anyone who may need emergency first aide. Call 911 if you need immediate help. First aid kits are located backstage in the theatre, main office and in the student lounge.
- 4. When all clear is given by emergency crew, each person in charge of the designated area should say (unless instructed otherwise by emergency personnel):
 - a. *Ladies and gentlemen, an all clear has been given by authorities. We thank you for remaining calm during this event. Remember that severe conditions can create ongoing dangers such as downed power lines, debris and flooding.*
 - b. Production Manager opens auditorium and blocks open lobby doors. Do this regardless if performance is restarting. This allows patrons to pick up any items that may have been left in the theatre.
 - c. Announce the decision on the performance if applicable.

Hurricanes or Tropical Storms

Should a hurricane or tropical storm threaten the Tallahassee area, visit **alerts.fsu.edu** for the latest updates and guides for hurricane preparedness. Everyone should create and maintain a “hurricane kit” of emergency supplies, food, and water.

Severe Thunder Storms

The National Weather Service (NWS) considers a thunderstorm severe if it produces hail at least three-quarters of an inch in diameter, has winds of 58 miles per hour or higher, or produces a tornado. When a severe thunderstorm WARNING is issued, review what actions to take under a tornado warning.

For the latest on weather on campus visit **alerts.fsu.edu**.

If you are outside and a thunderstorm is present, you should seek shelter immediately.

1. If you can hear thunder, you are at risk of being hit by lightening.
2. Avoid trees, power lines and other large objects that may attract lightening.
3. If you are in water, get out.

Flooding

You should always avoid flooded areas, including when walking or driving. Do not go around any barricades – they are there for your safety. When an area is flooded, you cannot tell how deep it is and risk getting caught in the flood.

Emergency Speaker Phones & Blue Light Stations

The station pictured to the right is an emergency speakerphone wired directly to the police dispatcher.

They are located in the following areas:

- Studio 215/Grande Studio
- Studio 301/Shoe Studio
- Studio 216
- Studio 217
- Studio 404
- Studio 405
- Black Box Studio
- Loading dock area below theatre
- Women's locker room right inside the hallway door

Outside of Montgomery, and across campus, "Blue light stations" are equipped with the same emergency speakerphones. If you are threatened, see anything suspicious, or require any type of police assistance quickly just push the emergency button to be connected with the FSU Police dispatcher.



Bomb Threats

Suggested Procedure

1. Remain calm and if it is a caller, remain on the phone with them as long as possible.
2. Remain on the phone. Have someone else call 911 if possible while you are talking to them. If possible, have more than one person listen to the call.
3. Try to obtain the following information:
 - a. When is the bomb going to explode?
 - b. Where is the bomb right now?
 - c. What does it look like?
 - d. What kind of bomb is it?
 - e. What will cause it to explode?
 - f. Did you place the bomb?
 - g. Why?
 - h. What is your address?
 - i. What is your name?
4. While on the call, try to remember information that may be helpful to authorities
 - a. Caller's Voice
 - i. Male/female
 - ii. Loud/soft
 - iii. Old/young
 - iv. Nasal
 - v. Raspy
 - vi. Angry
 - vii. Crying
 - viii. Rapid
 - ix. Normal
 - x. Stutter

- xi. Deep
- xii. High/low pitched
- xiii. Laughter
- xiv. Deep breathing
- xv. Lisp
- b. Background sounds:
 - i. Street noises
 - ii. Pa system
 - iii. Motor
 - iv. Machinery
 - v. Static
- c. Threat language
 - i. well-spoken
 - ii. foul
 - iii. irrational
 - iv. incoherent
- xvi. Disguised
- xvii. Ragged
- xviii. Slurred
- xix. Cracked voice
- xx. Clearing voice
- vi. Clear
- vii. Music
- viii. Voices
- ix. Animal noises
- x. Other
- v. taped
- vi. message read by threat maker
- vii. other
- 5. If you have caller ID, take down the phone number, time received, length of call.
- 6. Immediately call 911.
- 7. Evacuate the building.
- 8. DO NOT TRY TO ATTEMPT TO LOCATE AND MOVE THE BOMB YOURSELF.

Suspicious Packages

Suggested Procedure

If you find or receive a package or one is delivered that looks unusual, out of place, lopsided, wires sticking out, strange odors or stains, abandoned, or in any other way suspicious follow the following steps.

1. Do not try to open or move the parcel.
2. Isolate the parcel.
3. Evacuate the immediate area.
4. Call 911.

If you receive an Anthrax threat by mail:

1. Do not handle the mail piece or package suspected of contamination.
2. Wash your hands with soap and water.
3. Call 911.
4. Make sure suspicious package is isolated immediately.
5. Have everyone who came in contact with the letter wash his or her hands with soap and water.
6. List all persons who have touched the letter including contact information and have them wait in one room together.
7. If the letter has been opened or powder spills out, DO NOT CLEAN IT UP. KEEP OTHERS AWAY FROM THE AREA.
8. The appropriate authorities will give you further instructions as they arrive.

Reporting False Threats

If you think someone has made a false threat, report the incident to campus police by calling 850-644-1234. You may also report the incident anonymously online at www.police.fsu.edu.

Threats Made From Off Campus

Procedure

1. Alert Police – Call 911
2. Contact Dean of Students if suspect is a student
 - a. (850) 644-2428
 - b. University Center- Bldg A, Suite 4300
3. If in Montgomery Hall – Alert Chair.
4. Follow all directives from the above parties.

Dangerous Person On Grounds, OUTSIDE of building

Procedure

1. If the threat is outside of the building, let the police know this and ask them to lock all doors. Production staff may also be able to do this from their office or by calling the FSU Police.
2. Lock or barricade interior doors that may be near you.
3. Follow all directives from the above parties until help arrives.
4. When possible, contact Dean of Students if suspect is a student
 - a. (850) 644-2428
 - b. University Center- Bldg A, Suite 4300

Dangerous Person IN Building – Threatening and/or Violent

Procedure

If you are near a clear exit path,

1. Exit cautiously.

If unsure, or no path available,

1. Lock or barricade interior doors, then hide.
2. Call 911.
3. Shelter in place until police arrive. Turn off lights. Stay quiet and away from all windows and doors. Do not be visible from the doors or windows.
4. **Silence all electronics (Turn off ringers, turn down phone volume, and turn off vibrate).**
5. If you are found, if possible, hit the emergency call station button to alert police to your location and inform them of the situation. Emergency call stations are red boxes and are located near the doors of each of the studios on Montgomery Hall.

6. Remain in your location until someone known to you or the campus alert system gives an all clear. Do not respond to voice commands until you can verify they are from a police officer.
7. Evacuate the building when ordered by police QUICKLY and QUIETLY.
 - a. Take the quickest AND safest exit paths.
 - b. Keep hands visible.
 - c. Do not attempt to take anything with you.
 - d. Follow the instructions of any police officers you may encounter.
 - e. Notify police of the location of the suspect and anyone that may still be in the building.

Dangerous Person In Your Classroom

1. Remain calm
2. Dial 911 if possible. If you can't speak, leave the phone on so the dispatcher can listen to the events taking place.
3. Negotiate with the person if possible.
4. Only attempt to overtake the person as a last resort after all other options have been exhausted.
5. If the person leaves the area, go immediately to a safer place and do not touch anything that was in the vicinity of the dangerous person.

Sexual or Physical Assault

If sexual assault has taken place, you should report the crime immediately for many important reasons, including the following:

- To keep the same person from assaulting others.
- To provide psychological closure for you.
- To be certain about your own health and have an examination to rule out medical problems related to the assault.

Report sexual assault to law enforcement as soon as possible. Although you may have many reasons for delay (such as fear, guilt, and confusion), any delay in reporting can and will be regarded as suspect and inevitably used to imply that you are making a false allegation.

Tell family and friends immediately, and inform law enforcement at the same time. Family and friends can be helpful during the most difficult early moments after an assault.

1. Use these steps in reporting sexual assault:
 - I. When reporting sexual assault, document as many details as possible, as soon as possible. Accurate recall of events will fade quickly, and documentation in sufficient detail soon after an incident is thought of as more reliable evidence in the legal proceedings that will follow.

- II. Note the location and time of any events. Describe the number and characteristics of the assailant or assailants. Write down as much detail as possible about the circumstances surrounding the assault as soon as possible after the assault. Make an effort to recall each and every aspect of what occurred during the assault and turn over this information to law enforcement. Each of these details increases the chances that the suspect will be caught and successfully prosecuted.
- III. Maintain as much evidence as possible in its intact state. Do not wipe away or throw away any secretions that can be identified. Do not wash or change clothing, bedding, furniture, or any fabric. Put these items into dry paper bags and seal them.
- IV. Resist the strong urge to clean up by washing, showering, and douching. You will be given a special sexual assault examination by trained health professionals at a hospital, and specimens that will be collected are very important as evidence in a criminal case. Many of these specimens contain DNA evidence that can provide conclusive proof of the identity of the assailant.

Identification Procedure

1. Immediately activate the fire alarm, no matter the size of the fire, so the building can be evacuated. A fire can spread quickly.
2. Call 911.
3. Extinguish the fire if it is small and if it can be extinguished without exposing oneself to injury. Portable fire extinguishers are available for use. Otherwise, evacuate along with others and stand by to tell officials the exact location of the fire and other pertinent information.

General Evacuation

1. Evacuate the building as quickly as possible. Note the posted evacuation routes and follow to the nearest exit. **DO NOT USE ELEVATORS.**
 - a. If you are behind a closed door
 - i. Touch the door with the back of your hand to feel for heat. If it is **HOT** do **NOT** open.
 - ii. Stuff towels, sheets to keep smoke out.
 - iii. Open a window 6-8 inches to allow fresh air in.
 - iv. Stay close to window.
 - v. Hang a sheet or similar item to serve as a distress signal.
2. As you are leaving turn off any ventilating equipment
3. Leave lights on
4. Close doors behind you, especially stairwells, as these are safe zones for persons with disabilities.
5. Once outside the meeting spot for Montgomery Hall is by the **main fountain on Landis Green**. If you are a teacher, take roll call for everyone in your class.
6. Stay outside in a group until fire department officials advise you it is clear.
7. **NEVER ATTEMPT TO RE-ENTER A BURNING BUILDING.**

Evacuation of Persons With Disabilities

1. When alarm sounds, if you are unable to make your way outside, obtain assistance from others.
2. If no one is able to assist you, proceed to just outside the stairwell landing by the fire alarm, but do not block the doorway for others exiting the building.
3. Close all doors in the stairwell. This is your protection from the fire.
4. Inform others that pass that you need to be rescued, ask them to tell authorities of your location and ask them to activate the fire alarm on your floor to alert the fire team to your location.
5. While you are waiting, position your face as close to the floor as possible. Smoke invades upper space first.
6. If smoke becomes too dense to breathe cover your nose and mouth with a cloth.

Open Flames and Fireworks

Unapproved appliances which produce exposed elements or open flames such as Coleman stoves, fondue pots, candles, gas lanterns, hibachi grills, torches, oil lamps and fire works are disallowed on campus unless approved for use by the Department of Environmental Health and Safety.

Chemical Spills

Should there be a chemical spill in the Tallahassee area, stay inside the building. Close all windows and doors and if possible, turn off any ventilation system. Do not exit the building until an emergency worker or the Department Chair has given an all clear.

Any Other Emergency

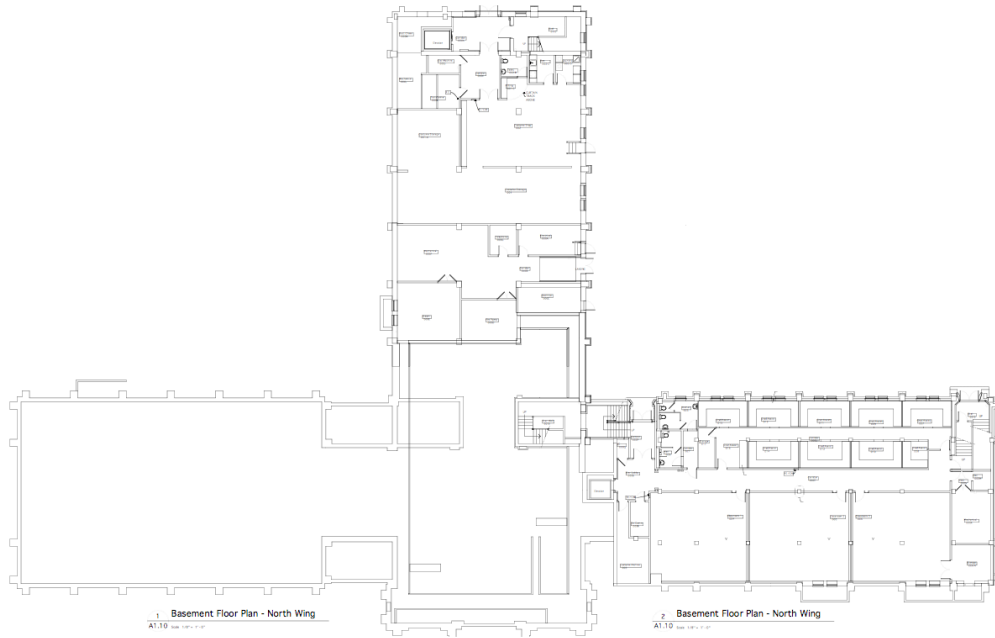
If an emergency occurs that is not covered in this manual dial 911.

Reporting Crimes

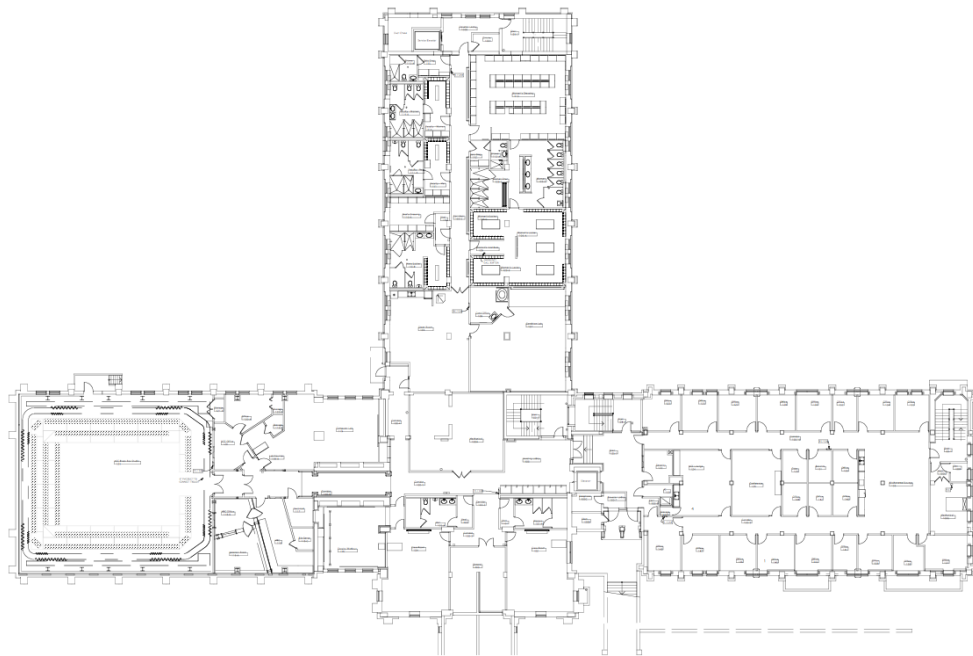
If a crime is committed, inform police immediately by calling 644-1234 or 911. Any delay in reporting a crime can greatly reduce the chances of apprehending the offender.

Building Maps

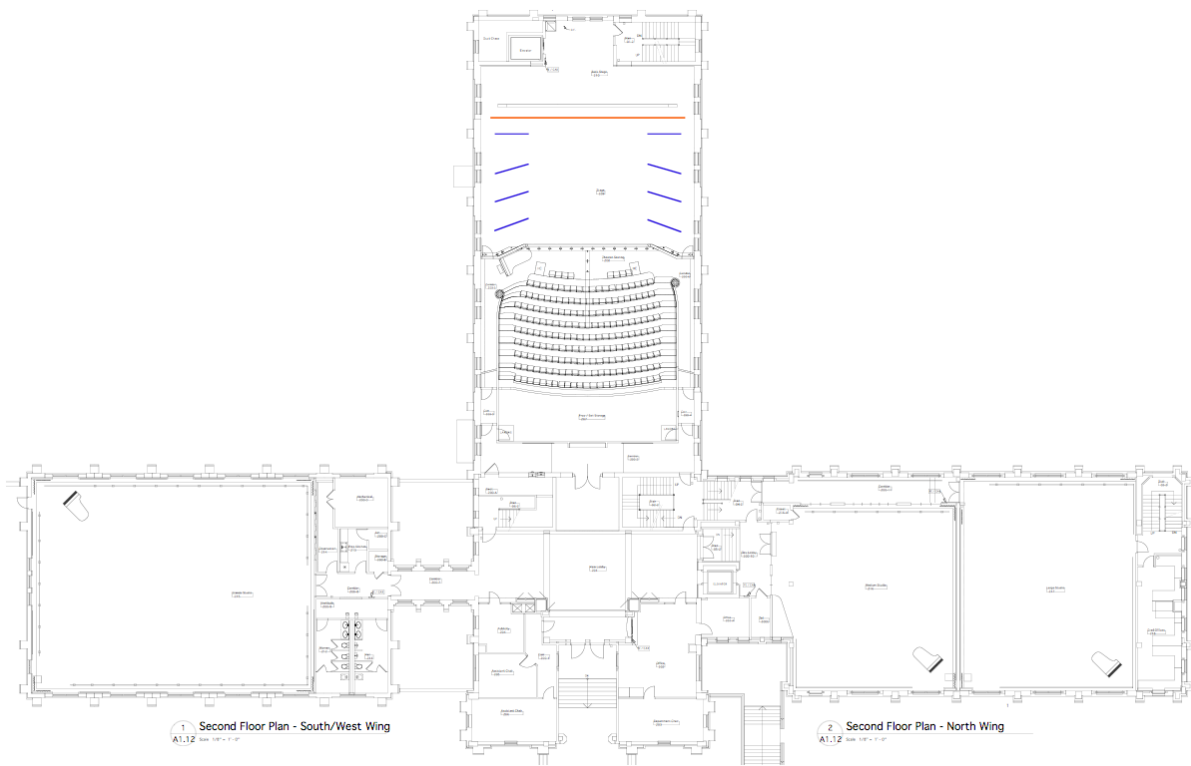
Ground Floor / Basement



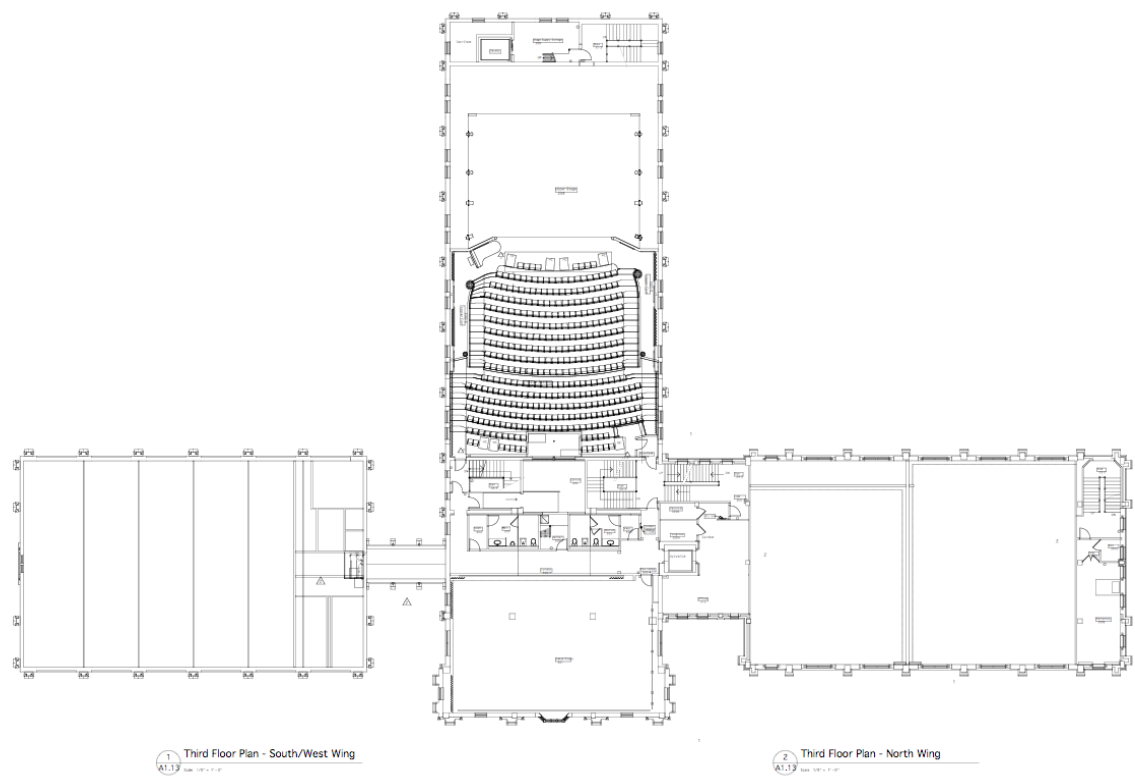
First Floor



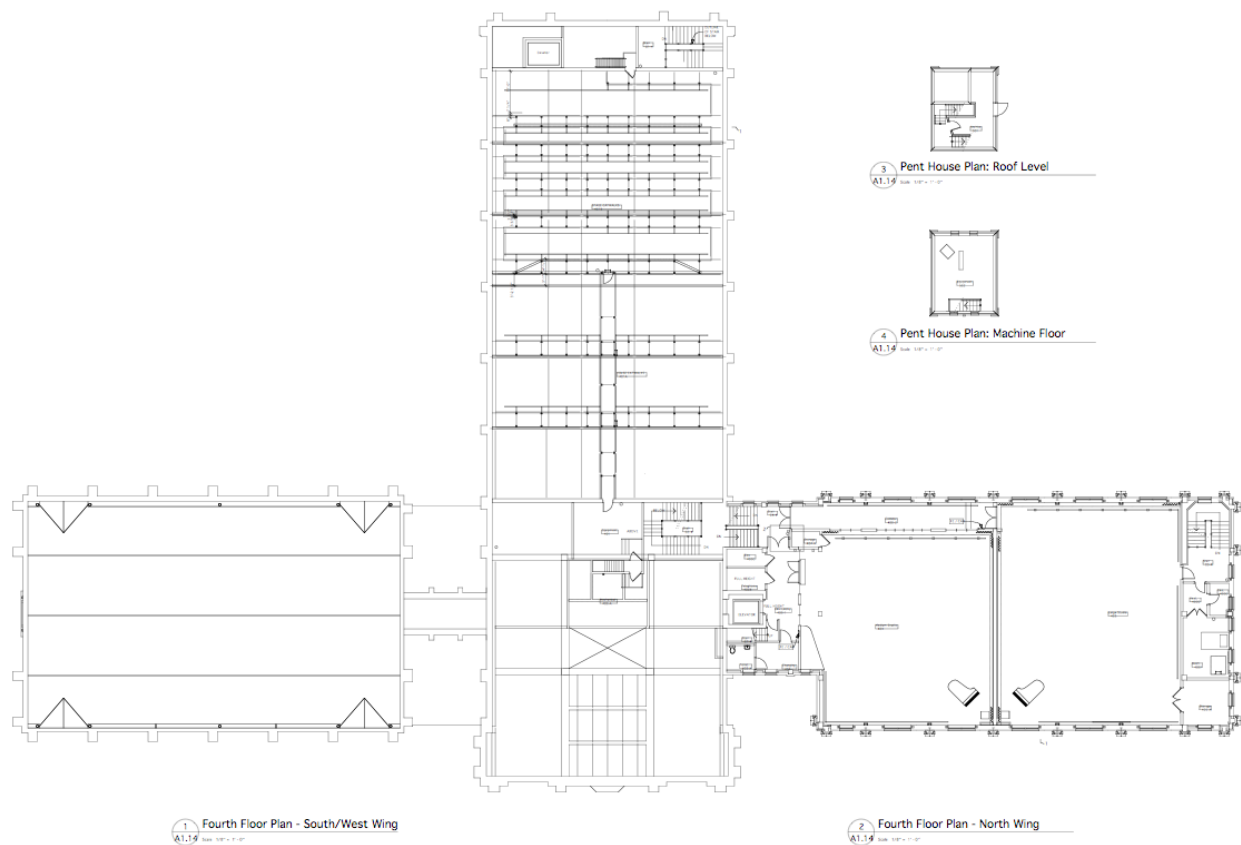
Second Floor



Third Floor



Fourth Floor



Apps

SeminoleSAFE

Available from the Apple App Store or Google Play.

SeminoleSAFE Key Features:

- **Get Help** - Whether it's a life-threatening emergency, a non-emergency concern, or a crime tip; on or off campus; we've given you several options to relay those concerns, including some anonymous ones.
- **FSU ALERT** - As if 36 methods of delivery from the FSU Alert Emergency Notification and Warning System weren't enough, we've added one more conveniently placed within this app. [Watch FSU Alert demo >>](#)
- **How to Respond** - What do you do when something bad happens? Don't worry, we have you covered. Tons of guides and tips on what to do *before* an emergency to prepare, *during* one to respond, and *after* to recover.
- **Weather** - Stay aware of forecast and current weather conditions throughout campus and community, all in one spot. Don't forget that umbrella! [Watch Weather demo >>](#)
- **Guardian / Friend Walk** - There are now two options to avoid walking or driving alone across campus or town. Whether using *FSU Guardian* or *SeminoleSAFE's* Friend Walk, there's no excuse to go it alone. [Watch Friend Walk demo >>](#)
- **Maps & Directions** - Lost? It's OK. It happens... We've given you several maps to get you safely across campus. Find a blue light safety phone, an AED to aid a heart attack victim, a Seminole Express or StarMetro bus. You can even see current traffic conditions around campus with the built in *Waze* traffic map. [Watch Traffic & Directions demo >>](#)
- **Directories & Resources** - Don't know who to call? We do! Consider this your phone book to all our key campus, community, regional, state and federal partners who all play a part in keeping you safe. [Watch Directories & Resources demo >>](#)
- **Branch Campuses** - Did you think this was just another Tallahassee app? Nope. We've got all of our branch campuses programmed in with your local resources too.
- **Toolbox** - Need a light? Get some attention? Send someone your current location. Here's some helpful tools to help you out.
- **Game Day Guide** - Everything you need to know for home football games from where to park, what can / cannot be brought inside, to how to get help with a problem. [Watch Game Day demo >>](#)
- **Housing Move In Guide** - Moving into FSU Housing doesn't need to be stressful. We'll give you tips on how to make the move-in process smooth and painless. [Watch Housing Move In demo >>](#)

Emergency Phone Numbers and Contacts

EMERGENCY

DIAL 911

FSU Police

644-1234

Check online for campus updates 24/7: alerts.fsu.edu

Florida State University Campus Numbers

Name or Agency	Phone	Address
Dean of Students 4300	850-644-2428	University Center A, Suite
FSU Police	850-644-1234	Jefferson and Woodward
Victim's Advocate A4327	850-644-7161	University Center A,

Tallahassee Area Numbers

Name or Agency	Phone
Leon County Sheriff's Department Non-Emergency	922-3300
Poison Information Center	800-282-3171
Refuge House	681-2111
Capital Regional Medical Center	656-5000
Tallahassee Fire Department Non-Emergency	891-6600
Tallahassee Memorial Hospital	431-1155
Tallahassee Police Department Non-Emergency	891-4200
Telephone Counseling and Referral Service	211 or 224-6333