EXPANDED COURSE DESCRIPTION
DANCE
School of the Arts, Media, Performance and Design
Dance Department
FA / DANC 2271 3.0 SECTION M
DANCE PRODUCTION PRACTICUM
FALL 2019 / WINTER 2020

Last Modified Date: 08/27/2019

COURSE CALENDAR DESCRIPTION

Represents the practical application of all material learned in FA/DANC 1271 3.00. Generally, the work will be at an introductory level and will encompass the specific expertise necessary in each area for the mounting of a dance production. Students will be assigned to, and responsible for one of the areas of production for each show: lighting, sound, projections, wardrobe, stage management, or front-of-house. Ultimately, students will develop an understanding of how all of the various departments of a production team work collaboratively to create a unified dance production. Prerequisite: FA/DANC 1271 3.00.

INSTRUCTOR(S)

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<tr>
<th>Name</th>
<th>Section / Format / Term</th>
<th>Contact Email</th>
<th>Contact Phone</th>
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<tbody>
<tr>
<td>Jimenez, Jennifer</td>
<td>Sec. M / LECT / W</td>
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SPECIAL FEATURES

Course Director
Jennifer Jimenez
Office: 325 ACE
Voicemails will be checked during office hours only. Emails will be replied to within 1-3 business days. For urgent emails, related to your crew assignment, please type Urgent - … in the subject line.

Course consultation hours: Tuesday 14:00-15:00, Thursday 12:00-13:00, or by appointment
Whenever possible, please email, at least 24 hrs in advance, to schedule a visit during office hours.

Prerequisite / Co-requisite:
For FA/DANC 2271 - FA/DANC 1271
For FA/DANC 3271 - FA/DANC 2271 and Permission
For FA/DANC 4271 - FA/DANC 2271 and Permission

Expanded Course Description

FA/DANC 2271: This course represents the practical application of all material learned in FA/DANC 1271. Generally, the work will be at an introductory level and will encompass the specialized skills necessary for the mounting of a dance production with an emphasis on creative collaboration, sustainability and
industry-standard safe working practice. Students will be assigned to, and responsible for, one of the areas of production for each show: lighting, sound, projections, wardrobe, stage management, and front-of-house.

Each weekly class will consist of a ‘Production Meeting’ to discuss progress of the current production(s), training on the respective area’s specialized equipment and/or a tutorial specific to the student’s assigned area of production. There will be guest lecturers from time to time. Students are also expected to spend enough time with training staff, technical equipment, and resource material to ensure they are prepared for the demands of production.

Most of the activity of this course will occur outside class, during “Crew Time”, which is normally Tuesday through Friday 18:00 – 22:30, and Saturday 10:00 to 18:00 during tech and performance weeks (these day/times may be changed due to specific needs of a production). The Technical Schedule will be made available to students early in the term. Students may also be asked to make themselves available for other production duties outside these times. The instructor and technical resource personnel will be available for supervision, consultation, and guidance during crew time and additionally as needed. Production schedules do not allow for scheduled days off for crew class members. A crew/class member who requires a day off must seek permission from the Course Director.

TOPICS AND CONCEPTS

Each weekly class will consist of a ‘Production Meeting’ to discuss progress of the current production(s), training on the respective area’s specialized equipment and/or a tutorial specific to the student’s assigned area of production. There will be guest lecturers from time to time. Students are also expected to spend enough time with training staff, technical equipment, and resource material to ensure they are prepared for the demands of production. Student enrolled in FA/DANC 3271 / 4271, will also be expected to monitor junior members of the production team assigned to their area of expertise.

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There will be guest lecturers from time to time. Students are also expected to spend enough time with training staff, technical equipment, and resource material to ensure they are prepared for the demands of production. Student enrolled in FA/DANC 3271 / 4271, will also be expected to monitor junior members of the production team assigned to their area of expertise.

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Time and Location

Lectures: - Tue 17:00-19:00 ACE 244 (Studio ‘F’)
- Guest Lecturers: TBA

Course Webpage:

https://moodle.yorku.ca/moodle/
Course Text / Readings

- Department of Dance Production Manual 2019-2020 (available on Course Website)
- Hopgood, Jeromy. *Dance Production: Design and Technology*. New York: Focal Press, 2016. (optional, available thru iBooks (electronic $52.99) or Amazon (paperback $60.10 or hardcover $180.51)
- Note: Additional readings will be made available on the Course

All weekly lecture content, quizzes, assignments, readings and presentations are listed on the course website.

LIST OF LEARNING OUTCOMES AND EXAMPLES OF

Course Learning Outcomes:

The purpose of this course is to familiarize students with the range of processes and procedures that are standard in the professional production of live performances in North America. Students will acquire specific skills in craft and collaborative creation, administration, and an understanding of how all of the various departments of a production organization work together, to create a dance production.

By the end of the course, students will:

- Demonstrate problem solving and practical skills, in one or more specific areas: lighting, sound, projections, wardrobe, stage management, front-of-house
- Identify the principles of sustainable theatre practice and apply them in the context of their crew assignment.
- Identify and demonstrate compliance of industry safety standards and safe-working practices.
- Design a viable workplan and budget for an artistic project that reflects careful consideration of resources and expenses.
- Contribute to in-class discussions that encourage critical thought and reflection about career paths in dance and their relation to course material.
- Contribute to a supportive and collaborative work environment in a range of production situations.
- Demonstrate writing and reflection skills on the process of artistic collaboration, and their specific contribution, through a written crew report
- Assess personal performance and identify areas for growth, in relation to preparedness, dependability, overall contribution and attitude, through 2 Crew Assignment Self-Assessments.
- Demonstrate with confidence their technical, design and managerial skills in one of the following areas: Front-of-House Manager, Stage-Manager, Production Manager, Technical Director, Sound Designer, Lighting Designer, Projection Designer, Costume Designer, Set Designer, Head Electrician or Head (Specific to DANC3271/4271

GRADED ASSESSMENT

Graded Assessment

Assessment Breakdown: The final assessment of participants of the course is weighted as follows:

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<tr>
<th>Component</th>
<th>Weight</th>
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<tr>
<td>Readings and Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Written Crew Report</td>
<td>20%</td>
</tr>
<tr>
<td>Crew Assignment Performance</td>
<td>30%</td>
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<tr>
<td>Workplan/Budget Assignment</td>
<td>20%</td>
</tr>
<tr>
<td>Participation and Attendance</td>
<td>15%</td>
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Assignments received later than the due date will be penalized one half-grade point for each day the assignment is late. Exceptions to the lateness penalty for valid reasons such as illness, compassionate grounds, etc., may be entertained by the Course Instructor but will require supporting documentation (e.g., a doctor’s letter).
Missed Tests: Students with a documented reason for missing a course test, such as illness, compassionate grounds, etc., which is confirmed by supporting documentation (e.g., doctor’s letter) may request accommodation from the Course Instructor. A later time to write a make-up test will be booked under the discretion of the Course Director. Further extensions or accommodation will require students to submit a formal petition to the Faculty.

Attendance: In accordance with the Department of Dance Attendance and Participation Policy, students are expected to participate in every studio class. Under exceptional circumstances, they may miss, without penalty, half the number of classes per term as the class meets in the week. If your class normally meets twice a week, you may miss one class in the term without penalty; if your class meets four times a week, you may miss two classes per term without penalty.

Unexcused absences during crew time are regarded as the same as an unexcused absence of class.

Punctuality: In preparation for the world of professional performance, you should strive to be on time for class, labs and all crew calls. Being on time means being there early enough to be ready to start work at the indicated hour. In-excused lateness will adversely affect your attendance grade (2% per occurrence).

Notes for Crew Assignments:

When showing up for crew assignments, you are expected to be properly attired and equipped as follows:

Clothing: CSA Approved, Green-triangle Steel-Toed Shoes (Steel toe, steel shank, electrically insulated) are MANDATORY at all times during load-in and rehearsals for crew, and must be acquired by the student. (Continue to monitor the Course Website for news on this requirement)

• Hard hats must be worn at all times when overhead work is taking place. (Provided by FA’s Technical Services during crew hours)
• Fall arrest harnesses must be worn at all times when working at heights greater than 3 metres. (Provided by FFA Technical Services during crew hours)
• No loose clothes, pants only, hair tied back, no loose jewelry (i.e: bracelets, dangling earrings, long necklaces, or anything that could get caught while working). Dress for physical work.
• Students in the Front of House position must dress professionally during performance calls (i.e. white shirt/blouse and black shirt/trousers)
• Tools: Please have an 8” adjustable crescent wrench (“C” Wrench). (Again, continue to monitor the Course Website for news on this requirement)

Production Crew Notes:

Crew work is an opportunity for students to put into practice the knowledge and skills acquired in the first-year lectures and labs. The Production Manager, in consultation with PF’s and the Artistic Director will request production crew staffing numbers. The Course Director/Production Manager will assign all student crew hours as needed for each of the Department Curricular Productions*. The Production Manager, FA Technicians, Senior Production Students and specific Crew Chiefs (when applicable) will supervise and evaluate the work of each member of their crew. The time commitment for crew work is considerable. Dance Practicum students can expect to work up to 55 crew hours over the course of their assigned production (there is a minimum of 35 crew hours required for the course)

Please see the Course Website for performance dates and get in the habit of checking the callboard notices DAILY. As crew work is a mandatory part of your curricular work, crew calls take priority over performing in ANY production. Once you have been assigned to a production, you are responsible for ensuring that your schedule remains conflict-free, so that you are able to attend all of your scheduled crew calls. The crew assignments are a crucial part of the Dance Department activity. The energy, dedication, and professionalism that you put into your crew work will be reflected in every performance. The department, your team and the realization of the choreographer’s artistic vision all depend on your contribution as an equal team member.

Crew assignments are mandatory and a significant portion of your course grade. If you absolutely have to miss a call, you must notify the Course Director with at least 48 hours notice: together, you will work to find
a replacement with at least an equal amount of training. Obviously, the more notice given, the less impact your absence will have on the production. If it is an emergency, (i.e: illness or personal emergency), notify the Course Director (Production Manager) AND Stage Manager by e-mail, text, or cell phone and submit a doctor’s note. If you miss a crew call without notifying Management, it will have an extremely detrimental effect on your crew assignment assessment. Think of it in terms of ‘missing a performance call’; your role backstage is every bit as important, and reliability is critical to your success as a working professional.

**N.B. More than 2 unexcused production crew absences of will result in a grade of “F” for the crew assignment portion of the course.**

You will be assigned to work in one or more of the following areas:

**Production** – Generally, the 1st and 2nd Saturdays from 10:00 – 18:00 hrs, Tuesday thru Friday evenings from 18:00 – 22:30 hrs beginning two weeks prior to closing night on the closing night Friday. Running crew work includes practical work in Lighting, Sound, Projections, Dressers/Wardrobe, and Stage Management.

**Front-of-House** – Pre-performance, during, and Post-performance hours, usually from 18:00 – 22:30 hrs. (includes ushering and Poster Crew)

**Everyone** assigned to a production crew will be called for Load-in and Load-out.

*NOTE: Your area of assignment will depend on: your area of expertise, your preference and the needs of the production year. The Production Manager (Course Director) will make the final decision on all crew assignments. Once you are assigned, and have accepted your assignment, it is your responsibility to ensure your availability!*

**2019 PERFORMANCE SCHEDULE**

**Independent Projects, McLean Studio**
- Oct 8, 18:00-22:00, Tech
- Oct 9, 18:00-22:00, Tech
- Oct 10, 09:00-16:00, Exact showing times TBA.

**Dance Innovations, McLean Studio**
- Nov 9, 10:00-18:00, Load-in
- Nov 12-15, 18:00-22:30, Levels
- Nov 16, 10:00-18:00, morning Levels cont’d, afternoon Tech Dress
- Nov 19, 18:00-23:00 Dress Rehearsal, (Series A – 7:00pm, B – 8:30pm)
- Nov 20, 18:00-23:00 Opening Performance, (Series A – 7:00pm, B – 8:30pm)
- Nov 21, 18:00-22:00, Performance, (Series A – 7:00pm, B – 8:30pm)
- Nov 22, 18:00-23:00, Closing Performance, (Series A – 7:00pm, B – 8:30pm) and load-out

**ADDITIONAL INFORMATION**

**Important University Sessional Dates (classes start/end dates, reading/co-curricular week, add/drop deadlines, holidays, etc.):** http://registrar.yorku.ca/enrol/dates/

**York University Grading System:**

**Grading, Assignment Submission, Lateness Penalties, and Missed Tests:**
The grading scheme for courses conforms to the 9-point grading system used in undergraduate programs at York (e.g., A+ = 9, A = 8, B+ - 7, C+ = 5, etc.). Assignments and tests will bear either a letter grade designation or a corresponding number grade (e.g. A+ = 90 to 100, A = 80 to 90, B+ = 75 to 79, etc.) An average piece of work in university is about a C+ or B. Grades go up or down from there depending on the attention and effort applied as well as evidence of tangible change.

The Senate Grading Scheme and Feedback Policy stipulates that (a) the grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) be announced, and be available in writing, within the first two weeks of class, and that, (b) under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter, or Summer Term, and 30% for full year courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade.

Assignment Submission/Lateness Penalty:
Proper academic performance depends on students doing their work not only well, but on time. Assignments must be received on the due date specified and are to be handed in at the beginning of class. No electronic submissions will be accepted. Assignments received later than the specified due date will be penalized one-half letter grade per day. There are exceptions to this lateness penalty for valid reasons such as illness, compassionate grounds, etc. but require supporting documentation (e.g. a doctor’s letter).

N.B. Final course grades may be adjusted to conform to Program or School grades distribution profiles. Once final grades have been posted, the full breakdown will be available and can be discussed in an appointment with the Course Director or Chair of the department.

"20% Rule": No examinations or tests collectively worth more than 20% of the final grade in a course will be given during the final 14 calendar days of classes in a term. The exceptions to the rule are classes which regularly meet Friday evenings or on Saturday and/or Sunday at any time, and courses offered in the compressed summer terms.

Last date to drop a full year (Y) course without receiving a grade: February 3, 2020
Last date to drop a Fall term (F) course without receiving a grade: November 8, 2019
Last date to drop a Winter term (W) course without receiving a grade: March 13, 2020

Course Withdrawal Period: (withdraw from a course and receive a grade of “W” on transcript)
Last date for full year (Y) course: February 4 to April 5, 2020
Last date for Fall term (F) course: November 9 to December 3, 2019
Last date for Winter term (W) course: March 14 to April 5, 2020

Please note that financial deadline dates differ from add/drop deadlines.

Department of Dance Studio Dress Requirements:
In order to give students the best possible guidance in Contemporary Ballet and Modern studio dance classes, teachers must be able to see the entire body. Postural alignment and joint and muscle use cannot be corrected in these classes if loose or bulky clothing hide the body. World Dance and other dance forms we teach may require specific footwear, props, and/or other clothing options. Please make sure to check your outlines for each of your studio dance classes for the specific dress requirements and the details each teacher will require. The general requirements are:
- Form fitting clothing that covers torso and legs should be worn. Bring close-fitting warmer clothing and socks for cold days. (No loose-fitting or ragged clothing unless specified).
- Hair must be worn off the neck and face for Ballet, and back and off the face for Modern.
- Tight buns are not recommended for Contemporary/Modern as they may impede floorwork.
- Students can wear leotard and tights (any solid colour), and ballet slippers for Ballet and bare feet for Modern.
• Please be considerate of your fellow dancers; avoid long fingernails and jewellery (including piercings, watches, earrings, necklaces, bracelets, and large rings). Ensure hair-wear is secure.

Department of Dance Studio Use Regulations:
• There is absolutely no food or drink (other than water) permitted in the studios.
• Leave street shoes and boots in the cubbies outside the studio or preferably, in your locker. If you must bring street shoes and boots in to the studio, please place them inside a bag. Grit and dirt brought into the space pose a safety hazard for dancers (particularly for those working barefoot) in addition to damaging the floor surfaces. NO BARE FEET in the Dance Department hallways, stairs, elevators, or bathrooms. Bring indoor flip-flops or slippers to go from studio to studio.
• Do not prop the studio doors open by using the deadbolt, the mirror curtain, or anything that blocks the studio entrance.
• Please return studio furniture to its rightful place according to the floor plan posted by the door in each space.

Department of Dance Video Guidelines:
The Department of Dance has developed these guidelines in order to raise awareness of expected behaviour regarding recording/videotaping curricular work, and to foster a culture of respect for intellectual and creative property, as well as for individual privacy.
While the Department recognizes the democratizing effect of the internet, the Department requests that students do not post curricular work publicly to the internet, unless by express permission of the Chair of the Department, and waivers signed by all concerned. Work is to be shared only via private file-sharing access. This applies to documentation made by the Department and/or by individual students for their own archives.

Department of Dance Guidelines For Scented Products:
York University endeavours to provide an indoor environment that supports the University community at work and study. Some people experience severe health problems from exposure to chemicals contained in scented products including aftershave lotions, hair spray, deodorants and fragrances. In consideration of those who are affected by such chemicals, use unscented products only.

Department of Dance Guidelines For Physical Demands of the Program:
Courses in the Department of Dance may include elements that are physically demanding. Prior injuries can be aggravated by strenuous exercise so check with your physician and inform the Course Director before beginning the course. Be sure to share with the Course Director any changes in your injury or health that may affect your participation.
Courses in the Department of Dance may also include the possibility/likelihood of human contact (i.e., correction of alignment or technical execution as well as the possibility of collision with colleagues). Students uncomfortable with the use of touch are requested to relay feelings to the Course Director as soon as possible.

Department of Dance Guidelines For Safety and Wellbeing:
Should an accident occur in studio, there is a very clear protocol for reporting. This information is posted in every studio. Faculty members and staff are well versed in the protocol. For the various minor issues that come up in your day-to-day life as a dancer, it is recommended that you carry a well-stocked personal first aid kit in your dance bag. Programs Assistant Flannery Muise and faculty member Claire Wootten are the department’s certified first-aid reps.

Department of Dance Attendance and Participation Policy:
Students are expected to participate in every dance class, both studio and lecture courses. Under exceptional circumstances they may miss, without penalty, half the number of classes per term as the class meets in the week. (i.e., If your class meets two times a week, you may miss ONE class over the entire course without penalty.)

For all classes:
• In the event of an absence or limited participation, all missed material is to be learned prior to returning to class.
• In the event of an injury or illness preventing full participation for more than 1 class in a term, it is the student’s immediate responsibility, in consultation with the Course Director, to devise a plan for make-up work. The sooner this is done, the less stress you will experience from the uncertainty of the situation. If you are injured or ill, obtain and submit a hard copy doctor’s note. The doctor’s note will allow you to arrange for appropriate make-up work. Grade penalties can still apply, but the documentation assists in gauging the amount of penalty and make-up work needed.
• As detailed in the Injury Guidelines in the Department of Dance, students must complete a minimum of 60% of the studio work to receive course credit.
• Finally, in consideration of all participants, if you are ill, stay home and/or see your healthcare provider. You will recover faster and, should your illness be contagious, you will have shown others consideration by limiting their exposure. Do NOT come to class if you are ill!

Department of Dance Technical Evaluation Policy:
It is the Department’s responsibility to ensure that every dance major experiences optimal training and educational conditions. This is especially important in physical practice where safety is a pedagogical imperative. To that end, all students enrolled in dance technique courses (i.e. Contemporary Modern and/or Contemporary Ballet) participate in technical level evaluation at the beginning of the Fall term. Dance faculty conduct evaluations in a traditional group class setting. Students who have successfully completed the pre-requisite courses, have maintained an appropriate level of fitness, and have continued with technical training over the spring and summer months normally proceed to the next level.

It must be noted that a satisfactory grade in the pre-requisite course does not guarantee placement in the next level of technique. Some students may be required to remain at the previous level to safely develop additional technical skill. Extended illness, injury, or insufficient technical skill are some of the factors that lead to such a decision.

The study of dance as a physical and artistic practice requires a commitment to year-round technical training, body conditioning, and cross training. Students are, therefore, expected to independently seek out and maintain an appropriate training regimen all 12 months of the year.

York University Academic Senate Policies and Information:
All students are expected to familiarize themselves with the Policies and Regulations information, which can be found on the 2019/20 Academic Calendars page:
http://calendars.students.yorku.ca/2019-2020/programs/dance

We recommend carefully reviewing all three sections; About, Degree Requirements, and Faculty Rules. Important information is explained here including the Policy on Academic Honesty, Academic Responsibility and Student Responsibility, and Academic Standing. Further details are available on the Secretariat Policies website, http://secretariat-policies.info.yorku.ca/, which covers the following topics:
• Academic Accommodation for Students with Disabilities:
• Religious Accommodation:
  http://calendars.students.yorku.ca/2019-2020/policies-and-regulations/academic-policies-and-regulations/religious-accommodation
• Code of Student Rights and Responsibilities:
• Academic Honesty:  
  http://calendars.students.yorku.ca/2019-2020/policies-and-regulations/student-conduct/academic-honesty

• Academic Integrity Tutorial:  
  https://www.yorku.ca/tutorial/academic_integrity/

• Ethics Review Process:  
  http://secretariat-policies.info.yorku.ca/policies/ethics-review-process-for-research-involving-human-participants-policy/

• Alternate Exams/Tests:  
  http://altexams.students.yorku.ca/

• University Secretariat:  
  http://secretariat.info.yorku.ca/senate/

// Many courses utilize Moodle, York University’s course website system. If your course is using Moodle, click here to access it.  
Moodle @ York University