

***UW DEPARTMENT OF  
DANCE***

***INFORMATION AND  
POLICIES***

***HANDBOOK***

***2020-2021***



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## WHOM YOU SHOULD ASK

| Name   | Contact   | Resource   |
|--|---|--|
| Campus Police-Emergencies<br>Campus Police-Other<br>Reporting Workplace Violence   | 911<br>206-685-8973<br>206-685-SAFE (7233)  | Emergencies – Police<br>Non-emergencies - Police   |
| Christina Sunardi<br>Associate Professor<br>(Ethnomusicology),<br>Department Chair | <a href="mailto:csunardi@uw.edu">csunardi@uw.edu</a><br><a href="#">Meany 257</a><br>206-543-0266 | Student/Faculty issues, Dept<br>Policies, Curriculum,<br>Schedules, Travel                                     |
| Jennifer Salk<br>Associate Professor   | jsalk@uw.edu<br>Meany 256B<br>206-543-5594  | Support to Alana Isiguen for<br>UW Dance Presents  |
| Hannah Wiley<br>Professor, Chamber Dance<br>Company Artistic Director              | hcw@uw.edu<br>Meany 262<br>206-543-7536   | CDC Assistant:<br>cdcuw.assist@gmail.com   |
| Juliet McMains<br>Professor  | mcmains@uw.edu<br>Meany 260<br>206-616-0931   | UW Tango Club Advisor  |
| Rachael Lincoln<br>Associate Professor,<br>Graduate Program Coordinator            | rlincoln@uw.edu<br>Meany 255<br>206-543-4178  | Meany Center Master Class<br>Series Coordinator, DSA<br>Advisor  |
| Rujeko Dumbutshena<br>Assistant Professor  | <a href="mailto:rujekd@uw.edu">rujekd@uw.edu</a><br>Meany 255<br>206-221-1578                     |  |
| Alana Isiguen<br>Artist in Residence   | <a href="mailto:aisiguen@uw.edu">aisiguen@uw.edu</a><br>Meany 258                                 | <i>UW Dance Presents</i> Artistic<br>Director  |
| Peter Bracilano<br>Production Manager  | peterb5@uw.edu<br>Meany M102 B<br>206-543-5910  | Maintenance of studio equip.<br>Production Manager for all DD<br>concerts. Coord 270/271                       |
| Paul Moore<br>Music Director   | paulmo@uw.edu<br>Meany 258  | Manage/hire Class Musicians,<br>qtrly musician schedules,<br>concert sound, studio sound<br>systems, Music 242 |

|  |   |   |
|--|---|---|
| <p>MFA Candidates</p> <p><u>Second year:</u><br/>Yebel Gallegos<br/>Molly Griffin<br/>Marte Madera</p> <p><u>First year:</u><br/>Alexander Olivieri<br/>Roel Seeber<br/>Alia Swersky</p> | <p>Meany 59J<br/>206-685-9579</p> <p><a href="mailto:yebelg@uw.edu">yebelg@uw.edu</a><br/><a href="mailto:mollyg21@uw.edu">mollyg21@uw.edu</a><br/><a href="mailto:martem@uw.edu">martem@uw.edu</a></p> <p><a href="mailto:apo2293@uw.edu">apo2293@uw.edu</a><br/><a href="mailto:roelroel@uw.edu">roelroel@uw.edu</a><br/><a href="mailto:alias4@uw.edu">alias4@uw.edu</a></p> | <p>Graduate Teaching Assistants,<br/>Dance 490, MFA Concert</p>   |
| <p>TBA<br/>Administrator<br/>(Kelly Canaday will be filling<br/>in until a new administrator is<br/>hired, see below.)</p>   | <p>Meany 256<br/>206-543-0550</p>   | <p>Budgets, Assist the Chair, HR,<br/>Payments, Grad Program<br/>Assist, Development, facilities<br/>if Kelly not present</p> |
| <p>Kelly Canaday<br/>Director of Student Services &amp;<br/>Program Operations</p>   | <p><a href="mailto:kcanaday@uw.edu">kcanaday@uw.edu</a><br/>Meany 261<br/>206-543-9843</p>  | <p>Undergrad Advising, facilities,<br/>studios, reservations, supplies,<br/>curriculum, general office intel</p>              |
| <p>Lila Hurwitz<br/>Marketing &amp; Communications<br/>Consultant</p>  | <p><a href="mailto:lila@doolittleandbird.com">lila@doolittleandbird.com</a></p>   | <p>Dance Department and Concert<br/>Marketing &amp; Public Relations</p>  |
| <p>Lisa Kwak<br/>Operations &amp; Media Specialist<br/>(Administrative Assistant)</p>  | <p><a href="mailto:lisakwak@uw.edu">lisakwak@uw.edu</a><br/>M102<br/>206-221-8777</p>   | <p>Social media, website updates,<br/>events and general office<br/>support</p>   |
| <p>Kirk Wolden-Hanson<br/>(contact through Admin)</p>  | <p><a href="mailto:kfwh@uw.edu">kfwh@uw.edu</a><br/>206-543-9945</p>  | <p>Computer Support<br/>(Dean's Office)</p>   |
| <p>Catherine Cole<br/>Divisional Dean of the Arts</p>  | <p><a href="mailto:colectat@uw.edu">colectat@uw.edu</a><br/>050 Communications Bldg<br/>206-543-7045</p>  |   |

|                                       |                                |                  |
|---------------------------------------|--------------------------------|------------------|
| Office of the Registrar               | 206-543-1080                   | Dates/deadlines  |
| Tom Burke<br>Meany Technical Director | tdburke@uw.edu<br>206-543-5727 | Building Manager |

**DIVERSITY, EQUITY, & INCLUSION INITIATIVES IN THE UW DEPARTMENT OF DANCE**

We, the students, staff, and faculty of the UW Department of Dance, aspire to create a community built on respect, equity, collaboration, and belonging. We recognize that diversity is essential to the existence and prolificacy of dance, and critical to the creation of a more just and inclusive dance field. By striving to promote an environment welcoming to people of all cultures, races, sexes, abilities, sexual orientations, gender identities, and/or expressions, ages, religions, and economic statuses, we believe creativity, critical thinking, and self-expression can thrive. We humbly acknowledge our fallibility as we work together and strive to make essential changes to our department, university, and larger field of dance.

The desire for increased diversity in our department is the foundation of our continuing and vigorous efforts to examine and alter our departmental culture. To that end, we have been promoting and engaging in conversation about equity and inclusion, addressing our curriculum, class offerings, and concert programming to understand the impact of the privileging of Western concert dance forms, prioritizing new hires that reflect our values of diversity, and building multi-layered forms of transparency and communication.

Please refer to the Equity Initiatives on our Department Website for details about past and ongoing initiatives on equity, diversity, and inclusion in the Department of Dance.  
<https://dance.washington.edu/diversity-equity-inclusion-initiatives-uw-department-dance>

**Additional DEI Resources:**

- **Go-Map:** Support for Students of Color at the UW: <https://grad.uw.edu/equity-inclusion-and-diversity/go-map/>
- **UW Office of Minority Affairs & Diversity:** <https://www.washington.edu/omad/>
- **UW Grad School Office of Equity, Inclusion & Diversity:** <https://grad.uw.edu/equity-inclusion-and-diversity/>
- **Inclusive Teaching at the UW** (a plethora of resources from the Center for Teaching and Learning): <https://www.washington.edu/teaching/topics/inclusive-teaching/>

- **“How to Respond to Microaggressions”** by Hahna Yoon:  
<https://www.nytimes.com/2020/03/03/smarter-living/how-to-respond-to-microaggressions.html>
- **UW Diversity Blueprint:** <https://www.washington.edu/diversity/diversity-blueprint/>
- **UW Climate Survey** (conducted Fall 2019, results published May 2020):  
<https://www.washington.edu/uwclimatesurvey/>

## GENERAL INFORMATION

### The Dance Office

The Dance Admin Offices are located in Rooms 256 and 261. Due to COVID-19, office staff will be working remotely for the foreseeable future and are available through email, phone, and Zoom. While actual office hours may change on a daily basis, in general staff are available between 8:00 AM until 4:00 PM (excluding time away from the office for lunch, meetings, errands, etc.). Contact the Department of Dance staff for any needed supplies not found in the kitchen/mailroom area. Aspirin, peroxide, Band-Aids, cleaning supplies, and tampons are available in the kitchen. Paper and general office supplies can be found in Meany 259 along with office copiers, the hole punch, paper cutter, etc. Department information can be found in the wall pockets across from the 2nd floor stairway entrance. The main office telephone number is 206-543-9843. All faculty and graduate teaching assistants have mailboxes in the kitchen.

### COVID-19 Prevention and Safety Protocol

Department of Dance Covid-19 Prevention and Safety Protocol is available on the Department of Dance website at [Internal Links](https://dance.washington.edu/internal-links) (<https://dance.washington.edu/internal-links>; scroll down to COVID-19 Resources), and in the Google Drive COVID-19 Resources at <https://drive.google.com/drive/folders/1Ng6OxzuszAcs3Gt9QlZeQWy0cueAmgsX>. The protocol includes attestations of health prior to coming to campus, cleaning measures, and masking. Adjustments to typical policies (such as locker policies) are also included in this handbook and are available on the Department of Dance website where relevant.

### Emergencies

For a serious injury in your in-person classes or rehearsals or other types of emergencies, dial 911 on a campus phone. Ice packs are kept in the refrigerator outside of Studio 265. There are first-aid supplies in the kitchen/mailroom. If a student is injured in your class, please report the incident using OARS (the [On-line Accident Reporting System](https://www.uwb.edu/safety/emergency-preparedness/oars), <https://www.uwb.edu/safety/emergency-preparedness/oars>). Remember RICE (Rest, Ice, Compression, Elevation). Police/Fire/Ambulance crew (if called) will arrive at the front entrance to Meany Hall Theater Lobby. Someone should meet them there and bring them to the student needing help. Send someone to the office to get additional help if an incident occurs during regular office hours and a staff member is on site. There is also a first aid “cheat sheet” hanging from a barre near the studio sound system and also in the first-aid box on the counter in the kitchen.

If a student taking a Zoom class with you becomes injured, instruct them to call their primary care health provider for next steps. Remind them that if they believe it is a life threatening injury, and they are in the U.S. they should call 911. If they are abroad they should call an emergency service available in their area or seek emergency care. Please report the incident using OARS ([On-line Accident Reporting System, https://www.uwb.edu/safety/emergency-preparedness/oars](https://www.uwb.edu/safety/emergency-preparedness/oars)).

All faculty members and graduate teaching assistants should be familiar with the Department of Dance Emergency Operating Procedures (see pages 40 and 41 of this handbook). The complete Plan is also kept in the Department of Dance office. Additionally, faculty should attend an emergency procedures training session.

### **UW Policies on Workplace Violence**

A Violence Prevention and Response Team is now in place and will be the central point of contact for all issues related to violence on campus. All non-urgent concerns regarding violence on campus should be reported to the 206-685-SAFE hotline. It is a good idea to put this number in your cell phone so that you have it readily available. The hotline is available 24/7. All URGENT THREATS should be reported to 911 immediately.

The Violence Prevention and Response Program Manager will ensure that callers are connected with the appropriate campus resources and will convene the workplace violence assessment team, as appropriate. Each call will be tracked to ensure that appropriate follow up is taken. It is critical that we promptly route all issues related to potential violence or threatening behavior to 206-685-SAFE.

We have also updated our policies to reflect the central reporting process. The new Policy and Procedure on Violence in the Workplace provides one procedure for reporting both workplace and relationship violence. People reporting threats are now required to contact 206-685-SAFE -- not their Human Resources Consultant. The Violence Prevention and Response Team will loop in the Human Resources Consultant and other appropriate resources. The new policy can be found at: [www.washington.edu/admin/hr/polproc/work-violence](http://www.washington.edu/admin/hr/polproc/work-violence).

A new UW website on violence prevention can be found at: <http://www.washington.edu/safecampus/>.

### **UW Policies on Mental Health Issues**

If a student comes to you with mental health issues or if you observe potential issues among your students, here are some resources for you to suggest to them:

- **The Counseling Center**, staffed by psychologists and mental health counselors, provides brief, confidential counseling and crisis intervention services to currently-enrolled UW students. For more information call 206-543-1240 or visit <https://wellbeing.uw.edu/topic/mental-health/>.
- **Hall Health Mental Health** offers individual and group therapy, crisis counseling,



medication evaluation and management services to students, faculty, staff and alumni of UW. For more information call 206-543-5030 or visit <https://wellbeing.uw.edu/unit/hall-health/>.

- **LiveWell** supports the personal and social development of students by providing evidence-based advocacy, consultation, education and training. LiveWell works with students, faculty and staff in difficult situations to provide a safe and supportive response when multiple services are necessary. For more information call 206-543-6085, email [livewell@uw.edu](mailto:livewell@uw.edu) or visit <http://livewell.uw.edu/>.
- The **Husky Health and Well-being website** is also a helpful resource as a portal to a variety of health and wellbeing services. See <https://wellbeing.uw.edu>.
- **UW CareLink** provides confidential in-person assessment and short-term counseling for faculty and staff by local professionals for any issue that causes concern. For more information call 1-866-598-3978 or visit <https://hr.uw.edu/benefits/uw-carelink/>.
- A number of **off-campus services** are also available in our community and may be found at <http://www.washington.edu/safecampus/>.
- The **UW Food Pantry** helps mitigate the social and academic effects of campus food insecurity. It aims to lessen the financial burden of purchasing food by providing students with access to food and hygiene products at *no-cost*. Students can expect to receive 4 to 5 days' worth of supplemental food support when they visit the Pantry. For information including operating hours, location, and additional food support resources visit <https://www.washington.edu/anyhungryhusky/the-uw-food-pantry/>.

### **UW Policies on Child Abuse**

University employees and volunteers are required by University policy ([Executive Order 56: Reporting Suspected Child Abuse or Neglect](#)), to report suspected abuse or neglect of children within 48 hours of suspecting the abuse or neglect has occurred. For more information about this requirement and how to report suspected abuse, see <https://www.washington.edu/youth/report/>.

### **Communication**

All faculty and staff should set up a UW email address and office hours (use your UW NetID and log on to MyUW to get started – ask colleagues for help if you have questions). Please give all contact information (please include your mobile phone) to Dance Administration. Check your email **EVERY DAY**. Since staff will be working remotely for the foreseeable future due to COVID-19, checking your email daily very important. Maintaining your emails is part of your duties. Please respond promptly to emails and/or memos from the Office and the Chair. The Chair will not expect you to reply before 9:00AM or after 5:00PM. Please read emails all the way through and respect people's time by not hitting "reply all" when it is not necessary. Remember to maintain the subject line when replying to emails that are about a very specific topic (i.e. if the subject line says "schedule change" please maintain that subject line throughout

the email thread so everyone can follow all parts of it if they need to return to it). When an issue arises that you are struggling with, or if you receive an email that is upsetting, it is strongly suggested that you do not reply immediately to it. Write your reply as a draft, think overnight, then proof carefully, and perhaps have someone read it for you, before sending. Keep in mind that all emails on UW accounts are public and not protected. When in doubt about confidentiality, pick up the phone. Also remember that voicemails sent to email also become public record.

All faculty and staff are reminded that the Family Educational Rights and Privacy Act of 1974 (FERPA) requires that the University treat student records in a confidential manner. Student records include examinations and papers submitted by students. Faculty who plan on distributing grades, papers, and exams via hallways, collection boxes on tables, etc., must first have the permission of their students or be prepared to distribute such papers in ways that safeguard the students' personal information. One suggestion is to have students use their student numbers rather than their names on material to be submitted. If you want to leave papers for pickup in the Dance Office, that is an option, but please alphabetize the papers and leave them in a folder or envelope clearly marked with the class number and section.

### **Use of Public Resources for Campaigning**

As we head into an election year, this is a reminder that, as explained on the Use of Public Resources for Campaigning website, "University of Washington employees may not use University facilities, phones, computers, or computer systems (such as email and the internet) for campaign purposes.

Under the state ethics law, it is illegal to use state resources to support or oppose ballot propositions (such as initiatives and referendums) or to assist or oppose a candidate for election. Historically, the Washington State Ethics Board has taken the rules against campaigning very seriously and has brought enforcement actions against individual employees."

(<https://itconnect.uw.edu/work/appropriate-use/public-resources-campaigning/>, accessed August 28, 2020.) More information about this policy is available at this website.

### **Payday**

University of Washington employees are currently paid twice a month, and payments are issued on the working day closest to the 10<sup>th</sup> and the 25<sup>th</sup> of the month. The UW has a mandatory direct deposit system for all checks as this insures timely receipt of salary. Employees who do not sign up for direct deposit will have a limited grace period to do so. If an employee chooses not to sign up for direct deposit, salary will be issued via a refillable pay card (similar to a VISA). (This policy only affects people teaching on a quarterly basis; it does not hold for guest lecturers or other paid guests to your courses.) For UW Payroll and benefits information, go to Workday on the MyUW website at [my.uw.edu](http://my.uw.edu). All UW employees are required to sign up for DUO two-factor authentication, which adds a second layer of security when signing into systems that manage employee information and data.

### **Security**

Meany Hall is subject to repeated theft and vagrancy. Students in particular need to be reminded about problems associated with leaving personal belongings out in the open or unlocked in lockers. Please stay vigilant about building security and take note of the new signage posted on

the building entrances: Meany Hall After-Hours Building Access rules note that the propping open of exterior doors is strictly prohibited. Propped doors invite criminal activity and may result in theft, vagrancy, assault, and vandalism. Violation of this policy results in the immediate loss of after-hours building access. (This policy is strictly enforced by the Directors of Dance, DX Arts, Drama, Music and Meany Hall Facilities.) Please note that due to reduced activity in Meany this year due to COVID-19, the building hours will likely be reduced to 8:00 a.m.-6:00 p.m. Monday-Friday.

- **NEVER prop open a locked door.** Since staff are working remotely due to COVID-19, the studios must be locked after you finish teaching.
- **NEVER open the studio door for a student** unless the person opening the studio is teaching a class in that studio and the student is in that class.
- When/if staff resume working regularly on campus, and studio doors remain unlocked, **NEVER open a studio for a student after 5pm** on weekdays or on the weekends. Dance majors should be aware of the key check out, and studio reservation policies. Valuable equipment has been stolen out of our offices.
- **NEVER leave an unattended office unlocked** -- even for a few moments. If you find an outer door or a studio door unlocked after hours, there is an allen wrench that will lock it in the drawer under the microwave in the kitchen. Please encourage and demand that students keep their valuables locked up or stored in a secure place. If there are fewer items left out for thieves to take, we will hopefully have fewer problems in the building.

### **Copying**

The Department of Dance has one copier in Meany 259. This copier can be used to make copies/scans of course syllabi, course handouts, and course assignments. The copier should not be used for the creation of course reading materials or for personal use (for example, to make copies for courses you are taking). It is capable of making both color and black and white copies and can also fax and scan/email documents. Please keep in mind that color copies are expensive. Only use the copier for essential color jobs like audition fliers or course descriptions you want to advertise. If you are unsure, please ask. The closest Copy Center to Meany is in the basement of the Communications Building. Students can pick up course packets there and pay for them directly. (That way the Department of Dance will not be charged.) Do not charge any of your personal copying to the Department of Dance; this includes copying for the courses you are taking.

If you are copying excerpts from books or articles, be sure to follow copyright procedures. For more information on how to do this, contact the Copyright Permissions Center at 685-7969 or visit the website at: <https://finance.uw.edu/c2/printing-copying/course-packs>.

### **Ordering Textbooks**

It is the responsibility of the instructor to order any textbooks required for UW classes. Textbooks are ordered through the bookstore and requests should be submitted well in advance of the start of each term. Textbooks may be ordered online by visiting the following site: <https://www.ubookstore.com/faculty>.

To insure the best possible service, please place your online request by the following dates:

|                |                     |
|----------------|---------------------|
| Fall Term      | Order by May 25     |
| Winter Term    | Order by October 25 |
| Spring Term    | Order by January 25 |
| Summer Term(s) | Order by April 25   |

### **Streaming Film for your course:**

The guidelines and directions for streaming films for your courses have become highly complex. The library has created a link with multiple types of directions depending on your needs. John Vallier is the head of distributed media services and he is happy to help you. He acknowledges that the system is challenging to work with. Here is the link:

[http://guides.lib.uw.edu/research/streaming\\_vids/streamvid](http://guides.lib.uw.edu/research/streaming_vids/streamvid).

### **Department of Dance Computing**

*Faculty computers:* All full-time faculty members have access to a computer for conducting University business. If you need assistance with computing or if you are experiencing problems with a computer, let Dance Administration know promptly. If technical support is required, Dance Administration will contact a staff member in the Dean's office on your behalf.

Part-time faculty in need of a computer while on campus can access the shared computer in Meany 259. There are also computers at Odegaard Library that can be used for email with a UW NetID and password.

- The Department of Dance has one departmental laptop computer available to faculty as a teaching aid. Laptops and other technical and AV equipment needed for teaching should be checked out from Classroom Support Services (<http://www.washington.edu/classroom/>) (see page 30).

### *Video Audio Technology Facility (VATCave):*

The Department of Dance also owns a variety of digital video cameras and tripods that are also available for checkout. These can be checked out via the online reservation system. It is for student, faculty and staff use and should be signed out using the online reservation system, available through the Department of Dance [internal links](https://dance.washington.edu/internal-links) webpage (<https://dance.washington.edu/internal-links>).

### **Department of Dance Video Library**

The Department of Dance maintains a video/DVD library of over 200 titles, including performances, documentaries, interviews, films, CDC archives (special collection in the Suzzallo media center) and other Department of Dance concerts. Some of the VHS tapes have been dubbed to DVD, and are stored in Meany M102. VHS tapes are also being retained and stored in Meany M102. Tapes and DVDs are available for checkout to Department of Dance faculty only. Undergraduate students are not allowed to check out videos. If a video viewing is required for a class, then you must make arrangements for a viewing. In normal circumstances, Dance Videos/DVDs can also be checked out and placed on reserve at the Odegaard Undergraduate Library. **Please return all videos as soon as you are done with them.** Note that the Music

Library and the Educational Media Collection (located in the basement of Kane Hall) also hold some dance titles. Use of UW Libraries facilities remains restricted during COVID-19, however. Please check the UW Libraries website for current information.

### **Postage**

You may post department related mail by using a pre-printed Department of Dance envelope complete with postage bar code. Please leave mail in the “out” slot in the main office. Take pre-stamped or personal mail to the mailboxes behind Meany Hall.

### **Locker Use**

Due to COVID-19 restrictions and safety protocols, all locker rentals and usages, including the Upper Level day-use lockers are being suspended for the duration of Autumn Quarter 2020. Usage of the locker rooms and student lounge on the Lower Level is also suspended. We will revisit the situation in Winter Quarter 2021. Students taking in-person courses that meet in the studios should place their belongings in the designated areas in each studio. Instruct students to remove their everyday street shoes before entering the studios and place them into the designated area so that dirt and debris from your shoes does not get onto the dance floor, which can make the floor dirty and slippery. Updates will be posted to the [Department of Dance Locker Policies website \(https://dance.washington.edu/locker-policies\)](https://dance.washington.edu/locker-policies).

### **Mailboxes**

Although most departmental communication is now delivered electronically, some mail and interdepartmental memos may be delivered to your mailbox (in the kitchen) during the day. Students may leave papers with staff who will place them in your mailbox, however please do not have entire classes hand in papers to the Dance Office as it causes numerous interruptions. We strongly recommend that you have your students submit class assignments electronically through Canvas. **During COVID-19 protocols, staff will largely be working remotely and may not be in to sort mail on a daily basis.** Kelly will plan to be in to pick up and sort mail every two weeks. She will alert faculty, staff and graduate students if they have non-mass mail in their boxes. Please make arrangements to receive as much mail electronically as possible. If you are on campus, please check your mailbox.

## **FACILITIES/EQUIPMENT/STUDIOS**

*Facilities:* Meany Hall is maintained by the UW Physical Plant. Any physical building concerns (temperature, electrical, leaks, overhead lighting, etc.) should be directed to Dance Administration. PLEASE REPORT ALL MALFUNCTIONS TO KELLY CANADAY ([kcanaday@uw.edu](mailto:kcanaday@uw.edu)) and the Administrator, once we have a new Administrator in place.

*White Boards:* If you use the white boards during your class, **PLEASE ERASE BEFORE YOU LEAVE (writing left on the boards over time is hard to remove and requires the use of a nasty solvent)**. Always leave markers in the tray on top of the stereo unit. Leaving them out encourages drawing on the boards and/or theft. Please do not tape things to the white boards. It leaves layers of tape on them that can't be removed. Use bulletin boards for announcements.

*Blinds:* Always leave the blinds DOWN in the studio and manipulate the light by opening and closing the slats. Please make sure your students comply with this request.

*Black Curtains in Studio 267:* may be used by faculty and grad students ONLY. The black curtains should never be taken from behind the muslin curtain unless the blinds are shut. You may take out the black curtains one by one (never move them while they are velcroed together), holding them in your arms as you pass the air-intake panels. Questions about using Studio 267 for performance should be directed to Peter Bracilano (peterb5@uw.edu).

*Black Curtain/mirror cover in 266:* may be used by everyone as long as people are cautious when opening and closing it. There is a pully system to open it but we want to make sure it doesn't get caught on the barres or other items. Curtains should default to the open position.

*TV:* These must be operated by faculty and TAs only. **Undergraduates may not use equipment under any circumstances.** Inform the office of any malfunctions. Keys for the AV cabinets in the studios will be provided to you. There are TVs mounted in studio 265, 266 and 267 for classroom use. The remote and HDMI cables are in the stereo cabinet. The department has several HDMI adapters if needed. ONLY plug the HDMI into the wall outlet below the TV, NOT directly into the TV, or you will mess up the programming. Please be cautious when you return the remote and cable to the shallow drawer. Sometimes the remote gets crushed. We need to keep it alive. If you intend to use the TV in your class, please arrange a time with the Admin team in advance of your class to familiarize yourself with the equipment.

*Sound Equipment:* This is available in all studios. **Equipment should never be left unsecured.** Keys for AV cabinets in the studios will be provided to you. Please be sure to lock the sound cabinet when you are done. Inform office staff of any malfunctions.

*Pianos:* Please cover and lock pianos at the end of the day. If your musician neglects to lock the pianos, it is your responsibility! Place NOTHING on the pianos including your keys and/or clipboards, and do not allow random playing of pianos by students. Inform the Music Director Paul Moore (paulmo@uw.edu) of any concerns. No one is allowed to use the pianos for any reason without the permission of the Music Director.

*Skeletons and Skeletal Models:* The Department of Dance has two full-size skeletons and a number of small joint models. They are stored in the studio AV cabinets, the office and M102.

*Studios:*

*Studio Temperature:* The temperature in the studios is maintained by UW Physical Plant and is set to 74 degrees, with a potential difference of 3 degrees, plus or minus. Concerns about studio temperature should be directed to Kelly (kcanaday@uw.edu). Temperature changes may be requested but it can take up to five days before there is a noticeable difference in the affected room.

- In normal circumstances, only registered students, faculty and staff are allowed to use the studios on a prioritized basis. Studio space should be reserved online using the [online studio reservation system](https://dance.washington.edu/studio-reservation-guidelines) (<https://dance.washington.edu/studio-reservation-guidelines>) accessible through the Department of Dance website. Outside agencies may rent space if



space is available and they have a one million dollar liability insurance policy. Studios are not to be used for moneymaking activities. Students who have declared a major in dance may use the studios after class and on weekends ONLY if they check out keys. Faculty who require their students to use studios outside of class for projects should let the office know beforehand. Alumni may not use studios for rehearsals unless involved in a Department of Dance production or project and with permission from Department of Dance faculty. **Due to COVID-19 restrictions and safety protocols, however, we are unfortunately not able to authorize uses of the studios by students or student organizations outside the contexts of class instruction for the duration of Autumn Quarter 2020. We will revisit the situation in Winter Quarter 2021 and post updates to the online studio reservation system.**

- In normal circumstances, the prioritization for the usage of the studios is, as found on the [Studio Reservation Guidelines](https://dance.washington.edu/studio-reservation-guidelines) website (<https://dance.washington.edu/studio-reservation-guidelines>):
  1. Courses
  2. Concert of a given quarter
    - Summer – Chamber Dance Company (CDC)
    - Autumn – CDC, then *UW Presents*
    - Winter – *UW Presents*, then Dance Majors Concert
    - Spring – MFA Concert
  3. Student Organization Special Events (Influx, Workshops, etc... MUST HAVE PRIOR APPROVAL OF FACULTY and only student organizations with a Dance Program faculty mentor are eligible)
  4. Faculty Research
  5. Graduate Students (max 4 hours)
  6. Undergrad Honors Research (max 4 hours, max 2 reservations – special allowance for concert quarter and honors)
  7. Undergraduate Students (max 4 hours, max 2 reservations)
  8. Student Organizations with a faculty mentor in the department. All other student groups need a Dance Major representative for whom they will use their allocated 4 hours per week.
- No food or drink is allowed in the studio, with the exception of water in a lidded plastic container. No tap shoes (except in Studio 267), street shoes or pets are allowed. No talc, rosin, oil or lotion on exposed skin are permitted. Hair and skin products leave a slick residue on the floor and can significantly increase the risk of injury. We are attempting to be a scent free zone. Many faculty and students have scent-related allergies. Students with medical

conditions requiring lotions must wear long sleeves and long pants. Any student wearing oil or lotion during class will be asked to sit out and observe class instead of participating. Faculty should remind students to wear long sleeves and full pants to ensure the floors do not become slippery and stay clean for all classes. During warm weather, please remind students not to wear booty shorts, bun warmers or other outfits that leave large areas of skin exposed.

- During Covid-19 protocols, we ask that you be especially mindful of the class period as we have scheduled classes to allow for social distancing in the hallways between classes for in-person classes. For those teaching students in person, be sure to follow the protocols below:
  - You and your students must each remain in one taped box for the duration of your class to maintain appropriate physical distancing. The distance between each taped box is ten feet, a distance that was determined with guidance from Environmental Health and Safety for dance activity.
    - You might consider having students dance in different boxes on different days so that you can see them from different distances from you; you may also wish to teach from different boxes on different days.
  - Disinfect touched surfaces **prior** to the start of the class and **after** you have finished dancing; use either a disinfecting wipe or disinfecting spray with a paper towel if wipes are not available. Touched surfaces include the barre, and for courses that involve students touching the floor, such as contemporary modern dance, the floor space in which you and your students dance. When disinfecting floors be sure to use the disinfectant specified for the floor.
    - This means that you will need to end your class early to allow for enough time to disinfect all surfaces.
  - If you use any AV equipment or touch any other surface, be sure to disinfect that surface prior to the start of your class and after your class ends.
  - As we are not permitting students to use lockers this quarter, direct students to place their belongings on the vinyl flooring that has been placed in the studios; at the end of class, the instructor must disinfect the vinyl flooring after the students have removed their belongings.
  - You and your students must wear face coverings for the duration of class.
  - Practice frequent hand washing with soap and water or hand sanitizer.
  - Stay home if you are sick, test positive for COVID-19, and/or showing symptoms of COVID-19 (see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) and notify the UW Environmental Health and Safety (EH&S) Employee Health Center at [covidehc@uw.edu](mailto:covidehc@uw.edu). (For more information, see [https://www.washington.edu/coronavirus/.](https://www.washington.edu/coronavirus/))
  - For those teaching remotely from the studios, be sure to:



- Disinfect surfaces and equipment you will touch during class **prior** to the start of class and **after** your class ends
  - Wear a face covering while you are in the building, including in the studio, where others are present.
  - Maintain appropriate physical distancing of at least 6 feet from other people while in the building (10 feet if dancing in the studio with another dancer)
  - Practice frequent hand washing with soap and water or hand sanitizer.
  - Stay home if you are sick, test positive for COVID-19, and/or showing symptoms of COVID-19 (see <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) and notify the UW Environmental Health and Safety (EH&S) Employee Health Center at [covidehc@uw.edu](mailto:covidehc@uw.edu). (For more information, see [https://www.washington.edu/coronavirus/.](https://www.washington.edu/coronavirus/))
- Whether you are teaching in person or teaching a remote class from a studio, at the end of your class, be sure to tidy up the studio for the next class/instructor. Erase the white board. Remove chairs and/or garbage (full bags can be taken to the dumpsters outside the loading dock). Check to make sure that cleaning supplies and masks are available for the next class, and restock if supplies in the studios are low. Let Kelly Canaday ([kcanaday@uw.edu](mailto:kcanaday@uw.edu)) know if more supplies need to be ordered. Extra supplies will be kept in the kitchen.
- Studios 265 and 266 may not be used after 7:00 pm from Monday through Saturday or after 2:00 pm on Sunday if there are performances or recitals in the Studio Theatre. Studio Theatre performances are posted on each of the studio schedules, located outside the door of each studio. This usage policy does not apply to Studio 267.
  - The all-gender bathrooms on the second floor of Meany near the studios are not changing rooms. Please inform your students. During non-COVID-19 times, there are only three stalls available on the second floor of Meany and usually 60-90 students in classes during the day. Students using stalls to change make it impossible to accommodate student nature calls as needed. There are all-gender single stall restrooms on the Lower Level (059C & 059D) that during non-COVID-19 times students may use to change if they prefer to not use the locker rooms. During COVID-19 protocols, the locker rooms will be closed.
  - Hallways must be kept clear at all times due to fire codes. Shoes and backpacks are not to be left in the hallway or outside the studio entrances. If an emergency were to occur, these items could jeopardize everyone's safety in leaving the building.

## UNIVERSITY POLICY ON PROFESSIONAL WORK

The University encourages full-time faculty and professional staff to continue to do outside professional work. You are allowed a maximum of 13 days of absence per quarter to do your professional work (this includes weekends and breaks, but not state holidays). Days you are not

available to come to the University must be included in this tally. You may combine absentee days from all three quarters.

There is paperwork that should be completed prior to the commencement of the outside project. The paperwork gets submitted to the Department of Dance Chair (Christina Sunardi, csunardi@uw.edu) and moves to the College for additional signatures. Please go to the following URL: [http://www.washington.edu/admin/acadpers/faculty/outside\\_profwork.html](http://www.washington.edu/admin/acadpers/faculty/outside_profwork.html). To the right you will see a box labeled Related Forms and Tools; click on the Request for Approval tab to download the paperwork. You should talk to the Chair about your request.

All faculty are solely responsible for covering all missed classes. Faculty leaving to conduct research where they are being paid should utilize research funding to pay for substitutes. Faculty with endowments and professorships should utilize that funding to cover classes when leaving for conferences, etc. The program has a very limited sub-pay fund and we need to save it for when people are ill.

## **UNIVERSITY POLICY ON SEXUAL HARRASSMENT**

Sex discrimination in the form of sexual harassment, defined as the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for their refusal, or as the creation by a member of the University community of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature shall be a violation of the University's human rights policy. (University Handbook, Vol. IV, p.44).

While most harassment involves men harassing women, any gender can be harassed by members of the same or opposite sex. The University of Washington policy prohibits all forms of sexual harassment. The University will carry out a thorough investigation, protecting the rights of both the person complaining and the alleged harasser.

The University has been very successful in resolving sexual harassment complaints. If you believe you are being harassed, seek help the earlier the better. The University has designated special people to help you. Call the University Ombudsman and Ombudsman for Sexual Harassment at 543-0283 or 543-6028, or the University Complaint Investigation and Resolution Office at 616-2028.

## **DEPARTMENT OF DANCE POLICIES**

### **Applying to the Major and the Minor**

#### *Dance Major*

The Department of Dance now offers a simplified Dance Major option allowing students to take electives related to their specific fields of interest in addition to the basic requirements for all majors. Students interested in applying to the Dance Major must have a minimum 2.00 cumulative GPA, be registered in or completed a technique course and must have completed 5

credits of core courses. Current UW students may apply to the major during autumn, winter or spring term. Interested students are also encouraged to meet with the Department of Dance Advisor (Kelly Canaday [kcanaday@uw.edu](mailto:kcanaday@uw.edu)) to discuss the applicant's dance background, time to degree and any other pertinent issues or questions related to the major.

### *Dance Minor*

Any student registered in any Department of Dance course with at least 45 credits and a declared major may apply to the Dance Minor. The process involves the completion of a simple form. Students declare the Dance Minor with their major advisor.

### *Dance Honors*

Dance Majors have the option of receiving departmental honors in Dance. Students interested in honors coursework should meet with the Department of Dance Advisor to review the options and the requirements and then meet with a member of the faculty to work out the details of their project. Normally a student should have an honors plan in place by the beginning of their junior year (or have two years of study remaining before graduation).

## **CONCERTS**

### *Casting*

Undergraduates are allowed to perform in no more than two dances per quarter/dance production. It is the choreographer's responsibility to confirm a dancer's prior commitments before casting. The concert director will remove dancers from a dance in the event of an oversight. Any student performing in a concert must be enrolled in a minimum of one Dance technique course and be passing that course. If problems do arise, the Artistic Director will need to respond.

### *Load-in and Strike*

- Chamber Dance Company: Crew will load-in and strike.
- *UW Dance Presents*: Crew will load-in and strike.
- Dance Majors Concert: Crew and/or choreographers will load-in and strike.
- MFA Concert: Crew and/or choreographers will load-in and strike.

### *Costumes*

We now have a costume designer, who works hourly for the *UW Dance Presents* and MFA concerts. This person consults with choreographers, and designs, constructs, and/or helps with purchasing of all costumes for the *UW Dance Presents* concert. They assist the MFA costume designers in the School of Drama with their design and construction for the MFA concert.

Since the CDC is set up as a repertory group and may re-stage dances performed in the past, the costume stock is not available for other Department of Dance concerts or personal use. Design work for these costumes is often licensed and these costumes are not available for any other use.

The School of Drama sometimes donates space to construct and store CDC costumes. In addition, they allow Dance to pull from their costume stock. This is extremely generous. We should express gratitude and follow their guidelines for loaning carefully.

A small stock of Department of Dance costumes is housed at the School of Drama. Items can be used, altered, dyed, etc. unless specifically noted on the costume. Out of respect for the choreographers and the designer for *UW Dance Presents* we ask that you do not borrow any costumes without first consulting with faculty. You must get permission to borrow any costumes that are not stock items like nude leotards, etc. If you would like to view stock please check with the Chair about who to contact. There is a different MFA in Drama in charge each year.

## **TEACHING**

### **Start of Term**

Please start each quarter slowly. Minimize jumping and allow time for a “cool down” and stretch at the end of class for at least the first week. Let students know it is their responsibility to inform the instructor if they are returning from, or working with an injury.

### **Subbing**

#### ***Full-Time Faculty and Part-Time Lecturers***

If you are sick and have to miss a class, if it is possible, combine your class with a colleague’s class that is scheduled at the same time, or cancel. (Combining classes is likely not going to be possible for in-person classes during COVID-19 due to limitations on numbers of people who can be in the studios at one time.) If you are showing symptoms of COVID-19 and cannot come in person to teach an in-person class but are still able to teach, consider doing an online class. If you have an extended illness contact the Chair (Christina Sunardi, csunardi@uw.edu) to develop a plan.

#### ***For Full-Time Faculty***

If you have to miss a teaching day or teaching days for professional work, find a substitute teacher from the substitute teacher list, pay for the sub from your research funds, or, if you do not have research funds, contact the Chair to see if the Department can cover the cost. If you have trouble finding a sub, please ask the Chair for assistance. Department of Dance minimum sub rates for 60-minute classes should be \$60. Eighty-minute classes should be \$80. Ninety-minute classes should be \$90. All subs should be vetted by the Department. A list of substitute teachers will be emailed to you by the Department of Dance Chair.

The UW’s policy on leaves offered to faculty is available at <https://ap.washington.edu/ahr/policies/leaves/>.

#### ***Graduate Teaching Assistants & Predoctoral Lecturers***

According to the UAW Academic Student Employees (ASEs) Contract, Graduate Teaching Assistants and Predoctoral Lecturers are not responsible for paying for a substitute instructor. If you are sick, contact the Chair (Christina Sunardi, csunardi@uw.edu) and she will find (and pay

for) a sub, cancel your class, or if possible, combine classes with another instructor (which would be done as a favor to each other and the Department - not because it is required). If longer term illness or injury arises, the University will cover it in accordance with their policy in the UAW Academic Student Employees (ASEs) Contract Article 17: Leaves of Absence (<https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>).

If you are showing symptoms of COVID-19 and cannot come in person to teach an in-person class but are still able to teach, consider doing an online class.

Officially, the rule about taking an elective day away from work is contained in the UAW Academic Student Employees (ASEs) Contract Article 10, Section 2, and would require finding an acceptable substitute for any work missed (<https://hr.uw.edu/labor/academic-and-student-unions/uaw-ase/ase-contract>). If there is an opportunity to engage in an unpaid activity that is part of your professional development (such as presenting in a conference) the Department will always try encourage it and, depending on available resources, may be able to help find and/or pay for a sub. If an opportunity arises that means that you will miss a day of teaching, contact the Chair as soon as possible to discuss options.

ASEs are not officially permitted to take leave from work at the University to work on another paid job (i.e., performing, guest teaching, or setting work), but because the Department wants to support our MFAs when such opportunities arise, there is sometimes the possibility of trading classes with a colleague to cover your missed classes, if the absence is cleared with the Chair in advance.

### **Special Guests/Guest Artists for Classes**

Scheduling of special guests for classes (speakers, guest artists, etc.) is the sole responsibility of the course instructor. If special guests are a part of the curriculum, appropriate course fees should be aligned with that course. Check with Kelly Canaday ([kcanaday@uw.edu](mailto:kcanaday@uw.edu)) to see if there is a course fee attached to your course. All technique courses have course fees. For guests in courses with no course fees, permission of the Chair (Christina Sunardi, [csunardi@uw.edu](mailto:csunardi@uw.edu)) is required in advance of hiring. Limited funds are currently available to pay for guests in courses with no fees. Once a guest has been approved, or for courses with a course fee, please contact Dance Administration to get information required to start the process of paying any guest for your classes.

### **Registration**

Prior to the first day of each quarter you need to *make a roll sheet* for each of your classes. Instructions to generate a class list and a course email list are below. Faculty will be prompted to generate the 10-day list. You should also familiarize yourself with Canvas web tools. Web tools can be used to keep track of participation, create assignments, keep track of grades and help you to calculate your final grades.

#### **To generate a class list:**

- Log into your “MyUW” account
- Go to the teaching view
- A list of classes by quarter will appear

- Choose the quarter if the current one is not visible, and then the class section that needs a list
- You will have the option to print a regular or photo class list
- Choose the regular list option and export the list to an excel file
- Once you have the excel file, you can lay out the list to suit your needs (for example, some faculty set up the list to track participation).

**To generate a class email list:**

- Once you are in your teaching view in “MyUW” select the quarter and the class that needs an email list
- Click on the link to request an email list for that class section
- The class email list will be generated and sent to you via email
- This can take up to 24 hours

**If any name has *audit* beside it, ask that student to change his/her/their registration to credit and indicate an S/NS option.**

Most of you will also receive a list of entry codes/add codes (these will be *period 3* codes, which are valid beginning the first day of the quarter). The Dance Office does not keep a waiting list for any classes. The instructor should start a waiting list on the first day of class. For technique classes, **DO NOT** distribute add codes until after placement. There is a lot of movement that first day and enrolled students placed into another section should get priority to any spaces available in a class. Priority for entry codes is up to instructor discretion with departmental guidance, if needed (see sample add code sheet on page 33).

If your roll sheets indicate that your class is full, but you have some *no shows*, you may fill those spots during the last class meeting of the first week. Email no-shows that you will drop them from the class if you do not receive any communication regarding their absence. Alert the Department of Dance Advisor if there are no shows that need to be dropped. You may contact the people on the waiting list and write their names next to the entry codes you give them. If there are a large number of *no shows*, you may opt to allow a few students in and wait until the last class meeting of the week to fill the balance of vacancies. We encourage all faculty to allow as many students into their classes as possible without overloading those classes. This is a process with no set rules or regulations. If you have questions or need advice about adding students to your courses, please contact the office.

Technique placement occurs during the first class sessions each quarter. For those teaching online classes, make sure you do not overload any technique class until students have been moved into or out of your class during placement. For those teaching in-person classes, **do not** overload your classes unless you have a plan in place that has been approved by the Department of Dance Chair and Environmental Health and Safety as we must follow strict limitations on the numbers of students in classrooms.

During the first few days of the quarter please make multiple reminders to students that it is their responsibility to drop and add themselves to the correct level class if they have been moved

during placement. After the first week of the quarter, students have to pay to add/drop courses and no longer get a refund on their course fees.

The *tenth-day* version of your roll sheet should have the name of every person taking your class. If a person's name is not on the tenth-day roll sheet, they cannot take the course. **Very important:** please take time to ask students to check their registration before the end of the first week, after which it is too late for them to register without a fee. Any student attending class and not on the 10-day list is not officially registered for the class. Students should be directed to the office to confirm their standing before they are allowed to continue.

Maximum enrollment in 200-level classes and below is vital to the continued funding of those classes. **Please** take the time to contact students on the waiting list in order to fill those classes. Also, if you are assigned a 100 or 200-level class, teach at that level regardless of those in attendance. Do not teach to the upper 10% of your class.

Final Exam dates can be found on MyUW under Teaching. The University does not encourage the use of the last class meeting for this purpose, however, we do not have final exams in technique class. The last day of technique classes is the “final,” culminating in an informal showing.

For questions regarding registration, dates, deadlines and exam schedules, please refer to the [Academic Calendar](https://www.washington.edu/students/reg/calendar.html) (<https://www.washington.edu/students/reg/calendar.html>) and the [Time Schedule](https://www.washington.edu/students/timeschd/?utm_source=whitebar&utm_medium=click&utm_campaign=academics&utm_term=timeschedule) ([https://www.washington.edu/students/timeschd/?utm\\_source=whitebar&utm\\_medium=click&utm\\_campaign=academics&utm\\_term=timeschedule](https://www.washington.edu/students/timeschd/?utm_source=whitebar&utm_medium=click&utm_campaign=academics&utm_term=timeschedule)).

### **C-Sections of Dance Technique**

“C” sections are available to instructors of 300 level contemporary ballet and contemporary modern technique courses to accommodate students with minor scheduling difficulties or time conflicts with other courses related to their Dance technique class. For example, a student in 300 level ballet that meets MWF may only be able to take barre on MWF in order to get to a Biology lab by 12 noon. If this is an arrangement you can accommodate, the student would register for your C-section of 300 level ballet for one credit.

C-section add codes are distributed by the instructor so it is possible to manage your class and also support a few students with time conflicts related to other academic coursework. C-section add codes are not to be used for students wanting to take your course for fewer credits, or for students who don't want to come to class on Friday. They are meant to accommodate academic scheduling difficulties. C-section is *not* for students who have too many credits or don't want to register for full credits due to financial constraints.

### **Syllabi**

Syllabi for all courses should be available on Canvas prior to the first day. If you choose not to hand out hard copies of the syllabus in class, you still **MUST** go over the entire syllabus in your class so that everyone has heard the information. This is a contract between you and the students. They will not necessarily read it online if you just ask them to do that.

Prior to the beginning of each quarter the Department of Dance Chair will send information to be included in your course syllabi. The University of Washington Syllabi Guidelines and Resources are also available at <https://registrar.washington.edu/staffandfaculty/syllabi-guidelines/>.

## **UW Department of Dance Syllabus Guidelines**

### *Required elements:*

- Course Title
- Course meeting times and locations
- Instructor email, office, and office hours
- Course Description
- Course Learning Goals
- Course Requirements
  - In normal circumstances, the course requirements should include viewing at least one department concert and one concert or participatory event appropriate to the course; for the COVID-19 era you may decide to require online viewings of performances or not have a viewing assignment.
- Grading/Assessment: Means of how grades will be determined including percentages for each assignment or category must be included. Attendance and behavior such as “attitude” cannot be means of grading UW courses; instructors can only grade on “performance” that can be measured. Participation can be a means of grading, as long as the criteria for participation are clearly articulated.
  - Be sure to include a clear policy about missed classes as this pertains to participation and whether make up work will be allowed.
  - Be sure to communicate to students the instructor’s preferred method for communicating about missed classes.
- Use of Contact and Touch: (See below for specific language that cannot be altered, although it is not necessary if your course doesn’t involve touch; if your course involves touch be sure to allow plenty of time to go over this language and for questions.)
- Religious Accommodations: (See below for specific language that cannot be altered.)

### *Optional but Strongly Recommended Elements:*

- Attire expectations
- Course schedule with assignment due dates and reading list
- Your Teaching Philosophy
- A Diversity Statement

### *Links to Departmental Policies (Must include on canvas and/or syllabus)*

- [Dance Studio Guidelines](https://dance.washington.edu/dance-studio-guidelines) (<https://dance.washington.edu/dance-studio-guidelines>).
  - The guidelines on the Department of Dance website are general guidelines for all classes; if you have more specific guidelines for your class, you are welcome to add them to your syllabus.
- [How do I Voice a Concern?](https://dance.washington.edu/how-do-i-voice-concern) (<https://dance.washington.edu/how-do-i-voice-concern>)



- [Locker Policies](https://dance.washington.edu/locker-policies) (<https://dance.washington.edu/locker-policies>)
  - In normal circumstances, be sure to discuss lockers in studio classes even if locker policies are not printed on your syllabus. For the 2020 Autumn Quarter, usage of lockers is suspended due to COVID-19 prevention and safety protocols. Updates will be added to the locker policies website.
- Department policy on [course fees](https://dance.washington.edu/dance-course-fees) (<https://dance.washington.edu/dance-course-fees>)

*Optional but Strongly Recommended Statements:*

Statements on the following topics can be included on your syllabus, using language found at <https://registrar.washington.edu/staffandfaculty/syllabi-guidelines/> :

- Academic integrity, student conduct, disability resources, face covering and social distancing in the classroom, guidance to students taking courses outside the U.S., and safety.

There may be other information that you would like to include in your syllabus, such as various resources on campus for students.

*Required Language:*

**Use of Contact and Touch** (this language cannot be altered without prior approval):

In this class, touch-based feedback from the instructor and peer-to-peer contact may be offered as strategies to support student learning and curricular goals. Contact and touch are used to provide proprioceptive feedback; sensory information created by contact enables the neuromuscular system to learn new pathways and facilitates multiple aspects of learning. Students always have the right to offer, withhold, withdraw, or modify consent to be touched or to touch another. If a student has concern about the use of touch in class, the student is encouraged to notify the instructor verbally, through email, or with assistance from another peer or instructor in order to share their concern. Instructors are committed to working with students to develop appropriate, individualized learning plans and strategies to support students in meeting course expectations, requirements, and learning outcomes. In classes that rely on partnered touch and support as central aspects of their form (Contact Improvisation, many social dance practices), if touch is an ongoing restriction or concern, the instructor may suggest an alternate dance class within the department.

**Religious Accommodations**

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy](https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/) (<https://registrar.washington.edu/staffandfaculty/religious-accommodations-policy/>). Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request form](https://registrar.washington.edu/students/religious-accommodations-request/) (<https://registrar.washington.edu/students/religious-accommodations-request/>).

### *Resources for Syllabi Design*

- **Sample Syllabi for the Department of Dance** can be viewed [here](https://drive.google.com/drive/folders/1R8jkEJuW1Ks-Ly2D6BVe36k3ASTCPYu9) (<https://drive.google.com/drive/folders/1R8jkEJuW1Ks-Ly2D6BVe36k3ASTCPYu9>).
- [UW Syllabi Guidelines](https://registrar.washington.edu/staffandfaculty/syllabi-guidelines/) (<https://registrar.washington.edu/staffandfaculty/syllabi-guidelines/>) - includes language you can use for disability accommodations, academic integrity, safety, student code.
- [Designing your Course and Syllabus](https://teaching.washington.edu/) (<https://teaching.washington.edu/>)
- [How to Create a Syllabus by Kevin Gannon](https://www.chronicle.com/article/how-to-create-a-syllabus/) (<https://www.chronicle.com/article/how-to-create-a-syllabus/>)

### *Center for Teaching and Learning (CTL)*

The Center for Teaching and Learning has many resources available to all teaching faculty. In addition to many online resources, consultants are also available to meet with you to discuss any aspect of planning or teaching your course. [Note: during COVID, they will only meet with groups of three or more faculty due to increased demand.] Some helpful resources include:

- [Preparing to Teach](https://teaching.washington.edu/) (<https://teaching.washington.edu/>)
- [Teaching Remotely](https://teachingremotely.washington.edu/) (<https://teachingremotely.washington.edu/>)
- CTL Canvas Course introducing [Remote Teaching Tools](https://apps.canvas.uw.edu/wayf) (<https://apps.canvas.uw.edu/wayf>)
- [Addressing Microaggressions in the Classroom](https://teaching.washington.edu/) (<https://teaching.washington.edu/>)

### *Accessibility and Technology:*

This **article from UW IT**, "[When learning tools and resources are accessible to all, we all win.](https://www.washington.edu/uwit/partnerships-2019/accessibility-for-all/)" (<https://www.washington.edu/uwit/partnerships-2019/accessibility-for-all/>) covers a lot of ground and provides a great high-level view of the many tools and offices supporting accessibility at UW.

The UW [Accessibility IT](https://www.washington.edu/accessibility/) (<https://www.washington.edu/accessibility/>) has great resources and tutorials on how to build course resources with maximum accessibility, including:

- [Getting Started with Accessibility](https://www.washington.edu/accessibility/start/) (<https://www.washington.edu/accessibility/start/>)
- [Designing Accessible Online Courses](https://www.washington.edu/accessibility/online-courses/) (<https://www.washington.edu/accessibility/online-courses/>)
- [Creating Accessible Documents](https://www.washington.edu/accessibility/documents/) (<https://www.washington.edu/accessibility/documents/>)
- [Creating Accessible Videos](https://www.washington.edu/accessibility/videos/) (<https://www.washington.edu/accessibility/videos/>)
- The Office of Digital Learning and Innovation at UW Bothell offers an excellent [Accessibility 101](#) course, in both synchronous and asynchronous, self-paced formats.

### **Other Information For Instructors:**

#### **Written Assignments**

Written assignments should be very precise and time should be taken in class to discuss the objectives of the assignment. It should be made clear whether the papers should be evidence-based, evaluative, descriptive, etc. Provide specific topics when possible. English is not the first language of many of our students; therefore, writing skills may be lacking. Avoid grading based

solely on writing skills. Set criteria for content and evaluate on that basis. For students who have extreme difficulties with the language, avoid over-correcting. Choose one or two concepts to correct, and don't write all over their papers.

### **Writing Center**

Make sure your students are aware of the Odegaard Writing and Research Center (located across Red Square in Odegaard Library). The Center is designed to bring a research-integrated approach to writing instruction, with tutors and UW librarians working together to help students navigate the complex world of information, engage in the process of self-discovery, work through topic and focus issues, acquire appropriate information sources, learn to synthesize information into knowledge and communicate it with clarity. Peer tutors help students through all stages of the writing process with any type of writing.

Hours will change from quarter to quarter. The Center is located in Room 121, Odegaard Undergraduate Library. The phone number is 206-221-0972 ext. 273 and they can be emailed at [owrc@u.washington.edu](mailto:owrc@u.washington.edu). The center's website (<http://depts.washington.edu/owrc/>) has a very useful cache of handouts and links relating to all steps in the research and writing process, as well as how to sign up for help and additional information about the Writing Center.

The University offers several additional writing centers on campus, including resources for ESL: <http://depts.washington.edu/writeuw/centers.html>. Feel free to direct students who are having trouble to one of these centers.

### **Plagiarism**

This is the most serious academic mistake a student can make. The University takes it very seriously. If you believe you have an instance of plagiarism, **see the Department of Dance Chair immediately** before talking to the student. Never lower a student's grade because of plagiarism. There is a very good resource on plagiarism on the Faculty Resource on Grading website: <http://depts.washington.edu/grading/index.html>

See also: <https://writingcenter.unc.edu/tips-and-tools/plagiarism/>

### **Injuries in Class**

If a student is injured during a class in Meany Hall and 911 is called to provide medical assistance, there are specific protocols that should be followed:

- If you call 911 on a cell phone, the call goes to Seattle Fire/Rescue. Emergency Personnel are dispatched and will arrive at the Main Lobby entrance to Meany Hall.
- If you call 911 on a campus LAND line phone, the call is answered by UW Police and they dispatch a UW Police Officer and Seattle Fire/Rescue.

The UW Police Officer should meet Emergency Personnel at the Main Lobby entrance of Meany and assist them in gaining access to the building and locating the injured person.

Regardless of your phone choice, it is important to give exact location in Meany Hall by room number and floor level. (Upper Level, Lower Level, Main Lobby, Studio Lobby, Mezzanine, etc.)

To assist in getting the Emergency Personnel to the injured person:

- Meet the Emergency Personnel at the Main Lobby entrance of Meany Hall and guide them to the injured person.

OR

- Stay on the line with the dispatch operator until Emergency Personnel arrive. You may be able to offer directions for locating the injured person.

Follow up by filling out a form on the Online Accident Reporting System (OARS)

<https://www.uwb.edu/safety/emergency-preparedness/oars>).

If a student taking a Zoom class with you becomes injured, instruct them to call their primary care health provider for next steps. Remind them that if they believe it is a life threatening injury, and they are in the U.S. they should call 911. If they are abroad they should call an emergency service available in their area or seek emergency care. Please report the incident using OARS ([On-line Accident Reporting System, https://www.uwb.edu/safety/emergency-preparedness/oars](https://www.uwb.edu/safety/emergency-preparedness/oars)).

### **Grading**

For information about the **UW grading system**, see

[https://www.washington.edu/students/genocat/front/Grading\\_Sys.html](https://www.washington.edu/students/genocat/front/Grading_Sys.html). Please note the policy on and purpose of the grade of Incomplete on this website. If circumstances do warrant an Incomplete, a record must be filed with the Dance Office, outlining the reason, the work still to be done, and the date by which the work will be finished.

The **Faculty Resource on Grading website** is also a useful resource:

<http://depts.washington.edu/grading/index.html>.

Always keep clear records of the grades you have given and the calculations upon which the grades are based.

### **Instructional techniques for giving students early feedback**

As indicated in the syllabus guidelines above, provide a complete syllabus. Some things that instructors have included on their syllabi are:

- the expected workload of the course
- the skills students are expected to have coming into the course
- sample problems or assignments students are expected to be able to complete
- common reasons why students have had to drop this course in the past

If possible, give a pre-test, early unit exam, or other assignment early in the quarter so students can have feedback on their performance before the add/drop period is over. For technique classes, it is helpful to offer a midpoint self-evaluation or reflection. No matter how clear your criteria are for technique classes, there is a significant level of subjectivity in grading. You might

add, at the end of the prompts, what grade they think they have at this point in the quarter. Then, if you have the time, meet with them one on one to go over the evaluation, or give them written feedback.

If a person is not showing up to class, be pro-active. Send an email and check in with them. If you are a part-time lecturer or graduate student, please reach out to the chair to discuss any concerns you may have about a given student. It could be they are missing classes excessively, or they are not fully participating. Sometimes students will come to you at the end of the quarter and say they hope they are not going to fail the class because they have missed so many classes. While we are not allowed to grade on absences, most of our classes are participation based. We cannot grade them if they are not participating. It is like a lab class. The lab happens and then is disassembled. That information cannot be replicated or made up. It is important to keep thorough records of students' participation for this reason.

### **Special situations that might require dropping or withdrawing from classes**

Once a quarter has begun, students who experience circumstances that make it difficult or impossible to complete courses, such as family emergencies, health problems, etc., should consult their instructors to discuss what might or might not be possible. Students should also consult their academic advisor about their options, including dropping courses or withdrawing for the quarter. Students should follow procedures for dropping or withdrawing published in the quarterly Time Schedule or contact the Office of the Registrar to explore their options in such situations.

### **Evaluations**

Kelly will order online course evaluations for all courses. There is a standard form for technique classes. If you are teaching an academic course, Kelly will provide you a link to decide which form you would like to use. All of these evaluations have very specific open and close dates. To increase response rates, the Department of Dance requests that you set aside time during class for students to bring their electronic devices and fill the out the forms. Samples of each form are available on the IASystem website (<https://uw.iasystem.org/faculty>). Please make it clear to students that the portion of the evaluation with student comments does not go to the Chair of the Department of Dance unless the instructor sends the comments to the Chair.

Faculty usually receive results several weeks after evaluations close. It is now departmental policy that all instructors forward a copy of their evaluations to the Departmental Chair once they are available for viewing. Please note that what is required is the portion of the evaluations with the scores in number form. The portion in which the students write comments is not required as per College of the Arts and Sciences policy. Instructors are welcome to send the Chair the students' comments section if they wish as it can provide more context for the portion of the evaluations with the numbers. The deadline for forwarding evaluations is 5 days. The Chair will follow up with you if she has not received them.

### **Independent Study (Dance 499, Dance 600)**

On occasion, students may approach faculty about doing an independent study project. Such projects (for both undergraduate and graduate students) should be conceived by the student and then discussed and/or fine-tuned with the appropriate faculty member. At that point, the faculty

member can determine the number of credits for the project along with any benchmarks or deliverables required for successful completion. A written proposal for the independent study should be kept on file. Independent study is for advanced or specialized study in a specific area and is not intended for students to use as a way to take only a portion of a regularly scheduled course. Independent study credit should not be given for technique courses offered by the Department of Dance, unless the student is enrolled in the Dance Studies option and prior approval has been granted by DD Faculty. For more information on Independent Study, please talk to the Department of Dance Advisor, or the Chair.

### **Internship Credit**

Participating in internships can be an excellent way for students to build a resume, and gain experience with job responsibilities in various working environments. Students participating in an off-campus internship opportunity working in dance or in other areas of interest may have the option to receive credit under DANCE 450. Students can receive up to 6 credits of DANCE 450 per quarter and count a maximum of 18 of those credits toward the 180 needed for graduation. Internship opportunities specific to dance are sent out through the listserv and students are also encouraged to investigate and research additional options and areas of interest. Students needing more information about such opportunities should speak to the Department of Dance Advisor.

### **Course Fees and Tuition**

At the beginning of each academic quarter, students who are registered in a course that has a fee attached to it will be charged and billed for that fee in addition to normal tuition. The course fee is subject to the same billing and collection process as tuition. Course fees in the Department of Dance are used for studio maintenance and upkeep, musicians, musical instruments, equipment, and special guests.

If a student drops the course by the 14<sup>th</sup> calendar day of the quarter, the course fee is automatically canceled from the student's account. If the course is dropped after the 14<sup>th</sup> calendar day, the course fee remains on the student's account. The Department of Dance does not give refunds on course fees for courses dropped after the 14<sup>th</sup> calendar day of the quarter. Students need to make every effort to solidify their Department of Dance class schedule well before the end of the second week of the quarter.

Tuition and Fee statements are mailed to students at the beginning of the quarter. Payment is due by the third Friday of the quarter and a late fee is charged for past due balances. Any Financial Aid the student is receiving will apply to the Course Fee. Non-payment by the 5th week results in a registration and transcript hold on the student's record. Non-payment by the 6th week may result in cancellation of registration. Non-payment by the end of the quarter results in the account being turned over to an outside collection agency and reported to the student's credit bureau.

If students come to you with questions about their tuition or course fees, please refer them to the Department of Dance office or to the Department of Dance Advisor (Kelly Canaday [kcanaday@uw.edu](mailto:kcanaday@uw.edu)).

## Resources

The University of Washington offers a variety of helpful resources for faculty. Below are some of these resources with a brief description of the services offered, contact information and a webpage, if available.

- **Faculty Resource on Grading (FROG)**  
<http://depts.washington.edu/grading/>  
FROG covers a wide range of topics related to grading, including UW policies, procedures and forms, good practices, departmental averages, academic conduct issues, and student disability issues.
- **Canvas**  
<https://itconnect.uw.edu/learn/tools/canvas/canvas-help-for-instructors/>  
Canvas support for instructors and staff.
- **Center for Teaching and Learning**  
<http://www.washington.edu/teaching/>  
CTL assists faculty, teaching assistants, departments/units, and administrators with teaching and learning challenges.
- **Classroom Support Services**  
<http://www.washington.edu/classroom/>  
The mission of Classroom Support Services is to strengthen the link between teaching and learning through the professional support of current and emerging technologies and facilities. CSS provides comprehensive media support and services to faculty, staff and students. This includes loaning you equipment for your courses.
- **UW Department of Dance Production Calendars**  
<http://faculty.washington.edu/peterb5/index.html>  
Provides information and schedules related to Department of Dance productions.
- **LiveWell**  
<http://livewell.uw.edu>  
LiveWell provides training & education for students on many topics related to students' health and well-being. Topics include mental health, sexual assault, relationship violence prevention and bystander training, and alcohol and other drugs education.
- **Title IX**  
<https://www.washington.edu/compliance/titleix/>  
Title IX, Washington State law, and University of Washington policy prohibit discrimination based on sex, sexual orientation, gender, gender expression, pregnant or parenting status, and LGBTQ (lesbian, gay, bisexual, transgender, queer) identity.

## SAMPLE FORMS

### Waitlist & Add Code Guidelines

Period III add codes (see the sample add code sheet on page 33) can be given out on the first day of class. Students who wish to add a closed class have been directed to come to class on the first day the class meets. In order to achieve consistency regarding the distribution of add codes, please use the following procedure:

- Take down names on a waitlist, including students' year and/or status in school.
- For those teaching online classes, determine how many students you are willing to overload. Remember that during the first seven days of the quarter, students may make multiple changes to their schedules. Make every effort to keep your class as close to full enrollment as possible. Also remember that students must start paying a course change fee after the seventh day of the quarter. In addition, students will not get any course fees refunded after the first week of the quarter.
- The priority for handing out add codes is as follows:
  - Dance Majors, Dance Minors and intended majors
  - Instructor discretion, but consider adding Freshman/Sophomores first to allow for the Department to cultivate dancers over the course of their time at the UW.
- Instruct students receiving add codes to register as soon as possible.

### Change of Grade Requests

If you need to change a student's grade after it has been submitted, see the following website for the Change of Grade (CoG) request form and frequently asked questions:

<https://registrar.washington.edu/staffandfaculty/change-of-grade-faq/>.

### WAITING LIST FOR \_\_\_\_\_

| STUDENT NAME | YEAR IN SCHOOL<br>(ie. Graduating Senior, Senior, etc) |
|--------------|--|
| 1            |  |
| 2            |  |
| 3            |  |
| 4            |  |
| 5            |  |
| 6            |  |



Sample Add Code Sheet

DATE: 04/06/01  
 TIME: 19:50

UNIVERSITY OF WASHINGTON STUDENT RECORDS SYSTEM  
 COURSE ENTRY CODE LISTING  
 AUTUMN QUARTER 2001

SLN: 2596  
 DANCE 102 A ST CREDITS: 5.0

REPORT: SR20115-D-02  
 PAGE: 108

**ADD CODES**

COLLEGE OF Arts & Sciences

SLN: 2596 DANCE 102 A ST CREDITS: 5.0 TITLE: INTRO TO DANCE  
 TIME: MTWTH.. 09:30-10:20 MNY 267 ST  
 .....F... 09:30-10:20 SAV 243 ST

ENROLLMENT LIMIT FOR THIS COURSE IS 35 STUDENTS. CODE REQUIRED TO ADD? PERIOD 1: N PERIOD 2: N PERIOD 3: Y

THE FOLLOWING ADD CODES ARE VALID DURING REGISTRATION PERIODS 1, 2 AND 3:

| ISSUED TO:     | ISSUED TO:      | ISSUED TO:      |
|----------------|-----------------|-----------------|
| 1. 12141 _____ | 7. 14337 _____  | 13. 15450 _____ |
| 2. 12343 _____ | 8. 14534 _____  | 14. 15628 _____ |
| 3. 12524 _____ | 9. 14719 _____  | 15. 15826 _____ |
| 4. 12704 _____ | 10. 14903 _____ | 16. 16008 _____ |
| 5. 12885 _____ | 11. 15087 _____ | 17. 16189 _____ |
| 6. 13067 _____ | 12. 15270 _____ | 18. 16373 _____ |

THE FOLLOWING ADD CODES ARE VALID DURING REGISTRATION PERIODS 1 AND 2:

|                 |                 |                 |
|-----------------|-----------------|-----------------|
| 19. 23695 _____ | 25. 24937 _____ | 31. 25110 _____ |
| 20. 23955 _____ | 26. 25131 _____ | 32. 27294 _____ |
| 21. 24158 _____ | 27. 25324 _____ | 33. 27476 _____ |
| 22. 24352 _____ | 28. 26557 _____ | 34. 27660 _____ |
| 23. 24546 _____ | 29. 26742 _____ | 35. 27844 _____ |
| 24. 24741 _____ | 30. 26926 _____ | 36. 28029 _____ |

## Course Reading Materials

You have a few options for making reading materials available to your students.

- 1) You may put PDF versions of readings on your Canvas course website available through MyUW. This is becoming the most efficient, cost effective and environmentally effective way to offer readings for your courses. See the following site for how to request scans of articles and chapters from books for your Canvas site through the UW Libraries and relevant copyright compliance information: <https://www.lib.washington.edu/types/course>. This site also has information for how to request video streaming for your course.
- 2) To have course materials printed, you can consider using:
  - Ram's Copy Center (4144 University Ave.). They also offer a PDF option for students. They will also make you a reader at no additional cost (your students are charged a minimal additional amount to cover the cost of your complimentary copy – usually around \$1 each to cover it). See their website for more information: <https://www.ramscopy.com/>.
  - University of Washington Course Packs
    - See their website for information about copyright permissions and how to request a Course Pack: <https://finance.uw.edu/c2/printing-copying/course-packs>.

Be sure to plan ahead and consult the websites or call the appropriate offices for deadlines by which they need requests in order to have materials ready for the first day of instruction. In some cases requests are needed many weeks or a few months before the start of instruction.

## **2020-2021 Academic Calendar**

### **Fall Quarter 2020**

|                |                         |
|----------------|-------------------------|
| September 30   | Classes begin           |
| November 11    | Veteran's Day observed  |
| November 26-27 | Thanksgiving recess     |
| December 11    | Last day of instruction |
| December 12-18 | Final Examinations      |

### **Winter Quarter 2021**

|             |                                    |
|-------------|------------------------------------|
| January 4   | Classes begin                      |
| January 18  | Martin Luther King Jr. Day Holiday |
| February 15 | President's Day Holiday            |
| March 12    | Last day of instruction            |
| March 13-19 | Final Examinations                 |

### **Spring Quarter 2021**

|           |                         |
|-----------|-------------------------|
| March 29  | Classes begin           |
| May 31    | Memorial Day Holiday    |
| June 4    | Last day of instruction |
| June 5-11 | Final Examinations      |
| June 12   | Commencement            |

### **Summer Quarter 2021**

|           |                                    |
|-----------|------------------------------------|
| June 21   | Full-term and Term A classes begin |
| July 5    | Independence Day observed          |
| July 21   | Term A classes end                 |
| July 22   | Term B classes begin               |
| August 20 | Full-term and Term B classes end   |

## **DEPARTMENT OF DANCE TENTATIVE PERFORMANCE CALENDAR 2020-21**

\*Note: Much of our performance calendar remains TBD due to COVID-19. Updates will be forthcoming.

### UW Dance Presents

Meany Hall Theater ..... Ticket prices: \$22 Adults, \$20 Faculty/Staff, \$17 UWAA,  
\$12 Seniors, \$10 Students

Artistic Director ..... Alana Isiguen

Assistant Artistic Director.....Jen Salk

Wednesday, January 13, 2021 ..... Curtain: 7:00 pm Dress

Thursday, January 14, 2021..... Curtain: 7:00 pm Dress

Friday, January 15, 2021 ..... Curtain: 7:30 pm Performance

Saturday, January 16, 2021..... Curtain: 7:30 pm Performance

Sunday, January 17, 2021..... Curtain: 2:00 pm Performance

### Dance Majors Concert

Meany Studio Theatre..... Ticket prices: \$22 Adults, \$20 Faculty/Staff, \$17 UWAA,  
\$12 Seniors, \$10 Students

Artistic Director ..... TBA

Monday, March 1, 2021 .....7:00 p.m. Tech Run

Tuesday, March 2, 2021.....Curtain: 7:00 p.m. Dress

Wednesday, March 3, 2021 ..... Curtain: 7:30 pm PREVIEW (\$10)

Thursday, March 4, 2021..... Curtain: 7:30 pm OPENING NIGHT

Friday, March 5, 2021 ..... Curtain: 7:30 pm

Saturday, March 6, 2021..... Curtain: 7:30 pm

Sunday, March 7, 2021..... Curtain: 2:00 pm

### M.F.A. Dance Concert

Meany Studio Theatre..... Ticket prices: \$22 Adults, \$20 Faculty/Staff, \$17 UWAA,  
\$12 Seniors, \$10 Students

Artistic Director ..... TBA

Monday, May 17, 2021..... 7:00 p.m. Tech Run

Tuesday, May 18, 2021.....Curtain: 7:00 p.m. Dress

Wednesday, May 19, 2021 ..... Curtain: 7:30 pm PREVIEW (\$10)

Thursday, May 20, 2021..... Curtain: 7:30 pm OPENING NIGHT

Friday, May 21, 2021..... Curtain: 7:30 pm

Saturday, May 22, 2021..... Curtain: 7:30 pm

Sunday, May 23, 2021..... Curtain: 2:00 pm

## STUDENT TICKETS FOR PERFORMANCES

### Arts Perks and Discounts for UW Students

- **ArtsUW** offers free gallery and museum entrance and discounted show tickets to UW Students. See: <https://arts.washington.edu/content/arts-perks-and-discounts-uw-students>.
- **Meany Center** offers \$10 UW student tickets to most visiting artist performances via the ArtsUW ticket office or at the box office the night of an event. See: <https://meanycenter.org/engage/uw-students>.
- **TeenTix** also offers free passes to teenagers 13-19 that entitles teens to purchase \$5 day-of-show tickets to 75 partner organizations in Seattle and Tacoma. See: <https://www.teentix.org/>

### Classroom Partners

Instructors who are including Meany Center for the Performing Arts performances in their curriculum can often set up a special discount code, allowing students to purchase tickets for only \$10 each. To find out more about Classroom Partners and how to enroll, contact Teri Mumme by email at [tmumme@uw.edu](mailto:tmumme@uw.edu) or by phone at 206-685-0995.

### ArtsUW Ticket Office

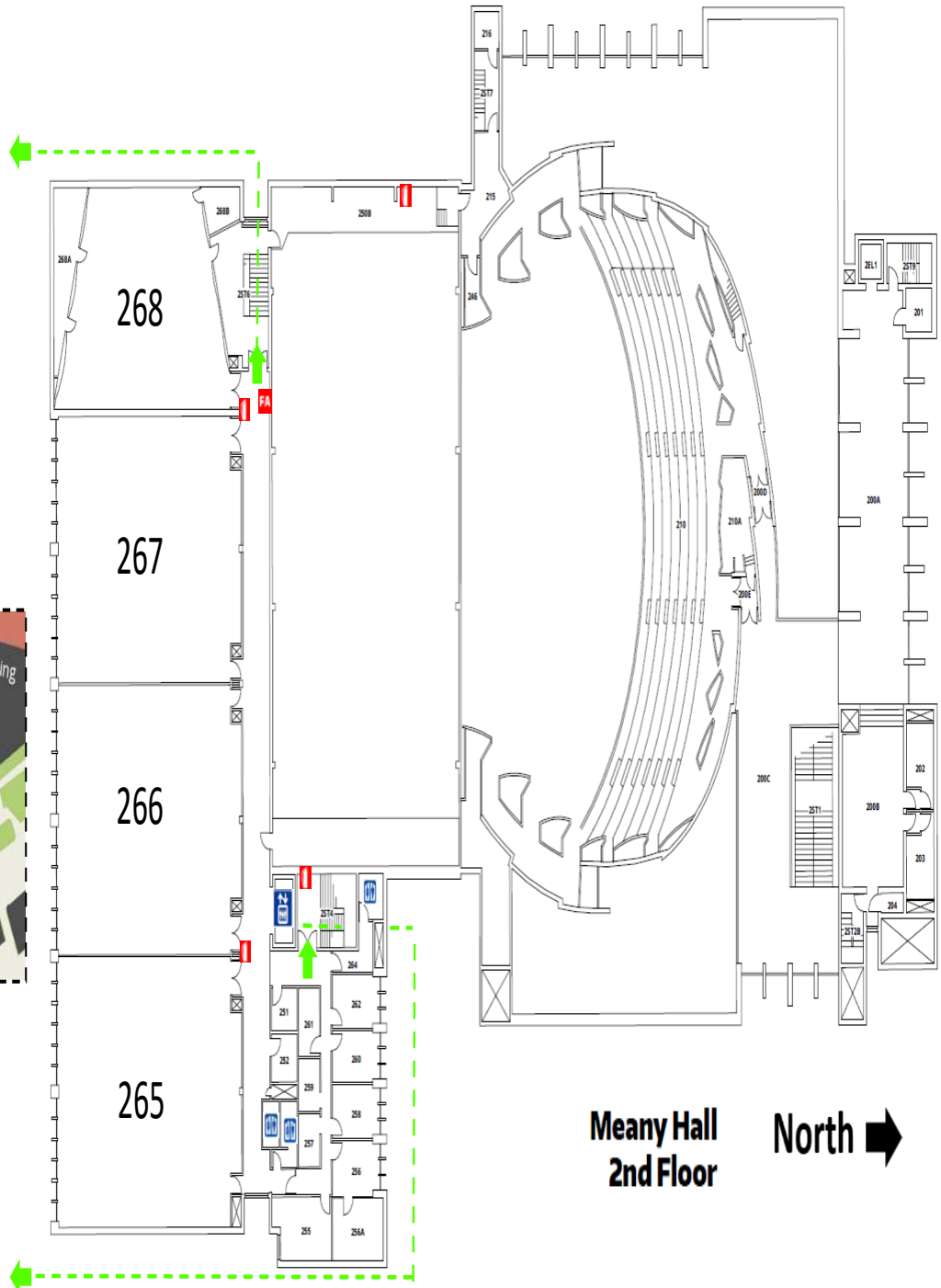
1313 NE 41st Street  
Seattle, WA 98195-1103  
Ph: (206) 543-4880 or 800-859-5342  
Fax: (206) 685-4141  
Email: [ticket@u.washington.edu](mailto:ticket@u.washington.edu)  
Web: <https://arts.washington.edu/>  
Hours: 11 AM-6 PM Monday-Friday

**KEY**

-  Evacuation Route
-  Exits
-  Fire Extinguisher
-  Pull Station
-  Restrooms
-  Elevators



**Evacuation  
Assembly Point**



**Meany Hall  
2nd Floor**

**North** 

**KEY**

-  Evacuation Route
-  Exits
-  Fire Extinguisher
-  Pull Station
-  Restrooms
-  Elevators



**Evacuation  
Assembly Point**



**Meany Hall  
Basement 1**      North ➔

## Emergency Operating Procedures

### EARTHQUAKE

- **If indoors, stay there.** Get under a sturdy desk or table or stand in the corner. Stay away from windows. If there is no sturdy furniture, move calmly to an interior wall and protect your head with your arms.
- **If outdoors,** get into an open area away from trees, buildings, walls, and power lines.
- **Do not use elevators.**
- **If in a crowded public place, do not rush for the doors.** Stay calm and move away from windows and furniture or objects that might fall.
- **Do not leave the building until the tremors have stopped.** After the shock subsides, get out of doors, away from buildings and trees. If possible, go immediately to a predetermined gathering area (the lawn in front of the Nano Engineering building).
- In the event of major damage or disruption, be prepared to evacuate the building.
- Identify and assist the injured.
- Notify Campus Security (911) of any serious hazards or injuries.
- Do not return to the evacuated building unless directed to do so by public safety personnel.

### EVACUATION

- **Walk, do not run, to the nearest stairwell or exit.**
- **Do not use the elevators** as you may become trapped or the elevators may not be working.
- Identify and assist those persons who may need special assistance in evacuating the building.
- During an emergency, persons who need special assistance should move to the nearest stairwell and ask for assistance from others.
- If assistance is not immediately available, stay in the exit corridor and call for help.
- When rescue personnel arrive they will first check exit corridors and exit stairwells for trapped persons.
- **Once outside the building, move away from the structure to a distance of a least 500 feet to allow emergency crews to safely operate.** Go immediately to a predetermined gathering area (the lawn in front of the Nano Engineering building). Take note of who is missing and any injuries that may exist.
- Notify Campus Security (911), or emergency crews if you suspect that a person may still be in the building.
- Do not return to the evacuated building unless directed to do so by public safety personnel.



## **BOMB THREAT**

- Bomb threats usually occur by telephone.
- The person receiving a bomb threat call should remain calm and attempt to obtain as much information as possible from the caller. Listen for unusual noises or voice characteristics.
- Call Campus Security (911), giving your name, location and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, time you received the call and any distinguishing information about the caller.
- Inform your supervisor or department head.
- Campus authorities will be responsible for building evacuation.
- If you should spot a suspicious object, package, etc., report it to authorities, but under no circumstances should you touch it or move it in any way.

## **CRIME**

- Do not attempt to apprehend or interfere with the criminal except in case of self-protection.
- If safe to do so, stop and take time to get a good description of the criminal. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and name if known. If the criminal is entering a vehicle, note the license number, make, model, color and any other outstanding characteristics.
- Call Campus Security (911). Give your name, location and department. Advise them of the situation and remain where you are until contacted by an officer.
- Do not interfere with those persons creating the disturbance, or with law enforcement authorities at the scene.
- In cases of theft, property damage or minor injuries, contact Campus Security to submit a report.