SANTA MONICA COLLEGE DANCE DEPARTMENT

STUDENT HANDBOOK











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Welcome from the Chair of the SMC Dance Department

Welcome to the Santa Monica College Dance Department – we're glad you're here!

You've chosen a dance program with world-class faculty and state-of-the-art facilities. We offer a diverse curriculum and instructors focused on your success. So, whether you're a dance major who plans to transfer or start a professional career, or you're primarily interested in dance as a hobby, you've found the right place.

Your time here should be one of growth, exploration, and learning. This handbook describes the expectations for behavior and conduct within the SMC dance community. It contains the policies and procedures that will guide you as a student while you grow in our community of artists.

We hope you find the information in this handbook helpful in navigating your SMC dance experience. Updated information can be found by visiting the Dance Department website. Please do not hesitate to ask if questions arise.

Best regards,



Mark Tomasic, MFA
Chair, SMC Dance Department
CPC 307 F
310-434-8763

COVID-19 Protocol

The health and safety of the SMC community is our top priority. SMC will continue to adapt services in response to evolving needs as a result of the COVID-19 pandemic. Visit SMC's Covid 19 Updates page for the latest protocols for on-ground classes, on campus testing sites, and vaccination and masking requirements. Most importantly, if you are sick or have been exposed to someone with COVID-19, do not come to campus. If you test positive for COVID-19, please notify your instructor immediately and email healthcenter@smc.edu for instructions.

About the SMC Dance Department

The Santa Monica College Dance Department offers a comprehensive AA degree in dance rooted in theory and practice that prepares students for BFA and BA transfer and dance related careers, while serving the general student population through a breadth of dance experiences. The Dance Department is dedicated to nurturing versatile dance artists through a combination of rigorous technical training in contemporary modern, ballet, commercial, and world dance forms with performance opportunities, theoretical study, and creative exploration. Our aesthetically and culturally diverse curriculum inspires students to cultivate personal artistry, think critically, value difference, and become responsible global citizens.

Faculty/Staff

Our faculty and staff are dedicated dance professionals who are here to help you succeed. Visit our Faculty and Staff webpage to find out more about your instructors, Dance Department staff, and accompanists. The name under each photograph is a clickable link that will direct you to that person's bio, email, and phone number.

Degree Requirements

Associate in Arts Degree – Dance:
33 units + General Education Requirements

The Dance program prepares the serious dance student for university transfer and provides dance training and enrichment for both the beginner and the advanced dancer. The program offers a comprehensive curriculum with a broad range of dance courses to nurture versatile dance artists. The Dance Department encourages students to think independently, to value creative thought and diversity, and to be responsible global citizens.

The goal of the Dance Program is to prepare students for future careers in performance, choreography, teaching and related careers in dance. The program offers a wide array of dance classes designed to cultivate technique, creativity, and performance skills while enhancing self-confidence, creative thought/expression, and critical thinking.

This Program Map will guide you through exactly which dance classes to take and when to take them. Please consult with your faculty advisor before registering for classes.

This requirement list will let you know all the discipline-specific classes you are required to take as a dance major.

Dance Teacher (Pre. K – Grade 5) Department Certificate

This program is specifically designed for students seeking to expand their dance and pedagogical experience as a dance educator in the Pre-K-grade 5 setting. The curriculum is designed to be completed in two semesters of study. Students complete course work through the Dance, Early Childhood Education, and Psychology Departments. Coursework includes hands-on experience teaching in a Pre-K-grade 5 classroom under the supervision of an experienced dance educator. Upon completion, the student is familiar with the planning, implementation, and assessment of dance education in the Pre-K-grade 5 setting.

The Santa Monica College Dance Teacher Department Certificate provides practical experience for:

- Instructors in dance programs in Pre-K-grade 5 schools
- Classroom teachers in Pre-K-grade 5 schools
- Instructors and studio directors in private schools of dance
- Instructors and directors for community-based dance programs
- Instructors for dance-company residencies in Pre-K-grade 5 schools
- Teaching-artists for nonprofit arts organizations
- Teaching-artists for professional schools associated with dance companies

Program Learning Outcomes:
Upon completion of the program, students will demonstrate coherent and comprehensive knowledge in developing, implementing, and assessing sequential dance programs in Pre-K-grade 5 public and independent school settings. Students will identify the role of dance education within these settings and apply creative movement experiences to reinforce understanding of curriculum concepts including science, history, literature, and math.

Dance Teacher (Pre. K – Grade 5) Department Certificate course requirements.

Student Advising

SMC Dance Department Faculty Advisors are assigned to all dance majors according to the first letter of a student's last name. It is recommended that Dance majors meet with their faculty advisor at least once per semester to discuss enrolling for the upcoming semester, transfer plans, and/or audition/career preparation.

Please contact your faculty advisor if you are a dance major or interested in becoming a dance major:

- Last name begins with A-E = Jae Lee (LEE_JAE@smc.edu)
- Last name begins with F-J = Mark Tomasic (TOMASIC_MARK@smc.edu)
- Last name begins with K-O = Marissa Osato Moreno (MORENO_MARISSA@smc.edu)
- Last name begins with P-T = Sri Susilowati (SUSILOWATI_SRI@smc.edu)
- Last name begins with U-Z = Vanessa Van Wormer (VANWORMER_VANESSA@smc.edu)

Placement audition/placement class

All classes in the Dance Department are open enrollment except for the performance classes which require an audition (see Performing Ensembles for more information). During the first week of the semester, you will be evaluated for placement within our class sequence. Based on this evaluation, your instructor may recommend that you move to a level lower or higher than the level you are currently enrolled in. It’s strongly suggested that you adhere to the advice of your instructor to ensure your maximum growth as a technician and artist.

Expectations of Student Commitment

Participation in class/rehearsal:

To meet with success in any SMC dance class or rehearsal, you are expected to participate with focus and commitment, be open to corrections and instructions, and assume responsibility for your own learning and growth by applying all group and personal feedback. You are expected to strive toward department and industry standards for excellence and to work toward your fullest potential. Your engagement, investment, and commitment are needed to create a supportive learning environment for all.

Students who participate fully are present, engaged, and positive in the following ways:

Presence:

- Come prepared to meet the expectations of the class (on time, consistent, adhering to dress code, etc.);
- Are accountable for their energy at all times and take responsibility for their actions and the effects they have on the course/class as a whole.

Engagement:

- Demonstrate a willingness to volunteer (may include answering and asking questions, demonstrating movement sequences, and/or participating in classroom discussions/presentations);
- Apply full effort to all classroom movement and written assignments;
- Asks questions and finds appropriate, respectful ways to let the instructor know If pacing of the class is too fast/slow;
- Keeps practicing even if they feel they have embodied a combination completely because they know there is always more to find in any given exploration;
- Consults faculty and engages in class explorations (as appropriate) if injured, or considered to be otherwise physically compromised, knowing that such limitations can reveal new inroads to course material that might be missed when working at full capacity (see Injury Management for more information).

Positivity:

- Approach the work with curiosity and an open mind;
- Encourage classmates' growth and provides peer feedback in a supportive manner;
- Contribute to a safe, inclusive, non-judgmental environment;
- Are respectful and patient with the instructor, classmates, and themselves when learning and demonstrating material;
- Understand that energy, attention, and attitude are as influential as quantifiable actions;
- If exhausted, distracted, or have a negative or dismissive attitude, can recognize the effects of their state of being, take responsibility, and make necessary adjustments.

Additionally, know that everything you do outside of class/rehearsal affects everything you do in class/rehearsal. Be sure to get enough sleep and proper nutrition to best support your full and sustained participation in the activities of the course, and avoid substances that hinder your ability to fully engage. For additional information on SMC programs for housing and food security, see Student Resources.

Participation in Choreographic Work*:*

Whether the choreographic work is for class assignments, informal showings, or mainstage concerts, the time and space available for rehearsal is limited and meeting deadlines is extremely important. For these reasons, it is imperative that all dancers who perform in any capacity for the SMC Dance Department attend all rehearsals, be punctual, and are fully committed to the creative process, practicing the participation guidelines noted above.

Participation in Written Work:

Writing is an essential life skill and will help you articulate your knowledge of dance. Every dance class at SMC requires you to write two concert review papers (see Dance Concert Attendance Requirement). Your instructors may include additional writing prompts specific to the content of the course (self-evaluation, journaling, written quizzes/exams, etc.). You may wish to make an appointment with the SMC Writing and Humanities Tutoring Center if you feel you need assistance with your writing. Below are some general expectations for writing for all dance classes:

- First drafts shouldn't be turned in as final drafts for a formal writing assignment. Always revisit and revise your writing. In doing so, the writing process adds depth and complexity to your point of view.

- Spell check and proofread your work (they are different tasks), and have someone other than yourself read your paper and provide feedback before you turn it in.
- If you bring a draft of an assignment to your instructor for feedback, take time to incorporate that feedback to the best of your ability before turning in another draft.

Attendance:

Attendance in technique class is essential to maintain and improve technical skills, grow artistically, and gain the theoretical knowledge of the dance form you are studying. Professional standards in our industry require punctual attendance at class and at every rehearsal. If you are not in class, you will struggle to demonstrate achievement of the learning outcomes of the course. Regular attendance, courteous and timely communication with your instructor/choreographer, and mindful management of your physical wellbeing are all integral components of professionalism in the dance field.

Please note the following SMC Dance Department attendance policies which are in place to ensure you meet with maximum growth and to highlight the necessity of discipline and consistency for advancement in any field, including professional dance:

- Students are expected to attend every class. If a class must be missed, it is the student's responsibility to obtain missed material from their instructor and/or peers and arrange to complete the work;
- Missed classes cannot be made up;
- If a student misses three consecutive classes without notifying an instructor, they may be dropped from the course;
- For classes that meet twice per week: missing a total of four classes over the entire semester may result in a student being dropped from the course;
- For classes that meet three times per week: missing a total of six classes over the entire semester may result in a student being dropped from the course;
- Although your instructors retain the right to drop you given the above circumstances, it is nevertheless your responsibility as a student to withdraw from class if you do not intend to complete it. You must not expect faculty to initiate withdrawal procedures. You may process a drop for yourself through 75% of the class, which is through the 12th week in a regular semester. It is not possible to drop a course after the 12th week of a regular semester. If your name remains on the class roster, it is your instructor's responsibility to grade you according to your performance;
- Excused absences are permitted only at the instructor's discretion with proper documentation;
- Arrive to class on time and participate for the entire class (see participation guidelines);

- If you are sick let your instructor know and do not come to class. If you test positive for COVID-19, you must email healthcenter@smc.edu and your instructor. Do not come to campus until you are advised to do so by the SMC Health Center;
- If you are injured and cannot dance, you may observe class and take notes. You will still be counted as present for the class. If you observe class, you may be called upon to comment on materials being covered in class (for further information, see Injury Management);
- Observations over 3 times may result in a student being dropped from the course (your instructor reserves the right to make exceptions on a case-by-case basis for emergency situations with proper documentation);
- If arriving late to a class meeting or rehearsal, it is your responsibility to ensure your instructor has marked you present.

Dance Concert Attendance Requirement:

All students enrolled in SMC Dance classes must attend both Global Motion World Dance Company and Synapse Contemporary Dance Theater performances and write a dance concert review about each experience. Please consult with your instructor regarding their specific guidelines for the concert review. Ticket information can be found at https://www.smc.edu/calendar/tickets-dance.php.

Dress Code:

Below you will find standard technique class dress code guidelines followed by discipline-specific dress code guidelines. The most important consideration is that your attire is appropriate for the form.

Technique Classes (Standard):

- Form fitting stretchable attire that allows for viewing body alignment and placement and allows for full range of movement. (No pedestrian clothing such as jeans, hats, etc.) *Appropriate examples include fitted leggings/tights, athletic pants, leotards, athletic tank tops, long sleeve/full length pants for floor work, etc.*
- Wear clothing without logos, graphics, or prints (solid colors only);
- Respect everyone by wearing clothing that is not excessively revealing;
- Shorts not to be above mid-thigh length;
- Take all jewelry off before class so that it doesn't cause potential injury;
- Barefoot, socks, or footwear as specified by instructor;

- Hair pulled back off of neck in ponytail/bun before entering studio;
- Supportive undergarments (for example: sports bra, dance belt, etc. Ask your instructor if you have questions).

Discipline Specific (if your discipline is not listed below, please consult your instructor):

- Ballet:
  - Solid color leotard and pink, black, or flesh-tone tights (preferred) OR, close-fitting athletic wear (athletic tops must cover the full torso);
  - Ballet slippers (pink, black, or flesh-tone) with elastics sewn on;
  - Hair pulled back off of neck in bun.

- Contemporary Modern:
  - Full-length athletic pants for floor work;
  - Short or long sleeve athletic top (long sleeve may be desirable for floor work);
  - Knee pads (optional);
  - Bare feet or socks (as requested by instructor).

- Hip Hop:
  - Sneakers/athletic shoes, with bottoms sanitized upon studio entry. No boots, sandals, or heels.

- Indonesian:
  - Athletic tops and leggings (black color preferred);
  - Sarong (traditional Indonesian wrap skirt). Will be provided by faculty
  - Bare feet.

- Jazz:
  - Jazz shoes (without a heel) or bare feet.

- Mexican Folklorico:
  - Folklorico shoes or boots (black or white, purchased by student)
  - Folklorico practice skirt (full length, Doble Vuelo/ double circle, purchased by student).

- West African:
    - Athletic tops and leggings. Leggings must cover the knees (ankle length is recommended - no biker shorts. Black color preferred);
    - Lapa (traditional African wrap skirt, for women). Can be purchased from the class musician at the start of the semester;
    - Bare feet.

Dancewear retailers in Los Angeles:

Danny's Warehouse (many items available for $10):
https://dannysdancerswarehouse.com

Shelly's Dance and Costume (no brand basic dance wear):
https://www.shellysdanceandcostume.com

The Dance Store (10% discount with SMC Student ID)
www.thedancestore.com

Ask your instructor about the free dance wear closet located in the Dance Department office.

Classroom Norms and Netiquette:

The list of norms and netiquette below is designed to ensure a safe and productive teaching/learning environment and can be expanded upon based on the values of our community:

- Dignity - everyone has the right to be treated with dignity; including you, your peers, your accompanist, and your instructor;
- Respect - yourself and the space in which you are working. We expect everyone to be respectful to every person in this class;
- Treat others as you wish to be treated;
- Take care of your own body and respect the bodies of your peers by treating them with care and consideration. In most studio situations, you should ask permission before touching other people and/or manipulating their bodies in any way;

- Hold private conversations with your instructor during open office hours, not during class time;
- Allow one person's voice to be heard at a time;
- Adhere to dress code (see Dress Code);
- Do not change clothes in the dance studios; please use the restrooms.
- Respect for those around you demands that you adhere to basic standards of hygiene;
- Inform your instructor if you are working with/through an injury;
- Save corrections for others until instructed to provide peer feedback;
- Silence and put away cell phones even when observing class (if you need your phone out for an extenuating circumstance, please let your instructor know before class begins);
- Breaks for water or to use the restroom are not considered breaks to check/use your cell phone;
- No food or drink permitted in the studios except water in a sealed container;
- No class or rehearsal may be video or audio taped without prior explicit permission from the instructor/choreographer, dance musician, and other dancers in the course;
- No outside observers allowed in class/rehearsal.

Netiquette for online work:

- Although, there is a tendency toward informality when emailing and posting online, keep in mind that you are in an academic course;
- Spell check emails and comments added to threaded discussions online;
- Do not use abbreviations for words or text language;
- Be respectful of each other's ideas and opinions. Any online comments deemed inappropriate will be deleted. Be sensitive to the fact that your comments can be easily misinterpreted because an online format lacks tone of voice and we cannot see your facial expression/body language for visual clues to help determine your true meaning.

A productive classroom environment is created when we all observe the norms above.

Respecting Dance Musicians:

Many SMC Dance classes offer live accompaniment. The musicians in your classroom are established, working artists. They need to be able to see and hear the teacher and to feel that students respect the space surrounding them and their instrument(s). Here are some basic rules to observe:

- Do not talk around the musician while they are playing;
- Do not block the musician's view of the teacher when the teacher is demonstrating combinations;

- Do not block the musician's view of the class while the musician is playing;
- Do not whistle or clap rhythmically during exercises unless instructed to do so;
- Leave several feet between you and the musician at all times: stop dancing before encroaching on this space;
- Keep food and beverages away from the instruments;
- Do not touch the musician's instruments without permission;
- Do not move or touch the pianos for any reason whatsoever. Treat the pianos and piano benches as musical instruments, not as furniture or props. Do not stand on the piano benches as they are very fragile and will break.
- Thank your musician after each class/rehearsal.

Injury Management

The dance faculty encourages Dance Department students to care for their bodies in order to prevent and/or promote speedy recovery from injuries. The most basic care for injuries involves RICE: Rest, Ice, Compression and Elevation. If you sustain either an acute (sudden onset) or chronic (slowly developing) injury, you should apply ice to the injured part for 15-20 minutes, several times a day, in order to reduce inflammation and facilitate the healing process. If your pain lasts longer than a few days, we recommend seeking medical attention.

When you seek medical attention, we strongly recommend that you consult health professionals who specialize in treating musculoskeletal injuries rather than primary care or family doctors if possible. You need to be diagnosed and treated by a specialist in musculoskeletal problems who understands the specific demands of dance.

Your instructors are not doctors. Please do not expect the dance faculty to diagnose or recommend treatment for injuries. Our area of knowledge is dance and the mechanics of the healthy body. We leave the treatment of the injured body to professionals trained in that area.

Injury Procedures:

If you sustain an injury, we recommend that you obtain a medical diagnosis and work with a physical therapist to establish a rehabilitation program designed to return you to full participation in technique classes as soon as possible.

You should try to schedule your off-campus physical therapy/doctor's appointments outside of class times. This may require scheduling appointments well in advance.

As a courtesy to your faculty, you should communicate promptly about any injury, your timeline for treatment, and your plans for modifying course participation.

Technique Class Participation Options During Injury:

Injuries will sometimes prevent you from participating physically in classes. Should you be injured and find yourself unable to participate fully in technique courses, you should notify your instructor as soon as possible. Your challenge is to learn how to work with your injury productively, modifying your work in technique classes to permit the fullest possible participation and actively pursuing physical therapy/rehabilitation to facilitate your return to full participation in technique classes and rehearsals.

Your instructor may offer you a variety of methods to modify class participation and continue learning when injured. These methods may include modification of movement vocabulary, mental visualization techniques, guided written class observations, etc. Please ask your instructor for participation options if you sustain an injury.

Acute injuries may prevent you from all physical participation, in which case you are expected to observe classes and complete written descriptions of your observations by using the department's guided observation form. We recognize that observing classes for a long period of time can become frustrating and on occasion depressing. While observing classes can be deeply informative, research suggests that observing classes for more than two consecutive weeks may be counterproductive.

Dance faculty recommend the following options for students with acute injuries lasting longer than one week:

> Week 1: Observe class or do other activities as suggested by your instructor. Consult with a doctor, physical therapist, or rehabilitation specialist.
> Week 2: Observe class or conduct other activities suggested by your instructor while researching alternative training options such as yoga, Pilates, Gyrotonics, or a somatic practice.

If you are still unable to participate physically after two weeks, your technique teachers will collaboratively evaluate your situation and advise you of your options.

Rehearsals and Injuries:

Daily technique classes prepare you for the demands of rehearsals by warming up the body, refining neuromuscular control, and building strength and technical proficiency. Participating in rehearsals without the benefit of technique classes is dangerous and will exacerbate injuries. Therefore, the Dance Department expects that if you are unable to participate fully in technique classes due to injury, you will not participate physically in rehearsals. If you are injured, you should attend rehearsals to observe and to assist the choreographer as possible.

Performing Ensembles:

The SMC Dance Department has two performing ensembles: Global Motion World Dance Company (Dance 57A) and Synapse Contemporary Dance Theater (Dance 55A). Dance majors are required to perform in each ensemble one time; however, students can have up to four experiences in the performance classes. Both ensembles perform every primary semester at the Broad Stage and include works by faculty, student, and guest artist choreographers. Note that the performance classes are the only courses within our curriculum that require audition.

The Performance page on our website has updated information on audition and performance dates.

Performance classes require a co-requisite, meaning that students must be enrolled in at least one technique class to be able to enroll in a performance class.

Guest Artist Residencies and Masters of Dance:

Each semester the SMC Dance Department along with the SMC Associates host three “Masters of Dance” workshops. The classes are free and provide our students access to leading dance professionals from across the region and nation. The classes take place during regular technique class meeting times and vary in genre offered.

Guest artist residencies occur at various times throughout the semester. The Guest Artists webpage contains further information on current SMC Dance Department Guest Artists and Masters of Dance classes.

Travel Study Courses:

Dance in New York City (Dance 79) offers a week-long immersive dance experience in the dance capital of the world. Students enrolled in Dance 79 must also enroll in 20th and 21st Century Dance History (Dance 6). Students must be 18 years old to take part in the trip.

The program fee includes round trip airfare from LAX to the destination, housing, ground transportation, breakfasts, food stipend, some group dinners, travel insurance, and programming (master classes, programs, and excursions). Program fee DOES NOT INCLUDE SMC tuition, personal spending money, food on travel days, and excursions not cited in the itinerary. Program fees are non-refundable.

Visit Travel Study Tours to find out more information.

Scholarship Opportunities:

SMC provides over one million dollars in scholarships every year. In general, the deadline to apply for a scholarship is by December 31st.

There are several scholarships available for dance majors including:

- The Ann Donaldson Memorial Scholarship
- The David Simon Scholarship
- The Judith Douglas Scholarship for Excellence in Dance Technique and Artistry

Find out how to apply for an SMC scholarship HERE.

Enrollment Services & Questions

Everything you need to know about enrolling in classes, accessing student email, signing onto Canvas, accessing student records, adding or dropping classes, declaring a major, etc., can be found in the Corsair Connect Guide.

Student Resources

The transition to college and university-level training in dance is a very exciting time, yet it can also be stressful and challenging to manage. Our department and college are dedicated to helping students through tough transitions and unexpected circumstances. The department chair, faculty, and staff can guide students to the proper resources that can help lead to happier and more successful college experiences.

If you feel like your performance in class is being impacted by your experiences outside of class, please don't hesitate to speak with your instructor. They will do their best to help you, and if needed connect you in a timely manner to the resources you may need.

SMC has incredible resources available to all students. Everything from library services to the Wellness Center/Mental Health Counseling to housing and food security programs can be found by visiting the SMC Contact Student Services webpage. It is a "one-stop-shop" for all student resources.

24/7 Emotional Support Hotline:

Students can call **800-691-6003** at any time for free in-the-moment support from a mental health clinician affiliated with SMC's Center for Wellness & Wellbeing.

Teaching Methods

We strive to create a learning environment for our students that supports a diversity of thoughts, perspectives and experiences, and honors your identities (including race, gender,

class, sexuality, religion, ability, etc.) To help accomplish this, if you have a name and/or set of pronouns that differ from those that appear in your official SMC records, please let us know.

We are in a process of continual learning about diverse perspectives and identities. If something was said or done in class (by anyone) that made you feel uncomfortable, please talk to us about it. (Anonymous feedback is always an option. If you prefer to mention something anonymously, please leave a note at the dance department front desk and include Attn: Dance Department Chair).

The faculty employs a variety of teaching methods to emphasize an emotionally and physically healthy approach to dance that fosters both technical and artistic growth. In providing appropriately challenging technique classes based on anatomically sound principles, instructors may choose from among the following strategies to achieve the desired outcomes:

- Physical demonstration and verbal explanation;
- Hands-on work with instructors and peers*;
- Group feedback and discussion;
- Proprioceptive and sensory awareness exercises;
- Intensive focus on a specific concept;
- Solo demonstration and analysis;
- Self-analysis of personal technique;
- Dissection of movement exercises to observe separate components;
- Theoretical analysis of movement vocabulary.

Students are expected to participate in these activities with openness and commitment.

***Use of Touch in Dance Pedagogy**

Touch is a common method for helping students to learn a dance form and can be an effective tool for imparting kinesthetic information such as alignment, initiation, and spatial/bodily orientation. Please notify the instructor if you are uncomfortable with this method of instruction so that alternative cueing methods can be substituted. Instructors or students should receive affirmative consent before initiating physical contact. A clear explanation of which area(s) of the body will be touched should occur prior to each application of touch.

Facilities

Core Performance Center:

The SMC Dance Department is located on the third floor of the Core Performance Center (CPC) on the SMC Main Campus (building #27 on this SMC Interactive Map). The entire third floor is a dedicated dance space featuring four professional studios, costume space, and Dance Faculty offices. Designed by renowned architectural group, Gensler, the CPC meets LEED® Silver standards, and incorporates sustainable measures including natural lighting and ventilation and solar-heated hot water. Parking structure #3 (just North of the CPC building), offers the closest parking.

Our state-of-the-art facilities are fully accessible and include floor to ceiling windows, SMART Boards, computers, and large screen displays. Our three studios with dance/Marley flooring all have grand pianos. We also have a wood floor studio for classes that require hard-soled shoes.

To protect and maintain the life and integrity of our studios all people entering must adhere to the following:

- Absolutely no street shoes permitted in the studios at any time. Please remove your street shoes before entering the studios;
- No food or drink permitted in the studios at any time except water in a sealed container;
- Do not touch the electronic equipment in the studios, whiteboards, curtains, shades, or musical equipment.
- Students should prepare their hair for class/rehearsal outside of the studios.

The CPC 3rd floor has accessible restrooms for changing and our studios also include cubbies for student's personal belongings. The second floor of the CPC building includes student lockers and showers. Please inquire about reserving a day-use locker at the gym located on the second floor of the CPC.

The Broad Stage:

The Eli and Edythe Broad Stage at the Santa Monica College Performing Arts Center opened its doors in October 2008. The Broad Stage is uniquely positioned to provide intimate access to artists of international renown to Santa Monica College students through Master Classes and Open Rehearsals. The Broad Stage is also home to The SMC Dance Department performance ensembles, Global Motion World Dance Company, and SynapseContemporary Dance Theater, presenting four fully produced concerts per year.

Unlike any performance space in the country, The Broad Stage is sublimely intimate with just over 500 seats and strikingly grand at the same time–allowing eye contact with artists from the boxes to the back row–forging a new kind of artist and audience experience in Los Angeles.

Boasting one of the city's largest proscenium stages, The Broad Stage offers theatre, dance, film, opera, jazz, world music, musicals, symphony and chamber orchestras, family programming and more. Each genre features superlative talent from every generation and around the globe. No other performing arts center west of the 405 can boast such consistently stellar lineups of performers, including André Watts, Anna Netrebko, Sir James Galway, Sutton Foster, Preservation Hall Jazz Band, Mikhail Baryshnikov, Patti LuPone, Aaron Neville, Lee Ritenou, Dave Grusin, Joshua Redman, Lil Buck, Bobby McFerrin, Helen Hunt, Academy of St Martin in the Fields and many others.

Dance Studio Use

If you are enrolled in an on-ground or hybrid SMC dance course, you are permitted to use the studios outside of class time under faculty supervision. Students may use the studios for SMC dance coursework and/or in preparation for auditions.

You will submit a request to use the space via email to faculty member Sri Susilowati at susilowati_sri@smc.edu no later than 5pm on Wednesday before the week in which you want to reserve space. Space confirmation will be posted/emailed by Thursday of the week prior.

All students requesting to use the studios outside of class time must sign and adhere to the policies in the SMC Dance Department Space Reservation Contract outlined below.

By signing the space reservation contract, students agree to abide by ALL of the following policies. Policies are not negotiable and exist so we can support the needs of our students. If abused, this privilege will be revoked.

- Students are required to follow the current health and safety protocols at all times when in the studio. (Masking, SMC Go app health checks, etc.)
- The student who requested the space is responsible for CHECK IN/CHECK OUT with the Dance Department.
- Studio usage is reserved for students enrolled in SMC Dance classes, and dance faculty.
- Your safety and the security of the studios are of the utmost importance. Doors must remain locked, do not leave the doors propped open.
- Visitors/Observers are not allowed in the space during rehearsal, unless prior arrangements are made through the Dance Department.

- Studios should not be used without express confirmation from the Dance Department.
- Please remove your shoes in the hallway. No street shoes, tap shoes, black-soled shoes, roller skates, or any props that will scratch the floor. (Studio 314 is the only studio allowed for tap/dance sneakers, or character shoes).
- You must leave sufficient time before the end of your rehearsal to return the space to a tidy state. (Removing any sanitizing wipes, personal belongings, props, etc.)
- No food or drinks are allowed except water in a sealed container. Take all garbage out with you.
- No gymnastics/tumbling or aerial work of any kind, and please do not touch the mirrors or the ballet barres.
- Students may not use the studio sound system. You may bring your own speakers but be aware that at times you may be asked to share studio space. Be respectful of volume and come prepared with headphones. No live music or overly loud music for your rehearsal unless previously cleared with faculty. Piano is for dance class use only and should NOT be played or touched in rehearsal.
- Studios are intended to be used for rehearsals and practice of material related to SMC course work. No outside rehearsals. Studios should not be used for socializing.
  No candles, incense, or open flames of any kind. No use of glitter or powder, ever.
- The student who signed the reservation agreement MUST be present at all bookings under their name.
- If a student does not show up for the requested booking, they may lose future reservation privileges.
- You MUST show up on time and use your space for the entire rehearsal slot you reserved.
- Filmed footage inside the studio is to be used solely for self-documentation, audition reels, or class projects. Permission of the SMC Dance Department is required before posting material on social media/web platforms filmed in SMC facilities or involving SMC dance students.

Video and Audio Editing Equipment:

The Dance Department offers students in the Choreography class series (Dance 60-63) and in the Navigating Careers in Dance course (Dance 77) access to the Dance Department computer lab. The lab contains two computers with up-to-date video and audio editing software. Students must provide an external hard drive to save projects. Access to the computer lab is supervised and must be arranged through your instructor.

Communication:

Email

All dance students are provided an SMC email address and should make a practice of checking their email daily. This is the primary mode of communication the College, the Dance Department, and your faculty will use to contact you with important information (not your personal email address).

Phone

The phone numbers listed on the SMC Dance Department webpage and on your course syllabus can receive voice messages but not text messages.

Course Repeatability:

Students must maintain a C or better grade to pass a class. Passed classes cannot be repeated except for performance classes (see Performing Ensembles for more information).

California Code of Regulations Title 5 limits the number of times a student may repeat a course in the California Community College system. These regulations also require all current and prior credit course enrollments, repetitions, and withdrawals in a student's enrollment record to be counted toward the maximum limit, except for courses where an Excused Withdrawal (EW) was granted.

Santa Monica College has designated selected courses as being repeatable per California Code of Regulations Title 5 §55041. In some cases, courses are grouped together because they are related in content. These courses may include several levels, but also have a cumulative course repeatability of three (i.e., a total of four course completions is permitted). For example, Dance 43A, 43B, 44A, and 44B are grouped together because they are all different levels of contemporary modern dance for the major. A student who repeats Dance 43A (two course enrollments: taking the course initially, and repeating the course), and then completes Dance 43B and Dance 44A, has accumulated four enrollments in a group of courses. As a result, that student may not enroll in Dance 44B, because doing so would exceed the maximum number of course repetitions that are permitted. In addition, any Dance course enrollments in which the student earned a grade of D (1.0), F (0.0), NP (No Pass; formerly NC-No Credit), and/or W (Withdrawal) or MW (Military Withdrawal) will count toward the maximum number of enrollments allowed in the course grouping.

SMC Code of Honesty

According to the SMC Code of Honesty, cheating or plagiarism will not be tolerated. The SMC Honor statement, signed by each student upon enrollment, reads: #In the pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and uphold the Santa Monica College Honor Code, Code of Academic Conduct, and Student Conduct Code. I will conduct myself honorably as a responsible member of the SMC community in all endeavors I pursue."

- Honest and ethical students are protected in SMC courses. You are expected to be honest in all assignments. If it appears that you are cheating on an exam or plagiarizing other's work (copying without citing your source) you will be given a zero for that assignment. **Copying answers from Wikipedia or anywhere else is plagiarism**. An Academic Dishonesty form will be filed with the College Disciplinarians Office, and you will be penalized to the fullest extent of the Santa Monica College's guidelines. For a complete discussion of academic dishonesty and its repercussions, see the SMC Code of Academic Conduct.
- Do not copy exam questions.
- Students are encouraged to study together. Yet, all material submitted for grading MUST be ENTIRELY your own work. **Cheating and plagiarism** are intolerable offenses in a community of scholars. This means that, with regard to work submitted for grading, there must be no collaboration of any kind between students within the class or with

other friends or previous students. This includes written assignments, exams, essays, and quizzes. You must do all of your writing on your own without showing or sharing your work with anyone else.

- A first offense of **cheating and plagiarism** in any form will result in a zero grade on that assignment plus filing a report with the Campus Disciplinarian giving your name and describing the incident. There will be no makeups or resubmissions for assignments where academic dishonesty has been discovered.
- An openly deliberate case of **cheating/plagiarism** or a second incident anywhere in the college will result in disciplinary action by the faculty member or the Disciplinarian, which will include failure in the course and dismissal from the college. Please refer to the "Code of Academic Conduct and Reporting Policy" found at www.smc.edu/disciplinarian for additional information.

Ombuds Office

The term "Ombudsman/Ombudsperson" is an English translation of the Swedish word umbuds meaning "representative." The ombudsperson on our campus is a designated impartial conflict resolution practitioner who provides confidential and informal assistance to students on a variety of issues and concerns.

We strive to treat all students in an equitable (fair and just) manner in every aspect. If you have questions about equitable treatment, you may speak with your instructor directly or contact the SMC Ombuds Office: Phone: (310) 434-3986; Email: ombuds@smc.edu.