

Dance Department Graduate Student Handbook

Table of Contents

General Information.....	page 1
People.....	1
Rehearsal Space.....	3
Keys.....	4
GradSuccess.....	4
Grants/Awards/Funding.....	4
Course Information.....	5
Department and Building Resources.....	7
“User” Instructions for New Key Request system (KIMS).....	9
Procedures for Using Dance Department Studio Space.....	10
Timeline for Progress through the PhD Program.....	12
Timeline for Progress through the MFA Program.....	16
Appeals Procedure for PhD in Critical Dance Studies Program.....	20
Appeals Procedure for MFA in Experimental Choreography Program.....	21
Procedures for Qualifying Exams in the PhD Program in Critical Dance Studies.....	22
Foreign Language Requirement for PhD in Dance.....	25
TA Allocation Policy.....	26

General Information

Your first and best resource for questions regarding policies, classes, and the like are the Department and University websites (dance.ucr.edu and ucr.edu). Particularly useful is the online version of the campus catalog and schedule of classes (both are available online at <https://registrar.ucr.edu/registering/catalog> and <https://registrationsb.ucr.edu/StudentRegistrationSsb/sb/term/termSelection?mode=search>). A number of important forms, including those related to Enrollment Adjustment, S/NC, *In Absentia*, Committee Nomination, and Filing Fee can be found here: http://graduate.ucr.edu/pub_forms.html.

People

The following list includes staff members whom you might need to contact in the future. Please do remember that (with the exception of Lily) they are the staff for the Music, Theatre, Creative Writing AND Art Departments as well, so be patient with them, and in general, try to solve the problem yourself first. Most of these people can be found in Arts 121.

TBA – Graduate Program Coordinator

The Graduate Program Coordinator should be your first stop for grad student questions regarding enrollment logistics, forms and petitions, and checking on your progress toward the degree. They can also often help point you in the right direction with financial questions.

Lily Chan Szeto – Event Specialist for Dance

Lily oversees the planning of events for the Department of Dance, with a focus on budgets, travel, accommodations, organization of meetings, international relations, purchasing, communication between PAA, CHASS and other entities on campus, and general consultation on university policies,

Dance Department Graduate Student Handbook

event management and student/faculty/guest engagement.

Omar Ramos – Technical Director for Dance

Omar collaborates with undergraduate and graduate students, faculty and guest artists as a technical director and design specialist/consultant on their creative projects, including supporting MFA research projects. He also manages our studio and event spaces.

Marilyn Madrigal – Financial and Administrative Officer for Performing Arts Administration (PAA)

The FAO is the manager of the administrative staff; you will probably only be sent to her for particular problems.

Sarah Cleary – Financial Officer for PAA

Sarah handles financial matters. See her regarding paperwork for becoming a Research Assistant, time sheets, etc.

Toya Adams – Financial Assistant for PAA

Toya supports PAA's financial operations.

TBA – Publicity/Publications for PAA

TBA handles publicity for shows and productions and coordinates comp tickets to UC RIVERSIDE PRESENTS concerts for Dance 5 and Dance 7 TAs when the concert is required for students in the course to attend.

Mary Longtin – Facilities Assistant

Mary helps run the day-to-day operations of the building. See her regarding questions about keys, requesting one-time and multi-time rehearsal spaces, etc. You'll need to file room requests at least three business days in advance of the date needed; plan ahead.

Elaine Chacon and Sean Lee Davis– Undergraduate Academic

Advisors These staff members handle undergraduate student affairs.

Paul Richardson – Facilities Manager

Paul runs CHASS Facilities Management. You will probably only contact him for technical matters involving shows and productions when these take place outside the Arts Building.

Albert Fetter – Instructional Support Technician

Albert can assist with the use of technology in classrooms and studios. Please request classroom assistance three days in advance; absolutely do contact him in emergencies.

Christine Leapman – Assistant Director, Gluck Fellows Program of the Arts

Faculty

For information about each faculty member's areas of specialty, education, and contact information, see the faculty section of the Dept. website. In general, to email faculty or staff, the campus server uses <firstname.lastname@ucr.edu>.

Dance Department Graduate Student Handbook

Professor

Anthea Kraut ARTS 108

Associate Professors

Anusha Kedhar ARTS 105
Luis Lara Malvacias ARTS 101
taisha paggett ARTS 102
Jacqueline Shea Murphy ARTS 205
Joel Smith ARTS 104
Ni'Ja Whitson ARTS 106

Assistant Professors

María Regina Firmino-Castillo ARTS 107
Imani Kai Johnson ARTS 206
José Reynoso ARTS 201

Professors Emeriti

Wendy Rogers
Susan Rose
Marta Savigliano
Fred Strickler
Linda J. Tomko

Lecturers

Brandon J. Aiken (hip hop) brandon.aiken@ucr.edu
Makeda Kumasi (West African) clydean.parker@ucr.edu

Rehearsal Space

Studio space, while limited, is available to graduate students for rehearsal use. There is an elaborate but effective system for reserving studio space, outlined below in the “Procedures for Using Dance Department Studio Space.” To request space, be sure you have first been approved by the appropriate faculty member (Graduate Advisor for M.F.A.s, faculty supervisor for T.A.s, Department Chair for others). Once you have approval, you may send your day/time/studio preferences in order of priority to Mary Longtin (mary.longtin@ucr.edu). Please be aware of the schedule of courses for studio classes and please adhere to the guidelines spelled out in the “Procedures.”

Keys

In order to receive keys to any studio, you must first be authorized by a faculty or staff member. M.F.A.s should see the Graduate Advisor, T.A.s should see their faculty supervisor, and Ph.D.s who have been approved to use rehearsal space should see the Department Chair. T.A.s will also be authorized to receive keys to the T.A. office. (All Dance grad students are automatically authorized to receive a key to the Graduate Student Project Room.) Once you have been authorized, please follow the “User” Instructions for New Key Request system (KIMS) further down in this document. Once processed, you can pick up your keys from Mary Longtin in INTN

Dance Department Graduate Student Handbook

M1010. T.A.s must return their keys at the end of each quarter.

GradSuccess Resources

The Graduate Student Resource Center (GSRC) is your hub for academic development, professionalization, and grad student camaraderie. Their resources include mentorship programs, job market resources, and the Graduate Writing Center, which ALL grad students are strongly encouraged to use, including and especially on grant and fellowship applications. Information about all these programs can be found here: <https://graduate.ucr.edu/gradsuccess>.

Grants/Awards/Funding

In general, students must be pro-active in researching and applying for both internal and external grants and fellowships. Useful sources for finding funding opportunities can be found at the Graduate Division site here: <https://graduate.ucr.edu/funding>. You can also consult the “Fellowship/Grant Information” on the “Dance Graduate Community” site on Canvas.

Everyone should plan on (or at least consider) applying for:

- The Department of Dance’s **Departmental Research Grant (DRG)** - \$300 – Available one time, on a rolling basis, to all enrolled graduate students who can justify that the funds will support their research agendas.

Departmental Research Grants (DRGs) support Dance graduate students' research and/or presentation of that research, including field research, conference or workshop attendance, and other kinds of research activities. Students are typically eligible to receive this funding **once** during the course of their completion of their terminal degree. Applications consist of a one-page cover letter that includes a justification of how the funds will advance students' research toward their dissertation or final choreographic project, a numerical budget statement, and a statement verifying that the student has not been the prior recipient of a DRG. Applications will be submitted to the Graduate Advisor on a rolling basis during the academic year and approved contingent upon budget availability. Students can expect to receive a response to their applications within a month of submission. The grant will be administered as a DGIA (department grant in aid) and applied to a student’s financial aid package. In the event that you have reached your maximum funding allowable through Financial Aid, you may submit receipts for reimbursement instead. However, you must first contact department staff at Paafinance@ucr.edu prior to making any purchase to ensure the acquisition is within UC Policy.

- The **Gluck Fellows** Program of the Arts. Applications available **April 1** and due around **May 15** each year. See <https://gluckprogram.ucr.edu/> for details.
- **Graduate Student Association (GSA) Conference Travel Grants** – Online applications are due before the first day of the **previous** month in which your conference ends. Instructions and application links here: <https://gsa.ucr.edu/ctg/>
- **Humanities Graduate Student Research Grant** – up to \$2000 for research and research-related travel – **usually due in February** – More information and application instructions here: <https://ideasandsociety.ucr.edu/hgsr/>

Dance Department Graduate Student Handbook

- **Graduate Division Dissertation Research Grant** – up to \$1000; only ABD students are eligible – applications are accepted three times annually (best chances are earlier in the year) - The deadlines for the 2021/2022 academic year are 5:00 p.m. on (approximately) **October 16, January 22, and April 16** – Application here: <http://form.jotformpro.com/form/51815830252956>
- **Master’s Thesis Research Grant** – open to MFA students to help fund their final project; up to \$500 – applications are accepted three times annually - The deadlines for the 2021/2022 academic year are 5:00 p.m. on (approximately) **October 16, January 22, and April 16** – Application here: <https://form.jotform.com/52994505315964>
- **Graduate Research Mentorship Program (GRMP)/Dissertation Year Fellowship (DYP):** These cover one, two, or three quarter of fees plus a stipend for continuing PhD students. Students must be nominated by the Department. Award information and the call for applications typically go out in late November, and applications are typically due to the department in early January each year. More information here: <https://graduate.ucr.edu/graduate-research-mentoring-faq>
- **Continuing Fellowships for MFAs:** These cover one, two, or three quarter of fees plus a stipend for continuing MFA students. Students must be nominated by the Department. Award information and the call for applications typically goes out in spring quarter. More information here: <https://form.jotform.com/80656020349959>.

Course Information

The following core classes form the central focus of both the Ph.D. and the M.F.A. programs. They are all offered over the course of two years, so you will most likely take them with the rest of your cohort. Graduate students need to take a total of 12 graduate units each quarter to be considered full-time students. These units can be drawn from the department class roster as well as from outside departments. Consult with the Graduate Advisor to plan this out. Generally, three graduate-level courses per quarter is plenty, particularly if you are TA-ing at the same time.

Critical Dance Studies Core Courses (all required for Ph.D. students; fulfills requirements for M.F.A.’s):

DNCE 254. Political Approaches to Dance Studies (4) Seminar, 3 hours; consultation, 1 hour. Prerequisite(s): reading knowledge of a language other than English; working knowledge of notation; graduate standing or consent of instructor. The study of power relations reflected in and enacted by dance practice and performance. Topics include nation formation, imperialism, race, commodification, globalization, economic and class relations, gender, and political affiliation and resistance.

DNCE 255. Historical Approaches to Dance Studies (4) Seminar, 3 hours; studio, 2-3 hours. Prerequisite(s): reading knowledge of a language other than English; working knowledge of notation; graduate standing or consent of instructor. The study of dances past and how dance practices have changed over time. May include study of changing modes for production and reception of dance, shifting constructions of bodies and movement, theories of dance reconstruction, and conceptualizations of historical evidence.

DNCE 257. Rhetorical Approaches to Dance Studies (4) Seminar, 3 hours; consultation, 1 hour. Prerequisite(s): reading knowledge of a language other than English; graduate standing or consent of instructor. The study of dance structure and of the structure of dance study. May include the analysis of narrative or representational structures in dance; narrative structures in

Dance Department Graduate Student Handbook

dance writing; dance semiotics; dance philosophy; and the accuracy, reliability, and value of critical studies of dance.

DNCE 258. Cultural Approaches to Dance Studies (4) Seminar, 3 hours; consultation, 1 hour. Prerequisite(s): reading knowledge of a language other than English; graduate standing or consent of instructor. The study of dance in and across cultures including cross-cultural studies of dance; multicultural approaches to dance history; ethnological, ethnographic, and cultural studies approaches to dance analysis; and analysis of the different roles and functions dance plays in cultural systems.

Experimental M.F.A. Core Courses (all required for M.F.A. students; **one** may be included as one of the four additional graduate level dance courses required for Ph.D.s):

DNCE 240. Improvising Choreography: Scores, Structures, and Strategies (4) Lecture, 3 hours; outside research, 3 hours. Prerequisite(s): graduate standing or consent of instructor. An evaluation of the use of the score or structure as a predetermining guide to the production of choreography. Students create choreography in ensemble, co-choreographing dances in the moment of performance and assessing immediately the efficacy of a given approach. Course is repeatable to a maximum of 8 units.

DNCE 241. Creating the Experiment: Identifying the New (4) Lecture, 3 hours; outside research, 3 hours. Prerequisite(s): graduate standing or consent of instructor. An inquiry into what constitutes an experiment in contemporary dance, critically examining how artists bring new dance into existence. Questions the working process in originating movement, sequencing, and images for dance and assesses this process with respect to larger historical and cultural frameworks. Course is repeatable to a maximum of 8 units.

DNCE 242. Dancing Representation: Figures, Forms, and Frames (4) Lecture, 3 hours; outside research, 3 hours. Prerequisite(s): graduate standing or consent of instructor. An examination of the systems of representation used to create choreographic meaning. Considers the bodily codes and the cultural associations attached to distinct qualities of movement and the conventions of space, time, and narrative through which a dance achieves its meaning. Course is repeatable to a maximum of 8 units.

DNCE 243. Collaborating in Dance Making: Materials, Methods, and Interactions (4) Lecture, 3 hours; outside research, 3 hours. Prerequisite(s): graduate standing or consent of instructor. An examination of the function of the choreographer as principal director of the dance project. Analysis of various approaches to the making of dance works that involve distinctive forms of collaboration with artists working in allied media. Course is repeatable to a maximum of 8 units.

ALL graduate students are also required to take:

DNCE 239: Introduction to Graduate Study of Dance (4) Seminar, 3 hours; outside research, 3 hours. Prerequisite(s): graduate standing or consent of instructor. A graduate-level introduction to the field of critical dance studies. Focus is on the foundational works and issues that have shaped the field. Topics to be covered include: genealogies of dance studies, approaches to embodiment, the influences of cultural studies and critical theory, and the research of Dance Department faculty.

DNCE 301: Seminar in Dance Studies Pedagogy and Professional Development (4) Seminar, 3 hours; consultation, 1 hour. Prerequisite(s): graduate standing or consent of instructor. Prepares

Dance Department Graduate Student Handbook

students to teach dance studies in an academic setting, and to participate in the dance studies profession. Students create course syllabi, discuss a range of practical teaching and professionalization issues, and develop skills necessary for succeeding in the academic field of dance. Graded Satisfactory (S) or No Credit (NC). Course is repeatable to a maximum of 8 units.

All M.F.A students and all Ph.D. students wishing to T.A. for Dance 5 must also take:

DNCE 180R: Dance Practicum: Pedagogy + 2 units of 292 (to receive graduate credit for the course) A studio lab-based pedagogy course designed for those interested in further developing their dance teaching, leadership and directing skills. It is required for graduate students who will be teaching DNCE 05: Intro to Dance, and is open to advanced level, upper division undergraduate dance majors who have a strong interest in the practice of teaching. This class is a lab for experimentation, critical dialogue and supportive reflection. Students will design and put into motion their own teaching assignments, and when not leading, they will be in the practice of learning and sharing from/with others. Students will continue cultivating the skills to give constructive feedback – and how to make distinctions between different kinds of feedback. Students will discuss/practice strategies for engaging multi-level/diverse student populations and, when possible, problem solve through impromptu teaching exercises. The professor's pedagogical practices will be a site for critical analysis, and the meta (discussing teaching while teaching) will be ongoing. Reading, writing, and outside studio observations will augment practice exercises in class.

Department and Building Resources

Graduate Student Project Room — ARTS 204 – This is a space is for grad students to work when they are not holding T.A. office hours. Keys must be signed out; more information and instructions in the back pages of this handbook.

T.A. Offices – INTN 4016 and INTN 4018 – These spaces are to be used only by T.A.s holding office hours and consulting with students. T.A.s should try to schedule their respective office hours so they don't conflict with each other. Please be considerate of others when using the space, keep it clean, and keep the door locked. See Mary Longtin for keys.

Dressing Room – On the second floor of the Dance department is an all gender dressing room, complete with showers.

Locker Space – As a courtesy to enrolled students, lockers on the 3rd floor of the ARTS Building are available during the Academic Year Only on a first come, first serve basis. Students must supply their own locks. The Performing Arts Administration and the ARTS Facilities assume NO RESPONSIBILITY in the security of these lockers: users occupy them at their own risk. All lockers must be cleared by June 14th (of the current academic year). Any remaining items will become property of UCR Dance Department. To claim a locker, you must sign up with the Arts 121 office.

Dance Studios – Arts 100 is the large studio on the first floor of the Arts Building. Arts 300 is the smaller studio on the third floor. The Dance Studio Theatre is housed in room 102 of the Athletics & Dance (ATHD) building, behind the INTS building.

Dance Department Graduate Student Handbook

Faculty Offices – These are located on the first and second floors of the Arts Building in the “Dance wing,” the part of the building closest to the athletic field.

Computer Labs on campus

Tomás Rivera Library – There are a number of public computers and printers for use in the Rivera Library. For details on computer locations see: <https://library.ucr.edu/using-the-library/technology-equipment/equipment>. For details on printing allowances see: <https://library.ucr.edu/using-the-library/technology-equipment/print-copy-scan>.

Other computers labs on campus can be found here:

<https://its.ucr.edu/computer-labs>

Dance Department Graduate Student Handbook

“User” Instructions for New Key Request system (KIMS)

Note: The Graduate Administrative Coordinator can also provide instructions for using the key system.

On the web, the URL address for the Users sign-on page is—

<https://chassintranet.ucr.edu/kims>

This sign-on page provides three options:

1. An established User can sign in with their username and password.
2. A new User can set up their profile by selecting the option, “Not yet registered.”
3. A User who has lost/forgotten their password can have it sent to their email address.

Setting up a profile:

Username should be your UCR NetID (ID used for your email account).

Items with an asterisk (*) are required information.

For contact information, please use home address and personal email account, NOT your UCR email.

Department should be your home department.

Requesting keys:

Upon sign-in you will be on the “New Key Request” tab.

You must use the drop down menu at top left to choose the Department from which you are requesting key/s. You will then see a list of the room keys available for that department.

Each key is requested separately by clicking on the Make Request Button to the right.

Complete the dates and reason on the New Key Request page and submit. Key return date is usually the last day of the quarter.

You will get an email to confirm that your request has been received, and an email when the key/s are ready to be picked up. **Please allow three business days for keys to be approved and ready for pick-up.**

There are also tabs available at the top right for updating your profile, checking the status of your key request/s, and for checking what keys you have checked out and their expected check-in date.

For additional questions, you can contact your Departmental staff or Mary Longtin, INTS M1010, 951-827-2674.

Dance Department Graduate Student Handbook

Procedures for Using Dance Department Studio Space

Updated by Anthea Kraut, September 2019

Let's maximize the use of our studios! We want a fair system that also enables studios to be used as much as possible. Please work together, communicate, and negotiate, SHARE space when you can – especially 100. Departmental events may pre-empt ongoing schedules. Every effort will be made for advance notice and alternate booking.

1. Each quarter a list of eligible students will be updated by appropriate faculty or the chair for staff to use in responding to requests. Priority will be as follows:
MFA projects (see limits below)
UCR is Dancing undergraduate choreographers
Teaching Assistants
Graduate seminar course assignments with a studio component or PhD students in a graduate practicum class
Graduate and undergraduate directed studies
Other projects by graduates and undergraduates approved by the chair
2. You must be approved by the appropriate faculty for rehearsal time and have requested key/s BEFORE requesting rehearsal time. Contact the Dance Graduate Administrative Coordinator for instructions on requesting keys. Eligible dance students then contact Mary Longtin (mary.longtin@ucr.edu or INTN M1010) to arrange for a studio key and make time requests for a regular ongoing time or in some instances a one-time activity. People will sign out for a key to the studio in which they regularly work. The on-line system for making requests is chassintranet.ucr.edu/kims/index.do. **Never give keys to another person! Report lost keys immediately. All keys must be turned in at the end of the quarter.**
3. LIMITS: Ongoing reservations are limited to **two 2-hour sessions** per week. MFA students however, may schedule one block of time of up to 4 hours and a second block of time of up to 2 hours each week. All requests for 4-hour blocks will be scheduled first, the shorter blocks scheduled second based on space availability. **Any requests for larger blocks of time MUST be submitted to Mary PRIOR to the start of each quarter; students who do not submit their requests on time are not guaranteed a larger block.** Other exceptions can be made with the approval of the chair (for example during the final production stages of an MFA project, or for a one-time, intensive work session on a weekend when there is space available).
4. Be sure to cancel any time that you have reserved and decided not to use. Alert Mary in advance, or mark the paper calendar if it is already posted.
5. **PICK-UP TIMES & PAPER SCHEDULE:** On Mondays, a paper schedule of the week (Monday through Sunday) for ATH 102, ARTS 100 & 300 will be posted outside of ARTS 100. **Once posted, the paper schedule rules! Graduate students may pick up extra times (2 hours per time) in addition to their ongoing rehearsals by signing their name clearly into delineated time boxes. Faculty can sign for eligible undergraduates**

Dance Department Graduate Student Handbook

in their class. Try to find time in the space for which you (or rehearsal mates) already have the key. Occasionally you can make an arrangement to sign out for a temporary key for pick-up use, but we need to keep the workload down for staff.

6. All rooms must be locked with lights off after use.
7. NO FOOD or street shoes in the studio. No leaving of props or stuff in the studio space or storage closet, and no removal of furniture. Please restore the space to working order for the next user. Students will need to provide their own sound source as the locked equipment is for course use only. Heads up – bathrooms are locked around 10:00 PM at night on weekdays and at all times on weekends!
8. Pay attention to safety issues. Report suspicious behavior immediately. In case of serious emergencies - ongoing violent crime or heart attack – call 911. For non-life threatening instances - a broken toe or someone acting oddly – call campus police at 827-5222. Avoid walking alone at night: use the Campus Safety Escort Service: 951-827-3772.

Dance Department Graduate Student Handbook

A RECOMMENDED TIMELINE FOR PROGRESS THROUGH THE PH.D. PROGRAM IN CRITICAL DANCE STUDIES (variations will occur): Fall 2021

Note: While this sheet is designed to assist you through program, please bear in mind that **all graduate students are responsible for meeting the requirements listed in the General Catalog for the year in which they enter.** See <https://registrar.ucr.edu/registering/catalog>.

YEAR 1:

- 239: Introduction to Graduate Study of Dance (required Fall quarter)
- 2 Critical Dance Studies core courses (required)
- 2 Dance seminars (possibly including an Experimental Choreography core course, a maximum of one of which can satisfy Ph.D. degree requirements)
- 1 graduate seminar outside of Dance
- 180R: Dance Pedagogy, plus 2 units of 292: Concurrent Analytical Studies (prerequisites for TA-ing for Dance 5)
- 301 (required; offered every other year)
- 280 Colloquium (if taken for a letter grade, can fulfill requirement for a Dance seminar)
- Dance 302 (while TA-ing, with advance permission of instructor)
- Movement practice courses
- Language courses (if needed to fulfill language requirement)

Apply for extramural funding for next year:

- Gluck fellowships

At academic year's end, go into your online student account (Banner) and perform a degree audit to confirm that your coursework and completed requirements are stated accurately. Report discrepancies, also things missing or improperly added, to Graduate Administrative Coordinator.

YEAR 2:

- 2 Critical Dance Studies core courses (required)
- 2 Dance seminars (possibly including an Experimental Choreography core course, a maximum of one of which can satisfy Ph.D. degree requirements)
- 1 graduate seminar outside of Dance
- Dance 301 (required, if not offered or taken the previous year)
- 280 Colloquium
- Movement practice courses
- Language courses (if needed to fulfill language requirement)
- Dance 302 (while TA-ing, with advance permission of instructor)

By end of Year 2, you should ideally have fulfilled your language requirement. You notify the Graduate Advisor in writing of the mode by which you satisfied the requirement and supply appropriate documentation. Also, the complement of graduate Dance and non-Dance courses you have completed by this point should prepare you to create the fields for your qualifying exams, once you have formed your exams committee.

Dance Department Graduate Student Handbook

During Spring of Year 2, you should identify and seek out a dissertation Chair, with whom you will then form your exams committee, comprised of faculty typically with whom you have previously taken courses. As you form your committee, you must fill out and obtain faculty signatures for the **Appointment of Ph.D. Committee Formation** form, which you obtain from the “Dance Graduate Community” Canvas site. This form must be submitted to the Graduate Advisor.

How to Choose a Dissertation Chair:

1. Overlap in Research Area/Topic
2. Methodological Overlap
3. Theoretical Overlap
4. Working Style
5. Rapport

Apply for extramural funding for next year:

- Gluck fellowships

At academic year's end, go into your online student account (Banner) and perform a degree audit to confirm that your coursework and completed requirements are stated accurately. Report discrepancies, also things missing or improperly added, to Graduate Administrative Coordinator.

YEAR 3:

Schedule to be determined in consultation with your Chair; may include:

- 291s to prepare exam reading lists (typically 4-6 units with each committee member)
- Seminars (for credit) that are relevant to your research focus
- Movement practice courses
- Dance 302 (up to 4 units while TA-ing, with advance permission of instructor)

Finish language requirement, if not already completed; notify Grad Advisor in writing, as explained for Year 2.

Begin Qualifying Exam process:

- Written Qualifying Exams (4-member committee): Spring of Year 3
- Qualifying Essay: Spring of Year 3, Summer, or Fall of Year 4
- Oral Qualifying Exam (5-member committee; must be completed with a Pass one quarter after the quarter in which you passed the Writtens): Spring of Year 3 or by end of Fall of Year 4

Composition of Qualifying Exam Committees

Your 5-member Oral Qualifying Exam Committee must be composed of:

- at least 3 tenure-track faculty members from UCR's Department of Dance
- at least 1 “outside” member, which means a tenure-track UCR faculty from a department other than Dance
- 1 additional member who is either: “inside” Dance, “inside” UCR but “outside” Dance, or at another university (which requires special approval from Grad Division)

These rules apply only to your Oral Qualifying Exam Committee, which means you have more flexibility in how you configure your Written Exams Committee. For example, while it is common and typically advantageous to work with 3 Dance faculty and 1 non-Dance faculty member for your writtens, it is possible to work with 4 Dance faculty on your writtens and then bring in a non-Dance faculty for your orals.

Dance Department Graduate Student Handbook

At least two weeks (preferably a month) in advance of Oral Exams, you must fill out and submit the Nomination for Oral Qualifying Exam Committee (Form 2), available here: <https://graduate.ucr.edu/petitions-and-forms>. The Oral Qualifying exam cannot take place until approval is granted by Graduate Division.

You can advance to candidacy (C.Phil status) once you have completed all coursework and requirements, and successfully completed all portions of the qualifying exams process. **To initiate this advancement to candidacy, and at least one month prior to taking your Oral Qualifying Exam**, go into your online student account (Banner) and perform a degree audit to confirm that your coursework and completed requirements are accurately stated. Notify the Grad Advisor and Graduate Administrative Coordinator about any discrepancies, things missing and/or improperly added.

Within 48 hours of completing your Oral Qualifying Exam, you must fill out and submit the Report of Oral Qualifying Exam & Nomination of Dissertation Committee (Form 3). Form 3 can be found here: <https://graduate.ucr.edu/petitions-and-forms>.

Note: Although Form 3 asks you to list your Dissertation Committee members (see below), you only have to name a Chair at the time of submission. It's important to discuss the composition of your Dissertation Committee with your Chair and get committee members' approval before listing them. You have up to one quarter after you advance to submit the names of the full committee. See the Dissertation Committee Nomination/Change Form here: <https://graduate.ucr.edu/petitions-and-forms>.

Helpful information about forms and procedures for Qualifying Exams can be found here: https://graduate.ucr.edu/campus-closure#signing_regulations_orals_final_defense_and_dissertationthesis_approval.

Composition of Dissertation Committee:

Your dissertation committee must be composed of a Chair from Dance and at least one additional faculty member from Dance. You may have up to five people on your Dissertation Committee, but please remember that scheduling defenses is more difficult the larger the committee. Committees of 3-4 people are most typical.

Apply for funding for extramural grants and fellowships:

- Graduate Research Mentorship Program (early January deadline)
- Humanities Graduate Student Research Grant (due in early February, secure a faculty sponsor by early January)
- Gluck fellowships, TA-ships in outside departments in the Spring,

YEAR 4:

By end of Fall quarter: Complete and pass all 3 portions of Qualifying Exams and any remaining foreign language requirement (must be fulfilled before you can advance to candidacy).

Initiate advancement to candidacy process (if not yet launched), as explained for Year 3.

- Enroll in 291s while taking exams
- Enroll in 299s after ABD
- Dance 302 (while TA-ing, with advance permission of instructor)

Dance Department Graduate Student Handbook

- Movement practice courses
- Begin research for dissertation

Apply for extramural fellowships:

- Dissertation Research Grant (Fall, Winter, and Spring deadlines)
- External national fellowships (October/December deadlines)
- Dissertation Year Fellowship (early January deadline)

Present at local/UC conferences (i.e. Dance Under Construction) and, in consultation with dissertation Chair, possibly submit paper proposals for national conferences (Dance Studies Association, American Society for Theatre Research, Performance Studies International, Association for Theatre in Higher Education, etc.) to present work from your dissertation research during Year 5.

At academic year's end, go into your online student account (Banner) and perform a degree audit to confirm that your coursework and completed requirements are stated accurately. Report discrepancies, also things missing or improperly added, to Graduate Administrative Coordinator.

YEAR 5:

- Research and writing of dissertation

Apply for extramural fellowships:

- Dissertation Research Grant (Fall, Winter, and Spring deadlines)
- External national fellowships (October/December deadlines)
- Dissertation Year Fellowship (early January deadline)

In consultation with your Chair, apply for jobs and postdoctoral fellowships

Submit paper proposals for national conferences; if your chair so advises, prepare an article for submission to an appropriate journal (Dance Research Journal, Theatre Journal, Women & Performance , etc.)

At academic year's end, go into your online student account (Banner) and perform a degree audit to confirm that your coursework and completed requirements are stated accurately. Report discrepancies, also things missing or improperly added to Graduate Administrative Coordinator.

YEAR 6:

- Writing of Dissertation
- Oral Dissertation Defense

2 forms must be submitted to finalize the successful completion of your dissertation: Report of Final Exam (Final Defense) – Form 5, and the Signature Approval Page. Both can be found here:

<https://graduate.ucr.edu/petitions-and-forms>.

Consult Grad Division's Dissertation Submission Guidelines here: <https://graduate.ucr.edu/dissertation-and-thesis-submission>

Apply for jobs, postdoctoral fellowships, national conferences
Submit an article for publication to a journal

Dance Department Graduate Student Handbook

M.F.A. PROGRAM IN EXPERIMENTAL CHOREOGRAPHY

A recommended timeline for progress (variations will occur): Fall 2021

While this sheet is designed to assist you through the program, please bear in mind that **all graduate students are responsible for meeting the requirements listed in the General Catalog for the year in which they enter.** See <https://registrar.ucr.edu/registering/catalog>.

Note: The M.F.A. program is designed to be a two years (6 quarters) program. Some students end up taking a 7th quarter to complete their final projects. The Department cannot guarantee funding for the 7th quarter.

YEAR 1

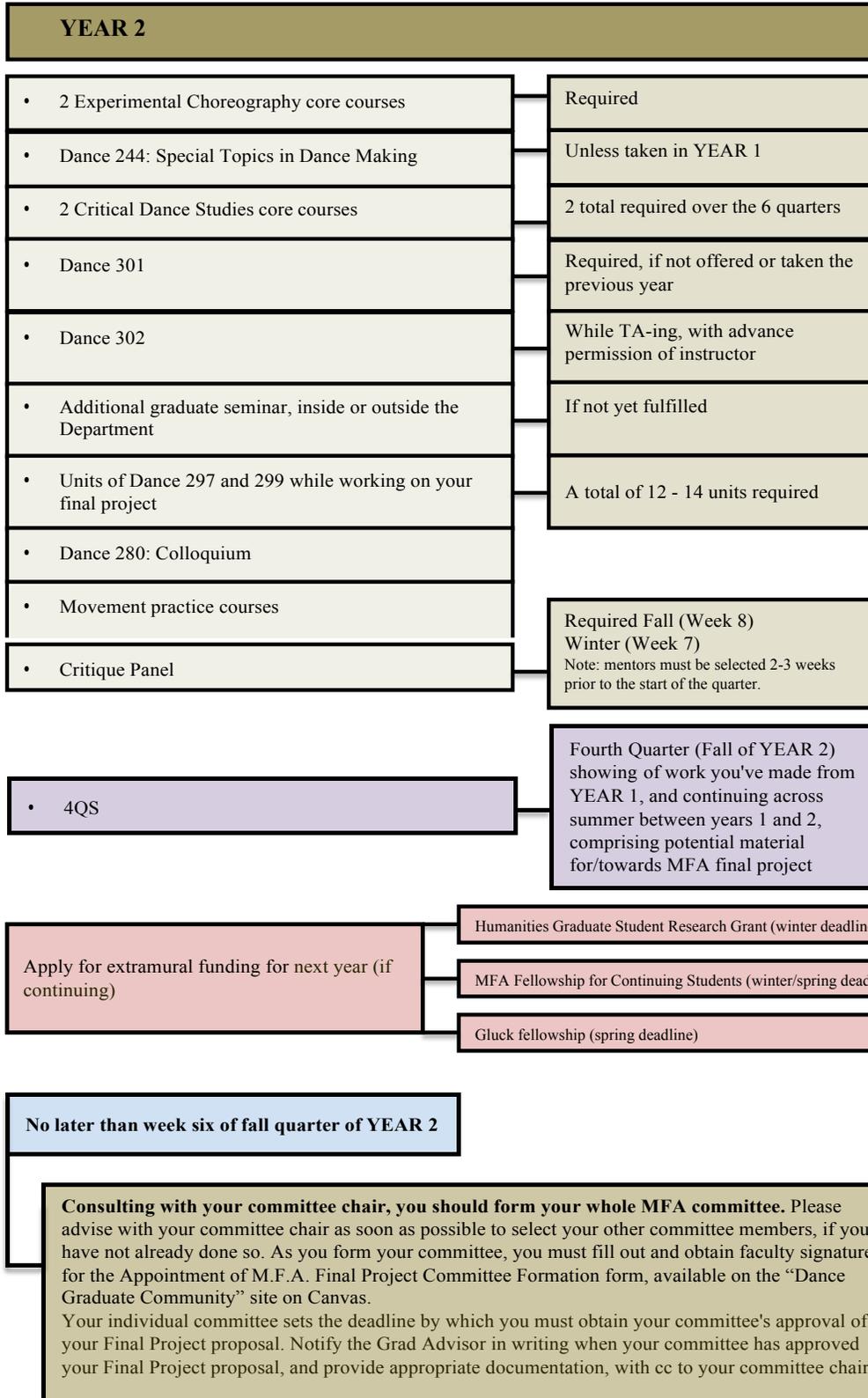
• Dance 239: Introduction to Graduate Study of Dance	Required Fall quarter
• Dance 180R: Pedagogy plus 2 units of 292: Concurrent Analytical Studies	Required Fall quarter; prerequisite for TA-ing Dance 5
• 2 Experimental Choreography core courses	4 total required over the 6 quarters
• 2 Critical Dance Studies core courses	2 total required over the 6 quarters
• Dance 244: Special Topics in Dance Making	Required during YEAR 1, optional in YEAR 2
• Dance 280: Colloquium	If taken for a letter grade, can fulfill requirement for an elective grad seminar
• Dance 301	Required; offered every other year
• Dance 302	Required during YEAR 1, optional the second year
• Additional graduate seminar, inside or outside the Department	1 total required over the 6 quarters
• Movement practice courses	Required Fall (Week 8), Winter (Week 7), Spring (Week 8) Note: mentors must be selected (or assigned in the case of first year MFAs) 2-3 weeks prior to the start of the quarter.
• Critique Panel	

Apply for extramural funding for YEAR 2	Humanities Graduate Student Research Grant (winter deadline)
	MFA Fellowship for Continuing Students (winter/spring deadline)
	Gluck fellowship (spring deadline)

By end of spring of YEAR 1

Identify and seek out an M.F.A. project Chair, with whom you will then form your M.F.A. committee. At **academic year's end**, go into your online student account (Banner) and perform a degree audit to confirm that your coursework and completed requirements are stated accurately. Report discrepancies, also things missing or improperly added, to Graduate Program Assistant.

Dance Department Graduate Student Handbook



Dance Department Graduate Student Handbook

By the last day of February

Students aiming to graduate at end of Spring in YEAR 2 should go into their online student account (Banner) and perform a degree audit to confirm that your coursework and completed requirements are stated accurately. Report discrepancies, also things missing or improperly added, to Graduate Program Assistant and Graduate Advisor; also email a copy of your degree audit to Graduate Advisor.

By Wednesday noon of Week 9 of Winter quarter

Students aiming to graduate at end of Spring in YEAR 2 must complete the Master's Application for Candidacy Form (Plan II) online on R'Grad (<http://rweb.ucr.edu/>) to submit it electronically.

By Wednesday noon of Week 10 of Winter quarter

Following any needed fine-tuning, students must wet-sign the finalized form. This time frame accommodates faculty and student reduced presence on campus during finals week, their absence during Spring break, and campus closure for Cesar Chavez holiday.

Notify the Graduate Advisor and Graduate Program Assistant in writing when you have completed all parts of the performance components of your MFA final project, with cc to your committee chair. Be sure to state the dates.

Spring Graduation: Graduation Ceremony June of YEAR 2

Students who wish to graduate with a spring graduation date on their transcripts, and also "walk" in the formal UCR graduation ceremony in June of YEAR 2, must secure their committee's approval of the written component of their final project by noon Thursday of finals week in Spring quarter. Students must notify the Graduate Advisor and Graduate Program Assistant in writing by noon Thursday of finals week, with cc to their committee chair. For a summer completion date on transcripts, students have until nearly the end of August to finish the written component.

Dance Department Graduate Student Handbook

FALL of YEAR 3

- 12 units of 299 while working on your choreographic project, including the written component
- Critique Panel. Required for 7th quarter/YEAR 3

Note: students may go on Filing Fee in their last quarter of the program.

By August 15 prior to start of YEAR 3

Students aiming to graduate at end of Fall in YEAR 3 must go into their online student account (Banner) and perform a degree audit to confirm that your coursework and completed requirements are stated accurately. Report discrepancies, also things missing or improperly added, to Graduate Program Assistant and Graduate Advisor; also email a copy of your degree audit to Graduate Advisor.

By noon on August 31 prior to start of YEAR 3

Students aiming to graduate at end of Fall in year 3 must complete the Master's Application for Candidacy Form (Plan II) online on R'Grad (<http://rweb.ucr.edu/>) to submit it electronically.

By September 15 prior to start of Fall instruction in YEAR 3

Following any needed fine-tuning, student must finalize the form and electronically submit the application. This time frame accommodates Labor Day holiday, faculty and student absence from campus until instruction starts, and time required to post documents by US mail in order to secure faculty wet signature.

Notify the Graduate Advisor and Graduate Program Assistant in writing when you have completed all parts of the performance component of your MFA final project (if not completed the previous spring), with cc to your committee chair. Be sure to state the dates.

Secure your committee's approval of the written component of your final project by noon Thursday of finals week in Fall quarter. You must notify the Graduate Advisor and Graduate Program Assistant in writing by noon Thursday of finals week, with cc to your committee chair.

Dance Department Graduate Student Handbook

Appeals Procedure for PhD in Critical Dance Studies Program

This document lays out the procedures for appealing academic decisions, including the outcomes of qualifying exams, for the PhD in Critical Dance Studies Program in the Department of Dance.

1. In the case that a dispute arises over an academic decision, including the outcome of any portion of the Qualifying Exams (Written Qualifying Exams, Qualifying Essay, Oral Qualifying Exam), the disputing party is strongly encouraged to seek an informal resolution as a first course of action. Informal resolution usually involves further communication among the affected parties (e.g., a student and the chair of his/her exam committee), perhaps in the presence of a third party if desired.

2. In the case that the dispute cannot be resolved informally, the disputing party may make a formal appeal. An appeal will be considered valid if it meets the following criteria:

- a) The appeal is made by a currently enrolled student or a current FTE faculty member in the Dance Department.
- b) The appeal is made to the Graduate Adviser; or, in the case that a conflict of interest exists between the appellant and the Graduate Adviser, to the Department Chair; or in the case that a conflict of interest exists between the appellant and both the Graduate Adviser and the Department Chair; to another FTE faculty member in the Dance Department.
- c) The appeal is made no later than 30 days following the notification of the decision (i.e., the date on which the exam results were announced).
- d) The grounds of the appeal fall under one of the following two areas:
 - (1) evidence of procedural error; and/or
 - (2) evidence of non-academic criteria being used to evaluate academic work, including personal bias and violations of the campus nondiscrimination policy.
- e) The appeal takes the form of a written statement that lays out the grounds for the appeal and includes any supporting documentation.

3. The validity of the appeal must be verified by the Graduate Adviser; or, in the case of a conflict of interest, by the Department Chair; or, in the case of a conflict of interest with both the Graduate Adviser and Department Chair, by two other FTE faculty in the Dance Department. The appellant must be notified of the validity of the appeal within 14 days of submitting it.

4. If deemed valid, the appeal will be considered by a hearing panel consisting of a committee of FTE faculty in the Dance Department who were not involved in making the decision under appeal.

5. The appeals hearing will include the opportunity for the affected parties to meet separately with the hearing panel. Once the hearing panel has heard from all sides in the dispute, they must decide collectively, by a majority decision, whether or not to deem the result in question valid or invalid. If the result is deemed invalid, the hearing panel may rule to overturn the result. The appellant must be notified of the outcome of the hearing panel's decision within 60 days after the appeal has been deemed valid.

6. All affected parties may appeal academic decisions made at the program level (including appeals decisions) to the Graduate Dean (http://graduate.ucr.edu/dispute_resolution.html).

Dance Department Graduate Student Handbook

Appeals Procedure for MFA in Experimental Choreography Program

This document lays out the procedures for appealing academic decisions, including the evaluation of MFA choreographic projects, for the MFA in Experimental Choreography Program in the Department of Dance.

1. In the case that a dispute arises over an academic decision, including the evaluation of an MFA choreographic project, the disputing party is strongly encouraged to seek an informal resolution as a first course of action. Informal resolution usually involves further communication among the affected parties (e.g., a student and the chair of his/her exam committee), perhaps in the presence of a third party if desired.
2. In the case that the dispute cannot be resolved informally, the disputing party may make a formal appeal. An appeal will be considered valid if it meets the following criteria:
 - a) The appeal is made by a currently enrolled student or a current FTE faculty member in the Dance Department.
 - b) The appeal is made to the Graduate Adviser; or, in the case that a conflict of interest exists between the appellant and the Graduate Adviser, to the Department Chair; or in the case that a conflict of interest exists between the appellant and both the Graduate Adviser and the Department Chair; to another FTE faculty member in the Dance Department.
 - c) The appeal is made no later than 30 days following the notification of the decision (i.e., the date on which the results of the evaluation of a choreographic project were announced).
 - d) The grounds of the appeal fall under one of the following two areas:
 - (1) evidence of procedural error; and/or
 - (2) evidence of non-academic criteria being used to evaluate academic work, including personal bias and violations of the campus nondiscrimination policy.
 - e) The appeal takes the form of a written statement that lays out the grounds for the appeal and includes any supporting documentation.
3. The validity of the appeal must be verified by the Graduate Adviser; or, in the case of a conflict of interest, by the Department Chair; or, in the case of a conflict of interest with both the Graduate Adviser and Department Chair, by two other FTE faculty in the Dance Department. The appellant must be notified of the validity of the appeal within 14 days of submitting it.
4. If deemed valid, the appeal will be considered by a hearing panel consisting of a committee of FTE faculty in the Dance Department who were not involved in making the decision under appeal.
5. The appeals hearing will include the opportunity for the affected parties to meet separately with the hearing panel. Once the hearing panel has heard from all sides in the dispute, they must decide collectively, by a majority decision, whether or not to deem the result in question valid or invalid. If the result is deemed invalid, the hearing panel may rule to overturn the result. The appellant must be notified of the outcome of the hearing panel's decision within 60 days after the appeal has been deemed valid.
6. All affected parties may appeal academic decisions made at the program level (including appeals decisions) to the Graduate Dean

Dance Department Graduate Student Handbook

Procedures for Qualifying Exams in the PhD Program in Critical Dance Studies

created May 2014, updated fall 2019

Written Qualifying Examination (WQE)

Purpose and Expectations: All PhD students must demonstrate their proficiency in four fields of study related to critical dance studies and to the student's individual area of research by completing a written qualifying exam consisting of four written essay questions.

Structure: Students must prepare one field for examination with each of four members of the committee in whose courses the student has completed degree requirements. The committee is composed of two Dance faculty members, one of whom is chair, and two other members who may be Dance faculty or "outside members" (not a UCR Dance faculty member or cooperating faculty member). The written qualifying examination may be completed as a "take-home" format (seven-day, open-book) or a "sit-in" format (two-hour exam periods for each field, conducted on site in the department, and completed in one five-day work week). Each exam answer is expected to be approximately 8-12 typed double-spaced pages. No citations or precise references (i.e. pagination) should be expected so as to allow the student more time for elaboration. Students are not permitted to take their written exam answers to the Graduate Writing Center, nor receive any outside editing assistance. The only exception is for students whose first language is not English, who, with the prior approval of their chair, may have someone edit their essay for grammatical legibility.

Question submission: Questions for the qualifying exams are composed by the four members of the student's Written Qualifying Exam Committee. For a given field, a Committee member may compose a single question, or compose several questions from which the student chooses one to answer. The Committee Chair solicits and compiles these questions from the Committee members.

Content: The content of the Written Qualifying Exams is based on the four readings lists that the student prepares with each member of his/her Written Qualifying Exams committee. These lists may or may not be tied to specific classes that the student has taken.

Administration: All students taking the Written Qualifying Exams will be tested using the same procedures. The WQE are administered at a time mutually agreed upon by the four Committee members and the student, after the student has completed preparatory work on each exam field reading list. Once the time of the exam has been set, the Committee Chair forwards the Committee's exam questions to the Dance Department Administrative Coordinator (or a Performing Arts Administration staff member, if the Coordinator is not available). The Coordinator then administers the exam to the student. For the take-home format, this means the Coordinator emails the questions to the student at an agreed-upon time, and exactly seven days later, receives the exam answers from the student. The Coordinator then forwards these answers to the Committee Chair.

Standards of Evaluation and Evaluation Process: The Written Qualifying Exams are evaluated by the student's Written Qualifying Exam Committee. Each member of the committee

Dance Department Graduate Student Handbook

evaluates the student's completed answer to his/her individual question on a pass/no pass basis. To pass, students must demonstrate their abilities to synthesize and integrate various kinds of materials (textual and otherwise) and methodological perspectives acquired in their field reading lists and their required coursework.

Reporting of results: Students will be informed of the results of their Written Qualifying Exams by their Committee Chair via a WQE pass or fail letter, which will be kept in the student's departmental file and forwarded to Graduate Division. Typically, these results will be received and disseminated approximately two weeks following the completion of the Exams.

Access to exams and feedback: Under Federal law, students have the right to access their student records. A hard copy of each student's Written Qualifying Exam will be kept as a permanent part of the student's file, along with the Department's memo notifying the student of the results of the Exam. Students can request a meeting with a suitable faculty member to discuss their performance on the Written Qualifying Exams. Students who fail to pass any of their examination fields are required to confer with their Exams Committee Chair to make arrangements for retaking the Exam in the field(s) they did not pass.

Retake Policy: Students who pass at least one of the WQE fields are eligible to be re-examined in the field/s they failed to pass. Students who fail in ALL examined fields are not eligible to retake the WQE. Students who fail 1-3 fields must be re-examined in these failed fields in one time period. That is, they may have 2 days to complete their responses per re-examined field, and the re-examinations must be taken in sequence, without a break between the reexaminations. The date for re-examinations in fields failed will be set in consultation with students' Committee Chair. (As a norm, students are expected to complete the re-examination between three and six months after the original examination date.) Students must pass all reexamined fields in this second try in order to pass the entire Written Qualifying Exam. There is no third opportunity for re-examination.

Qualifying Essay (QE)

One quarter after successfully completing the written examination, students complete a rough draft of the qualifying essay, under the direction of the same group of faculty members who monitored the written examination. Students finalize the qualifying essay and sit for the oral examination before the end of the following quarter. The qualifying essay is generally 25 pages in length and demonstrates the student's ability to articulate a viable dissertation research project. It must consist of written work but may include other forms of video or film productions with the approval of the relevant committee and the graduate advisor.

Oral Qualifying Examination (OQE)

Students must prepare a qualifying essay and be examined by a five-person oral qualifying examination committee. The committee, nominated by the department and appointed by the dean of the Graduate Division, consists of all four written examination committee members, plus a fifth member chosen so that the five-person committee would be comprised of no more than two "outside faculty members," and no fewer than one "outside faculty member." All members of the

Dance Department Graduate Student Handbook

committee must be physically present for the exam.* The committee examines the adequacy of the student's preparation to conduct the research proposed in the qualifying essay.

*Note: As of April 18, 2013, Graduate Council changed the policy on physical presence at the oral qualifying exam. The policy now reads as follows:

All committee members must be physically present. If that is not possible, ONE member of the examining committee may participate remotely (e.g. Skype or other video conferencing technology).

- The committee chairperson, co-chairperson, or outside member may not participate remotely.
- Remote participation must be approved by the Graduate Dean prior to the exam by submitting the Petition for Remote Participation, which can be found here: <https://graduate.ucr.edu/petitions-and-forms#petitions>.
- Committee members nominated from outside the UC Academic Senate who participate remotely must have qualifications comparable to a UC Academic Senate member and submit a letter of intention and CV. In addition, strong academic justification for inclusion on the committee must be provided by the Graduate Advisor.
- For the Oral Qualifying Exam, every attempt must be made to find a suitable replacement for the member that cannot attend before remote participation will be considered. For the Dissertation/Thesis defense, the option of a proxy member must be ruled out before remote participation can be considered.

Advancement to Candidacy (Becoming ABD)

Advancement to candidacy for the doctoral degree depends on completing required course work, fulfilling language requirements, and passing the written examination, qualifying essay, and the oral examination.

**Language Requirement for PhD in Dance
Updated Spring 2011**

“All students must show competence in at least **one** language other than English. Further requirements in specific forms of dance or music notation or ancient or contemporary languages may be determined for each student in consultation with relevant faculty and the graduate advisor of the program.”

1. Pass a translation exam administered by a faculty member. This option should be selected by students with good reading command of the chosen language. The exam typically consists of 500 - 750 words of the foreign language. Time allotted for the exam is one and one half hours, and the student may use a dictionary in printed form (not online) to accomplish the translation. Students may petition to take courses towards this end as S/NC. As a rule, the translation exam may be taken only once; students who do not pass the exam will need to employ one of the other options, below.
2. Effective Winter Quarter 2003: Attain a grade of "B" or better in a graduate seminar taught in the foreign language.
3. Effective Winter Quarter 2003: Attain a grade of "B" or better for the equivalent of two years of coursework, taught in the form of an intensive course sequence in the language. This option requires that the student petition the faculty for acceptance of the equivalency.
4. In consultation with their dissertation committee chair, students may pursue the following option, both for written languages and for languages that are in the process of being "reconstituted" or that exist solely as oral and/or coded languages:

Choose three documents or performances written or recorded in a language other than English that they plan to use in their dissertation research. Students then translate these documents into English within a time frame approved by their chair. They then fulfill their requirement by either:

- a. handing in the full English translations, plus a 5 to 7 page essay, written in English, discussing issues that arose during translation, the translations themselves and the relation of both to the student's research.
- b. sitting for a 90 minute exam in which they are presented with a short excerpt from one of the documents they have chosen. They first translate that excerpt into English, and then write a short essay discussing it and its import in relation to their research.

Dance Department Graduate Student Handbook

Department of Dance TA Allocation Policy

TA allocations. The allocation of TAships among Dance Graduate students is a large puzzle, based on available funding, department needs, and campus enrollment needs and trends. TA assignments are decided on by the Graduate Advisor and Chair and based on the following four criteria:

1. Legal commitments as outlined in your admissions package (“promised TAships”).
2. Skills: Evaluation of graduate students’ skill sets. Not everyone can teach Dance 5; not everyone can teach Dance 7. We have commitments not only to support grad students, but also to ensure that UCR undergraduates have a solid learning experience. Our evaluations are based on TAs’ previous teaching experience (outside of UCR); what we’ve observed in coursework at UCR; previous student evaluations (if applicable); faculty evaluation of skill as observed in guest teaching, performances and presentations; and relation of skills to UCR undergraduate student body needs.
3. Need: This includes an evaluation of students’ personal situation particularly in relation to their success in the program; health; and financial need. (Sometimes these are confidential and not known to other students).
4. Equity: This includes how many TAships beyond the “promised TAships” a student has already received.

TA Offers:

- ❖ Offer letters, ASE (Academic Student Employee) guidelines and TA section rating form go out 30 days in advance of the first day of the next quarter.
 - Offer letters are automated and will come via email.
 - ASE guidelines and the TA section rating form will come in a separate email from the Administrative Graduate Coordinator.
- ❖ Grads have 3 days to sign and upload their signed letter to accept the appointment.
 - Failure to do so is considered forfeiture of the appointment.
 - Contact the Administrative Graduate Coordinator if you cannot make this deadline.

TA section ratings form. This procedure is designed to give TAs an equal opportunity to teach their most desired sections.

- ❖ TA’s will be sent a form listing all the TA sections, days, times and rooms. TAs must rank each section, with 1 being your first choice to teach, 2 your second choice and so on.
 - ✗ If you are unavailable to teach a section, you must state the reason.
 - Failure to state the reason will result in not considering this time unavailable.
 - ✗ Section ranking sheets are due via email to the Dance Graduate Administrative Coordinator at the same time offer letters are due.
 - ✗ If all TAs accept their position, you can expect to get your assigned TA courses in approximately one week.

Priorities on assigning sections are decided with these criteria in mind:

1. Class conflicts required for degree

Dance Department Graduate Student Handbook

2. Other class conflicts (i.e. conflicts with classes not required for degree)
3. UCR-related commitments (i.e. Gluck, campus service roles)
4. Non-UCR work-related conflicts
5. Family/Personal conflicts (i.e. coordinating with daycare, caring for family member, health issues)
6. Equity in assignment times in relation to previous quarters (i.e. your acceptance of this less desirable section time in previous quarters weighs toward your request not to teach this time slot again)
7. Personal preference/commute-related requests. Note: this is considered, but given least priority in these considerations.

- ❖ We will do our very best to accommodate requests as weighted in this breakdown, but **cannot** guarantee that everyone will be assigned sections for which they have no conflicts. Once assignments are made, you may accept or decline the position, but cannot renegotiate your section time.
- ❖ In the event not all TAs accept the TA appointment/offer, the section assignments will be postponed until another TA offer is extended and the TA accepts the position and turns in their section assignments by the 3-day acceptance deadline.
- ❖ In the event that all TA offers have been accepted and sections have been assigned, and THEN a TA declines their position, we will NOT reassign all the sections again. Instead, we will offer the TAship to someone who can teach the available sections, or, if there are legitimate conflicts with these times, work with specific TAs to adjust the sections.
- ❖ If you fail to turn in your section assignments by the 3-day deadline, it will be assumed you are flexible and willing to take whichever section are available.