



VCA
Victorian College
of the Arts

VCA DANCE

STUDENT GUIDE

2017

In the spirit of reconciliation, The Victorian College of the Arts recognises that it is situated on country for which the people of the Kulin Nations have been custodians for many centuries and on which they have performed age-old ceremonies of celebration, initiation and renewal. We acknowledge their living culture and unique role in the life of this region and offer our deep appreciation for their contribution to, and support of, our artistic and academic enterprise.

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Disclaimer: reasonable endeavours have been used to ensure that material contained in this guide was correct at the time of publication. Changes may be made if deemed appropriate and where possible will be notified. Check for confirmation with your relevant course coordinator if uncertain.

This document provides useful information about policies and procedures within VCA Dance. It will assist you to make your time at the VCA enjoyable and productive, so please familiarise yourself with the information. The University of Melbourne Handbook is available on the [website](#).

Studio Access

The Dance building opens at 8.30am Monday - Saturday and swipe access is available from 7.00am. All studios are available from 7.00am-11.30pm (see Timetables and Studio Bookings on p20). Please take the opportunity to arrive early and warm-up prior to class and prepare for the day.

Dance and Performing Arts Staff

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Staff Member	Position	Extn
<u>Academic Staff</u>		
Assoc. Prof. Jenny Kinder	Head of Dance	59380
Meredith Blackburn (Year 3 Coord)	Lecturer in Dance	59384
Helen Herbertson (Pgrad Coord)	Postgraduate Coordinator	59392
Dr Sandra Parker	Lecturer in Dance	59498
Anna Smith (Year 2 Coord)	Lecturer in Dance	59102
Nina Veretennikova (Year 1 Coord)	Lecturer in Dance	59386
<u>Professional Staff</u>		
David Lang	Production Coordinator - Performance	59106
Naomi Adams	Technical Resources & Facilities coordinator - Performance	49653

Dates for 2017

Semester 1

2nd & 3rd Years Monday 13 February – Friday 16 June
1st Years Monday 27 February – Friday 9 June

Easter Break/NTP Friday 14 April – Sunday 23 April
(all Year levels)

Performances

3rd Year Season Wednesday 3 May – Saturday 6 May
2nd Year Season Thursday 8 June – Thursday 15 June

Non-Teaching Period

1st Years Saturday 10 June – Sunday 9 July
2nd Years Saturday 17 June – Sunday 9 July
3rd Years Saturday 17 June – Sunday 16 July

Semester 2

1st & 2nd Years Monday 10 July – Friday 1 December
3rd Years Monday 17 July - Friday 1 December

Open Day Sunday 20 August (Compulsory attendance for ALL undergraduate students)

Non-Teaching Period Saturday 23 September - Sunday 1 October
(all Year levels)

Performances

End of Year Season 1st & 2nd Years Wednesday 25 October – Saturday 28 October

Graduation Season 3rd Years Thursday 9 November – Thursday 16 November

Student Works Monday 27 November – Friday 1 December

University Recognised Public Holidays – VCA Closed

Good Friday – Friday 14 April
Easter Monday – Monday 17 April
Easter Tuesday – Tuesday 18 April
Anzac Day - Tuesday 25 April
Queen's Birthday – Monday 12 June
Grand Final Eve – Friday 29 September

Please note that Labour Day, Monday 13 March, and Melbourne Cup Day, Tuesday 7 November are not University Holidays. Classes will run as normal on those days.

COURSE INFORMATION

Staff will provide detailed Subject Outlines at the commencement of each semester through LMS, the Learning Management System.

Subject Delivery by Semester

All subjects in the Bachelor of Fine Arts (Dance), except Travelling Dance Studio-Europe, are offered in Semester 1 or Semester 2.

1. Student interviews are normally held after the Progress Assessment in Dance Technique midway through each semester to provide feedback for students prior to final assessment.
2. Assessments at mid-year mark the end of Semester 1 subjects and results can be accessed through My.unimelb.
3. Many Semester 1 subjects are prerequisites for Semester 2 subjects. Students need to satisfactorily complete them before progressing to Semester 2.

Appropriate Attire for Class

For all practical dance classes, safety and effective teaching & learning are important priorities. To facilitate achievement of your goals and regular feedback from teachers, loose clothing should not be worn (except during warm-up). For ballet classes, women should wear a solid colour leotard and pale coloured or pink tights (not black), and pink ballet shoes. Wearing pointe shoes is optional and should be discussed with your main ballet teacher. Men should wear a solid colour leotard or close-fitting t-shirt and footless tights (not black), white socks and black or white shoes. **Short black bike pants can be worn over tights and leotards but ballet skirts should not be worn as these compromise teachers' ability to see your body clearly and provide feedback.** For contemporary classes women and men should wear solid colour leotard or close-fitting t-shirt and footless tights. Leg warmers, jewellery and watches should not be worn. Hair must be away from the face and securely fastened for all classes. Please also refer to Heat policy on p10.

Attendance

Students are expected to attend **all** classes. To ensure adequate warm-up and safe dance practice students are also expected to be punctual. Staff have discretion to ask any late students to undertake individual warm-up before joining the class or to not participate. A 15-minute break is usually scheduled between classes to facilitate punctuality. Attendance hurdles must be met in order to successfully complete each subject and students should be aware that failure in first semester will result in ineligibility to enrol in second semester.

Absence

You should advise your Year Coordinator (in advance whenever possible) if you cannot attend classes for any reason. In line with industry practice absences of more than one day will need to be supported by a medical certificate or health care professional certification. This will also assist you should it be necessary to make application for Special Consideration (see p.6). It is the student's responsibility to follow up on any material from missed classes. Year Coordinators will explain in detail the hurdle requirements for each subject and the implications of injury on attendance.

Timetables

Classes are normally scheduled between 9.00am and 6.00pm, although classes are held on Wednesday evenings for all year groups. Timetables are emailed on the Friday of each week (for the following week) and posted on the pin-board at the end of the corridor on Level 1, next to Studio 202. You are advised to check the pin-board regularly for changes.

Communication

Effective communication is essential to the day-to-day operation of VCA Dance and to your experience as a student. Electronic communication is the most common form of communication, via your University of Melbourne email address or through the **Learning Management System (LMS)** – see pg. 14. For internal communication students are also provided with a Student File located in the bottom drawer of the 3-drawer filing cabinet in the Resource Room (102). **It is essential that you check your university email address regularly, or set it to forward through emails to your personal account.**

Assignments

An assignment submission sheet must accompany each assignment so that VCA Dance has a record that your work has been received. Please do not give your work direct to an academic staff member. If submission is not required via LMS Turn-It-In please submit your assignment at Stop 1, the Student Centre, (at the back of the Elisabeth Murdoch Building) with a completed Assignment Submission sheet attached (the bottom section of the sheet must also be completed). Assignments must be lodged by 4.00pm on the due date. Assignments received after 4.00pm will be deemed late. In some subjects you will be required to submit assignments through Turn-It-In via LMS.

Extension of time for an Assignment Submission

Extensions to assignment submission are to be negotiated directly with the Subject Teacher who will confirm approval with the Year Coordinator. The extension period will not normally exceed two weeks unless a formal application for Special Consideration has been lodged.

Assignments submitted late without an extension will have the VCA Dance late assignment policy applied to them. This will be explained by Year Coordinators. As students are required to complete all aspects of the course, late assignments or non-submission can jeopardise progress to the next year level. Assignments submitted late must also have an assignment submission sheet attached

NOTE: Students should keep a copy of all written work submitted.

GENERAL SCHOOL INFORMATION

Video/Editing Facilities

Video/Sound Editing Suites for undergraduate/graduate student use, are available in the Hub Multi Media Lab. Staff in the lab can provide basic induction and training. See page 17 for Student IT facilities across the campus and at the Parkville campus.

Eating in the Building

Eating and drinking in the studios (apart from water) is not allowed. An exception is made for Student Meetings held in the lunch break. The Student Common Room (on Level 1) and the Café in the HUB building are available as areas for relaxation.

Physiotherapy

It is important that student seek physiotherapy treatment early to prevent injury becoming chronic. It is also essential absence from class and seek treatment locally.

The following services are available:

- Melbourne Dance Clinic run through ASAS City Physio, treatment is available at the VCA secondary school (VCASS) located at 57 Miles street, Southbank, and at the clinic located level 2, 12 Collins Street, Melbourne CBD. The Physiotherapy booking system for appointments is available on-line at asascityphysio.com.au, using the app "Asas" or by phone on 9650 1347.
- Performance Medicine Physiotherapy, bookings are made over the phone on 03 9686 2373 or online at <http://www.performancemedphysio.com.au/appointments/>

Performance Medicine, Suite 2, Ground Floor, 135 Sturt St, Southbank, 3006.

Lockers

Each student is allocated a locker in the downstairs change-rooms. Please provide a padlock to secure your gear and ensure that your name and year level appear on the locker, e.g. *Betty Smith, Year 2*. Lost or mislaid keys can cause great inconvenience and expense in removing the padlock. A combination lock is highly recommended and bolt cutters are available from Southbank Security if necessary – call 9035 9311. For additional security key codes have been installed on the doors to the locker rooms. The codes are available from your Year Coordinator.

Locker Room doors must be closed and secured during classes, as well as evenings and weekends. There should be no public access. Unfortunately there are a number of thefts annually and you should ensure security at all times.

Personal mail and deliveries

Please be aware that personal mail or deliveries on behalf of students cannot be accepted. **Interstate students should ensure their families are informed of this.**

Photocopier

A photocopier is available for student use in the Lenton Parr Visual and Performing Arts Library.

Phone

There are emergency phones located on the first floor of the Dance building outside studio 221 and at the counter of the Theatre, building 879, 28 Dodd Street.

Dance & Theatre Building Foyers

The Dance building foyer is a quiet area and provides seating for visitors. Your respect for a quiet work environment is appreciated – please do not use this area as a meeting place. The Student Café and Student Common Room on the first level of the Dance building are for this purpose. Please be aware when working in the Theatre Building that the Foyer area is also a work environment and your assistance in keeping noise to a minimum is appreciated. Please return furniture in this area to a neat and tidy arrangement should you need to move it for your own use.

Stationery

You are required to supply your own stationery (pens, pencils, rubbers, scissors, staplers, paper, sticky tape, glue sticks, liquid paper etc.) throughout the course. You are also required to supply your own paper for the printers in the Hub computer labs and the Library.

Student Common Room

The Student Common Room on the first level is available for undergraduate and postgraduate student use. Year coordinators will discuss a roster with you to maintain a clean, hygienic and tidy environment.

Student Participation

Through weekly Student Meetings, students have an opportunity to meet regularly with Year Coordinators, and other academic staff. Students are encouraged to contribute to debate about course content and curriculum initiatives.

Student References

Please note that 10 working days' notice is required for written references from the academic staff. Please contact them directly with full details of your request.

VCA Performances

Students are encouraged to see as much VCA performance work as possible, including designated Open Dress Rehearsals free of charge (not all Dress rehearsals are open). All Faculty students will also be able to purchase student rush tickets for \$5 – as available to see Theatre and Music Theatre performances in addition to Dance performances. External Relations will communicate the process for ticket purchase and the CODE for discounted or complimentary tickets. Occasionally, if seating is available 15 minutes prior to performance start time, students may be allocated seating free of charge to some performances, at the discretion of Front of House staff located in Box Office.

As a performer you need to be aware of the VCA Dance/Production Protocols which can be found on the VCA Dance Community site on LMS:

https://app.lms.unimelb.edu.au/webapps/blackboard/execute/announcement?method=search&context=course&course_id=286840_1&handle=cp_announcements&mode=cpview

Front of House Responsibilities

It is a requirement that students provide Front of House assistance during performance seasons. Year Coordinators provide a semester roster for performance seasons. It is the student's responsibility to find their own replacement should a change of shift be necessary. Students must communicate to the Year Coordinator or Front of House Coordinator with appropriate notice. Duties include assisting in setting up the foyer, box office/ticketing tasks and ushering which are clearly set out on Task Sheets for each shift. The Front of House Coordinator will provide on the job training and a briefing at the commencement of each shift.

RESOURCES & FACILITIES INFORMATION

Equipment Loan Procedure

There are a number of video cameras that can be booked for use by students. Students must be appropriately inducted in their use before a booking can be made. Booking requests are made via the white board located in the Equipment Storage (Rm 205). Please note that on return you will be responsible for recharging the battery to ensure that is fully charged for the next user.

Electrical & Personal Equipment

It is University policy and your responsibility to ensure that all electrical items whether your own, borrowed or hired are “tested and tagged” by a qualified electrician. This includes tape decks, cameras, CD players, laptops or any other electronic equipment. If it does not have current “test and tag” information displayed you cannot use it on campus.

VCA Stock Shop (Costume/Props)

See Faculty guide

VCA Stock Shop (Light and Sound)

See Faculty guide

Performing Arts Facilities

See Faculty guide

HEALTH & SAFETY

Health and Safety is an important priority for the faculty. The Faculty Student Guide details health and safety procedure that apply to each individual student, you should familiarise yourself with this policy.

Smoking

The University and VCA have a smoke-free policy in all buildings (including balconies) vehicles and campus grounds.

Injury Prevention and Management

VCA Dance has a comprehensive approach to injury prevention and management, encompassing curriculum content such as Conditioning with Imagery Training (CIT), Anatomy, Kinesiology, Feldenkrais and Performance Psychology. Procedures such as RICER (Rest Ice Compression Elevation and Referral) are implemented if an injury occurs. Dancers are encouraged to maintain an appropriate level of participation throughout their rehabilitation. Incident Forms must also be completed, in line with industry practice and any safe workplace. Good alignment and strong core support are essential to strong technique and injury prevention. The emphasis on injury prevention and management is designed to facilitate sustainable careers for dancers.

Heat

It is often very hot in February and March, however all Studios are air-conditioned. The following procedures may assist staff and students to avoid heat stress.

- 1) Take personal water bottle to class and rehydrate regularly.
- 2) Wear loose fitting clothing and/or expose skin to assist body temperature control.
- 3) Take frequent short breaks.
- 4) Advise teacher if you need to cease dancing – there will be no penalty for doing so.

First-Aid/Ice Pack/Medication

First Aid is available in cases of emergency. Ice and heat packs are for emergency use and can be signed out from the Resource office on the ground floor and returned as soon as possible.

You should ensure that you have your own supply of Band-Aids, Panadol and ice packs (if used regularly). The School cannot provide painkillers or any other forms of medication to students.

Staff who are qualified in First Aid are:

- Meredith Blackburn
- Jenny Kinder
- Anna Smith
- Nina Veretennikova

Accidents/Incidents

All accidents and incidents **must** be reported to a staff member who can assist in completing an incident report. These forms can be found in the holder on the wall above the student suspension files, located in the Dance Resource Room (ground level Dance Building). Once completed, the form should be handed to the staff member who was present during the incident or to whom you reported it. They must then enter the incident online through Themis (which can only be accessed by staff).