

Dance Graduate Handbook

GENERAL INFORMATION

THE UNIVERSITY OF HAWAII is a system of ten postsecondary schools in the State of Hawai'i. It was founded in 1907 in the lush valley of Mānoa in Honolulu, and with its 19,000 students the Mānoa campus (UHM) remains the flagship institution of the system.

THE DEPARTMENT OF THEATRE AND DANCE, the home of the dance program, offers a broad curriculum that educates both the mind and body of the dancer. The program includes five full-time faculty members (one shared with theatre) and 10 part-time faculty members, who teach 55 courses (some offered in alternate years) with an average enrollment of 450 students per semester.

THE HONOLULU COMMUNITY is an exciting blend of cultures – primarily Caucasian, Chinese, Filipino, Hawaiian, Japanese, and Korean. Its many cultural attractions include the Bishop Museum (recalling Hawai'i's past and exploring other Pacific islands), the Honolulu Academy of Arts (nationally recognized for its Asian collections), The Contemporary Museum, Iona Dance Theatre, the Hawai'i Opera Theatre, several ballet companies, Hawai'i Theatre, and many active community dance and theatre enterprises. The island of Oahu is surrounded by a multitude of lovely beach parks, and Honolulu has more diverse restaurants per city block than any other United States metropolis.

GRADUATE DANCE PROGRAMS at UHM include both Master of Fine Arts (MFA) and Master of Arts (MA) degrees. The intent of the MFA degree is to provide advanced training that will enable graduates to enter a profession emphasizing ballet or modern dance concert performance and related activities. This degree requires a thesis concert involving original choreography and is documented in both written and video/DVD format. The MA degree (Plan A thesis) is more theoretical in nature, allowing students to focus on particular areas of dance and gain preparation for advanced research in dance or for non-performance careers. There is one track in the MA Plan A degree for Dance Ethnology which requires a written thesis. The MA Plan B with a dance education emphasis requires a culminating project but not a written thesis. The intent of the graduate degree programs is to provide advanced studies that combine intellectual integrity, performance experience, and professional excellence to prepare a student for a career in dance. The dance experience at UHM is particularly rich because of its ethnic, geographical, and cultural environment that enables graduate students to work in the dance traditions of Asia and the Pacific as well as those of Western Europe and the United States.

FACULTY

The faculty includes professional dancers and scholars who actively participate in local, national, and international dance events, and who represent the varied ethnicities of the dance forms offered. The breadth and depth of the faculty's collective expertise contributes to the enhancement of students' studies.

FULL-TIME graduate dance faculty

Gregg Lizenbery (Director/Associate Chair) - modern, kinesiology, Laban Movement Analysis
 Peggy Gaither Adams - Modern, Composition, Production
 Betsy Fisher - History, Modern, Composition
 Schiffner, Amy- Children's Dance and Drama, Pedagogy, Theory
 Kara Miller - Dance Ethnology, Dance Technology, Research

PART-TIME faculty

Marilyn Cristofori
 Mary Jo Freshley - Korean
 Harriet Glass - Affiliate Graduate Faculty
 Takashi Koshi – musician
 Art Koshi - musician
 Paul Maley - Ballet
 Wayne Mendoza - Philippine
 Cheryl Nakasone Penhart - Okinawan
 Ernie Provencher - Music for Dance
 Eve Walstrum Sanders - Ballet
 Gertrude Tsutsumi - Japanese
 Marcia Sakamoto Wong - Affiliate Graduate Faculty

IN MUSIC DEPARTMENT

Jane Moulin - Tahitian
 Vicky Takamine - Hawaiian
 Noenoelani Zuttermeister - Hawaiian

PRODUCTIONS

FORMAL CONCERTS

Annual concerts include two to three productions in the Earle Ernst Laboratory Theatre, featuring the work of student choreographers, and one Kennedy Theatre main stage production, with choreography by faculty and guest artists. Additional Asian and Pacific dance and music events include end-of-semester student presentations in Orvis Auditorium as well as periodic faculty performances.

INFORMAL CONCERTS

Alumni and faculty concerts are held occasionally in informal settings and are presented as benefits for Friends of Dance, an organization supporting UHM dance activities. Periodic choreographic workshops offer students opportunities to show independent works in progress and/or class projects.

VISITING ARTISTS

UHM is the frequent host to visiting dance artists, scholars, and companies. Such artists and scholars include:

Donald McKayle	Jeff Slayton
Odette Blum	Janet Hamburg
Ellen Bromberg	Mary Corey
Ron Brown	Joan Woodbury
Jean Erdman	Lynn Dally
Joe Goode	Ted Levy
Adrienne Kaeppler	Moses Pendelton
Joann Ke'ali'inohomoku	Bebe Miller
Jeong-Ho Nam	Kei Takei
Jeff Rebudahl	Roger Copeland
Carl Schaffer	Anita Shanmugathan
Erik Stern	Betty Jones
Eddie Taketa	Fritz Lüden
Doug Verone & Dancers	Royland Lobato
Yun-Sok Yi	Reggio McLaughlin
Keiko Fujii	Dan Wagner
Lance Westergard	Lynn Schwabb
Alwin Nikolais	Cloe Arnold
Murray Louis	Mark Mendonca
Janis Brenner	Tandy Beal

FINANCIAL SUPPORT

GRADUATE ASSISTANTSHIPS. The University offers a number of graduate assistantships, on a competitive basis, to graduates of accredited institutions of higher learning who have satisfactory scholastic records, an adequate undergraduate background in the major field, and evidence of a high level of English proficiency. Graduate assistants serve as part-time teaching assistants. All graduate assistants must register for and complete at least 6 credits of degree related course work each semester while holding the assistantship. Moreover, they must maintain at least a 3.0 GPA to be continued in the position. The maximum course load is typically 9 credits per semester. Graduate assistants in the MA program may not usually serve more than two years and those in the MFA program not more than three years. The duty period of service for each year for teaching assistants is typically from two weeks prior to the beginning of instruction through spring commencement. Appointments are for one semester and require twenty (20) hours per week of departmental responsibilities. Applications, available from the Director of Dance, must be submitted by the designated deadline. Applications include a demonstration of teaching ability, and at least one letter of recommendation.

All applicants for graduate assistantships must be admitted as potential degree candidates to qualify for appointments. Applicants for assistantships are therefore advised to apply for admission to the Graduate Division prior to the time for which consideration for the assistantship is requested.

GRADUATE FINANCIAL ASSISTANCE. The Graduate Division allocates financial assistance to the dance program annually. Full-time graduate students in good academic standing with a minimum GPA of 3.0 are eligible to apply. Funds are awarded for one semester, subject to continued eligibility. Students must pay their own fees. Applications are due to the Director of Dance on or before Nov. 1 for Spring semester, and April 1 for the following Fall semester.

OTHER SUPPORT. Support for special projects, conference presentations, and participation in the American College Dance Festival, is potentially available through the Graduate Student Organization, area study centers on campus, community organizations, and the Friends of Dance.

FOR FURTHER INFORMATION ON SOURCES OF SUPPORT:

Graduate Division Fellowships and Scholarships Office.

2540 Maile Way (Spalding 357), Honolulu, Hawai'i 96822

The office maintains a compilation of announcements and reference books listing programs that offer financial assistance to graduate students. Sources include listings of grant support programs of foundations, government agencies, and business and professional organizations, and several locally compiled directories of opportunities specifically for residents of Hawai'i.

Financial Aid Services.

Queen Lili'uokalani Center for Student Services, 2600 Campus Road, Honolulu, Hawai'i 96822

The Financial Aid Office processes loan requests. Also, the University of Hawai'i participates in the Federal College Work Study and Scholarship Programs. Application deadlines are March 1 and October 31. In addition, UHM participates in the Western Regional Graduate Program (WRGP), administered by the Western Interstate Commission on Higher Education (WICHE). The program enables legal residents of WICHE member states to enroll in selected out-of-state graduate programs at reduced tuition rates. For more information on WICHE, visit <http://www.wiche.edu>.

Student Employment.

Some opportunities for employment on campus are available, depending on individual student qualifications. Among those in the Department are positions in the costume shop, scene shop, box office, and theatre operations.

FACILITIES

LIBRARIES

Hamilton Library houses the main book, serial, and microfilm collections. Its special collections of Asian and Pacific materials are extensive, and its regular collections include major holdings in dance. Sinclair Library houses the Wong Audio-visual Center that includes an outstanding collection of dance media from throughout the world.

DANCE STUDIOS AND CLASSROOMS

All ballet technique classes and some modern dance classes are held in the 40' x 60' The Dance Building (TDB). All other modern classes and Pacific dance technique classes are held in Studio 118 (33' x 47') located in the Music Department complex. Asian dance classes meet in Studio 116 (30' x 31'), also in the Music Department complex. The Lunalilo Freeway (LF) studio #4 (20' x 50') accommodates various dance classes. Lecture and seminar classes are held in various campus classrooms, housing a range of audio-visual equipment. Rehearsal space is available by on-line reservation; priority is as follows: dance classes, faculty and guest artist rehearsals, graduate theses and senior projects, Footholds preparation, class assignments. Dance students may reserve up to a maximum of 5 hours weekly pending availability.

PERFORMANCE SPACES

Kennedy Theatre, opened in 1963, houses a 600-seat main theater and a flexible 150-seat laboratory theatre. Both are used for dance and drama productions. The 410-seat Orvis Auditorium is the site of Asian and Pacific dance and music recitals. Javanese gamelan and dance concerts are held in Music 113, which opens into an open-air courtyard amphitheatre. Informal concerts are held in TDB.

APPLICATION AND ADMISSION

An applicant for admission to an advanced degree program is required to hold a bachelor's degree from an accredited U.S. college or university or its equivalent from a recognized foreign institution of higher learning. The degree should reflect a major in dance or evidence of substantial dance background. An applicant should have a strong undergraduate background in dance but may be admitted without prerequisite requirements if the background is in a related area. Foreign students should see *Special Information for Applicants from Other Countries* on the following pages.

DEADLINES

The deadline for filing all applications (including those for graduate assistantships) and submitting all supportive materials is:

For Fall admission	February 1 for U.S. students January 15 for foreign students
For Spring admission	September 1 for U.S. students August 1 for foreign students

FORMS

For application forms and additional information about dance programs write to:

Director of Dance
University of Hawai'i at Manoa
Department of Theatre & Dance
1770 East West Road
Honolulu, HI 96822

Telephone: (808) 956-2464
Facsimile: (808) 956-4234

Or, e-mail us at uhmdance@hawaii.edu or visit us online at <http://www2.hawaii.edu/~uhmdance>.

For further information on general graduate admissions procedures write to:

Graduate Division Admissions Office
University of Hawai'i at Manoa
2540 Maile Way
Honolulu, HI 96822

You may also email the Graduate Division Admissions Office at admissions@grad.hawaii.edu or visit them online at <http://www.hawaii.edu/graduate/>.

All necessary forms as students advance through graduate degree programs are available at: <http://manoa.hawaii.edu/graduate/>

APPLICATION PROCEDURES

PREPARING THE APPLICATION

A student applying for admission to a graduate dance program must submit the following:

TO THE GRADUATE DIVISION ADMISSIONS OFFICE

1. Application form
2. Two official copies of transcripts sent directly from the registrar of each institution attended
3. Official TOEFL score report (required for applicants from foreign countries; see page 12 for TOEFL information)

TO THE DIRECTOR OF DANCE

COPIES OF 1-3 PLUS (also sent to the Graduate Division above):

4. Three *current* letters of recommendation
5. A typed (double-spaced) example of written work, such as a major paper of 15-20 pages (all applicants)
6. An audition DVD showing solo and group choreography and performance skills (only for MFA applicants)

The Graduate Division and/or the Director of Dance will notify applicants of the admission decision.

MEDICAL CLEARANCE

All newly admitted students to UHM are required to undergo a medical examination which confirms the absence of tuberculosis. A confidential health form sent to each student with the admission letter must be completed by the examining physician and submitted to the Student Health Service for medical clearance. Upon approval, a UHM medical card is issued to the student. This card is required when picking up registration packets each semester and for campus student health services.

UNDERGRADUATE PREREQUISITES

Students must satisfy all undergraduate prerequisites. They may, however, be admitted to the program with deficiencies. The number of deficiencies may extend the length of time needed to complete the master's degree. All deficiency courses must be taken for a letter grade or credit/no credit and must be passed with a grade of "C" or better. Audits are not permissible.

UNDERGRADUATE PREREQUISITES FOR MFA

Proficiency in Dance Technique
 Beginning Labanotation
 Music for Dance
 Dance Production
 Dance History I
 Dance History II
 Movement Fundamentals
 Dance Kinesiology
 Improvisation
 Dance Composition I
 Dance Composition II

UNDERGRADUATE PREREQUISITES FOR THE MA, EDUCATION FOCUS:

Proficiency in Dance Technique
 Beginning Labanotation
 Music for Dance
 Movement Fundamentals
 Dance History I
 Dance History II
 Dance Kinesiology
 Improvisation
 Dance Production
 Dance in World Cultures
 Dance Composition I
 Dance Composition II
 Creative Dance for Children

UNDERGRADUATE PREREQUISITES FOR THE MA, ETHNOLOGY FOCUS:

Proficiency in Dance Technique
 Beginning Labanotation
 Music for Dance
 Movement Fundamentals
 Dance History I
 Dance History II
 Dance Kinesiology
 Improvisation *
 Dance Composition I*
 Dance Composition II*
 Dance Production *
 Dance in World Cultures

* Anthropology, Cultural Studies, or relevant areas may be substituted

UNCLASSIFIED GRADUATE STUDENTS

Students who already have completed an undergraduate degree, or who are not admitted to a regular classified graduate program, or who wish to take some courses in dance without working towards a degree, may apply for admission as an unclassified graduate student. Credits earned as an unclassified graduate student may later be applied towards a classified degree program (but consult the General and Graduate Information Catalog for the limitations on the number of such credits).

Up to 12 approved graduate credits taken during undergraduate studies may be applied towards a graduate degree.

Applications for unclassified graduate students can be obtained from the Admissions Office Queen Lili'uokalani Center for Student Services, 2600 Campus Road, Room 001, Honolulu, HI 96822.

SPECIAL INFORMATION FOR APPLICANTS FROM OTHER COUNTRIES

ENGLISH PROFICIENCY. The Graduate Division expects applicants from other countries to read, write, speak, and comprehend English sufficiently well to participate effectively in a graduate level academic program. For the assessment of English proficiency, applicants from other countries where English is not the usual means of communication are required to take the Test of English as a Foreign Language (TOEFL) when applying for admission. The minimum TOEFL score for admission into the dance program is 600 paper-based, and 250 computer based. For further information and application forms for the test, write to TOEFL, Educational Testing Service, Box 899, Princeton, NJ 08541, or contact the U.S. Embassy, International Communication Agency, U.S. Educational Commission, or other educationally related agencies in your area.

FINANCES. Applicants from other countries are required to provide proof on the application form of their ability to finance their education for the entire period of their graduate study. It is recommended that foreign students not rely on finding other financial sources after their arrival in Honolulu since financial assistance for foreign students is becoming more and more difficult to obtain. Financial support from the state and federal governments to colleges and universities is limited to residents of Hawai'i and the United States.

The university is required to certify that each nonimmigrant applicant has sufficient funds to finance his/her education when it issues the visa eligibility form (I-20 or IAP-66). Therefore, even if the applicant is academically qualified, final admission cannot be approved until it is shown that the student can meet his/her expenses for the entire period of graduate study.

WORK OPPORTUNITIES. Students on nonimmigrant visas are not permitted to find employment while attending the University. Work permission for on-campus employment may be granted by the United States Immigration and Naturalization Service and the International Student Office at University of Hawai'i at Manoa only when serious and unforeseen changes take place in a student's financial arrangement after arrival in the United States.

VISA ELIGIBILITY. The University issues the Form I-20 for a student visa and the Form IAP-66 for an exchange visitor's visa after the following have been satisfactorily concluded: (1) final admission is granted by the Graduate Division, (2) the Partial Advance Tuition Payment is made to the Cashier's Office, (3) the Statement of Intention to Register is completed and returned, and (4) the health record form is returned and approved by the Student Health Service at UHM. The final step in the admission process, the issuance of the visa, usually takes many weeks and can be the cause of much anxiety if instructions are not followed closely. Students are cautioned not to arrive on campus until they receive official notification of admission from the Graduate Division and have been issued the visa eligibility form.

ACADEMIC POLICIES

COURSE LOADS

Sixteen credits in a semester and eight in a six-week summer session are considered maximum course loads and may be exceeded only with the approval of the graduate dean. The minimum full-time load for graduate students is as follows:

8 credits, including two or more graduate courses (courses numbered 600 and above)

9 credits, including one graduate course

12 credits, undergraduate courses exclusively

For graduate assistants, the maximum full-time load is typically 9 credits of course work relevant to their degree. Because their duties require 20 hours per week, they generally are restricted to 9 credits (including Thesis 700). Graduate assistants may, with special permission from the dean of the Graduate Division, register for 12 credits, including courses being audited.

GRADES

Courses taken under the Credit/No Credit (Cr/NC) option **may not** be applied toward the requirements for a master's degree.

To maintain degree candidacy students must have a cumulative B average (3.0 GPA) for all the degree courses completed. Only grades of A+, A, A-, B+, B, B-, C+, or C may be used to fulfill requirements for advanced degrees.

TIME ALLOWED

Candidates for the master's degree must complete all requirements within seven years after admission to candidacy.

ACADEMIC HONESTY POLICY

The Department of Theatre and Dance adheres to the University of Hawai'i's policy on ethical academic practices. In our department this policy applies in whole, or in part, to performances and performance-related activities as well. As stated in the University's Student Conduct Code:

The integrity of a university depends on academic honesty, which consists of independent learning and research. Academic dishonesty includes cheating and plagiarism.

Students are responsible for being familiar with this code; ignorance of details of the code will not provide an excuse for acts of academic dishonesty. (A copy of the code may be obtained online at <http://www.hawaii.edu/student/conduct/>).

As stated in the Code and adapted to the kinds of activities in which students in our department engage, cheating and plagiarism include, but are not limited to the following:

- Submitting the same written, oral, or performance-related material in more than one course without obtaining authorization from the instructors involved.
- Misrepresenting the facts in order to obtain exemptions from course requirements.
- Giving unauthorized help during an examination.
- Obtaining unauthorized information about an examination before it is administered.
- Using inappropriate sources of information during an examination.
- Altering the record of any grade.
- Altering an answer after an examination has been submitted.
- Falsifying any official University record.
- Submitting, to satisfy an academic requirement, any document that has been copied in whole or in part from another individual's work without identifying that individual.
- Neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style.
- Paraphrasing a passage so closely that the reader is misled as to the source.
- Obtaining and using experimental data from other students without the express consent of the instructor.

While the Department approves of obtaining assistance in the writing of papers through such services as those provided by the Writing Workshop, it does not condone significant, unacknowledged assistance. Ideas and writing must be that of the student; the purpose of seeking help should be to provide the student with additional opportunities to learn how to write well. Any significant assistance must be formally acknowledged in the written work.

Every attempt will be made to resolve issues of academic honesty in a non-adversarial manner. Inappropriate behaviors may result, however, in reprimand, probation, suspension, or expulsion.

DANCE COURSES AVAILABLE FOR GRADUATE CREDIT

HISTORY/THEORY/RESEARCH

DNCE 459*	Topics in Dance (V)
DNCE 651	Seminar in Dance Research (3)
DNCE 652	Seminar in Theory & Criticism (3)
DNCE 653	Seminar in Dance Ethnology (3)
DNCE 654*	Regional Dances of Asia (3)
DNCE 655*	Regional Dances of Oceania (3)
DNCE 659*	Advanced Topics in Dance (V)
DNCE 699*	Directed Reading & Research (V)

EDUCATION/MOVEMENT ANALYSIS

DNCE 490	Creative Movement for Children (3)
DNCE 660	Laban Movement Analysis (3)
DNCE 661*	Advanced Problems in Movement Analysis (3)
DNCE 691	Seminar in Teaching Dance (3)
DNCE 692	Seminar in Theatre & Dance for Children (3)
DNCE 693	Internship: Youth Theatre/Dance (6)
DNCE 695*	Dance Colloquium (1)

CHOREOGRAPHY/PERFORMANCE

DNCE 470*	Dance Performance (1)
DNCE 480*	Dance Repertory: Ballet & Modern (V)
DNCE 671	Advanced Choreography (3)
DNCE 672*	Dance Performance (1)
DNCE 679*	Directed Choreography (1)

* repeatable for credit
 V variable credit

TECHNIQUE

DNCE 301**/401*	Asian Dance I/II (1/1)
DNCE 302**/402*	Chinese Dance I/II (1/1)
DNCE 303**/403*	Japanese Dance I/II (1/1)
DNCE 304**/404*	Javanese Dance I/II (1/1)
DNCE 305**/405*	Korean Dance I/II (1/1)
DNCE 306**/406*	Okinawan Dance I/II (1/1)
DNCE 307**/407*	Philippine Dance I/II (1/1)
DNCE 311**/411*	Oceanic Dance I/II (1/1)
MUS 312**/412*/413*	Hula/Chant Ensemble I/II/III (2/2/2)
DNCE 321***/421*	Intermediate/Advanced Ballet (3/3)
DNCE 331***/431*	Intermediate/Advanced Modern (3/3)

PROJECT/THESIS

DNCE 700* Thesis (V)

* repeatable for credit

** cannot be taken for credit by ethnology concentration students

*** limited number of credits may be used towards degree based on specific degree plan (see advisor)

REQUIREMENTS FOR DEGREE PROGRAMS IN DANCE

The following are outlines of the degree programs. For more detailed information, refer to the advising sheets available from the Director of Dance or your advisor. The advisor must approve elective courses. Requirements may vary according to the student's area of emphasis.

Requirements may be petitioned to best support an area of emphasis.

MA PLAN A - OPTION I (ETHNOLOGY CONCENTRATION) (36 CREDITS)

Required Theory Courses 21 credits

DNCE 651	Seminar in Dance Research (3)
DNCE 652	Seminar in Theory & Criticism (3)
DNCE 653	Seminar in Dance Ethnology (3)
DNCE 654	Regional Dances of Asia or Oceania (3)
DNCE 661	Advanced Problems in Movement Analysis (3)
DNCE 700	Thesis (6)

Required Studio Courses 3 credits

DNCE 401 - 411 Asia/Pacific Technique (3)

Dance Electives 3 credits

Related Area Electives 6 credits

General Electives 3 credits

Language Requirement: students must pass a reading or speaking proficiency exam in a foreign language relevant to their area of thesis research, or must enroll in 4 semesters of a language relevant to their area of thesis research.

MA PLAN A - OPTION II (EDUCATION CONCENTRATION) (36 CREDITS)

<u>Required Theory Courses</u>		9 credits
DNCE 651	Seminar in Dance Research (3)	
DNCE 652	Seminar in Theory & Criticism (3)	
DNCE 691	Seminar in Teaching (3)	
 <u>Required Studio Courses</u>		12 credits
DNCE 321 or 421	Intermediate/Advanced Ballet Technique or	
DNCE 331 or 431	Intermediate/Advanced Modern Technique (9)	
DNCE 301 - 311	Asia/Pacific Technique at introductory level or	
DNCE 401 - 411	Asia/Pacific Technique at intermediate level (3)	
 <u>General Electives</u> (at least 2 at 600 - level)		6 credits
 <u>Dance Electives</u> (at the 600-level) in History, Theory Research, Education, or Movement Analysis		3 credits
 <u>Thesis</u> (DNCE 700).....		6 credits

MFA - (60 CREDITS)

<u>Required Theory Courses</u>	18 credits
DNCE 651	Seminar in Dance Research (3)
DNCE 652	Seminar in Theory & Criticism (3)
DNCE 660	Laban Movement Analysis (3)
DNCE 661	Advanced Problems in Movement Analysis (3)
DNCE 671	Advanced Choreography (3)
DNCE 691	Seminar in Teaching Dance (3)
<u>Studio Courses</u>	26 credits
DNCE 321/421 or 331/431	Intermediate or Advanced Ballet or Modern Technique (6)
DNCE 421 or 431	Advanced Ballet or Modern Technique (12)
DNCE 672	Dance Performance (4)
DNCE 679	Directed Choreography (2)
	Asia/Pacific Technique (2)
<u>Electives</u>	10 credits
	Dance Elective (600-level) (3)
	Non-dance Elective (6)
	General Elective (1)
<u>Thesis (DNCE 700)</u>	6 credits
	concert performance and choreography and accompanying documents

PROGRESSION THROUGH THE GRADUATE DEGREE

PLANNING THE COURSE OF STUDY

After admission to the dance program, the student must meet with a graduate advisor to plan a course of study that will fulfill the requirements for one of the outlined degrees.

This preliminary conference will establish whether all undergraduate prerequisites have been fulfilled. Any pre-program deficiencies will be listed along with the preliminary degree plan (the courses recommended for the degree). This form will become a part of the student's permanent file in the Department of Theatre and Dance.

This initial planning stage is very important; any later adjustments must be included in writing as part of the file. Students are required to make an appointment and meet with a graduate advisor each semester to discuss degree progress.

ADVANCEMENT TO CANDIDACY

Upon the satisfactory completion of all of the following: all undergraduate requirements for the graduate program, 12 graduate dance credits, and additionally for MFA students, the creation and presentation of choreography acceptable to dance faculty (the qualifying dance) for public performance.

FORMS

All necessary forms needed (i.e., Advancement to Candidacy, Committee Formation, Passing of Oral Comprehensive exam) are available at: <http://manoa.hawaii.edu/graduate/>

THE MFA QUALIFYING DANCE

By the student's third semester, it is her/his responsibility to inform full-time dance faculty members which work he/she would like to have considered as a qualifying dance. The piece must be a new group work (3 or more dancers) choreographed while at UHM. The qualifying piece should be completed by the student's third semester. The qualifying piece may, or may not, be part of receiving credit for Directed Choreography. The performance/s may be a part of Footholds or other fully produced events approved by the dance faculty. Student Progress Form (Advancement to Candidacy) will then be filed.

APPOINTMENT OF THE MASTER'S COMMITTEE AND ADVISOR

Once admitted to candidacy, the student must form a committee of three members of the graduate faculty, two of whom must be from the Graduate Dance Faculty, one of whom will serve as the principle advisor (chair). Requests for specific members or an additional member who may be outside the dance field are subject to approval by the Graduate Chair. The majority of the committee members must be Dance Faculty. Before the committee can be established, the candidate must submit to the proposed committee a written proposal of either the written thesis (MA Plan A) or the choreographic/performance thesis (MFA Plan A). At that time, the potential individual committee members will decide whether or not they accept the thesis proposal and agree to be members of the committee. When the committee has been established, Student

Progress Form (Advancement to Thesis) is signed by all members of the committee and filed with the Graduate Division.

APPROVAL OF THE MASTER'S THESIS TOPIC

Students in MA or MFA Plan A must have their thesis topic formally approved, their thesis committees established, and have filed the appropriate Student Progress Form before enrolling in DNCE 700 (thesis). See “Thesis Proposal and Appointments of Thesis Committees.”

MA RESEARCH THESIS GUIDELINES

I. REQUIREMENTS FOR THE RESEARCH THESIS

A research thesis is a substantial original research project that is the focus of culminating graduate studies. The thesis experience is a multifaceted learning experience that includes both research and writing. It is placed in the UH Library and is regarded by your committee as a public, and therefore published, document.

II. THESIS PROPOSAL AND APPOINTMENT OF THE THESIS COMMITTEE

The MA Plan A student must form a committee of three members. Two committee members must be from the Graduate Dance Faculty (one of whom will serve as the committee chair), and one must be from a discipline other than dance. Affiliate Graduate Dance faculty may serve on the committee, but the chair must be a full-time dance faculty member. The Committee member from outside the dance field is subject to approval of the Graduate Chair of Dance.

Before the committee can be established, the candidate must submit to potential committee members a written proposal for the thesis. Since the faculty member's participation on a graduate thesis committee is contingent upon her or his approval of the candidate's thesis proposal, the candidate should submit a proposal to all potential committee members well in advance of beginning to work on the thesis in order to allow ample time for requested revisions and changes.

The thesis experience is designed to provide the student an opportunity to initiate and complete a major research project under the supervision of knowledgeable professors. Throughout the development of the thesis there is an emphasis on both the process and the final product.

The thesis proposal must include the following:

- A working title.
- A clear statement of the purpose of the thesis.
- An indication of relevant literature (in the form of brief narrative comment on existing materials and a preliminary bibliography).
- An indication of the candidate's preparedness/qualifications to embark on research on the particular topic.
- Discussion of the proposed stages of research.
- A proposed timetable (including anticipated dates for submission of drafts of sections of the thesis, submission of the first draft of the complete thesis, submission of the first revision of the complete thesis, date for oral defense of the thesis, date for submission of final revision to the committee, date for submission to Graduate Division, and graduation date). Check with Graduate Division for their most current deadlines.

Once the proposal has been approved and the committee formed, the chair of the thesis committee and the Graduate Chair of Dance submit to the Graduate Division two forms: the Advancement to Candidacy and the Advancement to Thesis. These must be filed before enrolling in DANCE 700 (Thesis).

When determining the thesis timetable, remember that while your thesis may be the only thing you are working on in a given semester, it is not the only thing your committee members are working on. In setting the schedule, you should work backwards from when you plan to graduate. Keep in mind UH deadlines for filing, providing what you anticipate to be your final copy to your committee prior to the oral defense, and the timing of the defense. If you meet the schedule you have discussed with your committee, they will do everything they can to see that you graduate on time. However, they will not approve things to meet the schedule if the thesis is not ready.

III. FINAL DOCUMENT

The format of the written document must conform to Graduate Division Guidelines. A copy of their most recent style and policy manual should be obtained at Spalding Hall, room 353, at the beginning of the semester in which the student begins to write the thesis. (Because Graduate Division requirements change from time to time, students must not rely on older versions of the manual.)

The final document must include at least the following:

- I. Title Page
- II. Signature Page
- III. Table of Contents
- IV. Statement of the Purpose of the Thesis
- V. Review of the Literature
- VI. Statement of Methodology
- VII. Research Data
- VIII. Analysis
- IX. Bibliography

One copy of the completed and approved written document with the original signature page must be approved by and filed with the Graduate Division. They will send this copy to Hamilton Library, where it will be available for public perusal. Another copy must be submitted to the chair of the Graduate Dance Faculty to be kept in the Department of Theatre and Dance. The student is also responsible for making a copy available to each committee member should the committee members so desire.

There are many manuals that can be consulted for stylistic details. You must select a manual and consistently adhere to its style. A thorough, recommended manual is *The Chicago Manual of Style* (CMS), with embedded notes (as in the anthropological format) preferred. It is also

recommended that you consult the *Dda Reference Format for Dance* for unusual kinds of items you might need to refer to that are not included in CMS (e.g., photographs in a collection).

If your writing skills need sufficient attention, you may be required to find an editor to work with you. Any editorial assistance beyond that from your committee members must be acknowledged in the thesis.

Committee members work in different ways. Some are willing to read rough drafts of sections as they are completed; others prefer to see more polished versions of material. It is the student's responsibility to see how each committee member prefers to work.

Proof-read and correct all drafts prior to committee submission. If there are too many grammatical/mechanical problems, they may return a draft to you with only a statement that it needs fixing before they will look at/comment on it. Members of your committee will, however, be happy to discuss with you ideas that are still in formative stages.

Because the thesis is an interconnected whole, when committee members indicate approval on a section they have seen, that approval may be modified or even withdrawn when they see subsequent sections. Because of the size and complexity of a thesis, a committee member might not spot everything that needs fixing all at once.

Because your committee is made up of three individuals, each with his or her own special knowledge and concerns, they may not always agree on everything. If you find that you are getting conflicting comments from various members, consult with your committee chairperson, who will strive to resolve such problems.

IV. ORAL DEFENSE OF THE THESIS

When the thesis is close to completion, the candidate in consultation with the committee members, will schedule an oral defense of the thesis. All faculty and students are invited to attend this session, which is conducted by the chair of the committee and generally takes two hours. The student will be asked to provide a brief summary of work on the thesis and will then respond to questions from committee members. If time allows, questions will also be entertained from other faculty and students present.

Based on comments and discussion at this session, the student may be asked to make additional modifications to the thesis.

V. CRITERIA FOR PASSING THE ORAL DEFENSE OF THE THESIS AND ACCEPTANCE OF THE WRITTEN THESIS

Satisfactory defense of the thesis and acceptance of the final written document are based on the committee's evaluation of the student's ability to carry out quality research and research writing.

MFA THESIS GUIDELINES

I. THESIS PROPOSAL AND APPOINTMENTS OF THESIS COMMITTEE

The MFA student must form a committee of three members. Two committee members must be from the Graduate Dance Faculty (one of whom will serve as the committee chair). The third committee member may also be from among the Graduate Dance Faculty or from graduate faculty in another discipline. Affiliate Graduate Dance Faculty may serve on the committee, but the chair must be a full-time dance faculty member. Requests for one committee member from outside the dance field are subject to approval of the Graduate Chair of Dance.

Before the committee can be established, the candidate must submit to potential committee members a written proposal for the choreographic/performance thesis. The candidate must form the thesis committee at least two semesters prior to the thesis concert date, i.e., end of Spring 2012 if graduation is planned for Spring 2013.

Since a faculty member's participation on a graduate thesis committee is contingent upon her or his approval of the candidate's thesis proposal, the candidate should submit the proposal to all potential committee members well in advance of the one-year time-frame to allow ample time for potential revisions or changes. Students should be aware that it may take several months to adequately revise an initial proposal so that it is acceptable to all members of the committee. (If the candidate intends to use the Kennedy Lab Theatre, note that performance dates are scheduled one year in advance by the Department Production Committee.)

The thesis proposal must include the following:

- A statement of the broad intention of the proposed new choreography (see Requirements for Thesis Concert above) and how the intention of the work will be embodied in movement ideas or images.
- A description of how the dance idea is reflected in the projected use of costumes, sets, lighting, sound, and any other pertinent production elements.
- An indication of other works choreographed or performed by the candidate during MFA studies if such pieces will be included in the thesis concert.
- A timetable, including:
 - projected date for thesis committee formation based on acceptance of the proposal;
 - showing date for the first 1/3 of the choreography;
 - showing date to present 2/3 of the choreography;
 - showing date, which must be at least two weeks prior to the tech week of the concert, for the complete choreography;
 - concert dates;
 - scheduling of production- and publicity-related elements;
 - deadline for submission of first draft of written work (see Written Document section below);
 - deadline for submission of video and written document to Graduate Division (see Final Documents section below).

Candidates are encouraged to invite committee members to attend additional rehearsals besides the three specifically identified in the timetable.

Once the proposal has been approved and the committee formed, the chair of the thesis committee and the Graduate Chair of Dance submit to the Graduate Division two forms—the Student Progress Form I (Advancement to Candidacy) and the Student Progress Form II (Advancement to Thesis Stage). These must be filed before enrolling in DANCE 700 (Thesis).

II. REQUIREMENTS FOR THE THESIS CONCERT

Before admission to candidacy, and before the end of the third semester, the student must submit to the faculty an acceptable example of new creative work, a “qualifying” piece of choreography. It is the student’s responsibility to inform the faculty which work he/she would like to have considered as the qualifying dance. The piece must be a new group work choreographed while at UH. When the graduate choreography faculty has determined that the student is prepared to proceed with the thesis project, and when all other requirements are met, the student will be advanced to candidacy and may begin work on the thesis project.

The thesis concert and its documentation are the culminating experience of the MFA degree in dance. As such, they should demonstrate the student's ability to plan and produce a dance concert of the highest quality. Toward that end, the following requirements must be met:

- The candidate must present in concert a substantial amount (a minimum of approximately 15 minutes) of newly-produced choreography (i.e., work produced for the first time in the thesis concert). This may be either new group choreography or work restaged from Labanotated scores.
- Depending on the length of the material presented, students most typically share a full evening concert with one or more dance students. Based on the candidate's thesis proposal and early rehearsals of the choreography, the thesis committee will determine acceptability of the length and ensemble size. If desired, other works choreographed or performed by the candidate during MFA studies may also be included in the concert.
- The candidate must perform in the concert but not necessarily in a self-choreographed piece.
- All performers in the thesis concert must be officially registered UHM students (but not necessarily dance majors).
- The candidate is responsible for seeing that all aspects of the production are carried through, including publicity, scheduling of space for rehearsals and dressing areas, crew formation and responsibilities, lighting design, costumes, concert programs, sound production, and video documentation. A production calendar must be submitted with the thesis proposal (see below) and deadlines must be adhered to.

These requirements are not meant to stifle the creativity and enthusiasm of the candidate. If there is valid reason for an alternative format, the student must submit a special request to the full-time Dance Faculty, who will be responsible for determining acceptability of the proposed format.

III. FINAL DOCUMENTS

A written document and DVD document of the thesis (see guidelines below) must be submitted to the committee following the final performance.

After approval of the committee, both the DVD and the written document must be filed with the Graduate Division. Filing deadlines are early- to mid-November in the Fall, early- to mid-April in the Spring, and early- to mid-July in the Summer. (Contact the Graduate Division for specific dates.) Because the scheduling of thesis concerts must be coordinated with the full performance schedule of the Department of Theatre and Dance, and because this schedule does not always coincide with Graduate Division filing deadlines, it may be necessary for the Graduate Division to complete their evaluation of the documents during the semester following the one in which the concert is produced. If, however, the student's documents have been completed and approved by the thesis committee by the day before commencement of the semester in which the concert is produced, the student will not have to register the following semester. (The thesis committee chair must send a memo, signed by the Graduate Chair of Dance, to the Graduate Division to waive the need to enroll.) If the documents have not been approved by the day before commencement, the student must register for one credit of DANCE 700 in the Fall, Spring or Summer semester following the production and adhere to that semester's filing deadline.

Written Document Guidelines

The format of the written document must conform to Graduate Division guidelines. A copy of their most recent style and policy manual should be obtained at Spalding Hall, room 353, at the beginning of the semester in which the concert will occur. (Because Graduate Division requirements change from time to time, students should not rely on older versions of the manual.)

One copy of the completed and approved written document with the original signature page must be approved by and filed with the Graduate Division. They will send their copy to Sinclair Library, where it will be available for public perusal. Another copy must be submitted to the chair of the Graduate Dance Faculty to be kept in the Department of Theatre and Dance.

The written document must include the following:

- I. Title Page
- II. Signature Page for Committee Members *
- III. Table of Contents
- IV. Original Thesis Proposal (Generally, ideas expressed in the original proposal change as the choreography develops and pieces are *developed*. Inclusion of the *original* thesis proposal allows for establishing a context for the evaluation item V).
- V. Candidate's evaluation and analysis of the choreographic process, including discussion of what worked and did not work well, compositional structures, and indication of any deviations from the original proposal. This section is the major part of the written document, and must reflect the nature of the choreography and the individual process experienced by the candidate.
- VI. Copy of printed program
- VII. Any other items deemed necessary by the committee and/or candidate (e.g., reviews, press releases, technical designs, budget, dance notation)

* We certify that we have read this thesis and that, in our opinion, it is satisfactory in scope and quality as a thesis for the degree of Master of Fine Arts in Dance.

DVD Document Guidelines

The candidate must arrange to have one concert performance videotaped. Recordings may be made without charge by Department of Theatre and Dance staff, but the candidate must arrange for the scheduling of this and must provide the media.

The DVD of the thesis and the candidate's performance must be clear and well lit. If lighting during a public performance is inadequate for videotaping, a video session with full lights must be arranged during the week of the production. The master and all DVDs must be in NTSC format. The beginning of the DVD must include the title and signature pages of the written document and other information about the performance itself, such as sound composer, performers, and videographer.

The candidate should keep the DVD master and must submit a copy, to be filed with other departmental production media, to the Graduate Chair of Dance. In addition, one DVD copy must be submitted to the Graduate Division. Upon approval by their staff, copies will be sent to the library.

VI. CRITERIA FOR THESIS ACCEPTANCE

Because a demonstrated ability to both plan and produce a dance concert is the intention of the MFA thesis, acceptance is based on the committee's evaluation of quality of the performance and choreography as well as the organizational processes leading to the final presentation.

CHECKLIST FOR FINAL MA AND MFA WRITTEN DOCUMENTS

The following are mechanical items that the student can, and must, check and correct before submitting the final written draft to the committee.

- Titles in table of contents: do they agree exactly with titles as they appear on text pages?
- Page numbers in table of contents: do they agree with the page numbers in the text on which various sections begin?
- Citations in text:
 - is there an item in the bibliography for every citation?
 - do citations and bibliography items agree (re: dates, spellings, page numbers, etc.)
- Bibliography:
 - is the alphabetical order correct?
 - are similar kinds of materials treated in an identical fashion?
 - is the chronological order for multiple works by a single author consistent?
- Figure captions and numbers in list of figures: do they agree exactly with those on the pages on which the figures appear?
- Do note numbers and notes exactly coincide?
- Do all margins satisfy Graduate Division requirements?
- Does the spacing between the text and page numbers satisfy Graduate Division requirements?
- Is the format for block quotes correct and consistent?

COMPREHENSIVE AND FINAL EXAMS

COMPREHENSIVE WRITTEN EXAM AND ORAL DEFENSE: MFA & MA PLAN B

A final written comprehensive exam is required for each student pursuing the MA Plan B and the MFA. The exam is usually taken during the last semester of enrollment. Writing time for the exam is three consecutive hours. Exams are normally taken in a faculty office on a departmental computer. No notes or outlines may be used.

The purpose of the exam is to provide the student the opportunity to reflect on studies at UHM and integrate what has been learned. Rather than the faculty writing exam questions, which test the student on material from individual courses, the student designs, her/his own questions. The process of designing questions allows the student to articulate new understandings in relation to personal interests and developments, and creates a meaningful individualized focus for each candidate.

The student selects three topics that have been the focus of graduate studies, such as choreography, notation, kinesiology, history, theory, or teaching, and shapes a minimum of six questions (two in each area). Questions should: integrate previously conceived ideas to be considered in a new way; be explicit and focused to allow for clear thorough answers; and bridge the student's study areas. Questions that are too general or cover too many topics will not be accepted.

Students will work with one faculty member to hone their comprehensive exam questions. That faculty member may be the student's chair. Once questions are approved by the faculty member, they may be submitted to the rest of the faculty for approval. The faculty may request that the student modify, refine, broaden, or in some other way re-shape the question, or they may reject the questions and ask the candidate to submit another slate of questions. Final submission of questions incorporating faculty requests should happen by mid-semester the semester before the exam is to be taken. When the six questions have been approved, the candidate will be so informed and can proceed to prepare for the exam. The faculty will select three of the six questions as the basis for the exam.

The exam will be given one time during the semester on a date designated by the full-time graduate dance faculty. Once the exam has been completed, a meeting time will be arranged for the student to discuss and defend the exam with the full-time graduate dance faculty. At the completion of the meeting the student will be informed of the result of the exam (pass or fail, as determined by a majority vote of the graduate dance faculty). If the student does not pass the exam, the student may repeat the exam once at the discretion of the graduate dance faculty, and may be asked to submit a new set of questions. Upon satisfactory completion of the exam, the examination form is filed with the graduate division.

FINAL ORAL EXAM: MFA & MA CANDIDATES

Following the completion of the written (for MA Plan A), capstone project (for MA Plan B) and performance (for MFA) requirements, each master's degree candidate will have an oral examination conducted by the thesis committee. Other graduate dance faculty may be invited to attend the oral exam.

TIMETABLES FOR GRADUATE DEGREES

MFA DEGREE

1. Application
2. Admission
3. Planning a course of studyBeginning of 1st semester
4. Approval of qualifying pieceBy end of 3rd semester
5. Admission to candidacyBy end of 3rd semester, if all requirements are completed
6. Performance thesis proposal approvedBy end of 4th semester
7. Selection of committee.....After approval of project
8. Submission of comprehensive exam questions.....Mid-5th semester
9. Comprehensive written examDuring 6th semester
10. Oral defense of examWithin two weeks following written exam
11. Performance Thesis.....During 5th or 6th semester
12. Oral defense of performance.....Two weeks after close of performance
13. Submission of DVD and written documentBy end of 6th semester
14. Completion of all requirementsWithin five years of admission to candidacy and within seven years of beginning degree program
15. Awarding of degree

Variations from this timeline may be made by petition to the Graduate Faculty.

MA DEGREE PLAN A & PLAN B

1. Application
2. Admission
3. Planning a course of studyPrior to beginning of 1st semester
4. Thesis proposalBy the end of 2nd semester
5. Selection of committeeBy the end of 2nd semester,
after approval of thesis proposal
6. Admission to candidacyBy the end of 3rd semester,
if all requirements are completed
7. Comprehensive Exam Questions Submission.. By mid-3rd semester (MA Plan B)
8. Submission of thesis to CommitteeDuring 4th semester,
at least two (2) weeks prior to oral defense
9. Oral defense of thesis..... During 4th semester
10. Comprehensive written exam.....During 4th semester (MA Plan B)
11. Completion of all requirementsWithin five (5) years of admission to candidacy and
within seven (7) years of beginning degree program
12. Awarding of degree

Note: MA Plan B students may elect to do a written thesis, in which case the student need not take the comprehensive exam. Those who do not write a traditional thesis will complete a Capstone Project and comprehensive exams.

POLICIES FOR USE OF DANCE SPACE

KEYS FOR ALL SPACES REQUIRES A REFUNDABLE \$25.00 DEPOSIT

Spaces that may be used for rehearsal purposes are:

- A. Temporary Dance Building (TDB) Studio, 1551 Lower Campus Road
- B. Lunalilo Freeway #4 (LF)
- C. Music Building, Room 118 (MB 118)

Please **REMOVE SHOES** before entering all studios and **DO NOT PUT TAPE ON THE DANCE FLOORS OR ALLOW FOOD/DRINK INSIDE ANY STUDIOS. NOTHING MAY BE PLACED ON THE PIANO.** When finished using the dance spaces, **PLEASE:**

- Return all furniture to rightful place.**
- Pick up all litter and throw in waste cans.**
- Erase blackboards.**
- Turn off all lights.**
- Close windows.**

SCHEDULING OF REHEARSAL SPACES:

- I. The following categories have first priority (in this order) and may sign up ahead of time for the **entire** semester in TDB & LF:
 1. **Regularly scheduled classes.**
 2. **Rehearsals for main stage dance productions.**
 3. **Rehearsals for MFA & BFA dance concerts.**

- II. The following categories may sign up (in this order) one week in advance and for **one week at a time** for a maximum of 2 hours per day [must leave phone number when reserving space]:
 1. **Class Assignments for degree-seeking Graduate and Undergraduate students and MFA/BFA concert rehearsals**
 2. **Special university projects: Faculty**
 3. **Special university projects: Degree-seeking Graduate and Undergraduate students, including rehearsals for student concerts**
 4. **Other registered students doing dance projects in the department.**

Once a student project has been selected to be performed in a student concert, the student may sign up on-line for space for longer than a one-week period in TDB and LF, priority still being MFA/BFA and degree-seeking dance majors/minors. Under special circumstances, lower priority categories may have to be rescheduled because of needs of higher priorities. Any student signing for space must be on the approved list for dance rehearsal spaces. See appropriate instructor or Director of Dance.

KEYS for rehearsal spaces:

TDB and LF keys may be checked out from the Department of Theatre and Dance from the Dance Secretary. **A \$50 FEE IS CHARGED FOR ANY LOST KEYS.**

MB 118 Code available: For information call Music Department at **956-7755**