

Latin/Swing/Ballroom II/III
DCE 224 and 324 (73283/73286)
Tuesdays/Thursdays 7:30 – 8:45

Instructor: Larry Caves

Office Hours: On campus PEBW 229 or
by appointment at a convenient location

Phone: 602-570-7272

Email: lcaves@asu.edu

Emails will be answered within 24 hours

Prerequisite: Due to the nature of the course a minimum of one semester of Latin/Ballroom dance or equivalent experience is recommended. Evaluations of the students will be made during the first two class periods to determine if the student feels comfortable and fulfills the expected requirements to be enrolled in this course. The first two weeks are devoted to reviewing skills from a level I perspective with emphasis on familiarizing students with the intermediate concepts to be used in creating an outstanding partnership dancer.

Course Description:

The course is a unique course reviewing basic techniques and introducing more advanced concepts in application to both levels creating movement concepts used in the major Latin, Ballroom and social dances being done today (cha cha, rumba, salsa, Bachata, swing foxtrot, waltz, and tango) with an introduction to the international style of Latin and Ballroom and how it plays into the competitive and social styles of partnership dancing). Instruction will continue to focus on a series of elements that are found in all partnership dances, including movement components, rhythm patterns, dance positions, and unique characteristics used to better define each dance. A far greater emphasis will be placed on non-verbal communication through body connection, positional and physical, to better indicate and respond to the more improvisational movement and complex rhythms and patterns used at this level of dance. The continuation of the interrelated system will be used showing similarities and differences in dances to enable the student to achieve a better understanding of all partnership dances. The semester will also introduce to the student to teaching techniques for use in tutoring/mentoring sessions. The course will continue to reveal the historical development of each partnership dance including social, political, and cultural aspects. Along with learning to dance, the course comes with bonus skills of improved self-confidence, poise, learning about gender interaction (role play), and an increased understanding of traditional and expected social behaviors as well as how non-traditional practices can be used on and off the dance floor.

This course includes daily assignments of varying types, some written, some involving computer technology, and some needing outside-of-class physical skills practice.

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Please visit the *MyASU* (Canvas) website for course materials and links to resources. (If you have not used Canvas before, go to www.help.asu.edu, find the "Students" heading under Help Topics.

All written assignments (except forms which must be turned in on paper at the beginning of the semester) must be submitted via Canvas. This will assure you the credit you deserve, as the system records the day and time you submit the assignment.

Videos and video links will be sent weekly to reinforce and enhance your experience.

ASU Sync

This course uses Sync. ASU Sync is a technology-enhanced approach designed to meet the dynamic needs of the class. During Sync classes, students learn remotely through live class lectures, discussions, study groups and/or tutoring. You can find out more information about ASU Sync for students here, <https://provost.asu.edu/sync/students> and <https://www.asu.edu/about/fall-2020>.

To access live sessions of this class go to myASU and click the Attend via Sync button next to this class on your schedule. The "Attend via Sync" button in the students' myASU schedule will direct to the instructor's PMI. If you would like them to attend via a different room, you should specify here and send out a communication before class begins.

If you cannot physically be on campus due to travel restrictions or personal health concerns, you will be able to attend your classes via ASU Sync or through I-Courses during the fall semester. If you will not be on-campus for the fall semester, you are expected to contact your professors to make accommodations.

This is a smaller class with everyone invited to attend in-person every class if they wish, or, of course, you may attend remotely at any time you feel you need to. You will be entering through the hallway door, and exiting through the emergency exit door leading into the parking lot. This will prevent cross-traffic in our class transitions.

The room will be cleaned, sanitized and an 'air drop' will occur between classes to further ensure student safety. Yes, Masks are required for the first part of the semester with protocol changes announced as they are determined. You will have an area that you will stay in throughout the class and even with the social distancing we will be simulating the partnership components that are inherent in the style. You will be placing your belongings in a safe space assigned for bags and will pick them up on the way out. You will be asked to help sanitize high touch/contact areas and in doing that we will leave the room in a safe condition for the next class.

Technology Requirements

ASU Sync classes can be live-streamed anywhere with the proper technology. We encourage you to use a PC or Apple laptop or desktop equipped with a built-in or standalone webcam. You will need an internet connection that can effectively stream live broadcasts. It is recommended that your internet download speed is at least 5.0 Mbps. You can use this [tool to test your current connection](#).

We do not recommend the use of iPads or Chromebooks for ASU Sync as these devices do not work for class exams that may be proctored remotely.

If you are not able to personally finance the equipment you need to attend class via ASU Sync, ASU has a laptop and WiFi hotspot checkout program available through [ASU Library](#).

Who is eligible?

- Any currently enrolled ASU student is eligible to check out a laptop. The current availability of laptops can be found [here](#).
- Borrowing and returning laptop rules
- Laptops are lent on a first-come, first-serve basis, and cannot be reserved in advance. They can be returned at any time but will be due at the conclusion of the fall 2020 semester.

- Rentals are limited to one laptop per student.
- Laptops are available for checkout at the following libraries on all four campuses. ([Please check online for current library hours](#))
 - Downtown Phoenix campus Library
 - Polytechnic campus Library
 - Tempe: Hayden and Noble Libraries
 - West campus: Fletcher Library
- Return laptops to any ASU Library Information Desk (not at the dropbox or other location)
- [Refer to ASU Library Computer Use Policy and ASU Computer, Internet, and Electronic Communications Policy.](#)
- Borrowers are responsible for loss, damage, and theft of the laptop while in their possession. Borrowers should verify the condition of the laptop at the time of check-out and upon check-in.

Course Competencies: This course covers a wide range of physiological skills both individually and in partnership application with competencies gained measured in the following areas:

Each student will:

- **show the ability to perform advanced movement patterns with timing from both the leader's and follower's perspective both in partnership and also in solo demonstrations**
- **gain proficiency in the use of muscle groups engaged in propulsion and controlled display of artistic movement**
- **have command of the language system in terminology and spatial orientation used in partnership dancing**
- **be able to recognize rhythm patterns and musical styles in order to choose appropriate movement styles to reflect the mood in that selection.**
- **show advance characteristics used in each dance style as well as the difference and similarities**
- **gain an understanding of more intricate partnership skills as leader and follower (indications of non-verbal lead/connection and intent vs. force)**
- **be aware of posture, visual and physical counterbalance as it relates to a solo dancer and in partnership movement**
- **recognize the differences between the inside and outside of any rotary partnership pattern, and recognize the proper time to lead or to turn in each style of dance, including heel turns and spot actions.**
- **be able to demonstrate visually appealing carriage of the arms and the ability to transition from a variety of dance positions while maintaining use of the arms and body to support the changes**

- **be conscious of moving balance with awareness of weight transfer to achieve smooth movement in dances introduced**
- **have the ability to integrate dance positions including shadow, side by side, open facing, closed, promenade, outside partner, counter promenade and transitioning from one to the other**
- **be able to demonstrate three step turns left and right while maintaining the character of the dance**
- **learn to work in a partnership to create a student/student, 30- second piece of choreography in two dances**
- **have a comprehension of adaptive behaviors used to accommodate different partnerships and dance positions**
- **have the aptitude to use safe methods of accomplishing drops or lines and supported lines appropriate to each dance style**
- **learn to share the joy of dance by learning teaching techniques to be implemented in tutoring sessions with level I students**
- **be aware of the history and evolution of the major dances introduced and the differences between the original form and the form used in classes**
- **be able to explain current and tradition-based expected social behaviors used on and off of a dance floor .**

Weeks 1-2: These two weeks will be spent reviewing and upgrading the basic concepts expected at these levels. This will be used to lay the groundwork for the advanced patterns and concepts used in a level II/III course.

Weeks 3-4: These two weeks will alternate dances and while introducing new concepts and then reinforcing advanced skills needed to show mastery of the characteristics and techniques to enable the student to enjoy and explore advanced partnership dance.

Weeks 5-8: We are now ready to explore integration of concepts and patterns to create the student's own freedom to express individuality. Time will be spent on introducing the transition from a variety of dance positions and rhythmical variations to make the dances more personalized and interesting.

Weeks 8-15: At this time the class will be covering syllabus figures from the advanced levels and integrating them with the existing basic patterns. The class now looks at dance from a social and artistic level as well as an intro to competitive dance and its unique criteria.

Tactile Teaching: It is understood that the study of dance involves tactile (touch) instructional methods. The instructor may appropriately position the student's body for a better understanding of the techniques being introduced. Any student who finds this unacceptable should inform the instructor via written note or by email ASAP. All such correspondence will be kept confidential.

Textbook/Instructional Materials: Although no textbook is required, online resources are strongly recommended with resources sent via email and in your canvas to enhance your learning. These resources will always make your learning and review so much easier with review at your disposal with any device.

Grading and Assignments

Grading Policy: In grading this class, consideration will be given to all aspects of the class, with attendance and participation being monitored to insure progress. Outside assignments, exams, and notebooks are used as supplements to in-class time. The emphasis, however, will remain on the basic dance concepts and physiological skills gained as well as the practical application of those skills. Grades will be calculated as follows:

Attendance/Participation acquiring skills and competencies (50% of final grade): As each class meets only twice per week, some form of attendance and participation are essential requirements for this class. I will not be strict in the attendance portion; however, the accountability will be on the student to maintain progress and acquire the knowledge and skills necessary. For each class attended, students learn dance concepts, vocabulary, techniques, and/or amalgamations which requires attending on Zoom or in-person **as a requirement to receive credit** for that class. If you need review or assistance, I am available to help at some time almost every day. This is a smaller class so all can show up every class or some can attend in Zoom. The best results will be attained through in-person skill-building.

Absence Policy: The number of absences a student is permitted during a semester is based upon the number of times a class meets per week. As this class meets twice per week, three absences are excused with no penalty to the student's grade. If any student exceeds the number of absences, please just speak with me as my concern is your progress not just your attendance.

Students may be excused for the observance of religious holidays or due to university-sanctioned activities and will not be counted absent.

Students should notify the instructor at the beginning of the semester about the need to be absent from the class due to religious observances or sanctioned activities. Students will be responsible for materials covered during their absence and does not relieve students from the responsibility for any part of the course. Please consult the instructor BEFORE the absence to arrange accommodations

Tardiness: Students are expected to be on time as a demonstration of respect for others in the class. When one walks or signs in late, focus goes to that person rather than on the instructor, and such diversion of attention from class results in wasted time. Please be on time and respectful of student attention. Students only observing, by request or due to illness, may write observations detailing examples of student participation or technique. If class conflict is a consideration, ASU does have class conflict forms to be filed (See Add/Drop Policies section below).

Observing Class Due to Illness or Injury: This is an unusual semester with Full class credit given for just observing but recognize that this is a physical skill not just a mental exercise. Students observing for more than three weeks in succession can negotiate their continuation to observe with the option to take a medical withdrawal.

"Rainy Day"/ Instructor Absence Policy: In case of an emergency where the instructor is absent from the class for a period of more than 20 minutes, the class will be directed to go online to the "Rainy Day" link provided on Blackboard. Students are to open this link and choose one research topic then write a one-page review of that article or video clip and submit it electronically prior to the next class meeting.

Outside Practice (Max. of 60 points): Students will accumulate points by participating in creating self-evaluation videos which I will watch and give feedback. You only need to complete two of these for the semester, except those applying for the A+ where you will need an additional 3 videos covering the lead and follow parts of three dances and 3 concepts from both lead and follow perspectives

Midterm Online Quiz (10 points): A short midterm quiz will be online for five days starting **October 5th**. The quiz will test knowledge of the terminology and concepts learned in class. The quiz is for the evaluation of terminology introduced to that time and has minimal effect on the course grade. It is a pass/fail quiz with the only requirement for full points being to complete the quiz. The combined results of students' quizzes will assist in directing the remaining weeks of theory.

Midterm Skills Demonstration (30 points): During the week of **October 5th**, midterm evaluations will be held. The student will show basic competency in rhythm

skills, basic pattern demonstrations, both partnership simulation and solo dance demonstrations. These will be held for both online and in-person students.

End of Semester Group/solo Evaluation (50 points): Participation is **required** in this demonstration online or in-person to show the skills gained during the semester. The proposed date for the final review/demonstration is the **week of November 30-December 3**. The dance-skills demonstrations will be presented in a group format to avoid individual presentation pressures. If a student has a conflict, an equivalent requirement will be assigned.

**Preparation for all exams will be discussed in class
and assistance will be available to all who request it.**

Footnote 18 (Honors Credit): This pertains only to Barrett Honors College students. This course is not designed for honors credit, but you may propose an Honors contract for approval.

Audit Policy: Students auditing this course are required to meet the same attendance and participation requirements as other students, with them being encouraged to enjoy the mid-term reviews and participate in the end-of-semester group evaluations.

Incompletes: Incompletes are awarded for the most special circumstances and are considered only for students in good standing (grade is a C or higher). Each incomplete is considered on a case-by-case basis to determine the extent to which it is warranted; there is no guarantee that an incomplete will be approved. The "Request for Incomplete" form can be downloaded from <http://students.asu.edu/forms/incomplete-grade-request> . It must be approved (signed) and submitted by the instructor to the School of Dance office for final approval by the School Director prior to the second academic status report.

Students taking this class to fulfill an incomplete from a previous semester must meet with the instructor the first day of class to discuss the conditions for fulfilling the incomplete assignments. Students who do not inform the instructor at that time may not receive credit toward the completion of work performed in the class.

A+ GRADES: This special grade is given only to the few students who demonstrate outstanding effort and understanding of the material presented in both the leader and follower perspectives. Individual A+ exams will be available on **May 4th and 5th**.

L/S/B level II/III students: Students earning the A+ must first earn the A , have not had excessive total absences, then you will simply submit a short video of three dances with four concepts in each dance from a lead and follow perspective.

GRADING WILL BE ASSESSED VIA A POINT SYSTEM WITH THE PLUS/MINUS SCALE BEING IMPLEMENTED ACCORDING TO THE FOLLOWING CRITERIA:

Attendance (maximum of 200 points) constitutes 50% of the final grade. The remaining 50% of points are earned from other assignments.

A+	A plus the A+ exam
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A	399-368
A-	367-334
B+	333-301
B	300-268
B-	267-234
C+	233-201
C	200-168
D	167-135
E	134-0

Drop/Add Procedures and University Policies

Important Dates for Course Add/Drop and Withdrawal

August 20, 2020	Classes begin
August 26, 2020 Extended September 9	Normal and Late Registration & Add/Drop Deadline – in person or online
September 2, 2020	Tuition & Fees 100% Refund Deadline
September 9, 2020	Herberger Institute Extended Add Period Ends - tentative (University 21 st Day is September 9, 2020)
October 12-15, 2020	Fall Break
November 4, 2020	Course Withdrawal Deadline – in person or online
December 4, 2020	Complete Withdrawal Deadline/Last day of classes
December 7-14, 2020	Final Grades Due

Students should double-check their registration materials to make sure the class appears on their schedule. Students who are attending but not enrolled may add online through myASU through, **August 26, 2020**. After that (the Herberger Institute will extend the add deadline through the University 21st day, September 9, 2020), they must obtain an enrollment request form

(<http://www.asu.edu/registrar/forms/pdf/EnrollmentREQUEST.pdf>), obtain the faculty member's signature (or email for online courses) indicating approval of the late add, take the form (and email if appropriate) to the Herberger Office of Student Success (Design South 101) to obtain the signature or stamp of the Operations Manager of the School of Dance, then take the form to the University Registrar's Office (Student Services Building) to have the course added to their schedule.

Students needing an override for a course due to a time conflict, full section, or prerequisite must complete an override form
(http://www.asu.edu/registrar/forms/pdf/Override_Authorization.pdf), obtain the class

number and faculty member's signature of approval (or email for online courses), take the form (for dance courses) to Dixie Gammage 132 for processing. Students needing an override after **August 26, 2020**, must follow the procedures for both the add/drop form and the override form.

If students need to add a class after the 21st day due to extenuating circumstances, they must complete the late appeal schedule change form (found in the Office of Student Success) in addition to following the procedures stated above. Students will leave their request forms with the Office of Student Success for review and will be contacted regarding the decision once it is made. To add a Session A or C class after the drop/add deadline (), students must follow this procedure: 1. Complete the enrollment change request form. 2. Obtain the instructor's signature indicating approval of the late add. If it is an online course, faculty may send the student an e-mail indicating approval of the late add. 3. Submit the enrollment change request form to the Office of Student Success for review (Design South, room 101). 4. If approved, take the approved form and submit to the University Registrar's Office (Student Services Building, room 140 or any other registrar location). 5. Double-check registration to make sure the course appears on the schedule. *If students need to add a course after the Herberger Extended Add Deadline due to extenuating circumstances, s/he must complete a Late Schedule Change Appeal form in addition to following the procedures stated above. Students will leave their request forms with the Office of Student Success (CDS 101) for review and will be contacted regarding the decision once it is made. A written statement of support from the instructor of the course must also be provided with the form.

Copyright:

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. A statement that the course content, including lectures and other handouts, is copyrighted material. Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course (see [ACD 304-06](#), "Commercial Note Taking Services" for more information). THIS CONTENT IS PROTECTED AND MAY NOT BE SHARED, UPLOADED, SOLD, OR DISTRIBUTED.

Student Conduct:

ASU adheres to a university-wide Student Code of Conduct. The philosophy behind this policy states: The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities. You are expected to treat your instructor and your fellow classmates with respect and kindness. In all correspondence and in Discussion Board postings, you should show respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums.

Threatening or disruptive behavior:

Self-discipline and a respect for the rights of others in the classroom or studio and university community are necessary for a conducive learning and teaching environment. Threatening or violent behavior will result in the administrative withdrawal of the student from the class. Disruptive behavior may result in the removal of the student from the class. Threatening, violent, or disruptive behavior will not be tolerated in this class, and will be handled in accordance with ASU policy (SSM 104-02). For more information please visit: <https://eoss.asu.edu/dos/srr/PoliciesAndProcedures> and

<https://eoss.asu.edu/dos/safety/ThreateningBehavior>.

Classroom Behavior (Technology Usage):

It is encouraged that you bring technology (cell phones, tablets and laptops) to class to help you take notes and do research, however please turn off cell phone ringers and do not use your phone to make personal calls in class or use any technology to use social media in class. Do not answer your phone in class. If you believe you are receiving an emergency call, please step outside to take it.

Title IX:

"Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish to discuss any concerns confidentially and privately."

The Herberger Institute of Design and the Arts at Arizona State University upholds, values, and cherishes student and faculty diversity, no matter the circumstance. As members of the ASU community, we are charged with challenging injustices and social inequities of any kind through education. These values are an integral part of our standing as an institution and must be upheld by all members of the ASU community, including but not limited to all Herberger Institute of Design and the Arts staff, faculty and students. The call is clear and present at ASU for every member of our community to do their part in fostering a culture of Inclusive Excellence that contributes meaningfully to lasting equity for all. For students and faculty alike, this culture of Inclusive Excellence creates role models, broadens perspectives, combats negative stereotyping and enables artists, designers and makers of the 21st century to think creatively, critically and, above all, compassionately about our impact on the world at large.

This course and Arizona State University welcomes all students regardless of race/ethnicity, gender identities, gender expressions, sexual orientation, socio-economic status, age, disabilities, religion, regional background, Veteran status, citizenship status, nationality and other diverse identities that we each bring to class. Each of us bear intersectional perspectives that are born out of our backgrounds and identities, and each of us has a contribution to make towards our culture of Inclusive Excellence. As your instructor, I expect that all of my students abide by the following community agreements:

- to bring a willingness to deeply inspect your own assumptions about the world, identifying areas in which you may need to unlearn implicit biases and behaviors
- to help others learn by respectfully voicing your thoughts and reactions, acknowledging that they are partial to and shaped by the way you make sense of the world
- to demonstrate a curious and eager inquiry into how others make sense of the world

Diversity of experiences, backgrounds and opinions are essential to cultivating a rich academic environment which in turn strengthens our capacity to be ethical and empathetic creative-thinkers. I aim for students of all backgrounds to be well served by this course and that the diversity students bring to this class be viewed as a resource, strength and benefit. The materials of this course, including readings and assignments, will reflect this commitment to diverse and inclusive knowledge. If a student feels that there has been a discrepancy between my teaching practices and the university's commitment to Inclusive Excellence, you are encouraged to discuss your concerns directly with me. I value your learning experience and welcome all opportunities to enrich the efficacy of this course for all student groups. Here are resources available to all students to report incidents of bias, harassment, and other forms of discrimination inside and outside the classroom:

- Unsure of whether the concern you experience or witness falls under the criteria of bias, harassment, and other forms of discrimination? You can fill out the Herberger Institute Community of Care form at herbergerinstitute.asu.edu/caring describing the situation. One of the members of the Herberger Institute Behavioral Response Team will connect with you.
- Anyone who believes that they have been subjected to discrimination, harassment, or retaliation in violation of this policy, or who believes that this policy has been violated, should report the matter immediately to the Office of University Rights and Responsibilities or the Dean of Students office or directly fill out an incident report.
- Unless a person is restricted by law from doing so, any employee who is informed of or has a reasonable basis to believe that sexual harassment has occurred, shall immediately report all information regarding the occurrence(s) to the Office of University Rights and Responsibilities or the Title IX Coordinator or the Dean of Students office.
- More reporting pathways are available to students on the University's Prohibition Against Discrimination, Harassment, and Retaliation policy page.

ACADEMIC INTEGRITY <https://provost.asu.edu/academic-integrity/policy>:

Last spring 2019, a new option was adopted to indicate a student has received an academic integrity violation in a class—the **“X” Notation**. The “X” notation is used to identify if a student has engaged in academic dishonesty. Any form of academic dishonesty that results in a lesser sanction than an “XE” will be tracked using the “X” notation. The “X” notation is tied to a student's final grade in the course. The “X” notation may be added to any letter grade, including “E.” (This would be an ‘EX.’) The **“X” notation will not be posted on the student's transcript, but will be posted on the student's record and visible to Academic Integrity Officers for tracking purposes.** (I am the Academic Integrity Officer for HIDA.) This internal tracking will allow us to view Academic Integrity violations across colleges, be more consistent in sanctions across colleges, and, hopefully, discourage future violations. The “XE” remains an option for egregious cases and is placed on the transcript.

Faculty still have the option to award a zero for an assignment or an E for the class. The “X” notation and “XE” may only be assigned by me through a more formal process. For either of those options, have your unit designee review the documentation of the violation. If they agree it is a violation, that individual recommends the case for my review and assignment of either of these options. I would like to encourage you to seek the “X” notation for violations when appropriate to discourage further episodes of cheating.

EU GRADE OPTION:

The university has adopted the **“EU”** grade for end-of-semester grading to indicate a student that, in the opinion of the instructor, a student who never officially withdrew from the course but failed to participate in course requirements through the end of the semester. This does not replace either an “E,” for unsuccessfully completing a course, or the “EN” which denotes a student who never

participated in a course. The university has adopted this new grade to differentiate these students to comply with rules for federal financial aid.

Withdrawal: If you are unable to complete the course, it is your responsibility to arrange for withdrawal from the class. You will not be automatically withdrawn and unless you are officially withdrawn from the course you will receive a final grade based upon the total points you have earned for the semester. Students are required to pay all tuition and fees for any registered course unless enrollment is officially cancelled during the 100% refund period. Please visit the Academic Calendar to review the withdrawal deadlines for this semester. For more information on Drop/Add and Withdrawal visit: <https://students.asu.edu/drop-add>

Special Accommodations:

Your instructor is willing to make any reasonable adaptations for limitations due to any disability documented with the DRC, including learning disabilities. Please contact the instructor during office hours or by appointment to discuss any special needs you may have. You must contact the Disability Resource Center to process the paperwork for special course accommodations. To request academic accommodations due to a disability, please contact the ASU Disability Resource Center (<http://www.asu.edu/studentaffairs/ed/drc/#> ; Phone: (480) 965-1234; TDD: (480) 965-9000). This is a very important step as accommodations may be difficult to make retroactively. If you have a letter from their office indicating that you have a disability which requires academic accommodations, in order to assure that you receive your accommodations in a timely manner, please present this documentation to me as soon as possible so that your needs can be addressed effectively.

Disability Support Services:

Students with disabilities must have an equally effective and equivalent educational opportunity as those students without disabilities. Students experiencing difficulty accessing course materials because of a disability are expected to contact the course instructor so that a solution can be found that provides all students equal access to course materials and technology. Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me at the beginning of the semester either during office hours or by appointment. It may be difficult to make accommodations retroactively. **Note:** Prior to receiving disability accommodations, verification of eligibility from the Disability Resource Center (DRC) is required. Disability information is confidential.

Information for Students with Disabilities:

Students who feel they will need disability accommodations in this class but have not registered with the Disability Resource Center (DRC) should contact DRC immediately. Students should contact the Disability Resource Center on the campus that your class is being held. Campus-specific [location and contact information](#) can be found on the DRC website. DRC offices are open 8 a.m. to 5 p.m. Monday – Friday. Check the [DRC website](#) for eligibility and documentation policies (<https://eoss.asu.edu/drc>)

Policy on Sexual Discrimination:

Policy on sexual discrimination as described in [ACD 401](#), "Prohibition Against Discrimination, Harassment, and Retaliation", including the fact that the instructor is a mandated reporter and therefore obligated to report any information regarding alleged acts of sexual discrimination. Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits [discrimination](#), [harassment](#), and [retaliation](#) by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information. As an employee of ASU, I am a mandated reporter and obligated to report instances of reported or suspected incidences of sexual harassment.

Academic Integrity Policy:

http://www.asu.edu/studentaffairs/studentlife/judicial/academic_integrity.htm

Attire, Shoes, and Grooming: What people wear does affect how they move and how others treat them. Students should wear comfortable attire with respect to what parts of their body may be exposed. Being in close contact with many people, students should also take necessary steps to prevent body odor and/or bad breath.

Due to the special surfaces of the dance floor, students should wear appropriate shoes. Shoes must be able to rotate on a wooden surface to minimize the risk of joint injury and to facilitate better balance when turning. For the sake of safety, flip-flops are not acceptable. The soles of the shoes must be **non-marking** and clean.

Liability Forms/Model Release: Although students are not required to sign a liability and model release form, I have included them for your safety and my sense of responsibility. Students must be enrolled in the class being attended unless it is a class being attended for a make-up assignment. The release/assumption of risk forms are attached at the end of this syllabus with the students providing emergency contact information and understanding the nominal risks involved in a movement class of this type. The model release form is to show that you understand that occasional photos and filming will be done for the student's benefit.

First Aid Supplies: There will be emergency medical supplies in all dance rooms. These supplies will not include regular use of band-aids and aspirin. Students should always keep such supplies with them for minor injuries.

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ASU Counseling Service: Confidential counseling services are available to all ASU students either by appointment or by telephone. All staff members are trained and experienced in issues facing university students and are committed to helping students adjust to university life and meet their academic goals. Please contact 480-965-6146 during business hours or 480-921-1006 after hours.

Other Resources:

- Counseling Services (Tempe campus) (480) 965-6146
- Impact 24 Hour Crisis Line (480) 921-1006
- Health Services (480) 965-3349
- Student Success Center (480) 965-9072
- Student Rights and Responsibilities (480) 965-6547
- Disability Resource Center (480) 965-1234

Injuries: Students sustaining any form of injury during class time must notify the instructor immediately. The student then needs to file a report with the Dance Department within twenty-four hours. This official report along with full details of the circumstance surrounding the incident is necessary to allow the Dance Department to document this occurrence.

Subject to Change Notice

Elements of this syllabus are subject to change. Should that be necessary, students will be notified by the instructor.

PLEASE PRINT THE FORM BELOW AND
BRING IT WITH YOU TO CLASS

Latin/Swing/Ballroom II/III
DCE 224 (73283/73286) FALL 2020
Tempe Campus APMA 132
TUESDAY/THURSDAY 7:30 – 8:45 PM

INSTRUCTOR: LARRY CAVES

I have read and understand the syllabus for this course. My signature below documents an agreement to adhere to all the policies and requirements set forth in the syllabus.

PRINTED NAME _____

SIGNATURE _____

RELEASE, INDEMNITY, AND ASSUMPTION OF RISK (73474)

Last name _____ First name _____

Name of Participant: (Please Print)

I am signing this Release so that I can participate in the Activities described below. This Release, Indemnity, and Assumption of Risk Statement covers all events and occurrences with the Activities. I understand that if I have any concerns about my health or ability to participate, in it my responsibility to discuss my concerns with my physician before deciding to participate. I agree to assume the risk that unexpected events may occur and result in harm, injury or illness to me or damage to my property while I am participating in, observing or traveling to and from the Activities. I agree to indemnify ASU and not to sue ASU for any harm or damage associated with my participation, observation or travel to and from if the harm or damage is not due to the negligence or fault of ASU. I understand that my participation in these Activities is voluntary.

If I require emergency medical treatment, please contact

Home Phone: _____ Work Phone: _____

If the Emergency Contact Person I have listed above is not available, please contact:

Doctor: _____ Phone:

I consent to the provision of emergency medical treatment to the extent that the treatment is necessary in the medical opinion of the doctor rendering the treatment.

In this agreement, "ASU" means Arizona State University, the Arizona Board of Regents, the State of Arizona and their employees and agents.

Signature of Participant _____ Date:

If Participant is younger than 18 years old, Parent or Legal Guardian must also sign:

Signature of Parent or Legal Guardian: _____ Date:

Department of Dance Activities: (classes, rehearsals, workshop, auditions, etc.)

Description

Dates/Days

Instructors Initials

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Student Signature _____ ARIZONA STATE UNIVERSITY _____ Date: _____

Model Release Form

I grant permission to the Arizona Board of Regents, on behalf of Arizona State University and its agents or employees, to copyright and publish all or any part of photographs and/or motion pictures and/or voice recordings and/or written/spoken statements taken of me on the date and at the location listed below for use in university publications, including printed, moving, audio and electronic, all exhibitions, public displays, publications, commercial art, and advertising purposes in any media without limitation or reservation.

I hereby waive any right to inspect or approve the finished photographs/motion pictures/voice recordings/ written/spoken statements or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photographs/motion pictures/voice recordings/ written/spoken statements.

I hereby agree to release, defend, and hold harmless the Arizona Board of Regents, on behalf of Arizona State University and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper, in motion pictures, or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs/motion pictures/voice recordings/written/ spoken statements, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution. It is the discretion of Arizona State University to decide whether to use the image.

I am 18 years of age or older, and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing before signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Event and Location of Photographing/Filming/Recording/Etc.: _____

Date: _____

Name (please print): _____

Signature: _____

Signature of guardian [if under 18 years of age] _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone: _____

E-mail: _____

Witness: _____