

# **MARTHA GRAHAM SCHOOL OF CONTEMPORARY DANCE**

## **STUDENT HANDBOOK**

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# History and Mission of the Martha Graham School Of Contemporary Dance

## History

Recognized as one of the greatest artists of the 20th century Martha Graham created a movement language based upon the expressive capacity of the human body. It all begun in 1926 when Martha Graham began teaching a group of dancers who had been drawn to her creative work. Thus began the Martha Graham Studio, to remain under her personal guidance for the next 66 years.

When official accreditation came to dance in 1980 with formation of the National Association of Schools of Dance (NASD), it adopted Martha Graham's term, "Professional Studio School" to denote independent dance studios that teach to professional standards.

Students who have studied at the Martha Graham School have moved on to professional dance companies such as the Martha Graham Dance Company, Paul Taylor Dance Company, Jose Limon Dance Company, the Buglisi Dance Theater, Rioult Dance Theater, The Battery Dance Company, Noemi Lafrance Dance Company, as well as other companies throughout the world and well known Broadway shows.

## Mission

The Martha Graham School serve the art of dance, and in so doing serves its students, who range from those with career goals to those seeking only the joy of dancing.

Today, the Martha Graham School focuses on sustaining the integrity of the unique art form developed by Martha Graham as well as adapting it to the demands of the present times and nurturing the process that continues its development. The School is devoted to training dancers and dance teachers to the highest standard and to provide dance to the community through Arts-in- Education and outreach programs. It remains a point of pride in the school whose alumni include great dancers and choreographers that someone with no dance experience can walk in, register, and begin to dance.

## General

The Martha Graham School offers technique classes from beginner to professional levels Monday to Friday throughout the year. Students may commit to a full time program or may take open classes. Intensive courses are held for three weeks during the winter and for six weeks during the summer. The Martha Graham Dance Company is often in residency to add excitement to all classes.

## Open classes

All students able to benefit from dance technique are admitted at a level judged by faculty as appropriated to their skills. Levels range from Elementary (no prior dance training required) through Intermediate, Advance/Professional. Students may purchase a 10 or 20 class card or pay by class.

**Levels: Elementary/fundamental:** This level accepts beginners and serves as a placement class.

Goals include movement skills, concentration, confidence, knowledge of personal physical potential, and an introduction to phrases.

**Intermediate:** Placement for this level is based on faculty evaluation. Requires prior work in Graham-based technique. Further building of strength, balance, stamina, focus and extended kinetic vocabulary. Longer dance sequences employed and introduction to sequences drawn from the repertory.

**Advanced/professional:** Placement for this level is based on faculty evaluation. For members of the Martha Graham Company and Ensemble, advanced dancers with faculty approval, and professionals with permission of the classroom teacher. Work toward virtuosity.

**Open Mixed Graham Technique Classes (Adults):** Technical dance training at all levels for all students able to benefit. These classes are generally held in the evening.

*\*Supporting technical work for all levels includes Pilates and Ballet.*

## Full Time Programs

**For all programs:** Each semester lasts approximately 19 weeks. The Fall Semester begins in September and includes technique classes in the Winter Intensive. The Spring Semester begins in late January/early February and ends in late June. The Summer Intensive runs six weeks from the end of June through the beginning of August.

Winter Intensive is three weeks in length and part of the Fall Semester. Students may join a program at the beginning of each semester or at the beginning of the Summer Intensive.

Evaluations are ongoing. Retention in the programs indicates progress in technical skills, concentration, commitment, attitude, creativity and general understanding. Students making Satisfactory Progress are invited to continue. Others are placed on probation. Students who continue to make unsatisfactory progress and/or earn a second probation are considered unable to complete the Program and are dismissed. Students may also be dismissed for excessive unexcused absences or for behavior inconsistent with School standards.

Attendance reports are placed in each student's file and are available to students. Failure to maintain satisfactory attendance may result in probation and/or dismissal. There are no excused absences other than for reasons of health and family emergency. Classes missed for such reasons must be made up within the semester.

Students advance from one level of study to the next on the basis of faculty evaluation. Advancement is ongoing during the year, and takes place when the student receives permission from the Director and Instructor to advance to the next level. During the Intensive, students are being placed in their level for the whole duration of the course.

Level assignments are important and students are required to follow the program at the level assigned to them by the Faculty and Director. Each student is unique and therefore encouraged not to compare themselves with other students but to compete only with themselves.

*The School reserves the right to change the programs and replace courses, schedules etc.*

## The Independent Program (IP)

**The Independent Program** is a full time program for all dance students from the elementary to the professional levels who wish to engage in a rigorous course of study in Martha Graham Technique. Students are accepted into the Independent Program on the basis of professional recommendation, personal essay and/or demonstration of commitment. This program does not lead to a certificate.

Study in the Independent Program requires a minimum commitment of one full semester, and students may remain in the program for as long as two years. Generally international students enroll in the Independent Program first, before auditioning for the Professional Training Program. International students must consult the special guidelines for international students. (See International student Advisor).

Students are required to take a minimum of 8 technique classes per week, 6 of which must be Graham Technique, however, 10 classes per week are strongly encouraged. In addition to technique classes,

students may opt to take workshops in Repertory, Composition, Music, and other offered electives for additional fees. Independent Program students may participate in all the activities of the Martha Graham School, such as student showings, and panel discussions and are given access to other resources of the School, including its archival library and video collections.

**IP Fees**

Technique \$2400	Repertory \$350	Composition \$350	Music \$350	Electives Fees	Summer Intensive
Registration Fee \$50			Dance History	determined on a per course basis	Technique
Per semester			\$350		\$770

**The Professional Training Program (PTP)**

**The Professional Training Program (PTP)** is a two-year Program, full time, 60-credit program, leading to a Certificate of Completion. The Certificate indicates completion of in-depth studies at professional standards, including Martha Graham Technique, Repertory, Composition, Music, Dance History, Anatomy, and Performance, special workshops, and individual projects. A minimum of 8 technique classes per week is required, however, 10 classes per week are strongly encouraged.

The PTP is for dancers with demonstrated professional potential and demonstrated technical abilities at an intermediate/advance level and who have shown that they can excel in the program. Students are expected to complete the program at the advance level. If student do not reach such level by the time of program completion, the certificate will reflect completion in Intermediate level. Admission is by audition or faculty recommendation. Members of the PTP must have a high school diploma or equivalent.

Enrollment is by semester and course. All students enrolled in the PTP must complete at least one Summer Intensive.

PTP students wishing to concentrate in Pedagogy in their second year of training must have completed music I and II, Dance History and at least one repertory workshop as well as one composition. Admission to participate requires approval from School Director and faculty. PTP Certificate will mention the completion of the Professional Training Program with a concentration in pedagogy.

For the Recognition as a Teacher of Martha Graham Technique level 1, see Teacher Training Program.

**PTP Fees**

Technique (Per Semester/Includes 2 electives)	\$3,000
Semester Registration Fee	\$50
One Time School Registration Fee	\$25
Repertory	\$350
Composition	\$350
Music	\$350
Summer Intensive Tech. only (6 weeks)	\$770

**Required Studies: 50**

Graham Technique	35-38 credits
Other offered Tech	1-5 credits
Repertory	4 credits
Music	2 credits
Comp	3 credits
Dance History	1 credit
Anatomy	1 credit
Electives	10 credits

Partnering, Acting, Pedagogy, Independent Studies & Performances, and Special projects with Faculty Advisement; credits TBD

## The Post Certificate Program (PCP)

Upon completing the Professional Training Program, students may elect to remain for advanced studies in Technique, Repertory, Composition, Performance, Pedagogy and Individual Projects. Study is individualized, credit allotted appropriate to dimensions of study. The Program is a one-year, full time 30-credit program, culminating in a thesis-equivalent event, which can be performance, demonstration, teaching, or research project summation. A minimum of 8 technique classes per week is required, however, 10 classes per week are strongly encouraged. Note that depending of to nature of the project, a minimum of 5 Graham Technique classes a week may be allowed, other classes may be taken in another technique. A Certificate Of Completion is awarded to students who successfully complete this program.

### THIRD YEAR POST CERTIFICATE PROGRAM FEES

Technique (Per Semester)	\$2400
Semester Registration Fee	\$50
Electives (Repertory, Composition, Acting, etc)	\$350 per credit

### Total Required Studies: 30 credits

Advanced Technique	12-18 credits
Other Technique	0-6 credits
Pedagogy (teaching focus)	6 credits
Graham II (Perf. Focus)	6 credits
PCP Project	6 credits
Outside Perf. (Limit 2 per semester)	
	Arranged by Advisor
Ind. Research	Arranged by Advisor
Rep. and/or additional tech	Arranged by Advisor

**Participant must show initial work of the project by the end of the first semester. School Director and Faculty may periodically ask to see project updates.**

## Teacher Training Program (TTP)

**The Teacher Training Program** is a one-year, full time, 30-credit program for advanced/professional level students wishing to prepare for careers in dance teaching. The program starts in the fall semester and ends in the spring semester. The first semester of study focuses on teaching approaches and methodology, the second semester focuses on teaching practices. All students take a minimum of 5 to 8 technique classes per week, as well as coursework in dance history, music and electives selected in conjunction with an advisor. Students who completed the PTP within 3 years of joining TTP, may be exempted from some coursework. The course of study requires research, written analysis and demonstration of skills acquired through peer teaching and internships.

**Prerequisites:** Advanced Level Graham Technique, completion of Composition 1 and the completion of 2 Advanced Repertory Courses.

**Requirements for admission (all applicants must be evaluated in person):**

Applicants currently attending the Martha Graham School:

Audition in an Advanced/Professional Level class

Applicants not currently attending the Martha Graham School but have attended previously and completed a program:

Participation in at least two weeks of technique class of the Summer Intensive Course prior to the start of the program. Applicants will be evaluated during that time.

Applicants who have never studied at the Martha Graham School of Contemporary Dance but have received substantial Graham dance training:

Participation in the full six-week Summer Intensive Course the summer prior to the start of the Program. Applicants will be evaluated during that time.

All applicants: Personal statement of intent.

Students who successfully complete the course will received a Certificate of Completion. A certificate of recognition as a teacher of Martha Graham Technique level one from the Martha Graham School may be given to deserving apprentice teachers. This mention is not automatic and participant must show a deep understanding of the Martha Graham Technique as well as showing a great ability to teach.

Students failing the course may have the opportunity to extend their studies during the following semester.

FIRST SEMESTER (Fall)	SECOND SEMESTER (Spring)
Pedagogy I (w/Internship Demonstration)      3 credits	Pedagogy II (Teaching and practicum focus)      6 credits
Graham Technique (Min)      6 credits	Graham Technique (Minimum)      6 credits
Dance History I      1 credits	Music II      1 credit
Composition I      1 credit	Advanced Repertory      1 credit
Music I      1 credit	Electives:      1 credit
Anatomy      1 credit	
Electives      2 credits	TOTAL      15 credits
TOTAL      15 credits	

ELECTIVES: Production, Independent Study, Partnering, Acting, additional Composition, Repertory, Technique

*\*Students may opt to complete remaining credit requirements during the following Summer Intensive Program.*

## **Graham II**

**Graham II** was founded in 1983 at the request of Martha Graham. Formerly named Martha Graham Ensemble, it was renamed Graham II under the direction of Virginie Mecene since 2007. Its mission is to bring fresh energy and passion to the brilliant tradition of Martha Graham.

Composed of 12 talented and promising dancers selected from the advanced level students of the Martha Graham School, Graham II performs works of Martha Graham as well as of other choreographers in the United States and occasionally abroad. An annual New York season concludes the Spring Semester. Graham II is highly committed to arts in Education and gives lecture demonstrations to schools around the New York area. Admission is reserved for full time students and is by audition and invitation by the Graham II Director. While in Graham II, dancers are supported by a scholarship and may be given the opportunity to perform with the Martha Graham Dance Company.

Graham II members must commit to all activities and must be available for rehearsals and performances. Members sign a letter of agreement at the beginning of each season.

Graham II members **MUST** take a minimum of 5 Graham Technique classes per week and **MUST** take their elective courses as soon as they are offered in order to fulfill their program requirement each semester. Student attendance report as well as student evaluation must be in good standing in order to maintain Graham II status.

*All students may request to read the letter of agreement for more information about Graham II policies.*

## **Scholarships/Work-studies**

The Martha Graham School provides scholarships for merit and work-study. Scholarships are distributed at the beginning of the fall semester. Students must audition in the summer and again in the winter to maintain their scholarship. Scholarships are partial and may be given for one or more semesters.

Being acquainted with different tasks necessary for the functioning of a non-for-profit organization is a valuable tool that students can utilize in their future as professionals. For this matter, every scholarship students are required to do work-study hours consisting of covering front desk hours, answering telephone, helping with schedules, running errands and other useful tasks.

## **The Intensives**

**The Summer Intensive** is open to everyone from professionals to beginners. It is a six week intensive workshop offering two hours of technique class a day and electives such as composition, repertory and lectures. The Summer Intensive starts in late June and runs until early August. Students may enroll to start a full time program if accepted or may be evaluated during that time. A program audition is held in the middle of the Intensive.

**The Winter Intensive** is open to everyone from professionals to beginners. It is a three week Intensive workshop that offers two hours of technique a day and electives such as composition, repertory and lectures. The Winter Intensive starts in late December and runs until mid January. It is a part of the Fall Semester. Students may **NOT** enroll to start a program at this time but may be evaluated. A program audition is held in the middle of the Intensive.

*\*Intensive faculties are guest alumnae of the Martha Graham Dance Company and full time school faculty.*

### **Graham Courses of Study – Electives**

**Anatomy:** Students learn basic anatomy (structure) and kinesiology (movement) of the dance-athlete. Exploration of musculoskeletal tissues (bones, muscle, cartilage, etc.), their functions and interdependence, and their various roles. Classes use lecture, palpation, movement, and a live model to access auditory, visual, and kinesthetic learning methods.

#### **Repertory Workshops 1 & 2:**

Taught by regular and visiting faculty, students learn a dance or section of a dance from the Martha Graham repertory. The course culminates in a studio showing. Repertory material practiced during Repertory course is not meant for students to re-stage or perform the dance anywhere other than during the Intensive studio showing.

**Composition 1 and 2:** Students learn the craft of choreography through studies based upon assignments including body shapes, images, relationships, and other choreographic ideas. The course culminates in a studio showing.

**Music 1 and 2:** This course introduces basic rhythmic concepts, basic musical notation, meter, and survey of musical developments as related to dance and particularly the Graham Repertory.

**Dance History:** Survey of world dance forms. 20<sup>th</sup> century dance history with emphasis on the work of Martha Graham. This course requires assignments such as researching material at the NY Library of Performing Arts, attendance to Lectures and conferences.

**Pedagogy:** The pedagogy course is for advanced students and professionals who demonstrate serious study of the technique. This one-year study is divided into two semesters. Semester I focuses on teaching methodology. Semester II focuses on teaching the Graham Technique as well as preparation to teach in the school system. This course leads to a Certificate of Completion. See Teacher Training Program above.

**Other electives:** Other electives may be offered throughout the year such as Acting, Partnering, Kinesiology, Media and Dance, Costuming, Stage Make-up...

**Lectures and Q&A:** Throughout the year, lectures by distinguish alumnae are offered as well as Question and Answer session with guests from company, former students, faculty and other professionals. Injury prevention and nutrition lectures are recommended to all the students to attend when offered on or off site (see EFSD).

**Dance Administration Workshop:** Once a year, Executive Director LaRue Allen gives an approximate 2- hour workshop open to student from all programs.

## Fee Schedule

### GENERAL PROGRAM (Open classes) Regular Rate

Single class	\$16
10 classes/month	\$150
20 classes/2 month	\$270

### Professional/ Student Rate (Union or Student ID)

Single class	\$15
10 classes/month	\$140
20 classes/2 month	\$270

Observation fee                      \$8

### FULL TIME PROGRAM TUITION

IP    Per semester	\$2400
PTP   Per semester (includes 2 elective credits)	\$3000
PCP   Per semester	\$2400
TTP   Per semester	\$3850
TTP   Per semester for students that just completed PTP or PCP	\$3000

### ELECTIVE

Semester Registration Fee	\$350 per credit \$50
International Student Service Fee	\$100 (per semester)

Winter Intensive (Included in Full Time Tuition)

Winter Intensive (For Non-Full Time Students)                      \$395 for 3 weeks

Summer Intensive (Not included in Full time Tuition)                      \$770 for 6 weeks

### Payment

Tuition is calculated on the basis of selected classes. Students enrolled in programs are expected to make full payment in advance for the semester. When a student is unable to make the entire payment in advance, and where there is no alternative, payment plans can be arranged. Payment can be made in three increments or four with a \$10 fee for each increment. A \$10 late fee is charged for late payment. Please check the dates when requesting the payment plan.

A wire transfer is accepted for students from abroad. Note that a \$25 fee has to be added.

The person paying the wire must notify the School Administrator with their name and the name of the student.

### Refunds

Upon Withdrawal:	Before or on first day of classes:	100% refund
	<i>Minus administrative fee of \$150.</i>	
	After first day to 10% of period:	90% refund
	After 10%-25% of period:	50% refund
	After 25%-50% of period:	25% refund
	After 50% of period:	None

Summer and Winter Intensive fee are not refundable or transferable.

## Credit Assignments

	<b>Professional Training Program</b>	<b>Independent Program</b>
Semester Graham And Ballet Technique classes	15 classes = 1 credit	15 classes = 15 classes
Yoga and Pilates classes	30 classes = 1 credit	30 classes = 15 classes
Intensive Technique classes	10 classes = 1 credit 5 Intensive classes = 8 semester classes	10 classes = 15 classes
Repertory*	1 credit per course	1 course = 15 classes
Composition*	1 credit per 3-week session	3-week session = 15 classes
Music I & II*	1 credit per course	1 course = 15 classes
Pedagogy I*	3 credits per course	N/A
Pedagogy II*	6 credits per course	N/A
Student Performance	1 credit per student performance	1 St. Perf. = 15 classes
Special Workshops*	1 credit (or TBD)	1 credit = 15 classes
Other Electives*	TBA	TBA
Outside Performance	1 credit per new approved project	1 credit = 15 classes

*\* Credit for courses is only given if 80% of the course attendance is completed.*

### Graham Technique classes (6 classes per week)

100% = 114/120 classes (Fall/Spring)

80% = 91/96 classes (Fall/Spring) (Passing/Full-time Status)

### Other Technique Classes (Ballet)

100% = 38/40 classes (Fall/Spring)

80% = 31/32 classes (Fall/Spring) (Passing/Full-time Status)

### Total Classes

100% = 152 classes (Fall)

100% = 160 classes (Spring)

80% = 122 classes

## Performance Opportunities

**Graham II** – see page 9

**Student Concert:** Twice a year, the Martha Graham School presents the student concert. Student choreographers show their work in progress to three different panel reviews during which they receive advice and guidance by faculty.

Participant **MUST** show their work in progress at each panel. The last panel serves as an audition. Selected choreography will be presented at the student concert. Others will be presented during other studio showings. Outstanding choreography may be selected for the Graham II New York Season.

Selected participants of the student concert and student production manager receive one credit. The student production manager is in charge of recruiting volunteers for operating sound, lights and other additional needs. Production manager, with the guidance of the School Director, is also in charge of taking pictures of concert participant's choreographies, creating flyers, and designing programs. Each participant; choreographers, dancers, and volunteers are in charge of preparing the studio space for performance, which include setting up chairs, table for reception, box office, etc.

**Outside Performances:** Students are encouraged to take part in outside projects and to perform in order to gain experience. However, such outside projects may not interfere with student Training.

**Credit for outside works:** To be credited, projects must receive prior approval by the Director and must not significantly reduce progress in required studies. Student and choreographer must fill out a form describing the nature of the project, the approximate rehearsal time and the place where the performance is to take place. The form **MUST** be submitted **BEFORE** the project starts. At the end of the project, student will furnish supporting material such as programs, recording, reviews etc. Credits will be given according to the nature of the projects.

## Policies and Procedures

**Admission: Open Class:** All students able to benefit from dance technique are admitted at a level judged by faculty as appropriate to their skills. Levels range from Elementary (no prior dance training required) through Intermediate, Advanced/ Professional.

**Independent Program:** All students able to benefit from dance technique may apply. They are admitted at a level judged by faculty to be appropriate to their skills. All applicants must submit letters of recommendation from a professional, diploma, degree, reviews, or other documented evidence of commitment. See full time programs section.

**Professional Training Program:** Admittance is by audition. Those admitted are judged to have the potential to achieve a professional degree of mastery and understanding such that completion is expected. Formal evaluations follow completion of each semester and the end of the program. See full time program sections.

**Third Year Post-Certificate Program:** Prerequisite for admission is successful completion of the Professional Training Program. Students must submit a project proposal before or at time of registration. See full time programs section.

**Teacher Training Program:** For students and professionals. Admission requires recommendation by the faculty and/or audition. See full time programs section.

**Certificates:** A certificate of completion is given to students who successfully complete the Professional Training Program, the Third Year Post-Certificate Program and the Teaching Certificate Program.

**Retention and dismissal:** Evaluations for the purpose of determining retention are made following the first semester. Students making satisfactory progress are “Continued.” Those judged to be making unsatisfactory progress are placed on probation. A second probation will result in dismissal from the program. Students may also be dismissed for poor attendance or behavior inconsistent with school standards

**Advisement:** Evaluation by faculty are submitted to the School Director and weighted to determine an overall evaluation, which is submitted in writing to each full time student. Students are free to discuss individual and overall evaluations with their instructors, and the School Director at anytime throughout the year.

**Advancement to the next level:** Students ready to move to the next level will be notified by School Director and Faculty. After reasonable time in a level, student may approach a faculty member to be advised about advancement to the next level. Students may submit a form of advancement to two different teachers of present level. After evaluations with teachers and Director, students will be notified if a change of level is approved or if further study in the same level is necessary.

**Attendance:** 100% attendance is expected. Absences may be excused for documented reasons of health and family emergency. In the event of prolonged illness, or injury, students may request a Leave of Absence for personal reasons. Students are required to document the reasons for requesting a Leave of Absence and must obtain approval from the Director of the School.

**Leave of Absence:** Students with an injury and/or family reasons may request a leave of absence. Students must fill out a leave of absence form and meet with the Director for approval.

**Punctuality:** Students must arrive on time for classes. Faculty may reserve the right to refuse admittance to the class to a student who arrives 10 minutes after the class has started. Students may be invited to observe the class instead. Students are expected to take the whole class. If for some exceptional reason, a student must leave before the end of the class, he/she must inform the teacher before class starts. Classes observed due to tardiness and uncompleted classes without the consent of the teacher are not credited. Students who repeatedly leave the class for the bathroom or other area outside the studio during class may be denied attendance.

**Signing up before classes:** It is the student responsibility to sign in before classes. Student must take the class he/she signed up for. Non-signed classes and signed classes the student does not attend will NOT be credited.

**Guest in class:** Family members may observe class at no fee. Please notify the Director as well as the front desk and teacher in advance. Friends and other guests are invited to observe at an observing fee of \$8.

**Injuries:** Students experiencing an injury during the class MUST notify the teacher at the time the injury occurs. If the injury happened inside the school other than during the class, please notify the front desk. Student must fill out a form to record their injury IMMEDIATELY. If the injury requires a visit to the doctor, a report from the doctor is required.

If an injury occurs outside of the school and keeps student from taking classes, he/she must bring a doctor's report and a personal written notification stating where the injury took place and how.

**Change of address:** It is imperative to notify the front desk immediately of any change regarding student address and phone numbers. If student does not have a phone number, he/she must provide a friend or relative's telephone number living near by.

**Dress code:** Fitted closing is necessary for the body to be seen. Students must wear solid color leotard and tights and remove socks. Baggy clothing is not allowed in the classroom. Hair must be pulled back off face and neck. Women are strongly encouraged to wear their hair in a bun or French twist. Jewelry should be kept to a minimum.

**Studios:** No shoes, food, cups, or drinks other than plastic water bottles are allowed in the studios. Cell phones must be turned off during classes. When weather is wet, shoes must be taken off and stored upstairs on shoe rack and umbrellas in the bin.

**Equipment:** TVs, VCRs, DVD players and boom boxes are provided to the full time students for rehearsal and classroom usage. Students must take care of them, turn them off and unplug them after uses, put videotapes and DVDs back in place. Mats, yoga-cubes and physio-ball are for student use as well. It is student responsibility to put them back in their storage space after use. Students must report any malfunction of any material to the front desk.

**Material damages:** In case a student causes damage of any material, he/she will be responsible to replace or pay for the damages. This applies towards School's property as well as other student's property.

**DVD's, CD's:** Are available to students to be viewed inside the school with permission from Staff. Each DVD or CD must be checked out and in with student's name and date and time. DVD's or CD's and tapes are NOT allowed to take home.

**Photo(s) and Video(s):** The Martha Graham School reserves the right to take pictures and recording sessions during classes for its archival and publicity purposes. Students not wishing to appear in pictures or recording material must inform the Direction and the photographer. Personal videotaping or photographing during classes is NOT permitted without special permission of the Director and teaching faculty.

**Valuables:** The Martha Graham School is not responsible for lost or stolen personal property. Students must keep all valuables with them in the studio. Clothing and shoes stay in the dressing room or upstairs on rainy days.

**First Aid:** Bandages, over-the-counter medicine, alcohol and other supplies are available near the front desk for emergency use. Students must bring their own supply if their condition requires regular uses.

**Vacation:** Depending on the calendar, there may be a week's hiatus between semesters. There is an official break in August, and one week in December. Students should plan trips home and vacations with reference to the School calendar.

**Non-Discrimination Policy:** The Martha Graham School does not discriminate on the basis of race, color, religion, ethnicity, nationality, gender, sexual orientation, or age in its admissions, employment, scholarships, and other programs.

**Student's Rights:** The Martha Graham School respects each student's right to privacy. Student records will not be released to any outside person or agency without the student's written authorization. Students have a right to expect professional standards of training and teaching. Students have the right to speak to the Administrative Staff of the School at any mutually convenient time and to take grievances to the Directors of the School.

**Student Responsibilities:** Students are responsible for fulfilling the demands of the program, for showing respect to faculty and other students, for obeying School regulations, and refraining from behavior that reflects badly upon the School, or can hurt the feelings or harm other persons.

Professional careers in dance are dependent upon health, stamina, and clarity of mind, so dance students are urged to refrain from use of tobacco and alcohol, are prohibited from using illegal substances, and are responsible for obeying all local and national laws. Violation can lead to dismissal.

**Medical:** Each student must arrange for his or her own health insurance. The School carries Comprehensive General Liability and Property insurance and in medical emergencies directs students to local hospitals and emergency rooms.

**Medical form:** A medical form attesting student ability to follow intense physical training is requested prior to register.

## **General Information/ School facilities**

**Emergency exits:** There are three emergency exits: one in the rear by the dressing rooms/bathrooms, one by the front desk and one through the entranceway. For the rear and front desk exits, push the door hard and use the staircase in the corridor and exit through the lobby of the building. From the entrance way, exit through the garden gate. Note that there are two exits from studio 1: one is from the men's dressing room/bathroom and the other by the glass doors. Remember to keep emergency exit clear at all time.

**Studios:** The school comprises three studios.

**Studio 1** is where most technique classes occur.

**Studio 2** is expendable into the common area.

**Studio 3** serves as a resource center and lab and temporarily, the Graham Center. (See resource bellow).

**Kitchen:** A kitchen area is provided to the students. A microwave, refrigerator with icebox and dishes are available. It is up to the students to keep this area clean and healthy.

**Bathrooms:** Bathrooms with showers are located in the rear of the school.

**Front Desk:** Front desk area is for staff members and work-studies only. Personal uses of the computers and any other material such as telephone, copy machine are prohibited.

**Resource:** Located in studio 3 the resource is for professional and educational use. Students may be allowed to use material for research purpose with permission of Director. Students are generally not admitted in the resource room other than for classes/viewings unless invited by a staff member. No material is allowed out of the resources without permission.

**Faculty Lounge:** A faculty lounge is located next to the kitchen. Students are not permitted to use it.

**Library:** A system of library is available. Students may borrow designated books and magazines. Please ask at front desk.

**Garden:** The garden is a quiet place. Students are welcomed to sit outdoors but noise must be kept to a minimum. (Windows of other professional offices are adjacent to the garden and respect of our neighbors is strongly stressed).

**Garbage and recycle:** No one should use the trash cans outside for loose trash, but must use the inside can or carry garbage out to a street garbage container. Garbage and recycle bins are clearly marked inside the school. Please place trash in the corresponding bin. RECYCLE!

**Smoking:** Smoking is prohibited inside the School as well as in the Garden.

## **The E.F.S.D.**

**The emergency fund for student dancers (EFSD)** is a financial loan and resource organization that exists to provide timely support to full-time dance students of its member schools. If students find themselves in a crisis situation where they need financial assistance, they should contact the administrator of their schools. If they need help finding health insurance, doctors and other service professionals, they should consult the EFSD handbook, which is available free to all fulltime students.

In 1990 The Emergency Fund for Student Dancers was formed by a consortium of professional dance schools in New York City and since its inception, has been able to assist a number of student dancers with essential funds for housing, medical and other emergencies. EFSD's handbook for student dancers provides important information on medical, legal, insurance and other services. Other support services include seminars in conjunction with the Harkness Center for Dance Injuries, increasing awareness of dance and urban lifestyle issues amongst the students of the Fund's member schools. EFSD is always open to suggestions from students about issues they would like EFSD to help address.

The Martha Graham School is a member of ESFD. Other schools include: The Ailey School®, Limón Institute, Merce Cunningham Studio, Dance Theatre of Harlem School and the Houston Ballet School. [Efsdancers.org](http://Efsdancers.org)

## READINGS

Martha Graham always shared her reading with Company and Students; a posted reading list is a Graham School tradition. Today there are many scholarly, biographical, and literary publications on Martha Graham and modern dance in general. The list below, far from complete and constantly growing, continues this tradition:

- \*Bird, Dorothy, *Bird's Eye View*, (Martha Graham Company 1931 - 1937)
- Cohen, Selma Jeanne, Ed., *Dance as a Theater Art*. New York: Dodd Mead, 1974
- Cunningham, Merce & J. Lesschaeve *The Dancer and the Dance*. New York: Boyars, 1985. (Martha Graham Dance Company 1939 - 1944)
- \*DeMille, Agnes, *Martha; the Life and Work...* New York: Random House, 1992?
- \*Denby, Edwin *Dancers, Buildings and People in the Streets* New York: Curtis, 1965
- \*DeRothschild, Bethsabée, *La Danse Artistique aux États-Unis d'Amérique*. Paris: Editions Elzevir, 1949)
- Dickenson, Emily, poems [Source, *Letter to the World*.]
- Dunning, Jennifer, *Alvin Ailey: A Life in Dance* New York: Addison-Wesley, 1996
- \*Graff, Ellen, *Stepping Left*. Durham: Duke, 1997 (Martha Graham Company 1958 - 1962)
- \*Graham, Martha *Blood Memory*
- \*Graham, Martha, *Notebooks*. New York: Harcourt Brace Jovanovich, 1973)
- Graves, Robert, *Gods, Graves and Scholars* (from Graham's posted list)
- \*Helpern, Alice, *The Technique of Martha Graham*
- Hamilton, Edith *Prolegomena to the Study of the Greek Religion* (from Graham's posted list)
- \*Hodes, Stuart, *A Map of Making Dances*. New York: Ardsley House, 1996. (Martha Graham Company 1946 - 1958)
- Horgan, Paul *Encounters with Stravinsky*. Middletown CT: Wesleyan, 1972.
- \*Horosko, Marian, Ed., *Martha Graham; Evolution of her Dance*. Chicago: a cappella, 1991.
- \*Horst, Louis *Pre-Classic Forms*. Princeton: Dance Horizons, 1936. (Graham's conductor, mentor)
- \*Horst, Louis, with Carroll Russell, *Modern Dance Forms*. New York: Dance Horizons, 1961.
- Humphrey, Doris, *The Art of Making Dances*. New York: Grove, 1959.
- Kirstein, Lincoln *Dance: a Short History of Classical Dancing*. New York: Dance Horizons, 1969.
- \*Leatherman, Leroy, *Martha Graham: the Lady as Artist*.
- \*McDonagh, Don, *Martha Graham, a Biography*. New York, Praeger, 1973.
- \*McDonagh, Don, *The Rise and Fall and Rise of Modern Dance*
- \*Morgan, Barbara, *Sixteen Dances in Photographs*. New York: Duell Sloan & Pierce, 1941.
- Nagriel, Paul, Ed. *Chronicles of American Dance*. New York: Henry Holt, 1948.
- Perse, St. John, *Vents (Winds)*. (Posted when Graham was choreographing *Ardent Song*.)
- Sherman, Jane, *Soaring, - Diary and Letters of a Denishawn Dancer*. Middletown, CT: Wesleyan 1976.
- Sorel, Walter, *The Dance Has Many Faces*
- Stevens, Franklin *Dance As Life; A Season w American Ballet Theatre* (NY, Harper & Rowe, 1976)
- Stodelle, Ernestine
- \*Taylor, Paul, *Private Domain*. New York: Knopf, 1987. (Martha Graham Dance Company 1955 - 1961).
- \*Terry, Walter, *Frontiers of Dance; The Life of Martha Graham* (NY, Crowell, 1975)
- Tharp, Twyla, *Push Comes To Shove* (NY, Linda Grey Bantam, 1992)
- \*Trowbridge, Charlotte. *Dance Observer*. New York, 1945. (Dance Drawings of Martha Graham)
- \*Zellmer, David, *The Spectator; A Journal of the Artist as Warrior*. New York: Praeger, 1999. (Martha Graham Company 1940 - 1946. \*By, about, or with major reference to Martha Graham

## **NYC Public Library for the Performing Arts TO ALL FULL TIME STUDENTS**

1. The New York Public Library for the Performing Arts is an internationally acclaimed resource for the study of dance. As a student at the Martha Graham School of Contemporary Dance, you are eligible for a library card, which will allow you to take out materials from their Circulating Collection on the third floor. The Library is an outstanding resource for materials related to Martha Graham.
2. The Library is located in Lincoln Center, access either through the entrance on Amsterdam Avenue and 65<sup>th</sup> Street or the entrance at the northwest end of the plaza. In order to receive a library card you must bring the following items with you when you make your application: (1) A letter from the Martha Graham School stating that you are a student enrolled in any of the School's Programs; (2) a piece of identification, such as a Driver's License or Passport; (3) proof of your permanent address. You will apply for the card at one of the desks on the first floor (Plaza Level) of the Library.

# **The Martha Graham School Library**

**Full time students,**

**Borrow books about Martha Graham,  
Isamu Noguchi and much more... Take the  
books home and learn more about your  
studies!**

**When and where can you check out?  
See Student Librarian at the front desk**

**Enjoy Reading!!!**

**YOU CAN ALSO READ OTHER BOOKS  
AND VIEW DVD'S ON SITE.**

**SEE Ms. Mecene**





## Full Time Program In Class Evaluation Form - Sample

### Student's information

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Current Program: \_\_\_\_\_ School ID: \_\_\_\_\_

Current Semester: \_\_\_\_\_ Semester of Admission: \_\_\_\_\_

Present level: \_\_\_\_ 1+F \_\_\_\_ 1+Int \_\_\_\_ Int+1 \_\_\_\_ Int+Adv \_\_\_\_

Program requested: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### For Faculty Use

Faculty's Name: \_\_\_\_\_

The above student is eligible for:

The Independent Program: \_\_\_\_ Yes \_\_\_\_ No

The Professional Training Program: \_\_\_\_ Yes \_\_\_\_ No

The Teacher Training Program: \_\_\_\_ Yes \_\_\_\_ No

The Post Certificate Program: \_\_\_\_ Yes \_\_\_\_ No

Comments: Excellent student will benefit from the PTP

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Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Please return directly to School Director - Thank you

**Change of Level  
In Class Evaluation Form - Sample**

**Student's information**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Current Program: \_\_\_\_\_ School ID: \_\_\_\_\_

Current Semester: \_\_\_\_\_ Semester of Admission: \_\_\_\_\_

Present level: \_\_\_1+F\_\_\_Int\_\_\_t+1\_\_\_Int+Adv\_\_\_Adv

New level requested: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Faculty Use**

Faculty's Name: \_\_\_\_\_

The above student is eligible for the next level: \_\_\_\_\_Yes \_\_\_\_\_No

Specify level: \_\_\_\_\_

Comments: \_\_\_\_\_

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Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Faculty Please return directly to School Director - Thank you**