

Dear teaching artist,

- Introduction: new teacher

We contact you on behalf of the Master Dance course of the Royal Conservatory of Antwerp. I am Renata Lamenza Epifanio, artistic coordinator of the programme and co-curate it with Michiel Vandeveldel (programmer DE SINGEL) and Karlien Meganck (deputy artistic director of DE SINGEL).

The [Master Dance](#) is a master's and residency program at the same time, where a school (Royal Conservatory of Antwerp) and arts centre DE SINGEL collaborate. Both organisations reside in the same building.

Our master's is a two-year programme designed to deepen dance artists' individual trajectories. With courses such as: Unravelling embodiment, Dance and Dramaturgy, Embodied Curating, Music and Sound and others, it provides a structure to develop embodied artistic expertise and knowledge in intensive exchange with artists, peers and mentors, with a wider network of collaborators from the field of dance, and in dialogue within different public environments. Through an 'expanded' approach the master Dance questions the whole theatre apparatus.

- Introduction / recurrent teacher

We are contacting you because we would like to invite you once again to teach in the Master Dance! We had very good feedback for your workshop last year and we wanted to have you this year again!

Body of email

This will be a long email regarding an invitation to the Master in Dance. I prefer providing all the information in one email, this way you are also aware of all expectations entitled in this assignment. If there are any doubts, please let us know.

The idea around the course _____ (name of the course) is to question the notion of _____ (main topic of the course) and to approach it from different perspectives. This course is given to the MADA _____ (1st or 2nd) years in their _____ (1st, 2nd, 3rd, 4th, 5th or 6th) module, usually around 10 students. The whole course has a duration of _____ (1 or 2) weeks, and we would be having _____ teacher-artists giving the course. We would like you to be one of the **responsible teachers** of the course, which entitles not only to exchange content with the students but also in evaluating them. We thought about you giving a _____ (duration) workshop, sharing your practice with them and creating an assignment based on this practice where students could be evaluated (more information about evaluation below).

The proposed date and hours for the course would be: _____ with a one-hour lunch break in between. It would be _____ teaching hours (PRU) in total with a rate of around _____ per hour.

With each year, we are taking the feedback into account and structuring more aspects of the programme. For this reason, we want to give you in advance an overview of the important pedagogical information for teaching artists that act as 'responsible-teacher' in our programme:

- **ECTS FICHES:** stands for 'European Credit Transfer and Accumulation System' (ECTS) and it is a tool of the European Higher Education Area for making studies and courses more transparent. An ECTS consists of a course description, content, evaluation methods, etc. ECTS fiches are the official channel to describe the content of all the courses in our programme. You can check the ECTS of each course on:
 - MADA programme: <https://ects.ap.be/en/opleidingen/2022-23/MA-DANCE>
 - Bridging programme: <https://ects.ap.be/en/opleidingen/2022-23/SCH-DANS>
 - Preparatory programme: <https://ects.ap.be/en/opleidingen/2022-23/VP-MPK/7531/>
- **CONTENT:** Our proposition is that artists share their practice with the students and in this exchange students can elaborate tools to develop in their own Master research. We

understand each artist will propose content in different methods and share unique experiences that are related to their practices, yet the individual content needs to be in relation to the main content of the course, detailed in the [ECTS fiches](#) of the course in our website.

- **RESPONSIBLE TEACHER:** As responsible teachers, you will evaluate the students. The assignment is developed by the teacher, and it needs to be in the format described in the ECTS fiches.
- **ASSIGNMENT FORMAT:** (described in the ECTS fiches)
 - 50% of the grade is for an artistic practical assessment: an artistic assignment where the learning outcomes can be evaluated and assessed. This can be one or multiple artistic assignments to be done DURING the course.
 - 50% is of the grades is for Reflection assignment permanently during class weeks (Permanent evaluation): Each day of the course, students are being evaluated in their attendance, participation, and exchange with peer and the teacher in the course. Please take notes during the course so that this evaluation can be legitimized.
- **ATTENDANCE:** Students need to be present 80% of the course, and because of this it is obligatory for a teacher to fill in the attendance list. The attendance list is provided by the pedagogical assistant.
- **EVALUATION and FEEDBACK:** The teacher will receive an evaluation form (via a link) to fill in the grade (from 0-20) and provide written feedback per student of the course. The evaluation form must be submitted a maximum of 2 weeks after the course is finished. The evaluations consist of the achievements of students regarding the learning outcomes of the course. (See next item).
- **LEARNING OUTCOMES:** The learning outcomes take into account a wider view of the content of each course. In order to pass the course, the student must have achieved these outcomes. Therefore it is important to have them in mind when thinking about content, assignment and evaluation. The learning outcomes assure that in a wider view of the programme, the student builds up the skills necessary to achieve their Master's degree in Dance. The learning outcomes are described in the ECTS fiches of each course (see item ECTS fiches for the links)
- **COURSE OUTLINE:** Each responsible teacher needs to fill in a course outline form containing all the details of the course. The course outline consists of:
 1. the content of the course (ECTS)
 2. Learning outcomes (ECTS)
 3. Evaluation method (ECTS)
 4. Assignments and deadlines
 5. Course outline schedule
 6. Bibliography

We will send you the forms and supporting documents once you have agreed to the assignment. Thank you in advance for your time and we look forward to working together.

Kind regards,
MADA team