

First Day of Class Instructor Protocol

- **Start on Time**
 - Arrive early to set up the classroom.
 - Test the sound system and ensure the room is ready.
 - Bring all necessary cords and equipment.
- **Instructor Attire**
 - Instructors and Volunteer Assistants must dress and act professionally at all times:
 - Women: Dress pants, nice blouse, and dance shoes.
 - Men: Dress pants, collared shirt, and dance shoes.
 - Instructors and students must follow BYU Dress and Grooming Standards.
- **Introductions**
 - Write your name and BYU email address on the board (bring a dry-erase marker).
 - Briefly share when you started dancing and your excitement to help students improve.
 - Introduce your Volunteer Assistant (VA).
 - Consider a name game or icebreaker activity to help students get to know each other.
- **Course Overview**
 - Introduce course name and number.
 - Explain which dances will be taught.
 - Describe class goals:
 - Learn basic technique to support student success in each dance.
 - Develop dance skills, such as:
 - Kinesthetic (full-body) awareness
 - Posture and dance position
 - Timing and musicality
 - Footwork and weight transfer
 - Partnering skills
 - Clarify that students are required to rotate partners.
 - Full course outline should be reviewed on day 2
- **Attendance and Enrollment**
 - Take roll carefully on the first day.
 - Record the number of men and women, then text Sharon with the totals.
 - Add/Drop Policy:
 - Do not add students on the first day
 - Add codes are available through the BYU app
 - Women:
 - Online enrollment for female students closes before day 1
 - Female students may add only if they bring 1-2 men who can also add for credit
 - Men:
 - Male students can continue to enroll until the add/drop deadline
- **Begin Dancing**
 - Play music and guide students in identifying the time signature and rhythm
 - Demonstrate the warmup, explain its purpose, and teach it to the class