



Office Manual for Music GTFs 2013-14

Office Hours for Most SOMD Offices

8:00-12:00 and 1:00-5:00, Monday through Friday

Office Staff

(If calling from a non-campus phone, begin each number with 541-34...)

| | | | |
|---------------------------------------|--------------|--|---|
| Ann Tedards | 6-3788 | tedards@uoregon.edu | Associate Dean and Director of Graduate Studies |
| Graduate Secretary | 6-5664 | gradmus@uoregon.edu | Graduate Secretary |
| Laura Littlejohn | 6-5648 | littlejo@uoregon.edu | Office Manager/Classroom Scheduler |
| Ceci Lafayette | 6-5144 | lafayett@uoregon.edu | Coordinator of Finances and Operations |
| Jim Klenke | 6-5663 | jklenke@uoregon.edu | Accounting Technician |
| David Mason | 6-5679 | dsm@uoregon.edu | Facilities Services Director |
| Ann Shaffer | 6-1850 | ashaffer@uoregon.edu | Knight Library Music Librarian |
| Reception/Karen Woody | 6-3761 | mushelp@uoregon.edu | Keys, Mail, Room Scheduling, Print Orders |
| SOMD IT Support/Jeff Brown, Marc Levy | | SOMDHelp@uoregon.edu | |
| SOMD Fax | 541-346-0723 | | |

Important University Numbers

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|---------------------|------------------------|
| On-Campus Emergency | 6-6666 or 911 |
| UO Public Safety | 6-5444 (non-emergency) |
| UO Phone Directory | 6-0000 |

Appropriate Use of University Facilities

The facilities of the University of Oregon have been built at taxpayer expense for the use of students and faculty in education, research, and other university-related activities. It is contrary to state policy that offices, practice rooms, or any other university facilities be used for personal monetary gain. This policy prohibits their use for private lessons, practice sessions (outside of assigned duties), or other activities not related directly to the instruction of registered students or legitimate UO faculty activities.

Audio-Visual Equipment

Each classroom is equipped with an audio-visual lectern with a combination of some or all of the following: CD/DVD player, VCR, turntable, tuner, I-Pod dock, computer projection connection, and document camera. Some classrooms still have overhead projectors. If you wish to give PowerPoint presentations or use other computer programs to project images, you will need to provide your own laptop and cable adaptors or you may reserve one for check out from the receptionist.

Building Security

Music Building classrooms are left unlocked from 8:00 a.m. to 5:00 p.m. Keys may be checked out from the reception desk for after hours and weekend classes or meetings. If you regularly teach a class in the evening, a key may be issued to you, or a code, if the room is secured with a keypad lock. **Do not share** your key or code with anyone else. Codes not only open a room but also register who unlocked the room and at what time. **Never let someone without a code into a room that requires code access. This is for your safety and the safety of the building.** Contact the Facilities Services Director if you would like a code.

Unfortunately, because the Music Building is on 18th Street and the edge of campus, we are a high target for theft. Do not leave your belongings unattended, even for a few minutes. Encourage your undergraduate students to be vigilant as well. There are security cameras in the building covering

the exits and other main areas, and these have helped us identify and catch some thieves, but there are times when no one is caught and items such as laptops and instruments are not recovered.

Classroom Assignments

Laura Littlejohn assigns classroom space. Decisions are made to use the available space as efficiently as possible. Please contact her if you have special needs, questions or concerns.

Classroom Management

Each classroom has a diagram near or on the door depicting how each room should be set-up. Please make sure at the end of your class times that you have the room returned to the designated set up.

No food or drink — except water — is allowed in the classrooms. Set a good example for our undergraduates.

The pianos are very expensive musical instruments and are *not* tables or lecterns. Keep all books, papers, laptops, backpacks, instruments or instrument cases, coats, etc. *off* of the pianos. Again, please set a good example for the undergraduates.

We have limited custodial support and rely on every member of the School of Music and Dance community to safeguard and care for the facilities.

Classroom Reservations

When you wish to schedule a room (other than Beall Hall or evening and weekend performance wing use) for a temporary, non-repeating use and have found a possible date and time, submit a Facility Permit form to the Receptionist.

For regular or semi-regular classroom use for academic programs and ensemble sectionals, see the Office Manager.

For all scheduling of Beall Concert Hall or for scheduling rooms in the performance wing for use after 6:00 p.m. on weekdays and any time on weekends, see the Facilities Services Director (541-346-5679). Check the schedule for Beall Concert Hall and room 163 availability by contacting the Facilities Services Director.

Keep your Facility Permit on hand when using reserved rooms, or security or administrative personnel may ask you to leave the area.

Computer Lab

There are 17 computers and one printer in the Kammerer Computer Lab in room 105 for music student use. Your undergraduate students have access to Macintosh computers; one high-speed, large-format laser printer; a scanner; MIDI keyboards; and many other computer-related devices. The lab is equipped with software and equipment to augment classroom instruction in theory and aural skills, with additional programs and capability for music composition, word processing, electronic mail, and more. The Lab is generally open during all hours the building is open during the regular term, except when it has been scheduled for classes. It is accessible to students who have been issued a key code available for the room. (The code is provided on request to all music students.) Do not allow anyone into the lab who does not have a code. Students may print in the lab if they can pay with Campus Cash from their UO ID card.

Wireless computer connections are available in the reception area. Several other computer labs featuring both Macintosh and PC computers are available to university students. Among these are the following:

- Knight Library, Information Technology Center (2nd floor, Knight Library; 541-346-1935).
- Science Library, Information Technology Center (541-346-1331).
- Erb Memorial Union Computer Lounge Room 20 (541-346-1769).
- Mill Race Computing Lab (541-346-0316).

Computers and Printer in the GTF Workroom

GTFs have access to the GTF workroom, Music 205. Keys to GTF offices will open Music 205 with the exception of keys for rooms 114, 165, 177, 203, 214, and Collier House 3. GTFs assigned to these other rooms will be issued a key to Room 205 upon request.

Macintosh computers and a copier/printer are available for use only by Music GTFs in Music 205. (See also “Copying Materials” below.) **This equipment is solely for work directly related to your GTF duties.** Use the Kammerer Computer Lab for your own graduate student work, including any copying needs.

If you encounter a jam or other difficulty with the copier, please contact the Front Desk, the Graduate Secretary, or the Accounting Technician. Do not attempt to fix the problem yourself and do not leave the problem unreported. For technical assistance with the computer equipment, send an e-mail to SOMDHelp@uoregon.edu.

Confidentiality of Student Records

The University of Oregon, in compliance with the Family Educational Rights and Privacy Act (FERPA), is responsible for monitoring access to and release of information from student education records. Staff and faculty with access to student education records are legally responsible for protecting the privacy of the student by using information only for legitimate educational reasons to instruct, advise, or otherwise assist students. FERPA also assures certain rights to students at the university regarding their education records. These rights do not transfer to parents, guardians, spouses or other family members without the specific written permission of the student. For a more thorough discussion, see http://registrar.uoregon.edu/records_privacy/faculty_staff.

Copying Materials

The copier in the GTF workroom is available for quick, brief, short jobs of no more than 10 copies per page. Each GTF has a personal account on the machine, and you access the copier by entering your personal user ID (obtained from the SOMD Business Office) into the keypad and pressing the ID button. **Remember to press the ID button again when you are done to log off your account.**

You are allotted 750 copies *per year* (250 per term) on the GTF copier. Do not share your code with anyone. Do not do copying for your faculty adviser on your copy code.

You are *strongly encouraged* to plan ahead and send all of your class material to UO printing services for copying. The SOMD receptionist will assist you with the copy order form. You may leave the copying job with her for Campus Mail (allow 1½ working days for completion and return of your materials) or you may take your job with the form you get from the receptionist to the Campus Digital Print Center located in the basement of the EMU by “The Break” (see map <http://uopress.uoregon.edu/Location/CCMap.html>). You have the options of walk-up service, dropping off jobs to be picked up later, or delivery service. The telephone number for Campus Digital Print Center is 541-346-4369. **These copies do not come out of your yearly copier quota.**

Do not make copies at Kinko’s or somewhere else off-campus. Prior approval from the University of Oregon Printing Department must be obtained to receive reimbursement for off-campus copying service and such approval will only be given under limited circumstances.

There is a log near the photocopier in the work room for recording personal copies. You will be billed \$0.05 for any personal copies at the end of the term.

Course Evaluations

Your students will evaluate your teaching every term. Student evaluations are accessible electronically to you and the Director of Graduate Studies. These evaluations may be examined by supervising faculty members as part of the review process.

Dead Week & Final Exams

The University has strict guidelines regarding the week before finals, known as “Dead Week”:

- No examination worth more than 20% of the final grade can be given, with the exception of makeup exams.
- No final examinations will be given under any guise.
- No projects will be due unless they have been clearly specified on the syllabus within the first two weeks of the term.
- Take-home examinations will be due no earlier than the day of the formally assigned in-class final examination.

Faculty Meetings

Faculty meetings are held several times each term on Wednesdays at 3:00 p.m. All faculty are required to attend; staff and GTFs are welcome to attend.

Disability Services

The Office of Disability Services is an excellent source of information and assistance. See <http://ds.uoregon.edu>. Disability Services recommends that you place this statement in your syllabus:

“If you have a *documented* disability and anticipate needing accommodations in this course, please make arrangements to meet with me soon. Please request that the Counselor for Students with Disabilities send a letter verifying your disability.”

You or the student should request a letter from Students with Disabilities Office (164 Oregon Hall, 541-346-1155) to verify the disability.

Diversity

The university is an equal-opportunity, affirmative-action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

E-mail

Official communications will be sent by e-mail when possible and will be sent to your UO e-mail account. Please check it regularly.

E-mail Identifiers

If you integrate e-mail communication into the course work and e-mail addresses will be shared among class members, care should be taken to protect the privacy of all students.

Emergency Services

Should there be a medical or fire emergency, call 911. They are able to respond quickly and assess the need for further assistance. Public Safety can patch you through to 911 if necessary, who can then provide first aid instruction over the phone. The music reception desk can provide first-aid supplies. For all non-emergencies, dial Public Safety at 541-346-5444.

Fax

The SOMD fax — 541-346-0723 — is reserved for work-related purposes. There is no cost to receive a fax here, but a nominal charge may be assessed if you need to send a personal fax. Alternatives are FedEx Kinko’s, UPS Store, the UO Ticket Office in the EMU, etc.

Food

A refrigerator and microwave are available in the GTF workroom for GTFs to use. Please do your part in keeping both of these clean.

Grading

If you are the instructor of record for a course, you are advised to use the course syllabus as a contract and spell out what will and will not be accepted as legitimate reasons for late assignments.

If you are assisting in a course, you should check with the course instructor to find out how late assignments should be handled.

There are three options for final grades:

1. A letter grade.
2. An “I” (Incomplete). This is an option if the instructor feels the student deserves an extension to complete a minor yet essential requirement. It is not the right of a student to receive one. An “I” should never be given as a form of withdrawal. Undergraduate students have one calendar year to make up an incomplete mark assigned by a UO faculty member. Failure to make up the incomplete by the end of one calendar year will result in the mark of I automatically changing to a grade of F or N.
3. A “Y” (No Basis For Grade). This is intended to be used only if the instructor has truly never seen or heard from the student — an error in registration. Students who take only one quiz, for example, and are never seen again should be given an F.

Grades are entered on DuckWeb and must be completed by noon on the Tuesday after finals week for fall and spring terms and Monday for winter term.

Final grades do not need to be posted, as every student can access their grades on DuckWeb.

Handing Back Papers and Exams

Confidentiality: It is the instructor’s responsibility to return papers and other assignments in a way that protects the identity of the student.

Retention period: The official university retention policy is: (a) 1 term after completion for uncontested grade results, (b) until resolved for contested grade results. For complete information, see: <http://libweb.uoregon.edu/records/schedule/index.html>

Disposal: To protect the student’s right of confidentiality, SOMD has a secure bin for recycling confidential material. The secure bin is located in the upstairs administrative workroom, 219J. If only the first page of exams or papers have an identifying name or number, only that page needs to be disposed of confidentially.

ID Cards

SOMD ID cards allow GTFs to remain in the building at all hours of the day and night. If you feel you have a need to enter the Music building outside of posted hours or holiday or intersession schedules, please see the Facilities Services Director for a Prox Access Card form. **Never let someone in the building after hours who does not have prox access.**

Illness

If you are ill and need to miss class, please contact the instructor in charge of your course. The music reception staff can post a note in the classroom or on your office door if class or lessons must be canceled.

Keys

Office and building keys are issued through the Department of Public Safety in Straub Hall. You must fill out a Key Request Form (available from the Receptionist) before receiving a signed key authorization card (which will be put in your mailbox when ready), which you then take to the Public Safety office. There is a \$10 deposit for each key.

Letterhead Usage

SOMD letterhead is to be used solely for official SOMD correspondence. If you feel you have a legitimate need, please see Laura Littlejohn, Office Manager.

Lunch Hour

The staff is normally off duty during the lunch hour, so the office doors are shut between noon and 1:00 p.m. and the reception desk is staffed by student help at that time.

Mail

U.S. and Campus. The departmental address is not to be used for personal mail, including household bills (such as telephone), charge card accounts, and subscriptions to magazines. For department-related business, the correct mailing address is:

Your Name
School of Music and Dance
1225 University of Oregon
Eugene OR 97403-1225

The campus mail courier picks up and delivers *campus* mail twice daily at approximately 9:00 a.m. and 1:00 p.m. They also pick up Fed Ex packages and printing orders.

For FedEx, UPS, etc., the physical/shipping address is:

Your Name
School of Music and Dance
961 E 18th Ave
Eugene OR 97403-1225

Mailboxes

You are assigned a mailbox in the music reception area. If an item is too large to fit into your box, a "Package" note will be left in your box and the package placed on the oversized shelf. Your students may turn in papers for you at the reception desk and they can be date/time-stamped for your record. It's always a good idea to give the reception desk staff advance notice if you expect items to be stamped. The front desk cannot accept cash or other forms of payment on your behalf. Please make other arrangements to receive such items.

Office Hours

You are required to post your office hours on your office door *and* give a copy of office hours to the music reception desk. If you must miss your office hours, please remember to notify the reception staff so they will know what to tell students.

Parking

GTFs wishing to park on campus may apply for a student parking pass; staff/faculty permits are not available for music GTFs. All faculty, staff, and students are encouraged to use alternative transportation such as the bus, bike, walk, and carpool. University ID cards allow you free rides on the local LTD bus system.

Sales of Books or Papers in Class

Book and packet sales are normally handled by the UO Bookstore. If there is a special situation that requires making sales to students, please obtain approval in advance from the Director of Graduate Studies.

Sexual Harassment

Employees found to have engaged in sexual harassment are subject to disciplinary sanctions. The Office of Affirmative Action and Equal Opportunity is a good source of advice for assistance with these concerns. You can reach them at 541-346-3123.

Social Security and UO ID Numbers

Care should be taken to protect the privacy of student records. Social security numbers and UO ID numbers are not to be used in any form for posting grades. As an alternative, you can assign students a code or number known only to the student and the instructor for the purpose of posting

grades. You can create a series of random numbers by using the Registrars Office Random 3-Digit Code Generator available at: http://registrar.uoregon.edu/faculty_staff/random_number_generator.

Student Conduct and Academic Dishonesty

The Judicial Affairs Program of the Office of Student Life issues policies and guidelines regarding academic dishonesty and student conduct. For details, go to <http://libweb.uoregon.edu/guides/plagiarism/faculty>. The SOMD Honor Code is found at the end of the *Music Student Handbook*.

Supplies

You will be provided with reasonable office and instructional supplies, such as paper and toner for the GTF Workroom computer, dry erase markers or chalk (they should be found in each classroom), supplies for making overheads, etc. If supplies are running low or there is something you need and we can provide it cost-wise, please see Laura Littlejohn, Office Manager.

R.O.S.E. (Reusable Office Supply Exchange) is an on-campus source for free office supplies. R.O.S.E. is available to all graduate students for office and teaching purposes. Located at the north end of 180 PLC, the key is available from the English Department office (118 PLC). Questions? Call 541-346-0961.

Syllabi

A syllabus is required for every course offered, including studio lessons and ensembles. See your supervisor for assistance in creating a syllabus.

Teaching Help

The Teaching Effectiveness Program is an excellent resource for help with assessing and improving undergraduate instruction. It is a division of Academic Learning services and can be reached at tep@uoregon.edu or 541-346-2177. See <http://tep.uoregon.edu>.

Telephones

All local calls require ten-digit dialing with the area code.

We are unable at this time to supply GTF offices with phones. There is a phone for GTF use in the GTF workroom: 541-346-3759. The Collier House GTF office phone is 541-346-7364.

All campus phone numbers begin with 541-346-. From an on-campus phone, any university phone can be reached by dialing the last five digits of the phone, such as 6-5664 for the music graduate office. To reach an outside number, dial 9 first. For toll-free long distance numbers, enter 9-1 and then the toll-free number. Other long-distance numbers require an access code and GTFs are not normally issued a code.

A campus phone directory is available by calling 541-346-0000. You will be able to say the person's name and be automatically transferred to that extension.

Textbooks

If you have taught before, the UO Bookstore automatically will send you textbook order forms. If this is your first time teaching, please consult with your faculty supervisor.