August 19, 2010

TO: Music Graduate Teaching Fellows, School of Music and Dance
FROM: Ann B. Tedards, Associate Dean and Director of Graduate Studies
RE: GTF Meetings

Welcome to the 2010-2011 academic year! This memorandum indicates the meetings that you should attend during Student Orientation Week (September 20-24). When you arrive on campus, please stop by the Music Graduate Office to let us know you are here, meet the staff, and take care of payroll matters.

Important Meetings
1. School of Music and Dance Faculty Meeting and Lunch: There will be a required meeting of all School of Music and Dance faculty and GTFs from 10:00 a.m. to 12:00 p.m. on Tuesday, September 21, in Beall Hall. The meeting will be preceded by a continental breakfast at 9:30 a.m. in the courtyard. Lunch will be served after the meeting. You must let the Music Graduate Office know if you are unable to attend this required meeting.

2. There is a required meeting for all Music GTFs—new and returning—scheduled for Thursday, September 23, from 10:00 a.m. to 12:00 p.m. in Room 163. You must also let the Music Graduate Office know if you are unable to attend this meeting.

3. The University of Oregon Graduate School is holding its New GTF Orientation on Wednesday, September 22, from 10:00 a.m. to 12:00 noon in Room 100 Willamette Hall. This seminar is of extreme value to new teachers. Please plan to attend and become acquainted with the university’s excellent Teaching Effectiveness Program.

4. New Graduate Teaching Fellows who are non-native English speakers and who have not submitted a score of at least 26 on the spoken portion of the Internet-based TOEFL or at least 50 on the TSE or SPEAK tests are required to take the SPEAK Test Tuesday, September 21, at 5:00, 6:00, or 7:00 p.m., in the Yamada Language Center, 113 Pacific Hall. You must register for one of these hours no later than Friday, September 17, at the American English Institute (AEI) here on campus, 107 Pacific Hall (phone: 541-346-3945). You may also register at the International Graduate Student Orientation on September 17 in 207 Chapman Hall. Early registration is advised. The exam is free. When you register you will be given materials that will help you prepare for the test. Please ask in the Music Graduate Office or AEI if you need more information.

5. An International GTF Teaching workshop hosted by the American English Institute (AEI) will take place on Friday, September 17, in the EMU Mills International Center from 1:30 to 4:30 p.m. The workshop will teach strategies and techniques for teaching in U.S. university classrooms, with information provided for overcoming cultural and language challenges.

I look forward to seeing you soon and to a productive year together. Enjoy the rest of the summer.