Office Manual for Music GTFs
2015-2016

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...)

Robert Ponto 6-6191 rponio@uoregon.edu Assistant Dean
Grace Ho 6-5664 gradmus@uoregon.edu Music Graduate Office
Laura Littlejohn 6-5648 littlejohn@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 Accountant
David Mason 6-5679 dsm@uoregon.edu Facilities Services Director
Ann Shaffer 6-1850 ashaffer@uoregon.edu Knight Library Music Librarian
Front Desk/Karen Woody 6-3761 musichelp@uoregon.edu Keys, Mail, Room Scheduling, Print Orders
SOMD IT Support/Guy Eckelberger, Marc Levy SOMDHelp@uoregon.edu
SOMD Fax 541-346-0723

Important University Numbers
On-Campus Emergency 6-6666 or 911
UO Police Department 6-2919 (non-emergency)
UO Phone Directory 6-0000

Accessible Education Center
Instructors have the responsibility to ensure full access for students with disabilities by responding to a student’s need or request for accommodations. The Accessible Education Center is an excellent source of information and assistance. University of Oregon syllabi include a statement encouraging students with disabilities to make their needs known to the instructor early in the term. The following sample serves as a guideline syllabus statement:

“The University of Oregon is working to create inclusive learning environments. Please notify me if there are aspects of the instruction or design of this course that result in disability-related barriers to your participation. You are also encouraged to contact the Accessible Education Center (formerly Disability Services) in 164 Oregon Hall at 541-346-1155 or uoaec@uoregon.edu.”

Students are encouraged to request an instructor notification letter that lists options, possible accommodations, and adjustments to class design that may allow for full and effective class participation. For more information, please see http://aec.uoregon.edu.

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 at the Front Desk.

Building Security
Music Building classrooms are unlocked from 7:30 a.m. to 5:30 p.m. Keys may be checked out from the Front 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. Entering a code into the keypad not only opens the room; it also records 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.

Because the Music Building is on 18th Street at the edge of campus, we are a high target for theft. Do not leave your belongings unattended, even for a few minutes. Encourage your students to be vigilant as well. Although there are security cameras in the building covering the exits and other main areas, there are times when no one is caught and items such as laptops and instruments are not recovered.

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 return to the designated set up.

No food or drink — except water — is allowed in the classrooms. Please set a good example for your students.

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 your students.

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) for a temporary one-time use and have determined a possible date and time, submit a Facility Permit form to the receptionist at the Front Desk.

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

For all scheduling of Beall Concert Hall, see the Facilities Services Director (541-346-5679). You may check the schedule for Beall Concert Hall by contacting the Facilities Services Director or by checking the Calcium calendar.

Keep your Facility Permit on hand when using reserved rooms. Without this form, security or administrative personnel may ask you to leave the area.

Computer Lab
There are computers and a printer in the Kammerer Computer Lab in room 105 for music student use. Your students have access to computers; one 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 upon request to all music students.) Do not allow anyone into the lab who does not have a code. Students may print in the lab by paying with Campus Cash from their UO ID card.

Wireless computer connections are available in the building. 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 can access the GTF workroom (Room 205) by using their personal access code issued by the Facilities Services Director.

Macintosh computers and a copier/printer are available for use only by Music GTFs in Room 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 printing needs.

If you encounter a jam or other difficulty with the copier, please contact the receptionist at the Front Desk, or the Accountant in Room 219F. Please do not attempt to fix the problem yourself and do not leave the problem unreported. For technical assistance with the computer equipment, send an email 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 more information, please see http://registrar.uoregon.edu/records_privacy/faculty_staff.

Copying Materials

The copier in the GTF workroom is available for small jobs of no more than 10 copies per page. Each GTF has a personal account on the machine, and have access the copier by entering a personal user ID (obtained from the SOMD Business Office) into the keypad and pressing the ID button. Please 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. Please do not share your code with anyone, and please do not use your copy code to make copies for your faculty advisor.

You are strongly encouraged to plan ahead and send all of your class material to UO printing services for copying. The receptionist at the Front Desk will assist you with the copy order form. You may leave the copy job to be sent through Campus Mail (allow 1½ working days for completion and return of your materials) or you may take the copy job (along with the form provided by the receptionist) to the Campus Digital Print Center located in the lower level of the EMU. 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 services 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 GTF workroom for recording personal copies. At the end of the term, you will be billed $0.05 for any personal copies recorded on the log.
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.

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

Email
Email is the official form of communication from the University and the Music Graduate Office. It is mandatory that all UO students use the UO email account provided for them. Official communications will be sent by email to your UO email account.

As a GTF instructor, if you integrate email communication into the course work, please use the bcc feature to protect the privacy of all students.

Emergency Services
In an emergency situation, call 9-1-1. The receptionist at the Front Desk can provide first aid supplies for minor injuries. For all other business or non-emergencies, please see the receptionist or any SOMD staff member or dial UO Police Department (541-346-5444). For campus emergencies, yellow emergency phones are located outside in front of Beall Concert Hall and throughout campus.

If a fire is detected, an alarm will sound throughout the building and some doors will automatically close to contain the fire. Please leave the building via the nearest exit. If you discover a fire, please call Emergency 9-1-1 immediately and inform the receptionist at the Front Desk.

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.

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 include FedEx Kinko’s, the UPS Store, and the UO Ticket Office in the EMU.

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, please check with the course instructor to find out how to handle late assignments.

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 this option. 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.

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.

**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](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, 219.

**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 the posted hours, 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 receptionist at the Front Desk 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 at the Key Office in the EMU. You must fill out a Key Request Form before receiving a signed key authorization card, which you then take to the Key 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 the Office Manager.

**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 Front Desk, which can be date/time-stamped for your record. Please give the receptionist 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.

Mandatory Reporting and Harassment Prevention
Please see the current Graduate Teaching Fellow General Duties and Responsibilities Statement.

Office Hours
You are required to post your office hours on your office door and give a copy of office hours to the Front Desk. If you must miss your office hours, please notify the receptionist at the Front Desk.

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. For more information, please see https://parking.uoregon.edu.

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 Coordinator of Finances and Operations.

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. For more information, please see http://aaeo.uoregon.edu.

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 Registrar's 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 more information, please see
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, including paper and toner for the GTF Workroom computer and dry erase markers for the classroom. For all office and classroom supply needs, please contact the Office Manager.

R.O.S.E. (Reusable Office Supply Exchange) is an on-campus source for free used 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. Please consult 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. For more information, please see [http://tep.uoregon.edu](http://tep.uoregon.edu).

**Telephones**
All local calls require ten-digit dialing with the 541 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.

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 are a returning instructor, the Duck Store will automatically contact you to reorder textbooks. If this is your first time teaching, please consult with your faculty supervisor or call the Duck Store at 541-346-4331.