



MUSIC

Student Handbook

Revised 5/03/22

Introduction

This document has been prepared by the Music faculty and staff in the Oregon Center for the Arts at Southern Oregon University and is designed to provide assistance and guidance to Music students throughout their studies. For information concerning academic programs and policies of the Music Program, or Southern Oregon University, the student should refer to the official SOU catalog of their year of entry into the department in addition to regular meetings with advisors. This Music Program Student Handbook focuses on Music Program issues and procedures and does not supersede the policies outlined in the official Southern Oregon University Catalog.

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Music Faculty and Staff

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NOTE:

Faculty room assignments
can change during the year.
Please check with the Music
Office 142, if you cannot
locate someone.

Mission

The mission of the Music program at Southern Oregon University is to develop students' creative and technical abilities in ways to prepare them to perform, teach, create, and support music-making in their communities throughout the world. We support music as a part of a liberal arts education at Southern Oregon University by fostering the joy and discipline of learning, encouraging the exploration of diverse cultures, developing the ability to collaborate, and by preparing students to make music a meaningful part of their lives.

Music offers music majors and minors an integrated curriculum designed to teach the varied skills necessary for a professional career in music and to develop the student's understanding and appreciation for the art of music. Coursework combines class and individual instruction by nationally and internationally renowned artists with innovative, computer-aided instruction. Curricular offerings are designed to enable highly motivated students with diverse musical backgrounds to become skilled musicians capable of making artistic musical contributions to society as performers, educators, composers, scholars, music-business professionals, and active supporters and appreciators of music.

The Music Program is fully accredited by the National Association of Schools of Music. The faculty is dedicated to promoting a positive, student-centered environment in which students-by performance, creative activity, research, scholarship, and teaching opportunities develop the skills, independence of thought, and discipline to fulfill their musical aspirations.

Majoring in Music

Students may declare a major in Music at any time but must pass an audition to enroll in [MUP 190](#), the beginning of the major applied music series.

MUP 190 - Applied Music Audition

Students need to audition to enroll in [MUP 190](#). For audition guidelines for all instruments & voice, [CLICK HERE](#). To submit an audition for MUP 190 and/or Music Scholarship, [CLICK HERE](#). Students may enroll in [MUP 170 - Applied Music](#) without audition (Music minor, Musical Theatre minor, elective, or studying in order to prepare for audition).

Musical Organizations

The following organizations are open to all students: Concert Choir and Wind Ensemble. All other organizations are open to all qualified students by instructor consent: Chamber Choir, Jefferson State Choral Coalition, Jazz Band, Opera Workshop, Rogue Valley Symphony Orchestra, Raider Band, Youth Symphony of Southern Oregon, Saxophone/Clarinet Ensemble, Percussion Ensemble, Left Edge Percussion, Commercial Music Ensemble, Maraval Rd. Steel Band, Woodwind Quintet, Gamelan Ensemble, Horn Quartet, Saxophone Orchestra, Brass Quintet, Guitar Ensemble, Jazz Combos, and Chamber Ensembles. In addition to serving as an integral part of the musical training of musicians, these organizations enable non-majors to participate in musical performances.

Scholarships

Performance scholarships are available to outstanding students who are planning to major in music. These scholarships are awarded on the basis of a performance audition submitted online, or in person held in the winter for the following academic year. Scholarship applications are available online at www.sou.edu/music.

Teacher Licensing

Students who would like to teach music in the Oregon public schools must complete a bachelor's degree in music before applying for admission to the Master of Arts in Teaching (MAT) program at SOU. Interested students should consult the Music Program for an appropriate advisor and the School of Education regarding admission requirements for the MAT program.

Students must prepare in advance to increase their chances of acceptance into this competitive program. Practica, internships, and volunteer experiences working with students in public schools prior to application to the MAT program are required.

Music Minor and Non-major Course Offerings

Music minor course offerings include a selection of courses taken from the Music Core Curriculum. Nonmajors may participate in a number of courses, including all ensembles (some by audition), all history classes, and class lessons in guitar, piano, and voice. Private lessons in piano, organ, voice, strings, and most wind, brass, and percussion instruments are available to qualified students as space allows.

Program Requirements

Programs

Bachelor of Arts/Bachelor of Science

- [Music, BS or BA](#)

Bachelor of Music

- [Music, Bachelor of Music](#)

Master of Music

- [Master of Music: Performance](#)

Certificate

- [Certificate in Music Industry](#)
- [Certificate in Sound Design](#)

Minor

- [Music Minor](#)

Advising

Students are assigned an advisor upon entering as freshmen into the program or immediately after transferring to Southern Oregon University. Students are frequently assigned advisors in their particular concentration. Please speak with the Music Program Chair if you would like to change your advisor. For advising related to general education requirements, please contact Karen Bolda, OCA Student Success Coordinator, through Navigate, in the Art Building Room 118, email at boldak@sou.edu, or call 541-552-6735.

Although we assign an advisor to each student, it is each student's responsibility to be as familiar as possible with the University's requirements in both the Music program and general education. We encourage all students to use the catalog of their year of entry into the department, DegreeWorks, EAB Navigate, and to schedule regular meetings with their advisor and/or Karen Bolda.

Degree Mapping

Degree Maps contain the suggested term-by-term course sequence for your academic path toward graduation. Degree Maps are based on music proficient students and students passing music theory entrance exams at Southern Oregon University full-time (minimum of 12 credits). They are a visual representation of how the degree can be completed in four years. Your Degree Map *may* be different based on your academic and scheduling needs.

To ensure successful and timely completion of your degree, it is recommended that you meet with your academic advisor to discuss your unique map and to plan your course sequencing.

Please note some courses *may* only be offered once an academic year, and degree mapping is subject to change.

[Degree Map for Bachelor of Arts or Sciences in Music](#)

[Degree Map for Bachelor of Music in Performance](#)

[Degree Map for Bachelor of Music in Music Education](#)

[Degree Map for Bachelor of Art or Science in Music Industry and Production](#)

MUP Courses – Applied Lessons/Private Instruction and Studio Classes

See the section above about MUP courses.

To sign up for lessons please email the applied lesson area instructor to make arrangements for your lesson, and plan to be present at the first meeting of Studio Class (meeting time and room are listed in the footnotes of the SOU Class Schedule).

In some applied studios there are multiple instructors. The applied area director can help assign you to the instructor who best meets your needs. You may be asked to drop a section and add a different one if the applied area directors think another teacher better fits your needs, or due to scheduling and/or faculty loading constraints.

Your individual lesson time will be assigned in coordination with your instructor before or at this meeting. When signing up for lessons, be sure to sign up for the correct CRN and correct instructor, your level (190, 290...), and the correct 70/90 designation. IF you cannot locate your class or instructor, please contact the Music Office.

Should you elect to take lessons in a secondary area you must obtain the permission of the instructor and sign up in the 70 series.

Applied Lesson Policy Statement

The following are departmental policies that applied lesson students are held to:

- Take your lessons and preparation seriously. This will require regular (daily), quality practice time so that skills will improve as quickly as possible.
- Show up for lessons on time and be prepared. Because of tight schedules, late lesson arrivals reduce the effectiveness of the study. Be prepared, otherwise valuable faculty instruction time is wasted.
- Commit to the lessons for the duration of the term.
- Lessons should be canceled for extreme illness only. Instructors will attempt to make up lessons that students have canceled but are not required to do so. *Please contact your instructor ahead of time via phone or email to reschedule your lesson.*

MUS 165 - Concert & Recital Attendance

Concert & Recital Attendance (MUS 165) is a lecture and performance opportunity for students, faculty, professional musicians, and visiting artists. Showcases are held every Thursday in the Music Recital Hall from 12:30-1:20 pm. There are a few exceptions to meeting times (holidays, finals week). Please see your syllabus for the course meeting time exceptions and specific requirements. Music majors are required to pass 10 terms of MUS 165/ Concert & Recital Attendance. Transfer students must register for MUS 165/ Concert & Recital Attendance every term until their graduation. See the MUS 165/ Concert & Recital Attendance instructor of record if you have questions.

MUS 165 - Concert & Recital Attendance

0 - 1 credits

Music majors attend weekly meetings and a required number of concerts each term as determined by the music faculty.
Graded Pass/No Pass only

If you are interested in performing during Concert & Recital Attendance on a Student or Scholarship Showcase, complete the MUS 165 Concert & Recital Attendance Performance Form no later than the week prior to the performance.

Concert & Recital Attendance is open to the larger SOU campus community and the public (Pandemic protocols permitting) and all SOU faculty, staff, and students, regardless of their major, are encouraged to attend. A complete list of events and showcases will be listed on the oca.sou.edu/events website.

Continuing in the Program

All Music majors are required to enroll in:

- MUS 165/Concert & Recital Attendance until 10 terms are passed (or every term for transfer students).
- Keyboard Skills/MUS 292 until 3 terms are passed.
- One or more large ensembles that most closely relate to their area of study, each term, until 6 terms are passed (BA/BS/BM in Performance) or 12 terms passed (BM in Music Education).
- In the third term of MUP 290, all Music majors will register for MUS 300 Continuation Exam (see section below).

Music majors are expected to maintain:

- A grade of C or better in all Music courses.
- Pass a Jury every term they are offered, while taking MUP lessons.

Building Access, Practice Rooms, Instruments & More

Music Building Access

The Music Building is unlocked between 7:00 am and 7:30 pm Monday through Friday during the fall, winter, and spring terms, as well as for concerts and special events, and by approved fob (electronic) access. Building access is available to Music majors, minors, and ensemble performers needing a practice space. A key fob and practice room key may be obtained from the Music Office, Room 142. Should your fob stop working or expire - to renew your access, please visit the Music Office or send an email to music@sou.edu. You must reserve your practice space ahead of time through the Music Google Calendar for your desired time slot and room or classroom. For summer access, please have your faculty advisor contact the Music Office to confirm your summer access. For any building issues after hours, please call Campus Safety at 541-552-6911. All fobs and keys should be turned into the Music Office Manager or Building Manager at the end of your time at SOU. Keys and fobs do not need to be returned after each academic year until you have completed your time at SOU.

Music Lab – Room 012

The Music Lab is located in the basement of the Music building near the restrooms and student lounge area. The Music Lab offers students an opportunity to listen to music, use computer software to write and record music, and work on class projects. There are also opportunities for students with approved Financial Aid Work-Study to work in the Music Lab. Hours may vary from term to term. Please check the door of the lab for the schedule – to be determined each term by lab staff availability. The lab is closed during University closures - holiday breaks, finals week, and summer sessions.

Instrument Check-Out

The Music program has instruments that may be checked out to students enrolled in Music courses. Interested students must obtain faculty approval (Applied Teacher, Ensemble Director, etc.), and then contact the Music Office to check out an instrument. Unless otherwise approved by a faculty member all instruments must be turned in to the Music Office at the end of each academic year for cleaning and repairs.

Folders & Sheet Music

Each ensemble director will arrange music folders and sheet music for each student in their ensemble. It is expected that each student will turn in their music at the end of each term, and turn in their folders and any remaining (original) music to their ensemble director or to the Music Office at the end of each academic year.

Practice Rooms

Practice rooms are located on the first floor of the Music Building. Practice rooms are available for students enrolled in music classes (majors, minors, ensemble participants, etc.) and must be reserved through Google Calendar prior to use. A 27.70 key that will open all of the practice rooms can be obtained from the Music Office Manager. The practice rooms are to remain locked when not in use. Personal belongings should not be left in practice rooms at any time and it is expected that trash and other items brought into the practice room are removed when each student leaves. Please no food or open containers in the practice rooms. Water bottles are ok. Pianos are available in all rooms. Problems with a piano should be reported to the Music Office, Room 142 as soon as possible including simply being out of tune or damaged or broken keys/strings.

Lockers

Lockers are located on the second floor of the Music building adjacent to MUS 220. These lockers can be issued to students enrolled in music classes for the purpose of securing instruments or storing music or personal belongings while in class. A locker assignment and combination can be obtained from the Music Office. The locker room is open and accessible during regular building hours. If you cannot access the locker room or it is locked, please see the Building Manager or Music Office Manager first. During the weekend call Campus Security at 541-552-6911. Lockers must be cleaned out at the end of each academic year unless otherwise instructed; combinations /locks will be changed each summer to ensure students' privacy.

Copy Machine

The copy machines in the Music Building (rooms 142, 230) are available to students. See the Music Office Manager for assistance/how to access the copiers. There is also a printer available in the Music Lab 012 for student use at no charge.

Faculty/Staff Mailboxes

The faculty mailboxes are located inside the Music building office, room 142. Students may leave messages for the faculty in their mailbox but the most efficient is to email instructors directly. If you'd like to leave something for a faculty member, please ask the Music Office Manager.

Communication & Announcements

General announcements are made during Concert & Recital Attendance every Friday at 12:30 pm, and through Music course communications (syllabi) and the Music Program Weekly E-Newsletter. The best way to reach a faculty member is by Navigate or email and you may also leave messages in faculty boxes located in the Music Office, room 142.

Accompanists

The following are helpful guidelines for properly preparing to use an accompanist.

Conditions of service

- Music must be in the accompanist's possession no later than two weeks before a performance or lesson. Little or no consideration will be given to last-minute needs.
- The music will be either in book form or loose sheets of paper. DO NOT staple or copy front and back.
- The performer is expected to attend any and all arranged rehearsals with the accompanists. The cancellation or rescheduling of a rehearsal must be done at least 48 hours in advance. Should the performer fail to show up to a scheduled rehearsal without any notification, the accompanist may not be able to accompany the performer.

To contact or arrange for an accompanist please see your ensemble director, applied instructor, or contact the Music Office for a referral to a graduate piano student or the staff accompanist.

Juries (MUP / Applied Music Courses)

Juries are held at the end of the term and are required for students taking applied music lessons (in the MUP 90 series). Applied music is in the class schedule under MUP (Music Applied Instruction). Juries are used as a tool for faculty to assess students' progress on their instrument or in vocal studies and act as a final exam for MUP courses. Juries are scheduled during the final exam week of each term. Each area will have its own jury time; for example, all woodwinds attend a woodwind jury which is adjudicated by the woodwind faculty. Students register for juries, complete their Repertoire Reports, and receive feedback through The Jury System. Students are responsible for arranging an accompanist for their jury if needed and having copies of music ready for their accompanist and adjudication panel. The jury days and times are listed below. Please take note of the changes for date and time for Fall and Spring Terms.

Juries

Fall

Woodwinds: Monday, December 5- 3:30 pm - 6:30 pm
Percussion Juries Tuesday, December 6- Band Room 9 am - 12 pm
Piano: Tuesday, December 6- Recital Hall 9 am - 11 am
Voice: Tuesday, December 6- Recital Hall 11 am - 2 pm
String and Guitar: Wednesday, December 7- Music Lab 3:30 - 4:30 pm
Brass: Wednesday, December 7- Band Room 3:30 pm- 5:30 pm

Spring

Woodwinds: Thursday, June 15- 3:30 pm - 5:30 pm
Percussion Juries Tuesday, June 13- Band Room 9 am - 12 pm
Piano: Tuesday, June 13- Recital Hall 9 am - 11 am
Voice: Tuesday, June 13- Recital Hall 11 am - 2 pm
String and Guitar: Wednesday, June 14- Music Lab 3:30 - 4:30 pm
Brass: Wednesday, June 14- Band Room 3:30 - 5:30 pm

MUS 300 – Continuation Exam

Students registered for their third term of MUP 290 are required to pass the MUS 300 Continuation Exam to progress to MUP 390 and upper-division coursework. This performance exam will be a demonstration of what you've learned in the first two years at SOU. All lower-division Music requirements should be completed before registration in MUS 300.

To prepare for the MUS 300 exam, students will speak with their MUP Applied instructor in conjunction with their advisor. When it is determined that a student is ready for the exam (typically during the third term of MUP 290), they will register for the 0-credit course, MUS 300 Continuation Exam with their area director, and present the performance exam during the juries of that term. The exam is a 30-minute slot. Students will perform several pieces of varying prepared repertoire, sight-read, perform technical exercises as directed by their applied instructor, and a 2-week self-prepared piece assigned by their instructor and/or advisor.

Student Recitals

Junior Recitals

Students register for MUS 350 (1 cr.) with the approval of your advisor. Junior recitals normally take place during Concert & Recital Attendance. The schedule is set at the beginning of each year, so your advisor will need to talk to the faculty member in charge of the Concert & Recital Attendance as soon as you have a desired date for your recital so a date can be confirmed. Junior recitals should consist of twenty-five minutes of music.

Senior Recitals

Students register for MUS 450 (1 cr.) with the approval of your advisor. Schedule your recital date and time as early as possible in consultation with your advisor and the Music Program Chair. The Recital Hall calendar fills up quickly so you need to get your date reserved as early as possible. Senior recitals should consist of fifty minutes of music.

All Recitals

- No taped accompaniments or midi accompaniments may be used, unless that is what the composer of the score indicated.
- Recital hearings will be held at least one month prior to the scheduled recital. At the hearing the faculty will ask to hear any or all of the scheduled music as it will be performed on the recital. This includes:
 - Performing from memory, if that is how the music will be performed on the recital.
 - Performing with the accompaniment that will be used on the recital. If an ensemble will be used in the recital, the ensemble should be at the hearing. If it is impossible for the ensemble to be at the hearing, the student should provide a video of the most recent rehearsal with the ensemble.
 - In the event the student does not pass the first recital hearing, a second hearing may be granted by the faculty - a minimum of four weeks after the first hearing.
- Students presenting recitals must be enrolled for applied music on their primary instrument the term of their recital. They are strongly urged to be enrolled for applied music on their primary instrument for the two terms prior to their recital.
- You may sign up for one rehearsal time in the Music Recital Hall prior to your recital performance. Consult with your advisor and have them request those times as soon as possible. Your applied teacher should be present at the time of those rehearsals. If that is not possible or your applied teacher is not one of the full-time faculty, please check with the Music Recital Hall Manager – Tom Knapp to make sure the Recital Hall will be open at the time of your rehearsal.
- Publicity information (for newspaper articles and radio announcements) must be given to the Music Office Manager or OCA Marketing Manager at least 3 weeks before your recital. This should include:
 - A brief, general description of your concert, and a selection of pieces or composers.
 - Biographical information about you, no more than one paragraph.
 - Use the name you want to appear on your publicity and program.
- We will need to have your program information, including text translations, if necessary, in the Music Office at least two weeks prior to your recital date. Please submit as a Google Doc without any formatting. See the [Student Recital Submission Example Doc](#) for how to submit your program information. Your Instructor must approve the program before you submit it to the Music Office.
- All programs use a standardized, professional format. Please present information in the following form and order:
 - Your name, as you want it to appear on the program cover.
 - Title of Recital.
 - Date and time of recital.
 - List of pieces in the order of performance. Include intermission, if any.

- o Title of Pieces, Composers, Dates, and Performers' names and instruments.
- o Accompanist(s), instrument(s) if appropriate.
- o Bio- no more than one paragraph- about your musical background and current activities.
- o Program notes-- optional
- o Translations-- optional –
- o Photo – optional. If you do not have a photo but want to include one – see the Music Office Manager for assistance with photography.

Keyboard Skills

Keyboard Skills must be passed by all candidates for all music degrees and should be completed after three terms of MUS 292. It consists of several exams, which do not have to be passed all at once. It is permitted to do one or several parts of the Exam on one day.

- Technique: Play major and harmonic minor scales up to and including four sharps/flats in the key signature, one octave in parallel motion, ascending and descending, hands together (see attached charts).
- Facility:
 - o Play any standard harmonization of the tune “America” (usually associated with text “My country ‘tis of thee”) – see Appendices.
 - o Play a prepared composition. This should be a baroque, classical, romantic or contemporary composition. Examples: compositions from Anna Magdalena Bach Book, *Minuet in G* by Beethoven, *Lyric Pieces* by Grieg; easy pieces by Bartok, Kabalevsky, etc.
- Sight Reading: Read a standard composition from a public school’s music book. This composition will be given out 24 hours before the Proficiency Examination.
- Harmonization:
 - o Play (at sight) a single line of the complexity of a standard Ear Training textbook; then harmonize this melody at sight using simple chords in the left hand as an accompaniment.
 - o Play chord progressions in major and minor keys, up to and including 4 sharps/flats in the key signature, such as I-IV-V7-I, I-ii6-V-I, etc.

Student Evaluations

All SOU courses are evaluated each term. Evaluations will be electronic and will be accessible through your InsideSOU account. Please fill out an evaluation for all of your Music classes. Your input is greatly appreciated by the faculty and administration.

Performance Ensembles

All Music majors are required to complete a number of large ensemble credits appropriate to their area of study. Large ensembles are Chamber Choir, Concert Choir, Wind Ensemble, Rogue Valley Symphony Orchestra, and Youth Symphony of Southern Oregon. There are many local performance opportunities in the Rogue Valley, and future travel opportunities for ensemble groups. See each area’s Ensemble Director for more information.

Choirs

- SOU Chamber Choir (MUS 394/594) is directed by Dr. Jerron Jorgensen and meets Tuesdays/Thursdays 1:30-3:20 in the Choir Room MUS 231 (0 or 1 credit).

Bands

- SOU Jazz Ensemble (MUS 385/585) is directed by Dr. Christine Lundahl and meets Tuesdays/Thursdays 3:30-5:20 in the Band Room MUS 220 (0 or 1 credit).
- SOU Wind Ensemble (MUS 395/595) is directed by Dr. Christine Lundahl and meets Mondays/Wednesdays 3:30-5:20 in the Band Room MUS 220 (0 or 1 credit).
- SOU Raider Band (PEA 180) is directed by Bryan Jeffs and meets on Fridays 3:30-4:20 in the Band Room 220, and performs at various sporting events on campus (1 credit).

Chamber Ensembles

- MUSIX - Commercial Music Ensemble (MUS 384/584) is directed by Dr. Derek Keller and meets Tuesdays/Thursdays 5:30-7:20pm in the Music Lab (1 credit). The ensemble is open to performers, producers, composers, etc.
- SOU Percussion Ensemble (MUS 388/588) is directed by Bryan Jeffs and meets Tuesdays/Thursdays 1:30-3:20 in the Band Room (1 credit).
- Performance Chamber Ensemble (MUS 384/584) is available for students seeking small ensemble experience (Chamber Ensemble, Clarinet Quartet, Saxophone Quartet, etc.). Contact instructor (Drs. Rhett Bender and Alexander Tutunov) for more information (1 credit).
- Left Edge Percussion (MUS 584): This Graduate Student Percussion Group is directed by Dr. Terry Longshore and meets Tuesdays/Thursdays 10:30am-12:20pm in the Band Room MUS 220 (1 credit).

Orchestras

- Youth Symphony of Southern Oregon (MUS 398) is directed by Dr. Cynthia Hutton and meets Sundays 3:00-5:30pm off campus. Please see the footnote on the course for more information and instructor contact info and placement (1 credit).
- Rogue Valley Symphony (MUS 396/596) is directed by Dr. Martin Majkut and is available for credit by audition. Please see the footnote on the course for contact information and the Rogue Valley Symphony website for audition information (1 credit).

Music Program Work Opportunities for Students

Stage Manager

This position is hired by the Music Recital Hall Manager, Tom Knapp - Room 104. Any openings are posted on the Music Bulletin Board before the beginning of each quarter. Students are paid either through Work-Study, or Student Employment.

House Manager

Also hired by the Music Recital Hall Manager, this position seats the audience and takes care of patrons' needs during recital hall concerts. A schedule of concerts and events and training for this position will be provided.

Recording Technician

The recording technician is a specialty position hired by the Music Recital Hall Manager, Tom Knapp. Qualified students may apply for this position, but must have the appropriate experience and qualifications to be hired. Students are paid either through Work-Study or Student Employment.

Music Lab and Recording Studio Manager

The Music Lab and Recording Studio Manager is hired and supervised by Dr. Derek Keller. Students should use the SOU CareerLink to apply for this job. Students are paid through the PEAK program.

Music Office Assistants

The Music Office Assistants are hired by the Music Office Manager. Students should use the SOU Handshake portal <https://app.joinhandshake.com/> to learn more about this position and to apply for this job. Job duties include assisting the Office Manager and OCA Director with copying, filing, mailings, marketing, updating databases, ensuring the practice rooms and classrooms are clean and in good working order, and assisting with events, concerts, and publications in the Music Office. Students are paid through Work-Study funds only, so before applying for this position, be sure you have been awarded Federal Work-Study.

Music Lab Staff

The Music Lab Staff is hired by the Music Lab and Recording Studio Manager. Students should use the SOU Handshake portal <https://joinhandshake.com/> to learn more about this position and to apply for this job. Job duties include assisting students with Music Lab Software, cataloguing recital hall recordings, and maintaining security and cleanliness of the Music Lab. Students are paid through Work Study funds only, so before applying for this position, be sure you have been awarded Federal Work Study.

Music Library Assistant

Music Library Assistants work with the Music Office Coordinator and Ensemble Directors. Interested students should apply for a Music Library position and talk with the Ensemble Directors. Students are paid either through Work Study only.

Box Office Assistant

OCA Box Office employees are hired by the Oregon Center for the Arts Box Office/Marketing Manager. This is a professional customer service position that serves SOU faculty, staff, students and the general public. Essential job functions include: selling tickets to all performances and events presented by the OCA, assisting the public with questions about all performances happening in the Rogue Valley (both on the phone and in person), and assisting the Box Office Manager with special projects including digital marketing. Must have cash handling experience and agree to an SOU background check to hold this position. Must be available to work at least one 3-hour shift per week during regular Box Office hours. Must be available to work a few evenings and weekends to sell tickets before OCA events. This position is located at the OCA Box Office in front of the Theater Building. Students are paid through Federal Work Study only, please apply [InsideSOU](#) by choosing Handshake <https://app.joinhandshake.com/>

Unless otherwise authorized by the Payroll Office, all students (workstudy or student employment) use the Web Time Entry system (WTE) a paperless timekeeping system for Southern Oregon University. InsideSOU (Student Employees section) you will find information on how to use WTE, eligibility requirements, employment information, employment forms, and information on open positions across campus. <https://inside.sou.edu/sc/wte.html#Employees>
Contact the Music Office for Music Program opportunities / jobs or go to Handshake at <https://sou.joinhandshake.com/> to view available jobs.

Usher Duties and Responsibilities

Please keep in mind that you are an acting representative of the Oregon Center for the Arts at all times, please be friendly, helpful, polite and neatly attired.

Dress Code: You must wear black shoes, black dress pants or skirt, and a white or black collared shirt. You are representing both the music program, and the Oregon Center for the Arts at SOU, so please wear business dress. As you will be on your feet most of the night, please wear comfortable shoes.

Arrival Time: You must arrive **45 minutes before the performance**. When you arrive, look for the House Manager near the Box Office or inside the Recital Hall. For Music Program concerts, please put on a red vest. They are stored in the inset closet in the music office near the OCA Director's Office across from the Conference Room. Leave the Recital Hall doors closed until the House Manager tells you to open them for the public, usually 15 minutes before the concert.

BEFORE THE PERFORMANCE

Check with the House Manager for uncompleted tasks.

1. Everyone should have a ticket or season pass for concerts. Look at tickets to make sure patrons have the right night and location. Patrons may keep tickets. If anyone attempts to enter without a ticket, direct those patrons to box office at south side of lobby.
2. Please hand out programs in an appropriate manner. Offer each patron a program. The house manager will keep you supplied with programs to pass out, which are stored on a music stand by the Recital Hall entrance door.
3. Please encourage patrons to sit in the front of the hall. All Music Program events except the Tutunov Series are general seating. Rogue Valley Symphony events and Chamber Music Concerts are also reserved seating. The Box Office will have copies of the seating chart. Please study the chart before you usher for a reserved seating event, as the seating numbers in the Music Recital Hall are tricky. You only need to help people find seats when they are reserved.
4. Patrons in wheelchairs should be positioned next to usher seats, or helped into a wheelchair accessible chair, which is located in the bottom section of the hall. If needed, you can move one of the black upholstered chairs to entrance hallway to make room for handicapped seating.

5. **No flash photography.** If you see this occur during the concert, an usher should ease over and ask the guest that no photos be taken until the conclusion of the concert. Flash photos are very distracting to performers.
6. No video or audio recording is allowed due to copyright laws.
7. Beeping watches, pagers, and cell phones should be turned off.
8. Close the doors to the hallways when house lights are dimmed and/or stage lights are raised. Open the doors when the lights come up at intermission. Do not seat patrons except during applause breaks. No babies should be brought into a concert. If patrons have young children encourage them to sit near an exit for an easy escape.
9. Answer questions politely and to the best of your knowledge. If you don't know an answer, find out and get back to the guest.

DURING THE PERFORMANCE

1. One usher will remain in the entrance corridor on each side of the Music Recital Hall for 15 minutes after the concert starts to deal with latecomers. One usher on each side will take a seat inside the concert hall at beginning of the concert to monitor patrons. After 15 minutes, the outside usher on each door may enter at a break, if desired.
2. Do not allow people to enter while music is being played. People may enter between pieces. Usually, if the first piece is a multi-movement work, people may enter after the first movement.
3. If someone is disruptive – a crying baby, a child who cannot sit still – someone using a mobile device, it is your responsibility to ask the person to go to the lobby until the disruptive problem is solved. Please be discreet and diplomatic.
4. If someone has to leave during a piece (a coughing fit, for example), please help them close the door so it doesn't close loudly.

AFTER THE PERFORMANCE

1. The ushers will go through the house, and pick up discarded programs, tickets, and items left behind. Programs may be recycled in bins on either side of lobby. Ushers will also empty the wastebaskets in entryways. If any lost items are found, in house, they should be placed on the counter near the end of the lobby area.
2. After walkthrough of the Music Recital Hall, check with the House Manager to see if any other duties are required. If not, hang up red your vest in the Music Office, and you are free to leave.
3. You are credited 2 Convocation attendance credits when you usher. That is done when the House Manager initials your name on the usher sign-up sheets on the board outside the Music Office. Before you leave, make sure the House Manager has done that. For RVSO, their House Manager will contact Tom Knapp to provide names of ushers for credit.

Resources! Resources! Resources!

Everyone needs some kind of help from time to time and there are a wide variety of resources available for SOU students. Whether you are low on food, need health care, contraception, hygiene supplies, need to add/drop a class or have a question about your scholarship or student account, we have a resource to assist you. Here are links to some of the most helpful and frequently used student resources on and off campus. If in doubt, ask the Music Office Manager to get you connected right away! Don't be afraid to ask for help, we're all here to help you succeed.

COVID-19 Protocols

information see these resources: [COVID-19 resources](#), [local testing locations](#) and the [exemption form](#).

SOU Food Pantry

The SOU food pantry is available to all SOU students living on or off campus and regardless of major or minor. The pantry provides 10 items of food per week (and requested hygiene items – shampoo, soap, personal supplies) to all SOU students. Currently to observe health and safety protocols, premade “grab bags” are available M-F at the Stevenson Union Welcome Desk (SU). Hours may vary, so check the website or ask in the Music Office. For more info go to: <https://inside.sou.edu/studentlife/foodpantry.html>. Need more food assistance than 10 items/week? That’s ok! There are many other food assistance options including SNAP, Raiders Helping Raiders, ACCESS Food Pantry Network, and the Ashland Emergency Food Bank. There are also several local food pantries that help SOU students. For more information you can click on any of the resources above, or reach out to the SOU Student Sustainability Resource Center at ecos@sou.edu or email Jill Smedstad directly at smedstadj@sou.edu Don’t need food for yourself, but want to help raise awareness and food for other SOU students? Be a part of the February Food Drive at SOU and volunteer to help your fellow classmates!

SOU Health and Wellness Center

The [SOU Health and Wellness Center](#) offers contraception, **FREE** COVID-19 tests and vaccinations, as well as preventative medicine wellness checks, and confidential counseling, and mental health services.
You can make an appointment or access emergency services by calling 541-552-6137.

SAVS 24 Hour Help Line is a confidential, 24-hour service that can be reached at 541-779-4357 and specializes in addressing situations of sexual violence and relationship violence.

SOU HEALTH CENTER HOURS (during a typical academic year)

Monday: 8:00 am - 5:00 pm
Tuesday: 8:00 am - 5:00 pm
Wednesday: 9:00 am - 5:00 pm
Thursday: 8:00 am - 5:00 pm
Friday: 8:00 am - 5:00 pm
Saturday & Sunday: Closed

SOU Clubs and Organizations

SOU Presence is a website that is a one-stop campus connector to clubs, leadership, and involvement opportunities. There are over 60 student organizations to get involved with. <https://inside.sou.edu/studentlife/index.html>

SOU Music OMEA Chapter

SOU Music has a student-led OMEA (Oregon Music Educators Association) chapter on campus. Contact the Music Office for more information and to contact the student president each year. For 2022-2023 the President is **Morgan List – email listm@sou.edu for more information about meetings and projects.**

SOU Cares Notes, Sexual Misconduct Reporting, Options, & Survivor Support

Southern Oregon University is committed to a timely, thorough, and thoughtful response to concerns of equity, equal opportunity, harassment, and sexual misconduct violations. SOU uses the [SOU Cares](#) form that is immediately sent to the Dean of Students and directed to the appropriate resources/aid. SOU is committed to providing an educational environment that is safe and accessible to all. In addition, Southern Oregon University values due process, clarity of procedure and strives to ensure equal access for all members of the campus community. These forms are confidential.

[SOU Cares](#): Use this form to report cares, financial or mental health concerns, faculty, staff, or student concerns or inappropriate behaviors, academic integrity misconduct, or COVID concerns.

[Equal Opportunity, Harassment, and Sexual Misconduct Form](#): Use this form below to report sexual assault, domestic violence, stalking, intimate partner violence, sexual harassment, bias, or discrimination.

If you are in immediate danger to an urgent threat call 911 to reach the Ashland Police Department and Campus Public Safety.

SAVS 24 Hour Help Line is a confidential, 24-hour service that can be reached at 541-779-4357 and specializes in addressing situations of sexual violence and relationship violence.

YOUR PRIVACY: When consulting campus resources, students should be aware of confidentiality and mandatory reporting in order to make informed choices. A [confidential advisor](#) can maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone unless you want them to. **All other employees of Southern Oregon University are expressly there for you to report crimes and policy violations, and they will take action when you report an incident to them by filling out the appropriate forms.**

More information about [sexual misconduct at SOU](#).

SOU Resource Centers

[Gender & Sexuality Resource Centers](#): (Formerly Women's & Queer Resource Centers)

[Veterans Resource Center](#)

Academic and Financial Help

[Raider Student Services](#)

For information on academic services, course registration, important dates and deadlines, and managing your students account, see Raider Student Services.

[Financial Aid and Scholarships](#)

For information on financial aid, scholarships and the renewal process, see Financial Aid.

Student Records for information on diplomas, transcripts, and records, FERPA, Honors List, Ethnicity and Race Definitions, Preferred First Name info, Apostille document authentication and much more see student records.

Music Special Events, Festivals, Travel Opportunities, and More!

Food Pantry Benefit Concert

Annually, the music program produces a **Food Pantry Benefit Concert**, where students can sign up to perform, help collect food and donations, or assist with the sound and production of this important community event. Held annually in February as part of the Governor's Food Drive, OCA students and faculty have a chance to perform their original works, covers, or small and large group compositions for our community while raising hundreds of dollars and pounds of food to support the SOU Student Food Pantry.

Festivals/Honor Band/Choir Events

Music students have the opportunity to participate in recruitment activities for SOU such as high school ‘Honor’ events. Choir, Band, and Percussion areas each host a recruitment festival/or honor event that brings prospective students to campus. Current SOU students are needed to volunteer to help with these events and tell your story/share your experience of being an SOU Music student! Music students are also often sought after for SOU Presidential and other special events like the [Oregon Arts Medallion](#), and other special events.

Travel Opportunities

Current music students and SOU Music groups are often asked to perform in the community at retirement centers like the [Rogue Valley Manor](#) and [Mountain Meadows](#), at local schools, and as part of special events like the [Jacksonville Victorian Christmas parade](#), SOU homecoming parade, and other special events in our community.

Music Program Conclusion

Please reach out to the Music Program Chair or the Music Program Assistant with any questions! We are here to help you navigate not only the music program, but can also connect you with a wide variety of resources to assist you and enrich your college experience at SOU!