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Introduction

Welcome (or welcome back) to the Department of French and Italian! In order for the coming academic year to run smoothly, the office staff has developed this handbook as a guide to office procedures and policies.

But first, let us introduce ourselves and the primary functions we each serve:

**Isabel Piedmont-Smith** is the department administrator in the office. She is the departmental fiscal officer, handles the course scheduling, supervises the other office staff, and serves as personal secretary to the chair. Her other duties include assistance with faculty hiring, tenure, and promotion, and overseeing all human resource functions of the department. She also maintains the departmental e-mail distribution lists and arranges guest speaker visits. Her e-mail is ipiedmon@indiana.edu.

**Nick Miller**, the graduate secretary, addresses graduate student concerns such as academic status, language proficiency, semesters of support, registration procedures, fellowship applications, and graduate admissions. He also helps compile the departmental statistics, performs payroll data entry, and administers the Career Placement Service. His e-mail is fritgs@indiana.edu.

**Orion Day**, the part-time undergraduate secretary and webmaster for the department, is responsible for keeping our website up to date, submitting on-line course descriptions, and coordinating student course evaluations. He handles undergraduate concerns such as special credit, tutor lists, and language placement. His email is fritusw@indiana.edu.

**Roxana Cazan**, our part-time faculty secretary, is responsible for ordering textbooks, desk copies, and materials for courses, as well as office supplies. She assists with faculty recruitment activities, oversees the general “fritdept” email account for the department, and coordinates travel reimbursements. Her e-mail is fritdept@indiana.edu.

Our department office hours are 8:00 am to 5:00 pm Monday through Friday. If it is necessary for us to close the office during our regular hours, we will try to give all department members as much advance notice as possible through e-mail and posted signs.
General Office Procedures

Departmental envelopes and stationery: If you need some sheets of departmental letterhead stationery and corresponding envelopes (or other stationery supplies), they are located under the work table behind the sliding doors.

Campus mail envelopes: If you need to send something through campus mail, we have many used campus mail envelopes to which you can help yourself. These are located beneath the faculty mailboxes on the right-hand side. Letter-sized campus envelopes are located on the shelf below.

Mail: Outgoing U.S. and campus mail is brought down to the mail room twice a day, about 12 noon and 2:00 pm, and then mail delivered to Ballantine is brought upstairs and distributed. Our mail collection boxes are in the main office by the front office door. Do not use the mail chute next to the elevators, since this is no longer emptied. Please check your mail box in BH 642 regularly for mail and departmental communications.

Mail forwarding: The Department of French and Italian strongly urges all graduate students who will be away from campus for an extended period of time to fill out a “change of address” form at the local post office to notify all organizations and individuals who correspond with them of their address change. Students should also officially change their address with the university via OneStart. See http://registrar.indiana.edu/addresschange.shtml for information. Please also inform the departmental graduate secretary of your address change. Any question about mail forwarding by another member of the Department can be avoided if the above steps are taken.

Fax: You may at any time receive a fax here in the main office. Provided your name is on it, we will place the fax in your mailbox as soon as it comes through the machine. Our fax number is 855-8877. Sending a fax from the office is only possible under special circumstances related to your graduate studies. Please check with Isabel before submitting a fax request in the “Staff Work Box.”
**E-mail distribution lists:** In order to facilitate departmental communication, the FRIT department maintains e-mail distribution lists. For each of these lists, type “@indiana.edu” after the list name (e.g. fritgrad@indiana.edu). In this list, “permanent” means those faculty who are tenured or tenure-track, or who have a long-term appointment.

FRITFACULTY = Permanent, Visiting, and some retired French and Italian faculty
FRITFAC = Permanent French and Italian faculty
FRENCHFAC = Permanent French faculty
FRENCHFACULTY-L = All French faculty, including visitors
ITALFAC-L = Tenured and tenure-track Italian faculty
FRITGRAD = All French and Italian graduate students
FRENCHAIF = All Associate Instructors and faculty teaching French language, plus the Director of French Language Instruction
ITALIANAI = All Associate Instructors and faculty teaching Italian language, plus the Director of Italian Language Instruction
FRENCHLIT = French literature graduate students and DGS
FRENCHLING = French linguistics and MAFI graduate students and all French linguistics faculty
ITAL = Italian graduate students and DGS

The office staff is included on relevant e-mail lists. The distribution lists are most often used by the office staff, but they may be used by any faculty or graduate student who has an announcement relevant to the Department. It is essential that graduate students check their IU e-mail on a regular basis, as important departmental announcements and messages from staff are often communicated in this way.

When posting a message, keep in mind that all e-mail lists except for FRITGRAD require that you respond to an automatically generated confirmation message. This is to avoid e-mail spam.

**NOTE:** Please do not give out the names of FRIT e-mail distribution lists to anyone outside of the Department. If an outside person has a relevant announcement to make, please ask her/him to send it to our departmental e-mail address: fritdept@indiana.edu. The staff will then forward the message at our discretion.
Emergency Procedures

Associate Instructors are responsible for the following actions in case an emergency occurs during the class they are teaching.

- **In case of fire**, the fire alarm will sound. Lead your students out the nearest exit and away from the building. Do not use elevators.
- **In case of tornado**, you will be notified by the local tornado siren and (if in Ballantine) by a Ballantine Hall floor monitor. Lead your students into an enclosed area, away from windows and doors. Again, do not use elevators.

All graduate students should, of course, follow the same procedure themselves when not in class. In Ballantine, floor monitors can lend assistance in case of emergency. They are identified by wearing neon green vests. In the FRIT office, Isabel is the floor monitor, but both Isabel and Valerie have first aid and CPR training.

In case an instructor has a disabled student in his/her class, the AI is to assist that student as best he/she can, or ask a reliable fellow student to assist him/her. In case of fire on a floor without an exit, a physically disabled student may only be left in a stairwell or hallway if helping the person all the way outside is impossible. Then emergency personnel should be informed of the person's location as soon as possible in order to fully evacuate him/her.

For more information about emergency procedures, please visit [www.indiana.edu/~bhsafety/](http://www.indiana.edu/~bhsafety/)

Student Disabilities

The Department of French & Italian works closely with the office of Disability Services for Students to provide accommodations to students with learning and/or physical disabilities. If you are seeking accommodations, please obtain the information letter from DSS in Franklin Hall 006 (phone: 855-7578, [iubdss@indiana.edu](mailto:iubdss@indiana.edu)), and then make an appointment to see your professor. In order for professors to make appropriate and adequate accommodations, they must receive such requests by the end of the first week of classes. AIs should tell inquiring students to
meet with the appropriate Director of Language Instruction when requesting accommodations (French: Kelly Sax, Italian: Colleen Ryan).

**Information and Resources for Associate Instructors**

**Payroll:** Direct deposit to your bank account is required for all AIs. You can view your pay deposits in OneStart. Click on the “Services” tab and then find the pay check link under “Employee Center.” The website is [http://onestart.iu.edu](http://onestart.iu.edu).

The pay schedule for 2013-14 is as follows:

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<td>September 13</td>
<td>January 31</td>
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<td>September 30</td>
<td>February 28</td>
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<td>October 31</td>
<td>March 31</td>
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<td>November 27</td>
<td>April 30</td>
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<td>December 20</td>
<td>May 5</td>
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**Parking:** Parking permits for A and C parking zones may be purchased for the semester(s) or summer session for which the AI is appointed. The student academic appointee contract can be used as proof of employment when you apply for a permit at the Parking Operations office (Henderson Parking Garage).

**Duplicating by Staff:** Office duplicating for Associate Instructors is limited to the duplication of course exams and course quizzes. Duplication of extra quizzes, handouts, or assignments for individual classes is the responsibility of the AI. For single-class language courses, exceptions may be made, and supplemental materials may be duplicated by the office.

Any material to be duplicated by the office staff must be submitted to the staff at least three business days prior to the date the material is needed. This advance notice is required because the staff may have to send such orders to Maxi Duplicating, which sometimes has a slow turnaround time.

When submitting materials for duplication, please follow the procedures listed below to use the online “FRIT drop box” through OnCourse ([http://oncourse.iu.edu](http://oncourse.iu.edu)). Note: Only course supervisors and their designees
will have access to the FRIT drop box in Oncourse, in addition to instructors teaching single-section classes.

- Before you go to the Drop Box in Oncourse, please name your file according to these guidelines: Start with the course number, then the semester, then the exam number. For example: F100Fall10Exam1
- In Oncourse, click on "Drop Box" in the left-hand column.
- You will see your name listed as the only "Drop Box" accessible to you.
- Click on "Add" next to your drop box
- Click on "Upload Files" - a new window will open
- Select the file to upload by clicking Browse and finding the file on your computer or USB drive
- Click on "Add details for this item"
- Type in the instructions of what you want us to do with your file (e.g. Make one copy for every F100 student, back-to-back, stapled) and when you need the copies (e.g. Needed by 4 pm Nov. 10).
- Then click "Upload File Now"

**Self-Service Copies:** AIs have access to the Ricoh photocopier owned by FRIT and Germanic Studies which is located in BH 643. At the beginning of the semester, the faculty secretary will email each AI an individual access code to use this photocopier. If you no longer have it, check with Roxana, and she can re-send it to you. AIs are limited to 100 copies per class taught.

Scanning on this same machine is free, and your university email address has been entered into the system. When you approach the machine, press the “scanner” button on the left, and then find your name under the alphabetical headings in the center of the screen (AB, CD, EF, etc). Then scan your document, and it will be sent to you via e-mail as a PDF.

Your university ID card may be used to make copies at other locations on campus if you add funds through a Value Transfer Station or from your faculty research account. Value Transfer Stations (VTS) for adding funds to your ID card are available in the IMU commons area and the Main Library.
(lower level). For a full list of VTS locations see http://www.cacard.indiana.edu/cacard/vts.asp.

**Grade books:** AIs must keep track of grades and attendance electronically or in a paper grade book. AIs must file their grade books (booklet or computer printout) at the end of each semester, but may retrieve the booklets to use again at the beginning of the next semester if there is room remaining in the paper booklet. It is important that faculty supervisors and the Chair have access to your grade books while you are out of town, so please DO NOT take your grade book out of the office after the grading semester unless you are using it to mark down grades on this campus. Paper grade books are available for free from the department.

**Exam files:** Duplicated exams for AIs are filed according to instructor, course, and class number in a filing cabinet in the back office where Isabel works. AIs are to pick up their exam copies from this cabinet shortly before the class time(s) when they are to administer the exam. This cabinet also contains the most recent set of final exams for AI-taught courses, which are filed there by AIs at the end of each semester (or summer session).

**Desk copies:** The Department’s goal is to be able to provide each AI with a desk copy of each book needed for the course he/she is teaching. However, since we have so many AIs, and since AIs and teaching assignments change each year, the book publishers may not always agree to send new desk copies. In this case, the faculty secretary will loan each AI departmental copies of the texts and materials they need for the course they are teaching. Departmental copies have a departmental tag and number in them so that the staff can keep track of our materials. Such materials are loaned to AIs for one semester (or summer session) and must be returned to the Department at the end of that period. AIs are responsible for returning departmental desk copies in good condition.

**Keys:** Each AI will receive a key for the Ballantine Hall elevators upon payment of a $5.00 deposit. Keys to the FRIT graduate student rooms may be requested as needed; these will also require a $5.00 deposit. Isabel is the Department’s “keeper of the keys.”
**IU Oncourse:** Indiana University has developed Oncourse, a system which assists faculty and students by providing course information and discussion opportunities on the Web. Oncourse basically enables you to develop a website for each course you teach within a set format. We encourage you to explore the many features of Oncourse by going to the following Web site: [https://oncourse.iu.edu](https://oncourse.iu.edu).

To receive access to your classes, click on the Login button in the upper right corner of the Oncourse home page. Log in with your IU network username and password; a list of your current classes will appear, and you can select one of them and begin entering information for your students.

Among other features, Oncourse provides your class roster, a syllabus page, a separate schedule page, an electronic grade book option, and a class discussion forum. You can choose to use one or many features of Oncourse, and it is easy for students to access. Students simply go to the same website and log in; a list of the classes they are taking will appear. They can select your class and view the information you have provided.

**Teaching and Instructional Resources:** The Center for Language Technology and Instructional Enrichment (CeLTIE) in Ballantine 120 is available for interactive language lab lessons and to allow students to check out and view DVDs for class. Also in Franklin Hall 004 and 008 is the Center for Innovative Teaching and Learning, which assists AIs in using Internet resources and other technology in their teaching. See [http://citl.indiana.edu/](http://citl.indiana.edu/).

If you do not have a classroom equipped with the technology you need for teaching, you can request that the equipment be delivered by contacting UITS classroom support at 855-8765 or on the web at [http://www.indiana.edu/~cts/services/portable.php](http://www.indiana.edu/~cts/services/portable.php). If you do have a classroom equipped with a technology console, call UITS classroom support to obtain the access code.

**Class Rosters:**

AIs may electronically access the class roster for the class(es) they are teaching during the course of a semester or summer session, either through OneStart or Oncourse on the web.
Option 1: Go to http://onestart.iu.edu and log in. Click on the Services tab, then click on “Faculty Systems” in the left column. Then you will see a box that says "Instructor Information," where you can select "Go to Faculty Center." In the Faculty Center, the classes you are teaching will automatically be displayed, and then you can click on the one for which you want to see the roster.

Option 2: Go to https://oncourse.iu.edu and log in. The classes you are teaching should appear at the top of the screen. Select the class you want, and when it comes up, select “Roster” in the menu in the left column of the screen.

About a month into the semester, it will be time for Early Evaluation Grade Rosters and Student Performance Rosters. The Early Evaluation Rosters are required to be completed for University Division students and high school students only, whereas the Student Performance Rosters must be completed for all students. The former provides lower-level students with feedback prior to midterm, as instructors have to assign a tentative grade. The latter (“Performance Rosters”) is a way to confirm who is really attending your classes. You will receive instructions from the Registrar’s Office about completing these rosters on-line.

Finally, at the end of the semester, you will receive instructions to tell you how to enter final grades either via OneStart or Oncourse on the web. For additional information about final grade entry, visit the Office of the Registrar website at http://registrar.indiana.edu/~registra/finalgrades.shtml, or call 855-0121 if you have any questions.

**Departmental Policies:** In addition to the course guidelines which you receive from the course supervisor of the class(es) you are teaching there are certain departmental policies which all AIs should follow:

**1. Office hours:** AIs are required to schedule at least two hours per week in which to meet with their students who seek extra help. These office hours should be the same time and location each week and should not be “by appointment only.” Rooms available for office hours in the FRIT hallway are BH 615, 631 and 637. You may also hold office hours in other locations on campus, but these should be places that give the students and yourself a certain privacy. For example, holding office hours in restaurants or cafés is discouraged.
2. **Auditing**: To audit a course means to pay only a small fee to attend the course meetings but not receive any formal evaluation of the course work. Auditing is not allowed in language courses unless special permission is obtained from the Chair. In upper-level literature, linguistics, or culture courses, auditing is allowed only with written permission of the instructor. Auditing requires enrollment and payment of the audit fee.

3. **Pass/fail option**: Normally, language courses may not be taken P/F. Exception: students may take a language course P/F if they have completed their language requirement already in another language. (Required courses MAY NOT be taken P/F.) Graduate students who wish to take a course pass/fail should check with their graduate advisor.

4. **Prerequisites for language courses**: In order for a student to take a language course, she must have received a passing grade in the previous level of the language or she must have tested into the course through the placement exam. In addition, the Department highly recommends that those students who received less than a C- in a language course NOT PROCEED to the next level in the language sequence. Such students are contacted by the undergraduate secretary after the end of each semester.

5. **Incompletes**: Grades of “Incomplete” are only given in language courses for documented cases of severe illness or death in the family that prevent the student from completing the course. In addition, the student must have a substantial portion of the course work completed and the work to date must be of passing quality. If you have a student whose situation may merit an incomplete, you must discuss the situation with your course supervisor. If it is decided that the student will be granted an incomplete, you must come to the office and fill out an Incomplete (“I”) Grade Report card, and then simply enter an “I” on your grade roster.

The Incomplete card remains on file in the FRIT office for two years and is useful to remind the instructor and the student of their agreement for resolution of the “I” grade.

To remove an Incomplete grade after a student has finished the work and replace it with a letter grade, instructors should submit the change electronically. The electronic submission is the same as the eGrade Change system described below.
Sometimes a student must sit in on part or all of the course again in order to fulfill the incomplete. In that case, the student’s second instructor for the course grades the student’s work and then tells the original instructor what the final grade should be. The original instructor then submits the change of grade. Once the “I” grade has been removed, please come to the FRIT office and discard the Incomplete Grade Report card.

6. Grade Changes: If you need to change a student’s grade after the final grade roster has been posted, you can do this electronically via the eGrade Change application. Log into OneStart, click the Services tab, and click on Faculty Systems in the left-hand column. You will then see the eGrade Change option come up.

7. Final exams: Final exams for undergraduate language courses are kept on file in the main office for one year. They are then shredded and recycled. Your students may come into the main office after the final exam has been graded, show their IU ID cards, and view their graded exams. Unless special arrangements are made, an undergraduate language student may not take his/her final exam out of the main office and may not have a copy of the exam.

7. FERPA: FERPA (Family Educational Rights and Privacy Act of 1974) is the Federal law protecting the privacy of education records. All AIs must complete the on-line FERPA tutorial before their first semester of teaching at IU. The tutorial is located at https://ferpa.iu.edu.

Due to FERPA regulations, do not leave graded work in your mailbox for students to pick up. Please distribute the work in class or, if this is not possible, leave it with a staff member in the main office who can distribute it when students present their IDs. Also, please take care not to leave materials with sensitive information, such as class rosters, unattended in the AI offices or other public places.

8. Course Evaluations: Course evaluations take place at the end of each semester, during the last week of classes. You have access to them only after the course coordinator has read them. Course evaluations are kept on file for 5 years after student graduation or last enrollment. You are allowed to copy or scan them, if you so wish. Please sign them out with one of the
FRIT staff. However, they cannot leave Ballantine Hall and you need to return them the same day during business hours.

9. Dropping and adding classes: Undergraduate students who are not enrolled in your class section may ask you to allow them to add the class. During the first week of the semester, these students can add open classes using the web-based registration system. If the class is full, the student should place him or herself on the electronic waitlist.

After the first week of classes, students who want to add or drop a class should initiate an electronic document (e-doc) in OneStart. The e-Drop document is routed to the department and to the dean’s office of the student’s school for approval, and then it goes to the Registrar’s Office, where the schedule change is made. The e-Add document is routed first to the instructor for approval, and then it follows the routing chain above. So no student will be added to your class after the first week without your approval.

Any questions about class enrollment levels or the student schedule adjustment process should go to Isabel as Scheduling Officer.

Students may drop courses until the middle of the semester and receive an automatic W grade on their transcript. Please confirm each semester’s final drop date with the calendar of the Office of the Registrar. After a certain point, however, students must have special permission from their instructor and from the Dean of their school in order to drop the course with a grade of “W.” If a student approaches you at a late date to drop a course, you should only grant a grade of “W” in documented cases of prolonged illness or death in the family. Such cases should be discussed with your course supervisor.

Summer Appointments:

1. Selection of Summer AIs: All AIs may apply to teach during the summer sessions in Bloomington. The selection will be based on the pedagogical and academic performance of the candidate. Whenever possible all students shall be granted at least one summer of support during their tenure and shall be granted summer assistantships thereafter as far as they are available, within the four or five years of funding they have been allotted. Students may apply for a second (or third) summer of support, but students
with fewer summers of support will be given priority, provided that pedagogical and academic criteria are met. For more details, please consult the graduate secretary.

2. Summer Enrollment: Summer AIs are not required to be enrolled in the summer. However, in order to be exempt from FICA (social security) taxes, summer AIs must be enrolled in 2 credit hours during the session in which they are teaching, or 1 credit hour if they are ABD.

Students enrolled in fewer than 6 hours will be charged at a higher rate if they use the services of the IU Health Center. However, the Student Academic Appointee health insurance covers the higher fees. If you do not register for any credits in the summer, you will not have free access to the SRSC or HPER fitness centers. In this case, you can purchase a summer membership to the SRSC separately.

3. Summer Health Insurance: Summer AIs who did not have a Student Academic Appointment at 37.5% FTE or more during the preceding spring semester are not covered by the Academic Appointees health insurance plan during the summer. These students must sign up for their own health insurance well in advance of the summer sessions. As soon as they learn of their appointment, they should contact the student insurance office on campus (856-4650 or by email: studenhc@indiana.edu) or another insurance provider to obtain a short-term health insurance policy.

Graduate Student Resources

Graduate student rooms: Three rooms in the French and Italian hallway of Ballantine Hall have been designated for graduate student use. Rooms 615, 631 and 637 are AI offices equipped with computers and printers. BH 631 and 637 also have phones: the numbers are 855-8430 and 855-9804, respectively. The filing cabinet drawers in these rooms may be shared by two AIs each for storage. When you have chosen a drawer, please ask the graduate secretary for a name label so you may properly label the drawer.

Note: The computers in the AI offices function just like any public computing site. Please do not save any documents to the hard drives and be sure to log off when you are done. (Choose “shut down” and “log off.”)
Room 606 is a conference room which may be reserved for meetings relating to the Department. AIs may reserve this room for short, private meetings with students to discuss confidential matters that are not comfortably discussed in one of the AI offices. To make such a reservation, put a note on the BH 606 calendar on the door, and at the time of the meeting put a larger note on the door so you are not disturbed. Café Euro meets in BH 606 on Wednesdays, and the room contains a refrigerator and microwave.

BH 606, 615, 631 and 637 are all open weekdays from 8:00 am to 4:45 pm. If AIs need to use rooms 615, 631, or 637 outside of business hours, they may obtain a key from Isabel for a $5 deposit.

**Exams on file:** Two large binders containing previous degree exam questions (one for French and one for Italian) are available from the graduate secretary for graduate students preparing for MA or PhD exams. Please sign out the exams with the graduate secretary if you remove them from the binders in BH 642 to make copies.

**Job listings:** The MLA job lists are available at the graduate secretary’s desk. In addition, academic positions are listed in the Chronicle of Higher Education, which is available in BH 606. Watch for e-mail updates on how to access both the MLA and Chronicle job lists on the web. Academic and other types of job opportunities are posted on the small bulletin board in the long FRIT hallway.

**Housing information:** Housing opportunities are posted on the same small bulletin board as the job opportunities, in the long hallway where FRIT faculty offices are located. You may add your own housing offer to the bulletin board if you wish, but please remember to date any posting.

**Grants and fellowships:** The graduate secretary will inform graduate students of Indiana University Graduate School and College of Arts and Sciences fellowship and award competitions. For outside awards, graduate students should consult the GradGrants Center in the Wells library (room 651). This office can be reached by phone at 855-5281 and on the web at [http://www.indiana.edu/~gradgrnt/](http://www.indiana.edu/~gradgrnt/)

**Departmental Website:** For a wealth of other information, consult the FRIT website [www.indiana.edu/~frithome](http://www.indiana.edu/~frithome) These pages provide
information such as faculty office hours, course descriptions, and links to the Graduate School Bulletin and other web sites of interest. Suggestions for the website are welcome and should be addressed to the webmaster.

**Career Placement Service:** This service is provided to graduate students seeking professional employment, generally in the realm of academia. Through this service the graduate secretary will compile your letters of recommendation into one confidential, official placement file, and send this dossier to potential employers upon request. Please check with the graduate secretary for current costs and further information. The career placement files are kept for 5 years after the last activity and then discarded.

**Travel Grants:** The College of Arts and Sciences has a graduate student travel grant competition once per year, and graduate students who will be presenting papers at professional conferences are encouraged to apply. After the College’s awards are announced, the Department may consider those applications that did not receive College funding for departmental funds. Please see the graduate secretary for further details.

**Opportunities for Further Involvement**

**Graduate and Professional Student Organization:** GPSO is a campus-wide body which speaks for graduate student interests on various university committees, provides graduate student grants, and sponsors social gatherings at various times during the academic year. You can find the GPSO on the web at [www.indiana.edu/~gpso/](http://www.indiana.edu/~gpso/).

Within the Department there is also an active Graduate Student Organization, which lobbies for graduate students’ interests within FRIT. The departmental GSO organizes a colloquium every other year which gives graduate students the opportunity to share their research and learn from guest speakers. Students can get involved in the GSO by becoming a GSO representative and/or attending GSO meetings. One GSO representative each from the French linguistics, French literature, and Italian graduate programs serve as liaison to the faculty and attend the non-reserved portion of faculty meetings. Watch for more information via e-mail.
**French Club**: Each year, a French graduate student is selected to help organize the activities of the French Club. At the end of the Spring Semester, the Department invites applications for the position of French Club coordinator for the following academic year. The French Club coordinator is an AI who gets one course release in exchange for service with the French Club, so he/she teaches two courses during the academic year instead of three. For more information about French Club, see [www.indiana.edu/~frithome/undergraduate/french/club.shtml](http://www.indiana.edu/~frithome/undergraduate/french/club.shtml).

**Circolo Italiano**: Students interested in Italian language and culture get together once every two weeks during the academic year for conversation, music, games, and refreshments in a group known as the Circolo Italiano. In alternating weeks, the Circolo film series takes place, with 4-5 film showings per semester. A graduate student coordinator organizes this club, and grads, undergrads, faculty, and interested Bloomington residents are invited to attend Circolo meetings. At the end of the Spring Semester each year, the Department invites applications for the position of Circolo Italiano coordinator for the following academic year. The Circolo coordinator is an AI who gets one course release in exchange for his/her service, so he/she teaches two courses during the academic year instead of three. For more information see [www.indiana.edu/~frithome/undergraduate/italian/circolo.shtml](http://www.indiana.edu/~frithome/undergraduate/italian/circolo.shtml).

**Café Euro**: Each week, typically on Wednesdays, graduate students make coffee in room 606 and gather there for coffee and conversation from 11am to 1pm. Café Euro is coordinated entirely by graduate students, who also purchase or bake all the edibles. All other supplies for Café Euro (coffee, creamer, cups, etc.) are funded by the department. The graduate student who coordinates Café Euro should submit a receipt for such purchases to Isabel for reimbursement. Check for a sign-up sheet on the door of BH 606 if you are interested in volunteering to help.

**Social Media**: The Department of French and Italian, the Circolo Italiano, and the French Club all have Facebook pages. Look for:
- IU Department of French and Italian
- French Conversation Club, Indiana University
- Circolo Italiano presso, Indiana University
Important Telephone Numbers

FRIT Office:
Andrea Ciccarelli, Chair 855-5458
Isabel Piedmont-Smith,
    Departmental Administrator 855-5458
Nick Miller, Graduate Secretary 855-1088
Orion Day, Undergrad Secretary/Webmaster 855-1952
Roxana Cazan, Faculty Secretary 855-0785

FRIT Graduate Advisors:
Prof. Marco Arnaudo, Italian 855-7812
Prof. Julie Auger, French Ling. and MAFI 855-7958
Prof. Oana Panaïté, French Lit. 855-6596

Other:
BEST (Language Placement Exams) 855-1595
College of Arts & Sciences, Graduate Office 855-3687
Graduate School 855-8853
    MA Recorder 855-9345
    PhD Recorder 855-1117
GPSO 855-8747
Grad Grants Center 855-5281
Health Center 855-4011
Instructional Support Services
    Classroom Technology Services (via UITS) 855-8765
    Graphic Services 855-4047
Library (Information) 855-0100
Office of the Bursar 855-2636
Office of the Registrar 855-0121
Center for Innovative Teaching and Learning (CITL) 855-9023
University Information Technology (UIT) 855-9255