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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 serves as 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 email distribution lists and arranges guest speaker visits. Her email is ipiedmon@indiana.edu.

*Casey Green*, the graduate secretary, addresses graduate student concerns such as academic status, language proficiency, semesters of support, registration procedures, fellowship applications, and graduate admissions. She also helps compile the departmental statistics, performs payroll data entry, and administers the Career Placement Service. Her email 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.

*Jessica Harrison*, 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, helps with financial transactions and account statements, and coordinates travel reimbursements. Her email 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 email 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) for letters of recommendation or job applications, 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 11:00 am 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. 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://studentcentral.indiana.edu/personal-information/update-information/address.shtml](http://studentcentral.indiana.edu/personal-information/update-information/address.shtml) for more information. Please also inform the departmental graduate secretary of your address change.

**Faxes:** 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.
Email distribution lists: In order to facilitate departmental communication, the FRIT department maintains email 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  
FRENCHAI = All Associate Instructors and faculty teaching French language, plus the Director of French Language Instruction  
ITALIANAI = All Associate Instructors and faculty teaching Italian language, all on-campus Italian graduate students, 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 email 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 email on a regular basis, as important departmental announcements and messages from staff are communicated in this way.

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

NOTE: Please do not give out the names of FRIT email 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 email 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 procedures 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, and she has had 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 Wells Library W302 (phone: 855-7578, 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: Karolina Serafin).

**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 go to “Employee Center” (left column). Then click the *Payroll & Tax* link. The website is [http://onestart.iu.edu](http://onestart.iu.edu).

The pay schedule for 2014-15 is as follows:

<table>
<thead>
<tr>
<th>Fall 2014</th>
<th>Spring 2014 (dates are tentative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 5</td>
<td>January 31</td>
</tr>
<tr>
<td>September 30</td>
<td>February 28</td>
</tr>
<tr>
<td>October 31</td>
<td>March 31</td>
</tr>
<tr>
<td>November 26</td>
<td>April 30</td>
</tr>
<tr>
<td>December 19</td>
<td>May 12</td>
</tr>
</tbody>
</table>

**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. 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: F100Fall14Exam1

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).
- Select the check box “Send an email notification to the site maintainers”
- 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 Jessica, and she can resend 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 email as a PDF.

Your university ID card may be used to make copies at other locations on campus if you add funds through a cash-to-card machine or from your faculty research account. Cash-to-card machines for adding funds to your ID card are available in various locations including the IMU and the Wells Library. For a full list of copier locations, see http://www.document.indiana.edu/copy/cm_selfservice.asp. Note that the
Ballantine Hall self-service copier on the first floor was removed this summer.

**Grade books:** AIs must keep track of grades and attendance electronically and/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 copies* in good condition. *Desk copies* do NOT need to be returned to the Department.

**Keys:** Keys to the FRIT graduate student rooms may be requested as needed; a $5.00 deposit is required. Isabel is the Department’s “keeper of the keys.”

**IU Oncourse/Canvas:** Oncourse and Canvas are course management systems which assist faculty and students by providing course information and discussion opportunities on the Web. These systems basically enable
you to develop a website for each course you teach within a set format.
Indiana University is currently transitioning to Canvas from Oncourse.

We encourage you to explore the many features of Canvas by going to the following Web site: https://canvas.iu.edu. You can access Oncourse from the following Web site: https://oncourse.iu.edu. Training classes are available through the Center for Innovative Teaching and Learning (http://citl.indiana.edu). If you have any questions regarding these systems or the transition, please do not hesitate to contact the Graduate Secretary or Directors of Language Instruction.

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. The Center for Innovative Teaching and Learning (CITL) is located on the second floor of the Wells Library (east tower) and assists AIs in using Internet resources and other technology in their teaching. See 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.

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, Canvas, 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 or https://canvas.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 (in Oncourse) or select “People” in the left column menu (in Canvas).
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, Canvas, 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, and that don’t require students to purchase anything. 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. Students must obtain permission from the appropriate Dean in their school (College of Arts & Sciences, Kelley School of Business, Jacobs School of Music, etc.) or from the University Division records office (for students who have not declared a major).

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.

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 remove the Incomplete Grade Report card for shredding.
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.

8. **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](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 or gradebooks, unattended in the AI offices or other public places.

If a student asks you to write a letter of recommendation for him/her, you cannot discuss his/her grades unless the student gives specific permission for you to do so. The student must indicate what you may disclose, and to whom. Isabel has a form the student can fill out and sign, or an email message from the student’s IU email account is also sufficient.

9. **Course Evaluations**: Course evaluations take place at the end of each semester, during the last week of classes. The course supervisor will choose which evaluation forms to use – generally these are standardized forms read by a machine. After the semester grades are submitted and the evaluations are returned from scanning, Orion will make them available in an Oncourse project site. He will notify all instructors via email once the evaluations are on the site.
Course evaluations are kept on file electronically for 5 years after student graduation or last enrollment. After an AI graduates from IU and loses his/her IU computing account (and thus Oncourse access), he/she can email the undergraduate secretary and request pdf files of the evaluations.

Some course supervisors choose to use online student course evaluations rather than taking time in class for the students to fill out paper evaluations. The online evaluations are still in a pilot phase and not used widely across the university.

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 transcripts. Please confirm each semester’s final drop date with the calendar of the Office of the Registrar. After that date, 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. A call for applications for summer teaching is sent by the graduate secretary in late February.

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, or 1 credit hour if they are ABD. All summer sessions are counted together for this purpose.

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 WIC fitness centers. In this case, you can purchase a summer membership 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 used by AIs for storage. When you have chosen a drawer, please ask the graduate secretary for a name label so you may properly label and “claim” 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.*

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 approx. 11 am-1 pm, 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: In addition, academic positions are listed in the Chronicle of Higher Education, which is available in BH 606. Watch for email 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 websites 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. This is a free service but you must complete an enrollment form to opt into this service. Please check with the graduate secretary for 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 twice 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/.

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. 2014-15 is a colloquium year! 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 liaisons to the faculty and attend the non-reserved portion of faculty meetings. Watch for more information via email.

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.

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. The Circolo film series shows 4-5 films on a particular theme 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

**Café Euro**: This long-standing departmental tradition is a weekly social coffee time 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 Italian language program, and the French Club all have Facebook pages. Look for:

- **IU Department of French and Italian**
- **French Conversation Club, Indiana University**
- **Italian Program at Indiana University**
Important Telephone Numbers

FRIT Office:
Andrea Ciccarelli, Chair  855-5458
Isabel Piedmont-Smith,
    Departmental Administrator  855-5458
Casey Green, Graduate Secretary  855-1088
Orion Day, Undergrad Secretary/Webmaster  855-1952
Jessica Harrison, Faculty Secretary  855-0785

FRIT Graduate Advisors:
Prof. Marco Arnaudo, Italian  855-7812
Prof. Kevin Rottet, French Ling. and MAFI  855-6164
Prof. Oana Panaïté, French Lit.  855-6596

Other:
BEST (Graduate Language Exams)  855-1595
College of Arts & Sciences, Graduate Office  855-3687
Graduate School  855-8853
    MA Recorder  855-1117
    PhD Recorder  855-9345
GPSO  855-8747
Grad Grants Center  855-5281
Health Center  855-4011
Classroom Technology Services (via UITS)  855-8765
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 (UITS)  855-9255