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OVERVIEW

Fall 2014 Calendar

Aug.  
25 First day of classes  
29 First pay date  
31 Italian MA exams and French linguistics MA & PhD exams, 9:00 am-3:00 pm

Sept.  
1 Labor Day (Classes do not meet)  
5 Meeting of tenured faculty regarding tenure case, 2:30 pm, Ballantine Hall 221  
12 Annual departmental fall party, 5:30-7:30 pm at the home of Amanda and Andrea Ciccarelli  
29 Student performance (attendance) rosters due to Registrar via OneStart. These rosters are to verify who is actually attending your classes.  
30 2nd pay date

Oct.  
1 Department Research Fund and Faculty-Graduate Research Fund applications due to the chair  
5 Early evaluation grade rosters due to Registrar via OneStart. Rosters are to record grades for University Division freshmen and sophomores, and high school students.  
10-12 Fall Break  
26 Last day for students to withdraw from semester-long classes with an automatic grade of “W”  
31 3rd pay date

Nov.  
22 Thanksgiving Day recess begins  
26 4th pay date

Dec.  
1 Classes resume  
4-5 Workshop on Early Modern Conversion  
5 Annual Departmental Holiday Party, 7:30-9:30 pm, University Club  
12 Last day of classes  
15-19 Final exam week  
20 Winter Commencement 10 a.m. in Assembly Hall  
23 Office closes 5:00 pm for holiday break
Spring 2014 Calendar

Jan.  
2  5th pay date
5  Office reopens 8:00 am
12 Classes begin
19 Martin Luther King, Jr. Day - no classes
30 6th pay date

Feb.  
2  Department Research Fund applications due to the chair
16 (Tentative) Student performance rosters due to Registrar via OneStart. These rosters are to verify who is actually attending your classes.
22 (Tentative) Early evaluation grade rosters due to Registrar via OneStart; for University Division freshmen and sophomores, and high school students
27  7th pay date

March  
11 (Tentative) Last day for students to withdraw from classes with an automatic grade of “W”
14 Spring break starts
23 Classes resume
31  8th pay date

April  
10 (Tentative) Student Awards Ceremony, 3:00 pm
30  9th pay date

May  
1  Last day of classes
4-8 Final exam week
8  Graduate Commencement Ceremony
9  Undergraduate Commencement Ceremonies
13 Summer Term begins
29  10th pay date

Meet the Staff

Isabel Piedmont-Smith, Department Administrator
Supervises the other office staff, serves as personal secretary to the chair, serves as fiscal officer for the department (responsibility for accounts and payroll). Responsible for class scheduling, facilitating guest speaker visits, coordinating faculty tenure and
promotion dossiers, and developing office policies. Serves as data supervisor for student information and as fiscal approver for all Human Resources operations. Coordinates faculty recruitment efforts, maintains the departmental e-mail lists, and serves as the department's building representative.

**Casey Green, Graduate Secretary**
Addresses graduate student concerns such as steps toward degree completion, language proficiency, semesters of financial support, registration requirements, fellowship applications, and travel grant applications. She also administers the graduate recruitment and admissions process, and assists with Human Resources and payroll functions of the department. In addition, she coordinates the department’s Career Placement Service.

**Orion Day, Undergraduate Secretary/Webmaster (part-time)**
Serves as departmental webmaster, formats and uploads on-line course descriptions, coordinates student course evaluations, and handles mail forwarding. Handles undergraduate procedures such as special credit, registration permissions, tutor lists, and language placement.

**Jessica Harrison, Faculty Secretary (part-time)**
Responsible for textbook ordering and distribution of desk copies to instructors. Orders office supplies, responds to e-mail sent to the departmental address, and coordinates faculty travel reimbursements. Assists with financial document processing and faculty recruitment and promotion activities. Acknowledges donations to department.

**Department Office Hours**

The department office is open 8:00 a.m. to 5:00 p.m. daily. On the rare occasions when this schedule varies, a notice will be posted on the door and announced by e-mail to all faculty and graduate students.
OFFICE GUIDELINES

What We Can Do for You

1. Work Requests
The office staff will be glad to assist with duplicating (see guidelines below) and fax transmissions. In order to help us expedite your request, we would be grateful if you could observe the following guidelines:

- Please allow 24 hours for any fax request and 2 days for any duplicating request
- Fill out a work/fax request form when submitting a hard copy of documents for duplication or fax transmission. This will help us keep track of work to do.
- Place request in staff work box along with the document.
- If it’s an exam, put the document in an envelope for confidentiality
- If it’s a long-distance fax, include your long-distance telephone access code. (Note: Visiting faculty do not have long-distance authorization numbers. If you need to send a long-distance fax for work purposes, see Isabel.)

Please leave your work requests in the "Staff Work Box" rather than handing them directly to one of the staff. All work requests are collected in the box, separate from work in progress, until the next available staff member can act on them.

2. Duplication of Instructional Materials
The office staff will make copies of tests, quizzes, and syllabi using the following guidelines. The completed copy job will be placed in your faculty mailbox or, in the case of beginning and intermediate language classes, in the testing file drawers in Isabel’s office. Instructors are responsible for copying other instructional materials, such as worksheets and scholarly articles, as well as any materials for research.

Copy requests can be submitted one of two ways. Either way, please allow 2 business days to make your copies.
1) Hard copy placed in the Staff Work Box with a work request form indicating instructions.

2) Electronic copy submitted via the Oncourse site “FRIT Work Box.”

Instructions:
- 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
- Log onto Oncourse at http://oncourse.iu.edu
- Click on the Oncourse site “FRIT Work Box” which should be visible at the top of the page
- 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 the staff 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 Sept. 4).
- Select the check box “Send an email notification to the site maintainers.”
- Then click "Upload File Now." All 4 staff members will receive an e-mail notification of your copy request.

The Department strongly encourages the use of Oncourse or Canvas to replace written course materials. The Center for Innovative Teaching and Learning in the Wells Library (2nd floor in the East tower) can provide assistance to faculty interested in making the most of what these two course management tools have to offer. See http://citl.indiana.edu/.

3. Books, Reading Packets, and Desk Copies

Class book orders, reading packets, and desk copy requests are due mid-semester to the faculty secretary (Jessica), who is our liaison with the IU Bookstore. Please note that the department cannot be responsible for providing or selling packets to students. If you wish to create a course packet, you can do so through Document Services (Classpak) and then have the packet sold through the IU Bookstore.
The contact person for creating a course packet is Cathy Parker, cparker@indiana.edu, 812-855-9337. Using an independent copy shop such as Mr. Copy is also an option.

NOTE: Even if you choose not to order books for your students through the IU Bookstore, you must report the book titles, retail price, and ISBNs to the IU Bookstore through the faculty secretary to comply with federal regulations. This is how IU complies with the Higher Education Opportunity Act.

If you teach a small course and need to make short articles available to your students, you may consider placing the appropriate books on reserve in the main library, either in hard copy or electronically. Please see the Herman B. Wells Library website for more details: http://libraries.iub.edu/class-reserves

4. Advertising Your Classes
The main way we advertise FRIT courses is through our class descriptions, linked to the registration system in OneStart and posted on our website and bulletin board. Class descriptions are due to the webmaster (Orion) by October 1 for Spring courses and March 1 for Fall courses. The department usually also has a display case highlighting certain classes (usually our outreach classes in English) on the ground floor of Ballantine. Isabel uses the class descriptions to create flyers for our display case. If you have specific ideas for images to use along with your class description, please let her know.

Each semester, we also aim to highlight one or two of our outreach courses through a short course video linked on our website. Contact Orion if you are interested in this option.

5. Course Evaluations
About a month before the end of each semester, Orion will contact all faculty who are teaching to ask them to select course evaluation forms. All untenured faculty members are required to make time in class for their students to complete course evaluations at the end of the semester. This practice is also highly recommended for tenured faculty, as this is useful information for promotion cases and nominations for teaching awards.
Both standardized forms, which are scanned by BEST (Bloomington Evaluative Services and Testing), and short-answer forms are available, or you can create your own. BEST forms are recommended for untenured faculty, as the BEST summaries are helpful in tenure dossiers.

For several years, the Office of Vice Provost for Faculty and Academic Affairs has run a pilot program of online course evaluations completed by students at the end of the semester. If you are interested in this option, known as the OCQ (Online Course Questionnaire), please contact BEST at 856-8340 (Robene Bates).

6. Reserving Rooms
Any member of the staff may assist with reserving a classroom for a special class meeting or film showing. Please fill out a room reservation request form located next to the "Staff Work Box" in the main office, and place it in the box. Or you may send an email message, with the subject line "room reservation", to our departmental email account, fritdept@indiana.edu. Please include the course, class number, date, time, number of participants, and purpose for the reservation in your message. Also include any specific room requirements (e.g. tech classroom, seminar room). This email account is checked by Jessica when she is in the office.

If you have a problem with your regular classroom, please notify Isabel. There is a classroom shortage on campus, so increasingly more FRIT classes are scheduled in buildings other than Ballantine Hall.

7. Checking out Films and Equipment
Most classrooms are furnished with electronic equipment commonly used for teaching. If you do not have such a room for your class, you may request that electronic equipment (TV, DVD player, digital projector, laptop, etc.) be delivered to your classroom by calling Classroom Technology Services at 855-8765. CTS needs at least 24 hours advance notice to deliver equipment. They have region-free DVD players available as well.

The department has two laptop computers, a digital projector, and a region-free DVD player which may be reserved through Isabel.

DVDs from the departmental film library may be checked out through Isabel as well. We have recently completed the conversion of all our
VHS films to DVD, and these converted films play back best using a computer. The films are due back in one week, but exceptions can be made if you need the film longer for use in class. Generally, no more than 3 films may be checked out at any one time. Graduate students can check out films under the same guidelines.

The film library is available to undergraduate students only if they are currently enrolled in a FRIT course. Undergraduate students must fill out a registration form and can only take one film at a time. For them the film check-out is for one day only.

If you would like to use a specific DVD in your instruction, but we don't have it in the FRIT collection, you may send an e-mail request to the chair for the purchase of the film.

8. Keys and Access to Offices
Contact Isabel to check out FRIT office keys, building keys, or keys to BH 004. For security reasons, department keys are to be returned promptly when they are no longer needed. All faculty are given their office keys without charge. Faculty are asked to pay for any keys which they misplace, and depending on where/how they lost their key, they may be required to pay for replacement of the lock as well.

Ballantine Hall building hours are 6 am to 10:30 pm. All faculty who wish to have a key to the building may obtain one from Isabel for a $5 deposit. This is the same key which unlocks BH 008 (the faculty/staff lounge) after hours.

The office staff will NOT unlock your office door for anyone unless you have specifically requested them to do so. Exception: The staff will unlock your door for members of CITO to respond to your requests for computing assistance, in case you are not available. Isabel, as building representative, also reserves the right to unlock your office door in case of building emergencies or for equipment inventory.

9. Office Supplies
Routine office supplies (staples, pens, post-it notes, etc.) and printer cartridges may be requested from the front office staff at any time. See “Self Service” for printer paper, envelopes, and file folders.
Requests for special purchases such as desktop organizers, USB drives, and file sorters should be addressed to Isabel. Office supplies may NOT be purchased with IU procurement credit cards, and supplies for conferences should be purchased directly through IU vendors using the conference account.

10. Mail Forwarding
In special circumstances, incoming mail may be forwarded when faculty are out of town. Please consult Orion regarding mail forwarding. If you are going to be away for a semester or academic year, please make your own arrangements regarding mail forwarding or having someone else pick up your mail, and then let Orion know.

Self Service

1. Photocopying and Scanning
Faculty members 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 faculty member and AI an individual access code to use this photocopier. If you no longer have it, Roxana can remind you. Faculty use of this copier is limited to 200 copies per class taught.

Scanning on this same machine is free and unlimited, 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. Please note that documents greater than 10 pages in length may need to be divided and sent as two separate scans.

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.
If you have funds in your faculty research account, you can ask the department administrator (Isabel) to have funds from this account added to your ID card for the purpose of making copies on IU machines.

2. Office Supplies
White printer paper is located in the upper left corner of the set of graduate student mailboxes in the main office, and you may help yourself. Whole reams for your office may be requested from the staff. Departmental letterhead, blue books, and grade books are located in the cabinet beneath the "Staff Work Box." Reusable brown envelopes, file folders, and campus mail envelopes are located on the right side below the faculty mailboxes.

3. Long-Distance Telephone Use
Each faculty member with the exception of Visiting Lecturers is given a long-distance access code to make telephone calls and send faxes outside the local area. PLEASE NOTE: This code may only be used for business-related calls and faxes. It may not be used for personal purposes. When you fill out a fax request form, be sure to include your long-distance access code as necessary.

Any faculty member who has used their access code to bill $10 or more to the departmental account in a given month will be asked to sign a copy of their section of our account statement verifying that all calls and/or faxes were made to conduct university business.

We are only billed for international long-distance calls. Long-distance calls within the US are free, but you still have to use your access code.

4. Mail Services
Outgoing mail should be placed in the departmental "Campus Mail" and "US Mail" boxes, which are to your right as you enter the main office. Mail in connection with research should carry a stamp or research account number; personal mail should carry a stamp. Mail on behalf of the department should be labeled with our departmental account number, 10-266-00.

It is very important for you to give your correspondents your complete office address. The building manager sorting the mail will most likely not be familiar with your name and not be able to identify you as a
FRIT faculty member, so the address used must include the name of our department.

Computing Support

1. Computers
All faculty members have computers maintained by the College Information Technology Office (CITO), which are replaced every three years. Computers were replaced in Spring 2013. Software upgrades of these computers will be made by CITO through the local network. In order to receive vital security updates to your office computer, you should log out each day before you go home, but do NOT shut off the computer. Once a week, you should restart the computer. From the Start Menu, choose Shut Down, and then select Restart from the drop-down list.

In order to save energy, please turn off your monitor, speakers, and printer when you are not in the office (as well as your air conditioner).

An Equipment Loan form is required if computers (other than laptops) are taken off campus. Please obtain this form from Isabel.

2. Computer Assistance & Training
If you need technical assistance with your computer or printer, please submit a request form through the CITO web site: https://cid.indiana.edu/citoweb/help.cfm. A member of the CITO staff will normally contact you within 24 hours in order to fix the problem. If you are unable to submit a Web form to request assistance, please talk to a staff member, who will be happy to submit the request for you.

If you are experiencing problems with OneStart, OnCourse, or your network user name in general, you should phone University Information Technology Services (UITS) at 855-6789. The first question you will hear from the UITS staff member is “May I have your user name please?” Common computing questions can be answered through the Knowledge Base on-line: https://kb.iu.edu/. You can also e-mail ithelp@iu.edu.

UITS has an excellent education program for IU faculty, staff, and students called "STEPS." Through these courses, you can learn anything from basic desktop publishing to web page design and video
editing. For more information about STEPS and other IT training, please see [http://ittraining.iu.edu/iub/](http://ittraining.iu.edu/iub/).

3. Printers
The high-capacity laser printer in BH 642 is available for use by all faculty. If you do not see the BH 642 HP LaserJet 4250 as an option when you want to print a document, please contact CITO to establish the connection to the main office printer. Once the link is established, you should see two options for the 4250 printer: LJ4250 and LJ4250-Duplex. The Department encourages you to choose the duplex option if you have a multi-page document, so that the printer will print on both sides of the paper, thus saving trees and money.

If you have any problems with the printer in your office, you can submit a CITO help request on the web. If CITO cannot fix a printer problem because it requires the attention of a specialized technician, please contact Isabel, who will call for a private service provider to look at the machine.

If you feel that you need an upgraded printer in your office, please send an e-mail request to the chair. If you need a new toner cartridge for your office printer, just ask Jessica. We usually keep extra toner cartridges in stock, but make sure you allow a couple of days for situations when toner needs to be ordered.

Travel and Funding

1. Travel Procedures
Faculty members may use their faculty research accounts to pay for professional travel, and you may also request travel funding from the department through the Department Research Fund (see below).

If you are using IU funds for travel, you must complete an on-line Travel Authorization e-doc (electronic document) before your trip. You can initiate this form through OneStart. Click on the “Services” tab, and then select “Travel@IU” from the left-hand column. Then click on “Create a new trip.” Full instructions for using Travel@IU can be found on our departmental website: [www.indiana.edu/~frithome/resources/faculty.shtml](http://www.indiana.edu/~frithome/resources/faculty.shtml).
If you initiate the travel authorization early enough, you can use your trip ID number to charge your air ticket using Orbitz for Business online, and you can also use it to charge your Classic Touch airport limo, and/or hotel (through Hotels.com) directly to a university account. If you are driving from Bloomington, you can rent a car from Enterprise Car Rental or IU Motor Pool for a reduced rate, and charge this to your account as well.

After your trip, you must initiate the Travel Reimbursement e-doc through Travel@IU. You will not receive a paper reimbursement form or an e-mail reminder to process the on-line e-doc. You must go into Travel@IU through OneStart yourself to initiate the reimbursement process. Once you have filled out and submitted the reimbursement e-doc, bring your cover sheet and receipts to the faculty secretary, who will scan them and e-mail them to Travel Management Services. FRIT keeps a scanned copy in case of follow-up questions. Always check your action list on OneStart (see tab “Notifications”) for communications about your travel document.

If you would like your travel reimbursement to be deposited directly into your bank account, you can sign up for travel direct deposit through OneStart. Go to the Services tab, and then look for the box that says “My Finances.” Note that this direct deposit is different than the systems for payroll or DV reimbursements.

2. Department Research Fund
Requests for funds for travel and other research purposes may be submitted to the Chair by October 1, after which they will be evaluated by the Departmental Funds Committee. Please be specific in your request, indicating the purpose of your trip or project and what precisely the funds will be used for, as well as a specific dollar figure requested. Awards may be used for travel, supplies, equipment, and other expenses in connection with research efforts. A second round of funding for faculty is available in the spring semester, with a deadline of Feb. 2.

Faculty may also apply to the Office of the Vice President for International Affairs (OVPIA) for funding for international trips. See http://worldwide.iu.edu/faculty/index.shtml.

3. Faculty-Graduate Research Fund
Proposals are due to the Chair on October 1 for awards ($750 maximum) to be used during the course of the academic year or
subsequent summer for the collaborative work of a faculty member and graduate student. Requests for funds will be evaluated by the Departmental Funds Committee. Awards are intended primarily for student hourly support.

Please note that if you select an international student to collaborate with you on your research, and if this student already has an AI appointment, he/she will have to seek an exemption from the visa requirement limiting him/her to 20 hours of work per week. Such an exemption, called Curricular Practical Training, is only granted in special cases when the student’s additional hourly work AND the student’s regular AI appointment can be tied to a specific course he/she is enrolled in for the degree. In the summer and during winter break, a student on an F-1 visa is not limited to 20 hours per week, so if your research can be done during that time, the student may avoid the CPT application process.

4. Mary-Margaret Barr Koon Fund
The Barr Koon Fund at the IU Foundation was established to support intellectual and cultural activities at IU related to French and Italian culture. Application is open to all members of the IU-Bloomington community, but preference is given to proposals from FRIT faculty. Since most requests are to bring guest speakers to campus, proposals are evaluated by the department’s Guest Speakers Committee.

In the spring, the chair will issue a call for speaker proposals via email. Allocations are made in the spring for the following academic year. Generally, a certain amount of the annual available funds are set aside should guest speaker opportunities arise during the course of the academic year.

STUDENT ISSUES & TEACHING

Class Rosters

Faculty may electronically access the class roster for the class(es) they are teaching during the course of a semester, either through OneStart or Oncourse on the web.
Option 1: Go to http://onestart.iu.edu and log in. Then click on the Services tab, then 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. This will provide the most up-to-date roster.

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

About three weeks into the semester, you will receive notification from the Registrar’s Office that the Early Evaluation Grade Rosters and the Student Performance Rosters are available for you to review.

- The Early Evaluation rosters only list freshmen and sophomores in University Division and high school students. If you have such students enrolled in one or more of your classes, you will have an Early Evaluation roster for that class on which you should enter the grade each student is earning in your class so far.
- The Student Performance Roster is required for all classes and all students; it is used to record discrepancies between the official roster and who is actually attending your classes. You must actively review and submit the Student Performance rosters even if they are correct.
- Both the Early Evaluation and the Student Performance rosters must be submitted electronically via OneStart within about 10 days (see calendar at the beginning of this booklet).

Finally, at the end of the semester, you will receive instructions via email to tell you how to enter final grades either via OneStart or Oncourse on the web.

Emergency Procedures

Faculty members 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 faculty 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 trained staff members from various departments who are identified by wearing neon yellow vests. Isabel is a floor monitor for the 6th floor, and she has received first aid and CPR training.

In case an instructor has a disabled student in his/her class, the professor 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, you may not be able to get a physically disabled student out of the building. In this case, you may leave him/her in a stairwell or other relatively safe place and then tell emergency personnel the person's location as soon as possible. Emergency professionals can then go to the individual and evacuate him/her from the building.

For more information about emergency procedures, please visit www.indiana.edu/~bhsafety/.

Student Disabilities

The Department of French & Italian works closely with Disability Services for Students to provide accommodations to students with learning and/or physical disabilities. Their website is http://studentaffairs.iub.edu/dss. If a student is seeking accommodations, s/he should obtain the information letter from DSS in Wells Library W302 (phone: 855-7578, e-mail iubdss@indiana.edu), and then make an appointment to see her/his professor. In large language classes, students should meet with the appropriate Director of Language Instruction when requesting accommodations.
FERPA Rules

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of student education records. Department staff and advisors who have access to student records have received training in regard to what information can be released and for what reasons. All faculty should be familiar with basic FERPA regulations. Please see http://registrar.indiana.edu/ferpinfo.shtml.

Here are a few common practices among faculty which are regulated by FERPA:

a) **Instructors should not leave graded work in a public place** for students to pick up. For example, faculty members should not leave a stack of graded papers outside their office doors for students to look through to find their own work and take it home. Also, AIs and faculty members should not leave a stack of graded papers in their mailboxes in the FRIT office and invite students to look through the stack to find their own work. Please make other arrangements to return graded work to students. Individual, graded graduate student papers may be returned to graduate students’ mailboxes, but should be returned in an envelope.

b) **In a letter of recommendation, an instructor cannot cite information about a student’s specific academic performance** in a class without first obtaining that student’s written consent. A student’s request for a letter of recommendation is not sufficient, unless the student specifically says it’s OK to talk about his/her grades. An email from the student giving consent is sufficient, or you may request a form from Isabel that the student can complete and sign. Either way, keep this record on file for as long as you might write letters of recommendation for the student.

c) **An instructor cannot have access to a student’s grades in courses not taught by that instructor** without the student’s written consent. Exceptions are made for advising purposes and for purposes of determining awards, fellowships, and Alships. If a student wants to add your course but has not completed the prerequisite, you may want to see his/her grades in previous courses. You can only do this with the student’s consent. With the consent, a staff member can provide the information to you.
d) For advising purposes, faculty members may access student information only with completion of the appropriate form, which we have in the main office. Ask Isabel if you need access to student records as an academic advisor. Our Directors of Graduate and Undergraduate Studies have, in most cases, direct access to the SIS online system.

Web-Based Course Management & Registration

1. Oncourse
Oncourse is the IU online system that assists faculty and students by providing opportunities for class record-keeping, interaction with students, posting of homework assignments and syllabi, and other options. Oncourse is populated through the registration system overnight, so that your class roster of students stays accurate. Oncourse is found here: http://oncourse.iu.edu
You must log in with your IU network username and passphrase. Then a list of your current classes will be shown, 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 calendar 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; then a list of the classes they are currently taking will appear. They can then select your class and view the information you have provided.

2. Canvas
Canvas is the new course management system that was available for the first time for all classes in Summer 2014. It will gradually replace Oncourse, which will be phased out by Summer 2016. Canvas is found here: https://canvas.iu.edu. Training classes are available through the Center for Innovative Teaching and Learning (http://citl.indiana.edu).

3. OneStart Web Portal
OneStart is the website through which IU support service offices have gathered all relevant support for IU faculty, staff, and students according to
their role in the University. The website is located at http://onestart.iu.edu, and you log in using your network user name and passphrase. Select the “Services” tab and then choose “Faculty Systems” in the left hand column to obtain access to the “Faculty Center” where you’ll find your class rosters and where you can post your students’ grades. You will also find a link to the eGrade Change form in case you need to change a student’s grade after the final roster deadline.

In the “Services” tab, Select “Employee Center” from the left-hand column for more useful information. Here you’ll find links to your pay check information, tax exemption selections, benefits information, and personal information on file with IU Human Resources.

On the main page of the “Services” tab, you will see a box titled “My Finances” where you can click to sign up for direct deposit of your pay check and travel reimbursements. Also go here to change your direct deposit if your bank account information has changed, or if you want to change which account(s) your pay is deposited to. If you want to set up direct deposit for DV reimbursements (for out of pocket research expenditures), go to the Accounts Payable website: https://fms.iu.edu/accounts-payable/ach-authorization/

Students use OneStart as their starting point to register for classes and view their schedules and transcripts. They can also find their Bursar account balance and a wealth of other information through the OneStart portal.

**Late Schedule Changes by Students**

Students also use the on-line registration system available through the OneStart portal to add and drop classes after the semester has begun. During the first week of classes, students on waitlists will be automatically placed in classes as spaces become available. They will be informed of these placements via e-mail. Students can change their schedules in OneStart during the first week of classes using the same procedures they used to register for classes in the first place. If you would like to increase the
enrollment limit of your class to let in more students before or during the first week of classes, please notify Isabel.

After the first week of classes, students who want to drop a class should initiate an electronic document (e-doc) in OneStart, called an eDrop. This 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 FRIT staff will automatically approve drops for undergraduate students. Graduate student drops will be routed to the Directors of Graduate Studies before being approved. Staff will notify instructors via e-mail when they approve an eDrop.

Students who want to add a class after the first week of classes can also do so by initiating an e-doc, called an eAdd. This document is routed to the instructor for approval, and then to the department staff and the Registrar’s Office, where the schedule change is made. The FRIT staff will automatically approve adds if the instructor has approved the add first, and if there is enough space in the classroom.

If a student wants to exchange one class for another, s/he should initiate the e-doc “eDrop/eAdd Pair.” Any questions about class enrollment levels or the student schedule adjustment process should go to Isabel as Scheduling Officer.

**Student Grades**

1. **Final Grade Rosters**

Final grades are submitted via OneStart or Oncourse. The Registrar’s Office will send an e-mail message to all instructors about 10 days prior to the end of final exams week with instructions about submitting final grades.

Completed grade books and graded final exams for all courses taught by AIs, Visiting Lecturers, and adjunct faculty are kept on file in the main office for one calendar year. At the end of each semester, these instructors will be asked to file their exams and grade books in the appropriate filing cabinets. The Department keeps these records in case a student contests his/her grade.
2. Incomplete Grades
Incomplete grades should only be assigned in special circumstances which prevent a student from finishing her/his final project, paper, or exam. The student should otherwise be finished with her/his class work. If you assign an Incomplete to a student, you enter an I on the final grade roster and you must also complete an Incomplete card in the FRIT office. For the French linguistics graduate program, a special form must be placed in the student's file. The card or the form indicate the student's name, ID number, class number, and what the student must do to complete the work for the class.

To remove an Incomplete grade after a student has finished the work and replace it with a regular letter grade, you should submit an eGrade Change form via the Faculty Systems in OneStart (see below).

3. 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 and click on the “Services” tab, then select “Faculty Systems” in the left-hand column. You will then see the eGrade Change option come up on the main screen. NOTE: The College deadline for submitting grade changes is one year after the end of the class.

GUEST SPEAKERS
Selection Process and Funding

Each spring, the chair solicits recommendations from among all faculty for guest speakers to invite to campus the following academic year. Then the Guest Speakers Committee chooses speakers and allots funds from the Mary-Margaret Barr Koon Fund and the Gertrude Weathers Fund (both through the IU Foundation) to pay for part or all of the expenses of the visit. These expenses generally include an honorarium, flight, airport limo, hotel, and hospitality (meals and reception).
In all cases, additional monies should be sought from related departments and other university sources. If three or more academic units commit funds, then you as sponsor of the speaker can apply to Horizons of Knowledge for additional support (see http://www.indiana.edu/~vpfaa/awards-competitions/horizons.shtml for more information). Note that there is a limit of $600 in HOK support per year per department, so please consult with Isabel before submitting your application.

In planning your budget for the guest speaker, please keep the following approximate amounts in mind:

- **Hotel**: 1 night at Grant Street Inn: $133.28
- **Limo**: from Indianapolis airport, round trip: $122
- **Food allocations** (guest plus colleagues):
  - Breakfast $20 (but included with Grant St. Inn price)
  - Lunch $68 (Tudor Room with 4 grad students)
  - Dinner $200 (4 people total)
- **Honoraria**: Depending on rank and reputation of speaker, between $300-$500. More if the individual is famous outside the academic specialization.
- **Reception**: $150 using IMU catering

Please note that food expenses are strictly controlled through the university’s hospitality policy. For meals, only the visitor’s meal can be paid through an IU account. Receptions can be paid for with IU funds. In no case can alcoholic beverages be paid with IU funds. The Department uses the Barr Koon or the Weathers funds to support most guest speakers, and these funds are with the IU Foundation and therefore don’t have to comply with the IU hospitality policy. However, in all cases, **itemized receipts** are required for reimbursement.

**Planning the Visitor’s Trip**

Once you have sufficient funding secured for the speaker, please follow these steps:

1. Informally contact the speaker via e-mail or phone to ask whether s/he would be interested and when s/he could come.
2. Upon acceptance “in principle,” you should inquire as to the guest’s status with regard to residence in the US. Is s/he a US citizen, US permanent resident, or non-resident alien on a visa? If so, which visa?
3. Relay this information to Isabel, who will then discuss with you (if applicable) what the guest’s current visa will allow Indiana University to pay or what visa the guest should apply for to allow us to pay honorarium and travel expenses. In many cases, a foreign visitor can come to the US on the Visa Waiver Program (https://esta.cbp.dhs.gov/esta/).
4. The Department, via Isabel and the chair, then issues the official letter of invitation which spells out the financial terms of the offer and the visa requirements. Often this official letter is needed for the visitor to request a business visa or WB stamp when entering the country.
5. Please put the guest in touch with Isabel, who will make travel arrangements including the flight, airport limo, and hotel.
6. Tell Isabel the time and preferred venue for the lecture so that she can make a room reservation. Lectures are usually held either at CAHI or in the IMU.
7. Plan the guest’s schedule while on campus, invite colleagues and graduate students to share meals with him/her, and confer with Isabel regarding a post-lecture reception. A visit to the FMS Tax Office may be required if the guest does not have a US taxpayer ID number or social security number.
8. Find out whether the guest needs any technology aids for his/her talk and let Isabel know so she can make arrangements.
9. Work with Isabel to develop a schedule for the visit.

During and After the Visit

When the guest is on campus, s/he should stop by Isabel’s desk to complete any necessary paperwork for payment of honorarium and travel expenses. If necessary, s/he should visit the FMS Tax Office to apply for a US taxpayer ID number and to apply for exemption from tax withholding for the honorarium (see below).

Please be sure to obtain itemized receipts for all meals with the guest and submit these promptly to Isabel for reimbursement.
If the guest was here as a non-resident alien, then s/he will probably be allowed to file a form 8233 “Exemption from Withholding,” to be prepared by our Tax Office, provided s/he is from a country with which the US has a tax treaty. The form allows the guest to receive payment without having taxes deducted. Unless the guest is here for more than a few days, the completed 8233 will not be available until after s/he leaves. At that point, Isabel will fax the form to the guest speaker or e-mail him/her a web link to obtain the form, and s/he can fax it back. Then payment of the honorarium will be processed. **Note:** Toward the end of the calendar year, the Tax Office may decide to NOT facilitate the 8233 form, because there is no guarantee that they will not be held liable for the tax if the visitor’s status cannot be verified before year-end.

**FOR YOUR REFERENCE**

**Viewing Your Paycheck**

Log onto OneStart and click on the “Services” tab. Then click on “Employee Center” in the left-hand menu column. On the main screen, you will see a box entitled “Payroll & Tax.” Click here, and information on your most recent pay check will be shown. You can click on “View” to see details of this pay check and previous pay checks. Pay dates are the last business day of each month, August through May, with one exception. The pay date for the month of December is the first business day in January.

**E-mail Distribution Lists**

The following e-mail addresses are for the exclusive use of the Department and are made available to facilitate departmental communications. Other departments wishing to send announcements to our faculty should forward a copy of the announcement to the departmental e-mail address, fritdept@indiana.edu, for consideration.

The following addresses should be followed by @indiana.edu. In this list, “permanent faculty” are those who are tenured, tenure-track, or have other long-term appointments.

FRITFACULTY All French and Italian faculty, including visitors, plus some retired faculty
FRITFAC       Permanent French and Italian faculty
FRENCHFAC     Permanent French faculty members
FRENCHFACULTY-L  All French faculty, including visitors and adjuncts
ITALFAC-L  Tenured and tenure-track Italian faculty members
FRITGRAD  French and Italian graduate students and staff
FRENCHAIF  All instructors of beginning and intermediate French classes, all French AIs, plus the Director of French Language Instruction
ITALIANAI  All instructors of beginning and intermediate Italian classes, all Italian AIs, plus the Director of Italian Language Instruction. Also includes any other Italian graduate students who are on campus.
FRENCHLIT  French Literature graduate students and Director of Graduate Studies
FRENCHLING  French Linguistics and MAFI graduate students and all French Linguistics faculty
ITAL  Italian graduate students and Director of Graduate Studies

The office staff is included on relevant e-mail lists. Please note that all e-mail lists except for FRITGRAD require that you confirm that you indeed intend to send your message to the list. When you send your message you will receive an automatically generated reply which asks for your confirmation. Confirm by replying to the auto-generated message (just hit reply and send, do not type any text).

Some Web Addresses of Interest
Department of French and Italian       www.indiana.edu/~frithome
OneStart Web Portal        http://onestart.iu.edu
# Department of French and Italian

Ballantine Hall 642  
1020 E. Kirkwood Ave.  
Bloomington IN 47405-7103  
E-mail: fritdept@indiana.edu  
www.indiana.edu/~frithome  
(812) 855-1952

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<tr>
<th>Name, Title</th>
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<tbody>
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<td>Andrea Ciccarelli Chair</td>
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<td>Orion Day Undergraduate Secretary and Webmaster</td>
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