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OVERVIEW

Fall 2018 Calendar

Aug.  20  First day of classes
     24-25  Italian MA and PhD exams
     25  French Linguistics MA and PhD exams
     31  First pay date
     31  Lecture by Ellen Welch, UNC-Chapel Hill, “Noises Off: Tragic Acousmatics in Corneille and Racine,” GISB 1122, 4:00 pm
     31  Annual departmental fall party, 5:30-7:30 pm in the atrium of the Global & International Studies Building

Sept.  3  Labor Day (Classes do not meet)
     15-18  French/Francophone Studies PhD exams
     28  Faculty Meeting, 3:00 pm, GA 3134
     28  2nd pay date
     30  Student performance (attendance) rosters AND early evaluation grade rosters due to Registrar via the Faculty Center in One.IU. These rosters are (1) to verify who is actually attending your classes and (2) to give early feedback to University Division students

Oct.  1  Department Research Fund and Faculty-Graduate Research Fund applications due to the chair
     3  Workshop: “Literary Censorship and Obscenity Law,” Lilly Library Slocum Room, 4:00-8:00 pm
     5-7  Fall Break
     18  Lecture by Bénédicte Monicat, Penn State University (19th-Century French women writers)
     19  Lecture by Eugenio Refini, Johns Hopkins University (Italian Renaissance studies)
     21  Last day for students to withdraw from semester-long classes with an automatic grade of “W”
     31  3rd pay date

Nov.  8  Lecture by Alison Rice, University of Notre Dame (20th and 21st century French/Francophone literature)
     17-25  Thanksgiving break
     30  4th pay date
     30  Faculty Meeting, 3:00 pm, GA 3134
     30  Annual Departmental Holiday Party, 7:30-9:30 pm, University Club

Dec.  7  Last day of classes
     10-14  Final exam week
     15  Winter Commencement 10 a.m. in Simon Skjodt Assembly Hall
     17  Last day to submit final grades for Fall 2018 classes

Spring 2019 Calendar
Tentative

Jan.  2  5th pay date
     7  Spring semester classes begin
     21  Martin Luther King, Jr. Day - no classes
31 6th pay date

Feb.  1  Department Research Fund applications due to the chair
       15  Lecture by Justin Steinberg, University of Chicago (Dante and medieval Italian literature)
       17  Student performance (attendance) rosters AND early evaluation grade rosters due to Registrar via the Faculty Center in One.IU. These rosters are (1) to verify who is actually attending your classes and (2) to give early feedback to University Division students
       28 7th pay date

March 10  Last day for students to withdraw from classes with an automatic grade of "W"
       9-17  Spring break
       29  8th pay date

April 12  Student Awards Ceremony, 3:00 pm
       17-20 Italian film symposium ??
       26  Last day of classes
       30  9th pay date

April 29-May 3  Final exam week

May  3  Graduate Commencement Ceremony, 3 pm in Simon Skjodt Assembly Hall
       4  Undergraduate Commencement Ceremony, 10 am in Memorial Stadium
       6  Last day to submit final grades for Spring 2018 classes
       7  Summer Term begins
       31 10th pay date

Meet the Staff

Isabel Piedmont-Smith, Department Administrator
Serves as departmental fiscal officer (all financial accounting), handles the course scheduling, supervises the other office staff, and serves as personal secretary to the chair. Other duties include assistance with faculty hiring, tenure, and promotion, and overseeing all human resource functions of the department. The department administrator also maintains the departmental email distribution lists, edits the annual alumni newsletter, arranges guest speaker visits, and coordinates departmental awards and fellowships.
Hours: 8:00-12:00 and 1:00-5:00

Lisa Huffman, Faculty and Undergraduate Services Coordinator
Serves as departmental webmaster, serves as a resource for undergraduate students with regards to departmental and university procedures and policies, assists with faculty travel and financial transactions. She is also responsible for updating the departmental Facebook page, submitting online course descriptions, acknowledging donations to the department, and ordering textbooks and office supplies.
Hours: 8:00-1:00 and 2:00-5:00

Lauren Anderson, Graduate Student Services Coordinator
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 processes hiring eDocs for AIs. In addition, she coordinates the department’s Career Placement Service and serves as the departmental payroll processor.
Hours: 8:00-12:30 and 1:30-5:00
In Fall 2018, Lauren is taking a class and will be out 2:25-3:50 on Tuesdays and Thursdays, with reduced lunch hours the other days of the week.

OFFICE GUIDELINES

What We Can Do for You

1. Fax Requests
The office staff will be glad to assist with sending faxes from the departmental number (812-855-8877). We use IU’s online fax services, fax.iu.edu. Please allow 24 hours for faxes to be sent, as staff may not be in a position to drop current projects to send a fax immediately.

Any fax sent to 812-855-8877 will come via email to Isabel and Lisa, and will be forwarded to you if clearly addressed to you. Please be sure your correspondents know to put your name on the fax.

2. Duplication of Instructional Materials
The office staff will make copies of tests, quizzes, and syllabi using the following guidelines, although we encourage you to distribute syllabi electronically to save paper. The completed copy job will be placed in your faculty office or, in the case of beginning and intermediate language classes, in the testing locker, number 11 in area 3169. Instructors are responsible for copying other instructional materials, such as worksheets and scholarly articles, as well as any materials for research.

Copy requests should be submitted via the FRIT Workbox at box.iu.edu.
1. Go to box.iu.edu and log in with your IU username and passphrase
2. Click on “Your Name-FRIT Workbox”
3. Click on the upload button to upload your file
4. To the right of the file name, click the red hyperlink “Share” (it will be gray until you mouse over it)
5. Enter two email addresses under “email shared link”: fritdept@indiana.edu and fritgs@indiana.edu (Please use BOTH)
6. Type in your instructions in the “message” section:
   • Course
   • Number of copies (for large courses, you can just say “one per student”)
   • Whether it should be back to back or single-sided
   • Whether you need it in color
   • Date and time due
   • Any other special instructions
7. Click Send
8. You’ll get a pop-up message confirming that you sent the email.

Staff will then print the copies and place them in the AI testing locker (for language classes) or on your chair in your office (for all other classes). We prefer not to use the mailboxes since the mail room door is unlocked during the day. If you want to receive your copies some other way, just include that in the instruction message.

   The combination for the AI testing locker will be emailed to you by Isabel.

Do not wait until the last minute to pick up your exams from the testing locker, as sometimes the lockers malfunction! Staff or the building manager can usually help, but if you need the materials quickly and/or outside of business hours, you might be in trouble.
In lieu of duplicating paper materials, the Department strongly encourages the use of Canvas to post PDFs or web links. 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 this course management tool has to offer, with both one-on-one help and scheduled training classes. See [http://citl.indiana.edu/](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 Lisa, 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](mailto: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 Lisa 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](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 One.iu and posted on our website. Class descriptions are due to the faculty and undergraduate services coordinator (Lisa) 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 Hall. 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.

We can also highlight one or two of our outreach courses through a short course video linked on our website. Contact Lisa if you are interested in this option.

5. Reserving Rooms

Any member of the staff may assist with reserving a classroom for a special class meeting or film showing, or a room for a meeting. You may email any staff member and 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, specific building). There are several small conference rooms in our building available for meetings, but they must be reserved.

If you have a problem with your regular classroom, please notify Isabel. There is a classroom shortage on campus, so it is often difficult to find an appropriate room during “prime time” (9 am to 4 pm). Sometimes a less-than-ideal room is the only space available.

6. Checking out Films and Equipment

Most classrooms are furnished with electronic equipment commonly used for teaching. If any of the equipment is not working in your classroom, please report this to Classroom Technology Services:
Phone: 812-856-8765
Email: clastech@iu.edu
The department has two laptop computers, two digital projectors, a region-free DVD player, and a screen which may be reserved through the staff.

DVDs from the departmental film library may be checked out through Isabel and are found in her office. The discs that were converted from VHS to DVD 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.

7. Keys and Access to Offices
The department does not have extra keys to faculty offices. If you need an extra key, for example to allow a short-term scholar the use of your office, please ask Isabel at least one week in advance, and she will order it.

The Global & International Studies Building is unlocked 7 days per week, 6:00 am to 10:00 pm, except over holiday breaks. Faculty can use their IU photo ID cards in the scanners on the exterior doors to get into the building when it is locked. The newer IU Crimson Card is required, as the old beige cards no longer work as of July 1, 2018.

The office staff will NOT unlock your office door for anyone unless you have specifically requested them to do so. Exceptions: 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. Staff members will also access your office if you ask them to make photocopies of tests, as it is more secure than leaving your tests in the open mailroom.

8. Office Supplies
Routine office supplies (paper, staples, pens, post-it notes, etc.) and printer cartridges may be requested from the staff at any time. Requests for special purchases such as furniture, USB drives, and equipment, 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.

Staff are also happy to give you letterhead stationery and envelopes. Reusable campus mail envelopes are available in the mail room.

9. Mail Forwarding
In special circumstances, incoming mail may be forwarded when faculty are out of town. Please consult Lisa 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 Lisa know.
Self Service

1. Printing, Photocopying and Scanning
Faculty members have access to the Ricoh multi-function machines throughout the Global & International Studies Building (GA). The machines can be used for copying, scanning, and printing. The closest machine is in the copy alcove GA 3156. To access the machine, either swipe your IU ID card through the slot or enter your IU username and passphrase.

**Printing:**
You should see the two options for the Ricoh:
BL-GISB-BW1 = Black and white printing
BL-GISB-Color = Color printing
You can also select back-to-back and stapling before you click “Print.” To pick up your print job, go to the nearest Ricoh machine, swipe your ID card, and then click “Print” when your print jobs come up on the screen.

You should also see the HP LJ 4250 machine in GA 3169A and the Brother HL-L 6300 printer in GA 3160K as options when you want to print from your computer. These are located in the Al/grad student open area of the department. These are not print-release stations: your print job will start immediately. **Please keep this in mind when printing confidential materials!** The default print setting on these machines is back-to-back (two-sided).

**Photocopying:**
Log in to the Ricoh machine and select “Copy” button at left. Select copying options, including color/BW, paper size, stapling, etc.

Your IU Crimson 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.

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.

**Scanning:**
Log in to the Ricoh and select “Scanner” button at left. The default scan resolution is pretty low – 200 dpi. You may want to increase to 300 dpi, especially if you have a short document. The copier only stores the most recent 10 IU usernames to send a scan to. If your username is not stored, you will have to enter it manually. You only have to enter the username, not the full address (e.g. not the “@indiana.edu” part). There is a 50 MB limit for scans to be sent to your email address. This sounds like a lot, but in practice it seems to only be about 20 pages. Longer documents should be scanned 20 pages at a time. The email with the attached scan takes between a few minutes up to a few hours to arrive in your in box. If you consistently have to wait a long time, please notify CITO through a help request (see Computer Assistance & Training, page 10).

2. Office Supplies
The only self-service office supplies are campus mail envelopes. The small, letter-size is available from the shelf near the Ricoh copier, and the larger, reusable kind is available in the mail room.

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 US. (Phone calls and faxes within the United States do not incur long-distance charges.) This code may only be used for business-related calls and faxes. It may not be used for personal purposes. Access codes may be deactivated if not used for six months. If you need to reactivate your code, please contact Isabel or Lisa.

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.

As mentioned above, we are only billed for international long-distance calls. Long-distance calls within the US are free, and you don’t need an access code.

4. Mail Services

Outgoing mail should be placed in the appropriate bin in the mail room, GA 3151. 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, 10-266-01.

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 full address should be used:

Department of French & Italian
Indiana University
355 N. Jordan Ave.
Bloomington, IN 47405-1105.

Life in GISB

The Global and International Studies Building’s manager is Pete Goodwin, and he can be reached at gisb@indiana.edu, by phone at 856-3838, or in person in room 0019. Here are a few ongoing issues with the building that are still unresolved:

- Bookshelves – Many faculty still don’t have enough bookshelves in their offices. This has been reported to the College more than once, without result.
- Temperature – Pete knows that the temperature is too often related to where the sun is shining. For example, in the morning, it’s too warm in the east-facing offices and too cold in the west-facing offices. The temperature is controlled centrally, and there is about one thermostat for every 4 offices.
- Carts – Our department has two metal carts in the kitchenette that can be used to move bulk items or food for meetings. Please do not put heavy boxes on the carts – they can’t handle it. If a cart wheel goes wonky, please put a post-it on that wheel and notify Pete to fix it.
- Lockers – Although not relevant to most faculty, it’s worth mentioning for those who access the FRIT Exams Locker that a blinking light means that the battery is running low. Please notify Lisa or Lauren.

Please use the shared areas in FRIT with common courtesy. Kindly put your name on items in the refrigerator to avoid problems with someone snatching your food – and to take responsibility for cleaning it out. Thanks!
Computing Support

1. Computers
All faculty members have computers maintained by the College Information Technology Office (CITO), which are supposed to be replaced every 4 years. Computers were replaced in Spring 2013, and we expect to get new computers this fall (indeed, that is 5 years, not 4). If your computer is running particularly slowly, please notify Isabel, and she can try to get you moved up in the computer replacement list. Software upgrades of your 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, click on the arrow next to Log Off, 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.

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](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 contact a staff member, who will be happy to submit the request for you.

If you are experiencing problems with Canvas, One.iu access, or your network user name in general, you should phone University Information Technology Services (UITS) at 812-855-6789. 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/](https://kb.iu.edu/). You can also e-mail ithelp@iu.edu.

UITS has an excellent online education program in areas such as spreadsheets, databases, web design, and desktop publishing. You can explore the offerings of online training courses here: [https://ittraining.iu.edu/](https://ittraining.iu.edu/). Some in-person classes are offered as well (scroll down to Upcoming Events on the website).

3. Printers
The high-capacity laser printers in the open area of FRIT are available for use by all faculty. Look for GA3160k or GA3169A when you select a printer from your software program. The Department encourages you to choose the duplex option, which is indeed the default option for these two printers. You can also use the Ricoh machines in the FRIT area or anywhere in the building. See “Self Service,” above.

Many, but not all, faculty also have personal printers in their offices. 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, unless it is quite old. We are phasing out individual faculty printers in favor of the shared printers, per the College’s printer policies.

If you need a new toner cartridge for your office printer, just ask Lisa. 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 section 2, below the travel details). Travel payments and reimbursements are handled, since July 11, 2018, through a system called Chrome River.

BEFORE TRAVEL
1. At least 2 weeks before your trip, complete the travel authorization form found here: https://college.webhost.iu.edu/travel/travel_reg.cfm .

   About the form:
   - Do not use acronyms for conferences – spell out the full conference name
   - If the purpose is research, please be specific as to the type of research and why it necessitates the travel
   - When you look up per diem rates, use the M&IE rate (Meals & Incidental Expenses), not the full per diem rate. The full rate includes lodging, which IU treats separately. You might have to scroll down on the Per Diem page to see the M&IE rates.
   - If you don’t know the exact amount for any given expense, and estimate is allowed.
   - Choose Isabel Piedmont-Smith’s name as Fiscal Officer, so that she will get the email to record the information and check your account for available funds
   - Do not proceed with travel arrangements until you have received an email from Isabel replying to your form submission!

2. To prepay travel expenses directly with an IU account:
   - For lodging and airfare, use Egencia. If you have never used the IU Egencia website before, first email travelbl@indiana.edu to request access.
   - For car rental originating in Bloomington, book through Enterprise Campus Rental.
   - For airport limo service, book through Classic Touch
   - If you prefer the old-fashioned way, you can still use an IU-designated travel agent to charge airfare and/or lodging directly to your account
   - ALL PREPAID TRAVEL will require you to provide your IUID number so that the expenses can be linked to you in Chrome River

3. Prepaid expenses will show up directly in your eWallet in Chrome River. Lisa and Isabel will have access to your eWallet to retrieve these. However, you still need to keep any emailed receipts or printed for comparison!

DURING TRAVEL
1. Save your receipts (except for food, which is covered by the per diem rate)
2. If you like, you can snap a photo of each receipt and email it to receipt@chromefile.com. Still keep the paper receipt for 120 days.

   NOTE: If the email address from which you send the receipt is NOT your IU email address, then you'll need to go into Chrome River, click your name in the upper right corner and go to Settings > Personal Settings > Email addresses to add the other email address.

AFTER TRAVEL
1. Bring or email your receipts to Lisa, including receipts for prepaid travel
   - Please keep each receipt separate, as they must be uploaded into CR separately.
2. Lisa will create an expense report in Chrome River for your trip
3. Isabel will check the expense report before it is routed to Travel for approval
RULES TO REMEMBER

1. **Travel expenses cannot be reimbursed more than 60 days after the last date of travel.** Unlike the old Travel@IU system, you will no longer get a warning message telling you of the approaching deadline, so PLEASE KEEP TRACK.

2. Travel expenses less than $75 do not require documentation, but they do require an expense report. In other words, if an expense less than $75 is your ONLY expense for travel, you still have to fill out the authorization form and then let Lisa know when the trip is done.

3. Receipts are required for all expenses, even those paid directly from an IU account.

4. Per diem rates for the first day and last day of travel are automatically calculated in Chrome River at 75% the set government rate. It is assumed that you will spend only 75% of the day traveling.

5. Car rental is only allowed for the following classes of cars: compact, economy, and intermediate

If you would like your travel reimbursement to be deposited directly into your bank account, you can sign up for travel direct deposit through One.iu. Search for “travel direct deposit,” and then you will easily find the app.

Lisa is available to help with travel eDocs and questions about travel policies and procedures. Any question regarding which account to use or availability of funds should go to Isabel. The travel website has additional information, training resources, and a full set of rules governing travel paid with IU funds: [https://www.indiana.edu/~travel/index.shtml](https://www.indiana.edu/~travel/index.shtml).

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. Isabel will send out the application form a few weeks before the deadline. 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. 1.

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 or RA 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. **Other Internal IU Funding for Faculty Research & Travel**

Faculty are also encouraged to apply to other IU sources of funding:

a) The Office of the Vice President for International Affairs (OVPIA) has funding for international trips. See [http://worldwide.iu.edu/faculty/index.shtml](http://worldwide.iu.edu/faculty/index.shtml).

b) The College Arts and Humanities Institute (CAHI) has grants available for research-related travel. See [http://www.indiana.edu/~cahi/apply-for-funding/travel/](http://www.indiana.edu/~cahi/apply-for-funding/travel/)
c) The Office of the Vice President for Research has funds available for research projects. See http://ovpr.indiana.edu/funding/ovpr-funding-programs/

EMERGENCY PROCEDURES

Like all members of the IU community, faculty should sign up for IU Notify to get notification of emergencies on campus. At One.iu, search for IU Notify to enter your preferred method of contact (phone, text message, and/or email). The IU Notify system is activated in case of weather emergencies like tornados, criminal activity on or near campus, active shooter situations, or campus closure due to snow or other emergency situations. The system will contact you at any time of day or night, so keep this in mind when choosing how to be notified.

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 GISB, the FRIT meeting location outside the building is at the foot of the steps leading up to the Wells Library. If you are on 3rd Floor West and exit due to a fire alarm, please gather there so staff can have some overview of whether FRIT employees made it to safety. Do not return to the building until an emergency personnel member or building representative gives you the all clear.

- **In case of tornado**, you will be notified by the local tornado siren and through IU Notify (email, text message, and/or phone call). Lead your students into an enclosed area, away from windows and doors. Again, do not use elevators. Do not return to your classroom until you see the all clear on your cell phone (IU Notify or weather app) or get an “all clear” from emergency personnel or building staff.

All faculty should, of course, follow the same procedure themselves when not in class.

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.

There is an NOAA weather radio at Lisa’s desk in the FRIT area, which will signal weather emergencies loudly in the FRIT area of GISB. Staff will take the radio with them when they move to a safe space to continue to receive updates. The safe spaces near FRIT are the restrooms, the mail room (3151), and the linguistics lab (3129). For more information about emergency procedures and plans, please visit https://protect.iu.edu/index.html.

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 Canvas or SIS on the web.

**Option 1:** Go to https://canvas.iu.edu and log in. The classes you are teaching should appear listed. Select the one you want and then find the roster link.
Option 2: Go to http://one.iu.edu and log in (upper right, where it says “Hello” or “Sign in”). Search for class roster. Then click View Class Rosters. This takes you to the SIS Faculty Center. SIS = Student Information System, which is the system through which students register and where all student records are kept.

About four 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 by the end of the 5th week of classes (see Calendar at the beginning of these guidelines).

Finally, at the end of the semester, you will receive instructions via email to tell you how to enter final grades either via Canvas or SIS (via One.iu.). More information about final grade rosters can be found here: http://registrar.indiana.edu/grades/final-grades.shtml.

Students with 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 https://studentaffairs.indiana.edu/disability-services-students/. If a student is seeking accommodations, s/he should obtain the information letter from DSS in Wells Library W302 (phone: 812-855-7578, 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. All faculty members should take the online FERPA tutorial every two years. The tutorial and further information about FERPA can be found here: http://registrar.indiana.edu/policies/ferpa/student-privacy-faculty.shtml. If you would like to know when you need to renew your FERPA compliance by re-taking the tutorial, check with Isabel.

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 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 using his/her IU email address and 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 AIships. 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 is usually completed online. 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. **Canvas**

Canvas 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. Canvas is populated through the registration system overnight, so that your class roster of students stays accurate. It is found here: [http://canvas.iu.edu](http://canvas.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, Canvas 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 Canvas, 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.

Training classes for Canvas are available through the Center for Innovative Teaching and Learning ([http://citl.indiana.edu](http://citl.indiana.edu)).

2. **One.iu and SIS**

One.iu 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://one.iu.edu](http://one.iu.edu), and you log in using your network user name and passphrase (upper right corner). Then, you’ll need to pursue the second step of the Two-Step Login, which is Duo Authentication. To set up your Duo authentication, click “Need help with Two-Step Login?” at the bottom of the sign-in screen.

Once logge in, search for the applications you use most often and mark them as “favorites” (click on the heart in the lower right corner of the box), then you can display your favorites each time you log in for easy access to the apps you use most.
The “Faculty Center” app is where you’ll find your class rosters and where you can post your students’ grades. You can also search One.iu for the eGrade Change app in case you need to change a student’s grade after the final roster deadline. All student registration and financial records go through the Student Information System (SIS).

The “Employee Center” app is where you’ll find links to your pay check information, tax exemption selections, benefits information, and personal information on file with IU Human Resources. When opening the Employee Center in a public place, please be careful to shield sensitive information, and be sure to log out afterwards if you are using a public or shared computer.

Also via One.iu, you can sign up for direct deposit of your pay check and travel reimbursements. Search for “Direct Deposit,” and you’ll find both travel and paycheck options. If you want to set up direct deposit for DV reimbursements (for out of pocket research expenditures), contact Accounts Payable at frmsphlp@indiana.edu to request the ACH Authorization form.

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

**Late Schedule Changes by Students**

Students also use the on-line registration system available through the One.iu portal (via SIS) 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, until the last waitlist program runs on Thursday morning. They will be informed of these placements via e-mail. Students can change their schedules in SIS 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 (eDoc) in SIS 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 email 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 eDoc, 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 eDoc “eDrop/eAdd Pair.” Any questions about class enrollment levels or the student schedule adjustment process should go to Isabel as Scheduling Officer. Students should be referred to Student Central for schedule adjustment questions (see http://studentcentral.indiana.edu/). Student Central is a centralized service point for students combining the Registrar, Bursar, and Financial Aid functions of the university.
Student Course Evaluations

About two weeks before the end of each semester, students are notified that the Online Course Questionnaire is available for them to complete online. This is available for each class and asks students to rate the quality of the course and instructor. Please remind your students to complete the OCQs! The reports are not meaningful unless a majority of students completes the forms. A few weeks after the semester ends, each instructor receives an email with a link to the OCQ’s for their classes that just ended. If you taught a joint-listed class, it may take a little longer before you get a link to your combined OCQ report. Isabel also has access to the overall departmental statistics as well as to individual reports for each FRIT class, in case you need help in accessing your OCQs.

Mid-term OCQ’s are also an option, and Isabel will ask faculty whether they want to opt-in each semester. The set of questions would be the same as used at the end of the semester. FRIT has one set for language classes and another set for non-language classes, and you are welcome to ask Isabel for these documents at any time.

Student Grades

1. Final Grade Rosters

Final grades are submitted via SIS (found in One.iu) or Canvas. The Registrar’s Office will send an email message to all instructors about 10 days prior to the end of final exams week with instructions about submitting final grades.

Completed grade books (hard copy or printed out from Canvas) and graded final exams for all courses taught by AIs, Visiting Lecturers, and adjunct faculty are kept on file by FRIT for one calendar year. At the end of each semester, these instructors will be asked to file their exams and grade books with the staff. The Department keeps these records in case a student contests his/her grade.

2. Incomplete Grades

Incompletes 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. The College’s guidelines on Incompletes are here: https://bulletin.college.indiana.edu/policies/policy-details.html?policy-id=1040 For graduate courses, professors should consult the guidelines in the University Graduate School bulletin, here http://bulletins.iu.edu/iu/gradschool/2017-2018/policies/grading.shtml.

If you assign an Incomplete to a student, you enter an I on the final grade roster and you must also inform the FRIT staff, either by talking directly with Lisa or by sending an email to fritdept@indiana.edu. The email should include the student’s name, IUID, the course and section, and what the student must do to remove the Incomplete. Also indicate any internal deadline you gave the student (otherwise the deadline is one calendar year). Never put the student’s ID number in the subject line of an email. For the French linguistics graduate program, a special form must be completed and placed in the student’s file. See Lauren for that form.

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, which can be found in One.iu.

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 found in One.iu (just search “eGrade Change”).

NOTE: The College deadline for submitting grade changes is one year after the end of the class.
Student Problems

Although most students thrive in college, some don’t do as well, and you may need resources to investigate their behavior or offer them help in tough situations. Below are some helpful websites. The Dean of Students office is your best resource if you don’t know where else to turn (855-8187, vpsa@indiana.edu). Also, the chair of the department is always available and willing to consult in difficult situations.

If you have a student whom you suspect of academic dishonesty, file a report online: https://studentaffairs.indiana.edu/office-student-ethics/file-a-report.shtml

If you are worried about the mental or physical health of a student, you may file a “care report” here: https://studentaffairs.indiana.edu/dean-students/care-report/index.shtml

If a student requests an excused absence due to religious reasons, find guidelines here: https://studentaffairs.indiana.edu/dean-students/attendance-concerns.shtml

If you would like to refer a student for psychological counseling, that website is here: https://studentaffairs.indiana.edu/health-wellness/index.shtml

If you suspect a student may be the victim of sexual violence, please see available resources here: http://stopsexualviolence.iu.edu/employee/index.html

If one of your students has been the victim of a bias incident, you or the student should report that here: https://studentaffairs.indiana.edu/dean-students/bias-incident/index.shtml

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 prioritizes speakers and allots funds from the Mary-Margaret Barr Koon Fund, the Enrichment Fund, the Gertrude Weathers Fund, and the departmental general fund 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 https://vpfaa.indiana.edu/faculty-resources/awards-lectures/lectures/horizons-knowledge.html). Note that there is a limit of $600 in HOK support per year per department, so please consult with Isabel before submitting your application, to see how much money may have already been allotted to FRIT.

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

- Hotel, 1 night at Grant Street Inn: $128
- Limo, from Indianapolis airport, round trip: $122
- Food allocations (guest plus colleagues):
  - Breakfast $20 (but included with Grant St. Inn price)
Lunch $66 (Tudor Room with 4 grad students, including tip)
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: $200 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 IU Foundation accounts to support most guest speakers, and these funds can be used to pay for a whole group’s meals. IUF funds can even, with preapproval, be used for alcohol. If you would like to have alcohol served as part of a dinner or reception, please check with Isabel early in the planning process. A bartender is required for all on-campus (and some off-campus) events involving alcohol, and pre-approval from the Provost’s Office is required.

In all cases, itemized receipts are required for reimbursement of hospitality expenses.

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. Ask Isabel to reserve a hotel room as early as possible, as rooms may be hard to find, especially during home football games or Little 500 Weekend.
6. Please put the guest in touch with Isabel, who will book the flight.
7. Tell Isabel the time and preferred venue for the lecture so that she can make a room reservation. Lectures are usually held at CAHI, in the IMU, or in GISB.
8. 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 is a foreigner who does not have a US taxpayer ID number or social security number.
9. Find out whether the guest needs any technology aids for his/her talk and let Isabel know so she can make arrangements.
10. Work with Isabel to finalize the 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 sign it and send it back (by fax or secure web link). 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.

**Organizing Conferences**

If you are organizing a symposium or conference with several guest speakers, please meet with Isabel as early as possible to begin making arrangements. Any conference registration fees MUST be handled by the Office of Conference and Registration Services (OCERS). Also, a conference or symposium often involves enough income and expenditure transactions to warrant its own account number, which Isabel can establish. If external organizations are providing funding, additional steps must be taken to sign an agreement with the organization (only IU Purchasing can do that) and to issue an invoice for payment. Please do **NOT** try to save Isabel work by organizing things on your own. Although this is a nice idea, it ends up being more work in the end since Isabel is more familiar with the particular rules and requirements for the various tasks involved.

**FOR YOUR REFERENCE**

**Viewing Your Paycheck**

Log onto One.iu and search for “Employee Center,” then click on the app. 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 Lisa at 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
ITALFACULTY-L All Italian faculty, including lecturers, visitors and adjuncts
FRITGRAD French and Italian graduate students
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/Francophone studies 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
FR-UNDER-L Undergraduate French majors and minors
FRENCH-FRIENDS-L Undergraduate students who have indicated an interest in French
IT-UNDERGRAD-L Undergraduate Italian majors and minors
ITALIAN-FRIENDS-L Undergraduate students who have indicated an interest in Italian

The office staff is included on relevant e-mail lists. Please note that all e-mail lists 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).

Isabel maintains a separate email list of individuals who want to be notified of FRIT lectures and events. If you know of someone who wants such information, please refer them to Isabel.
Some Web Addresses of Interest

Academic Policies (Vice Provost for Faculty & Academic Affairs)  http://vpfaa.indiana.edu/policies/bloomington/index.shtml
Canvas Course Management System  http://canvas.iu.edu
Center for Innovative Teaching and Learning  http://citl.indiana.edu/
Center for Language Excellence  http://celt.indiana.edu/
CITO computing help request form  https://cid.indiana.edu/citoweb/help.cfm
College of Arts & Sciences Bulletin  https://bulletin.college.indiana.edu/index.html
College of Arts & Sciences Home Page  http://college.indiana.edu/
College of Arts & Sciences intranet (for IUB faculty and staff)  https://intranet.college.indiana.edu/
Department of French and Italian  http://frit.indiana.edu
Graduate School Bulletin  http://graduate.indiana.edu/academics-research/bulletin.shtml
Graduate School Information  http://graduate.indiana.edu
Library Class Reserves System  http://libraries.iub.edu/class-reserves
One.IU Web Portal  http://one.iu.edu
Overseas Study  http://overseas.iu.edu
Research Gateway - Funding Opportunities  http://research.iu.edu/
Travel Management Services  www.iub.edu/~travel
University Information Technology Services classes  https://ittraining.iu.edu/
## Departmental Staff Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massimo Scalabrini</td>
<td>Chair</td>
<td>855-8044</td>
<td>mscalabr</td>
</tr>
<tr>
<td>Isabel Piedmont-Smith</td>
<td>Department Administrator</td>
<td>855-5458</td>
<td>ipiedmon</td>
</tr>
<tr>
<td>Lauren Anderson</td>
<td>Grad Student Services Coordinator</td>
<td>855-1088</td>
<td>fritgs</td>
</tr>
<tr>
<td>Lisa Huffman</td>
<td>Faculty &amp; Undergrad Services Coordinator</td>
<td>855-1952</td>
<td>fritdept</td>
</tr>
<tr>
<td>Peter Giordano</td>
<td>Undergraduate Advisor</td>
<td>855-1437</td>
<td>pgiordan</td>
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