

EALC Faculty Handbook



2010-2011

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Directory

- For emergency, call 9-911 from any campus phone
- Indiana University Police, non emergency calls: 855-4111
- IU Bloomington Directory Service: 855-4848

Indiana University Official Campus Emergency Website:

<http://emergency.service.indiana.edu/>

Faculty: 2010 - 2011

| Name | Area of Study | Office | Phone Area Code: 812 | E-mail @indiana.edu |
|--|---|---------------------------------|----------------------------|--------------------------|
| Heather Blair | Buddhism, religious studies | SY326 | | heblair |
| Gardner Bovington | Central Eurasian Studies | GB 331 | 856-0230 | gbovingd |
| Laurel Cornell | Sociology/ Japanese Studies | BH 757 | 855-3221 | cornell |
| Stephanie DeBoer | Film and Media Studies China/Japan/Korea | 800 E 3 rd Rm 251 | 8556-3708 | sdeboer |
| Robert Eno | Early Chinese Philosophy & History | GB 327 | 855-5373 | eno |
| Michael Foster | Japanese Folklore | 506 N Fess | 855-0390 | fosterm |
| Heike Frick | Chinese Studies, Education & Childhood, Art | GB202 | 855-5619 | hbfrick |
| Sara Friedman | Anthropology/ Chinese Studies | SB164 | 856-4595 | slfriedm |
| Rick Harbaugh | Business, Chinese Economics | Bus 450 | 855-2777 | riharbau |
| Ho-fung Hung | Political Science, China | BH 758 | 856-0282 | hofung |
| Heon Joo Jung | Korean Politics | GB 226 | 855-5249 | heonjung |
| Gregory Kasza | Japanese Politics and Society | GB 320 | 855-3224 | kasza |
| Scott Kennedy | Chinese Politics and Economics | GB 205 | 856-0105 | kennedys |
| Keiko Kuriyama <i>Japanese Language Coordinator</i> | Japanese Language/ Pedagogy | GB223 | 855-3124 | kkuriyam |
| Hyo Sang Lee <i>Korean Language Coordinator</i> | Korean language/ Linguistics | GB 229 | 855-8721 | hyoslee |
| Charles Lin | Chinese Linguistics, psycholinguistics | GB 245 | 855-8763 | chiclin |

| | | | | |
|---|---|------------------------|----------|---------------------------------|
| <u>Jennifer Liu</u> <i>Chinese Language Coordinator</i> | Chinese Language/ Language pedagogy | GB 221 | 855-5180 | <u>jeliu</u> |
| <u>Wen -Ling Liu</u> | East Asian Librarian | Wells Lib. E-860 | 855-9695 | <u>wliu</u> |
| <u>Julia Luo</u> <i>Associate Chinese Language Coordinator</i> | Chinese Language | GB 227 | 855-3635 | <u>clu</u> |
| <u>Manling Luo</u> | Premodern Chinese Literature | GB 246 | 856-0833 | <u>luom</u> |
| <u>Misako Matsubara</u> | Japanese Language | GB 224 | 855-5169 | <u>mmatsuba</u> |
| <u>Ethan Michelson</u> | Sociology/ Chinese Studies | BH 768 | 856-1521 | <u>emichels</u> |
| <u>Klaus Muehlhahn</u> | Chinese history | BH 729 | 855-1124 | <u>klamuehl</u> |
| <u>Scott O'Bryan</u> <i>Director of Undergraduate Studies</i> | Modern Japanese History | GB 332 | 855-2454 | <u>spobryan</u> |
| <u>Jean Robinson</u> | Political Sci./ Gender Issues/Chinese Studies | WH 403 | 855-7230 | <u>robinso</u> |
| <u>Michael Robinson</u> <i>Department Chair</i> | Korean History | GB 247 | 855-0856 | <u>robime</u> |
| <u>Heidi Ross</u> | Education in China | EDUC 4238 | 856-8389 | <u>haross</u> |
| <u>Richard Rubinger</u> | Japanese History | GB 345 | 855-4407 | <u>rubinge</u> |
| <u>Edith Sarra</u> | Premodern Japanese Literature/Gender Studies | GB 225 | 855-4031 | <u>esarra</u> |
| <u>Aaron Stalnaker</u> | Chinese Religion | SY 203 | | <u>astalnak</u> |
| <u>Marvin Sterling</u> | Anthropology/Japanese Studies | SB 166 | 855-3858 | <u>mdsterli</u> |
| <u>Judy Stubbs</u> | East Asian Art Curator | | | <u>justubbs</u> |
| <u>Michiko Suzuki</u> | Modern Japanese Literature | GB 327 | 856-7002 | <u>micsuzuk</u> |
| <u>Kevin Tsai</u> | Chinese Literature | BH 918 | 855-0381 | <u>sktsai</u> |
| <u>Natsuko Tsujimura</u> <i>Director of Graduate Studies</i> | Japanese Language/Linguistics | GB 316 | 855-5884 | <u>tsujimur</u> |
| <u>Sue Tuohy</u> | Folklore/Chinese Ethnomusicology | 504 N Fess | 856-0203 | <u>tuohys</u> |

Staff:

| | | | | |
|----------------|-----------------------------------|--------|----------|--------------------------|
| Julia Mobley | Office Manager/Fiscal Officer | GB 248 | 855-5339 | jmmobley |
| Lara Tokarski | Administrative/Graduate Secretary | GB 230 | 856-4959 | ltokarsk |
| Allison Adkins | Administrative Assistant | GB 250 | 855-1992 | adkinsal |
| Kim Hinton | Undergraduate Advisor | GB 202 | 855-3493 | kishinto |

Related Centers

| | | | | |
|--|---|---------------------------|----------|-----------------------|
| East Asian Studies Center | Director: Heidi Ross, Assoc. Director: Margaret Key | Memorial Hall West, 207 | 855-3765 | easc |
| Center for Chinese Language Pedagogy/ Chinese Flagship Program | Director: Jennifer Liu Staff: Brian Flaherty, John Howe | TBA | 856-0412 | cclp |
| Research Center for Chinese Politics and Business | Director: Scott Kennedy Staff: Qun Wang | Goodbody Hall Room 240 | 856-0451 | rccpb |

Your Contact Information

The department will contact you about departmental business through e-mail, so please be sure to check your e-mail regularly. In addition, please be sure that the department always has a current home address and phone number where you may be reached.

This information is kept securely in the department office. **We will not share your home address and telephone number with anyone who calls the department office. If you would like other faculty or your students to have your contact information, please provide it to them directly.**

EALC Staff Duties:

Julia Mobley, Fiscal Officer/Office Manager

Goodbody Hall Room 248, 855-5339, jmmobley@indiana.edu

Hours: 7:00 a.m. -12:00 p.m. and 1:00 p.m. - 4:00 p.m. Mon - Fri

- All financial matters
- Department Office Manager
- Scheduling Officer
- AI / hourly employee hiring

Lara Tokarski, Graduate Secretary

Goodbody Hall Room 230, 856-4959, ltokarsk@indiana.edu

Hours: 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 5:00 p.m. Mon - Fri

- Graduate Student Issues
- Language Testing/Special Credit
- Payroll Processor/Electronic timesheets for hourly staff
- Website
- Grade Changes/Incompletes
- Independent Study permissions and grades
- Backup for: reception, office supply needs, copying, basic office duties

Allison Adkins, Administrative Assistant

Goodbody Hall Room 250, 855-1992, adkinsal@indiana.edu

Hours: 9:00 a.m. - 1:00 p.m. Mon - Fri

- Maxi Orders
- Collects and distributes mail, FedEx etc.
- Maintains Department Supplies
- Purchasing
- Travel
- Make arrangements for extra-classroom events or meetings
- Order textbooks/desk copies
- Post online course descriptions
- Coordinate course evaluation process
- Maintain copy card inventory
- Maintain department bulletin boards

Kim Hinton, Advisor

Goodbody Hall Room 202, 855-3493, kishinto@indiana.edu

- Undergraduate Academic Advising

Goodbody Hall Facilities

EALC Administrative Offices

The EALC Administrative Offices are located in Goodbody Hall, Rooms 250, 230 and 248. Generally, someone will be in one of the offices from 8:00 until 5:00 on weekdays.

Mail Room and Copy Room: Goodbody 232

Hours: 8:00 a.m. – 5:00 p.m. weekdays

The Building copier, all faculty, AI, and graduate student mailboxes are located here.

Lounge: Goodbody 201

Hours: 8:00 a.m. – 5:00 p.m. weekdays

The lounge is an informal meeting place for students, AIs, Faculty and Staff that use Goodbody Hall. It includes a small kitchenette with a refrigerator and microwave oven. Please clean up after yourself. During the school year, the refrigerator will be cleaned out every other Friday.

Reading Room: Goodbody 228

Hours: 8:00 a.m. – 5:00 p.m. weekdays

The Reading Room houses a small, informal EALC library. If you would like to schedule a meeting in this room, please check the calendar on the door to reserve it.

Computer Lab: Goodbody 334

Hours: 6:30 a.m. – 10:00 p.m.

EALC shares a computer lab with the Central Eurasian Studies Department. EALC computers are located on the right-hand side of the room as you enter. The lab has 2 PCs and 2 Macs for EALC student, AI and faculty use.

A key for the computer lab can be checked out from Allison.

AI Offices

Basement office space for AIs is shared:

| | |
|--------------------------------|----------|
| First Year Japanese | GB 003-1 |
| Second and Third Year Japanese | GB 003-6 |
| Korean and Area Studies | GB 003-2 |
| Chinese – all | GB 003-5 |

Each AI office has one shared computer for use by all AIs using the office. If you hear that your AIs are experiencing building problems (e.g., leaking ceilings), please tell an EALC staff member so that it can be taken care of.

Computers and Printing

CITO

- Computers are provided to College departments by The College Information Technology Office (CITO).
- CITO provides IT support for College departments. If you have problems with your office or home computer, you can submit an online help request at <https://coas3.coas.indiana.edu/citoweb/help.cfm>. and someone from CITO will contact you to set up an appointment. Please provide a phone number other than the EALC main office line where someone from CITO can contact you.
- CITO does not provide tech support for printers, scanners or fax machines.

UITS

- University Information Technology Services (UITS) provides basic support for software problems. You can reach them most easily by phone at 855-6789.
- UITS also runs computer and software training sessions that are available to IU faculty. You can find more information at: <http://uits.iu.edu/page/amec>.

Printing

EALC will provide one print cartridge per year not to exceed \$100 in cost for each EALC full time faculty member's College owned office printer. Any additional printing supplies will need to be paid for using faculty research funds.

There is no longer a departmental network printer available for general EALC use. All instructors will be expected to use their office printer for all printing jobs.

Paper for printers is available from Allison or Lara. Do not use the paper in the copy room for your printer.

Scanning

There is a departmental scanner connected to a PC in the EALC Reading Room (GB 228). Usage of the scanner is first-come, first-served, and it will not be available if the Reading Room is reserved for a meeting. EALC staff does not have more expertise with the scanner than the faculty.

Copying

Options for Teaching –related copies:

Please make use of OnCourse, e-Reserve, or have ClassPaks made of materials that you will use in your class.

When you are unable to use OnCourse, e-Reserve or ClassPaks you may use Maxi copy services.

Copy options:

1. **Maxi Copy:** Maxi Duplicating Services is IUs campus copy service. Beginning Academic Year 2010-2011, orders will only be placed for quizzes and tests. Depending on the number of copies being made, costs are between 3 and 4 cents per copy. Completed copy jobs are delivered to EALC.

Copy jobs should be electronically submitted (emailed) to Allison (adkinsal@indiana.edu) at least **48 hours in advance** of the time it is needed. **Paper submission request will only be done if an electronic copy is not available.**

Orders should be submitted as follows:

1. Number of copies needed
2. Date and time copies need to arrive in EALC
3. Formatting: copies back-to back, stapled, three-hole-punched, colored paper, etc.
4. What class the copies will be used in

Completed orders will be put in your Goodbody Hall mailbox in room 232.

2. **Goodbody Hall Copier** Located in Goodbody hall, Room 232. Cost: 6 cents per copy.

Each full time EALC faculty member will be allocated \$50 (approx 1000 copies) in copy allocations per academic year which will be added to his/her current copy card. The departmental copy card will no longer be available for use. If additional copying funds are needed, they will be taken from the individual's faculty research account.

The Goodbody Hall copier should only be used for documents that cannot be posted on OnCourse, e-Reserve or ClassPaks, or cannot be sent to Maxi.

Paper for the GB232 copier is in the copy room closet. You will need to ask a staff member for access.

Options for Non-teaching related copies

1. **Individual Department Copy Cards:** All faculty have been issued a copy card. You can request to have funds added to the card from your research account.
2. **Maxi:** If you have non-teaching related copy needs, jobs can be sent to Maxi and charged to your research account.
3. **Campus ID Card:** For non-teaching or personal copies, you may use the department copier to make copies with your Campus Access/ID card. Contact Campus Card Services for information on how to add funds to your card.

Teaching Supplies

Basic teaching and office supplies are available from the EALC office in Goodbody 250. The following commonly requested supplies are kept on hand for the academic year:

Items EALC will provide

- 1) Paper clips
- 2) Staples
- 3) Binder clips
- 4) Pencils - #2
- 5) Thumb tacks
- 6) Staple remover
- 7) Tape for desktop dispensers
- 8) Standard ink pens (red, black, blue) – what is stocked
- 9) Blank DVDs & CDs
- 10) Wet erase markers (classroom use)
- 11) Post-it notes (3"x3", 1.5" x 2" yellow)
- 12) Glue sticks (classroom use)
- 13) White Out – in a jar only
- 14) Colored paper
- 15) Card stock (classroom use)
- 16) Index cards (classroom use)
- 17) Red & white campus #10 envelopes
- 18) EALC letterhead and envelopes
- 19) Blue books

Items EALC will not provide include but are not limited to:

- 1) Labels
- 2) Calculators
- 3) Batteries
- 4) Note pads
- 5) Staplers

- 6) Tape dispensers
- 7) Hole punches (3, 2 or 1)
- 8) Scissors
- 9) Letter opener
- 10) Rulers – 12”
- 11) Calendars
- 12) Highlighters
- 13) Hanging file folders (or racks)
- 14) Manila folders
- 15) Manila envelopes
- 16) Plain white envelopes
- 17) Grade books
- 18) Permanent markers

Overhead transparencies are available at no cost to instructors in the Teaching Resources Center (TRC), Ballantine 132. TRC also supplies many other free resources for teachers, which you may want to take a look at while you’re there.

Items that are not provided by the department may be purchased as requested using your research accounts funds, please send Allison your request

Textbook Ordering

Textbook orders are due to the IU Bookstore by:

- October 5th for Spring classes
- March 5th for Summer classes
- April 5th for Fall classes

All instructors are now expected to report their textbook orders to the IU bookstore, even if they plan to send students to an outside vendor (e.g. the Friends of Art Bookstore, Boxcar Books) to purchase textbooks.

Allison will send an e-mail each semester to all faculty as a reminder to place orders and that message will include detailed instructions for placing your order. **Please pay attention to her message and read the whole thing carefully.**

You can submit your textbook orders yourself online, or ask Allison submit them prior to the deadline. All requests after the specific deadlines for each term are the responsibility of the requestor.

Submitting your own order:

The bookstore has an online site for textbook order placement and it is very easy to use. You will need to set up an online account to place your order.

- Go to the IU Bookstore website and click on the “Faculty” tab to access the online ordering form. If you have not used the system before, you will need to set up an account.
- After you have logged in, you will choose the term and your class from the online list provided,
- Enter the textbook information for the class. For each book you will need to provide:

- | | |
|--------------------|------------------|
| 1. Book title | 5. Publisher |
| 2. Author | 6. required or |
| 3. ISBN | recommended text |
| 4. Edition or year | |

Once you have placed your order successfully, you will get a confirmation e-mail from the bookstore. **Please send Allison a copy of that confirmation!**

Have a staff member submit your order:

- If you would like for Allison to place your order for you, she will need the following information:

- | | |
|----------------------------|--------------------|
| 1. Course number and title | 6. Edition or year |
| 2. Estimated enrollment | 7. Publisher |
| 3. Book title | 8. required or |
| 4. Author | recommended text |
| 5. ISBN | |

Non text courses:

- If you don’t plan to use any textbooks at all, let Allison know prior to the submission deadline.

Course Packs:

- A course pack is a spiral-bound book put together of materials that you provide which is then sold to students at the bookstore.
- **Using course packs can greatly reduce the amount of copying that you have to do during the semester.**
- If you are planning to use a course pack, please contact Cathy or Dave at ClassPak Publishing for more information:
http://document.indiana.edu/copy/ClassPak_About.asp.

Using another retailer:

- You are not required to use the IU Bookstore, but if you choose to have your students purchase their books from another retailer, you will need to make those arrangements yourself. If you choose to use another supplier, you will still need

to report your book order to the IU Bookstore.

Review and Desk Copies:

- Most publishers offer desk copies free of charge after a book has been ordered for your class.
- HOWEVER - If the IU Bookstore and TIS together do not order at least 10 new copies from the publisher, we are not usually eligible for a desk copy.
- If you want review copies to help you make your decision, publishers usually provide them to faculty at a reduced rate. You will need to pay for review copies out of your research account.
- You can order desk copies yourself directly from most publishers. Many major publishers provide an online ordering form.
- **If you'd like to have Allison place your desk copy order, you will need to let her know when you place your textbook order.** You will need to place late desk copy orders yourself.
- Desk copies for AIs: Remember that if you have AIs you will need to order additional desk copies for them.

Telephone and Fax

All EALC faculty offices are equipped with a single line telephone.

Making calls:

- **On campus:** Dial only the last 5 digits of the number (i.e.: 5-1992 to call the EALC main office)
- **Off-campus local:** Dial 9 and then the 7 digit number
- **Long distance:** You will first need to be set up with a long-distance code. If you do not have a code, please see Julia to have one set up. Once you have a long-distance code, you will need to dial 9 - 1 and then the phone number. After you have dialed the number, you will be prompted to enter your long distance code. The call will be placed after you have done so.

Please be aware that IU policy states that all long distance calls that are made from IU phones must be on IU business. You will be expected to pay for personal calls.

For calls to a toll free number, you will still need to dial 9-1 and then the number.

Receiving Calls/Voicemail

Please give your office number (rather than the EALC main line) as your primary phone number.

Not all faculty phones are equipped with voicemail. If you do not have voicemail on your phone, you may want to purchase an answering machine to be hooked up to your office phone.

In order to have voicemail activated on your phone, you will need to speak to Julia to determine if the department can cover the monthly voicemail charges. If this is not an option, it may be possible for the charges to come out of your research account.

There are two types of voicemail options – You can access your messages from your phone by dialing an access number and entering a passcode number, or you can have voicemail messages sent to your e-mail inbox as sound files. For more information on the options, please see this page in the UITS Knowledge Base:
<http://kb.iu.edu/data/anrp.html>.

Fax

The EALC fax number is 812-855-6402.

You are welcome to send faxes from this machine. The same dialing and billing rules apply to the fax machine as to your office phone.

To send a fax, please follow the directions posted above the fax machine and get a staff person to help you if you have problems.

If you would like to receive a fax at EALC, please be sure to ask that your name be clearly displayed **in English**. Any faxes addressed to you will be placed in your mailbox.

Pay Schedule /Payroll Self Service

Faculty is paid on a monthly basis on the last date of the month from August – May. Unless you have arranged for summer pay for teaching a summer class or for a special project, you will not receive a paycheck for the month of June or July.

The University requires all employees to have their salary deposited electronically to the U.S. bank of their choice. You can set up your direct deposit online through OneStart, using the “Employee Self Service” area under the “Services” tab. In this area, you can also check all your payroll activity, as well as set up and update your direct deposit information.

Parking

IU employees are eligible to purchase Parking Permits from Parking Operations. Please see the Parking Operations website at http://www.iubus.indiana.edu/parking_operations/default.aspx for more information, and to purchase your permit online.

If you are new to IU this semester or have never had an IU parking permit, it is best to go to Parking Operations in the Henderson Parking Garage at 310 South Fess, to purchase your permit. The permit privilege is not transferable. Parking Operations will accept cash, check, MasterCard, and Visa, or the charge may be deducted from your paycheck. Please contact Parking Operations (parking@indiana.edu, 5-9848) if you have questions.

Homework Collection

When you need to collect homework/papers outside of class, please be sure to send the students to the EALC mailroom (Goodbody 232), NOT the department offices. EALC does not provide the service of “signing for” papers. If you need to be sure that papers are turned in by a certain day or time, please make arrangements either to collect the papers as soon as they are due or to receive them directly in your office.

The mailroom is not necessarily a secure location. Because of past problems with papers disappearing from faculty mailboxes, we urge you to collect any assignments yourself, either in class or during office hours. If you do ask students to submit papers to your mailbox, please be sure that they are properly addressed, with the course number and instructor name clearly written at the top.

Course Evaluations

The College of Arts and Sciences asks all faculty members to do end-of-course evaluations for all classes. Faculty may use the forms provided by the Bureau of Evaluative Studies and Testing (BEST), or they may develop their own forms.

If you use the BEST forms, EALC will provide you with a packet of forms, instructions and pencils. **PLEASE read, and pay attention to the instructions.**

After being returned to the department, the forms are sent to BEST for tallying after the last day of classes. BEST will return the forms to EALC within about a month. Evaluations are then kept in the EALC offices in Goodbody 250. If you wish to review your evaluations, you may ask a staff member. You may have copies of your evaluations made for your own records, but the originals must stay on file in EALC.

Some faculty choose to do midterm evaluations as well. Midterm evaluations can be

very valuable, but students are often sensitive about responding to a survey that their instructor will read before final grades have been recorded. If you plan to use department forms, please give Allison at least 48 hours notice in advance of the date you plan to give these evaluations.

AI Evaluations

If you supervise AIs, it is your responsibility to inform Allison of your needs for evaluations for your AIs. Since supervising faculty have many different ideas about how they want their AIs to administer the evaluations, packets of forms will not be automatically provided to your AIs. In order to prepare packets for your AIs, Allison will need to know which drill or discussion sections your AIs are teaching, whether you want to give the evaluations for your AIs, or have them administer them themselves, and whether your AIs rotate sections during the semester.

Mail/Shipping

Receiving:

Faculty AI and grad student mailboxes are located in GB232. You should have a key to this office so that you can access your mailbox.

Campus and US Mail will be distributed to your mailbox at least once a day.

Packages which don't fit in your mailbox will usually be delivered to your office.

Sending:

Outgoing mail of bona fide University business (both on-campus and US mail) can be left in the outgoing mail slot in the mailroom. Delivery of correspondence of personal nature is prohibited as detailed on the US Mail Service website <http://mailsvc.indiana.edu/MailGuidelines.asp>.

The last mail pickup of the day is around 2:00 p.m. Anything left to be mailed after that time will be sent the next day.

On-Campus mail service is free and campus mail envelopes are available in the mailroom or from a staff member.

Any US mail sent for IU business (including reference letters) can be mailed in a departmental envelope. Envelopes are available from an EALC staff member.

Fed -Ex:

All Fed-Ex charges must be approved by Julia before the package is shipped, and in most cases, you will need to pay Fed-Ex charges out of your research account.

If you need to have something sent by Fed-Ex, you will need to see Allison about your request and provide her with the following information:

- Name and Address to be shipped to
- A phone number for the person you are shipping to
- Information on the package contents

Graduate Student Advising

There are four aspects of graduate advising that faculty are expected to participate in. Please refer to the MA and PhD student handbooks and the Graduate School Bulletin for detailed information on degree requirement and procedures.

1. Coursework advising.

All grad students are assigned an advisor when they begin their program. MA students will generally have only one advisor as they complete their coursework. PhD students are required to have an advisory committee of at least 3 members assigned after they complete their first two semesters in the program. All students who are working to complete their coursework are required to meet with their primary advisor prior to registering for classes each semester. It is the responsibility of the advisor to review the student's coursework plan, make sure that there is a written version of it in the student's file, and sign off on it before the student can register for classes. DO NOT sign off on your student's planning form and tell the student to register for whatever they choose!

2. Annual Evaluations

Each year in February, all EALC graduate students, including ABDs, are required to submit a self-evaluation to their advisor and the DGS. It is the responsibility of the advisor to carefully review the self-evaluations for each of his or her students and report on the evaluation to the DGS and the graduate secretary. The faculty portion of the evaluations will be due at the end of March. For each of your advisees, check for the following issues:

- Too many dropped courses or incompletes
- Unsatisfactory grades. Grades in the B range and lower are generally cause for concern.
- Lack of progress toward their degree. i.e.: not completing degree requirements (like language training) in a timely way.
- Self-evaluations that are unrealistic.

If you feel that there are problems, please bring these to the attention of the DGS. Likewise, if the DGS and graduate committee have concerns about one of your advisees, they will contact you. Students will then be alerted to any problems and given a timetable in which to correct them. Students who do not respond to directives can be dismissed from the graduate program.

3. PhD Exam Committees

PhD students in EALC take 3 qualifying exams before they are admitted to

candidacy – 2 written and 1 oral. They are required to have at least 3 faculty members on their exam committee. Usually, but not necessarily, the exam committee will be the same as the PhD advisory committee. Committee members are responsible for helping students develop a reading list, as well as writing and evaluating the exams.

4. Thesis and Dissertation Committees

MA Students are required to have a committee of three members to evaluate their final project and PhD students are required to have at least 4 members to direct and evaluate their dissertation research and writing. Faculty are expected to take an active role in interacting with students who are writing their final research projects.

Grades

Grade posting

Final class grades are posted online either through SIS (OneStart) or OnCourse. Directions for grade posting in both systems can be found on the Registrar's website at <http://registrar.indiana.edu/~registra/finalgrades.shtml>.

Grades are always due by 3:00 p.m. on the third day following the final class meeting.

For both grade posting systems, be sure to make sure that your grades are submitted, rather than just saved.

Grade changes

Instructors can request a grade change on behalf of a student in cases where the wrong grade was posted, or when a student has completed coursework for a previously recorded incomplete .

Nearly all grade changes are now posted online through the eGrade Change system in SIS. You can find detailed instructions online at <http://registrar.indiana.edu/~registra/pdfs/eGradeChangeDoc.pdf>.

A few grade change situations still require paper forms and signatures from the College of Arts and Sciences. These situations include changing all or many grades in a class at one time, or changing a student's grade to a Withdraw or Incomplete after the final grade is posted.

Incomplete Grades

If a student is unable to complete course requirements due to illness or other unavoidable circumstances, the student and instructor may choose to assign a grade of incomplete for the class. For all incomplete grades assigned, the instructor and student must complete the "Incomplete Grade Report" and file it in the EALC offices. The form is available for download in the faculty resources section of the EALC website or from

Lara. After the form is completed and has been signed by both instructor and student, please make two copies, one for you and one for the student and give the original to Lara to keep on file.

Once the students has completed the requirements lined out in the incomplete grade report, please come to the office to complete the final part of the form and then complete an e-grade change to change the grade from an incomplete to a letter grade.

Students have one year to finish incompletes before the "I" grade lapses to an "F". If there continue to be serious issues and the students is still unable to complete the class, then a Extension of Incomplete can be requested.

Travel

Travelers have the option of initiating your own trips or contacting Allison to do so. Trips are initiated by logging into OneStart, selecting My Groups, and clicking on the Travel Group Page. This will launch the Travel@IU website. From this webpage travelers can create a new trip, view past trips, or check the status of a trip.

If the traveler typically makes arrangements using a personal credit card, the trip number is not required in advance of making air, hotel, or rental car reservations. However, a travel authorization should be initiated at this time providing the dates of travel, destination, purpose, and account number. Please give this information to Allison if you would prefer she initiate the authorization for you.

Travelers now have 60 days from the date of return to submit receipts for reimbursement. **Any travel reimbursement requests greater than 60 days from date of return will no longer be paid.** Please continue to give all original receipts, travel start and end times, and personal day information to the travel arranger in a timely manner. The travel arranger will enter all information into the online system and forward receipts to Travel Management.

Travel Management is now mandating that reimbursements be by direct deposit only. Travelers should set this up *immediately* by using the following link: <http://www.indiana.edu/~travel> , selecting the quick link to Reimbursements, and then selecting Direct Deposit Reimbursement from the Trip Reimbursement selections. You will then be directed to login to One Start and the direct deposit services screen will allow you to set up travel reimbursement.

Allison and Julia are available to answer questions regarding the travel system and there is a training guide available at <http://www.indiana.edu/~travel/documentation/dec2nd.pdf>

Class Scheduling

For all EALC FTE scheduling, Julia is the Scheduling Officer, and should be your first contact for scheduling questions and classroom concerns.

IU schedules classes three times a year, according to the following timetable:

- Early December: the schedule is due for the following fall semester;
- Mid-June: schedule due for the following spring semester;
- Late October: schedule due for the following summer sessions.

Faculty and the chair will set the EALC schedule in the following steps:

1. Determine what curriculum is needed for the following year;
2. Identify what each member can contribute;
3. Work out the class times
4. Review the portion of the schedule that you are responsible for.
5. Julia submits schedule to the Registrar for room assignment.

When deciding what classes to teach for the following year please consider the degree requirement needs of the EALC undergraduate and graduate programs and the teaching plans of your EALC colleagues. If you also regularly teach in another department, you will also need to consider the teaching plans of your colleagues in that department.

If you are teaching in another department, that department will schedule your non-EALC classes. Please take care to be certain that there are no conflicts with the classes you are teaching for EALC.

Julia will provide you with a copy of your planned schedule before the schedule is submitted to the registrar. **It is your responsibility to review it for errors and e-mail her about any problems.**

There are a number of factors effecting course time and room assignments. The Registrar encourages departments to distribute their course offerings throughout the day, so that no single department has a disproportionate share of either the more or less desirable class times and classrooms. Creating a schedule that matches these class-time parameters will reduce the number of classes that are arbitrarily rescheduled at low-priority times (8:00am or evening).

Hierarchy of class times used by the registrar in assigning classrooms

Priority will be given to classes that meet during **standard meeting times** according to the following scheme:

1. 50-minute daily classes (class times beginning at: 8:00, 9:05, 10:10, 11:15, 12:20, 1:25, 2:30, 3:35, 4:40, 5:45, 6:50, 7:55, 9:00)
50-minute classes 4 days/week
50-minute classes MWF
75-minute classes TR (classes beginning at: 8:00, 9:30, 11:15, 1:00, 2:30, 4:00, 5:45, 7:15, 8:45)
2. 50-minute classes MW
3. 50-minute classes TR
4. 75-minute classes MW
5. All others as rooms are available.

Priority is also given to those departments which meet the requirements set by the Bloomington Calendar and Schedule Committee for fair use:

1. All classes should be distributed over all available standard class meeting and day sequences.
2. All classes should be distributed so that 55% of classes are offered within prime time (9:30am-2:30pm) and non-prime time (8:00, and 2:30pm and later).
3. It may be easier or more desirable to schedule required courses in non-prime time.
4. In addition, to facilitate scheduling for our graduate students, who both take and teach classes, EALC customarily schedules language classes in the morning and culture classes in the afternoon

** Due to a shortage of classrooms, especially during popular meeting times, there is very little or no choice in assigned classrooms. Please be aware that you may not be able to change your classroom assignment. Not wanting to walk that far is not a legitimate reason to request a room change.

Other Resources

Print and Online Resources

- Online Bulletins for College of Arts and Sciences (undergraduate programs) and University Graduate School: <http://www.indiana.edu/~bulletin/>.
- Office of the Registrar's Website and The Schedule of Classes. <http://registrar.indiana.edu/scheofclass.shtml> Includes course offerings, academic calendar, fees, registration, and policies on course withdrawal, auditing classes, taking a course pass/fail, grades, residency requirements, academic ethics, sexual harassment and discrimination, and other topics.
- The Indiana University Student Code of Conduct, <http://www.dsa.indiana.edu/Code/>

Campus offices

College of Arts and Science, Graduate Offices: Kirkwood Hall, Room 014. 856-3687
<http://www.indiana.edu/~college/graduate/>

University Graduate School: Kirkwood Hall, Room 111 855-8853
<http://www.indiana.edu/~grdschl/>

Office of the Registrar: Franklin Hall, Room 100. 855-0121
<http://registrar.indiana.edu/>

Office of the Bursar: Franklin Hall, Room 002 855-2636
<http://bursar.indiana.edu/>

Office of Student Financial Assistance: Franklin Hall, Room 208 855-0321
<http://www.indiana.edu/~sfa/>

Overseas Studies Office: Franklin Hall, Room 303 855-9304
<http://www.indiana.edu/~overseas/>

International Services: Franklin Hall, Room 308 855-9086
<http://www.indiana.edu/~intlsv/>

Human Subjects Committee: Carmichael Center, Room LL03
http://researchadmin.iu.edu/HumanSubjects/IUB/hs_home.html

IU Health Center: 600 North Jordan Avenue 855-4011
<http://healthcenter.indiana.edu/>

IU Parking Operations: Henderson Parking Garage 310 South Fess 855-9848
http://www.parking.indiana.edu/parking_operations/index.html