

# **EALC Faculty Handbook**



**2009-2010**

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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: 2009 - 2010

Name	Area of Study	Office	Phone (Area Code: 812)	E-mail (all @indiana.edu)
<a href="#">Gardner Bovingdon</a>	Central Eurasian Studies	GB 331	856-0230	<a href="#">gbovingd</a>
<a href="#">Laurel Cornell</a>	Sociology/ Japanese Studies	BH 757	855-3221	<a href="#">cornell</a>
<a href="#">Stephanie DeBoer</a>	East Asian Cinema and Media	800 E 3 <sup>rd</sup> Rm 251	8556-3708	<a href="#">sdeboer</a>
<a href="#">Robert Eno</a>	Early Chinese Philosophy & History	GB 327	855-5373	<a href="#">eno</a>
<a href="#">Sara Friedman</a>	Anthropology/ Chinese Studies	SB164	856-4595	<a href="#">sfriedm</a>
<a href="#">Heike Frick</a>	Chinese Studies: Culture, Education, Art	GB202	855-5619	<a href="#">hbfrick</a>
<a href="#">Heon Joo Jung</a>	Korean Politics	GB 226	855-5249	<a href="#">heonjung</a>
<a href="#">Gregory Kasza</a>	Japanese Politics and Society	GB 320	855-3224	<a href="#">kasza</a>
<a href="#">Scott Kennedy</a>	Chinese Politics and Economics	GB 205	856-0105	<a href="#">kennedys</a>
<a href="#">Keiko Kuriyama</a> <i>Japanese Language Coordinator</i>	Japanese Language/ Pedagogy	GB223	855-3124	<a href="#">kkuriyam</a>
<a href="#">Hyo Sang Lee</a> <i>Korean Language Coordinator</i>	Korean language/ Linguistics	GB 229	855-8721	<a href="#">hyoslee</a>
<a href="#">Charles Lin</a>	Chinese Linguistics	GB 245		<a href="#">chiclin</a>
<a href="#">Jennifer Liu</a> <i>Chinese Language Coordinator</i>	Chinese Language/ Language pedagogy	GB 221	855-5180	<a href="#">jeliu</a>

<a href="#">Wen -Ling Liu</a>	East Asian Librarian	Wells Lib. E-860	855-9695	<a href="#">wliu</a>
<b>Julia Luo</b> <i>Associate Chinese Language Coordinator</i>	Chinese Language	GB 227	855-3635	<a href="#">clu</a>
<a href="#">Manling Luo</a>	Premodern Chinese Literature	GB245	855-8736	<a href="#">luom</a>
<a href="#">Misako Matsubara</a>	Japanese Language	GB 224	855-5169	<a href="#">mmatsuba</a>
<a href="#">Ethan Michelson</a>	Sociology/ Chinese Studies	BH 768	856-1521	<a href="#">emichels</a>
<a href="#">Scott O'Bryan</a> <i>Director of Undergraduate Studies</i>	Modern Japanese History	GB 332	855-2454	<a href="#">spobryan</a>
<a href="#">Jean Robinson</a>	Political Sci./ Gender Issues	WH403	855-7230	<a href="#">robinso</a>
<a href="#">Michael Robinson</a> <i>Department Chair</i>	Korean History	GB 227	855-3635	<a href="#">robime</a>
<a href="#">Richard Rubinger</a>	Japanese History	GB 345	855-4407	<a href="#">rubinge</a>
<a href="#">Edith Sarra</a> <i>Director of Graduate Studies</i>	Premodern Japanese Literature	GB 225	855-4031	<a href="#">esarra</a>
<a href="#">Aaron Stalnaker</a>	Chinese Religion	SY 203	855-8089	<a href="#">astalnak</a>
<a href="#">Marvin Sterling</a>	Anthropology	SB 166	855-3858	<a href="#">mdsterli</a>
<a href="#">Michiko Suzuki</a>	Modern Japanese Literature	GB 327	856-7002	<a href="#">micsuzuk</a>
<a href="#">Natsuko Tsujimura</a>	Japanese Language/Linguistics	GB 316	855-5884	<a href="#">tsujimur</a>
<a href="#">Sue Tuohy</a>	Folklore/Chinese Ethnomusicology	504 N Fess	856-0203	<a href="#">tuohys</a>

## Staff:

<b>Julia Mobley</b>	Office Manager/Fiscal Officer	GB 248	855-5339	<a href="#">jmmobley</a>
<b>Lara Tokarski</b>	Administrative/Graduate Secretary	GB 230	856-4959	<a href="#">ltokarsk</a>
<b>Talia Anderson</b>	Administrative Assistant	GB 250	855-1992	<a href="#">thmander</a>
<b>Kim Hinton</b>	Undergraduate Advisor	GB 202	855-3493	<a href="#">kishinto</a>

## Related Centers

<b>East Asian Studies Center</b>	Director: Heidi Ross, Assoc. Director: Margaret Key	Memorial Hall West, 207	855- 3765	<b>easc</b>
<b>Center for Chinese Language Pedagogy/ Chinese Flagship Program</b>	Director: Jennifer Liu			<b>cclp</b>
<b>Research Center for Chinese Politics and Business</b>	Director: Scott Kennedy			<b>rccpb</b>

## 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](mailto: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](mailto: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

**Talia Anderson**, Administrative Assistant

Goodbody Hall Room 250, 855-1992, [thmander@indiana.edu](mailto:thmander@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](mailto: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, along with some basic office supplies, and the EALC network printer.

### **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.

Once you have signed the computer user agreement, you will be assigned an access code that will allow you to use the lab.

## **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 and someone from CITO will contact you to set up an appointment.
- You can access the help request online at:  
<http://coas3.coas.indiana.edu/citoweb/help.cfm>.
- When you submit the online form, please provide a phone number where someone from CITO can phone you right away. Please do not use the EALC office number, especially if you are at home.
- 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 two laser printer cartridge or two sets of inkjet cartridges for each faculty member for EALC owned office printers per year. Any additional printing supplies will need to be paid for using faculty research funds.

For day-to-day printing jobs, please print to the printer in your office.

There is a departmental network printer that is located in Goodbody 232. This printer is meant for use only for print jobs over 20 pages or if your office printer is out of order.

Paper for printers is available from Talia 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.



# Copying

## Options for Teaching -related copies:

Copying funds are limited, so it is important to make copies in the most cost-effective way possible. Please do what you can to minimize the number of copies that you use for your classes.

**Before you print, copy or request a Maxi order, 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 the options mentioned above (OnCourse, e-Reserve or ClassPaks) please plan to use Maxi copy when possible.**

### Copy options:

1. **Maxi Copy:** Maxi Duplicating Services is IUs campus copy service. Depending on the number of copies being made, costs are between 4 and 3 cents per copy. Maxi will deliver completed copy jobs to EALC.

Copy jobs should be submitted to Talia ([thmander@indiana.edu](mailto:thmander@indiana.edu)) at least **48 hours in advance** of the time it is needed. Please submit orders electronically by e-mailing the documents to Talia. Maxi now has a secure online system for submitting originals. **Paper submission request will only be done if an electronic copy is not available.**

Please provide Talia with following to process your order:

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

Unless you request otherwise, Talia will return the completed Maxi order to your mailbox in GB 232.

2. **Goodbody Hall Copier** Located in Goodbody hall, Room 232. Cost: 5 cents per copy.

To make a Xerox copy you may sign out the department copy card from Talia, and make your own copies using the copy machine in GB 232. The card is attached to a clipboard with a log sheet. Be sure you record the number of copies and the purpose the log sheet.

Xeroxing 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.

## Options for Non-teaching related copies

1. **Individual Department Copy Cards:** For non-teaching materials, all faculty have been issued a personal copy card. Please use this card for copies related to research or other IU business. If you use up the funds on this card within the fiscal year, your card can have funds added 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. Please speak to Talia to see about getting supplies that you might need. The following commonly requested supplies are kept on hand for the academic year:

- pens in red, blue, and black ink
- blue books for exams
- grade books
- colored paper
- magnets
- index cards
- overhead projector 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.

Non-stocked item(s) may be purchased as requested using your research accounts funds, please send Talia your request

# Textbook Ordering

Textbook orders are due to the IU Bookstore by:

- October 5<sup>th</sup> for Spring classes
- March 5<sup>th</sup> for Summer classes
- April 5<sup>th</sup> for Fall classes

Talia 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 Talia 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 Talia a copy of that confirmation!**

## **Have a staff member submit your order:**

- If you would like for Talia 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 Talia 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](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, please tell Talia so that she can tell the IU Bookstore that there will be no order for your class.

## 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 Talia 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 faculty offices are equipped with a single line telephone.

## **Making calls:**

- **On campus:** Dial only the last 5 digits of the number (ie: 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 are 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/permits.html](http://www.iubus.indiana.edu/parking_operations/permits.html) 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](mailto: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 Talia 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 Talia 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, Talia 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 (both on-campus and US mail) can be left in the outgoing mail slot in the mailroom.

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 Talia 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. ie: 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.

## Travel

### **In State:**

Download the [Instate Reimbursement Form \(PDF\)](#) and turn in completed form to Julia for signature and verification of availability of funds.

1. Be sure to put the purpose on the completed form.
2. Have the account manager and traveler sign the form.
3. Attach [original receipts](#)
4. Fill in times for per diem claims
5. Indicate any dates for personal travel. Please be sure to mark the check box for personal travel. Lodging within less than a 50-mile radius can only be reimbursed when accompanied by the [Exception to Policy \(PDF\)](#) explaining the need for lodging so close to home.

### **Out of State or Foreign:**

Travelers must complete the [Department Travel Authorization Form \(PDF\)](#) and turn in completed form to Julia for verification of availability of funds and signature.

Three days before the ending date of the trip a Travel Reimbursement Form will be mailed to the traveler from Travel Management. If the reimbursement form is not received after the travel is completed, please check with Talia to make sure the authorization form was received by Travel Management.

The traveler provides an itemized list of expenses on the reimbursement request, attaches original [receipts](#), provides the complete purpose of the business travel, indicates if personal time was involved, and forwards the reimbursement request to the Julia for signature and processing. Photocopies of receipts are not acceptable for travel reimbursement purposes.

All travel reimbursements are done thru direct deposit into the traveler's bank account of choice. Before you submit the Travel Authorization form you must have signed up for travel reimbursement direct deposit. This can be done thru the Onestart through the "My Finances" portal.

# 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://research.iu.edu/rschcomp/hmpg.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](http://www.parking.indiana.edu/parking_operations/index.html)