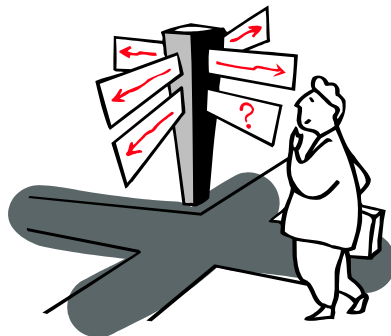




2009-2010

Office Manual

- Department of Communication and Culture
- 800 East Third Street
- Bloomington, IN 47405
- Fax 812 855 6014
- Email: cmcl@indiana.edu



Welcome to the Department of Communication and Culture!

We have compiled some basic Indiana University and CMCL office information in this booklet for your reference. We want to be as helpful as possible so please feel free to ask any questions you might have. Collectively, we have over 84 years of experience at IU so chances are we can help you with whatever bureaucracies you encounter or problems you might have, or we know someone who can.

Office Staff:

Amy Cornell **812 855-2367** **acornell@indiana.edu**
Assistant to the Chair/Undergraduate Advisor Office 263

Amy is the general office manager and department scheduling officer.

Tara Kaufman **812 855-5443** **tkauf@indiana.edu**
Undergraduate Advisor Office 259

Tara is the undergraduate advisor for CMCL.

Deb Munson **812 855-1072** **munsond@indiana.edu**
Faculty Secretary/ Film and Media Resources Office 257

Deb is the CMCL Faculty Assistant . She also works with instructors needing film and media, orders supplies, and organizes course evaluations.

Kathy Teige **812 855-6389** **kteige@indiana.edu**
Graduate Secretary Office 255

Kathy knows everything about the intricacies of the graduate program, assists the DGS and GAC, and takes care of the office machines.

Sabrina Walker **812 855-7217** **slwalker@indiana.edu**
Office Services Assistant Senior Office 265

Sabrina takes care of payroll, reimbursements, travel, keys, maintains department website, and serves as general support for undergraduate advising.

BRIGANCE LIBRARY

The Brigance Library and Conference Room is in room 272. It is the Department of Communication and Culture's own library and does not circulate on the IU library system. Borrowing from this library is on the honor system. Please sign out anything you borrow, and return it when you are finished.

The room is locked during non-business hours. Your office key gives you access.

COMPUTERS AND TECHNOLOGY SUPPORT

The building is wireless enabled for personal computers/notebooks. Faculty, graduate students and lecturers using their own computers can get computing advice and assistance by contacting UITS at 855-6789.

Each graduate office is equipped with a PC which is networked to a shared printer at the reception desk.

Students who are assigned an office are responsible for the upkeep of the computer in that office. See Kathy in room 255 for more paper or toner. If you have computing problems please put in a help request to CITO—College Information Technology Office. There is an icon for a help request located on the desktop of the computer. If CITO cannot help you, University Information Technology Services (UITS) has a help line at 855-6789.

Faculty may contact Amy, Kathy or Sabrina for tech support, or may contact CITO by filling out an on-line help request at:

<http://coas3.coas.indiana.edu/citoweb/support.html>

Please note: Departmental computers are to be left on at all times. Please know that we are aware of the environmental issues surrounding this, but CITO may only apply updates, security patches, and other IT improvements during evening and weekend hours when computer usage is at a minimum. If your computer is turned-off, it will not have the latest security and performance upgrades. This endangers not only your computer, but those with whom you correspond. Please leave your computer on!

COURSE EVALUATIONS

Each semester Deb Munson will create course evaluation packets for each course and instructor and place them into instructor mailboxes two weeks prior to the end of classes. It is the instructors responsibility to administer the evaluations. The Department will supply number 2 pencils for instructors to borrow for class use. When evaluations are completed, have a responsible student return them to Deb in room 257 or to any administrative staff member. You may walk with the student, but you should not handle the multi-op forms themselves. Evaluations will be sent to BEST for processing and will be available for you to view after the semester is ended and your grades have been submitted. The evaluations are the Department's property until you leave the university.

When graduate students obtain their degrees from IU, they may take their evaluations with them. Evaluations left for more than one year after graduation will be discarded.

FACULTY SUPPORT

Faculty support is provided in the form of processing MAXI-orders, word processing, mailings for Departmental programs, scanning, and light copying. Please see Amy.

TRAVEL

Please see Sabrina **before** you travel to receive an out-of-state travel request form. Return it to her completed and she will send it to Travel Management. Three days before you travel you should receive an out of state travel reimbursement request form. After you complete your trip, turn in the completed form along with receipts to Sabrina. She will submit the form along with receipts to Travel Management for you to be reimbursed.

Faculty/Grads are responsible for making their own travel arrangements. Some travel agencies will bill your ticket to your IU research account or, if funds have been authorized, to the Departmental account. See Amy or Sabrina if you have questions about funds available.

KEYS

Your office key will give you access to your office, the Brigrance Library and Conference Room, the Mailroom and any of the seminar rooms. The building will be unlocked between 7 a.m. and 10 p.m. Your office key does **not** unlock the building. After hours and weekend access may be arranged; please see Sabrina for details.

New graduate students and lecturers will be required to leave a \$10 refundable deposit on their office key. The deposit will be refunded after the key is returned. See Sabrina to check out, return, pay for keys, or to receive a refund upon key return. If your key is lost or stolen please report it to Sabrina or Amy immediately. Lost or stolen keys will need to be replaced and the borrower may be responsible for the cost of replacements or lock changes if necessary. Please be careful with your keys and always lock your office when you are not using it. Also, note that your office door locks when you close it. Be careful not to lock yourself out!

MAILROOM

The CMCL Mailroom is in room 270. Your mailbox is underneath your name, generally in alphabetical order, with faculty boxes above graduate students. The Department receives campus and US mail daily. The mail is put in individual mailboxes soon after receipt.

The Department address is: 800 East Third Street, Bloomington, IN 47405. Your name should be sufficient to get mail into your box. We will receive packages. **Please check your mailbox at least once a week if not more often. Important departmental information will be distributed into your individual mailboxes.**

PHOTOCOPYING

The copiers at 800 East Third Street and Ballantine Hall are open for faculty, staff, lecturer and AI use. Faculty are free to copy for classroom use as well as personal research. AIs and lecturers may use the copier for classroom teaching purposes only.

In general the copier should only be used for small projects (25 copies or fewer). The university operates a very inexpensive copy service called MAXI. MAXI can do large projects like syllabi and exams and generally needs only 24 hour turn around time. MAXI is happy to process your electronic files. Send Kathy (kteige@indiana.edu) an email with your attached Word file or PDF and she will forward it to MAXI with the relevant payment codes. Be sure to include the number of copies you need, your phone number, and any other instructions in your email. Paper order forms are available in the mailroom. Return paper orders to Sabrina or Kathy for submission.

If you wish to make up readers for course packets, contact classpak@indiana.edu.

AIs and lecturers may make personal copies or copies for their own research and classes, but should pay for them in one of the administrative offices. Copies are .05 per page and cash or check will be accepted. We cannot bill for personal copies. The department does not pay for scanning services.

FAXES

The department has a fax machine for general departmental use. Faculty can use their long distance billing code to bill the department. For other long distance faxes, see a staff member.

We are unable to send international faxes; Kinko's is a good resource for this.

We may also receive faxes at (812) 855-6014. Please make sure the sender includes your name on the fax. Faxes will be placed in your mailbox. **Do not** receive any large faxes unless you clear it with Amy first.

PAYCHECKS

Faculty and Lecturers are paid the last day of each month. **AI's will receive their first pay on September 15th and another on September 30th and the last day of each month thereafter until the last pay of the semester on December 12th and May 11th, respectively. Please contact Sabrina regarding all payroll questions.**

Paychecks are directly deposited into your bank accounts, with pay advice updates posted on Onestart. To monitor these updates, please logon to your Onestart account. Everyone will receive 10 pays for the academic year (5 per semester) unless additional arrangements for summer teaching have been made.

REPAIRS

If something in the building needs to be repaired, please report it to Amy or Sabrina.

FURNITURE

If you have a special need for furniture for your office, let Amy know. She will do her best to help you get what you need.

ROOM SCHEDULING

If you wish to reserve one of the conference rooms or classrooms, see the sign up sheet outside Sabrina's office. If you wish to reserve a room outside of 800 East Third Street, see Amy.

SUPPLIES

CMCL is well stocked with a wide variety of office supplies and teaching materials (including blue books). You can find some basic supplies in the mail room but if you are looking for something specific see a member of the office staff, any of whom may get you supplies. Just ask.

TELEPHONES

Faculty will each have their own phone with basic service, voice mail and long distance service. Each AI office will have its own phone and a basic phone service. You may use personal calling cards from your office phone.

TEXTBOOK ORDERS

Textbooks are ordered on the Web at <http://www.indiana.edu/~iubks/txbkqexp/txtreq.htm>. You may list Deb Munson (munsond@indiana.edu) as the textbook coordinator. This does nothing more than copy Deb on your request so that the supplier has an alternate contact if a question arises and you are not available.

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Director C121 Public Speaking: Cindy Smith

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Director C122 Interpersonal Comm. : Jennifer Robinson

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