

THE HUGH DOWNS SCHOOL OF HUMAN COMMUNICATION
OFFICE PROCEDURES INFORMATION
Office Hours: 8am – 5pm, M-F

COMPUTER & AV EQUIPMENT

--Lance Rogers is available for computer problems. Please create your service request by following the steps below:

First, go to your MyASU page:

1. Click **Service**,
2. Choose **New Ticket**,
3. Fill in the relevant fields on the **Contact Support form**.
4. When done, click **Submit**.

--Catherine holds video recorders and laptops in her office, A432. These are available for you to check out for short-time use.

--Any mediated classroom issues should be reported to Classroom Support at 480-965-3342.

E-MAIL/WEB INFORMATION

--Use e-mail whenever possible to make requests and leave messages for faculty, staff, and graduate students. The listserv to send a message to **ALL** faculty, staff, and graduate students is cominfo@asu.edu. You may post announcements to this list, but keep in mind that the ENTIRE unit will receive the message. The listserv exclusively for tenured or tenure-track faculty is comdept@asu.edu, the listserv exclusively for graduate students is commgrad@asu.edu, and the listserv exclusively for the office staff is comstaff@asu.edu.

--For assistance for most of your administrative needs please use our website <https://humancommunication.asu.edu/>. Please click on the Internal Resources link at the bottom of any page. Please bookmark this page and refer to it before contacting a staff member. This will enable you to receive an answer promptly.

GRADES

--In order to find class rosters and submit grades you will need to go to your “My ASU” page, under “My Classes,” choose the “class tools” icon, and then choose “view class roster.” At the end of the semester an email will be sent with instructions on how to record your grades. If you have any questions, Heather, Ira, and Sue are the roster contacts for the school.

SCANTRON FORMS

--Green Scantron forms (882-E) are scored using the Scantron machine behind Ira’s desk in the front office.

--Key – make sure to mark the box at the top and have no extraneous marks in the margin.

--Run the item analysis forms at the end to pick up all of the data.

--Red Scantron forms (229633) are scored by **Testing Services**. This is an on-campus department that generally scores exams in about a day, depending on their workload.

--Testing Services requests require a purple Exam Scanning Request form and a zip-sealed plastic bag, both of which are available in the drawer of the same desk.

--More information is available at <https://uoeee.asu.edu/classroom-exam-scanning>

KEYS

--Ira issues keys and keypad codes.

--If you need to use the master key, please request it from the office staff and return it immediately.

ROOM SCHEDULING

--See Heather to schedule rooms for make-up exams, meetings, classes, etc.

MAILROOM

--Please refrain from visiting in the entrance to the mailroom as the noise level makes it difficult for the person answering the phones to hear the person calling.

--Mailboxes are alphabetical within groupings.

--Mail is picked up and received once a day between 8:30 and 9:00 a.m. and then distributed.

--Baskets for your outgoing mail and campus mail are available.

KITCHEN RULES

--A refrigerator and microwave are available for your use in the main office and the graduate student lounge. -- If you use either kitchen area, please clean up after yourself.

--Please remember that there is limited space available in the refrigerators. Don't bring more than a couple of days of food and don't leave food in the refrigerator to spoil.

--Anything remaining in the main office refrigerator for an extended period of time will be tossed out, dishes and all.

--Graduate students are responsible for cleaning and maintaining the refrigerator in the graduate student lounge.

GENERAL OFFICE INFORMATION

--If students need to reach you, they should be encouraged to send email. Front office staff do not take phone messages and will encourage students to reach you by email.

--Please do not ask the office staff to receive or distribute papers from your class. This should be handled during your regular classroom or office hours.

--An occasional student may turn in a paper to the front desk. Please inform your students that we do not date stamp or initial the receipt of the papers, however there is a log that the student can sign.

--Any FedEx envelopes or packages should be brought to a staff member before 1:00 p.m. for the afternoon deliveries to the FedEx mailbox. Please leave the top copy of the Air Bill in Sue's mailbox. It is a violation of university policy to send personal FedEx mail or unposted regular mail through the school.

APPOINTMENTS WITH THE DIRECTOR

--Please contact Dr. Lederman by email linda.lederman@asu.edu to request an appointment to meet with her. Please cc Ira ira.ochs@asu.edu. You can also reserve time with Dr. Lederman by speaking directly to Ira.

SUPPLY CABINET

--Envelopes and stationary are available from the front office staff.

--Supplies can be requested from Ira. Any staff member can show you what is available and where the supplies are located.

COPY MACHINE

--The school will **NOT** reimburse individuals for copies made at copy centers or off-campus locations unless prior approval has been obtained from Misa.

--Your ID number to use the copy machine is assigned by Ira. This ID number keeps track of the number of copies made per person and helps us to monitor excessive use of the copy machine.

--Both copy machines are also fax machines.

--**Large copy jobs should go to our student workers.** If you have a large copy request, please complete the blue copy request form for the student worker and allow **1-2 days** for them to complete the project. These work requests should be placed in the basket located in the copy room. Completed work will be placed in your mailbox. Please keep in mind the obvious “rush periods” (prior to semester opening, mid-semester, and final exam time) when submitting your requests.

--Carefully consider whether your class handouts constitute a packet and should be made available for purchase at a nearby copy shop. The school does not produce these packets.

--**We are allowed to make only ONE copy of copyrighted materials. This copy can then be put on reserve at the library for your students.**

--Please ask a staff member to assist when loading paper or clearing paper jams.

--Please notify a staff member when the machine is not working properly so it can be called in immediately for repair.

--If you request that your exams be copied on colored paper we will only copy the top sheet in the color of your choice. In order to save costs, pages after the top sheet of each exam will be copied on white paper.

--The default for all copy jobs is double-sided (duplex), so please make your instructions clear if your job should be single-sided.

--The School’s printers and copy machines should not be utilized for personal use.

--Please do not send your students to the front office to make copies for your class.

--**Please plan ahead and don’t wait until just before class to complete your materials.** If you are running behind, you can be sure that Murphy’s Law will be in effect: The copier may be down, a staff member may not be available, and you may not be the only person with a crisis at that moment. Everything seems to go wrong when you are rushed.

PAYCHECKS

--Paychecks are distributed every other Friday beginning August 30, 2019.

--The beginning and end dates for the 2019-2020 academic year pay periods are as follows:

August 12, 2019 – May 17, 2020

--Direct Deposit is available through MyASU. You are strongly advised to choose the Direct Deposit option for your paycheck. The safety of any checks that are placed in your mailbox cannot be insured.

--Questions about pay amounts and dates should be directed to Misa or Sue.

--Questions about your individual benefits and deductions should be directed to Human Resources or Benefits, at the ASK HR email hresc@asu.edu.

WHAT TO DO WHEN YOU ARE LEAVING THE HUGH DOWNS SCHOOL

Bring all of these items to Ira:

--ALL keys

--Any exams not returned to students for the past three years. Exams older than three years can be thrown in the sensitive bin for shredding. (IMPORTANT: Please put exams in 9x12 envelopes marked with your LAST NAME, COURSE NUMBER, and SEMESTER.)

--ALL grades (grade books and CD’s)