This handbook for School of Historical, Philosophical & Religious Studies personnel provides information on general operations, business operations, and class/academic duties. If your concern is not addressed, please contact the office specialist.
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OUR MISSION

Through our teaching, scholarship and community engagement, we seek to mold global citizens with democratic values. Though our core is firmly based in the humanities—the critical, historical and comparative study of texts, practices, and contexts—we sustain strong ties to our colleagues in the natural and social sciences, the professional schools and beyond. From the multiple disciplinary approaches of history, philosophy and religious studies we investigate those matters that most make us human—mind, rationality and morality, spirit, and memory; our current areas of strength include: history and philosophy of science, intellectual history and history of philosophy, American and global religious history and cultures, environmental history and bioethics, women’s history and feminist philosophy, Native American history and indigenous epistemologies, history and philosophy of politics and the quest for justice; history, philosophy and politics of religion.
SCHOOL INFORMATION

The School of Historical, Philosophical and Religious Studies (SHPRS) is located in Coor Hall.

Named after Lattie F. Coor, ASU’s fifteenth president, Coor Hall was opened in 2004. The writings on the windows are part of Chicago artist BJ Krivanek public art project. They represent the universal potential of language.

SHPRS occupies space on the third, fourth, and sixth floors:

Third Floor: Student services (undergraduate and graduate), Philosophy faculty and TAs
Fourth Floor: Administrative offices, History faculty and TAs, instructional design studio
Sixth Floor: Religious Studies faculty and TAs, Center for Asian Research

The mailing address is:
School of Historical, Philosophical and Religious Studies
Coor Hall, Room 4595
PO Box 874302
Arizona State University
Tempe, AZ 85287-4302

The physical address is:
School of Historical, Philosophical and Religious Studies
975 S. Myrtle Avenue
Tempe, AZ 85281

Telephone: 480-965-5778
FAX: 480-965-0310

Front desk email: ShprsFrontDesk@asu.edu
Website: https://shhrsclas.asu.edu/
Advising email: ShprsAdvising@asu.edu
Administration

Matt Delmont
Director

Calvin Schermerhorn
Associate Director, Undergraduate Studies

Miguel Aguilera
Associate Director, Graduate Studies

Gaymon Bennett
Associate Director, Research

Administrative and Academic Staff

Amy Kaiman, Academic Success Specialist (Coor 3311)
- Advises students in good standing in all SHPRS majors, minors, and certificates, both on-campus and online
- Processes overrides
- Liaison with Career Services in support of career resources for SHRS students

Beatriz Kravetz, Manager, Grants and Research Initiatives (Coor 4499)
- Faculty research support
- Liaison with OKED, ORSPA, IHR to support grant writing efforts
- Manage Undergraduate Research Experience program

Cynthia Baade, Academic Success Specialist (Coor 3309)
- Advises students in all SHPRS majors, minors, and certificates, both on-campus and online
- Advises students on academic probation
- Assists with major maps, undergraduate catalog copy, and DARS coding interface
- Reviews and processes prerequisite purge list, concurrent degree report, critical tracking report, and Academic Status Reports (ASR’s)
- Updates checklists for all academic programs
- Processes overrides

Erica May, Communications Specialist (Coor 4474)
- Media/public relations efforts
- Alumni and donor relations
- Marketing
- Press releases
Jennifer Stanley, Instructional Designer (Coor 4515)
- Assist faculty in the design and development of their online ICourses
- Works closely with EdPlus allowing alignment of ICourses and OCourses
- Assist with recording dynamic lectures in Green Room Studio

Kathleen Given, Assistant Director, Undergraduate Programs/Advancement Initiatives (Coor 4488)
- Undergraduate/Graduate degree programs administration (online and immersion)
  - Scheduling and curriculum management
- Course and instructor evaluations
- Manage academic logistics to ensure/support school revenue
- Supports ADUS, ADGS, DUS, DGS
- Recruitment and Retention
- Staff supervision
- Scholarship/Fellowship/Award process management

Kristine Navarro-McElhaney, Research Administrator (FSC)
- Teaches Oral History methods course each semester
- Manages an Oral History teaching/training program
- Oversee the Applied Humanities Lab
- Manages the internship program for online MA students
- Provides resources for grants that have an Oral History component

Lindsey Plait Jones, Graduate Coordinator (Coor 4587)
- Tracks graduate application process/Processes acceptance/denials for PhD students
- Advises graduate students in managing programs of study and funding
- Assists with applications to graduate college for student funding

Lorena Cabrera, Specialist, Events (Coor 4473)
- Events specialist for School and College/University events

Marcos Enriquez, Academic Success Specialist (Coor 3311)
- Advises students in all SHPRS majors, minors, and certificates, both on-campus and online
- Advises students on academic probation
- Coordinates SHPRS internships
- Supervises student workers
- Processes overrides

Manisha Master, Manager, Academic Advising (Coor 3316)
- Advising supervision
- Major maps, undergraduate catalog copy, and DARS coding interface
- Advising liaison to CLAS and ASU Online (including success coaches)
- Advises students in all SHPRS majors, minors, and certificates, both on-campus and online
- Advises students on academic probation
- Manages individually arranged courses
- Academic Record Changes
- Roster Contact
**Michael Currey**, Academic Success Specialist (Coor 3312)
- Advises students in all SHPRS majors, minors, and certificates, both on-campus and online
- Advises students on academic probation
- Coordinates new student orientation processes and other first-time freshman initiatives
- Assists with major maps, undergraduate catalog copy, and DARS coding interface
- Processes overrides

**Miluska Cabrera**, Business Operations Specialist (Coor 4477)
- Manages Schools accounts

**Richelle Hubbell-Hudson**, HR Specialist Sr (Coor 4478)
- HR and Payroll
- Academic Personnel
- Faculty searches
- Staff/Student Employee Searches
- FMLA Leave Representative

**Roxanne Shand**, Graduate Coordinator (Coor 4589)
- Tracks graduate application process/Processes acceptance/denials for MA students
- Advises graduate students in managing programs of study and funding
- Assists with applications to graduate college for student funding

**Zoraya Bracamonte**, Office Specialist (Coor 4595) Front Desk
- Manage front desk
- Reimbursements/Purchasing
- Travel
- Keys, supplies, equipment, book orders

**TBD**, Course Scheduler
- All course scheduling processes
- Instructor Course Funding verification

**TBD**, Business Operations Manager
- Manages Budgets and Accounts
- Scholarship/Fellowship/Award Administration
- Space and Technology
- Supervises business team
GENERAL OPERATIONS

**Blackboard:** SHPRS Resources is a Blackboard organization that houses information, bylaws, and announcements. To access Blackboard, log on to my.asu.edu, and select the blackboard icon on the left side. Choose SHPRS Resources from under the Organizations tab. If you cannot access the site email Norma Villa and request to be added to SHPRS Resources on Blackboard.

**Computer Assistance:** Report computer/printer problems to University Technology Office (UTO) staff by sending an email to helpme@asu.edu or visiting the Help Center. Provide concise and specific information (including your office room number) regarding your issue(s) in the body of the email or ticket.

**Computer Security:** Acceptable use of ASU computing and communication is outlined in policy **ACD125** of the Academic Affairs Manual. Faculty, staff and student workers are to complete annual ASU Information Security Training available on Blackboard (under “mycourses”). For more information on virus protection, security training, security basics, etc., visit [GetProtected](#).

**Copying:** SHPRS provides shared Canon copiers which are located on floors 3, 4, and 6. Faculty, staff, funded graduate students and faculty associates are assigned copy codes—the last four digits of your ASU ID number. This code is the department ID, a password is not required. Copy codes can be used on any of SHPRS three copiers. Copying logs are reviewed quarterly for excessive copying which may result in billing the user—do not share your copy code. If you have not been assigned a copy code, please see the office specialist. For user guides, visit Business Resources on the SHPRS Resources blackboard page.

**Desktop printers:** SHPRS does not support desktop printers. (See Printer Resources)

**Emergencies/Fire Drills:**
Fire drills affecting all building occupants (employees) must be conducted annually so emergency procedure components can be tested and to determine if changes are needed to improve the emergency evacuation plan. Such drills will involve department employees following evacuation procedures and physically moving to the designated safe areas. In addition, fire drills will be conducted anytime there is a building change that involves actual plan modification.

The designated Primary Assembly area for Lattie Coor, SHPRS, is located on the west side of the building across the street in parking lot 16 just south of the Tempe Center—map follows.
The designated Secondary Assembly area (used only if Primary Area cannot be accessed) for Lattie Coor, SHPRS, is located on the west side of Wilson Hall in between Payne Hall and Farmer Education building in the courtyard area.

All occupants must reassemble at the designated staging area away from the building. Directors proceed with taking attendance of department employees to ensure everyone is accounted for. If it is known that someone is still in the building, notify the emergency response personnel (either ASU Police or the Fire Battalion Chief) with the information and their location within the facility.

**Environmental Control/Misc Building Requests:** To request temperature control, squeaking doors, leaky faucets, etc., submit a work order to Facilities Management at: [FACMAN Requests for Service](mailto:FACMANRequestsforService). Urgent requests should be addressed via phone to 965-3644. (NOTE: As of August 2015, buildings are set to 78 degrees.)
Faculty Meetings: SHPRS holds three school-wide faculty meetings each semester. Reminders are sent a week prior to the meetings. In addition, each faculty holds its own disciplinary meeting lead by the disciplinary faculty heads.

Faculty Webpages: Ensure that no direct reproductions of copyrighted material are posted or to obtain the required permission to post those materials as needed. In most cases, simply linking to the journal or publisher website will be sufficient to direct the reader to an approved means of accessing the materials and will not invoke the ire of the publisher.

General Supplies: A supply cabinet with general office supplies is located in the 4th floor mailroom. (Please note that blue books are not provided.) Please help yourself to items as needed. We stock/provide only essential office supplies. Specialty items must be approved. For items requests, please complete the SHPRS Purchase Request form and let the office specialist know.

Guest Parking: SHPRS will validate parking for classroom guests. If you will have a classroom guest/presenter, please schedule a reservation at: https://cfo.asu.edu/pts-guest-tempe Parking validation stamps may be obtained from Susan Valeri. SHPRS will not reserve/validate/reimburse parking fees for faculty associates.

Hiring Independent Contractors: Independent contractors are used with a service or expertise is not available at ASU and is required to carry out university business. Per policy, independent contractor services must be approved prior to the assignment. The approval process can take up to 12-15 business days so it is important to plan ahead. Work with Milu Cabrera on these hires. Policy prohibits paying for services out of pocket and then submitting for reimbursements. Such requests will not be accepted/processed.

Links to the required forms:
- Independent Contractor Certification Form (Substitute W-9 form)
- Employee/Independent Contractor Determination Checklist
- Department Professional Services Order Form

Laptops and Skype: Laptops for use in SHPRS seminar/conference rooms are available to borrow through the front desk. To use Skype, double click the icon on the desktop. Enter the Skype name and password indicated on the laptop. Example for laptop 4411: Skype name: SHPRS4411, Password: SHPRS1 Please note that the video call option is unavailable until the contact is online. Skype instructions and troubleshooting guides are available in each laptop bag.

Lounge: The lounge in room 4577 offers amenities such as a refrigerator, microwave, toaster, sink, coffee pot, purified water, and couches and chairs. This is a common area which is best maintained when users clean up after themselves, and follow refrigerator etiquette.

Mail Delivery/Distribution: The mailroom is located on the fourth floor, #4495. Faculty, staff, funded graduate students and faculty associates are assigned mailboxes in the mailroom. Mail is received and distributed daily by 10:00 a.m. There is only one pick up for outgoing mail. When large packages are received, a notice will be put in the recipient’s mailbox and the item(s) stored in the lower cabinets labeled History, Philosophy or Religious Studies. Note: Put your name
above the preprinted School address in case mail is returned. The mailroom is kept locked during business hours. Please carry your keys with you for access to the mailroom.

**Office/Building Keys:** The process to request building/office keys is now an online process. To begin, please contact Zoraya Bracamonte via email for the key information you will need to complete your request. Once you have the necessary information, the key action request can be found at: Key Action Request Form. Keys must be picked up by the key holder at the Lock Shop which is located in University Services Building, 1551 N. Rural. Please take a copy of your confirmation email.

Lost keys must be reported to ASU Police within 24 hours of loss/theft. The Lost/Stolen Key form must be completed by the key holder and can be FAXed to Campus Police. Once the report is filed, the key holder will be notified of any charges for replacement keys. The key holder is responsible for paying charges for lost/stolen keys.

Loaner keys to offices are available for check out thru the front desk in case of emergencies. If the loaner key is lost/stolen, the key holder is responsible for the $7 replacement fee, payable to SHPRS.

Building keys unlock the shared conference rooms: 4403, 4411, 6651, 3301, 3323. Loaner keys are not available for shared rooms.

**Office Supplies:** General office supplies can be found in the wooden cabinet in the workspace off of the mailroom.

**Personal Safety and Security:**
Sign up for ASU Alert and Advisory System to receive updates and instructions. The campus offers safety escort services after 7pm. They can be reached at (480) 965-1515. The ASU hotline for Ethics and Compliance is an anonymous reporting tool. Campus police can be reached by dialing 911 from any office phone, or dialing (480) 965-3456.

**Printer Resources:** Through the ASUPRINT resource alliance, SHPRS can meet printing and copying needs while aligning with ASU’s sustainability goals and initiatives. With our commitment to this initiative, faculty, staff and funded graduate students use the School printers located on the Third, Fourth and Sixth floors of Coor Hall. When print jobs are in excess of 200 pages, please utilize the services of Print U at the Memorial Union so that our School resources are preserved for normal copy and scanning requests. This initiative replaces the purchasing of replacement toner and ink for office/desktop printers. Users choosing to continue using existing desktop printers are responsible for providing their own ink cartridges. As old desktop printers break down, they will not be replaced as users have access to several printers throughout SHPRS.

For service on SHPRS copiers, call the Canon Help Desk at 480-965-2679, select option #2, provide device serial number.

**Purchases:** Per PUR 201-01, all university procurements, regardless of funding source (e.g., local account, research funds, grant funds, IIA funds, Foundation funds, or startup funds) are to be made in accordance with applicable state statutes, federal regulations, Board of Regents’
policies, and university policies. The SHPRS Purchase/Expense Reimbursement form is to be used for purchases or reimbursements (form available on SHPRS Resources Blackboard). Complete the form in advance of purchases and submit to Zoraya Bracamonte. Do not purchase equipment with personal funds and submit for a reimbursement. All purchases and payments are to be processed through the SHPRS business office to ensure compliance with policy and use of contracted vendors. If in doubt, consult with business staff when planning a purchase.

**Recycling:** The blue bin program aims to increase recycling participation and to reduce contamination of recyclable materials. There is an open bin on the fourth floor north landing. The bin is for flattened boxes only; it is not for paper/books/magazines, etc., as these items require a closed bin. If you need a closed roll-away bin for paper/books/magazines, please email Recycle-Q@asu.edu. Putting items other than flattened boxes in the bin delays the return of the bin to its location. **NOTE: Recycling bin pick up schedule is as follows:**
- Tuesdays: 6th, and 4th floors
- Thursdays: 3rd floor

**Reimbursements:** Authorized business expenses incurred on behalf of ASU must be accounted to ASU within 7-60 days. See FIN 420-01: Faculty and Staff Reimbursements: Accountable Plan Rules for the rules required so as to not have the reimbursement amount not included in taxable compensation. If rules are not met, the amount to be reimbursed is treated as taxable compensation.

SHPRS Purchase/Reimbursement Form must accompany all requests for purchases or reimbursements. The only exception is for reimbursement of business meals when only the Business Meals and Related Expenses Form is required. See Appendix 4 for a sample business meal form.

See FIN 401-03: Prohibited Transactions for a list of prohibited transactions that cannot be processed as reimbursements.

Payments for services (e.g., honorariums, independent contractor payments, reimbursements of expenses incurred by independent contractors) are not be paid directly by faculty/staff. Such requests will not be reimbursed. See Milu Cabrera for documentation required for payment of honorariums.

Provide all original itemized* receipts (taped onto an 8.5x11 sheet of paper using single side of paper), staple to a completed SHPRS Purchase-Reimbursement form, and submit to Zoraya Bracamonte for processing.

**KEEP IN MIND:**
- Documents not properly submitted will be returned to the requester.
- Reimbursements over $1,000 require administrative approvals of CLAS Dean, ASU Vice President, and the Director of ASU Purchasing. If a purchase exceeding $1,000 is anticipated, contact Milu Cabrera for best a practices alternative prior to making the purchase.
- Meals must not exceed $40/person, before tip. Tips are limited to 20% of bill. Overages will not be reimbursed.
- Alcohol expenses will not be reimbursed.
- ASU policy states itemized receipts are preferred and may be required in certain circumstances prior to issuing reimbursement. The best practice is to always submit itemized receipts. (FIN 420-02)

Below are examples of unacceptable and acceptable public purpose statements for consideration when submitting a SHPRS Purchase/Reimbursement/Payment form:

- Unacceptable public purpose statement for meal: Catering for staff meeting
  Acceptable public purpose statement: Catering for fall semester staff meeting to promote unit morale and to discuss strategic planning for unit thru lunch

- Unacceptable public purpose statement for purchase of a book: Book purchased
  Acceptable public purpose statement: Purchased book for Prof. Doe to reveal the latest trends and direction of research developments within the field of … in order to assist with future recommendations for ASU to pursue

Religious Calendars: Arizona State University is a diverse community, with faculty members, students, and employees observing a wide range of religious beliefs and practices. ASU respects the rights of individuals to practice religious observances, and this is codified in both Arizona Board of Regents and University policy. The Arizona Board of Regents policy prohibits discrimination against any student, employee, or other individual because of that individual’s religious beliefs or practices, or any absence thereof. ASU administrators and faculty members also are expected to make accommodations for the religious practices of individuals, as described in policy ACD 304-04. To assist in your planning for the upcoming academic year, links to the 5-year religious calendars that may be found on the Academic Personnel website.

Room Reservations Seminar/Conference Rooms: Each floor of SHPRS has at least one School owned seminar room and/or multiple shared conference rooms. Each seminar/conference room is assigned a laptop. Seminar rooms are first used to schedule undergraduate/graduate seminars after which the rooms become available for general ASU classroom scheduling. If you would like to reserve a room/equipment, please complete the Room/Equipment Reservation form at SHPRS Room Reservation Request Form as soon as you know your date(s). SHPRS staff will confirm room availability and confirm your reservation. The form is for internal events such as class breakout sessions, study groups, faculty/staff meetings, etc. For your convenience, it is also available on the SHPRS Resources Blackboard page within the “Gen Office Resources” tab. Please note that your Coor Building key will unlock shared conference rooms #4411 and #4403.

<table>
<thead>
<tr>
<th>Room</th>
<th>Capacity Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>3301</td>
<td>24 at table</td>
</tr>
<tr>
<td>3323</td>
<td>15 at table, 25 chairs</td>
</tr>
<tr>
<td>4401</td>
<td>23 at table, 30 chairs</td>
</tr>
<tr>
<td>4403</td>
<td>25 at table, 50 chairs</td>
</tr>
<tr>
<td>4411</td>
<td>14 at table, 20 chairs</td>
</tr>
<tr>
<td>4539</td>
<td>6 at table, 9 chairs</td>
</tr>
<tr>
<td>6635</td>
<td>16 at table, 20 chairs</td>
</tr>
<tr>
<td>6651</td>
<td>12 at table, 20 chairs</td>
</tr>
</tbody>
</table>
*Troubleshooting tip: If you have problems accessing the form, make sure you are logged out of any other gmail or google account. For questions about reserving rooms, contact the front desk at SHPRSFrontDesk@asu.edu.

**School e-mail Distribution lists:** Below are the various distribution lists for SHPRS. Please notify Norma Villa if you have difficulties with any of the lists.

- `dl.org.la.shprs.fac` (all SHPRS tenured/tenure track faculty, lecturers, instructors)
- `dl.org.la.shprs.tenured` (all SHPRS tenured/tenure track faculty)
- `dl.org.la.shprs.staff` (SHPRS staff)
- `dl.org.la.shprs.fa` (all SHPRS faculty associates)
- `dl.org.la.shprs.lecturers` (all SHPRS lecturers)
- `dl.org.la.shprs.instructors` (all SHPRS instructors)
- `dl.org.la.shprs.grads` (all SHPRS graduate students)

- `dl.org.la.his.fac` (History only tenured/tenure track faculty, lecturers, instructors)
- `dl.org.la.shprs.hsttenured` (History only tenured/tenure track faculty)
- `dl.org.la.his.gs` (History only grad students)

- `dl.org.la.phil.fac` (Philosophy only tenured/tenure track faculty)
- `dl.org.la.shprs.phitenured` (Philosophy only tenured/tenure track faculty)
- `dl.org.la.phil.gs` (Philosophy only graduate students)

- `dl.org.la.rel.fac` (Religious Studies only tenured/tenure track faculty, lecturers)
- `dl.org.la.shprs.reltenured` (Religious Studies only tenured/tenure track faculty)
- `dl.org.la.rel.phdgrads` (Religious Studies only graduate students)

**Staff and Faculty Parking:**
Personnel are responsible for arranging their own parking accommodations. New employees are offered a temporary parking pass through New Hire Orientation. You can contact the parking & transit services at 480-965-6124. A map of the tempe parking structures identifies the lot numbers. For more information on public transit, ride sharing, cross parking, shuttles, and to purchase parking permits, visit [https://cfo.asu.edu/pts](https://cfo.asu.edu/pts).

**Start up Funds:** New faculty receive startup funds for their first three years of appointments. The funds are to be used to further research agendas and/or office furniture. New faculty are asked to prepare a budget each year and estimate annual needs. Estimates should be as realistic as possible because, most often, startup funds come from the dean’s office as state funds—meaning they must be spent by mid-June of the following year and unused funds are lost. Please work with business staff if you have any questions as you create your annual budgets. Similarly, work with business staff if unforeseen circumstances will prevent you from spending all of your annual startup funds. Should funds come to us as local funds, any unspent funds will roll over into the following year.

**Sun Cards:** The Sun Card is free (first time) for all benefits eligible faculty and staff. Cards are usually issued during new employee orientation. Replacements cost $25. To replace a card, visit the ASU Sun Card Office at the Memorial Union, #58 (lower level).
**Telephone Service Report:** Telephone service requests are submitted through MyASU>Service>IT Support>Submit a Request.

**Trash Pickup:** As of July 2015, office trash is picked up once a week. Below is the pickup schedule:
- Mondays: Floors 4 and 6
- Wednesdays: Floor 3

**Travel:** SHPRS tenured and tenure track faculty travel allowance for 2016-17 is $1,500/faculty member. Travel allowance for Lecturers and Instructors is $1,100.
- Travel funds can be used for research trips, conference participation, professional meeting attendance, etc.
- Travel funds must be used within the current academic year. Unused funds do not roll over from one year to the next.
- Travel funds may not be used for expenses other than travel and cannot be transferred to another traveler.
- Travel funds are to be used for travel only; they cannot be used for other purchases (e.g., equipment).
- **Travel must be completed and expense claim submitted by June 30, 2017, fiscal year end.**

Per ASU travel policy, travelers are allowed 30 calendar days following their trip-end date to submit all supporting documentation and receipts to Travel Reimbursements for processing. However, to allow time for SHPRS staff to perform the first level audit, receipts and trip summary should be submitted in Concur and add Bracamonte, Zoraya as account signer within 20 days following your trip-end date. If the expense report with all pertaining documentation is not submitted into Concur and in a timely manner, the Travel Office 30-day policy will be violated. In such cases, a late letter will be sent directly to the traveler via email notifying the traveler. At 45 days past trip-end date, a second late letter will be sent to the same distribution. At 60 days, notification of payroll deduction will be sent to the same distribution as well as the senior fiscal administrator in the applicable college or VP area, and payroll deduction will commence immediately. Email travel related questions to SHPRS.Travel@asu.edu.

(Policy: FIN 505-01 Out of State Travel Authorization). Below are steps to initiate a travel request. See Appendix 2 for a step-by-step guide to completing the online travel request form.

**Travel Instructions: (For help email SHPRS.Travel@asu.edu)**

**Before you leave:**
1. Check with SHPRS Business Office about your available funding for the fiscal year. Documentation is required when accessing travel funds awarded above and beyond the $1500 per faculty member. **Use account JH51015** for standard SHPRS allotment. If you have additional funds available and are unsure of your account, please check with Zoraya Bracamonte. **Travel authorization cannot be approved without this supporting documentation.**
2. Complete the online travel form at: [https://cfo.asu.edu/myasutrip](https://cfo.asu.edu/myasutrip)
   An approved travel form must be on file **prior** to departure.
3. The Auditor General’s Office requires that the travel authorization state the public purpose being served.
4. Upload your conference brochure
5. If renting a car instead of airfare, provide proof that car rental is less than airfare.
6. List Zoraya Bracamonte as account signer and Miluska Cabrera as ATO
7. In the comments box, include how your class (es) will be covered if travel occurs during class time.

NOTE: If you are requesting an advance, you should see the “advance” field in your trip request header. If you do not, contact Travel staff at MyASUTRIP@asu.edu or 965-3111 so the option can be added to your profile.

When you return (reimbursements):
Within one week of travel completion you must do the following:
   1. Log into your trip online and open your trip request to complete the actual expense portion of the online travel claim. (Actual expenses should not total more than the amount of funding authorized.)
   2. All receipts must be uploaded at time the actual expenses are entered.

Learning My ASU TRIP provides instructions on how to update a profile, create a trip request and complete an expense report.

Travel Instructions (For Insurance Purposes Only):
ASU employees sometimes travel on official ASU business but are reimbursed from another organization for their travel expenses or, in some cases, no reimbursement is made. In these situations it is recommended, though not required, that a traveler file an approved zero dollar travel authorization indicating that the authorization is for approval to travel and insurance purposes only. The date, destination, purpose of the trip, and any source of funding should be noted on the TA.

In case of an accident, the filing of the TA does not guarantee acceptance by workers’ compensation of official ASU travel status; however, it does provide additional pre-accident documentation of the reason and intent of the trip.

Updating Directory Information/Personal Information: Remember to keep your ASU Directory profile and personal information current. To update information, log on to your MyASU and select “Profile.” Make changes needed to Biography, Research Interests, picture, or CV. Links to personal pages should be provided through ASU Directory pages. To update personal information, scroll down to Contact Details under Profile and click on the area you want to update (Work Address, Home Address, Emergency Contact, etc.).

Work Orders: If you have copying or other work requests for staff, please send your request to SHPRSFrontDesk@asu.edu. Be sure to include all information necessary to complete your work request. An acknowledgement email will be sent to you when your work request has been received and another sent when your job is complete. If you are unable to send your work request electronically, please complete a work order form and place in the “Work Orders” bin on the counter in the mailroom/workroom. Note that class handouts are to be made available to
students online. Office staff can scan your original and email to you so that you can upload to Blackboard/email to your students. Please allow at least two working days in which to complete all work requests.

Copyright Restrictions - (Including Chapters and Anthologies)

The ASU Library, in consultation with the University General Counsel, has adopted the following interpretation of the copyright laws as they relate to Reserve materials. This institution reserves the right to refuse to accept photocopies or media items if, in its judgment, they are in violation of Copyright Law.

The faculty member or instructor placing items on Reserve/E-Reserve is responsible for ensuring that the material fulfills their pedagogical purpose. In addition, material required more than one semester must be reviewed by the faculty member/instructor each new semester and determined to be the most appropriate, relevant and still timely for the course.

In general, excerpts by type of source below do not require copyright permissions.

<table>
<thead>
<tr>
<th>Source of Work</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single or Co-Author Book</td>
<td>1 Chapter or 10%</td>
</tr>
<tr>
<td>Collected essays, book</td>
<td>1 Chapter or 10%</td>
</tr>
<tr>
<td>Print Journal</td>
<td>1 article at a time; On-off dates required</td>
</tr>
<tr>
<td>Media Materials</td>
<td>Original, legally acquired materials only. No copies.</td>
</tr>
</tbody>
</table>

Zone Keys: Campus buildings are divided into four zones. The media closets and podiums in the classrooms within each zone are accessed with Zone Keys. SHPRS has sets of zone keys available for check out on a semester by semester basis. Please see key coordinator if you need Zone Keys.

CLASS/ACADEMIC DUTIES

Academic Integrity: Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see http://provost.asu.edu/academicintegrity

Policies along with informational resources for faculty/students can be found at:
- http://clas.asu.edu/current-students/student-academic-integrity-resources

A form that you and your faculty can use to report possible academic integrity violations can be found here:
- https://clas-forms.asu.edu/content/faculty-academic-integrity-violation-report-form

Procedures for withdrawing students for disruptive behavior can be found here:
- http://clas.asu.edu/advising-and-academic-services/procedures-withdrawing-students-disruptive-behavior

Cancelling Class: When illness requires you cancel your class(es), please call the main desk (480-965-5778) or send an email to SHPRSFrontDesk@asu.edu to advise staff of the cancellation. A notice will be posted on your classroom door. Tenured/tenure track faculty accumulate sick leave. In the case of cancelling class/office hours due to illness, sick leave will applied in one-hour increments.
Class Assignment Drop off: If you will allow student assignments to be dropped off at the front office, instruct your students to include the following information on the face page:

- Instructor name
- Course
- Student name

Failure to include the information will result in delayed delivery or no delivery at all. Instruct students to date/time stamp assignments using the time clock on the front counter and to leave the assignment in the bin located next to the time clock on counter at the main desk. Assignments will be delivered to faculty mailboxes throughout the day. Please return assignments during class or during office hours. Do not leave papers/assignments in your mailbox, in office door bins, boxes, or at the front desk as doing so violates FERPA policy.

Commencement/Convocation Ceremonies: Commencement and Convocation ceremonies are held at the end of each semester. Faculty will be identified for participation. Appropriate academic regalia is required during participation. SHPRS has a few caps/gowns available on a first come, first served basis. Academic regalia rentals are available through the Bookstore. Rental fee may be reimbursed by the Dean of the College of Liberal Arts and Sciences.

Course Evaluations: Course evaluations are conducted each semester and summer session. Evaluations are completed online. Faculty and students will receive notices at the start of each evaluation period. Faculty are encouraged to remind their students to complete evaluations. Faculty may allow time during class for students to complete their evaluation on laptops/smart phones. Results will be made available to faculty, through MyASU, after evaluations have been reviewed by SHPRS administration and after all final grades have been posted.

Course Overrides: For undergraduate courses, send an email to Manisha Master (manisha.master@asu.edu) with: Student name, student ID, Course Number and Prefix (e.g., HST XXX), and five digit course number. For MA courses, send same information to Roxanne Shand (roxanne.shand@asu.edu); for PhD courses, send information to Lindsey Plait Jones (lindseyclaitjones@asu.edu).

Course Scheduling: For general questions regarding course schedules, including course title, room change, cross-listing, and accessing the class roster, email Kathleen.Given@asu.edu

School Meetings: SHPRS holds three school-wide meetings per semester. Per School bylaws, announcement of meetings will be sent seven working days in advance with a proposed agenda distributed at that time. A final agenda will be distributed at least 24 hours in advance of the meetings. The final agenda may include items submitted by faculty members received five working days in advance of meeting. Minutes will be kept in a manner consistent with Robert’s Rules of Order and will be posted on Blackboard in a timely fashion. Attendance is expected as part of faculty service obligations. If attendance is not possible, please notify Norma Villa prior to the meeting date.

Each faculty holds its own meetings as well. Faculty Heads schedule/coordinate the discipline based meetings. Faculty Heads will ensure that minutes are recorded and posted on Blackboard.

Finals: Final exams must adhere to the final exam schedule made available each semester. If a
conflict occurs or if a student has more than three exams scheduled for the same day, the instructor can be consulted for an adjustment. Otherwise, and per policy 304-01, requests for early exams may not be granted by the class instructor. The dean of the college in which the student is enrolled must review all requests for early final exam dates.

**Grade of EN:** Beginning with Fall 2015, the grade of EN is assigned to students who enrolled but never participated in a course. The grade of “EN” stands for “Failing Never Participated.” It is required due to federal financial aid purposes by which we must determine if a student participated in courses for which federal aid was received. When a student does not participate, the student’s aid eligibility must be recalculated.

**Hosting/Coordinating Faculty Event:** Each Discipline in SHPRS has a budget of $5,000 for its annual faculty-level events. Funds not used by May 30, 2017 revert to the School. Faculty members serving as hosts and/or coordinating a faculty event should work with Lorena.Cabrera@asu.edu to plan their event(s). To request assistance with your event, please use the Events Request Form. Things to keep in mind as you plan your faculty event:

- **Reserve room** through SHPRS room reservation process SHPRS Room Reservation Form. (For more information on this process, see section on Room Reservations.
- **Food**
  - Option 1: Can be purchased by host and expense reimbursed. Complete Business Meal Expense form (on SHPRS Blackboard), attach receipts and submit to staff for reimbursement. No alcohol.
  - Option 2: Host can work with ASU Catering to identify menu. Catering will prepare invoice, invoice submitted to SHPRS staff for payment. Catering website: SunDevil Catering
- **Honorarium:** Host to complete required forms (Departmental Professional Services Order form, Independent Contractor Determination Checklist, Sub W-9) and send to guest lecturer. Please see business staff if you have any questions on how to complete the forms. Guest completed forms should be submitted to SHPRS staff for processing. Forms available at: Financial Forms. **Forms should be completed and submitted to SHPRS staff at least a month before visit to allow for timely processing.**
- **Airfare:** Guest should purchase airfare and be reimbursed. If guest receiving honorarium and airfare reimbursement, both payments made at the same time, on one form (Departmental Professional Services Order form).
- Personal payments for airfare/hotel/other guest expenses cannot be made and will not be reimbursed. Per ASU policy, FIN 401-03, such payments are considered prepayment and violate policy. Please work with business staff on these expenses.

**Incompletes:** Per policy, SMM 203-09, a grade of Incomplete should be granted only when the student can complete the unfinished work with the same instructor. The student must arrange completion of the course requirements with the faculty member. Both the faculty member and student must complete a Request for Grade of Incomplete form. Turn in the completed form to SHPRSFrontDesk@asu.edu. Students have one calendar year from the date the grade of “I” is recorded to complete the course. If the student completes the course within the calendar year, the instructor submits the grade change using the Faculty Center. Once the student has completed the course and the “I” is removed, notify SHPRSFrontDesk@asu.edu.
**Individually Arranged Courses:** Students complete form (available at Advising Center), obtain faculty signature, and submit form to advisor. Advisor will confirm eligibility and send form to Kathleen.Given@asu.edu for processing. A section will be built for the student, clear the student for enrollment, and then contact student so s/he can enroll. Faculty member is responsible for entering final grade.

**Institute for Humanities Research:** From the IHR website (http://ihr.asu.edu/home): “The role of the Institute for Humanities Research in the New American University is to advance the humanities as a site of vital research that contributes to productive social dialogue and makes a difference in the world. The IHR generates and supports transformative, transdisciplinary, collaborative, and socially engaged humanities scholarship that contributes to the analysis and resolution of the world’s many challenges”. The IHR research advancement staff assists faculty with sponsored projects in the following ways:

- **Pre-Award:** Search for funding, assist with budget preparation, narrative reviews and edits, prepare the necessary documents for sponsor submission and serve as liaison to Office of Research and Sponsored Projects Administration (ORSPA).
- **Post Award:** Assist with communications with ORSPA, review expenses, manage cost share, answer post award questions, process budget revisions and no cost extensions, assist with sub-awards, process paper work for ORSPA submissions and handle the close out of the award.
- Interact with faculty home unit business staff to resolve budget issues with expenses and payroll. Inform staff of new awards and provide budgets.

**Instructional Design:** Jennifer “J” Stanley provide assistance with Blackboard, instructional technology, and online/hybrid course design and development for ICourses. She is available by appointment or drop-in hours. Please call 480-727-8850 or email Jennifer.Stanley@asu.edu to schedule an appointment. The studio is in Coor 4505.

**Make-up Exams:** SHPRS has a Testing Room specifically for make-up exams. To schedule a make-up exam, please complete the Make up Exam form and email it to SHPRSFrontDesk@asu.edu. Front office staff will ensure your exam is administered per your instructions.

**Office Hours:** Per ACD 305-05, faculty are expected to be available to students outside of class on reasonable and regular basis. Most faculty offer two hours per class per week. Include your office hours on your course syllabi. At the start of each semester, email your office hours to SHPRSFrontDesk@asu.edu.

**Posting Grades:** Grades must be submitted by the term deadline in order to be included in end-of-the-semester processing, which includes calculations for eAdvisor, dean’s list recognition, academic good standing, probation, ineligible status, and disqualification. Failure to submit grades in a timely manner may result in your students missing an opportunity for academic recognition, or being inappropriately placed on or off track, on probation or disqualified. Here are some important reminders about grading:

- Instructors can access the grade roster directly from their My ASU homepage.
Remember, the approval status of the grade roster must be set to “Post Tonight” or “Complete” in order to be posted (don’t forget to “Save” after you change the approval status). Grade rosters in “Not Reviewed” status will NOT be posted.

***Technical issues have been reported by those using the Safari internet browser. Use a different browser, Chrome or Firefox, if possible.***

- There are several ways to input grades into the grade roster.
  - Manually input grades directly into the grade roster
  - Import grades from an external file created by the instructor
  - Export final grades from Blackboard to ASU grade roster

Step by step instructions for each method of entering grades are available in the Help Center’s Grade Posting Job Aid. If you have any questions, consult the Grade Posting Job Aid or contact University Registrar Services.

**Syllabi:** Please see the sample syllabi on Blackboard, under SHPRS Resources ➔ Student Services ➔ Course Regularizations. Faculty are encouraged to upload copies of syllabi so that students can reference them as they search for classes, especially during registration and drop/add periods. It’s not necessary to wait for finalized versions of syllabi. Draft or prior-term syllabi can be posted as postings carry a University disclaimer that it is a sample syllabi and subject to change. To post your course syllabi, access Book Adoption and Syllabi Management from MyASU:

At the start of each semester, email your syllabi to SHPRSFrontDesk@asu.edu.

**Testing Services:** Please see Classroom Exam Scanning for instructions on how to submit classroom exams to University Office of Evaluation and Educational Effectiveness for scanning. Please note: students are to provide their own Scantrons.

**Textbook/Desk Copy Orders:** Faculty are responsible for submitting textbook orders and can do so thru MyASU, Teaching and Student Support Tools—same link used for posting syllabi.
Faculty are also responsible for obtaining desk copies when needed. Publishers often require that requests for desk copies be submitted in writing on institutional letterhead. If so, SHPRS Desk Copy Request Form can be used.

UNDERGRADUATE ADVISING

Student services/advising staff are located on the third floor, Coor 3301. Advising office telephone number is 480-965-8364. Email: SHPRSadvising@asu.edu

PLEASE NOTE: Extensions for the advisors are for internal office use only, and should not be released to students or parents.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Area</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manisha Master</td>
<td>All students</td>
<td>5-2538</td>
</tr>
<tr>
<td>Michael Currey</td>
<td>All students</td>
<td>5-8932</td>
</tr>
<tr>
<td>Cindy Baade</td>
<td>All students</td>
<td>5-7183</td>
</tr>
<tr>
<td>Amy Kaiman</td>
<td>All students</td>
<td>7-3795</td>
</tr>
<tr>
<td>Marcos Enriquez</td>
<td>All students</td>
<td>7-1369</td>
</tr>
</tbody>
</table>
Appendix 1: Business Meal Reimbursement Form

Receipts are scanned. Be sure to tape all corners. No staples.

Select PCard or personal card

Receipts are to be TAPED onto 8.5x11" paper and submitted along with form

Type of Expense:
- [ ] Off-Campus:
  - [ ] Paid with personal funds or charged to personal credit card.
  - [ ] Paid by ASU purchasing card or direct vendor payment. No reimbursement requested.
- [ ] Sodexo Sports & Leisure
  Vendor Code: IDAFOOD Ph: 5-7000 Fax: 7-0100 Reservation #:
- [ ] Catering Services
  Vendor Code: FOODSERV Ph: 5-6508 Fax: 5-7137 Reservation #:
- [ ] University Club
  Vendor Code: UNIVCLUB Ph: 5-0700 Fax: 5-0440 Member Name:
  Member #:  
- [ ] Aramark/ASU West
  Vendor Code: ASUWFOSDS Ph: 5-3033 Fax: 7-7777
- [ ] Aramark/ASU Polytechnic
  Vendor Code: FOODEAST Ph: 7-1440 Fax: 7-1442
- [ ] Aramark/ASU DTC
  Vendor Code: DTCFOOD Ph: 620-400-7607 Fax: 620-400-8760

Location of Event:
- ENTER LOCATION
- EVENT DATE

Business (Public) Purpose (Please explain the public purpose. If only ASU employed personnel are present at the meal, clearly justify why this expenditure is appropriate. Attach agenda/program when available):

A clearly defined public purpose must be provided--state how ASU benefitted from this event.

Flies announcing talks/events should be attached, if available.

Account:
- PO # (if applicable):
- Total Amount: ENTER TOTAL

List of Attendees (Attach additional sheet if necessary):

<table>
<thead>
<tr>
<th>ASU Faculty, Staff or Students</th>
<th>Department</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>Affiliation</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If a large group is present at an event and an attendee list is not available, state the approximate count of attendees and ASU department or affiliation.

No reimbursement for alcoholic purchases is allowed on University accounts. For reimbursements over $40 per person, attach itemized receipts to the on-line payment voucher (PV).

Required Certification -- I certify that no reimbursement for alcoholic purchases is being sought.

Required Approvals

<table>
<thead>
<tr>
<th>Requester's Name</th>
<th>Requester ASU ID</th>
<th>Phone No.</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All fields related to Requester must be completed

Reimbursement requests are not to exceed $40 per person, before tip. Overtages will not be reimbursed.
Appendix 2: Skype Instructional Guide

Before you begin
- The laptop may indicate “no camera”, but it still has a webcam.
- The Skype account has free video and voice calls, instant messaging and file sharing. Calling a mobile or landline requires Skype Credit or a subscription that is not provided.

Skype login
- Double click the Skype icon on the desktop
- You will be prompted to login. Use the information printed on the laptop keyboard. The four digit number is usually associated with the conference room number. For example,
  
  **Skype Name:** shprs4411  
  **Password:** SHPRS1  
  *Password is case sensitive, but Skype Name is not.

To Sign Out go to Skype → Sign Out

Adding contacts
In order to connect with other Skype users, you need to share contact details.
- Select the add contacts icon
  - You can search for the friend you want to add as a contact by their full name, Skype Name, or email. If you cannot find them, ask them what their Skype Name is and add them to your contacts
- In the top right corner of the window, click Add to Contacts and enter some text to introduce yourself.

When you’re done, click Send. When your new contact accepts your request, you can see when they are online, and make free voice and video calls with them.
- To accept a contact request, click contact requests. The number of requests will be indicated in orange. From the next screen you can approve or ignore contact requests.
To Video Call

Find the person you’d like to call in the contacts tab.

- If the contact has one of these status icons displayed next to their name, it means they are on Skype and you can call them for free. If they have these icons, it means they are on a mobile or landline, so you will not be able to video call them.

The contact request icon means they haven’t accepted your request yet.

Click Video Call.

The Call Bar

A. Hide or reveal your Contacts
B. Show the IM window so you can instant message the person you are talking to
C. Turn your webcam off so the other person can’t see you
D. Mute your microphone so the other person can’t hear you
E. Send files, send contacts, share your desktop, take a picture or add people to the conversation and make it a group video call
F. Check your call quality information and adjust your volume
G. View or exit full screen mode

To hang up, use the end call icon:

Group video calls

Select the create a group icon.
From the contacts tab, click a contact you wish to add to the group video call and drag it into the Empty group area. You can add up to nine contacts, but for the best quality group video calls up to five contacts is recommended.

Click the video call button.

To hang up on individual people, move your mouse over the person’s image and click the red icon.

To hang up, click the End call button.

**Troubleshooting**

If you can’t see or hear each other, click the call quality button in the call bar and check your settings (you may have to move your mouse to make the call bar appear).

**Test microphone and speakers**

Tools → Options... → Audio settings

Here you can check if the microphone is picking up your voice by how the green bar responds to the noise.

You can also check the speakers if you push the green play icon. Make sure you have not set your speakers to mute by accident.

**Test webcam**

Tools → Options... → Video settings
## Technical Help Guide

<table>
<thead>
<tr>
<th>Problem</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Computer running slowly</strong></td>
<td>Do you or the person you are talking to have a lot of programs open? Try closing some of them and see if that makes a difference to your video. Laptops may have problems with video calls when it’s in power saving mode. Change your computer to AC power.</td>
</tr>
<tr>
<td><strong>Bad lighting</strong></td>
<td>Picture quality is optimal with good lighting</td>
</tr>
<tr>
<td><strong>Too many USB devices plugged in</strong></td>
<td>Try disconnecting them or try connecting your webcam to an alternate USB port. If your webcam is plugged into a USB hub, try plugging it into a USB port on your computer instead and see if that helps</td>
</tr>
<tr>
<td><strong>Slow or busy internet connection</strong></td>
<td>You or the person you are talking to should try closing applications that use the internet (especially those that might be playing music or video) and cancel any fin</td>
</tr>
<tr>
<td><strong>Using an older version of Skype</strong></td>
<td>Make sure that both you and the person you are calling are using the latest version of Skype. Skype will update automatically on the laptop</td>
</tr>
<tr>
<td><strong>Restart needed</strong></td>
<td>If you or the person you are talking to have updated your system, you may need to restart your computer</td>
</tr>
<tr>
<td><strong>I can’t hear my friend...</strong></td>
<td>Check that you haven’t accidentally clicked the mute button on your device or headset</td>
</tr>
<tr>
<td><strong>Additional Information</strong></td>
<td>Visit support.Skype.com</td>
</tr>
</tbody>
</table>
# Appendix 3: Faculty Event Checklist

Let’s make it a successful event! This is a resource guide that will help the process go smoothly. Faculty members serving as hosts and/or coordinating a disciplinary event are responsible for making arrangements and should complete the following.

## Planning

<table>
<thead>
<tr>
<th>Event Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Event:</td>
<td></td>
</tr>
<tr>
<td>Individual(s)</td>
<td></td>
</tr>
<tr>
<td>Coordinating Event:</td>
<td></td>
</tr>
</tbody>
</table>

### Date of Event:
Make sure you have consulted both the university calendar and the SHPRS calendar to determine if the date is available and does not conflict with other events within SHPRS. Also consult the religious calendar to ensure that the event does not coincide with a major religious holiday.

| Start Time: |  |
| End Time: |  |
| Number of People attending: |  |
| Location of event: |  |

To ask for a room fill out the room reservation request form. If you would like a room outside of a COOR seminar room talk to the event coordinator about options (i.e. The MU, a classroom, Old Main, The Secret Garden, etc.).

## Equipment

| Will you need any equipment for your event? |  |
| Projector hook up is available in most rooms |  |
| Laptops are available to check out in the 4th floor mailroom (Room & Equipment Reservations) |  |
| Extra chairs, tables, misc. must be ordered |  |

## Visitors

| Do you need to pay or reimburse a visitor? |  |
| Honorarium |  |

Department Professional Service Order Form
Independent Contractor Determination Checklist
Sub W-9

Airfare up front
Sponsoring/host faculty obtains guest’s preferred itinerary, name as it appears on ID to be presented at check-in, and date of birth. Submit all information to SHPRS staff for ticket purchase.

Reimbursement
OR, guest can purchase own airfare and be reimbursed. If guest receiving honorarium and airfare reimbursement, both payments made at the same time, on one form (Department Professional Services Order Form)

## Budget

If you have been allotted funds you are responsible for not exceeding your allotment

Keep track of expenses

Useful Forms
- Purchase Request Form
- Business Meals Form

## Marketing

Consider these marketing resources

Flyer

Web posting – Fill out [Event Calendar Posting Form](#)

Email Invite | Use distribution List

## Food

For MU catering you can view the menu and email ASUCatering@gmail.com or call 480-965-6508 to start a catering contract.

For external vendors please fill out the purchase request form. *3 week processing.

Alcohol is not permitted for ASU events without a permit. Visit the policy, and fill out the form.
Appendix 4: Desk Copy Request Form

Desk Copy Request

Semester

Date: ____________________________

Instructor: ____________________________

Course: ____________________________

ISBN#: ____________________________

Title: ____________________________

Edition/Copyright Year: ____________________________

Publisher Name and FAX Number: ____________________________

Paperback: ________ Copies: ________

I have advised the ASU Book Store; the book noted above has been adopted as a textbook which has an estimated enrollment of ______ students. Please mail ______ desk copy for the instructor and/or teaching assistant with all relevant books and materials concerning the above course.

Regards,

SHPRS
ATTN: ____________________________
Arizona State University
PO Box 874302
Tempe, AZ 85287-4302

School of Historical, Philosophical and Religious Studies
College of Liberal Arts and Sciences
PO Box 874302, Tempe, AZ
976 South Forest Mall 85287-4302
Tempe, AZ 85287-4302