

DEPARTMENT CONTACT INFORMATION

Department of Communication
Building 120, Room 110
Stanford University
450 Serra Mall
Stanford, CA 94305-2050

Fax: 650-725-2472 ~ Dept. Phone: 650-723-1941 ~ Dept. Website: <http://comm.stanford.edu/>

Department Chair: Jim Fishkin

Department Manager:

GETTING PAID

Per your offer letter, you should have contacted Lorraine Potter at 650-724-8027 to schedule a time to meet with the H&S Human Resources Department to complete and submit your I-9 employment eligibility verification form. Also, please ensure that once you have set up your SUNet ID, you update your W4/DE4 and direct deposit information in [Axess](#).

Stanford employees are paid on the 7th and the 22nd of every month or the nearest preceding business day if the pay date falls on a weekend/holiday. Pay dates correspond to pay periods as follows: pay date on the 7th for pay period beginning the 16th and ending the last day of the month; pay date on the 22nd for pay period beginning the 1st and ending the 15th of the month. Your online pay statements are made accessible via [Axess](#) 1-3 days prior to the actual payday. Stanford employees must enroll in the direct deposit program via Axess with their bank account and routing information. Both regular salary and reimbursements for expenses will be deposited in your bank account electronically. Direct deposit is initiated and authorized via [Axess](#). The payroll system is set up to accept only one direct deposit account. To print paper copies of direct deposit statements, click on the Employment Information tab in [Axess](#). Under 'Financial Information', click on the Pay Statement tab.

OFFICE SPACE

Dedicated office space is assigned to visiting faculty based on need and availability. The department does its best to ensure that all teaching faculty have functional office workspace. Whenever possible, the department is committed to providing each faculty member with a desk, a chair and modest office supplies. You will receive a key to your office and card-swipe access to the building and common internal areas. Please make sure that all doors and windows are locked when leaving. You will be responsible for the replacement cost for any lost keys.

MAILBOX

Your mail will be held in the Visiting Lecturers mailbox inside the main office (room 110) of the department.

HUMAN RESOURCES

SUNet ID & Email

Your SUNet ID is a 3-8 character account name that identifies you as a current member of the Stanford community with full access to the Stanford University Network of computing resources and services. The SUNet ID followed by @stanford.edu makes up your email address and appears in your Stanford web page URL (stanford.edu/~sunetid). It is your official login ID for online university systems.

Please request a SUNet ID from the [SUNet ID website](#) and email it to Katrin Wheeler at kwheeler@stanford.edu to request the required sponsorship. Use Reset Password if you have lost or forgotten your current password. Current passwords can be reset via [StanfordYou](#). Obtaining a SUNet ID is a prerequisite for establishing an official Stanford email account.

Accessing [Email@Stanford](#) will provide you with all you need to know about the email account included with every regular full service SUNet ID.

University ID

All members of the Stanford community are assigned an individual employee ID number (displayed above the picture on your Stanford ID card).

Stanford ID Card & Courtesy Card

A machine readable photo ID card that serves as your personal identification on campus and acts as an electronic key card, library card and access card to recreational facilities. You can obtain your ID card from the [Stanford Card Office](#) at George Forsythe Hall, 275 Panama Street (room 135). See web page for further details. You will use the Stanford ID card for after-hour access to our building.

StanfordYou

Use [StanfordYou](#) to add and change your public and private address, email, phone number, and other contact information. Updates are mirrored in [StanfordWho](#) and in the PeopleSoft human resources online system. Changes to your SUNet password and the creation of email aliases and account forwarding can also be managed via StanfordYou, as well as maintaining your vacation autoreply.

StanfordWho

[StanfordWho](#) is the online directory of all Stanford affiliates, offering public, private, and Stanford-only (authenticated) views. Anyone with an active SUNet ID can be listed and accessed in the directory. Your publicized contact information and accessibility are maintained in StandfordYou.

Axess

A web-based system where faculty and members of the Stanford community review and officially update personal information in electronic university records. Please ensure that you have full access to the teaching pages (via the 'Teaching' tab) of [Axess](#) and are familiar with how to use them early in the

quarter. You may also use Axess to view online pay statements, edit W4 and DE4 Information, view and order W-2s from current or prior years, add or update direct deposit, view your class list, submit end-of-quarter final grades, review evaluations, and monitor advisees. To avoid future problems, please check out the [User's Guide](#) and test all Axess functionality at the beginning of your appointment.

TECHNOLOGY

HelpSU Support

[HelpSU](#) is Stanford's central online help request facility. Use HelpSU to ask questions about computing and a variety of other topics. To create a HelpSU request, click on the 'Have a SUNet ID' tab and then navigate the request type pull-down menus on the HelpSU form to request assistance with a complete list of serviceable categories. There is no dedicated computer tech person for the Communication Department. To reach the IT department via phone, call 5-HELP (5-4357).

Telephones

To call someone off campus from a campus phone, press 9 to access an outside line. On campus, dial the last five digits of the extension number. In cases of **emergency** assistance or reporting serious emergencies or critical incidents, dial 9 + 911 or contact the Stanford Police and Public Safety office directly at 650.329.2413.

Voicemail

Dedicated phone line user: You will be provided voicemail service with basic answering machine capability for your designated, Stanford-based phone number. An [online guide](#) includes instructions for setting up your mailbox and utilizing its many convenient features.

Shared phone line: the voicemail will be set up with a standard message recommending that callers reach you by your individual email address or by your cell phone.

Internet

Detailed instructions on how to register your wireless system or device for the Stanford Network are available on [this website](#). Should you require wired access or run into technical problems with access and connectivity, please submit a HelpSU. If you have a guest on official university business, you may request a temporary wireless guest account from Katrin.

Email List Service

IT Services provides email distribution services that allow you to set up a mailing list addressed as [listname@lists.stanford.edu](#). Lists are requested and managed via the [Stanford Mailman](#) website. Your Stanford email address will be added to the department's list [comm-adjfaculty@lists.stanford.edu](#) for the duration that you are teaching. This is where official COMM announcements, departmental, and university notices are circulated. Journalism instructors will also be added to the department's journalism email list.

TEACHING

CourseWork

Stanford's course management system allowing faculty to develop and present Web-accessible instructional materials. [CourseWork](#) can be used to publish dedicated class home pages, create and update syllabi, post schedules and send e-mail list announcements, upload and organize course materials, link to supplemental websites, distribute and evaluate assignments, and manage grading. Note that end-of-quarter final grades must be entered through Axess.

Syllabus

[Stanford Syllabus](#) is a central, online database for Stanford class syllabi. For information on how to upload a syllabus, please see: <http://www.stanford.edu/group/syllabus/faqs/>

The Center for Teaching and Learning has CTL has developed some useful tools to assist faculty, graduate students and other instructors in creating a syllabus. This information is available at <http://ctl.stanford.edu/creating-syllabus.html>.

Textbooks

Supplemental readings are either ordered online through eDoptions, a service facilitated by [Stanford Bookstore](#) or by sending an email to the bookstore staff. You are going to receive instructions via email every quarter in time to meet the quarterly deadline. The number of copies ordered should be determined by the number of enrolled students in previous years, if available. We recommend to err on the side of too many texts rather than too few. If you find later on that there are more people than expected, you can contact the bookstore directly and have extra copies ordered. As of July 2010, federal law requires that textbook information is published at the time enrollment opens each quarter (see the [Stanford academic calendar](#)). There is an interface between eFollett (Stanford's online bookstore vendor) and Axess to ensure compliance with the law. For information on this initiative and how to use the new interface see: <http://studentaffairs.stanford.edu/registrar/faculty/heoa>. Another way to comply is to post your syllabus or an expanded course description (including textbook information) when enrollment opens on the [Stanford's syllabus web site](#).

Class Readers

Preparation of course readers is the sole responsibility of adjunct faculty. If your course will have a compendium of multi-sourced articles, assemble copies of the material that can then be printed locally by the Custom Publishing Department of the Stanford Bookstore, email custompub@bookstore.stanford.edu. Off-campus printing is available from nearby [Copy America](#). Note that due to copyright cost, readers may become quite expensive, and unlike textbooks, students cannot sell them back. We highly recommend posting links to publicly available articles on coursework, and to limit the class reader to required material. Stanford takes careful steps to comply with all copyright regulations, and your printer must contact the publishers or a copyright clearinghouse directly to obtain the necessary permissions before printing articles for your reader.

Photocopies

There is a departmental photocopier for copying class material. If you have not already received your copy code from Mark Sauer, please contact him. [The Copyright Law and Fair Use Guide](#) addresses issues concerning the use of copyrighted material that is photocopied at Stanford.

Copyright_and_Fair_Use_Overview guidelines for protecting works are also available from the [SULAIR library website](#):

Teaching Resources

[Teaching at Stanford](#) is an instructional guide covering pedagogical methods for teaching effective and highly rewarding courses. The primary resources for information concerning the protocols and procedures of Stanford are the [Administrative Guide](#) and the [Faculty Handbook](#), alerting faculty to the most current and up-to-date policies and procedures of the university. The [Stanford Bulletin](#) is an annual electronic publication of the Office of the University Registrar which outlines updates to university policies, course and degree requirements for Humanities & Sciences. The online Bulletin is updated each year in early August. Consult the [Academic Calendar](#) to see when grades are due and other academic due dates.

Teaching Support

[Technology Support for Courses](#) is Stanford's link-gateway to services that support teaching and learning. An introduction to teaching essentials is also provided, tailored to the needs of instructors new to Stanford. For additional teaching resources, visit the [Academic Technology Lab \(ATL\)](#), a resource center for faculty, instructors and TAs interested in using multimedia to improve teaching and learning and research at Stanford University.

Academic Standards at Stanford

The clauses that set the academic integrity of faculty and students in establishing and maintaining the highest standards in academic work is the [Honor Code](#); the code that sets the everyday expectations and conduct of students while enrolled at Stanford is the [Fundamental Standard](#); and the guide for ethical, professional, and legal standards of behavior for faculty, staff, and students at Stanford is the [University Code of Conduct](#).

OTHER USEFUL INFORMATION

Housing

[Community Housing](#) is the primary office at Stanford that provides information about housing opportunities in Palo Alto and the greater Peninsula offering listings of available house and apartment rentals. SUNet ID and password are required to access the rental listings; temporary user names and passwords can be requested. For more proactive house and apartment hunting, Craigslist will likely be your best and most immediate resource for locating and securing lodging near the university.

Parking & Transportation

If your classes are scheduled before 4pm and you are driving onto campus, you will need to purchase a parking permit from Parking & Transportation Services at 340 Bonair Siding. Consult a [campus parking map](#) to decide whether you prefer “A” or “C” parking. If you will only be on campus a couple of times a week, we recommend purchasing daily “scratchers”. You will need to show either your SUID or a [Department Sponsorship Application](#). If you use alternative transportation to commute to campus, [Transportation Services](#) can assist you in planning your commute via public transit, finding rideshare partners, using the real-time Marguerite bus schedule, or by getting you information on the best bike routes in the area.

Maps

Check the [Stanford Visitor Information](#) for driving directions and various campus maps. A keyword-searchable [campus map](#) allows you to look for a particular building by name or address.

Campus Alerts

In the event of a major emergency affecting the Stanford campus, Stanford faculty, staff, and students will receive an emergency communication on the phone numbers and emails registered in the Stanford directory (via StanfordYou or Axxess). The message will include basic information about the nature of the emergency and instructions on how to obtain further information. The system will be used in conjunction with other emergency resources already in place, such as the [emergency web site](#) and the emergency information hotlines (650-725-5555, 800-89SHAKE). Faculty members are asked to provide departments and StanfordYou with their updated emergency contact information.