

Food Science & Human Nutrition Iowa State University

Updated 2/27/2009

WHO/WHAT/WHERE for FSHN!

- **Main Office2312 Food Science & Human Nutrition**
- **Student Services 220 MacKay**

WHO TO CONTACT IN THE DEPARTMENT

- Absence Requests (faculty, staff) Lisa Dillavou, 2312, 4-3027
- Advising Office 220 MacKay, 4-6414 or 4-2553
- Announcements, FS HN Breanna Wetzler, 2312, 4-3011
- State Budgets & Distance Education Budgets..... Lisa Dillavou, 2312, 4-3027
- Teaching Budgets..... Erica Burkheimer, 2312, 4-4546
- Grant Budgets and Gold Sheets..... Jason McAreavy, 2312, 4-8623
- Committee Assignments (<http://www.fshn.hs.iastate.edu/faculty/committee.php>) Breanna Wetzler, 2312, 4-3011
- Communications (photos, news items) Breanna Wetzler, 2312, 4-3011
- Computer Support (computing) Marilyn Cox, 4-6400
- Computer Lab (for students/hours)Solution Center, 4-4000
Computer Lab Website: <http://www.hs.iastate.edu/it/labs/>
- Conference Rooms
 - 2253 Conference Room 4-3011
 - 1104 HNSB 4-2321
 - 1121 HNSB 4-2321
 - 209 MacKay 4-2321
- Dietetics Internship Program Jean Anderson, 220 MacKay, 4-7316 or 4-2321
- EASE Forms Jason McAreavy, 2312, 4-8623
- Graduate Student Support Brenda Emery, 220 MacKay, 4-6442
- Hiring (non-grad student related hiring, work-study, temp, permanent, faculty)..... Lisa Dillavou, 2312, 4-3027
- Hiring (grad student/tuition) Brenda Emery, 220 MacKay, 4-6442
- Keys – Building & Office (Food Sciences Bldg) Breanna Wetzler, 2312, 4-3011
- Keys – Building & Office (MacKay/HNSB) 220 MacKay, 4-6442
- Photos (professional, classroom activities, publicity)..... Breanna Wetzler, 2312, 4-3011
- PAGs (Professional Advancement Grants) for grad students' conf. travel Brenda Emery, 220 MacKay, 4-6442
- P-Card (University credit card) & Reimbursements..... Erica Burkheimer, 2312, 4-4546
- Office Space (MacKay HNSB)4-3011/4-6442
- Office Space (Food Science Bldg.).....4-3011/4-6442
- Office Supplies Erica Burkheimer, 2312, 4-4546
 - Send Erica an email (ericab@iastate.edu) with short description, unit, cost/unit, and quantity)
- Scheduling of Classes (grad, X courses, undergrad, new, changes)..... Curriculum Committee, creitmei@iastate.edu
- Telephone Coordinator –Food Sciences Bldg Lisa Dillavou/Breanna Wetzler, 4-3027 or 4-3011
- Telephone Coordinator – MacKay/HNSB..... Brenda Emery, 4-6442
- Policies & Procedures (FSHN): <http://www.fshn.hs.iastate.edu/faculty/policies/policies.php>
- Scholarships – Department Level Jean Tilley, 220 MacKay, 4-2321
- Scholarships – College Level Brenda Emery, 220 MacKay, 4-6442
- Timesheets Erica Burkheimer, 2312, 4-4546
- Travel Arrangements and Reimbursements Erica Burkheimer, 2312, 4-4546
- Undergraduate Support (syllabi, textbooks) Jean Tilley, 220 MacKay, 4-2321
- VISA processing (H1-B, extensions, renewals, visitors, post-docs) Lisa Dillavou, 2312, 4-3027
- Website, Departmental pages (<http://www.fshn.hs.iastate.edu/>) Marilyn Cox, 4-6400

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WHAT TO DO ON Monday/Wednesday/Friday

- Faculty Meetings (once a month, Monday @ 4:10PM during academic year).....CCUR Theater Rm. 1951 FSB
- Special Topics Meeting (once a month, Monday @ 4:10PM during academic year).....CCUR Theater Rm. 1951 FSB
- Seminars/Lectures (Wed @ 4:10 PM) 210 Bessey

WHERE TO GO ON CAMPUS

Benefits (http://www.hrs.iastate.edu/benefits/homepage.shtml).....	3810 Beardshear Hall, 4-4707
Employment & Payroll Sign-up* (http://www.controller.iastate.edu/payroll/signup.htm)	3810 Beardshear Hall, 4-6556
International Students & Scholars (ISS) (Non-resident aliens)	3248 Memorial Union, 4-1120
ISUCard	0530 Beardshear Hall, 4-2727
New Employee Orientation* (HR will e-vite you. Questions? Call 4-1070)	3770 Beardshear Hall
Parking Division (http://www.dps.iastate.edu/?page_id=51)	Room 168 Armory, 4-4428
Office of Sponsored Programs (http://www.ospa.iastate.edu/)	1138 Pearson, 4-5225
Visiting Scholar insurance.....	0570 BEARDSHEAR HALL

WHERE TO GO ON THE NET

AccessPlus	https://accessplus.iastate.edu/frontdoor/login.jsp
Ames Community, Information about the.....	http://www.visitames.com/
Center for Excellence in Learning and Teaching (CELT)	www.celt.iastate.edu
FSHN Department Website	http://www.fshn.hs.iastate.edu/
Resource Services, Iowa State University	http://www.hrs.iastate.edu/main/homepage.shtml
Information Technology [IT Services] (phone features/instructions).....	www.it.iastate.edu/voice
Iowa State University.....	http://www.iastate.edu
New Employee Welcome Page.....	www.hrs.iastate.edu/new
Provost, Office of the.....	www.provost.iastate.edu