



Faculty BULLETIN

WELCOME TO MIRAMAR

Welcome to FIU at I-75, a joint-use private/public partnership facility with Broward College. Our institutions share this LEED certified building featuring case-study classrooms, computer lab classrooms, study rooms, open workspaces, and an intimate open student computer lab.

Please take a moment to read through this bulletin and familiarize yourself with the services and support available at our location. We hope you and your students have a productive semester.

TEMPORARY OFFICE SPACE

Office space is available to current FIU faculty and instructors by request on a temporary basis. Priority is given to those faculty/instructors teaching courses at our location for the current semester. Requests from faculty/instructors not currently teaching at FIU at I-75 will begin processing during the third week of the semester. All requests must be received no less than 24 hours in advance. For your convenience the form is available at <http://go.fiu.edu/officespace>.

FACULTY MAILBOXES

All faculty and instructors are assigned mailboxes each term they teach at FIU at I-75. The mailboxes are located inside the administrative office suite, room 302, adjacent to the copy room. The official FIU courier stops daily to pick up and deliver inter-campus mail.

TECHNOLOGY RESOURCES

In addition to providing support to the staff at FIU at I-75, Damien Cooke, IT Generalist III, is available to provide technological assistance to the faculty teaching at this location. Damien can assist with issues related to university supported software, provide one-on-one tutorials for classroom resources, and serves as a liaison between FIU at I-75 and the Division of IT (DoIT) and other college/school technology departments. Contact Damien at (954) 438-8607 or damien@fiu.edu.

AFTER-HOURS ASSISTANCE

Need assistance with classroom and technology related matters after normal business hours? A Building Support Staff member is stationed at the Welcome Desk across from the elevators on the 3rd floor from 3:00 p.m. until 10:30 p.m. Monday through Friday, and from 6:30 a.m. until 7 p.m. on Saturday. Please dial 6-8617 from the FIU phone located in your classroom or call (954) 438-8617 from your cell phone for help. The Building Support Staff can troubleshoot basic technology issues, reset equipment at the teaching station, and escalate more complex issues to Media Technology Services.

HOURS of OPERATION

Enrollment Services

Mon.-Thur.	8:30 a.m. - 6:30 p.m.
Friday	8:30 a.m. - 5 p.m.
Sat. & Sun.	Closed

Building Hours

Mon.-Fri.	7 a.m. - 10:30 p.m.
Saturday	7 a.m. - 7 p.m.
Sunday	Closed

Open Computer Lab

Mon.-Fri.	8:30 a.m. - 10 p.m.
Saturday	7 a.m. - 6:30 p.m.
Sunday	Closed

Holidays/University Closed

Labor Day	Sept. 4th
Thanksgiving	Nov. 23rd & 24th
Winter Holidays	Dec. 22, 25, & 26



SPECIAL REQUESTS

If you require any special accommodations for your class, such as laptops, breakout rooms, or disability accommodations for a student, please send an e-mail to fi75rooms@fiu.edu for assistance. Additionally, please contact us to notify our staff of any class schedule/meeting pattern changes or cancellations in the event of an emergency. We're here to help.

DUPLICATING POLICY

Duplicating provided by FIU at I-75 is limited to quizzes and exams for courses offered at this location. Requests must be made at least 24 hours in advance during regular business hours. E-mail requests to miramar@fiu.edu. All other copies may be completed within our main office suite, room 302, by entering your MyAccounts credentials or swiping your FIU OneCard at the Toshiba terminal. Copies are only available in black and white. Please note, we are unable to grade exams or interoffice completed exams.

LIBRARY SERVICES

Although FIU at I-75 does not have a library on-site, online resources are available to students and faculty through the FIU Libraries. If your students are in need of research assistance, encourage them to view the tutorials available on the FIU Libraries website created specifically for our students at <http://libguides.fiu.edu/broward>. Faculty and students may also contact Melissa Del Castillo, the Virtual Learning & Outreach Librarian at medelcas@fiu.edu, or the Distance Learning Librarian, Sarah Hammill, at hammill@fiu.edu. In addition, FIU at I-75 faculty and students are able to access library materials at BBC and MMC through the interlibrary loan system. Visit <http://library.fiu.edu> for more information.



BOOKSTORE

A Barnes & Noble Bookstore is located on the first floor next to the Subway restaurant. FIU textbooks and assigned reading materials are available for purchase for the courses offered at this location only. Students have the option of using cash, credit, or their Panther One Card for payment. For more information, including hours of operation, please contact the bookstore staff directly at (954) 437-7888.

SAFETY & SECURITY



FIU at I-75's first line of assistance in non-emergency situations is provided by Broward College's Campus Safety personnel. The guards have an office located next to the main entrance on the first floor. Campus Safety can be reached either by contacting our staff, or by utilizing the Broward College emergency phone located in each classroom. In the event of an emergency, the Miramar Police Department and Miramar Fire Department are the designated first responders.

All classrooms are equipped with two sets of emergency phones, one supplied by FIU and the other by Broward College - each one is clearly labeled. FIU phones dial other FIU extensions and Broward College phones dial Broward College extensions. Both phones dial 9-1-1. Each classroom also contains an evacuation map in case of emergency. Please familiarize yourself with the phones and map.

Lastly, an AED (automated external defibrillator) machine is conveniently located on the third floor, across from the administrative office suite, room 302. With clear audio and visual commands, AEDs are designed to be simple to use. An alarm will sound and the authorities contacted when an AED is removed from its cabinet. Should you have any questions regarding safety and security, please contact one of our staff for further assistance.

FOOD & VENDING MACHINES

Subway is located on the first floor and opens Monday through Saturday. Hours of operation on Saturdays for the Fall semester are 10 a.m. to 2 p.m. Subway can be reached at (954) 201-8480. Vending machines stocked with beverages and snacks are located on the second and fourth floors on the East side of the building. The machines accept cash and credit card for payment. New machines are slated to be installed during the beginning of the semester. We'll be sure to notify you and your students once they are in service.

There are a number of great fast casual dining options in the area, including over a dozen establishments along 145th Avenue between Miramar Parkway and Pines Boulevard. Most offer takeout and delivery options as well. We're happy to make recommendations if needed.

Although food and beverages other than water are prohibited in the classrooms, everyone is welcome to eat in the first floor cafe or any of the open spaces throughout the building. We appreciate your help keeping the classrooms in excellent condition.

STUDY ROOMS

Study rooms are available for students to reserve a minimum of 24 hours in advance. Rooms are available on a first-come, first-served basis to current FIU students only (including fully online students). All requests must be submitted online at <http://go.fiu.edu/study>.