Date: 21 June 2013

To: English Department Writing Faculty

RE: Teaching Orientations & Academic Year Teaching

This memo includes important program and orientation information for AY 2013-2014. Please take a moment to review it in preparation for a new and exciting academic year. Thank you!

**INTRODUCTIONS**

The Writing Program draws on the talents of over 65 teachers, including: 33 English graduate student assistants; 3 non-English graduate students with SAGES appointments; 24 full-time English Lecturers with SAGES and other Writing Program teaching assignments (including ESL, Writing Foundations, and Professional Communication specialists); 3 part-time English/SAGES Lecturers; and 3 Instructors in English. In addition, we work closely with: 14 SAGES Fellows (whose appointments and teaching assignments are managed directly by SAGES); 10 SAGES Undergraduate Peer Writing Crew members (who are part of the Educational Services for Students department); and the numerous CWRU regular faculty members who teach writing in their own SAGES and departmental courses.

The Writing Program provides instruction to students and faculty at CWRU in a variety of ways: individual student and faculty consultations via the Writing Resource Center (WRC); semester-long, individualized writing courses (e.g., ENGL 180, “Writing Tutorial” and ENGL 186, “Writing Workshop for Researchers”); course-based workshops and consulting (by faculty request); campus-wide workshops on writing practice and instruction via the WRC and the University Center for Innovation in Teaching and Education (UCITE); writing instructor support in collaborative, consultation, and workshop “pairings” with individual SAGES seminars; stand-alone teaching of writing-intensive courses (including ENGL and SAGES courses); and curricular design and support across campus.

In this memo and throughout the year, I refer to all of us working in the Writing Program as "Writing Faculty" – this term is meant to be inclusive of all English/SAGES Lecturers (full- and part-time), English Graduate Student Assistants (i.e., all English graduate students receiving a stipend from the department), and non-English Graduate Student Assistants (who are technically part-time SAGES Lecturers). In the Orientation calendar below, I have tried to be as clear as possible about which events are relevant for which sub-groups of Writing Faculty; nevertheless, if you have questions, please let me know. **There are two pre-semester events that are required of all Writing Faculty:** the Writing Program Welcome (Tuesday, August 20, 1:30-
2:45) and the Resources for Teaching Writing at CWRU meeting (Wednesday, August 21. 2:15-3:45). Additional meetings for sub-groups of Writing Faculty occur throughout the orientation week (19-23 August); please consult the detailed schedule at the end of this memo for meetings relevant to your teaching assignment(s). Updates will be announced via email and posted online: http://www.case.edu/writing.

WHOM TO ASK?

As the Director of Composition in 2013-14, I will be happy to answer your questions about the writing program and/or teaching at Case in general – please feel free to use any of the contact information listed at the top of this memo.

Dr. Megan Swihart Jewell (megan.jewell@case.edu) is the Director of the Writing Resource Center. She can answer questions about the Center’s policies and practices in general, and in particular about targeted workshops and our English 180 course, which many of you have taught or will teach. Dr. Susan Dominguez (susan.dominguez@case.edu) is the Assistant Director of the Writing Resource Center. She can answer questions about WRC policies and outreach activities (e.g., classroom visits, workshops, etc.). Writing Resource Center administration can be reached at writingcenter@case.edu.

Dr. Erika Olbricht (erika.olbricht@case.edu) is the SAGES Instructional Coordinator, working particularly with Lecturers in English. She can answer questions about collaborations between Writing Faculty and SAGES Faculty, about SAGES scheduling, about preparing instructional portfolios, and about professional development for Lecturers. Dr. Malcah Effron (malcah.effron@case.edu) is the SAGES Portfolio Coordinator. She can answer questions about the SAGES Portfolio process (for SAGES writing instructors, faculty, and/or students completing their second University Seminar).

Dr. Hee-Seung Kang (hee-seung.kang@case.edu) coordinates services and curricula for non-native speakers of English, with special attention paid to SAGES First Seminars, and can answer questions about advising and developing appropriate curricular support for ESL students.

Dr. Paul Beauvais (paul.beauvais@case.edu) coordinates Writing Foundations First Seminar courses and can answer questions about native English speakers who might need additional targeted instruction to succeed in First Seminar.

Ms. Kimberly Miller (kimberly.miller@case.edu) coordinates the Professional Communication for Engineers program (ENGL 398). She can answer questions about technical and professional communication, and about ABET assessment (particular to the ENGL 398 program).

If you are uncertain about whom to contact or have general inquiries, feel free to write to the email address writing@case.edu, and one of us will respond as quickly as possible.
WRITING@CASE INSTRUCTIONAL RESOURCES ONLINE

In the coming academic year, the Writing@Case website (http://www.case.edu/writing) will continue to serve as a primary portal to information about our writing programs, including calendars, scheduling documents, and policy statements. This year, the College of Arts and Sciences is implementing a new protocol for websites and Writing@Case will undergo its much-anticipated redesign. Thank you for your patience with this process!

There is a large collection of teaching materials and resources archived (and growing, with your help) on the Blackboard site “Case Writing Programs” (you should see it listed under “My Organizations” when you log in at http://blackboard.case.edu). Note: you will be able to log on to Blackboard as soon as you have your Case Network ID (e.g., mine is kke1) – please let me know as soon as you have been made official in the system and I will add you to the Blackboard site and relevant email distribution lists.

The writing program maintains an email list for all writing faculty (writing-faculty@case.edu) for the general sharing of ideas and suggestions across the writing program, and for the distribution of administrative notes. Those on the list may post by writing an email addressed to writing-faculty@case.edu, or visiting https://lists.case.edu/ for archives and subscription management tools.

TEACHING ASSIGNMENTS & EXPECTATIONS

The Writing Program, the English Department, and SAGES all expect that the teaching you do on campus is your first priority; we thank you for your professionalism and for keeping us informed should any situation arise that affects your abilities to meet your teaching obligations.

Full-time Lecturers in English teach an equivalent of three courses each semester. Part-time Lecturers in SAGES provide writing support for SAGES on an as-needed basis. Teaching assignments are based on program need and scheduling constraints, and are divided among collaborative teaching and workshop assignments in the SAGES program, Writing Resource Center consultations, and individual writing tutorials (ENGL 180). In some semesters, Lecturers might be invited to teach First or University Seminars on topics related to areas of research expertise. All new Lecturers (in English/SAGES) who will be providing writing support to SAGES seminars or providing consulting hours in the WRC are required to participate in some of the Fall semester Pedagogy Seminar sessions (Tuesdays, 11:30-12:45); syllabus and details will be provided during orientation.

New graduate student assistants (i.e., those receiving tuition waivers and stipends for instructional work) in English have been assigned to work in the Writing Resource Center for their first semester, while they complete the University requirements for teaching undergraduates (i.e., UNIV 400A, see below). All new graduate student assistants in English are required to participate in the Fall semester Pedagogy Seminar, which meets on selected Tuesdays from 11:30-12:45; syllabus and details will be provided during orientation. In addition, all new graduate students who have or who will have instructional responsibilities (i.e., all graduate assistants receiving a stipend from CWRU) must enroll in UNIV 400A their first semester on
campus and should plan to attend its orientation on Tuesday 23 August beginning at 8:30 a.m. (see the orientation calendar at the end of this document).

Returning English graduate students have been assigned courses based on various scheduling needs, training, and preferences. Teaching assignments are divided among various English Department courses (148, 150, 186, 200-level literature and writing courses, and 398), collaborative teaching and workshop assignments in SAGES, Writing Resource Center consultations, and individual reading and writing tutorials (ENGL 180, 181).

The award of a graduate assistantship represents a significant investment by the university; therefore, English graduate assistants are expected not to accept employment outside the university during the academic year. You can find the latest English TA schedules for the academic semester online through the Writing@Case pages. (NB: schedules are subject to change, especially before August 23. Please check back periodically.)

MENTORING AND PROFESSIONAL DEVELOPMENT

The English Department has a mentoring program in place for all English TAs. Please see the separate Mentoring document (distributed during Orientation) for specific Faculty Mentor assignments. It is the responsibility of TAs to get in touch with mentor(s), preferably before the semester starts.

Dr. Olbricht will provide information to Lecturers about maintaining and developing a professional portfolio of teaching, scholarship, and service at Case, and about other professional development opportunities available at the University. For example, Dr. Olbricht coordinates a Publication Workshop for Lecturers that provides an opportunity to give and receive constructive feedback on emerging research. Additional information (including dates and times) will be provided during Orientation.

Impromptu gatherings (especially trips to the Barking Spider, the Jolly Scholar, and/or brown-bag lunches) for the purposes of collaboration and community-building are encouraged. Watch the writing-faculty@case.edu email list for periodic announcements, or post your own invitations!

NEW! ENGLISH DEPARTMENT COLLOQUIUM (VERSION 2.0)

This year, the English Graduate Committee has expanded the existing English Department Colloquium into a weekly affair. Talks will include national, regional, and local scholars speaking about current and emerging issues in English Studies. English Graduate Students and Faculty are expected to attend from 2:00-3:00 on Fridays throughout the academic year; all Writing Faculty are invited and encouraged to join whenever possible. The funding for this series arrived after most fall 2013 teaching schedules had been set; efforts will be made in the future to protect this hour as much as possible for those wishing to attend. A full calendar of speakers will be available at Orientation,
FOR YOUR CALENDAR: ORIENTATION, MEETINGS, ETC.

All writing faculty should plan to attend our orientation and faculty development programs during the week of **19-23 August.** These programs offer opportunities to provide essential information, share collective wisdom, meet each other, and generally get prepared for a new year of teaching writing at Case. Please see the orientation calendar (at the end of this document) for details and locations.

Periodic staff meetings for writing instructors and consultants will take place on Friday afternoons (12:30-1:45). Your attendance is mandatory at the session(s) appropriate to your teaching and consulting assignments; you are welcome at all sessions.

Details about Fall 2013 meetings and professional development opportunities are still being arranged, but in general, please keep the following guidelines in mind as you arrange your own calendars:

- **Mondays & Wednesdays (12:30-1:45):** First Seminar Fourth Hour events (for those teaching in SAGES); EGSA events (for English Graduate Students); occasional professional development seminars (for Writing Program &/or English Graduate Program).

- **Tuesdays (11:30-12:45):** Pedagogy Seminar Series (for all new graduate TAs, all new Lecturers); Engineering 398 Lecture (for all ENGL 398 instructors).

- **Thursdays (11:30-1:00):** English Graduate Program meetings, mini-courses, pro-seminars, and workshops; EGSA meetings (for English Graduate Students).

- **Fridays (12:30-1:45):** Writing Program Staff Meetings; English department meetings.

- **Fridays (2:00-3:00):** English Department Colloquium events – details forthcoming.

On the following pages, you will find a detailed calendar of events that will occur during Orientation Week and a list of important contact information. Please review these carefully and save them for future reference. If you have any questions, comments, or concerns, please send a message to writing@case.edu and/or contact Prof. Emmons. We all look forward to seeing you in August!
# CWRU Writing Program Orientation Schedule

## August 2013

### Monday, August 19, 2013

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<th>Time</th>
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| 10:00 a.m. – 11:30 a.m. | **English Department Grad TA Welcome and Program Overview**  
*Required of all new English graduate student assistants.*  
Led by: Prof. Kurt Koenigsberger & Prof. Kimberly Emmons | Guilford 107 |
| 12:30 p.m. – 2:00 p.m. | **Prof. Emmons’ Open Office Hours**  
*No appointment necessary – drop in to say hello, ask a question, or share your thoughts about the Writing Program and the coming academic year.* | Guilford 322 |

### Tuesday, August 20, 2013

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<th>Time</th>
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| 8:30 a.m. – 11:30 a.m. | **UNIV 400A Orientation**  
*Required of all graduate TAs new to CWRU. For more information, see: [http://students.case.edu/education/tatraining/](http://students.case.edu/education/tatraining/)* | Horvorka Atrium & Clapp 108 |
| 10:00 a.m. – 11:30 a.m. | **English 148, English 150 & English 186 Instructors’ Orientation**  
*Required of all writing faculty with ENGL 148, 150, and 186 teaching assignments. Please email your syllabus to Prof. Emmons by/before noon on Monday, August 19. Bring 4 copies of your syllabus to this meeting.* | Guilford 223 |
| 11:30 a.m. – 1:00 p.m. | **SAGES First Seminar Lunch**  
*This event is coordinated by SAGES/Undergraduate Studies – if this applies to you, you will receive additional information from one of those offices.* |           |
| 1:30 p.m. – 2:45 p.m. | **Writing Program Welcome & Introductions**  
*Required of all Writing Program Faculty* | Kelvin Smith Library, Room LL06 (downstairs) |
| 3:00 p.m. – 4:30 p.m. | **SAGES Overview & New Lecturers Orientation**  
*Required of all Writing Faculty new to CWRU & all Graduate Student Writing Faculty with SAGES Teaching Assignments* | Guilford 301 |

Led by: Prof. Kimberly Emmons

Led by: Dr. Erika Olbricht
**WEDNESDAY, AUGUST 21, 2013**

8:00 a.m. – 12:30 p.m.  **New Graduate Student Orientation**  
Required of graduate students new to CWRU. For more information and location, see: [http://gradstudies.case.edu/orientation](http://gradstudies.case.edu/orientation).  
Led by: Graduate Studies

8:30 a.m. – 10:00 a.m.  **SAGES First Seminar Advising Sessions**  
This event is coordinated by SAGES/Undergraduate Studies – if this applies to you, you will receive additional information from one of those offices.

10:00 a.m. – 12:30 p.m.  **ENGL 398 Orientation & Staff Meeting**  
Olin 303  
Required of all Writing Faculty teaching ENGL 398  
Led by: Ms. Kimberly Miller

12:30 p.m. – 2:00 p.m.  **Teaching Writing Collaboratively in SAGES**  
Kelvin Smith Library, LL06 (Downstairs)  
Required of all Writing Faculty with SAGES Teaching Assignments  
Led by: Dr. Erika Olbricht

2:15 p.m. – 3:45 p.m.  **Resources for Teaching Writing at CWRU**  
Kelvin Smith Library, Dampeeer Room (2nd Floor)  
Required of all Writing Faculty. Light refreshments, courtesy of Kelvin Smith Library, and a chance to meet and discuss writing resources will follow a brief presentation.  
Led by: Prof. Kimberly Emmons

**THURSDAY, AUGUST 22, 2013**

9:00 a.m. – 12:00 noon  **New WRC Consultant Orientation**  
Clark 104  
Required of Writing Faculty who have not offered WRC consulting hours at CWRU previously.  
Led by: Dr. Megan Swihart Jewell

10:00 a.m. – 11:30 a.m.  **ENGL 181 Orientation**  
Sears 470 (ESS)  
Required of all ENGL TAs assigned to teach ENGL 181 in fall 2013.  
Led by: Prof. Kimberly Emmons & Judith Olson-Fallon, Director of ESS

10:00 a.m. – 11:30 a.m.  **SAGES ESL Orientation & Staff Meeting**  
Guilford 223  
Required of all Lecturers teaching ESL First Seminars in Fall 2013  
Led by: Dr. Hee-Seung Kang

10:00 a.m. – 11:30 a.m.  **Writing Foundations Orientation & Staff Meeting**  
Guilford 317  
Required of Lecturers teaching Writing Foundations seminars  
Led by: Dr. Paul Beauvais
1:30 p.m. – 5:00 p.m.  
**SAGES First Seminar Advising Sessions**  
*This event is coordinated by SAGES/Undergraduate Studies – if this applies to you, you will receive additional information from one of those offices.*

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**FRIDAY, AUGUST 23, 2013**

8:30 a.m. – 4:00 p.m.  
**SAGES First Seminar Advising Sessions**  
*This event is coordinated by the SAGES, First Year Experience, and Undergraduate Studies offices – if this applies to you, you will receive additional information from one of those offices.*

10:00 a.m. – 12:00 noon  
**Think Seminars**  
*These events are coordinated by the First Year Experience & Orientation offices – if this applies to you, you will receive additional information from one of those offices.*

10:00 a.m. – 11:30 a.m.  
**English Graduate Student Association Meeting**  
*For all English Graduate Students*  
Led by: Monica Orlando, EGSA President

1:00 p.m. – 2:00 p.m.  
**ENGL 180 Orientation**  
*Required of all Writing Faculty who will be teaching ENGL 180 students.*  
Led by: Dr. Megan Swihart Jewell

2:15 p.m. – 3:15 p.m.  
**WRC Staff Meeting**  
*Required of all Writing Faculty offering WRC consulting hours.*  
Led by: Dr. Megan Swihart Jewell

4:00 p.m.  
**English Department/Graduate Program Picnic**  
*Introduction of English Faculty, Fellows, Lecturers, & Graduate Students.*
IMPORTANT WRITING PROGRAM CONTACT INFORMATION: AY 2013-2014

ADMINISTRATIVE E-MAIL ALIASES:
writing@case.edu for general inquiries
writingcenter@case.edu for inquiries about the Writing Resource Center and its operation
english398@case.edu for inquiries about Professional Communication for Engineers
sageswritingcrew@gmail.com to reach the SAGES Peer Writing Crew e-dropbox

E-MAIL DISTRIBUTION LISTS:
writing-faculty@case.edu all lecturers & grad TAs teaching writing/tutoring at Case
wid-faculty@case.edu to reach all writing faculty in English 398 posts

ENGLISH DEPT. ADMINISTRATIVE STAFF:
Professor Mary Grimm English Department Chair: 106 Guilford, mary.grimm@case.edu, 368-2355
Latricia Robinson-Allen English Department Administrative Assistant (finances, contracts, payments, SIS): 106B Guilford, latricia.robinson@case.edu, 368-2340
Susan Grimm English Department Secretary (graduate applications, room requests, supplies, publicity): 106B Guilford, sxd290@case.edu, 368-1508
Professor Kurt Koenigsberger Director of Graduate Studies: 321 Guilford, kurt.koenigsberger@case.edu, 368-6994

WRITING PROGRAM ADMINISTRATIVE STAFF:
Professor Kimberly Emmons Director of Composition: 322 Guilford, kimberly.emmons@case.edu, 368-6924
Dr. Megan Jewell Director of the Writing Resource Center: 220 Guilford, megan.jewell@case.edu, 368-3799
Dr. Susan Dominguez Assistant Director of the Writing Resource Center: 406 Guilford, susan.dominguez@case.edu

Dr. Erika Olbricht SAGES Instructional Coordinator: 319 Guilford, erika.olbricht@case.edu, 368-3799
Dr. Hee-Seung Kang Director of ESL services and curriculum: 219 Guilford, hee-seung.kang@case.edu, 368-2357
Dr. Paul Beauvais Director, Foundations First Seminar: 405 Guilford, paul.beauvais@case.edu, 368-2357
Dr. Malcah Effron SAGES Portfolio Coordinator: 405 Guilford, malcah.effron@case.edu
Ms. Kimberly Miller Coordinator, Professional Communication for Engineers (ENGL 398) Program: 404 Guilford, kimberly.miller@case.edu, 368-2370

SAGES ADMINISTRATIVE STAFF:
Professor Peter Whiting Director of SAGES: 110 Crawford, peter.whiting@case.edu, 368-3989
Michael Householder Associate Director of SAGES: 110 Crawford, michael.householder@case.edu, 368-5830
Carrie Kurutz SAGES Administrative Assistant (general questions, SAGES Portfolio): carrie.kurutz@case.edu, 368-8954
Janet Alder SAGES Administrative Assistant (course funds, SAGES finance & administration): jra20@case.edu, 368-5830
Sharmon Sollitto SAGES Administrative Assistant (Fourth Hour arrangements, campus/local events, Blackboard access): sharmon.sollitto@case.edu, 368-0691
Arthur Evenchik Co-Coordinator, SAGES Peer Writing Crew: arthur.evenchik@case.edu, 368-0430
Judith Olson-Fallon Director, Educational Services for Students; Co-Coordinator, SAGES Peer Writing Crew: jko2@case.edu, 368-8825