Date: 27 June 2014

To: English Department Writing Faculty

RE: Teaching Orientations & Academic Year Teaching

This memo includes important program and orientation information for AY 2014-2015. Please take a moment to review it in preparation for a new and exciting academic year. Thank you!

CWRU WRITING PROGRAM OVERVIEW

Writing – defined broadly to include oral, visual, digital, and inscriptive modes of communication – is essential to all academic and civic endeavors. Writing enables scholarly exchange of ideas; it facilitates civic and professional participation; it inspires creativity and innovation; it transforms students into leaders, activists, inventors, artists, teachers, and citizens of the world. The CWRU Writing Program’s mission is to ensure that all students develop sophisticated communicative strategies through understanding their own writing processes; assessing the contexts and audiences for their ideas; and articulating their messages clearly, passionately, and persuasively.

The Writing Program consists of three primary initiatives:

Innovative Curricula – The Writing Program collaborates with faculty, departments, and schools across CWRU to provide pedagogical leadership in a variety of curricular programs. For example:

• The Seminar Approach to General Education and Scholarship (SAGES) is a nationally-distinctive “vertical curriculum” for CWRU undergraduates. Students complete five limited-enrollment, writing-intensive seminars across their four years, beginning with a First Seminar and culminating in a Senior Capstone experience.

• Since 2007, the English Department and the School of Engineering have collaborated on an innovative Professional Communication for Engineers curriculum that pairs a lecture course on professional ethics and entrepreneurship with a writing course on technical and professional communication.

• The English department offers a number of general and specialized writing courses, including business and professional writing; writing for the health professions; creative writing seminars; and a writing workshop designed for graduate students, post-doctoral researchers, and other community members.
Outstanding Student Support – Inside and beyond the classroom, the Writing Program offers CWRU writers at all levels (from undergraduate to post-doctoral scholars and faculty) support in their communicative endeavors. For example:

- Full-time English Lecturers and other Writing Faculty provide collaborative classroom support for SAGES seminars. Each year, we provide writing instruction in over 150 courses.
- The Writing Resource Center (WRC) offers one-on-one writing consultations to undergraduates, graduate and professional students, and faculty and staff members of the CWRU community. In academic year 2013-2014, the WRC worked with more than twelve hundred students, who made 4,180 consultation visits, and offered campus-wide workshops addressing writers’ and instructors’ concerns. In addition, the WRC provides supplemental writing courses for academic credit that serve writers at all stages of their careers, from non-native speakers of English to advanced graduate students.

Dedicated Intellectual Leadership – The Writing Program promotes the value of writing across campus through faculty development seminars, student workshops, and invited classroom activities. For example:

- Writing Program faculty are available to the campus community to provide instructional consultations, curricular planning sessions, and workshops on designing and assessing student writing projects.
- Each semester, the Celebration of Student Writing invites students to present their work publicly alongside the undergraduate research symposium and poster session.
- The SAGES First and University Seminar Essay Awards recognize the best essays written by CWRU undergraduates.
- Each year, the Writing Program recognizes outstanding teachers with three awards: the Jessica Melton Perry Award for Distinguished Teaching in Disciplinary and Professional Writing; the SAGES Excellence in Writing Instruction Award; and the Writing Resource Center Excellence in Consulting Award.
- Beyond the CWRU community, the Writing Program aspires to develop partnerships with the communities that surround our campus and with national organizations for writing researchers and teachers.

The Writing Program draws on the talents of over fifty writing specialists, including: English graduate student assistants; non-English graduate students with SAGES appointments; full-time English Lecturers with SAGES and other Writing Program teaching assignments (including ESL, Writing Foundations, and Professional Communication specialists); part-time English/SAGES Lecturers; and faculty in English. In addition, we work closely with SAGES Fellows (whose appointments and teaching assignments are managed directly by SAGES); 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.

**IMPORTANT ADMINISTRATIVE CONTACTS**

As the Director of Composition in 2014-15, 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. In addition, all of the Writing Program Administrators listed here can be contacted via writing@case.edu.

**Dr. Erika Olbricht** 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 and Pedagogy Sessions, about preparing instructional portfolios, and about professional development for Lecturers.

**Dr. Hee-Seung Kang** 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. Martha Schaffer** coordinates Writing Foundations First Seminar courses and can answer questions about native English speakers who might need additional targeted writing instruction, especially in First Seminars, to be most successful in their CWRU coursework.

**Dr. Robin Evans** 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).

**Dr. Megan Swihart Jewell** 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. Mark Pedretti** is the Assistant Director of the Writing Resource Center. He 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. Eric Chilton is the SAGES Portfolio Coordinator. He can answer questions about the SAGES Writing Portfolio process (for SAGES writing instructors, faculty, and/or students completing their second University Seminar). Questions about the SAGES Writing Portfolio may be addressed to SAGESportfolio@case.edu.

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 primary employment; we thank you for your professionalism and for keeping us informed should any situation arise that affects your abilities to meet your teaching obligations.

English Lecturers

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

* For returning writing faculty – this is really happening this year. I have access to the site and you can expect updates and a chance to give feedback on the new site throughout the academic year.
support to SAGES seminars or providing consulting hours in the WRC are required to participate in weekly SAGES Pedagogy Sessions. More information will be distributed during orientation.

**English Graduate Assistants**

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). **In addition, all new graduate student assistants in English are required to participate in the Fall semester English Department Pedagogy Seminar, which meets five times during the fall semester;** 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 will find or more information at the Graduate School Orientation on Tuesday & Wednesday of orientation week (see the 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, 183, 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). English graduate assistants assigned to teach English 398 are required to attend Engineering 398 lectures (11:30-12:20 on Tuesdays) and periodic ENGL 398 staff meetings. English graduate students who will be providing writing support to SAGES seminars are required to participate in weekly SAGES Pedagogy Sessions. More information will be distributed during orientation.

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 22. Please check back periodically.)

**MENTORING AND PROFESSIONAL DEVELOPMENT**

**English Lecturers**

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.
**English Graduate Assistants**

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.

Impromptu gatherings (especially trips to the Barking Spider, the Jolly Scholar, Cleveland Beer Cellars 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!

**ENGLISH DEPARTMENT COLLOQUIUM**

The English Graduate Committee coordinates the English Department Colloquium each week throughout the academic year. 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 **3:00-4:00 on Fridays**; all Writing Faculty are invited and encouraged to join whenever possible. 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 **18-22 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 2014 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):** 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 (3:00-4:00):** English Department Colloquium events – details forthcoming.

Please review the following calendar & contact information carefully and save them for future reference. If you have any questions, comments, or concerns, please send a message to writing@case.edu. We all look forward to seeing you in August!

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**CWRU WRITING PROGRAM ORIENTATION SCHEDULE**

**AUGUST 2014 – LOCATIONS TBA**

**MONDAY, AUGUST 18, 2013**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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| 10:00 a.m. – 12:00 noon | **English Department New Grad TA Welcome and Program Overview**  
**Required of all new English graduate student assistants.**  
Led by: Prof. Kurt Koenigsberger & Prof. Kimberly Emmons |
|              | Guilford 107                                                                            |
| 1:00 p.m. – 4:00 p.m. | **Meetings with Prof. Koenigsberger for New ENGL Grads**  
**Meetings will be set up individually.** |
|              | Guilford 321                                                                            |
| 1:00 p.m. – 1:30 p.m. | **English Department Grad TA Staff Meeting**  
**Provides an overview of teaching assignments and procedures. Required of all English graduate student assistants.**  
Led by: Prof. Kimberly Emmons |
|              | TBD                                                                                      |
| 1:30 p.m. – 3:00 p.m. | **English Department TA Stand-Alone Teaching Meetings**  
**Syllabus workshops and important course information. Required of TAs with stand-alone teaching assignments.** |
|              | TBD                                                                                      |
| 1:00 p.m. – 2:30 p.m. | **New English Lecturer Orientation**  
**Required of all new English Lecturers (full- and part-time).**  
Led by: Dr. Erika Olbricht |
<p>|              | TBD                                                                                      |</p>
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<tr>
<th>Time</th>
<th>Event</th>
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<th>Description</th>
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<tr>
<td>3:00 p.m. – 4:30 p.m.</td>
<td><strong>Teaching Writing (Collaboratively) in SAGES</strong> Required of all writing faculty with teaching assignments in SAGES. Led by: Dr. Erika Olbricht</td>
<td>TBD</td>
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<tr>
<td>3:00 p.m. – 4:30 p.m.</td>
<td><strong>Office Hours – Prof. Emmons</strong> Optional Office Hours</td>
<td>Guilford 322</td>
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<td>4:30 p.m.</td>
<td><strong>Writing Program Happy Hour</strong> Join us to relax and catch up with old friends and make new ones. Location TBD</td>
<td>TBD</td>
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**TUESDAY, AUGUST 19, 2013**

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<th>Time</th>
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<th>Location</th>
<th>Description</th>
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<tr>
<td>8:00 a.m. – 4:00 p.m.</td>
<td><strong>New Gradate Student Orientation</strong> Required of graduate students new to CWRU. This session is coordinated by the School of Graduate Studies – if this applies to you, you will receive additional information under separate cover.</td>
<td>TBD</td>
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<td>11:30 a.m. – 1:00 p.m.</td>
<td><strong>SAGES First Seminar Lunch</strong> This event is coordinated by SAGES/Undergraduate Studies – if this applies to you, you will receive additional information from one of those offices.</td>
<td>TBD</td>
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<td>3:00 p.m. – 4:15 p.m.</td>
<td><strong>SAGES Welcome (Back) Event</strong> Required of all Writing Program Faculty with SAGES teaching assignments. Convened by: Prof. Peter Whiting</td>
<td>Kelvin Smith Library, Room LL06 (downstairs)</td>
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**WEDNESDAY, AUGUST 20, 2013**

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<th>Time</th>
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<th>Description</th>
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<tr>
<td>9:00 a.m. – 1:00 p.m.</td>
<td><strong>New Gradate Student Orientation</strong> Required of graduate students new to CWRU. This session is coordinated by the School of Graduate Studies – if this applies to you, you will receive additional information under separate cover.</td>
<td>TBD</td>
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<td>12:00 noon – 5:00 p.m.</td>
<td><strong>SAGES First Seminar Advising Sessions</strong> This event is coordinated by SAGES/Undergraduate Studies – if this applies to you, you will receive additional information from one of those offices.</td>
<td>TBD</td>
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<td>2:00 p.m. – 4:00 p.m.</td>
<td><strong>Office Hours – Prof. Koenigsberger (Director of Graduate Studies, English)</strong></td>
<td>Guilford 321</td>
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### Thursday, August 21, 2013

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<tr>
<th>Time</th>
<th>Event</th>
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| 8:00 a.m. – 9:00 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. |
| 9:00 a.m. – 12:00 noon | New WRC Consultant Orientation  
Required of Writing Faculty who have not offered WRC consulting hours at CWRU previously.  
Led by: Dr. Megan Swihart Jewell |
| 12:00 noon – 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. |

### Friday, August 22, 2013

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<th>Time</th>
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| 8:00 a.m. – 10:30 a.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. |
| 9:00 a.m. – 10:30 a.m. | Office Hours – Prof. Emmons  
Optional Office Hours |
| Guilford 322     |                                                                      |
| 11:00 a.m. – 12:00 noon | ENGL 180 Orientation  
Required of all Writing Faculty who will be teaching ENGL 180 students.  
Led by: Dr. Megan Swihart Jewell |
| 1:00 p.m. – 2:00 p.m. | WRC Staff Meeting  
Required of all Writing Faculty offering WRC consulting hours.  
Led by: Dr. Megan Swihart Jewell |
| 2:30 p.m. – 5:00 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. |
| 3:00 p.m. – 4:00 p.m. | English Graduate Student Association Meeting  
For all English Graduate Students  
Led by: Jessica Slentz, EGSA President |
| Guilford 107     |                                                                      |
| 4:00 p.m.        | English Department Welcome-Back Picnic  
Introduction of new English Faculty, Fellows, Lecturers, & Graduate Students. |
IMPORTANT WRITING PROGRAM CONTACT INFORMATION: AY 2014-2015

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: 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. Mark Pedretti  Assistant Director of the Writing Resource Center: 404 Guilford, mark.pedretti@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. Martha Schaffer  Director, Foundations First Seminar.
Dr. Eric Chilton  SAGES Portfolio Coordinator: 408 Guilford, eric.chilton@case.edu.
Dr. Robin Evans  Coordinator, Professional Communication for Engineers (ENGL 398) Program

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
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-Hammer  Director, Educational Services for Students; Co-Coordinator, SAGES Peer Writing Crew: jko2@case.edu, 368-8825
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<thead>
<tr>
<th>Time</th>
<th>Mon - 8/18</th>
<th>Tues - 8/19</th>
<th>Wed - 8/20</th>
<th>Thurs - 8/21</th>
<th>Fri - 8/22</th>
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<tr>
<td>8:00</td>
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<td>New TA Orientation (Graduate School) (8-4)</td>
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<td>10:00</td>
<td>New ENGL TA Orientation (10-noon)</td>
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<td>ENGL 180 Orientation (11-12)</td>
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<td>12:30</td>
<td>ENGL TA Staff Meeting (1-1:30)</td>
<td>New Lecturers Orientation to SAGES &amp; Writing Program (1-2:30)</td>
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<td>1:00</td>
<td>ENGL 180 Orientation (1-2:30)</td>
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<td>1:30</td>
<td>Workshops for ENGL 148, 150, 183, 186, 305 (1:30-3:00)</td>
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<td>2:00</td>
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<td>WRC Staff Meeting (1-2)</td>
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<td>2:30</td>
<td>Teaching Collaboratively in SAGES (3-4:30)</td>
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<td>3:00</td>
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<td>Teaching Collaboratively in SAGES (3-4:30)</td>
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<td>3:30</td>
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<td>SAGES Program Welcome (3-4:15; KSL LL06)</td>
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<td>Writing Program Happy Hour (Location TBD)</td>
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<td>4:30</td>
<td>Writing Program Happy Hour (Location TBD)</td>
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<td>ENGL Dept. Welcome Picnic (4-6)</td>
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