Date: 18 June 2012

To: English Department Writing Faculty

RE: Teaching Orientations & Academic Year Teaching

Welcome to a new academic year. Please take a moment to review the material in this memo; feel free to contact me with any additional concerns or questions you might have. Enjoy the balance of your summer, and I look forward to seeing you during the week of 20-24 August!

INTRODUCTIONS

As the Director of Composition in 2012-13, 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 above.

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. Mark Pedretti (mark.pedretti@case.edu) 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. 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. Tasia Hane-Devore (tasia.hane@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 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.
If you are uncertain about whom to contact or have general inquiries, feel free to write to us via 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.

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). Please send your suggestions and additional materials for sharing to writing@case.edu. Other faculty (i.e., SAGES collaborators, etc.) may request access to these resources by sending a message to writing@case.edu.

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**

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). All new graduate student assistants in English are required to participate in the Fall semester Pedagogy Seminar, which meets every Tuesday 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 an orientation on Tuesday 23 August 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, 183, 184, 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 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. 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 schedules for the academic semester online through the Writing@Case pages. (NB: schedules are subject to change, especially before August 27. 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.

The English Department Colloquium, organized by Dr. Swihart Jewell, provides an opportunity to gather with colleagues to discuss current work in progress. The Colloquium meets on Friday afternoons, and all TAs, Lecturers, Fellows, and Faculty are strongly encouraged to attend. Additional information (including dates and times) will be provided during Orientation.

The Publication Workshop (for Lecturers), organized by Dr. Erika Olbricht, provides an opportunity for Lecturers to present portions of their scholarship to each other and 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!
FOR YOUR CALENDAR: ORIENTATION, MEETINGS, ETC.

All writing faculty should plan to attend our orientation and faculty development programs during the week of 20-24 August. These programs offer opportunities to share 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 2012 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:

- **Tuesdays (11:30-12:45):** Pedagogy Seminar Series (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 (monthly).
- **Fridays (12:30-1:45):** Writing Program Staff Meetings; English department meetings.
- **Fridays (10:00-3:00):** Currently, no English graduate students are taking classes in this time block, so this is a prime time to schedule workshops, exchange teaching tips, etc.

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 2012

Monday, August 20, 2012

10:00 a.m. – 11:30 a.m.  English Department Grad TA Welcome and Program Overview
Clark 302
Guilford 107

English Department Grad TA Welcome and Program Overview
Required of all new English graduate student assistants
Led by: Prof. Kurt Koenigsberger and Prof. Kimberly Emmons

1:00 p.m. – 2:00 p.m.  English 148 & English 150 Instructors’ Orientation
Guilford 223

English 148 & English 150 Instructors’ Orientation
Required of all graduate students instructors teaching 148grad, 148 & 150. Please email your syllabus to writing@case.edu by/before noon on Friday, August 17. Bring 4 copies of your syllabus to this meeting.
Led by: Prof. Prof. Kimberly Emmons

2:00 p.m. – 3:30 p.m.  Prof. Emmons’ Open Office Hours
Guilford 322

No appointment necessary – drop in to say hello, ask a question, or share your thoughts about the Writing Program and the coming academic year.

Tuesday, August 21, 2012

8:30 a.m. – 12:00 noon  UNIV 400A Orientation
9-10 or 11-12
Clapp 108

UNIV 400A Orientation
Required of all graduate TAs new to CWRU.
Led by: Educational Services for Students

11:30 a.m. – 1:00 p.m.  SAGES First Seminar Lunch
TBD

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. – 4:30 p.m.  New WRC Consultant Orientation
Sears 542

New WRC Consultant Orientation
Required of new Lecturers and new English Graduate Students (i.e., anyone new to CWRU who will be offering WRC consulting hours during the year)
Led by: Dr. Megan Swihart Jewell

1:30 p.m. – 3:00 p.m.  Writing Foundations Orientation & Staff Meeting
Guilford 223

Writing Foundations Orientation & Staff Meeting
Required of Lecturers teaching Writing Foundations seminars in Fall 2012
Led by: Dr. Paul Beauvais
### Wednesday, August 22, 2012

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m. – 3:00 p.m.</td>
<td>SAGES First Seminar Advising Sessions</td>
<td>TBD</td>
<td>This event is coordinated by SAGES/Undergraduate Studies – if this applies to you, you will receive additional information from one of those offices.</td>
</tr>
<tr>
<td>9:00 a.m. – 12:30 p.m.</td>
<td>New Graduate Student Orientation</td>
<td>Agnar Pytte Science Center</td>
<td>Required of graduate students new to CWRU. Led by: Graduate Studies</td>
</tr>
<tr>
<td>3:00 p.m. – 4:30 p.m.</td>
<td>SAGES Overview – New Lecturers Orientation</td>
<td>Nord 213</td>
<td>Required of all new Lecturers with SAGES Teaching Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Led by: Dr. Erika Olbricht</td>
</tr>
</tbody>
</table>

### Thursday, August 23, 2012

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m. – 12:00 p.m.</td>
<td>SAGES First Seminar Advising Sessions</td>
<td>TBD</td>
<td>This event is coordinated by SAGES/Undergraduate Studies – if this applies to you, you will receive additional information from one of those offices.</td>
</tr>
<tr>
<td>1:00 p.m. – 2:00 p.m.</td>
<td>WRC Staff Meeting</td>
<td>Nord 400</td>
<td>Required of all WRC Consultants</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Led by: Dr. Megan Jewell</td>
</tr>
<tr>
<td>2:15 p.m. – 3:30 p.m.</td>
<td>English Lecturer Meeting: SAGES Collaborations</td>
<td>Nord 400</td>
<td>Required of all new full-time English Lecturers with SAGES Teaching Assignments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Olin 303</td>
<td>Led by: Dr. Erika Olbricht</td>
</tr>
<tr>
<td>2:15 p.m. – 3:30 p.m.</td>
<td>ENGL 398 Orientation &amp; Staff Meeting</td>
<td>Nord 213</td>
<td>Required of all English Graduate Student TAs teaching ENGL 398 in Fall 2012</td>
</tr>
<tr>
<td>2:15 p.m. – 3:30 p.m.</td>
<td>ENGL 180 Orientation &amp; Staff Meeting</td>
<td>Nord 212</td>
<td>Required of all Graduate Student TAs &amp; Lecturers with ENGL 180 assignments in Fall 2012</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Led by: Dr. Megan Swihart Jewell</td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
<td>Location</td>
<td>Details</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------------------------------</td>
<td>---------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>8:30 a.m. – 12:00 p.m.</td>
<td><strong>SAGES First Seminar Advising Sessions</strong></td>
<td>TBD</td>
<td>This event is coordinated by SAGES/Undergraduate Studies – if this applies to you, you will receive additional information from one of those offices.</td>
</tr>
<tr>
<td>10:00 a.m. – 12:00 noon</td>
<td><strong>Meet the Faculty Events</strong></td>
<td>Nord 213</td>
<td>These events are coordinated by Undergraduate Studies – if this applies to you, you will receive additional information from that office.</td>
</tr>
</tbody>
</table>
| 12:30 p.m. – 2:00 p.m. | **English Graduate Student Association Meeting**                      | Nord 213                  | For all English Graduate Students  
Led by: Monica Orlando, EGSA President                                                                                                             |
| 12:30 p.m. – 1:45 p.m. | **SAGES ESL Orientation & Staff Meeting**                             | Nord 212                  | Required of all Lecturers teaching ESL First Seminars in Fall 2012  
Led by: Dr. Hee-Seung Kang                                                                                                                      |
| 2:00 p.m. – 4:00 p.m. | **Writing Program Welcome & All Staff Meeting**                      | Bingham 103               | Required of all Writing Program faculty (Graduate students, Lecturers, etc.)  
Led by: Prof. Kimberly Emmons                                                                                                                   |
| 4:00 p.m.        | **English Department/Graduate Program Picnic**                        | Guilford Lawn (and/or Parlor/Dining Room) | Introduction of English Faculty, Fellows, Lecturers, & Graduate Students                                                                 |
|                 |                                                                      | Clark 206                 |                                                                                                                                           |
IMPORTANT WRITING PROGRAM CONTACT INFORMATION: AY 2012-2013

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. Mark Pedretti Assistant Director of the
Writing Resource Center: 404 Guilford,
mark.pedretti@case.edu

Dr. Erika Olbright SAGES Instructional
Coordinator: 319 Guilford,
erika.olbright@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. Tasia Hane-Devore SAGES Portfolio
Coordinator: 403 Guilford,
tasia.hane@case.edu, 368-2365
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 Associate Dean for
SAGES: 110 Crawford,
peter.whiting@case.edu, 368-3989
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