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Date: 9 July 2010

To: English Department Writing Faculty

RE: Teaching Orientations and Academic Year Teaching

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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 16-20 August!

## INTRODUCTIONS

As the **Director of Composition** in 2010-11, I will be happy to answer your questions about teaching at Case in general – please feel free to use any of the contact information listed above. The **Assistant to the Director of Composition** for 2010-11 is **Danny Anderson** ([dpa4@case.edu](mailto:dpa4@case.edu)). He has taught a variety of writing courses here at Case and will be pleased to talk with you about those experiences. If you are uncertain about whom to contact or have general inquiries, feel free to write us at [writing@case.edu](mailto:writing@case.edu), and one of us will respond as quickly as possible.

**Dr. Megan Swihart Jewell** ([megan.jewell@case.edu](mailto:megan.jewell@case.edu), 368-3799) 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, 183, and 184 courses, which many of you have taught or will teach. Writing Resource Center administration can be reached at [writingcenter@case.edu](mailto:writingcenter@case.edu).

**Dr. Erika Olbricht** ([erika.olbricht@case.edu](mailto: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. Jessica Gerard** ([jessica.gerard@case.edu](mailto:jessica.gerard@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. Eve McPherson** ([eve.mcpherson@case.edu](mailto:eve.mcpherson@case.edu)) is the **Director of Professional and Technical Communication**, coordinating English 398 and 217B courses in particular. Please direct questions or concerns about the English 398 curriculum to [english398@case.edu](mailto:english398@case.edu).

**Dr. Christopher Strathman** ([christopher.strathman@case.edu](mailto:christopher.strathman@case.edu)) coordinates **Foundations First Seminar** courses and can answer questions about native English speakers who might need additional targeted instruction to succeed in First Seminar.

## WRITING@CASE SITE

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. We are significantly overhauling the site in July 2010; in early August, please take some time to review these resources as you prepare for your role as a member of the Case writing faculty.

Last year, large sections of the website devoted to resources for writing faculty migrated to a BlackBoard repository, available to all writing faculty from the top of the navigation pages of the *Writing@Case* site. (Other faculty can have access by writing to [writing@case.edu](mailto:writing@case.edu).) In addition to the BlackBoard site, we maintain an email list for all writing faculty ([writing-faculty@case.edu](mailto: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](mailto:writing-faculty@case.edu), or visiting <https://lists.case.edu/> for archives and subscription management tools. Please email Danny Anderson at [dpa4@case.edu](mailto:dpa4@case.edu) if you have questions about the *Writing@Case* pages, the BlackBoard site, or the e-mail list system.

## TEACHING ASSIGNMENTS

Full-time Lecturers in English teach an equivalent of three courses each semester. 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 are required to participate in the first half of the Fall semester Pedagogy Seminar Series.

New graduate students in English with university-level teaching experience have been assigned the equivalent of one course in the Fall and will be assigned one course-equivalent and some hours in the Writing Center in the Spring semester. New graduate students without college teaching experience have been assigned to the Writing Center for the Fall term and will teach one course in addition to working some hours in the Writing Center in the Spring term. **All** new graduate students in English are required to participate in the full Fall semester Pedagogy Seminar Series, for which they receive credit for one-half of a teaching assignment.

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).

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 20. Please check back periodically.)

## ORIENTATION AND FACULTY DEVELOPMENT PROGRAMS

All writing faculty should plan to attend our orientation and faculty development programs during the week of 16-20 August. Please see the attached calendar for details.

All *new* Lecturers and Graduate TAs should plan to attend a full day of events on **Wednesday 18 August**. New Graduate Students attend a program led by the Graduate Dean's Office in the morning. New

Lecturers will meet with Dr. Olbricht from 10 a.m. to 12 noon. All new Graduate TAs and Lecturers will work with Dr. Jewell from 1 – 4 p.m. in an orientation to the Writing Resource Center at Case.

All Lecturers and Graduate TAs should set aside **Thursday 19 August** for a day of faculty development programs. From 11 a.m. – 12 noon, all Fall 2010 all writing faculty working in the Writing Resource Center (including English 180, 183, and 184) will meet with Dr. Jewell. From 1 – 2:30 p.m., all Graduate TAs will meet with Professor Koenigsberger (with breakout sessions led by Dr. McPherson and Danny Anderson), while all Lecturers will meet with Dr. Olbricht. From 2:30-4:30 the program will meet as a whole for introductions and information about what's new in 2010-11 for our writing programs, followed by two sets of concurrent sessions on resources for writing. You can select from meetings with representatives from Educational Services for Students, Instructional Technology, Kelvin Smith Library, and our own ESL and Foundations programs.

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, and will conclude with the year's inaugural social event at the Barking Spider Tavern.

## **PEDAGOGY SEMINAR SERIES AND UNIV 400A**

For all new (and new-to-Case) Lecturers and Graduate Teaching Assistants, a series of Tuesday pedagogy seminars meet throughout the fall semester from 11:30 – 1 in Guilford 323. New Lecturers are excused from the second half of the semester, following Fall Break. Graduate TAs attend the full semester of sessions and receive credit for a half teaching unit. Please see the Calendar at the end of this document for specific topics and seminar leaders, who will provide readings and instructions about how to prepare for sessions at least a week in advance. The series is elective for returning Lecturers and Graduate TAs who have attended the series previously.

All new graduate students who have or who will have instructional responsibilities must enroll in UNIV 400A their first semester on campus and should plan to attend an orientation on Tuesday 17 August at 8:30 a.m. (see the calendar below).

## **STAFF MEETINGS**

Periodic staff meetings for writing instructors and consultants will take place on Friday afternoons; please consult the attached calendar for specific dates and places. Your attendance is mandatory at the session(s) appropriate to your teaching and consulting assignments; you are welcome at all sessions.

## **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 Mentor TA and 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.

## **“FIRST FRIDAYS” WRITING INSTRUCTORS’ HAPPY HOUR**

You are cordially invited to attend the traditional social hour for Case writing faculty – English department graduate Teaching Assistants, Lecturers, writing program administrators, English faculty, and anyone else interested in writing instruction. Beginning September 3, we'll meet at the Barking Spider for a little celebration on the first Friday of every month. The point is to relax, recuperate, commiserate, and grow garrulous about teaching, writing, CWRU, Cleveland, and ourselves. Stop by between 4 and 6 p.m. to enjoy the company of your peers and to share your best (or worst) stories from the past month.

## IMPORTANT CONTACT INFORMATION

### ADMINISTRATIVE E-MAIL ALIASES:

**writing@case.edu** for general inquiries about Case's writing programs  
**writingcenter@case.edu** for inquiries about the Writing Resource Center and its operation  
**english398@case.edu** for inquiries about the Professional Communication for Engineers program  
**sageswritingcrew@gmail.com** to reach the SAGES Peer Writing Crew (undergraduate tutors)

### E-MAIL DISTRIBUTION LISTS:

**writing-faculty@case.edu** to reach all lecturers and grad TAs teaching writing or tutoring at Case  
**wid-faculty@case.edu** to reach all writing faculty in English 398 posts

### PEOPLE:

#### *DEPARTMENTAL*

**Professor Mary Grimm** (106 Guilford, [mary.grimm@case.edu](mailto:mary.grimm@case.edu), 368-2355)  
*English Department Chair*  
**Latricia Robinson** (106B Guilford, [latricia.robinson@case.edu](mailto:latricia.robinson@case.edu), 368-2340)  
*English Department Administrative Assistant*  
**Professor Chris Flint** (314 Guilford, [cx33@case.edu](mailto:cx33@case.edu), 368-2362)  
*Director of Graduate Studies*

#### *WRITING PROGRAMS*

**Professor Kurt Koenigsberger** (321 Guilford, [kmk25@case.edu](mailto:kmk25@case.edu), 368-6994)  
*Director of Composition*  
**Danny Anderson** ([daniel.p.anderson@case.edu](mailto:daniel.p.anderson@case.edu))  
*Assistant Director of Composition*  
**Dr. Megan Jewell** (220 Guilford, [megan.jewell@case.edu](mailto:megan.jewell@case.edu), 368-3799)  
*Director of the Writing Resource Center*  
**Dr. Erika Olbricht** (220 Guilford, [erika.olbricht@case.edu](mailto:erika.olbricht@case.edu))  
*SAGES Instructional Coordinator*  
**Dr. Jessica Gerard** (404 Guilford, [jessica.gerard@case.edu](mailto:jessica.gerard@case.edu))  
*Director of ESL services and curriculum*  
**Dr. Eve McPherson** (404 Guilford, [eve.mcpherson@case.edu](mailto:eve.mcpherson@case.edu))  
*Director of Technical and Professional Communication*  
**Dr. Christopher Strathman** (220 Guilford, [Christopher.strathman@case.edu](mailto:Christopher.strathman@case.edu))  
*Director, Foundations First Seminar*

#### *SAGES OFFICE*

**Janet Alder** ([jra20@case.edu](mailto:jra20@case.edu), 368-5830) & **Carrie Kurutz** ([carrie.kurutz@case.edu](mailto:carrie.kurutz@case.edu), 368-8954)  
*SAGES Program Administrative Assistants*  
**Professor Peter Whiting** ([peter.whiting@case.edu](mailto:peter.whiting@case.edu))  
*Associate Dean for SAGES*  
**Arthur Evenchik** ([arthur.evenchik@case.edu](mailto:arthur.evenchik@case.edu)) & **Judith Olson-Fallon** ([jko2@case.edu](mailto:jko2@case.edu))  
*Coordinators, SAGES Peer Writing Crew*

## **Fall 2010 Writing Programs Schedule**

*Additional details will be announced on the [writing-faculty@case.edu](mailto:writing-faculty@case.edu) email list – if you are not receiving emails from the list, please contact Danny Anderson ([dpa4@case.edu](mailto:dpa4@case.edu)). Please consult the calendar for locations*

### **Staff Meetings – Fridays, 12:30 p.m. – 1:45 p.m.**

*Required of Groups Listed*

Friday, September 24	English 180 leaders
Friday, October 1	English 398 teachers
Friday, October 8	All Writing Resource Center consultants, all Lecturers
Friday, October 22	New Graduate TAs and Mentor TAs (group grading)
Friday, November 5	English 398 teachers
Friday, November 12	New Graduate TAs and Mentor TAs (group grading)
Friday, December 3	All Writing Faculty

### **Pedagogy Seminars – Tuesdays, 11:30 a.m. – 1:00 p.m.**

*Required of All New Lecturers, New Graduate Student Writing Instructors, Mentor TAs (Others Welcome)*

Tuesday, August 24	Process Pedagogy and the Writing Resource Center
Tuesday, August 31	Tutoring ESL Writers
Tuesday, September 7	ESL Writers: Errors and Expectations
Tuesday, September 14	Teaching to Writing Outcomes/Evaluating Writing
Tuesday, September 21	Teaching Argument: Helpful Hints
Tuesday, September 28	Microlessons
Tuesday, October 5	Peer-review Workshops
Tuesday, October 12	Instructional Collaborations

*New Lecturers excused after 10/12/10; All New Graduate Student Writing Instructors & Mentor TAs complete the Series.*

Tuesday, October 26	“Entering the Classroom for the First Time”
Tuesday, November 2	Practicum Lessons (Video-Taping & Discussion)
Tuesday, November 9	Practicum Lessons (Video-Taping & Discussion)
Tuesday, November 16	Practicum Lessons (Video-Taping & Discussion)
Tuesday, November 23	Practicum Lessons (Video-Taping & Discussion)
Tuesday, November 30	Building a Teaching Career, and a Profile

### **First/Final Fridays – 4:00 p.m. – 6:00 p.m. (or later)**

*Meet at the Barking Spider (11310 Juniper Rd., in the alley behind Sergio’s) for a chance to relax, recuperate, and chat about teaching and writing.*

September 3, October 1, November 5, December 3

### **Committee on Writing Meetings – Fridays, 12:30-1:45**

September 17, October 15, November 19, December 10

# FALL 2010 WRITING FACULTY CALENDAR

*also available at:*

[HTTP://WWW.CASE.EDU/WRITING/CALENDAR.HTM](http://www.case.edu/writing/calendar.htm)

## AUGUST

Tues. 8/17

**Graduate TAs new to CWRU – Thwing Ballroom**

8:30 a.m. – 11 a.m. UNIV 400A Orientation

Led by: Educational Services for Students

**ESL Curriculum Committee Meeting – Guilford 404**

3:00 p.m.

Wed. 8/18

**WRITING PROGRAM EVENTS FOR NEW LECTURERS AND GRADUATE STUDENTS**

**New Graduate Student Orientation – Agnar Pytte Science Center**

8:15 a.m. – 12:30 p.m.

Led by: Graduate Studies

**New Lecturer Orientation – Guilford 323**

10 a.m. – 12 noon

Led by: Dr. Erika Olbricht

**New Writing Resource Center Consultant Orientation – Guilford 323**

1 – 4 p.m.

Led by: Dr. Megan Swihart Jewell

Thur. 8/19

**WRITING PROGRAM EVENTS FOR ALL GRADUATE TAs AND SAGES AND ENGLISH LECTURERS**

**WRC Staff Meeting – Guilford 323**

11 a.m. – 12 noon

Led by: Dr. Megan Swihart Jewell

**Lecturers' Meeting – Guilford 107**

1 p.m. – 2:30 p.m.

Led by: Dr. Erika Olbricht

**English Graduate TAs' Meeting – Guilford 323**

1 p.m. – 2:30 p.m.

Led by: Prof. Kurt Koenigsberger

Breakout sessions in Guilford 323, 301, and 223 with Dr. Eve McPherson, Danny Anderson, Dr. Megan Swihart Jewell, and Prof. Koenigsberger

**Writing Programs Welcome and Information – Guilford 323**

2:30 p.m. – 4:30 p.m.

Led by: Prof. Kurt Koenigsberger

Resource breakout sessions in 323 and 223 at 3:15-3:45 & 4-4:30 with KSL, ESS, ITAC, and ESL/Foundations representatives; print resources throughout in 301

**Drinks at The Barking Spider**

4:45 p.m. – 6:30 p.m.

Fri. 8/20

**New English Graduate Students Departmental Orientation – Guilford 223**

2:00 – 4:00 p.m.

Led by: Professor Chris Flint

**English Graduate Program Picnic – Guilford Parlor**

4 p.m. Introduction of English Faculty, Fellows, Lecturers, & Graduate Students

Mon. 8/23

**First Day of Classes**

2 copies of syllabus due to Latricia Robinson [ENGL courses only]

Tues. 8/24           **Pedagogy Seminar Series – Sears 374**  
11:30 a.m. – 1 p.m.  
                    Topic: Process Pedagogy and the Writing Resource Center  
                    Led by: Dr. Megan Swihart Jewell  
                    *For new TAs and new Lecturers*

Tues. 8/31           **Writing Resource Center opens for Fall semester consultations**  
9 a.m.

**Pedagogy Seminar Series – Sears 374**  
11:30 a.m. – 1 p.m.  
                    Topic: Tutoring ESL Writers  
                    Led by: Dr. Megan Swihart Jewell and Dr. Jessica Gerard?  
                    *For new TAs and new Lecturers*

## SEPTEMBER

Fri. 9/3              **“First Friday” – Writing Faculty Happy Hour**  
4 – 6 p.m.  
                    Meet at the Barking Spider (11310 Juniper Rd., in the alley behind Sergio’s) for a  
                    chance to relax, recuperate, and chat about teaching and writing.

Tues. 9/7            **Pedagogy Seminar Series – Sears 374**  
11:30 a.m. – 1 p.m.  
                    Topic: ESL Writers: Errors and Expectations  
                    Led by: Dr. Jessica Gerard  
                    *For new TAs and new Lecturers*

Fri. 9/5              **“Drop/Add” Period Ends**

Tues. 9/14          **Pedagogy Seminar Series – Sears 374**  
11:30 a.m. – 1 p.m.  
                    Topic: Teaching to Outcomes/Evaluating Writing  
                    Led by: TBD  
                    *For new TAs and new Lecturers*

Fri. 9/17            **Committee on Writing Meeting – Guilford 223**  
12:30 – 1:45 p.m.  
Led by: Prof. Kurt Koenigsberger

Tues. 9/21          **Pedagogy Seminar Series – Sears 374**  
11:30 a.m. – 1 p.m.  
                    Topic: Teaching Argument: Approaches and Helpful Hints  
                    Led by: TBD  
                    *For new TAs and new Lecturers*

Fri. 9/24                   **Staff Meeting for All ENGL 180 Instructors – Guilford 223**  
12:30 – 1:45 p.m.  
Led by: Dr. Megan Swihart Jewell

Tues. 9/28                   **Pedagogy Seminar Series – Sears 374**  
11:30 a.m. – 1 p.m.  
Topic: The Microlesson  
Led by: TBD  
*For new TAs and new Lecturers*

## OCTOBER

Fri. 10/1                   **Staff Meeting for All English 398 Instructors – Guilford 223**  
12:30 – 1:45 p.m.  
Led by: Dr. Eve McPherson

**“First Friday” – Writing Faculty Happy Hour**

4 – 6 p.m.

Meet at the Barking Spider (11310 Juniper Rd., in the alley behind Sergio’s) for a chance to relax, recuperate, and chat about teaching and writing.

Tues. 10/5                   **Pedagogy Seminar Series – Sears 374**  
11:30 a.m. – 1 p.m.  
Topic: Peer-review workshops  
Led by: TBD  
*For new TAs and new Lecturers*

Fri. 10/8                   **Staff Meeting: All Writing Resource Center Consultants and Lecturers – Guilford 323**  
12:30 – 1:45 p.m.  
Led by: Dr. Megan Swihart Jewell and Dr. Erika Olbricht

Tues. 10/12                   **Pedagogy Seminar Series – Sears 374**  
11:30 a.m. – 1 p.m.  
Topic: Instructional Collaborations  
Led by: TBD  
*For new TAs and new Lecturers*

Fri. 10/15                   **Scheduling Request Forms due to Danny Anderson (dpa4@case.edu)**  
**University Seminar proposals for Spring 2011 due to Erika Olbricht (exo37@case.edu)**

**Committee on Writing Meeting – Guilford 223**

12:30 – 1:45 p.m.

Led by: Prof. Kurt Koenigsberger

Mon. 10/18                   **Midterm Grades Due (to the Registrar)**

Mon.-Tues.  
10/18-10/19                   **Fall Break**

Fri. 10/22           **Group Grading for all new Graduate TAs and Mentor TAs – Guilford 223**  
12:30 – 1:45 p.m.  
Led by: Prof. Kurt Koenigsberger

Tues. 10/26           **Pedagogy Seminar Series – Sears 374**  
11:30 a.m. – 1 p.m.  
Topic: Entering the Classroom for the First Time  
Led by: TBD  
*For new TAs*

## NOVEMBER

Tues. 11/2           **Pedagogy Seminar Series – Sears 374**  
11:30 a.m. – 1 p.m.  
Practicum session I: Three lesson plans  
Led by: Danny Anderson  
*For new TAs*

Fri. 11/5           **Staff Meeting for All English 398 Instructors – Guilford 223**  
12:30 – 1:45 p.m.  
Led by: Dr. Eve McPherson

### **“First Friday” – Writing Faculty Happy Hour**

4 – 6 p.m.

Meet at the Barking Spider (11310 Juniper Rd., in the alley behind Sergio’s) for a chance to relax, recuperate, and chat about teaching and writing

Tues. 11/9           **Pedagogy Seminar Series – Sears 374**  
11:30 a.m. – 1 p.m.  
Practicum debrief I  
Led by: Danny Anderson  
*For new TAs*

Fri. 11/12           **Group Grading for All New Graduate TAs and Mentor TAs – Guilford 223**  
12:30 – 1:45 p.m.  
Led by: Prof. Kurt Koenigsberger

Tues. 11/16           **Pedagogy Seminar Series – Sears 374**  
11:30 a.m. – 1 p.m.  
Practicum session II: Three lesson plans  
Led by: Danny Anderson  
*For new TAs*

Fri. 11/19           **Committee on Writing Meeting – Guilford 223**  
12:30 – 1:45 p.m.  
Led by: Prof. Kurt Koenigsberger

- Tues. 11/23      **Pedagogy Seminar Series – Sears 374**  
 11:30 a.m. – 1 p.m.  
 Practicum debrief II  
 Led by: Danny Anderson  
*For new TAs*
- Thurs.-Fri.  
 11/25-11/26      **Thanksgiving Holiday**
- Tues. 11/30      **Pedagogy Seminar Series – Sears 374**  
 11:30 a.m. – 1 p.m.  
 Topic: Building Your Career as a Teacher, and Your Profile  
 Led by: TBD  
*For new TAs*

**DECEMBER**

- Fri. 12/3      **Last Day of Classes**
- Writing Programs Meeting – Guilford 323**  
 12:30 – 1:45 p.m.  
 Led by: Prof. Kurt Koenigsberger  
*For all writing faculty scheduled for Spring Semester SAGES assignments*
- “First Friday” – Writing Faculty Happy Hour**  
 4 – 6 p.m.  
 Meet at the Barking Spider (11310 Juniper Rd., in the alley behind Sergio’s) for a chance to relax, recuperate, and chat about teaching and writing.
- Fri. 12/10      **Writing Resource Center Closes for Fall Semester**
- Committee on Writing Meeting – Guilford 223**  
 12:30 – 1:45 p.m.  
 Led by: Prof. Kurt Koenigsberger
- Sat. 12/17      **Final Grades Due – 11 a.m.**