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Director of Composition
Associate Professor of English

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Date: 25 July 2011

To: English Department Writing Faculty

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RE: Teaching Orientations and Academic Year Teaching

E-mail: kimberly.emmons@case.edu

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 22-26 August!

INTRODUCTIONS

As the **Director of Composition** in 2011-12, 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, 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. **Dr. Rob McAlear** (robert.mcalear@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. Jessica Gerard (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. Paul Beauvais (paul.beauvais@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.

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. This site will be significantly revised over the course of this academic year – more details as they become available.

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

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 some of the Fall semester Pedagogy Seminar sessions; syllabus and details will be provided during orientation.

New graduate students 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 students in English are required to participate in the Fall semester Pedagogy Seminar, which meets every Tuesday from 11:30-1:00; syllabus and details will be provided during orientation.

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 29. 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 22-26 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.

New Graduate Student TAs will attend a UNIV 400A orientation session on the morning of **Tuesday 23 August**, followed by a brief welcome and introduction to the English graduate program (12:30-2:00). They should plan to attend a two full days of events on **Wednesday 24 August** and **Thursday 25 August**. Wednesday's activities include the CWRU Graduate Studies orientation (8:15-12:30) and the WRC new consultant orientation with Dr. Swihart Jewell (1-4). Thursday's activities (10-5) are for all writing faculty (TAs and Lecturers) and include staff meetings, syllabus workshops, and resource sessions. On **Friday 26 August**, all graduate TAs will meet with Prof. Koenigsberger for a program overview (2:30-4:00) and then attend English Graduate Program/Department Picnic, which begins at 4:00 p.m.

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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. Graduate TAs attend the full semester of sessions a part of their training and professional development. New Lecturers attend specific sessions – details will be provided during orientation. A syllabus – including the weekly reading and exercises – will be provided during orientation. 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 (i.e., all TAs) 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).

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 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. This semester, the Colloquium will meet on October 7, November 11, and December 2 (the final session will present the graduate student winner of the MacIntyre award for best scholarly essay).

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. This semester, the Publication Workshop will meet on the following Friday afternoons: September 23, October 14, November 18, and December 9.

Following any/all of these events, everyone is encouraged to adjourn to the Barking Spider (11310 Juniper Rd., in the alley behind Sergio's) for continued conversation and camaraderie.

Impromptu gatherings (especially trips to the Barking Spider 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!

IMPORTANT WRITING PROGRAM 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, 368-2355)
English Department Chair

Latricia Robinson (106B Guilford, latricia.robinson@case.edu, 368-2340)
English Department Administrative Assistant

Professor Kurt Koenigsberger (321 Guilford, kurt.koenigsberger@case.edu, 368-6994)
Director of Graduate Studies

WRITING PROGRAMS

Professor Kimberly Emmons (322 Guilford, kimberly.emmons@case.edu, 368-6924)
Director of Composition

Dr. Megan Jewell (220 Guilford, megan.jewell@case.edu, 368-3799)
Director of the Writing Resource Center

Dr. Robert McAlear (robert.mcalear@case.edu)
Assistant Director of the Writing Resource Center

Dr. Erika Olbricht (220 Guilford, erika.olbricht@case.edu)
SAGES Instructional Coordinator

Dr. Jessica Gerard (404 Guilford, jessica.gerard@case.edu)
Director of ESL services and curriculum

Dr. Paul Beauvais (TBA, paul.beauvais@case.edu)
Director, Foundations First Seminar

SAGES OFFICE

Janet Alder (jra20@case.edu, 368-5830) & **Carrie Kurutz** (carrie.kurutz@case.edu, 368-8954)
SAGES Program Administrative Assistants

Professor Peter Whiting (peter.whiting@case.edu)
Associate Dean for SAGES

Arthur Evenchik (arthur.evenchik@case.edu) & **Judith Olson-Fallon** (jko2@case.edu)
Coordinators, SAGES Peer Writing Crew

Fall 2011 Writing Programs Schedule

Additional details will be announced on the writing-faculty@case.edu email list – if you are not receiving emails from the list, please email writing@case.edu. Please consult the Writing Program calendar (available at Orientation) for locations.

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

Required of Groups Listed

Friday, September 16	English 180 leaders
Friday, September 30	English 398 teachers
Friday, October 14	All Writing Resource Center consultants, All Lecturers
Friday, November 4	English 398 teachers
Friday, November 18	English TA Group Grading Session (all TAs)
Friday, December 2	All Writing Faculty

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

Required of New Lecturers, New Graduate Student Teaching Assistants; Everyone Welcome

Tuesday, August 30	ESL Writers: Tutoring Challenges & Opportunities
Tuesday, September 6	CWRU Writers: Responding to the 2011 SAGES Portfolio Report
Tuesday, September 13	Scaffolding Academic/Critical Writing: ENGL 180
Tuesday, September 20	Scaffolding Academic/Critical Reading: ENGL 181
Tuesday, September 27	Asking Academic Questions: SAGES First Seminar
Tuesday, October 4	Academic Argumentation & Research: SAGES University Seminar
Tuesday, October 11	Supporting SAGES Writing Outcomes: ENGL 183 & 184
Tuesday, October 18	Professional & Disciplinary Writing Support: ENGL 148grad, School of Nursing Tutoring
Tuesday, November 1	Traditional First-Year Composition: ENGL 150
Tuesday, November 8	Foundations of College Writing: ENGL 148 & SAGES Writing Foundations Seminars
Tuesday, November 15	Professional Writing: ENGL 398 & ENGL 217B
Tuesday, November 22	Teaching Writing in Literature Courses
Tuesday, November 29	Teaching Creative Writing: ENGL 203
Tuesday, December 6	Entering the Classroom at CWRU

English Department Colloquium – Fridays, 4:00-6:00 p.m.

October 7, November 11, December 2

Publication Workshop (for Lecturers) – Fridays, 4:15-6:00 p.m.

September 23, October 14, November 18, December 9

Committee on Writing Meetings – Thursdays, 11:30-1:00

September 8, December 8

CWRU WRITING PROGRAM ORIENTATION SCHEDULE AUGUST 2011

TUESDAY, AUGUST 23, 2011

- 9:00 a.m. – 11:30 a.m. **UNIV 400A Orientation**
Thwing Ballroom *Required of all graduate TAs new to CWRU.*
Led by: Educational Services for Students
- 12:30 p.m. – 2:00 p.m. **English Department Grad TA Welcome and Program Overview**
Guilford 223 *Required of all new English graduate students*
Led by: Prof. Kurt Koenigsberger and Prof. Kimberly Emmons

WEDNESDAY, AUGUST 24, 2011

- 8:15 a.m. – 12:30 p.m. **New Graduate Student Orientation**
Agnar Pytte Science Center *Required of graduate students new to CWRU.*
Led by: Graduate Studies
- 10:00 a.m. – 12:00 p.m. **New English Lecturer Orientation**
Guilford 323 *Required of all new Lecturers*
Led by: Dr. Erika Olbricht
- 1:00 p.m. – 4:00 p.m. **New WRC Consultant Orientation**
Guilford 323 *Required of new Lecturers and new English Graduate Students (i.e., anyone new to CWRU with WRC consulting hours in the Fall semester)*
Led by: Dr. Megan Swihart Jewell

THURSDAY, AUGUST 25, 2011

- 10:00 a.m. – 12:00 p.m. **WRC Staff Meeting**
Guilford 323 *Required of all WRC Consultants*
Led by: Dr. Megan Jewell
- 1:00 p.m. – 2:30 p.m. **English Lecturer Meeting**
Guilford 223 *Required of all Lecturers*
Led by: Dr. Erika Olbricht
- 1:00 p.m. – 2:30 p.m. **English Graduate TAs' Meeting**
Guilford 323 *Required of all English Graduate Student TAs*
Led by: Prof. Kimberly Emmons, with syllabus workshop breakout sessions led by Prof. Emmons, Dr. Gerard, and Dr. Swihart Jewell.

- 2:30 p.m. – 5:00 p.m.
Guilford 323
- Writing Program Welcome & Information**
Required of all Lecturers and Graduate Students
Led by: Prof. Kimberly Emmons
Including CWRU Resource Sessions; Additional materials & representatives available in Guilford Parlor/Dining Room
- 3:15 p.m. – 3:45 p.m.
Guilford 323
- Resource Session 1 (Choose one)**
Session A
Kelvin Smith Library Resources for Teaching
Led by: William Claspy, Humanities Librarian & Coordinator of Library Instruction
- Guilford 223
- Session B**
ESL and Writing Foundations Programs
Led by Dr. Jessica Gerard and Dr. Paul Beauvais
- 4:00 p.m. – 4:30 p.m.
Guilford 323
- Resource Session 2 (Choose one)**
Session C
ITAC/Blackboard Resources for Teaching
Led by: Megan Linos, Lead Instructional Designer & Faculty Support, Information Technology Services
- Guilford 223
- Session D**
Educational Services for Students (Academic Support, & Disability Services)
Led by: Susan Sampson, Associate Director for Disability Resources, Educational Services for Students
- 3:00 p.m. – 5:00 p.m.
Guilford First Floor
- CWRU Resources & Refreshments**
Additional materials & CWRU representatives available for consultation; Refreshments provided.

FRIDAY, AUGUST 26, 2011

- 12:30 a.m. – 2:30 p.m.
Guilford 322
- 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.
- 2:30 p.m. – 4:00 p.m.
Guilford 223
- English Graduate Student Information Session**
Required of all English Graduate Students
Led by: Prof. Kurt Koenigsberger
- 4:00 p.m.
Guilford Lawn (and/or Parlor/Dining Room)
- English Department/Graduate Program Picnic**
Introduction of English Faculty, Fellows, Lecturers, & Graduate Students