

ENGLISH DEPARTMENT TA MENTORING AND OVERSIGHT (FALL 2011)

A major component of graduate education in English at Case Western Reserve is a deliberate and ongoing attention to teaching. The English Department expects Teaching Assistants to spend significant time on teaching (we estimate that each course a TA teaches at Case will demand a minimum of 10 hours per week of preparation, class time, office hours, grading, and so on). Consequently, we discourage teaching “overtime” at other institutions while TAs are in effect at CWRU so TAs can concentrate on their teaching and scholarship full-time at Case.

This document describes the faculty mentoring program that the department has designed to help graduate TAs as they refine their skills, habits, and practices in Case classrooms and the Writing Resource Center.

Graduate TAs assigned Mentors: At your earliest convenience, please contact your assigned Faculty Mentor to exchange email addresses and other relevant contact information. It is your responsibility to contact your Faculty Mentor to set up times for visits and to distribute sets of graded essays.

PART ONE: FACULTY MENTORING DETAILS

English TAs assigned stand-alone classroom teaching in English and SAGES: In any semester in which you are teaching a course for which you are primary Instructor of Record, you will be assigned an English department Faculty Mentor other than the Director of Composition. For each semester you are assigned a Faculty Mentor, you should:

- Contact your Faculty Mentor as early as possible to discuss syllabus design and course goals.
- Arrange for your Faculty Mentor to review one fully graded set of student papers (make a copy of your first set after it has been graded to give to your Faculty Mentor).
- Arrange for your Faculty Mentor to observe your teaching twice during the semester.
- Use your Faculty Mentor as a resource for any questions and/or concerns about teaching.

Faculty Mentors:

- Meet with your mentee early in the semester to discuss syllabus design and course objectives.
- Observe two class sessions over the course of the semester.
- Review a set of graded papers with your mentee, paying attention to the value and detail of the commentary and the fairness of the evaluation.
- *Write a memo addressed to the Director of Composition describing the pedagogical strengths and areas for improvement that you observed over the semester.* (Note: These memos provide the Department essential information data for future teaching placements, awards, mentoring, and recommendation letters – we encourage your honest, detailed, and constructive feedback!) One copy of this memo will go to the TA’s teaching file, the other to the TA.

English TAs assigned to writing support posts in the WRC and SAGES: The Director of Composition and/or the Director of the Writing Resource Center will meet with you in the course of the semester to discuss grading, classroom presentations and collaboration, and student interactions in the context of your writing support role.

PART TWO: MENTORING ASSIGNMENTS

English TAs assigned stand-alone classroom teaching in English & SAGES – Remember that it is the student's responsibility to contact the Faculty Mentor to set up times for visits and to distribute sets of graded essays.

Fall 2011

Assignment	Class Times	TA	Faculty Mentor
ENGL 148grad	M 10-11	Michael Parker	Prof. Woodmansee
ENGL 148	MWF 9:30-10:20	Catherine Dunning	Dr. Gerard
ENGL 148	MWF 3-3:50	Monica Orlando	Prof. Clune
ENGL 150	MWF 9:30-10:20	Varsha Balachandran	Prof. Spadoni
ENGL 150	MWF 3-3:50	Andrew Banghart	Prof. Vrettos
ENGL 183	W 3-3:50, M 12:30-1:20	Jason Carney	Prof. Siebenschuh
ENGL 184 ENGL 181	M 3-3:50	Kristin Kondrlik	Prof. Oster
ENGL 203	M 3-5:30	Nicole Emmelhainz	Prof. Gridley
ENGL 398	MW 2-2:50	Marcus Mitchell	Prof. Stonum
ENGL 398	MW 4-4:50	Wells Addington	Prof. Orlock
ENGL 398	TR 10-10:50	Miriam Goldman	Prof. Kuzner
ENGL 398	TR 1:15-2:05	Michael Moss	Prof. Sheeler
ENGL 398	TR 2:45-3:35	Scott Weedon	Prof. Marling

English TAs assigned to other instructional roles and/or the WRC: The Director of Composition and/or the Director of the Writing Resource Center will schedule individual meetings each semester.

Assignment	TA	Faculty Mentor
School of Nursing	Mary Assad	Prof. Emmons/Dr. Swihart Jewell
ENGL 181	Cara Byrne	Prof. Emmons/Dr. Swihart Jewell
WRC	Misha Broughton	Prof. Emmons/Dr. Swihart Jewell
WRC	Eric Earnhart	Prof. Emmons/Dr. Swihart Jewell
WRC	Cahterine Forsa	Prof. Emmons/Dr. Swihart Jewell
WRC	Raymond Horton	Prof. Emmons/Dr. Swihart Jewell
WRC	Michelle Lyons	Prof. Emmons/Dr. Swihart Jewell
WRC	Olivia McGuire	Prof. Emmons/Dr. Swihart Jewell
WRC	Cara Miller	Prof. Emmons/Dr. Swihart Jewell
WRC	Matthew Trammell	Prof. Emmons/Dr. Swihart Jewell
WRC	Wendy Wei	Prof. Emmons/Dr. Swihart Jewell