

UWC

Fall 2017

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Wednesday, December 6, 2017, 11:56 AM: Only Faculty and GAs During Finals Week

Due to budget limitations, only faculty and GAs will be tutoring during finals week. Peer consultants, you (just you, not friends) are free to use the UWC space and the tutor lounge during finals week as a study space.

You will receive your spring tutoring schedule by the end of finals week. Otherwise, if I do not see you, please have an enjoyable, stress-free break. You've made substantial contributions to the JMU community this semester, and I appreciate all of your hard work!

Jared Jay Featherstone, MFA

Monday, December 4, 2017, 2:29 PM: Internships and Federal Work Study

Peer consultants, I need your help. If you fall into either of these two categories, please contact me ASAP. Thanks.

1. You qualify for Federal Work Study (you can see this in MyMadison when you log in)
2. You are a WRTC major or minor who has not yet completed the semester credit internship, and you would consider doing your internship in the UWC.

Jared Jay Featherstone, MFA

Friday, December 1, 2017, 11:29 AM: Survey

Peer consultants and grads, it's time once again to offer your feedback about the UWC faculty. We'll be giving some time at the end of today's meeting to complete this, but I thought I would send it out now. (If you complete this before the meeting, you'll be able to leave the meeting a bit early.) Brand new consultants, those who are not yet employed, should not fill this out. Thanks.

http://jmu.co1.qualtrics.com/jfe/form/SV_1EQD9oPAUbnOPUF

Jared Jay Featherstone, MFA

Monday, November 27, 2017, 11:06 AM: Final All-Staff Meeting This Friday

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Jared Jay Featherstone, MFA

Thursday, November 16, 2017, 11:21 AM: Fill This Out Before You Leave For Break

Due to budget limitations, only faculty and GAs will be tutoring during finals week. Peer consultants, you (just you, not friends) are free to use the UWC space and the tutor lounge during finals week as a study space.

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Jared Jay Featherstone, MFA

Monday, November 13, 2017 9:33 AM: New Consultant Interviews This Week

I know everyone is very busy this week, but this is your chance to represent the UWC and gain some valuable experience interviewing the candidates from the 336 class. The experience you gain from being on the opposite side of the interview table will likely help you in future interviews at JMU and beyond. Having this employer perspective is a rare opportunity. In addition, you will help to ensure the quality and expertise of our incoming consultants. Please consider attending one or more of the following interviews.

Monday 11/13

10 a.m. Austin Jones
1 p.m.
1:45 p.m. Alexandra Bowen
2:30 p.m.

Tuesday 11/14

12:30 p.m. Caroline Shawver
1 p.m. Shanna Kelly

Wednesday 11/15

1 p.m. Sabrina Moreno
1:30 p.m. Adam Robb
2 p.m.

Thursday 11/16

11:30 a.m. Caroline Ryan
1:30 p.m. Dylan Crigger
2 p.m. Jack Young

Jared Jay Featherstone, MFA

Monday, October 30, 2017 9:22 AM: Important Reminders

Colleagues, please read this important reminders before your shifts this week.

Over the next couple of weeks, students from Paul Mabrey's SCOM 280 (Introduction to Communication Research Methods) class will be coming in with drafts of their research proposal literature reviews. The professor has requested that these sessions not be observed, and we've agreed to honor that request. This means that if you are mentoring a tutor-in-training, you should not do any co-tutoring in sessions that involve clients from Paul Mabrey's SCOM 280 class. Moreover, you should not complete any observations of your fellow tutors during these sessions. Thank you for your flexibility

Also, please note that all tutors should be accepting walk-in clients if you don't have an appointment. This means that you should also take walk-ins if your appointment is over and you have at least 15 minutes before your next appointment or the end of the shift. If your time is limited, just tell the clients exactly how long you can work with them. For example, you might say, "I have 20 minutes before my next appointment, so I'd be happy to

work with you for that time." If your appointment slot for that hour has been taken and you've worked with a walk-in, file the walk-in session report as an "off-schedule client report form." For more details on this process, see the [Field Manual entry](#).

Jared Jay Featherstone, MFA

Wednesday, October 18, 2017 2:41 PM: Finance Students Again

Just a note that finance students from Professor Schumann's class are required to visit the UWC. If you need some guidance about how to respond to these situations, please look over the Field Manual entry: <http://www.jmu.edu/uwc/tutor-resources/tutor-field-manual.shtml#SLIPS> You are also welcome to stop by to talk to any of your friendly UWC faculty.

Btw, thank you for an excellent discussion about instructional, cognitive, and motivational scaffolding on Friday. I'm hoping you are working to incorporate some of the techniques we discussed and also that you might think about your sessions in terms of effective scaffolding.

Jared Jay Featherstone, MFA

Wednesday, October 11, 2017 11:03 AM: Friday All-Staff Meeting!

Just reminding everyone that we have a mandatory all-staff meeting this Friday from 2:30-4:15. We will have Kurt Davies from Prestigious Scholarships joining us, and we will also explore the practice of scaffolding in writing center consultations.

Please take the game day traffic and parking into consideration, so that you can make arrangements to get here on time.

Jared Jay Featherstone, MFA

Wednesday, September 27, 2017 9:56 AM: UWC Social Media Accounts

Undergraduate consultants, the UWC social media accounts are sadly neglected. We have Facebook, Twitter, Instagram, and Youtube (not really social media, but related). If you would like some social media experience on your resume or just love doing this sort of thing, please contact me right away. Thanks!

Jared Jay Featherstone, MFA

Tuesday, September 12, 2017 12:15 PM: Communications Internship Opportunity

Peer tutors, a former student passed this along to me. She oversees digital communication for the National Building Museum in DC. They need help with "writing, social media, and event posting plus the occasional editing for Museum materials." The intern can work remotely from here. This is an excellent opportunity! If you apply, you might mention that you heard about this from me. Could help. Here's the link: <https://www.nbm.org/marketing-communications-intern/>

Jared Jay Featherstone, MFA

Monday, September 11, 2017 1:40 PM: Hospitality Follow-Up

Colleagues, I just wanted to update you about our policy for greeting clients.

1. See the attached schedule of designated greeters. For each shift, I have designated a greeter. If you are on the greeter chart, then you are the point person for that shift. You'll be expected to greet all visitors, see that clients sit at the waiting table (round center table), and answer any questions. I think it's a good idea to let your clients know you may have to pause to greet people because that is part of your job. The greeter schedule is also posted above the name tag rack.
2. Avoid tutoring at the round table directly in front of the UWC entrance. You will see a sign on that table that instructs clients to have a seat there. Having this waiting area will make it less confusing for everyone. If you are expecting a client, you should be alert to people sitting at that waiting table.

If you have any questions, please contact me.

Jared Jay Featherstone, MFA

Tuesday, September 5, 2017 1:41 PM: Welcome Back!

Colleagues, I'm sorry I couldn't make it to our opening meeting Friday. I was looking forward to seeing everyone, but a family matter came up. We already have quite a few appointments which might forecast a busy semester for the UWC. I hope you are all excited to begin tutoring.

Just a few reminders and announcements.

*If you have more than one semester of experience in the UWC and you would like to try some online tutoring, please contact me or stop by my office. The demand for this service is increasing, so we will likely need more people.

*Remember to fill out your professional development logs via the Google Form. You should have received your personal link in an email message. We will soon post the materials from Friday's presentation (in case you forget any details of the process) on the Tutor Resources page.

*We could use a few more tutors in Brian's (our librarian in residence) pro dev group. Here's what they will focus on:

RESEARCHING 101 — Searching in the Library. This professional development group will write an entry on "Doing Research" for the University Writing Center's Tutor Field Manual. We will focus on the merits of tools such as library databases, catalogs, and Google. We will also focus on source credibility, providing tips for clients on how to determine if sources are scholarly, popular, or misleading.

*In terms of Friday's discussion about creating a welcoming environment for all UWC visitors, we have considered your input. We'll be designating a greeter/coordinator for each shift, so that everyone will know who has the responsibility and so we can avoid redundancy. If you are interested in this role and want to volunteer, please contact me very soon. Otherwise, you'll be hearing from me. Also, we are going to designate the round table in the middle of the UWC (previously the walk-in client waiting area) as the general client waiting area. Ideally, all clients will sit there so we can easily find them.

*If you are looking to begin or develop a meditation practice, I am teaching a free 4-week Koru Mindfulness course. Here's a description and registration link:

We are offering a free 4-week course at JMU starting 9/15 that meets on Fridays from 1-2:15 in the Health and Behavioral Studies building. Please pass this on to others who might be interested. Here's the info:

The Koru Mindfulness program was developed over the course of a decade by psychiatrists Holly Rogers, MD & Margaret Maytan, MD to bring the benefits of mindfulness to the college students they worked with at Duke University's student counseling center. Koru Mindfulness is an evidence-based curriculum specifically designed for teaching mindfulness, meditation, and stress management to college students and other young adults. This course is taught by Jared Featherstone (University Writing Center) and Chris Fasching-Maphis (School of Nursing).

To register, click on the following link: <https://dashboard.korumindfulness.org/web/index.php?r=course%2Fsignup&id=531>

Here's to a low-stress start to the semester!

Jared Jay Featherstone, MFA