

# UWC Fall 2019 Email Archive

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## **Monday, December 2, 2019, 8:18 PM: Want Extra Hours During Exam Week?**

Peer consultants and hourly grad consultants, I am able to give some extra hours during finals week. The only people working at this point are faculty and GAs. We could use a few people to fill out the schedule. If you are interesting in making some extra money during finals week, please email me ASAP.

Jared Jay Featherstone, MFA  
Associate Director, University Writing Center  
Associate Professor, School of Writing Rhetoric and Technical Communication

## **Tuesday, October 29, 2019, 12:29 PM: Potential New Colleagues**

UWC, please be alert that the WRTC 336 students are going to be on the schedule this week. If you notice one of them on your shift, please introduce yourself and be ready to offer guidance should they need it.

If you are serving as a mentor for one of the students, please submit your mentor report to me by 11/15. This report explains why you do or do not recommend this student for hire. Please be honest and specific. This is an important part of the hiring process and the development of our community.

Jared Jay Featherstone, MFA  
Associate Director, University Writing Center  
Associate Professor, School of Writing Rhetoric and Technical Communication

## **Wednesday, October 16, 2019, 10:17 AM: NO SHIFT SWAPPING**

Peer consultants and grads, please note that we are no longer swapping shifts. We stopped doing this several semesters ago when we switched from stipend pay to hourly pay.

We only did swapping in the past because your paychecks were fixed and we had to meet those hours. We found that accounting for these swaps in the schedule and in our records took up a lot of our time. In order to remain compliant with JMU student employment policies, we have to be very careful in our accounting for hours. One of the reasons we switched back to hourly pay was to avoid having to schedule make up hours and shift swapping.

Please do not attempt to organize a shift swap. You each have 3 hours of personal leave per semester. If you need to review the related policies, please see the Field Manual: <https://www.jmu.edu/uwc/tutor-resources/consultant-field-manual.shtml#missing>

Please let me know if you have any questions.

Jared Jay Featherstone, MFA  
Associate Director, University Writing Center  
Associate Professor, School of Writing Rhetoric and Technical Communication

### **Monday, October 14, 2019, 10:20 AM: Turn Timesheets in Early**

UWC consultants, you'll need to turn timesheets in a bit early because I will be out of town Thursday and Friday. Please have them turned in as soon as you can (**5 p.m. Tuesday at the latest**), and check them closely for errors. If your timesheet hours are even slightly different than your projected hours worksheet, I need an orange slip attached to your timesheet. The slips can be found in the bins mounted to my office window.

Jared Jay Featherstone, MFA  
Associate Director, University Writing Center  
Associate Professor, School of Writing Rhetoric and Technical Communication

### **Wednesday, October 2, 2019, 1:52 PM: COB 300 Groups**

Greetings, colleagues. Just a heads up that you might have COB 300 groups booking sessions with you soon. This is because all of the COB 300 specialist sessions are booked for the week. You'll probably want to use one of the two spare offices available in the UWC for these groups.

In preparation for these sessions, please read over the guidelines for group sessions given in the Field Manual: <https://www.jmu.edu/uwc/tutor-resources/tutor-field-manual.shtml#GROUPS>

Also, please click through the Group Writing simulation located in the UWC Professional Development Canvas site (under the Modules).

If you have any additional questions or need advice in working with these students, please check in with Austin, Elizabeth, Nick, or Caroline S. They are all currently Course-Embedded Consultants for COB 300. You can also check in with any of the UWC faculty.

Jared Jay Featherstone, MFA  
Associate Director, University Writing Center  
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### **Monday, September 16, 2019, 12:11 PM: Reminders**

Thanks for a great meeting Friday, colleagues!

Remember to consider the potential rhetorical roots of higher order issues in the writing of multilingual students, as we covered in our contrastive rhetoric discussion. During your downtime this week (whenever you don't have a session), please read the rest of the article: <https://wlnjournal.org/archives/v24/24.7.pdf>

Also, remember to explain all grammar and style suggestions you make to students. Some sessions may call for "instructional editing," but no UWC session calls for non-instructional editing. Lastly, be aware that students may come to the UWC looking for help with digital assignments. Even if you are unfamiliar with the genre or platform, you can examine the writing situation from a basic rhetorical perspective of audience, purpose, context. Also, you can pay attention to basic visual considerations, such as white

space, alignment, chunking of text, proximity, readability, and contrast. Remember that you have access to Digicomm's excellent [online resources](#).

Other reminders:

1. Please check the Greeter Schedule located by the name badges in the UWC or on the Information for Consultants page.
2. the UWC needs someone (or a few people) to maintain our social media pages. If you need this kind of experience on your resume, please contact me.
3. Unabridged, a locally-produced podcast about literature, needs a social media intern this semester. Here's the [flyer](#), [info sheet](#), and [form to apply](#).

Have a great week!

Jared Jay Featherstone, MFA  
Associate Director, University Writing Center  
Associate Professor, School of Writing Rhetoric and Technical Communication

### **Monday, September 9, 2019, 10:37 AM: Clarification on Leave Policies**

Peer and grad consultants, I wanted to clarify the UWC policies related to personal leave, cancelling shifts, and communication. As I mentioned in my last message, you should familiarize yourself with the policies in the UWC Contract Addendum that you signed as part of your employment contract. In addition, you should review the policies listed on the Information for Consultants page of our website. I'm noticing that some of your requests show an unfamiliarity with these first two policies in particular.

1. Requests for personal leave must be made at least two weeks in advance of the date leave would be taken.
2. You may NOT miss professional development meetings because of personal leave. Please do not request to miss those hours.
3. In your contract addendum, you agreed to respond to UWC requests for information or action within 24 hours.
4. You do not have to use personal leave for official religious obligations, class-related obligations (like required attendance at an event), or job interviews.

Jared Jay Featherstone, MFA  
Associate Director, University Writing Center  
Associate Professor, School of Writing Rhetoric and Technical Communication

### **Tuesday, September 3, 2019, 12:21 PM: Reminders and Communication**

Welcome to our opening week, colleagues. We were a bit busier than usual on day one, which is cool. I enjoyed Friday's meeting. However, I didn't get to review some of our **UWC policies** as planned. I just wanted to remind you of a few items.

Please review our updated illness, personal leave, and inclement weather policies: <https://www.jmu.edu/uwc/tutor-resources/tutor-field-manual.shtml#ILLNESS> If you have any questions, let me know.

**For any request related to cancelling a shift due to illness or personal leave, please email me and Rudy. We both need to be in the loop on this.**

Also, please review the **UWC Contract Addendum** that you signed with your position description. It clearly explains your professional responsibilities surrounding issues like communication. The UWC contract addendum can be found in the UWC Canvas page. If this page is not appearing in your Canvas courses, please let me know.

Remember to keep me or other UWC faculty aware of issues you notice, such as numerous students from the same course arriving with misconceptions about the UWC or students misusing the writing center space. We need to be aware of trends in the center, and it is difficult to monitor everything that is happening. Also, please remember to use the UWC faculty and your peer consultant colleagues as resources during and after your sessions. If a session was difficult for you, please talk to one of us about it.

Hope you are having a great first week!

Jared Jay Featherstone, MFA  
Associate Director, University Writing Center  
Associate Professor, School of Writing Rhetoric and Technical Communication

#### **Thursday, August 22, 2019, 10:29 AM: Semester Dates and Deadlines**

Colleagues, a condensed version of this will be sent out to the consultants, but I wanted to send you these dates. Notice that I included some faculty-specific dates here for interview week and end-of-semester reporting:

- 8/30/19 – opening all-staff meeting 2:30-4:30 in the UWC
- 9/2/19 – UWC opens for the semester
- 9/13/19 –all-staff meeting 2:30-4:30
- 9/27/19: all-staff meeting 2:30-4:30
- 10/11/19: all-staff meeting 2:30-4:30
- 10/25/19: all-staff meeting 2:30-4:30 deadline to submit the # of hours requested for the spring semester
- 11/12/19: New Consultant Application due (cover letter and resume)
- 11/18/19--11/21/19: new hire interviews [Faculty]
- 11/15/19: deadline to inform Jared if you are interested in working during Finals Week (depending on budget)
- 11/22/19: deadline to submit Spring 2020 schedule availability
- 11/24/19-12/1/19: UWC is closed for Thanksgiving Break (including both Sundays)
- 11/8/19: all-staff meeting 2:30-4:30 3:30 (k.j).
- 12/13/19: Semester Data Summary and Pro Dev group report due [Faculty]

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#### **Tuesday, August 20, 2019, 9:19 AM: Ready?**

Dear UWC,

I hope you are all enjoying the last days of summer break. I just wanted to remind everyone that our mandatory opening meeting is Friday, Aug. 30th from 2:30-4:30 in the UWC. Yes, there will be pizza, so arrive hungry. Also, be sure to bring your planners or laptops as we'll be scheduling your small group meeting for the semester and filling out your projected hours form. Lastly, I have attached the final fall schedule. Rudy has made a few edits since the last version, but most of it is the same. Please review your hours and put them into your personal schedule. If you see a conflict or error, please send Rudy a message right away.

Looking forward to seeing everyone!

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Associate Director, University Writing Center  
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