

UWC

Spring 2018

Email Archive

- [Friday, April 20, 2018, 12:09 PM: UWC Faculty Survey Response Needed](#)
- [Monday, April 9, 2018, 11:47: Fall 2018 Availability](#)
- [Tuesday, April 3, 2018, 12:41 PM: TEDx Next Tuesday](#)
- [Sunday, April 1, 2018, 9:47 AM: Tutoring Writing Interviews this Week: Please Help Out!](#)
- [Monday, March 12, 2018, 4:28 PM: Friday Staff Meeting and Reading Assignment](#)
- [Wednesday, January 31, 2018, 10:25 AM: Assessment Da](#)
- [Monday, January 29, 2018 12:08 PM: Staff Meeting This Friday](#)
- [Friday, January, 26, 2018 11:59 AM: Flu in UWC](#)
- [Tuesday, January 16, 2018 7:05 AM: Want to Be More Focused and Less Stressed?](#)
- [Monday, January 15, 2018 11:33 AM: Opening Day Tomorrow!](#)
- [Wednesday, January 10, 2018 11:35 AM: Meeting Reminder and Wage Clarification](#)

Friday, April 20, 2018, 12:09 PM: UWC Faculty Survey Response Needed

Peer consultants and grads, many of you haven't completed the UWC faculty survey. Please complete it by the end of the day. This should only take 5-10 minutes.

http://jmu.co1.qualtrics.com/jfe/form/SV_77q0HEJfcqxiD4h

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

Monday, April 9, 2018, 11:47: Fall 2018 Availability

Colleagues, I just wanted to remind everyone that we have an all-staff meeting this Friday. Please note that there will be free **PIZZA**. We've got a few items on the agenda:

1. Roasting/toasting our graduating tutors.
2. Meeting your newly hired colleagues: Monica, Skylar, Nick, Gabby, Elizabeth, Lexi, Christine, and Caroline.
3. Looking back on this semester's consulting sessions to consider what we've learned.
4. Filling out a feedback survey about UWC faculty.
5. *For logistical reasons, hiring paperwork will not happen during this meeting. However, we will need to process everyone before leaving for summer break. I will get back to you as soon as I know the paperwork dates.

If you are not graduating, please fill out this availability poll. Remember that I need to see all of the available hours. We do not schedule according to tutor preferences. We schedule according to the needs of the clientele and our stakeholders. This means any hour not scheduled for a class or a religious obligation should be marked as available. I do not want to have to take an extra step of pulling your course schedule. If your schedule is so overloaded with clubs and other obligations that I have very few scheduling options for you, then UWC is not the ideal place for you to work. Here is the poll link: <https://doodle.com/poll/npf9zm978yahrvhw#table>

See you soon!

Jared Jay Featherstone, MFA

Tuesday, April 3, 2018, 12:41 PM: TEDx Next Tuesday

Peer consultants, I need two volunteers to stand at the UWC table at this year's TEDx event, which is next Tuesday, 4/10. If you volunteer, you will also get a ticket to the TEDx main event. Let me know ASAP. I will send out another message after I have my two volunteers.

Jared Jay Featherstone, MFA

Sunday, April 1, 2018, 9:47 AM: Tutoring Writing Interviews this Week: Please Help Out!

Colleagues, we are interviewing the tutoring writing students this week. Please try to attend one or more of the following interviews. If you are on shift during one of the interview times and you have no appointment, you will probably be asked to participate, but I can't rely on that situation to have a full committee. Please let me know if you can participate in one or more of these:

April 2
1:30 p.m. Monica Slater

April 4
10 a.m. Skylar Ellery
10:30 a.m. Lexi Ali

April 5
12:30 p.m. Caroline Abramowitz
1 p.m. Erin Paulson
3 p.m. Jessica Maroney
3:30 p.m. Elizabeth Ren

April 6
1 p.m. Gabby Katz
1:30 p.m. Christine Swartz
2 p.m. Nick Dunard

Also, if you mentored any of these applicants, please send me a short paragraph explaining why the person would or would not make an excellent addition to our staff. I need those by 5 p.m Wednesday.

Jared Jay Featherstone, MFA

Monday, March 12, 2018, 4:28 PM: Friday Staff Meeting and Reading Assignment

Colleagues, I hope you all had a well-deserved rest over spring break. I just wanted to remind you that we have an all-staff meeting this Friday from 2:30-4 in the UWC. For that meeting, we'll be focusing on applying your writing center skills beyond the UWC. In preparation, please read the WLN article, "[Tutoring Writing as Career Development](#)" sometime before our meeting. We are usually a bit slow right after spring break, so use any unbooked time on the clock to complete the reading.

Have a great week!

Jared Jay Featherstone, MFA

Wednesday, January 31, 2018, 10:25 AM: Assessment Day

Colleagues, Assessment Day is this Tuesday 2/6. If you are part of an assessment, please let me know so that I can block off your hours. In your message, please also indicate when you will make up the hours missed.

Jared Jay Featherstone, MFA

Monday, January 29, 2018 12:08 PM: Staff Meeting This Friday

Colleagues, I just wanted to remind everyone that we have a mandatory staff meeting this Friday from 2:30-3:45 in the UWC. We will focus on the ways in which issues of race and culture appear in writing center work.

I would like to thank those of you who have filled in and covered shifts for sick consultants. I really appreciate it. I would also like to thank those of you who promptly informed me (and Michael) when you realized you were sick. The sooner you tell us, the sooner we can find coverage.

Hope to see everyone healthy for Friday.

Jared Jay Featherstone, MFA

Friday, January, 26, 2018 11:59 AM: Flu in UWC

Colleagues, we've had at least five tutors out with the flu, so I would like to clarify our policies about illness and absences.

1. Please do not come into the UWC to tell us you are sick. Let us know via phone or email. I do not need proof of illness because I trust that no employee I've hired would give a false report of illness. *To clarify, please wait until you have been fever-free for at least 24 hours and you are not frequently coughing, sneezing, or otherwise emitting phlegm.*
2. You will need to make up hours you miss due to illness. We can't get around this policy because of the stipend system. Just let me know, via email, when you will make up the missed hours. Please Cc Michael Dioszeghy on that email. Note that you can either schedule makeup hours or swap with another consultant.
3. Shifts missed due to illness do NOT use up your allowance of one missed shift per semester. You can still take another shift off, without interrogation, if necessary. Please don't feel that you *must* take a shift off. Consider that you still must make up that shift another time or swap with someone (I need to be informed about your course of action in advance).

On a less dramatic note, I have two more reminders.

1. Some of you are still blurry on the Meet the Team page. If this is you, please send your updated, high-res photos to Kevin asap. This is making our website look unprofessional.
2. If you have notes, hard copy or digital, from our last all-staff meeting discussion of the hierarchy of writing concerns, please also get those to Kevin. He is creating a resource based on that input.

Stay healthy,

Jared Jay Featherstone, MFA

Tuesday, January 16, 2018 7:05 AM: Want to Be More Focused and Less Stressed?

Peer consultants and grads,

I will be teaching a 4-week Koru mindfulness class Fridays starting 1/19. Koru Mindfulness® is an [evidence-based](#) curriculum specifically designed for teaching mindfulness, meditation, and stress management to college students and other young adults.

The class will be meeting from 1-2:15 in the Student Success Center. The class is free, but you do need to register. Here's the registration

link: <https://dashboard.korumindfulness.org/web/index.php?r=course%2Fsignup&id=759>

Jared Jay Featherstone, MFA

Monday, January 15, 2018 11:33 AM: Opening Day Tomorrow!

UWC, please double-check your hours in WC Online to make sure you are here and on time for your shifts. We already have numerous appointments booked. I have attached the new Greeter Schedule to this message. In addition to consulting with your clients, Greeters have the responsibility of making sure that visitors to the UWC feel welcome and find their consultants. As I mentioned at Friday's meeting, we have a waiting table in the middle of the UWC (a table sign indicates which one). Please note, Greeters, that you will likely have to interrupt your sessions briefly to address new arrivals. You might explain this to your clients at the start of a session so they won't be disgruntled.

If you are not a Greeter, you should still be alert to your clients arriving or sitting at the waiting table. In order to maintain Greeter coverage, I enlisted one or two new consultants (I try to avoid this) and a faculty member. Let me know if you have questions.

Jared Jay Featherstone, MFA

Wednesday, January 10, 2018 11:35 AM: Meeting Reminder and Wage Clarification

Colleagues, I just wanted to remind everyone about our all-staff meeting this Friday from 2:30-4 in the UWC. Pizza will be available at 2:30.

Also, you may have noticed that your contract starting date is 1/16, after this meeting. Don't worry. You are still paid for Friday's meeting out of your stipend, even though it falls outside of the contract dates. We've already accounted for that meeting in your professional development hours.

See you Friday!

Jared Jay Featherstone, MFA