This memo includes important program and orientation information for AY 2016-2017. Please take a moment to review it in preparation for a new and exciting academic year. Thank you!

CWRU WRITING PROGRAM OVERVIEW

The CWRU Writing Program’s mission is to ensure that all students develop sophisticated communicative strategies through understanding their own writing processes; assessing the contexts and audiences for their ideas; and articulating their messages clearly, passionately, and persuasively.

The Writing Program operates in three primary domains:

- **Innovative Curricula** – The Writing Program collaborates with faculty, departments, and schools across CWRU to provide pedagogical leadership in a variety of curricular programs, including the Seminar Approach to General Education and Scholarship (SAGES) and the Professional Communication for Engineers program.

- **Outstanding Support for Writers** – Inside and beyond the classroom, the Writing Program offers CWRU writers at all levels (from undergraduate to post-doctoral scholars and faculty) support in their communicative endeavors.

- **Dedicated Intellectual Leadership** – The Writing Program promotes the value of writing across campus through faculty development seminars, student workshops, and invited classroom activities.

The Writing Program draws on the talents of over fifty writing specialists, including: English graduate student assistants; non-English graduate students with SAGES appointments; full-time English Lecturers with SAGES and other Writing Program teaching assignments (including ESL, Writing Foundations, and Professional Communication); part-time English/SAGES Lecturers; and faculty in English. In addition, we work closely with SAGES Fellows (whose appointments and teaching assignments are managed directly by SAGES) and the numerous CWRU regular faculty members who teach writing in their own SAGES and departmental courses.

The Writing Program provides instruction to students and faculty at CWRU in a variety of ways: individual student and faculty consultations via the Writing Resource Center (WRC); semester-long, individualized writing courses (e.g., ENGL 180, “Writing Tutorial” and ENGL 186, “Writing Workshop for Researchers”); classroom workshops and consulting (by faculty request);
campus-wide workshops on writing practice and instruction via the WRC and the University Center for Innovation in Teaching and Education (UCITE); writing instructor support in collaborative, consultation, and workshop “pairings” with individual SAGES seminars; and stand-alone teaching of writing-intensive courses (including ENGL and SAGES courses).

In this memo and throughout the year, I refer to all of us working in the Writing Program as “Writing Faculty” – this term is meant to be inclusive of all English/SAGES Lecturers and Fellows (full- and part-time), English Graduate Student Assistants (i.e., all English graduate students receiving a stipend from the department), and non-English Graduate Student Assistants (who are technically part-time SAGES Lecturers). In the Orientation calendar below, I have tried to specify which events are relevant for which sub-groups of Writing Faculty; nevertheless, if you have questions, please let me know.

**IMPORTANT ADMINISTRATIVE CONTACTS**

As the Director of Composition in 2016-17, I (T. Kenny Fountain) am happy to answer questions about the writing program and/or teaching at CWRU in general – please feel free to contact me. In addition, all of the Writing Program Administrators listed here can be contacted via writing@case.edu.

**Martha Schaffer** is the Associate Director of Composition, working especially with the Writing Foundations First Seminar courses and can answer questions about native English speakers who might need additional targeted writing instruction, especially in First Seminars, to be most successful in their CWRU coursework.

**Erika Olbricht** 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 and Pedagogy Sessions, about preparing annual review documents, and about professional development for Lecturers.

**Hee-Seung Kang** coordinates services and curricula for non-native speakers of English, with special attention paid to SAGES First Seminars, and can answer questions about advising and developing appropriate curricular support for multilingual students.

**Megan Swihart Jewell** is the Director of the Writing Resource Center. She can answer questions about the Center’s policies and practices, targeted instructional workshops, and English 180, which many of you have taught or will teach.

**Denna Iammarino** is the Assistant Director of the Writing Resource Center. She 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.

**Cara Byrne** is the SAGES Portfolio Coordinator. She can answer questions about the SAGES Writing Portfolio process (for SAGES writing instructors, faculty, and/or students completing their second University Seminar). Questions about the SAGES Writing Portfolio may be addressed to SAGESportfolio@case.edu.
WRITING@CASE INSTRUCTIONAL RESOURCES ONLINE

The Writing@CWRU website (http://writing.case.edu) serves as a primary portal to information about our writing programs, including calendars, scheduling documents, and policy statements. Of particular note, please refer to the section of the site available under “Information for…” Select “Writing Faculty” for pages related to opportunities and responsibilities of writing faculty (both Lecturers and Graduate Students).

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). Note: you will be able to log on to Blackboard as soon as you have your CWRU Network ID (e.g., mine is ttf7) – please let me know as soon as you have been made official in the system and I will add you to the Blackboard site and relevant email distribution lists.

The writing program maintains an email list (via a Google Group) 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 http://groups.case.edu for archives and subscription management tools. If you have difficulty with the list or are not receiving messages from it, please contact me asap (via writing@case.edu).

TEACHING ASSIGNMENTS & EXPECTATIONS

The Writing Program, the English Department, and SAGES all expect that the teaching you do on campus is your primary employment; we thank you for your professionalism and for keeping us informed should any situation arise that affects your abilities to meet your teaching obligations.

English Lecturers

Full-time Lecturers in English teach an equivalent of three courses each semester. Part-time Lecturers in SAGES provide writing support for SAGES on an as-needed basis. 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 who will be providing writing support to SAGES seminars or providing consulting hours in the WRC are required to participate in weekly SAGES Pedagogy Sessions.

English Graduate Assistants

New graduate student assistants (i.e., those receiving tuition waivers and stipends for instructional work) 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, see below). In addition, all new graduate student assistants in English are required to participate in the Fall semester English Department Pedagogy Seminar, which meets five times during the fall semester; syllabus and details will be provided during
orientation. In addition, all new graduate students who have or who will have instructional responsibilities (i.e., all graduate assistants receiving a stipend from CWRU) must enroll in UNIV 400A their first semester on campus and will find out more information at the Graduate School Orientation on Tuesday & Wednesday of orientation week (see the calendar at the end of this document and watch for more specifics from the School of Graduate Studies).

Returning English graduate students have been assigned courses based on various program needs, pedagogical training, and individual schedules and preferences. Teaching assignments are divided among English Department courses (148, 150, 183, 186, 200-level literature and writing courses, and 398), collaborative teaching assignments in SAGES, Writing Resource Center consultations, and individual writing tutorials (ENGL 180). English graduate assistants assigned to teach English 398 are required to attend Engineering 398 lectures (11:30-12:20 on Tuesdays) and periodic ENGL 398 staff meetings. English graduate students who will be providing writing support to SAGES seminars are required to participate in weekly SAGES Pedagogy Sessions (12:00-1:00 on Tuesdays).

The award of a graduate assistantship represents a significant investment by the university; therefore, English graduate assistants are expected not to accept employment outside the university during the academic year. Teaching assignments are announced via email (please note: schedules are subject to change, especially before August 29.)

MENTORING AND PROFESSIONAL DEVELOPMENT

English Lecturers
Dr. Olbricht will provide information to Lecturers about maintaining and developing a professional portfolio of teaching, scholarship, and service at CWRU, and about other professional development opportunities available at the University. For example, Dr. Olbricht coordinates a Publication Workshop for Lecturers that provides an opportunity to give and receive constructive feedback on emerging research. She also conducts the Annual Review process and will distribute more information about it during orientation.

English Graduate Assistants
The English Department has a mentoring program in place for all English TAs. Please see the separate Mentoring document (distributed with each semester’s scheduling announcements) for specific Faculty Mentor assignments. It is the responsibility of TAs to get in touch with mentor(s), preferably before the semester starts.

Impromptu gatherings (especially trips to the Barking Spider, the Jolly Scholar, Michelson & Morley, 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!

ENGLISH DEPARTMENT COLLOQUIUM

The English Graduate Committee coordinates the English Department Colloquium each week throughout the academic year. Talks will include national, regional, and local scholars speaking about current and emerging issues in English Studies. English Graduate Students and Faculty are
expected to attend from **3:00-4:00 on Fridays**; all Writing Faculty are invited and encouraged to join whenever possible. A full calendar of speakers will be available in the fall.

**FOR YOUR CALENDAR: ORIENTATION, MEETINGS, ETC.**

All writing faculty should plan to attend our orientation and faculty development programs during the week of **22-26 August**. In addition, a Teaching in SAGES orientation session will be offered on **17 August** (9:30-12:30 at MOCA) – this session is open to anyone who will be teaching in SAGES this academic year.

These programs offer opportunities to provide essential information, share collective wisdom, meet each other, and generally get prepared for a new year of teaching writing at CWRU. Please see the orientation calendar (at the end of this document) for details and locations.

Periodic staff meetings for writing instructors and consultants will take place (often on Fridays in the 12:30-1:45 time slot). Your attendance is mandatory at the session(s) appropriate to your teaching and consulting assignments; you are welcome at all sessions of interest to you.

Details about Fall 2015 meetings and professional development opportunities are still being arranged, but in general, please keep the following guidelines in mind as you arrange your own calendars:

- **Mondays & Wednesdays (12:30-1:45):** Periodic First Seminar Fourth Hour events (for those teaching in SAGES); EGSA events (for English Graduate Students); occasional professional development seminars (for Writing Program &/or English Graduate Program).

- **Tuesdays (11:30-12:20):** Engineering 398 Lecture (required for all ENGL 398 instructors).

- **Tuesdays (12:00-1:00):** SAGES Pedagogy Series (required for all new Lecturers and all graduate students teaching in SAGES; encouraged for all writing faculty)

- **Thursdays (11:30-1:00):** English Graduate Program meetings, pro-seminars, and workshops; EGSA meetings (for English Graduate Students).

- **Fridays (12:30-1:45):** Writing Program Staff Meetings; English department meetings. *Note: Lecturers & Fellows assigned to First Seminars with Friday “Fourth Hours, ” please make every effort to minimize conflicts with required staff meetings.*

- **Fridays (3:00-4:00):** English Department Colloquium events – details forthcoming.

Please review the following calendar & contact information carefully and save them for future reference. If you have any questions, comments, or concerns, please send a message to **writing@case.edu**. We all look forward to seeing you in August!
CWRU WRITING PROGRAM ORIENTATION SCHEDULE
AUGUST 2016

WEDNESDAY, AUGUST 17, 2016

9:30 a.m. – 12:30 p.m.  Teaching in SAGES Orientation
MOCA (11400 Euclid Avenue)
Focuses on the pedagogical aspects of planning and leading a successful seminar. Open to anyone teaching in SAGES.
Led by: Erika Olbricht & Michael Householder

THURSDAY, AUGUST 18, 2016

8:00 a.m. – 4:00 p.m. (est.)  New Advisor’s Orientation
Required of faculty leading First Seminars (unless you attended the session in June). This session is coordinated by the Office of Undergraduate Graduate Studies – if this applies to you, you will receive additional information under separate cover. Please note: the times listed here are approximate (based on previous years’ information).

MONDAY, AUGUST 22, 2016

10:00 a.m. – 12:00 noon  English Department New Grad TA Welcome and Program Overview
Guilford 107
Overview of English Graduate Program and Orientation Week Preview. Required of all new English graduate student assistants.
Led by: Kimberly Emmons & T. Kenny Fountain

10:00 a.m. – 11:30 a.m.  Foundations FSEM Staff Meeting
Guilford 223
Curriculum discussion & strategies for foundational writing instruction. Required of all Foundations FSEM instructors.
Led by: Martha Schaffer

1:15 p.m. – 2:45 p.m.  ENGL 148/150 Staff Meeting
Bellflower 101
Writing curriculum & syllabus workshop (please email your draft syllabus to ttf7@case.edu by 8/15). Required of ENGL 148/150 instructors.
Led by: T. Kenny Fountain

1:15 p.m. – 2:45 p.m.  New English Lecturer Orientation to SAGES
Bellflower 207
Required of all new English Lecturers (full- and part-time).
Led by: Erika Olbricht
3:00 p.m. – 4:45 p.m.  | **Writing Program All Staff Meeting**  
Bellflower 102  
*Writing Program overview, learning outcomes & assessment calibration exercise. Required of all writing faculty.*  
Led by: T. Kenny Fountain

4:45 p.m.  | **Writing Program Happy Hour**  
ABC Tavern (Uptown)  
*Join us to relax and catch up with old friends and make new ones.*

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**TUESDAY, AUGUST 23, 2016**

| 8:00 a.m. – 4:00 p.m. (est.)  | **New Graduate Student Orientation**  
Tinkham Veale University Center  
*Required of graduate students new to CWRU. This session is coordinated by the School of Graduate Studies – if this applies to you, you will receive additional information under separate cover. Please note, the times listed here are approximate (based on previous years’ information).*

| 9:30 a.m. – 11:30 a.m.  | **ENGL 398 Staff Meeting**  
Olin 303  
*Curriculum discussion & strategies for working with ENGL 398 students. Required of all ENGL 398 instructors.*  
Led by: T. Kenny Fountain

| 11:30 a.m. – 1:00 p.m.  | **SAGES First Seminar Lunch**  
*This event is coordinated by SAGES/Undergraduate Studies for seminar leaders, who also serve as academic advisors. If this applies to you, you will receive additional information from SAGES/Undergraduate Studies.*

| 1:30 p.m. – 3:00 p.m.  | **Teaching Collaboratively in SAGES**  
Bellflower 102  
*Strategies for productive collaboration with seminar faculty. Required of all writing faculty with SAGES collaborative teaching assignments.*  
Led by: Erika Olbricht

| 3:15  p.m. – 4:00 p.m.  | **Planning for & Using the Celebration of Student Writing & Research**  
Bellflower 102  
*Strategies and suggestions for discussing the Celebration of Students Writing & Research with faculty collaborators and students; Suggestions for integrating the Celebration into your course(s). Required of all writing faculty with the exception of new Graduate Assistants, if University TA-training conflicts.*  
Led by: Barbara Burgess-Van Aken
**WEDNESDAY, AUGUST 24, 2016**

8:00 a.m. – 2:30 p.m. (est.)
Tinkham Veale University Center

**New Graduate Student Orientation**
*Required of graduate students new to CWRU. This session is coordinated by the School of Graduate Studies – if this applies to you, you will receive additional information under separate cover. Please note, the times listed here are approximate (based on previous years’ information).*

9:30 a.m. – noon
Bellflower 102

**Diversity 360 & Seminar-Style Instruction**
*This event is an opportunity to participate in the university’s diversity & inclusion curriculum, which all first-year students complete during their orientation. Special attention will be paid to the instructional needs of faculty teaching seminar-style courses. Please note: This session is required of all Writing Faculty (returning and new). New graduate students will be excused if their graduate orientation activities conflict with this session.*

Led By: Marilyn Mobley (Vice President for Inclusion, Diversity & Equal Opportunity) and Donna Davis Reddix (Faculty Diversity Officer)

12:00 noon – 5:00 p.m.

**SAGES First Seminar Advising Sessions**
*This event is coordinated by SAGES/Undergraduate Studies for seminar leaders, who also serve as academic advisors. If this applies to you, you will receive additional information from SAGES/Undergraduate Studies.*

3:00 p.m. – 4:00 p.m.
Guilford 107

**EGSA Meeting**
*First meeting of the academic year, all English graduate students encouraged to attend.*

Led by: Megan Weber (EGSA President)

4:00 p.m. – 6:00 p.m.
Happy Dog (1625 Euclid Ave)

**EGSA Happy Hour**
*Join the English graduate students to celebrate the new year.*

**THURSDAY, AUGUST 25, 2016**

12:00 noon – 5:00 p.m.

**SAGES First Seminar Advising Sessions**
*This event is coordinated by SAGES/Undergraduate Studies for seminar leaders, who also serve as academic advisors. If this applies to you, you will receive additional information from SAGES/Undergraduate Studies.*
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| 10:00 a.m. – 12:30 p.m. | **New WRC Consultant Orientation**  
Required of all new Lecturers, new graduate students, and anyone else who has not offered WRC consulting hours at CWRU previously.  
Led by: Megan Swihart Jewell |
| 12:00 noon – 5:00 p.m.   | **SAGES First Seminar Advising Sessions**  
This event is coordinated by SAGES/Undergraduate Studies for seminar leaders, who also serve as academic advisors. If this applies to you, you will receive additional information from SAGES/Undergraduate Studies. |
| 1:30 p.m. – 2:30 p.m.   | **WRC All-Staff Meeting**  
Required of all Writing Faculty who will be offering WRC consulting hours in the fall.  
Led by: Megan Swihart Jewell |
| 2:30 p.m. – 3:30 p.m.   | **ENGL 180 Orientation**  
Required of all Writing Faculty who will are scheduled to teach ENGL 180 in the fall; also recommended for any WRC Faculty Consultants who have an interest in offering ENGL 180.  
Led by: Megan Swihart Jewell |
| 4:00 p.m. – 6:00 p.m.   | **English Department Welcome-Back Picnic**  
Introduction of new English Faculty, Lecturers, & Graduate Students. |
IMPORTANT WRITING PROGRAM CONTACT INFORMATION: AY 2015-2016

ADMINISTRATIVE E-MAIL ALIASES:
writing@case.edu for general inquiries
writingcenter@case.edu for inquiries about the Writing Resource Center and its operation
english398@case.edu for inquiries about Professional Communication for Engineers

E-MAIL DISTRIBUTION LISTS:
writing-faculty@case.edu all lecturers & grad TAs teaching writing/tutoring at Case
wid-faculty@case.edu to reach all writing faculty in English 398 posts

ENGLISH DEPT. ADMINISTRATIVE STAFF:
Professor Christopher Flint English Department Chair: 106 Guilford,
christopher.flint@case.edu, 368-3342
Latricia Robinson-Allen English Department Administrative Assistant (finances, contracts, payments, SIS): 106B Guilford,
latria.robinson@case.edu, 368-2340
Susan Grimm English Department Secretary (graduate applications, room requests, supplies, publicity): 106B Guilford,
sxd290@case.edu, 368-1508
Professor Kimberly Emmons Director of Graduate Studies (Fall 2016): 322 Guilford,
kimberly.emmons@case.edu, 368-6924
Professor Kurt Koenigsberger Director of Graduate Studies (Spring 2017): 321 Guilford,
kurt.koenigsberger@case.edu, 368-6994

WRITING PROGRAM ADMINISTRATIVE STAFF:
Professor T. Kenny Fountain Director of Composition: 222 Guilford,
tkenny.fountain@case.edu, 368-2359
Dr. Martha Schaffer Associate Director of Composition: 220 Guilford,
martha.schaffer@case.edu, 368-2452
Dr. Megan Jewell Director of the Writing Resource Center: 204 Bellflower Hall,
megan.jewell@case.edu, 368-3799

Dr. Denna Iammarino Assistant Director of the Writing Resource Center:
denna.lammarino@case.edu
Dr. Erika Olbricht SAGES Instructional Coordinator: 319 Guilford,
erika.olbricht@case.edu, 368-2362
Dr. Hee-Seung Kang Director of ESL services and curriculum: 219 Guilford, hee-seung.kang@case.edu, 368-1890
Dr. Cara Byrne SAGES Portfolio Coordinator: crh64@case.edu

SAGES ADMINISTRATIVE STAFF:
Professor Peter Whiting Director of SAGES:
110 Crawford, peter.whiting@case.edu, 368-3989
Michael Householder Associate Director of SAGES: 110 Crawford,
michael.householder@case.edu, 368-4917
Janet Alder SAGES Administrative Assistant (course funds, SAGES finance & administration): jra20@case.edu, 368-5830
Sharmon Sollitto SAGES Administrative Assistant (Fourth Hour arrangements, campus/local events, Blackboard access):
sharmon.sollitto@case.edu, 368-0691
Lance Parkin SAGES Administrative Assistant (general SAGES questions, room scheduling, etc.):
lance.parkin@case.edu, 368-8954

OTHER KEY ADMINISTRATIVE STAFF:
Judith Olson-Hammer Director, Educational Services for Students: jko2@case.edu, 368-8825
Molly Watkins Executive Director of International Affairs:
molly.watkins@case.edu, 216-368-0832
William Claspy, Humanities Research Librarian: wpc@case.edu, 368-3595
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