



DEPARTMENT OF ENGLISH
THE UNIVERSITY OF TEXAS AT AUSTIN

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August 18, 1988

Dear Professor John Ruskiewicz:

Thank you for agreeing to participate in this year's English Department AI/TA Orientation program on August 31 - September 2. We appreciate the time and effort involved in your contribution. A tentative schedule is enclosed with your presentation(s) circled. If you have any questions on specifics, please feel free to ask either Don Weeda or myself. Also, if you need any handouts for your presentation, please bring the materials to the Lower Division English Office at least a week before the program so that we can duplicate them.

We look forward to your presentation and hope that you will be able to come to the Friday afternoon reception in the Dean's Conference Room (OMB 3.102) as well.

Yours sincerely,

A handwritten signature in cursive script that reads "Neil Nehring".

Neil Nehring
Acting Director
Lower Division English

PROGRAM FOR NEW AI/TA/GRADUATE STUDENT ORIENTATION
 Calhoun 100
 August 31 - September 2, 1988

All sessions are in Calhoun 100 except as indicated in parentheses. Wednesday sessions are for new graduate students. Thursday and Friday sessions are intended primarily for AI's and TA's. * Indicates Th/F sessions which are required for TA's and AI's; all unstarred sessions are required for AI's only, although strongly recommended for TA's. All Faculty, AI's, and TA's are welcome to attend any session(s).

WEDNESDAY
 AUGUST 31

FOR NEW GRADUATE STUDENTS

- 9:00 Welcoming Remarks, Professor W.O.S. Sutherland, Chair, Department of English; Professor Thomas Cable, Chairman of Graduate Studies; Professor Neil Nehrning, Acting Director of Lower Division English.
- 9:30 "Introduction to the Graduate Program in English," Professor W.B. Worthen, Graduate Advisor
- 10:30 COFFEE BREAK (Calhoun 103)
- 11:00 "Introduction to Classified Staff: Office Procedures and Resources," Liz Rivera, Administrative Associate; Sid O'Keefe, Administrative Associate
- 11:45 LUNCH (on your own)

AFTERNOON: Two tours of the Harry Ransom Humanities Research Center (HRRHC) have been scheduled. A sign-up sheet will be passed around in the morning session; sign up for either the 1:00 or the 3:00 tour.

- 1:00 Tour of the HRRHC (meet in front of HRRHC)
 Cathy Henderson, Assistant to the Director
- 3:00 Self-guided tour of the Perry-Castañeda Library
 Tour of the HRRHC (meet in front of HRRHC)
 Cathy Henderson, Assistant to the Director
- THURSDAY
 SEPTEMBER 1
- FOR AI'S AND TA'S
- 9:00 "Assistant Instructor Evaluation Procedures," W.B. Worthen
- 9:30 "Introduction to the English Department Writing Program," Neil Nehrning
- 9:45 "E 306: Syllabus, Texts, Procedures," (including E 398T) Professor Linda Brodkey; Kay Halasek, Assistant Director of Lower Division English; Neil Nehrning
- 10:15 COFFEE BREAK (Calhoun 103)
- 10:30 "Practical Tips in Teaching Writing," Professor John Ruskiewicz
- 11:30 LUNCH (on your own)

FRIDAY
 SEPTEMBER 2

- 1:00 *Introduction to E 316K, " Professor Wayne Rebhorn, Incoming Director of Lower Division English
- 1:30 AI's (Writing Lab, Parlin 3): TA's (Calhoun 100):
 "The AI in the E 306 Classroom," Kay Halasek and panel of AI's
 "Teaching E 316K: TA Responsibilities," Wayne Rebhorn
- 2:00 "Grading in E 316K," Professor James Duban
- 2:30 COFFEE BREAK (Calhoun 103)
- 2:45 *WORKSHOP: Grading Papers, Session 1, " Linda Brodkey; Elisabeth Piedmont-Marton, Assistant Director of Lower Division English; Neil Nehrning
- 3:30 *Employment Information: How to Get Paid, " Sid O'Keefe
- FOR AI'S AND TA'S
- 9:00 *WORKSHOP: Grading Papers, Session II, " Linda Brodkey, Elisabeth Piedmont-Marton, Neil Nehrning
- 10:15 COFFEE BREAK (Calhoun 103)
- 10:45 "The E 306 Library Component," Ann Neville, Professional Librarian, Undergraduate Library
- 11:15 "English 306 Humanities," Professor Carol Mackay, Director of Freshman Humanities
- 11:30 LUNCH (on your own again)
- 1:00 *Scholastic Dishonesty," Dr. Gage Paine, Office of the Dean of Students
- 1:30 *Learning Skills Center Services," Jo Ann Cope, Learning Skills Center
- 2:00 *Secrets of Lower Division English Revealed: A Field Trip," Don Weeda, Administrative Assistant
- 2:15 COFFEE BREAK (Calhoun 103)
- 2:30 "Introduction to Writing Lab," (Parlin 3) Scott Deaver, Coordinator of the Writing Lab
- 3:00 "The Computer Classroom," (Parlin 3) Paul Taylor and Locke Carter, Computer Research Lab Associates
 Computer Lab Orientation, (Flawn Academic Center 9, 10) Paul Taylor and Locke Carter
- 4:00 RECEPTION for all new graduate students, all new TA's and AI's, all conference participants, and invited dignitaries (Dean's Conference Room, OMB 3.102)