Important Information for Writing Program TOs

TO RECEIVE YOUR FIRST PAYCHECK ON FRIDAY, SEPTEMBER 25 YOU MUST HAVE:

☐ signed your contract, job description, and Participation Agreement Form by Friday, August 14 and
☐ attended the new graduate student employee orientation and completed distributed forms ASAP.

Note: Paychecks are issued biweekly via direct deposit starting September 25, 2015. If you have any questions about employment forms or pay checks, please see Heidi Terault (hterault@acad.umass.edu).

OFFICE AND KEYS
Offices on campus are small and scarce. Please be considerate of your officemate(s), and keep your workspace clean. Because many TOs share offices and desks, we encourage you to coordinate office hours with one another.

For information on how to retrieve your office key, please refer to email from Becky Blajda dated Friday, July 31, 2015.

UCARDS
UCards are the University I.D. cards. You can obtain one on the first floor (room 168) of the Whitmore Administration Building. You will need to bring a picture I.D. If you are teaching in the dorms, this card is a MUST! It will be your only access into that dorm building. The card is also needed to take out books from the W.E.B. DuBois Library (and receive discounts at the movie theater!).

E-MAIL ACCOUNTS
You have already been automatically assigned an UMass email address; information was sent to your non-UMass address when you were admitted to the university. Questions? Please contact the Account Management Office in LGRC, A109, or call 413-545-9400 and press 2 (at option prompts) to be connected to an Account Manager. Writing Program notices will be emailed to your university email address, so please make sure that you can access this e-mail account.

For the First Week of Classes

1) CLASS ROSTER & NO-SHOW FORM (DUE AFTER 2ND CLASS MEETING). Please remember to print out a copy of your class roster, which is available on SPIRE, right before your first class meeting. Using the roster updated just before for your first class, complete a “No-Show” form, which reports students who failed to attend the first two classes. The Writing Program will then drop these students from your class; you cannot add or drop students yourself. Make sure to return the “No Show” form to the WP office immediately after your second class—whether you have any no-shows or not.

2) STUDENTS ASKING TO ADD YOUR CLASS? Any student attending your class who is not on your roster should not be considered registered for your class; you can verify student enrollment through SPIRE. We DO NOT over-enroll our College Writing classes. DO NOT allow any student to sit in your classroom after the first class if he/she is not officially registered for your class. DO NOT tell students that as time passes they will be able to get into your class. Advise students to check SPIRE for seat availability.

3) ADD/DROP PERIOD. Only the WP office can add/drop students from your class. The add/drop period lasts approximately two weeks, ending on Monday, September 21. Students may be added to your class as openings become available, and instructors cannot turn away any student who has officially added a class during the add/drop period.

4) OFFICE HOURS FORM (DUE SEPT 13). Teachers are required to hold two office hours per week. Please fill out and return your Office Hours form to Becky no later than Friday, September 18.