



THE UNIVERSITY *of* NORTH CAROLINA
GREENSBORO

ENGLISH GRADUATE
STUDENT ASSOCIATION
HANDBOOK
2010-2011



Welcome from the EGSA!

On behalf of the entire graduate student body, we want to welcome you to a new year at UNCG. We've compiled some information that might be useful as you navigate life as a UNCG English grad student and a member of EGSA. We hope this handbook will answer any questions you might have. If there's anything the EGSA can ever do to help you make the most of your time at UNCG, please don't hesitate to ask.

Sincerely,

Charlie, Courtney, Justin, and Tammy
2010-2011 EGSA Board

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Graduate Student To-Do List

- Get an ID card
- Get a parking pass or check out the free HEAT busing routes
- Set up network and email accounts
- Verify your personal information in UNCGenie
- Learn about advising and registering for classes
 - Meet with the Director of Graduate Studies, Michelle Dowd
 - Meet with program directors
- Sign up for the EGSA Google group
- Get keys to offices and teaching stations (TAs only)
- Sign up for a departmental mailbox (non-TAs only)
- Buy books
- Check out the library
- Learn about teaching opportunities
- Attend semester kick-off party

ID cards

UNCG student ID cards are called FirstCards. You must have a FirstCard to check out books at the library and print in the computer labs. The FirstCard contains a chip that lets you store money on the card. You can use this money in the campus photocopiers, at some of the Elliot University Center shops, and some vending machines.

You can get a FirstCard at the FirstCard Center located in Room 121 of the Elliot University Center (EUC). The FirstCard Center tends to be very busy during the first week of classes; if you can, try and get yours before courses start. For more information, visit

firstcard.uncg.edu

Parking passes

Parking on or around campus is difficult, especially between 8 a.m. and 2 p.m. There are several different parking options available.

Find street parking. This is the cheapest, but also most time-consuming option. During the day it can be very difficult to find any open spaces anywhere near campus. UNCG and Greensboro parking enforcement officers are very attentive to posted time limits.

Pay for deck parking. The Oakland Street deck is the nearest covered parking to our building. Rates are \$1 per hour up to a maximum of \$6 per day.

Buy a C (Commuter) or E (Evening Student) pass. These allow you to park in the student lots. E passes are only valid after 2 p.m. If you ride a motorcycle, you can buy a cheaper M pass.

Buy a deck pass. This is the most expensive option, but it allows you to park in the covered deck near our building. There is usually a waiting list for a pass.

NOTE: Owning a parking permit does not guarantee you a parking spot. If you can't find a space, you can park in the UNCG overflow parking lot, **Park and Ride**, on Lee St. next to the Coliseum. The Park and Ride buses shuttle you to/from campus, running about every 15 minutes. The Park and Ride lot closes at 7pm, so *make sure to move your car to a campus lot before then*. For more information, visit

parking.uncg.edu

Other options

The City of Greensboro's HEAT (Higher Education Area Transit) bus system offers free service to students enrolled in local colleges and institutions. For route information, visit:

www.rideheat.com

Both Greensboro and UNCG are working to improve accessibility for bicyclists. There are a number of bike racks on campus and Greensboro has expanded the number of bicycle routes in the campus area. For more information, visit:

GSOsharetheroad.org

Network and email accounts

UNCG offers fairly extensive computing support. For the most part, UNCG's computer services fall into two categories: UNCGenie and everything else.

UNCGenie is the tool you use to register for classes, update your information, apply to additional programs, view your transcripts and view the damage to your bank account and pay bills online. For TAs it is also the way to submit grades and access class rosters. Unfortunately, there's not a whole lot of information about how to use UNCGenie online. If you have problems, contact 6-TECH. You can access UNCGenie at

banweb.uncg.edu/

Everything Else includes network access, your email, personal web space, the Blackboard course system, online library access, file storage, and wireless access. You may already be set up. If not, visit

accounts.uncg.edu

UNCG by the numbers

UNCG uses three major username/password systems: your Student ID number/PIN, Novell username/password, and your FirstCard number/PIN. It is important to keep these private and to understand the differences between the systems.

Student ID number/PIN: This is the username and password you use with UNCGenie. It consists of a nine-digit number starting with 8 and a six-character PIN. You should have already received these in the mail. It's a good idea to change your PIN the first time you log in to UNCGenie.

Novell username/password: This is the username and password used to log in to your email, networked computers and printers on campus, your personal web space, and the Blackboard course software. The username consists of your first and middle initials followed by up to six letters of your last name and sometimes a number. Your username is the first part of your UNCG email address. (For example, if your username is sjlittl3, your email address would be sjlittl3@uncg.edu.)

NOTE: Your Novell password expires every 90 days. You will have to choose a new one when you log into a networked computer or at reset.uncg.edu. This is a pain, but remember that you can maintain similar passwords by simply changing which letters are capitalized. If you are having trouble accessing email or Blackboard, try changing your password.

FirstCard number/PIN: This is only used to renew checked-out library books or place holds on library materials. Your PIN is the first four digits of your Student PIN. Unlike the previous two, you really won't need to memorize this information.

Getting help

UNCG's helpdesk is called 6-TECH. They are available at 336-256-8324 or 6-tech@uncg.edu. You can also get help via the Web at

6-tech.uncg.edu

Getting access

The English department has set aside two computers in the Graduate Student Lounge for our use. Please use the printer sparingly—NO PRINTING OFF READINGS OR OTHER LONG DOCUMENTS. We only get two printer cartridges a year; when they're gone, they're gone.

There is also a (well-hidden) computer lab on the first floor of the MHRA building. It is next to the double glass doors leading out the back of the building by the elevators. There are also labs in many of the other campus buildings. More information about lab locations and hours is at

www.uncg.edu/irc/labs

UNCG offers wireless internet service in most of its buildings. If you have a laptop that supports 802.11b (aka Airport) connections, you can access the internet wirelessly. For more information and setup instructions, visit

its.uncg.edu/Wireless

Important online tools

Email: UNCG's email system (iSpartan) is based on Google's Gmail. It is a web-based email system, which means you use your Web browser to read and send mail. UNCG will only send certain mail to your official email address, so be sure to check iSpartan often. iSpartan is available at:

ispartan.uncg.edu

Blackboard: Many instructors use this tool to provide eReserves (scanned documents from the library), handouts, discussion boards, and links. There is also an EGSA site that includes information about current projects and a message board for suggestions. You can access Blackboard at

blackboard.uncg.edu

Files: Each student receives space on UNCG's servers for storing files and other data. This space appears as a shared drive when you log in on campus. You can also access your files using a Web browser at

webaccess.uncg.edu

Web: UNCG gives all students web space for personal home pages. The EGSA periodically runs courses on Web design. We have also prepared instructions for setting up your web space below:

www.uncg.edu/eng/egsa/web_handout.pdf

Printing: Students can print 75 pages per semester for free. If you need to print more (English grad students always do), you'll need to put some money on your FirstCard, which you can do using the machine in the lobby of the Library. For more information, visit:

its.uncg.edu/Labs/Pay_For_Print/

Verify your personal information in UNCGenie

Because the university will use your current contact information in UNCGenie to communicate with you via email, traditional mail, and telephone, it is important that you verify your contact information in UNCGenie when you relocate. Each time you move or change your contact information, you should update this information in UNCGenie.

Advising and Registering for Classes

Graduate students are not assigned a formal advisor upon entering the program, so it is up to you to contact the Director of Graduate Study (DGS) and/or your program director (for MFA, MEd) to discuss requirements and your plan of study. Michelle Dowd, our current DGS, will email you each semester to set up advising meetings before course registration opens. Basic information about requirements is available at:

www.uncg.edu/eng/graduate.html

Advising Codes

UNCG requires students to provide a registration code when signing up for classes through UNCGenie. Alyson Everhart will announce (via email) when the codes are available.

Auditing Courses

Full-time UNCG students may audit one course per semester without additional charge. Part-time UNCG students may audit no more than two courses per semester and are charged a \$15 fee for each audited course. Written permission from the instructor is required in order to audit a course.

Thesis and Dissertation

Theses and dissertations are submitted electronically. You can obtain a copy of the “Guide for the Preparation of Theses and Dissertations” handbook through the graduate school website at:

www.uncg.edu/grs/current/TDmanual.html

The school offers regular workshops on electronic submission. See the graduate school website for times and registration information. Deadlines regarding submission of theses/dissertations are **very strict**. Current deadlines can be found at

www.uncg.edu/grs/calendar.html

The EGSA Google Group

You should already have been signed up for the EngGrad-L email list. This is the department's primary tool for communicating with students. TAs are also enrolled on the taeng-L list. This is a list for messages that only apply to students teaching at UNCG. By default, EngGrad-L and taeng-L messages go to your UNCG email account.

Since UNCG requires that all messages sent to these lists be related to academic or university work, the EGSA moderates a Google group for more casual conversation, information about upcoming events, and questions for fellow students. This online forum is a great way to connect with fellow students and to hear what's going on in the department.

New students are automatically enrolled into the EGSA Google group. To sign up, use the signup tool on the EGSA Web site:

www.uncg.edu/eng/egsa/

Keys and mailboxes

Keys (TAs only)

Most buildings on campus are unlocked from 7 am to 10 pm. TAs are issued two keys. One opens the TA offices and the Graduate Student Lounge. The other opens the classroom teaching stations. The office/lounge key comes from Facilities. You will have to pay a \$10 deposit for it. The teaching station key comes from the Teaching and Learning Center (TLC). You will have to go to the TLC in person to pick it up.

Mailboxes (non-TAs only)

Non-teaching graduate students can request a mailbox in the graduate student lounge. (TAs automatically get a box.) Ask Anna at the front desk for a request form.

Be sure to check your box often; important information from students, the DGS, the Composition Director, professors, and Alyson Everhart will be distributed here. Any packages sent to your mailbox will be delivered to the main departmental mailroom (MHRA 3317). You may not be notified if you have a package, so it's best to keep an eye peeled when you're expecting one.

Books

The UNCG bookstore is in the Elliot University Center (EUC). You can buy books in person or via their Web site:

uncg.bkstore.com

Addam's University Bookstore, located on Tate Street, also orders textbooks and often has more copies than the official bookstore. There are also a number of used bookstores in town that sometimes have cheap copies of classics. These include Pages Past (Spring Garden Street), Edward McKay (Battleground Avenue), and Empire Books (Friendly Avenue).

Library

The Walter Clinton Jackson Library contains more than one million works and offers access to a wide range of journals, special collections, and online resources. Along with a traditional catalog and journal search, the library's site includes subject guides that collect frequently used resources like the MLA bibliography, JSTOR, Academic Search Premier, and a number of archival databases. More information is available at the library's homepage:

library.uncg.edu

Special Collections

UNCG boasts an impressive collection of non-circulating items, including first editions, early editions, and rare manuscripts. The UNCG special collections department is known for its extensive collection of women's literature. For more information visit:

library.uncg.edu/depts/speccoll/

Folks to know

Nancy Fogarty is the English reference librarian and can help with research questions. She is available at nancy_fogarty@uncg.edu or (336) 256-0240. Jenny Dale (jedale2@uncg.edu or 336-334-5880) runs library research tutorials for students; TAs should contact her about in-class sessions.

Teaching opportunities

UNCG offers a number of teaching opportunities, research assistantships, and other professional development avenues, including:

- English 680, Teaching Internship in English
- UNCG teaching assistantships
- Graduate assistantships for MA students
- Guilford Technical Community College (GTCC) Faculty-in-Training program

Money Matters

The UNCG Graduate Student Association, the EGSA, and the English Department offer a number of travel and professional development grants. These are in high demand, so get your applications in early. More information about the GSA Professional Development and Thesis Development Funds is available at:

www.uncg.edu/student.groups/gsa/funding/

Contact the EGSA board about the EGSA and English Department awards.

Appendix A: People to Know

Department Head (Anne Wallace)

Dr. Wallace maintains and runs the English Department, conducts faculty meetings, and handles the budget. Most graduate student forms will need signatures from the DGS or committee members, but occasionally she will also need to sign off on paperwork.

Associate Head (Scott Romine)

Dr. Romine establishes schedules for teaching composition and graduate seminars (among other duties).

Administrative Assistant to Associate Head and Director of Undergraduate Studies (Melanie Humpal)

Melanie is responsible for administrative support to the directors listed above; maintaining the department's website; coordinating tenure-track searches and promotion/tenure documentation; planning and supervising the department's Recognition Ceremony; assisting in preparation of the schedule of courses; assisting with financial transactions; and other administrative duties.

Business Officer (Lydia Howard)

Lydia is responsible for the departmental operating and personnel budgets; purchasing; personnel paperwork for hiring of faculty & lecturers; preparing affirmative actions for tenure-track and non-tenure full-time positions; assisting in the planning and preparation of the schedule of courses for the academic year and summer session; and office management.

Director of Graduate Studies (Michelle Dowd)

All graduate students need to meet with Dr. Dowd for an initial planning session upon beginning their work at UNCG. Most paperwork will require her signature. Dr. Dowd also serves as advisor to the MA and PhD students.

Graduate Studies Assistant (Alyson Everhart)

Alyson is responsible for responding to queries about the English Graduate Programs; assisting the Graduate Director with advising and the administration of PhD exams; completing and maintaining PhD, MA, and MED forms and files; preparing personnel paperwork for hiring of TAs and RAs; coordinating campus visits for prospective students; and assisting with recruiting events. For general departmental questions, ask Alyson first.

Director of the Creative Writing Program (James Clark)

Mr. Clark acts as the primary contact/advisor for MFA students and administers the MFA program.

Director of English Education (Jeanie Reynolds)

Dr. Reynolds serves as the primary contact and advisor for MEd students. She also administers the MEd teaching internship program.

Administrative Assistant to Director of English Education and Special Programs (Anna Tysor)

Anna is responsible for supervision of student assistants; administrative support for English Education and special programs; assisting with tenure-track searches, preparation of promotion/tenure documentation, and course scheduling; writing and producing the departmental newsletter; and office management.

Director of Composition (Kelly Ritter)

Dr. Ritter functions as the primary contact for TAs in regards to their composition classes. She oversees the composition program, including brown bag lunches, the all-campus read, and *Techne Rhetorike*. The director also teaches the required TA orientation course, ENG 747.

Director of the Writing Center (Sara Littlejohn)

Dr. Littlejohn facilitates the first year Writing Center duties of TAs in addition to her regular administrative and teaching responsibilities.

Appendix B: Places to Know

Career Services Center

Located in Room 1 of the Elliott University Center, the Career Services Center can help with the job search process, including creating a resume, CV, or cover letter. Also, they can maintain a reference file so that job seekers can avoid needing to repeatedly ask for recommendation letters. For more information visit

csc.dept.uncg.edu

The CSC also maintains **SpartanCareers**, which lets you search for full- or part-time positions on and off campus:

csc.dept.uncg.edu/strak/frame.html

Faculty Center

The Faculty Center is a smaller building located close to the EUC and library, near the corner of Administration Drive and College Avenue. We often have English Department receptions and Brown Bag Lunches there.

Graduate Student Association (GSA)

The Graduate Student Association serves as the collective voice and power of the graduate student body in interactions with university administration and faculty. Through the GSA, graduate students are given the opportunity to sit on campus committees affecting school policy and student affairs. Every graduate student at UNCG is a member of the GSA's legislative body and is invited to attend meetings and to be an active member. The legislative body meets three times a semester. For more information, visit

www.uncg.edu/student.groups/gsa/

Mossman Building

This building houses the Graduate School, the Registrar's Office, and the Cashier's Office (among others). It is diagonally across Spring Garden Street from the MHRA building.

Office of Multicultural Affairs

This office organizes workshops on minority and diversity issues for classrooms, and provides support for students, and information and help for teachers on race and ethnicity issues. For more information, visit

maf.dept.uncg.edu/mrc/

Old Town

Conveniently located near MHRA on Spring Garden Street, English Grad Students frequent this bar rather often, particularly during the weekly "Thirsty Thursday" social gatherings, which typically kick off around 5 p.m. It's also a good place to grab a quick sandwich or quesadilla for lunch.

Speaking Center

The University Speaking Center provides reactive and proactive services for UNCG students, faculty, employees, and members of the Greensboro community. Services are designed to empower clients with communication confidence and competence. Assistance is offered in the preparation and delivery of speeches, development of knowledge and skills in interpersonal communication, and overall success in group or team communication situations. The Speaking Center is located in 3211 HHRA Building.

www.uncg.edu/cst/speakingcenter/main.html

The Office of Disability Services

ODS offers counseling for students with physical/learning disabilities and also provides support for students and advice for teachers. For more information, visit

ods.dept.uncg.edu

Student Health Services

The Gove Student Health Center offers basic health care, a pharmacy, wellness services, and counseling. It is located on the other side of the EUC from MHRA.

www.uncg.edu/shs/

Tate Street

Tate Street runs along one side of campus and intersects with Spring Garden (the Weatherspoon Gallery, the University Police Station, and Aycock Auditorium are on this corner). There are several gathering places along Tate Street that provide diversions from offices and classrooms and/or a different work setting. "Tate Street" is often used to refer to the Tate St. Coffee House, a popular place for meetings, grabbing coffee in between classes, or hanging out in the evening.

Teaching and Learning Center

The TLC supports technology in the classrooms at UNCG. TAs can obtain keys to the teaching stations, borrow audiovisual equipment, or rent/reserve materials. The TLC also provides instructional development and supplies handouts and useful classroom materials. Students can also check out movies (DVD and VHS) for up to one week. More details can be found at

www.uncg.edu/tlc/index.html

Weatherspoon Art Gallery

Located at the corner of Tate Street and Spring Garden, the Weatherspoon houses an extensive collection of contemporary American art and hosts traveling exhibitions. Ann Grimaldi, Education Curator, can arrange tours for ENG 101 and 102 classes. Contact her at ann_grimaldi@uncg.edu. More information is available at:

weatherspoon.uncg.edu

The Writing Center

Located in MHRA 3211, the University Writing Center seeks to enhance the confidence and competence of student writers by providing free, individual assistance at any stage of composition. The staff consists of first-year English TAs, graduate students from other programs, and advanced undergraduates who have taken a special Practicum or training class. Helpful handouts on grammar, documentation, thesis development, etc., can be found on the Writing Center website:

www.uncg.edu/eng/writingcenter

Yum Yum's

Another Greensboro institution, Yum Yum's is a family ice cream parlor and hot dog restaurant located beside Old Town. It's very possible to get there, order an ice cream, and get back to class in the span of a typical course break.

Appendix C: About the EGSA

Membership

All graduate students enrolled by the English department gain automatic membership in the EGSA. There are no dues, and there is no minimum attendance requirement at EGSA meetings. All graduate students are encouraged to become active members by attending EGSA meetings—which serve as forums for open communication and advocacy—and by participating in EGSA projects. By becoming an active member, you will participate in all decision-making processes that will affect English graduate students.

Meetings

Although attendance is not mandatory, EGSA members are strongly encouraged to attend meetings because many significant decisions regarding advocacy, policies, procedures and issues are decided during the course of these meetings. Meeting times and places are rotated to allow for the attendance of as many graduate students as possible.

EGSA Executive Board

The executive board is made up of four elected graduate students. Nominees are drawn from any of the department's primary degree programs: PhD, MFA, MA, and MEd. Each board member serves for one academic year and can be reelected once.

EGSA Project Teams

Each EGSA project is overseen by a project team. Project teams are responsible for investigating the issue, determining what needs to be done, soliciting volunteers, setting deadlines for completion, etc. Any EGSA member can propose a project; if there's enough interest, the EGSA will provide what resources we can. The most prominent groups are the Writing Into the Profession Conference group, the *Technê Rhêtorikê* editorial board, the All Campus Read committee, and the annual portfolio contest for ENG 101 and ENG 102 students..

Related Departmental Officers

The EGSA works closely with the Director of Graduate Studies, Michelle Dowd, and the Graduate Assistant to the Director of Composition, Brian Ray. We also coordinate our work with the Graduate Studies Committee and the department's Mentoring Coordinator(s):

Graduate Studies Committee Representatives: These students represent the EGSA on the faculty committee concerning the graduate program. Each representative is appointed by EGSA to serve for the following two academic years. Traditionally, these have been upper-level PhD students, one each from the rhet/comp and literature tracks.

English Faculty Meeting Representatives: These students represent the EGSA at English faculty meetings that involve graduate student issues. Each representative is appointed by EGSA to serve for the following two academic years. Traditionally, these have been upper-level PhD students, one each from the rhet/comp and literature tracks.

Appendix D: 2010-2011 Who's Who

Administrative Faculty and Assistants				
Title	Name	MHRA	Phone	Email
Department Head	Anne Wallace	3133	334-5311	anne_wallace@uncg.edu
Administrative Assistant to the Head	Lydia Howard	3131	334-5311	lydia_howard@uncg.edu
Associate Department Head	Scott Romine	3143	334-5311	sbromine@uncg.edu
Associate Head and Director of Undergraduate Studies Assistant	Melanie Humpal	3139	334-5311	mshumpal@uncg.edu
Director of Graduate Studies	Michelle Dowd	3123	334-3974	mmdowd@uncg.edu
Writing and Editing MA Director	Robert Langenfeld	3407	334-5446	langenfeld@uncg.edu
Graduate Studies Assistant	Alyson Everhart	3137	334-5311	awfrazie@uncg.edu
Director of Creative Writing	James Clark	3304	334-5459	jlclark@uncg.edu
Director of Composition	Kelly Ritter	3119	256-0482	karitter@uncg.edu
Director of English Education	Jeanie Reynolds	3106	256-0486	jmreyno3@uncg.edu
Director of English Education and Special Programs Assistant	Anna Tysor	3143	334-5311	altysor@uncg.edu
Director of the Writing Center	Sara Littlejohn	3330	256-0483	sjlittle@uncg.edu
Director of the Speaking Center	Kim Cuny	3332	256-1389	kmcuny@uncg.edu
Assistant to the Director of Composition	Brian Ray			bcray2@uncg.edu
Literature Assistant Director	Scott Gibson			stgibson@uncg.edu
EGSA Board and Representatives				
Title	Name	MHRA	Phone	Email
EGSA Faculty Sponsor	Mark Rifkin	3143	334-4694	m_rifkin@uncg.edu
Board Member	Tammy Bruch			tebruch@uncg.edu
Board Member	Charlie Guy-McAlpin			ctguymca@uncg.edu
Board Member	Justin Hessberg			j_hessbe@uncg.edu
Board Member	Courtney Adams Wooten			cawooten@uncg.edu
Graduate Studies Rep.	Rachel Bowman			rlbowman@uncg.edu

Graduate Studies Rep.	Andrew Pisano			ampisano@uncg.edu
English Faculty Meeting Rep.	Jacob Babb			jsbabb@uncg.edu
English Faculty Meeting Rep.	Zachary Laminack			zslamina@uncg.edu