

Request for **Class Visit** or for **Writing Center Tour**
(one request per form)



Please provide the following information if you wish to have a tutor speak to your class about our Writing Center or if you would like to bring your class in for a tour of the new Writing Center. A tutor will call you within one week to make arrangements.

Professor: _____ Phone: _____

Course Number/Name: _____

Classroom: _____ Number of Students: _____

Please check one: _____ tutor to visit class _____ tour of Writing Center

Preferred Times:

First Choice: Date _____ Time _____

Second Choice: Date _____ Time _____

Third Choice: Date _____ Time _____

(Return this form to Dr. Maureen Archer, Department of English.)

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Writing Center Referral



Student's Name: _____

Professor's Name: _____

Course: _____ Date: _____

Dear Writing Center tutor:

Please discuss the following writing concerns with my student:

- | | |
|-------------------------------|-----------------------------|
| _____ Choosing a topic | _____ Eliminating wordiness |
| _____ Developing ideas | _____ Structuring sentences |
| _____ Organizing ideas | _____ Punctuating sentences |
| _____ Using details/examples | _____ Other: _____ |
| _____ Constructing paragraphs | _____ |

Comments: _____

WRITING CENTER NEWS



The Alice F. Randall Writing Center is now in **room 163** of the **Residence Hall**. Many thanks to Drs. Summerville, Webb, Bartelt, and Mason for making this move possible.



During Fall 1994, writing tutors will be available to work with any CNU student or staff member during the following thirty-two hours (includes six **evening** hours) each week:

MONDAY: 9:00 a.m. - 3:00 p.m. and 7:00 - 9:00 p.m.

TUESDAY: 9:30 a.m. - 2:30 p.m. and 7:00 - 9:00 p.m.

WEDNESDAY: 9:00 a.m. - 3:00 p.m. and 7:00 - 9:00 p.m.

THURSDAY: 9:30 a.m. - 2:30 p.m.

FRIDAY: 9:00 a.m. - 1:00 p.m.

The Writing Center will be open from **Monday, 9/5** (second week of classes) until **Friday, 12/9** (last day of classes). We will be closed during the recesses.



Guest speakers are needed to address our tutors and tutor trainees on Tuesdays from 3:00 - 3:30 p.m. If you are interested in telling us about your writing assignments and about what you expect in your students' writing, please call Dr. Maureen Morrissey Archer (4-7950). The more we know about your expectations, the more we can help your students with their writing assignments.




Ways To Get Your Students To Go To The Writing Center...

1. Frequently announce to your classes that friendly writing tutors are available to help them and distribute Writing Center bookmarks. Please emphasize that **all writers** (not just remedial) frequently seek the advice of our peer tutors.
2. Use the "Request for **Class Visit** or for **Writing Center Tour**" form (see over).
3. Fill out "Writing Center Referrals" for students to bring to the tutors (see over).
4. Require students to work with a Writing Center tutor once before their first writing assignment is due. Most of our business has been from students who return for additional tutoring; getting students in for initial tutorials has been the difficulty.



Send questions and suggestions to Dr. Maureen Morrissey Archer, Writing Center Director, Dept. of English. Thank you for helping us help your students.



Government and Public Affairs

Room #144 Dr. Harry Greenlee, Assistant Professor/Director
of Legal Studies

#145 Dr. Fabrice Lehoucq, Assistant Professor

#146 Dr. Paul Killam, Professor

#147 Dr. David Wall, Assistant Professor

#148 Dr. Buck Miller, Associate Professor

#149 Mr. Lewis Nicholson, Director, Criminal Justice
Studies

#150 Mr. Harvey Williams, Department
Chairman/Associate Professor

#151 Dr. Robert Doane, Professor

#152 Linda Pilcher, Secretary

#153 Dr. William Winter, Director of Joseph Center,
Professor

Philosophy and Religious Studies

Room #154 Controller

#155 CNU On-Line Lab

#156 Dr. George Teschner, Department Chairman

#157 GIS/CNU On-Line Lab


#158 Dr. John Hoaglund, Professor

#159 Dr. Deborah Mullen, Assistant Professor

#160 Dr. Kenneth Rose, Assistant Professor

#161 Dr. Richard Beauchamp, Associate Professor

Parking decals -- Parking decals must be on all vehicles by
September 2, 1994.



Moves Around Campus -- The following departments have been moved to the first floor of the residence hall.

Sociology, Social Work, and Anthropology

Room	#110	Dr. James Forte, Asst. Professor/Field Instruction Coordinator
	#111	Ms. Lea Pellett, Chairman/Sociology and

Anthropology

	#112	Dr. Joe Healey, Professor
	#113	Dr. Jacquelyn Mitchell, Assistant Professor
	#114	Dr. Robert Durel, Professor
	#115	Ms. Cheryl Mathews, Director of Social Work/ Co-chairman
	#116	Adjunct and student workers
	#117	Ms. Kathy Sylvia, Secretary

English

Room	#118	Writing Center/Dr. Maureen Morrissey-Archer
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Mathematics

Room	#119	Math Lab/Dr. Martin Bartelt/ Dept. Chair
	#123	Dr. Wing Kwok, Assistant Professor
	#124	Christian Dahl, Visiting Graduate Student
	#125	Dr. Brian Bradie, Assistant Professor
	#126	Dr. James Martin, Assistant Professor
	#127	Math Computer Lab
	#128	Dr. Anna Bampton, Assistant Professor
	#129	Math Tutorial Lab & Student Assistant
	#130	Dr. Bobbye Bartels, Assistant Professor
	#131	Mrs. Detta Rich, Instructor
	#132	Dr. Hongwei Chen, Assistant Professor
	#133	Mrs. Natalie Hutchinson, Instructor
	#134	Dr. Parviz Khajeh-Khalili, Associate Professor
	#135	All Departments Conference Room

Vacation Day -- Labor Day -- Administrative offices of the University will be closed Monday, September 5, 1994. This date is an authorized holiday and annual leave is not charged. Classes will be held as scheduled.

Summer Institute for the Arts -- The Festival Performance for the 9th annual Summer Institute for the Arts was held Sunday, August 7, 1994. One hundred and fifty-three high school students completed their courses in art, dance, music, or theatre, and each will receive one weighted high school credit.

The Institute is sponsored by the Newport News Public Schools in conjunction with CNU. It is held for four days per week, from 8:30 a.m. until 3:30 p.m., for six weeks. Instruction is provided by public school teachers, university faculty, and professionals in the arts fields.

-- Rita C. Hubbard, CNU Coordinator for SIA

Notice of Program Availability -- The Office of Sponsored Programs announces the availability of program guidelines for applications to the Virginia Foundation for the Humanities and Public Policy. Applications are received by the Foundation on a periodic basis, so that there is always a deadline in the near future. Call 4-7266 or visit our office at room 324 of the Administration building.

The Office of Sponsored Programs announces the availability of the DAAD Brochure for German Exchange Programs for undergraduates, with at least junior standing, and faculty. This program is sponsored by the U.S. Department of Energy through the National Research Council. A brochure is available in the grants office. Call 4-7266 or visit A-324. Due dates for submission in the current year are various. In responding, please refer to : DAAD German Exchange Programs.

Chronicle

August 22, 1994

Founders Day -- Founders Day is just around the corner and everyone is encouraged to take part in this annual event. On September 12, 1994 at 10:30 a.m. the convocation will take place on the Great Lawn. At noon is the picnic lunch, also on the Great Lawn. Please mark this date on your calendar.

New Classified Employees --

Paul Cameron	Police Officer, University Police
Milton B. Rudisell	Police Officer, University Police
Colleen T. Roberts	Police Officer, University Police
Jackie Callahan	Secretary Senior, Management and Marketing
Zaheer Tariq	Office Services Assistant, University Bookstore
Amy Rusch	Fiscal Assistant, University Bookstore

New Library Employees -- I am pleased to announce two new appointments to the offices of the Dean of Academic Support. Mike Russell joined CNU on July 1, 1994 as Director of Information Technology Services. He was formerly in charge of computing services for the State Council of Higher Education in Virginia. Also, Trish Kearns has been named Acting Library Director, effective July 1, 1994. Trish was formerly head of Technical Services in Smith Library. Please take some time to become acquainted with Mike and Trish and welcome them to their new positions. -- **Wendell Barbour**