

WHERE TO GO FOR HELP

- **CHAIR, DEPARTMENT OF HUMANITIES**

Ron Strickland

301B Walker Arts and Humanities

487-2376 / rlstrick@mtu.edu

Ron is the chief administrator and academic officer for the Department of Humanities and is ultimately responsible for all activities within the Department. He works closely with the Graduate Program Director, the RTC Steering Committee, and the Director of GTI Education on policies affecting the graduate program.

- **DEPARTMENT COORDINATOR**

Jacqueline Ellenich

301A Walker Arts and Humanities

487-2009 / jmelleni@mtu.edu

Jacqueline assists with the general administration of the department, coordinating budget and most department-level paperwork. See Jacqueline concerning questions that the secretaries can't answer.

- **CLERICAL STAFF, DEPARTMENT OF HUMANITIES MAIN OFFICE**

Sue Niemi, Secretary II

319A Walker Arts and Humanities

487-2540 / seniemi@mtu.edu

Sue handles mail, payroll check distribution, book orders, office keys, teaching supplies, copies, phone, and fax billings.

- **RTC GRADUATE PROGRAM DIRECTOR**

Michael Bowler

334 Walker Arts and Humanities

487-2447 / mjbowler@mtu.edu

Lisa Watrous, Assistant to the RTC Graduate Program Director

314 Walker Arts and Humanities

lmwatrou@mtu.edu

The Graduate Program Director is responsible for developing and administering policies and procedures, recruiting students, directing admissions, advising both Masters and PhD students in the RTC Program, directing the Proseminar, scheduling courses, awarding financial aid, and encouraging interest in the program. New students should see the Director as soon as possible during their first semester on campus, and all general questions, suggestions, problems, and grievances should be taken to the director. The director works closely with graduate students until they establish their Advisory Committees.

Requests and complaints addressed by the Director of Graduate Programs in RTC:

- Requests to transfer credits
- Requests for waivers from requirements
- Requests for course assignments
- Requests for financial support
- Graduate student requests for travel money
- Faculty and student complaints about matters other than plagiarism or sexual harassment

Students should request from and submit paperwork concerning these requests to the Programs Office Assistant.

- **DEPARTMENT OF HUMANITIES PROGRAMS OFFICE**

Kim Puuri, Graduate Program Office Assistant

319B Walker Arts and Humanities
487-3277 / kjpuuri@mtu.edu

Kim manages records and paperwork for the RTC, STC, and Liberal Arts Programs and its students. The Graduate Program Office Assistant is a source for information regarding the university, the local community and surrounding areas. Questions about MS and PhD payroll, registration, forms, contracts, financial support, grades, student records, committees, and offices should be addressed to the Graduate Programs Office Assistant.

Forms and Information Available in the Programs Office:

- Degree forms (M4-M6 and D1-D8)
- Requests to transfer credits.
- Requests for waivers from requirements.
- Requests for course assignments.
- Requests for financial support.
- Payroll, tuition, and registration questions.
- Graduate student requests for travel money.
- Faculty and student complaints about matters other than plagiarism or sexual harassment

- **DIRECTOR OF GTI EDUCATION and ASSISTANTS**

Karla Kitalong

329C Walker Arts and Humanities
487-3274 / kitalong@mtu.edu

Rebecca Miner

146 Walker Arts and Humanities
487-3275 / rminer@mtu.edu

Kevin Cassell

311 Walker Arts and Humanities
487-3234 / krcassel@mtu.edu

Together with the assistants, the Director of GTI Education supervises all RTC Graduate Teaching Instructors (GTIs) in the Department of Humanities. They coordinate fall GTI Orientation, teach HU5931: Oral, Written, and Visual Communication Pedagogy, and facilitate the mentoring system for GTIs teaching new courses at all levels. Ask them questions about teaching methods and departmental teaching policies.

- **COORDINATOR OF TECHNICAL COMMUNICATION GTIs**

Ann Brady

329A Walker Arts and Humanities
487-2066 / mabrady@mtu.edu

Ann directs and assists technical communication GTIs. This includes advising duties and administering the weekly staff meeting, especially for new Technical Communication GTIs.

- **COORDINATOR OF HUMANITIES COURSE SCHEDULING**

Sylvia Matthews

102 Walker Arts and Humanities
487-3058 / samatthe@mtu.edu

Sylvia coordinates room and class scheduling for all coursework in the Department of Humanities. If you have requests or questions regarding scheduling, see Sylvia.

- **DIRECTOR OF THE HUMANITIES DIGITAL MEDIA ZONE (HDMZ)**

Erin Smith

HDMZ Walker Arts and Humanities
487-3263 / ersmith@mtu.edu

Shane Crist (Manager) and Matt Watrous, HDMZ System Administrators

117a Walker Arts and Humanities
487-2582/ shane@mtu.edu or mwatrous@mtu.edu

Nathan Carpenter, Graduate Assistant to the Director of the HDMZ

149 Walker Arts and Humanities
487-3280 / njcarpen@mtu.edu

Erin and her assistants direct the HDMZ. The HDMZ is a valuable support service for research and teaching. Computer-intensive teaching assignments are contingent upon a number of factors, such as course scheduling issues, the nature of the course, and teaching experience. Contact the support staff of the HDMZ for details regarding policy and procedure for teaching a course as computer-intensive, or if there are computer projects that might involve the HDMZ. Shane's and Matt's roles are to keep the facility operational. When experiencing technical difficulties, Shane and his staff are available to help.

- **DIRECTOR OF THE MICHIGAN TECH WRITING CENTER**

Nancy M. Grimm

103 Walker Arts and Humanities
487-3265 / ngrimm@mtu.edu

Jill Hodges, Learning Specialist

104 Walker Arts and Humanities
487-3258 / jmarola@mtu.edu

Nancy and Jill coordinate the daily operations of the Michigan Tech Writing Center, which is located in 107, Walker Arts and Humanities. The Writing Center student coaches and professional staff work one-to-one and in small groups with undergraduate and graduate students, as well as faculty and administrators on a variety of projects and educational goals. Students (undergraduate and graduate), faculty, and staff/administrators can make use of the

Writing Center through weekly appointments or posted walk-in hours. RTC graduate students who are interested in the intersections of literacy theory and composition practices will find the Writing Center a good place to work and to develop professionally.

The philosophy of the Michigan Tech Writing Center is based on the understanding that expectations of writing quality are contextually defined. We work with writers at all levels and in all disciplines to articulate those expectations and to write in ways that acknowledge them.

The staff of the Center, which includes professional writing coaches, RTC graduate students, and undergraduate students from all disciplines, is engaged in an on-going study of discursive practices at the university. In addition to working with faculty, graduate students, and undergraduate students, the staff is prepared to address the needs of students who speak English as a Second Language and students who have learning disabilities.

- **DIRECTOR OF MODERN LANGUAGES**

Diane Shoos

328 Walker Arts and Humanities
487-3231 / dadolph@mtu.edu

PhD students should meet with the Director of Modern Languages to discuss their options regarding the RTC modern language requirement. Petitions and waiver requests regarding the RTC modern language requirement must be filed with Marjorie Lindley, RTC Programs Office Assistant.

- **MODERN LANGUAGES PLACEMENT EXAM COORDINATOR**

Dieter Adolphs

308 Walker Arts and Humanities
487-3231 / dadolph@mtu.edu

The Modern Language Placement Exam Coordinator schedules all modern language placement exams for the Department of Humanities, including those required for PhD students.

- **DIRECTOR OF SCIENTIFIC AND TECHNICAL COMMUNICATION PROGRAM (STC)**

Ann Brady

329A Walker Arts and Humanities
487-2066 / mabrady@mtu.edu

Ann promotes, oversees curriculum revision, recruits new students, and produces the alumni newsletter for the undergraduate STC Program. She also advises the student chapter of the Society for Technical Communication and works with the Corporate Relations Coordinator to obtain placement and internships for STC and RTC graduates. See Patty about internship opportunities and arrangements.