

## WHERE TO GO FOR HELP

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- **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 Director of Graduate Programs, 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

**Kim Puuri, Secretary II**

319B Walker Arts and Humanities

487-3277 / kjpuuri@mtu.edu

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

- **DIRECTOR OF GRADUATE PROGRAMS IN RTC**

**Elizabeth Flynn**

310 Walker Arts and Humanities

487-3227 / eflynn@mtu.edu

**Heather Jordan, Assistant to the Director of Graduate Programs in RTC**

311 Walker Arts and Humanities

hljordan@mtu.edu

The Graduate 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**

**Marjorie Lindley, Programs Office Assistant**

338 Walker Arts and Humanities  
487-2381 / mlindley@mtu.edu

Marjorie manages records and paperwork for the RTC, STC, and Liberal Arts Programs and its students. The Programs Assistant also manages records and paperwork for the CCLI, and for STC Enterprise. The Programs Office is a source for information regarding the university, the local community and surrounding areas. Questions about M.S. and Ph.D. payroll, registration, forms, contracts, financial support, grades, student records, committees, and offices should be addressed to the 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

**Casey Rudkin**

312 Walker Arts and Humanities  
487-3235 / casey@mtu.edu

**Rebecca Miner**

146 Walker Arts and Humanities  
487-3275 / rlminer@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 Tech. Comm. 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

**Keith West, HDMZ System Administrator**

130 Walker Arts and Humanities  
487-3278/klwest@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 your teaching experience. If you want to teach a course as computer-intensive, or if you have computer projects in mind that might involve the HDMZ, contact the support staff of the HDMZ for details regarding policy and procedure. Keith's role is to keep the facility operational. When experiencing technical difficulties, Keith and his staff are available to help.

- **DIRECTOR OF THE MTU 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 MTU 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 MTU 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**

**Dieter Adolphs**

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

Ph.D. 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 Coordinator schedules all modern language placement exams for the Department of Humanities, including those required for Ph.D. students.

- **COORDINATOR OF THE MODERN LANGUAGE LAB**

**Rebecca Austin**

115 Walker Arts and Humanities  
rhudson@mtu.edu

Becky coordinates the Modern Language Lab, under the supervision of Director of Modern Languages, Dieter Adolphs. Contact Becky in the lab for access to any of the materials available and/or help with preparation for the Modern Language Placement Exam. (For scheduling of the Modern Language Placement Exam, please contact Dieter Adolphs, Modern Language Placement Exam Coordinator.)

- **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.