

# GUIDELINES FOR USE OF SPACE AND STORAGE

## Ross-Blakley Hall First-Floor Neighborhoods

### Neighborhoods Assignments & Use

Employees of the Department of English are assigned a workspace in Ross-Blakley Hall (RBHL). TAs and FAs have been assigned to neighborhoods on the first floor. There are 6 workstations in each of the 8 neighborhoods for a total of 48 workstations. All workstations in TA/FA Neighborhoods are intended to be used by more than one person. This means that no workstation is “owned” by anyone, and no one should occupy more than one workstation.

In order to maintain an environment where all TAs and FAs can be productive in their assigned workspaces, **TA/FA Neighborhoods are intended to be used for head-down work only** (e.g., preparing for teaching, preparing for meetings, grading, or lesson planning). This means that all TAs and FAs should make arrangements to meet with students (e.g., office hours, conferences) **outside** their assigned neighborhood. In addition, social gatherings and/or collaboration with colleagues should take place **outside** of neighborhoods.

To foster productivity, collegiality, and community we encourage all TAs and FAs to observe the following practices:

1. when someone is working inside a neighborhood and/or wearing headphones, please do not disturb them (they are focused on a task or working on a deadline);
2. when you would like to catch up with someone you haven't seen in ages, please exit your/their neighborhood to do so;
3. when you are done using a workstation in your assigned neighborhood, promptly remove all belongings (personal items, papers, books, etc.) from the workspace you were using so it will be ready for the next user.

### Lockable Storage for Personal Belongings

TAs and FAs who teach on-ground courses have been assigned a locker; this locker is for storing your belongings securely between classes and/or overnight. If you find that you need additional storage, simply contact Michael Begay ([michael.begay@asu.edu](mailto:michael.begay@asu.edu)) or check with staff in the main office (RBHL 170) to see if any empty lateral file drawers are available for short-term use.

**If your belongings have been removed from the work surface in your Neighborhood,** check with Michael Begay or a student worker in the main office (RBHL 170). Items will be held for two weeks before they are discarded.

## **Decorating Neighborhoods**

We encourage each neighborhood to discuss and establish neighborhood-specific protocols related to decorating the walls of their neighborhood. While some might decide not to decorate their walls, others might agree that it is appropriate/acceptable to hang certain decorations, photos, posters, or flyers. We discourage individuals from “making claim” to a single workspace by decorating it with personal items--again, all of the 6 workstations in each neighborhood are meant to be used by more than one individual.

## **Where Should I Hold Office Hours & Meetings with Students?**

We understand that TAs and FAs are required to hold some of their office hours in RBHL and may also wish to hold writing conferences or other meetings with their students. We encourage you to try a number of different possibilities to figure out what works well for you. Here are some options to consider:

1. a drop-in enclave next to the TA/FA Neighborhoods (Enclaves 105, 107, 109, 111, 113);
2. a round or rectangular table in the Gallery;
3. a table in the gathering area next to Einstein's on the first floor of Armstrong Hall;
4. a small meeting room in Armstrong Hall (ARM 142, 143, 145 are located on the first floor next to Einstein's; these rooms can be reserved in advance by contacting Ashley White ([ashley.r.white@asu.edu](mailto:ashley.r.white@asu.edu));
5. a table in the courtyard between Ross-Blakley Hall and Armstrong Hall (weather permitting).

## **TA/FA Assignments-**

TA/FA Neighborhood Assignments are made once a year. If you would like to change your neighborhood assignment for the next academic year, send your request in writing to Doris Warriner at [doris.warriner@asu.edu](mailto:doris.warriner@asu.edu) by May 15. Re-assignments will be made by June 15.

## **Remaining Questions or Concerns?**

If you have actively worked on implementing the practices outlined here and you still have questions or concerns about the use of TA/FA Neighborhoods in RBHL, contact Doris Warriner (Associate Chair, Department of English) at [doris.warriner@asu.edu](mailto:doris.warriner@asu.edu) or Ellie Long (Director of Graduate Studies, Department of English) at [elenore.long@asu.edu](mailto:elenore.long@asu.edu).

This information has been included in the TA Handbook and posted on the [Writing Programs Resource Page](#). Starting in August 2020, this information will also be shared annually at gatherings such as Writing Program Committee Meetings, TA Orientation, and Convocation.