

# MCC MA WRITING PROGRAM

A professional writing coach, Kari Hensley, holds appointments on a first-come, first-served basis throughout the academic year to provide students with feedback on their paper drafts. Students are welcome to meet with the writing coach as many times as they need, but are expected to follow the program ground rules and be respectful of the coach's time and efforts. In person appointments will run ~45 minutes. After the appointment, Kari will send an email to the student summarizing the meeting, assessing the strengths and weaknesses of the student's writing, and providing suggestions for improving the paper.

## PROGRAM GROUND RULES

- Students are expected to email a fully developed draft/outline to the coach 24 hours prior to the appointment time, **otherwise you will be turned away.**
  - Students are welcome to submit drafts/sections of their theses. However, if you wish to work on a paper that is more than 15 pages (double-spaced), please submit the draft at least 3 days in advance.
  - Be sure your name is on your paper and that the pages are numbered.
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- ALL appointments MUST be scheduled online 24 hours in advance using Google calendar.
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- You must be on time. Appts will be released after ten minutes of the start time if you have not arrived.
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- Appointment cancellations must be completed on the Google calendar 24 hours in advance of the scheduled appointment.  
Cancellation Instructions: (1) access your own calendar, (2) choose "delete and notify." If you do not cancel your appt. in this time frame and do not show up to your appointment, you will not be permitted to schedule a meeting with a writing coach for the rest of the semester.
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- No-shows will be penalized and will not be allowed to make another appointment that semester.**

### **To sign up for an appointment:**

- (1) Use The [Google calendar link](#) to see all available appointments
- (2) Select the appt, and fill in the necessary details. It will transfer to your Google calendar.

- **Set your calendar to the Eastern Time Zone.**
- **Please sign up using your NYU email account only**

**QUESTIONS? Contact The MCC Graduate Advisors**