

MCC MA WRITING PROGRAM

A professional writing coach will hold appointments on a 1st-come, 1st-served basis throughout the semester 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. Coaches will send a follow-up email w/a report to the student including 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.

- ALL appointments MUST be scheduled online 24 hours in advance using Google calendar.

- You must be on time. Appts will be released after ten minutes of the start time if you have not arrived.

- 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.

- No-shows will be penalized and will not be allowed to make another appointment that semester.**

To sign up for an appointment:

- (1) The [Google calendar link](#) – for sign up - is located on the "[Advising and Registration](#)" page under the "Master's" tab of the MCC website.
- (2) You will see only available appts. Select the appt, fill in the necessary details, and save. It will transfer to your personal Google calendar.
 - **Set your calendar to the Eastern Time Zone.**
 - **Please sign up using your NYU email account only**

QUESTIONS? Contact MCC Graduate Advisors