

## Writing for MAS.110 – Fall 2010

Writing Advisor: Nora Jackson  
Office: 14N-432 (all meetings will be held in this office)  
Office hours: every day by appointment  
Contact: [norajack@mit.edu](mailto:norajack@mit.edu)

### **The writing conference**

A writing conference is a 30-minute one-on-one meeting with a writing advisor outside of class-time. This meeting is an occasion to discuss your essay draft, as well as ideas for your essay and how to integrate those ideas in a coherent argument.

A writing conference is typically devoted to the following aspects of your work in progress: **argument, use of evidence, organization**. You are, however, encouraged to ask for feedback on any other aspect of your writing. Lower-order problems, such as grammar and typing errors, are not the main concern at a writing conference. If you need help with grammar, however, - if, say, English is not your first language – please contact me via email at the beginning of term so that we can make arrangements to work on grammar outside of the regular meeting schedule.

### **Signing up**

You will receive an email about ten days before each due date to remind you to sign up for a writing conference. To schedule an appointment, send three times in order of preference. Bear in mind when you request a time-slot that you should send me your essay draft 24 hours before your meeting – please plan accordingly. I will schedule appointments on a first-come-first-served basis, and you will receive a confirmation email listing the day and time of your meeting.

### **Availability**

I am available for meetings seven days a week. You may contact me at any point in the course of the term to set up additional meetings or to ask questions via email. I will be advising four different classes, and so please be aware that I may not be able to accommodate last-minute requests for meetings. In other words, do not wait until the last minute to request a meeting as the meeting schedule usually fills up days in advance.

While I am your first resource for advice about writing for this class, I would encourage you as well to make use of the **Writing and Communication Center (12-132)**. The Writing Center offers *free* one-on-one **professional** advice from lecturers who are published writers about all types of academic, creative, and professional writing and about all aspects of oral presentations. Go to <http://writing.mit.edu/wcc> and click on “Appointments.” The Center’s core hours are Monday-Friday, 9:00 a.m.-6:00 p.m.; evening and Sunday hours vary by semester—check the online scheduler for up-to-date hours.

### **How to prepare for your writing conference**

Email your draft as a Word document no later than 24 hours before your appointment to [norajack@mit.edu](mailto:norajack@mit.edu). Please **include in the email three topics or questions about your draft that you would like to discuss in the conference** (e.g. problems with argument, transitions, introduction and conclusion, organization). I will read and annotate your work before the meeting, and write up recommendations for revision.

In the event that you do not have a draft by the time we meet, you must send me an abstract of your essay before you come to the meeting. Never come to a meeting empty-handed.

### **Late arrivals and rescheduling**

Please notify me via email if you will be late for a meeting. If you need to reschedule, please contact me no later than 24 hours before the meeting. Not showing up for a meeting without giving a day's notice is unacceptable, as you are claiming time that other students may need. It is a policy of the Writing Center that students who do not show up for an appointment without giving advance notice are not given a new appointment.