

## Writing for MAS.110 –Fall 2012

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

### **The writing conference**

A writing conference is a 30-minute one-on-one meeting with a writing advisor outside of class-time. The 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.

### **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 days/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 every day. You may contact me at any point in the course of the term to set up additional meetings or to ask questions via email. Please be aware that I may not be able to accommodate last-minute requests for meetings as I have advising commitments in other classes. In other words, do not wait until the last minute to request a meeting as the conference schedule usually fills up days in advance.

While I am your first resource for advice about writing for this class, I encourage you as well to make use of the **Writing and Communication Center (12-132)**. The **Writing and Communication Center (12-132)** offers you *free professional* advice from published lecturers about oral presentations and about all types of academic, creative, and professional writing. Go to <http://writing.mit.edu/wcc> and click on “Appointment.” If you cannot find an open appointment slot, click on the **clock** in the upper left-hand corner of each day’s block. When a cancellation occurs that day, you will be automatically notified by email. Because several people might receive that same message, go online ASAP to schedule that open spot; 96% of clients who want an appointment end up with one *if* they use the Wait List. **The best way to guarantee yourself an appointment is to schedule early!**

### **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 at the conference** (e.g. problems with argument, transitions, introduction and conclusion, organization), **and place the argument of your essay and the topic sentence of each paragraph in bold**. 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 by 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.