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. 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.