

## EMU'S GRADUATE & PROFESSIONAL STUDIES WRITING CENTER POLICY ON PAPERS

### THE GRADUATE WRITING COACH IS READILY AVAILABLE TO:

- Work with you by Zoom or in person (when possible) to improve your writing skills.
- Meet with you during the planning, research, or drafting stages as well as in the revising phase of writing your paper.
- Assist you in organizing, writing, and formatting your papers to meet the expectations of your instructors.
- Read your drafts and provide suggestions and constructive criticism and analysis of the papers.

The Graduate Writing Coach, Mary Ann Zehr, is available as another set of eyes for all graduate students regardless of writing skill level. As EMU's writing coach, Mary Ann welcomes students to make in-person or Zoom appointments for 1 pm-5 pm Mondays-Fridays. If that time frame doesn't work for a student, they should reach out to make an evening appointment. Students should send an email to [maryann.zehr@emu.edu](mailto:maryann.zehr@emu.edu) to make an appointment.

Please note Mary Ann will be on vacation May 30-June 5 and June 12-16. In addition, she will not be available July 31-August 3 because she will be attending an institute.

Over the summer, Mary Ann will be meeting in person with students in her new office in the Academic Success Center in the library. Check the [campus map](#).

### Frequently Asked Questions

*How long are the appointments?* They can be for as long as the student determines is helpful up to one hour.

*Is there a limit to use?* Two hours each week. You are encouraged to use the services throughout the summer and academic school year.

*Type of appointments?* Zoom or in-office visits, when possible. Zoom works like Skype, where you and the coach meet face-to-face through the computer screen. For Zoom appointments, it is preferred that you use a device that enables you to share your document on a screen with the coach.

*Should I send the paper before the appointment?* If possible, please send the paper by email as a MS Word attachment or share it as a Google document before the appointment. Please also attach the guidelines for the paper from the instructor.

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