

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. She is located in the Graduate Writing Center located on the 2nd Floor of the Ammon Heatwole House, Room 202. This is the building with the Graduate Student Lounge on Smith Avenue across from the EM Seminary parking lot. Check the [campus map](#).

Appointments are easily scheduled via two methods:

1. **Send an email message to maryann.zehr@emu.edu** suggesting days and times Mondays through Fridays from 1-5 pm EDT or Thursday evenings, 6-9 pm. She is also available Saturday mornings during the last five weeks of the semester. Let Mary Ann know if these hours don't work for you. One hour appointments are ideal.
2. **Schedule via EMU's Navigate.** You may schedule an appointment by going to the [Writing Program](#) website and clicking on "[Schedule an appointment now.](#)" You will also find other [student resources](#) on the website.

Frequently Asked Questions

How long are the appointments? 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 before the appointment. Please also attach the guidelines for the paper from the instructor.

The Graduate Writing Coach works part-time and under the supervision of Professor Vi Dutcher, EMU Writing Program Director.

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