

Academic Resource Center
New York University Shanghai
Updated in August, 2021

WRITING & SPEAKING APPOINTMENT POLICIES:

- Writing & Speaking Fellows can work with you at any point in the processes of writing, speaking, reading, and listening. Appointments are booked for 1 hour, but typically last around 45 minutes so that there is time to complete a client report that summarizes your progress and is shared with relevant faculty, unless you request otherwise.
- The ARC expects that students will engage in substantial reflection and revision before scheduling a follow-up writing consultation. We strongly recommend against scheduling more than one appointment per week for one assignment in order to allow for reflection and revision. A student can book up to two appointments with Global Writing and Speaking Fellows per week and one appointment per day for the same project.
- If a student schedules multiple appointments before having met with a tutor or consultant to establish a work plan, the ARC may request that some appointments be deleted until after the first consultation.
- If you need to cancel your appointment, please do so in [WOnline](#) as soon as possible so that the time can be available for another student. You can cancel appointments in WOnline up until two hours before the appointment time. If you encounter any problem in canceling your appointment, or you need to cancel the appointment within two hours of its start time, please email the ARC at shanghai.arc@nyu.edu and the Fellow (Fellows' emails can be found on WOnline).
- If you miss your appointment more than twice, your WOnline account will be disabled and you will not be able to make additional appointments for the semester. You must email the ARC at shanghai.arc@nyu.edu for assistance.
- If you are more than 10 minutes late for your appointment, you'll be marked as "missed" and the appointment will be canceled. If it happens more than twice, your WOnline account will be disabled and you will not be able to make additional appointments for the semester. You must email the ARC at shanghai.arc@nyu.edu for assistance.
- You may walk in on any unbooked appointment slot without reserving in advance. If you walk into an unbooked appointment 10 minutes after the appointment begins, our Fellow will let you know whether they are able to work with you in this session or if you should book a full-hour appointment at a different time. You may also visit our walk-in hours in the library, Monday through Friday, 2:00-4:00 PM. Each library walk-in appointment is a maximum of 20 minutes.
- If no appointment slot is available for you at the time of booking, you may join the waiting list for that day by clicking on "Waiting List" in the lower right corner of the

schedule. You will receive a notification once an appointment slot becomes available. Please note that in this event, you will need to log back into [WCOOnline](#) in order to secure the appointment.

WHAT TO EXPECT IN A WRITING & SPEAKING APPOINTMENT:

- Please remember that Writing & Speaking fellows can work with you at any point in the writing, speaking, listening, studying, and reading process, including brainstorming and academic skills. If you have any questions about your appointment, please email the ARC at shanghai.arc@nyu.edu.
- Our principles and practices are aligned with those of the Writing Center at NYU New York, as described below.

During your session, you will think, write, and talk about the writing that is on the page and the writing that isn't yet there. We will prompt you to think actively, to compose new writing, and to discuss your thoughts about your paper and your writing process.

We will treat you with respect and respond to your concerns. At the same time, because we are just as interested in your long-term development as we are in your paper, we may ask you to try out a new strategy. Our aim is two-fold: to help you with your concerns about the paper at hand and to suggest to you something new about the craft of writing, both of which you can take with you.

We are writing consultants, not proofreaders, editors, ghostwriters, or graders of your paper. You should not expect us to read through your paper and fix it. We will not correct your paper for you. We will make suggestions about style as we come to understand your meaning. In cases where we think sentence structure needs review, we will address specific rules with you.

We will not tell you what your idea is or how to read a particular piece of evidence. We will prompt you to rethink and complicate your idea, and we will help you to develop ways to clarify, deepen, and refine your readings of evidence.

We will not assess the validity of a grade you have received.