

What Do Coaches and Processors Do?

GRADUATE WRITING CENTER

Writing Coaches

Mission

Develop the writing and critical thinking skills of NPS students for success at NPS and beyond, while supporting faculty to focus on field-specific teaching.

Coach Roles

- Are teachers and partners.
- Have Master's or doctoral degrees.
- Provide feedback on any type of writing, at any stage of development.
- Can work with documents that are public release, CUI, or classified up to Secret.
- Provide developmental support.
- Interact with students through meetings or asynchronous comments on drafts.
- Support faculty teaching and advising.
- Students generally work with coaches on a voluntary basis.

Coach Focus

Critical thinking and expression
Clarity and concision of words and images
25 workshops on writing and research topics
Project and academic time management

Writing Stages

1. Pre-writing and brainstorming
2. Drafting
3. Revising (organization, logic, mechanics)
4. Clarity (grammar, punctuation, citations)

Additional Services

- iThenticate can be used as a tool in coaching sessions (confidential)
- Practices of citation and attribution are taught holistically
- Coaches provide support with writing in English as a second language
- Moral support

Contact the Graduate Writing Center

[HTTP://WWW.NPS.EDU/WEB/GWC](http://www.nps.edu/web/gwc)

writingcenter@nps.edu

Director: Sandi Leavitt, x3680

Deputy Director: Aileen Houston, x2411

THESIS PROCESSING OFFICE

Thesis Processors

Mission

Publish high-quality theses, dissertations, and capstone reports that reflect NPS's commitment to quality, service, academic integrity, and expansion of knowledge.

Processor Roles

- Are copyeditors and formatters.
- Have Bachelor's degrees with deep experience in journalism and publishing.
- Review nearly finalized theses, capstones, and dissertations.
- Can work with documents that are public release, CUI, or classified up to TS
- Ensure the polish necessary for published documents.
- Provide support primarily through email with some conversation.
- Consult faculty when necessary.
- Thesis processor review of theses, capstones, and dissertations is required.

Processor Focus

Rules, typos and grammar, faculty approvals
Accuracy and standardization of format
1 mandatory logistics brief, 1 int'l formatting brief
Publication-process management

Writing Stages

5. Polishing:
 - Light copy editing, proofreading
 - Formatting, standardization
 - Distribution markings (SMEs), other compliance

Additional Services

- iThenticate is a formalized step and results are shared with advisors
- Attribution support is focused on formatting and avoiding problems
- Processors help connect int'l students with contracted editing services
- Moral support

Contact the Thesis Processing Office

[HTTP://WWW.NPS.EDU/WEB/THESISPROCESSING](http://www.nps.edu/web/thesisprocessing)

thesisprocessingoffice@nps.edu

Director: Sandi Leavitt, x3680