

The Academic Writing Center and Faculty



The Academic Writing Center

To succeed in their academic study at GRIPS, students need to master the discipline-specific conventions of writing an academic paper. For students with differing cultural, linguistic, and educational backgrounds this is not an easy task to accomplish.

The mission of the Academic Writing Center (AWC) is to help students achieve this goal. We offer a range of instruction in fundamental areas of academic and professional communication through a series of writing workshops, English courses, and individual consultations.

THE ACADEMIC WRITING CENTER



Office Hours and Appointments

The Academic Writing Center, located in C507 (5th floor), holds regular office hours for walk-in consultations. Appointments are also available upon request. Please contact

◆ Gavin O'Neill at gavin@grips.ac.jp

To inquire about AWC workshops, classes, and editorial services, contact

◆ Professor Petchko at kpetchko@grips.ac.jp

About GRIPS

The National Graduate Institute for Policy Studies (GRIPS) is a global hub for interdisciplinary policy research and education. GRIPS is the only stand-alone graduate school in Japan and it is dedicated to preparing policy professionals for the global community. We offer over a dozen master's and doctoral programs taught entirely in English. Over two thirds of our students are international representing 97 countries.

National Graduate Institute for Policy Studies
7-22-1 Roppongi, Minato-ku, Tokyo 106-8677
<http://www.grips.ac.jp/en/>



The Writing Program

The AWC offers a comprehensive academic writing program that supports the production of final policy papers and theses at GRIPS. The program fulfills two valuable functions: It socializes entering students into the target academic discourse community and articulates a minimum standard of acceptable academic production across GRIPS' diverse programs. The program consists of four components:

- ◆ academic writing workshops
- ◆ student advising on research proposals
- ◆ student advising on final papers
- ◆ courses designed to improve academic and professional communication (see the Online Syllabus for current offerings)

Consultations

Throughout the academic year, GRIPS students come to have several one-on-one meetings with an AWC faculty as part of their studies. Consultations on research proposals and final papers are held in Fall and Spring, respectively. At other times, we encourage students to come to the AWC to

- ◆ discuss a specific assignment
- ◆ receive guidance on academic writing conventions
- ◆ seek feedback on the progress of their research
- ◆ get advice on avoiding plagiarism

Conferences and Research

The AWC seeks to further its own development and the development of other writing centers in Japan and around the world. To this end, it proudly organizes and contributes to:

- ◆ The Symposium on Writing Centers in Japan
- ◆ The GRIPS Conference on English-Based University Education in Asia
- ◆ Research in the fields of writing development, writing assessment, and predictors of academic success



AWC Faculty

- ◆ Katerina Petchko, AWC Director
- ◆ Gavin O'Neill, Lecturer
- ◆ James Elwood, Adjunct Faculty
- ◆ Miyuki Nakatsugawa, Adjunct Faculty
- ◆ Sandra Barron, Administrative Editor

GRIPS-Wide Projects

The AWC actively contributes to GRIPS programs and initiatives and has come to play an important role in many school-wide projects and events. We have

- ◆ actively participated in the GRIPS Summer Program organizing workshops, courses, and symposia
- ◆ developed official GRIPS publications and website materials
- ◆ contributed to school-wide reform efforts
- ◆ developed and taught professional writing courses for GRIPS staff

Editing

We provide an administrative editing service to GRIPS staff to ensure accurate internal and external communications and support GRIPS faculty and PhD students in the preparation of their work for publication or use in their professional field.

Student Testing

We have researched, developed, and piloted writing assessment instruments to evaluate the academic writing ability of graduate students. Analysis of these data provides valuable information for designing materials that meet students' writing needs.