### What Do Coaches and Processors Do?

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

**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
writingcenter@nps.edu
Director: Sandi Leavitt, x3680
Deputy Director: Aileen Houston, x2411

#### 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
thesisprocessingoffice@nps.edu
Director: Sandi Leavitt, x3680