

Peer Workshop Procedure

1. Distribute all drafts among the peer-group members with time for everybody to read the drafts carefully before the meeting.
2. Make sure to annotate and mark the drafts of your peers with your comments so that they are accessible to the author (you will hand the annotated drafts of your peers back to the authors at the end of the workshop).
3. Meet with your peer review group.
4. Appoint time keeper and slice time evenly among members; 15 minutes each. Make sure to keep on time.
5. For each draft, for the first 10 minutes, all group members other than the author discuss the work. Stay large-picture in your discussion. Detailed feedback/marking can be part of your annotations instead. Some questions that might guide your discussion (and reflections on the drafts): Was the motivation clearly stated? What did you think about the feasibility of the project? Did you agree with the author on this matter? What about the data? Was the draft clear to you? Where did you get lost? Were the methods well defined? Was the proposal convincing? Would you be willing to support the proposed project?

THE GOLDEN RULE: THE AUTHOR REMAINS SILENT WHILE TAKING NOTES ON THE DISCUSSION.
THERE SHALL BE NO QUESTIONS ASKED OR ANSWERED BY THE AUTHOR AT THIS POINT!

6. In the last five minutes of the 15-minute time slot, the author recaps the conversation and asks questions.
7. If any time remains, troubleshoot and brainstorm open issues.
8. After all drafts have been discussed, hand over marked drafts (do not forget to put your names on it).
9. Each member of the peer group prepares a revision memo to be turned in on Thursday, December 4 (see below).

Revision Memo Assignment

Submit a digital copy of your revision memo to Moodle by **Thursday, December 4**.

Include:

1. A summary of the comments and suggestions your peers made about your draft.
2. A description of what you changed in moving from the pre-workshop draft to the post-workshop draft. How did you incorporate the suggestions of your peers?
3. A list of changes you know that you need to make for your final paper, but have not made yet.
4. A brief list of remaining questions and concerns that you have at this point regarding the final paper, if applicable.