

Graduate Student Forum on Thesis and Research Paper Writing

Facilitator(s): Vincenzo Coia, Andy Leung

Number of attendees: ~10

April 17, 2014

12:00 to 1:00 pm

Meeting description:

The purpose of the meeting is to gather thoughts on two items: (1) a proposed setup of Graduate Writing Forums; and (2) a forum branch that can proceed as a workshop. Once a forum branch is selected in the meeting, the facilitator will send out an e-mail to ask for who would like to commit to the branch. The commitment may involve:

- Attending a small group meeting to specify difficulties in writing and choose a potential faculty member to lead the workshop;
- Attending the workshop led by a faculty member;
- Implementing advice;
- And participating in a feedback session where everyone gives and receives feedback on a small piece of work he/she has made changes to.

The branch with the highest vote will proceed as a workshop.

1. Proposed setup of Graduate Writing Forums

Vincenzo gives a presentation on a proposed setup of Graduate Writing Forums. A brief outline of the setup is as follows:

Step 1: Brainstorming session to select potential forum branches.

Step 2: On-line sign up for commitment to forum branches to select one or two with the most responses.

Step 3: Small group meeting in a forum branch.

Step 4: Workshop.

Step 5: Feedback session to receive/give feedback.

Details can be found in the presentation slides.

An attendee suggested the entire procedure to be carried out in a shorter time period (e.g., one month) as most students who are currently struggling on writings may need immediate help.

2. Potential forum branches

Keywords of struggles that attendees have and would like to have assistance on (top 3 keywords are bolded):

# interests	Keywords
<i>Writing style and tone</i>	
2	We vs. I vs. No person
5	Writing abstract, introduction and conclusion
4	Technical (Stats jargons) vs. Non-technical language

Curriculum Vitae

10 CV

Writing grant application

7	Grant application
5	Research summaries (past, current, and future)
4	Technical (Stats jargons) vs. Non-technical language

Documentation in programming

6	Pseudo code
6	Comment (programming)
6	Naming convention (programming)

Notation and mathematical conventions

7	Notation and mathematical conventions
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Visual and graphical presentation

3	Captions in figures and tables
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Writing strategy

4	Speed writing (how to write fast)
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Articles reviewing

4	Reviewer's report
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3. Next meeting

TBD. Once a forum branch is selected, a small group meeting will be arranged (only for those who vote for that branch).