**Graduate Student Forum on Thesis and Research Paper Writing**

Facilitator(s): Estella Qi, Vincenzo Coia, Andy Leung

Number of attendees: ~15

March 20, 2014

12:00 to 1:00 pm

**Meeting description (an excerpt of Estella’s e-mail):**

Early this term, Estella contacted individual students to ask for their ideas about what can be done to help improve thesis and research paper writing. Estella then reported all the ideas and suggestions to the faculty at a brown bag lunch on March 13, 2014, and they were very pleased with the students’ interest and would like to help. Several faculty expressed willingness to lead a few workshops to initiate the graduate students into thesis and research paper writing, but they were clear that they wanted this to be student-driven. The process would be for the students to determine the topics, to approach a specific faculty member to lead a workshop, and to organize some follow-up sessions among the students for further discussion (if needed).

The purpose of this meeting is to gather thoughts on 1) who (us, the students) are interested, 2) what topics we would like the faculty to cover, 3) who would be involved in planning and scheduling the workshops, and 4) how the focus group would work.

**A remark from Nancy:** We might also want to think of asking faculty what topics they consider important and/or easy to talk about. As an example, some faculty have insightful recommendations on how notation should be set up. Some faculty are excellent writer.

1. **Interested member(s)**

Vincenzo will send an e-mail early in the week of Mar 24 to schedule a brain-storming meeting. The meeting is to gather specific topics or questions the students would like to ask for advices/help on.

1. **Interested topic(s)**

The following is a list general topics the students suggested:

* Use of notations
* Design of computer algorithm (pseudo code)
* Journal selection
* Effective visual presentation
* Effective abstract, introduction, and conclusion
* Organization of research notes
* Communication with non-stats people

A brain-storming meeting (see item 1) will be schedule to talk about what specific questions we would like to ask for under each topic and how many of us are interested of the topics listed.

1. **Workshop Module**

Andy will schedule another meeting with Estella and Vincenzo (and possibly interested students) to come up with a feasible module for the workshop.

A possible module is suggested: We could have a main group of active members with possibly two leaders. The timeline of how a workshop can be organized is as follows:

1. Monthly meeting for the members in the main group to (a) gather topics of interest, (b) form a focus group if a topic is of interest to some members, and (c) report back to the main group what they have achieved from a workshop they attended last time (it is ideal to have a mini report for each workshop for archive);
2. Follow-up meeting for only the ones in the focus group to organize a workshop;
3. Workshop led by a faculty.
4. Return to i.
5. **Next meeting**

TBA