**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.

1. **Potential forum branches**

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

|  |  |
| --- | --- |
| # interests | Keywords |
| *Writing style and tone* | |
| 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** |
| *Visual and graphical presentation* | |
| 3 | Captions in figures and tables |
| *Writing strategy* | |
| 4 | Speed writing (how to write fast) |
| *Articles reviewing* | |
| 4 | Reviewer’s report |

1. **Next meeting**

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