The writing activities listed below are relevant to writing your dissertation and journal papers as well as tasks related to a career in academia or industry, e.g. proposals, review articles, career communications. Personalized attention is emphasized – you are encouraged to bring in your own work for feedback. Activities are focused to student’s individual strengths and challenges.

- We do exercises and short readings in class (schedule below is flexible and is modified to fit student needs)
- We often start writing assignments in class and they are finalized as homework
- We are flexible with deadlines and all writing assignments are short (up to one page). Late assignments are always accepted
- You can substitute any of the writing assignments with your own writing tasks: abstracts, papers, quals, etc.

**Week 1**

1/10 Course introduction
  Structuring a journal paper
  assigned: writing sample – one-page description of ethical dilemma

1/12 Elements of an introduction – creating a research space
  Abstracting information: techniques, academic tone
  assigned: write an abstract (journal article provided in class)
  *due: background info sheet*
Week 2

1/17  NO CLASS
       due: writing sample (ethical dilemma)
       due: abstract a journal article provided in class, optional: abstract of article from your own work

1/19  Summarizing Material, Concision
       The art of hedging to limit certainty of claims
       assigned: TED talk summary

Week 3

1/24  Writing data commentaries, paraphrasing
       assigned: data commentaries (in-class material and your own)
       due: TED talk summary

1/26  Conventions of visual perception – data displays and design
       Gapping titles, headings, and cv’s
       assigned: graphic presentation

Week 4

1/31  Comparative Summaries and citing
       assigned: comparative materials – summary of two articles
       due: in-class presentations: analyze and present graphics from your field
       due: data commentaries

2/2   Improving flow, writing up discussion and results sections

Week 5

2/7   Preparing for the quals and the dissertation proposal
       Writing critical reviews and using evaluative language
       assigned: critical review (of self-selected work)

2/9   Designing research funding proposals – industry/academic, developing a plan, budgets, describing qualifications
       due: comparative materials – summary of two articles
Week 6

2/14  Technical and Process Descriptions
      *due: critical review*
      assigned: technical description

2/16  Technical Communicating to Diverse Audiences (video)

Week 7

2/21  Managing the journal submission process: answering reviewers,
      incorporating feedback
      *due: technical description*

2/24  Workplace and academic communications: cv, cover letter, teaching
      philosophy, personal statement, job talk (note: you can give me your
      cv anytime during the semester to get help)

*Note: Class schedule is tentative and will be modified to meet the class’s
specific needs. In addition, class time may be used for individual conferencing,
workshops, and guest speakers.

**Do your best to meet deadlines, but you may always turn in an assignment late.
I will always accept it and provide you with feedback.

***Each student shows two versions of their research in a short informal
presentation. One version is the original introduction or abstract, and the second
is a rewritten version that is tailored to the level of expertise of your fellow
students in the class.