

Appendix D

Summer 2017 Writing Group

Format

The Online Writing Group is located primarily on OSU Canvas. The writing group has the following components:

- Each week, the facilitator will upload a video lesson to Canvas on that week's topic (see list of topics below).
- Each week, the Writing Group facilitator will assign a low-stakes task. Participants must complete each week's task and upload responses to Canvas.
- Each week, the facilitator will hold office hours via Canvas Conference on **Thursdays from 12-12:50 pm EST**. You must make an appointment.
- The Canvas page will also be updated with writing group resources on topics covered in the weekly sessions. Additional resources will also be added based on participant feedback.

Participation

Active participation in the writing group is required. Participation will be based on the following:

- Weekly tasks completed and responses uploaded to Canvas
- Use of resources posted to the Canvas site
- Participants may have an optional check-in with the facilitator via live chat up to two times during the the semester. If you cannot make the office hours, you may contact the facilitator to arrange another time. If you would like further meetings, please schedule a one-on-one session at the Writing Center (see below for more information). Participants who do not regularly participate in the group using the above methods will be removed from the writing group, and will also lose access to the Canvas site, and thus to all video lessons and other resources on the site.

Assignments

Tasks designed to help participants assess and improve their own writing will be assigned each week. Participants must complete each week's task and compose a written response.

- Responses must be uploaded to Canvas no later than every **Thursday by 12:30 pm EST**.
- Emailed assignments will not be accepted.
- Responses will not be graded.
- You may schedule a 10-minute session with facilitator during weekly office hours if you would like feedback on your response.

Participation

- Participation will be based on completion of the weekly response.
- If responses are not uploaded to Canvas by 12:30 pm EST every Thursday, participants will be marked absent for that week.
- Late work will only be accepted in the case of extreme emergency. If you know you have a difficult week coming up, please upload your response to Canvas ahead of time.

- Having three missed assignments results in being removed from the Writing Group. You will also lose access to the Canvas page.

Summer '17 Syllabus

Video Lesson 1: Navigating the CSTW website and making use of its resources

Assignment 1: Describe your summer writing project and summer writing goals in 100 words or fewer.

Video Lesson 2: Accountability and Goal setting

Assignment 2: Plan out your summer writing schedule (bullet points/outline accepted). No more than a page.

Video Lesson 3: Writing Process (Planning, Outlining, Brainstorming concept mapping...)

Assignment 3: Create a concept map of your current writing project

Video Lesson 4: Grammar/Mechanics: Simplifying, Clarifying, and Tightening Language

Assignment 4: Make a list of your short-term and long-term writing goals. **OR** complete either (or both) of the "wordiness" exercises under module four.

Video Lesson 5: Grammar/Mechanics: Scientific Writing

Assignment 5: Make a one-on-one appointment at the Writing Center (either in-person or online). Write a short (75 word) reflection. **OR** Revise a paragraph of your writing (the more technical, the better), according to the guidelines in Gopen and Swan's article.

Video Lesson 6: Research and Library resources

Assignment 6: Use two of the databases to find sources on a topic related to your work. Compare your search results between the two databases.

Video Lesson 7: Targeted Feedback Opportunity

Assignment 7: Submit a short (**maximum one page**) writing sample to instructor for targeted feedback. Please indicate what kind of feedback you're looking for. I will provide you with feedback within one week.

Video Lesson 8: Proofreading Strategies (How to proofread effectively, pros and cons of proofreading software like Grammarly, ...)

Assignment 8: Proofread one paragraph of your writing using one of the strategies discussed

Video Lesson 9: Citation Styles and Software (Keeping track of sources using bibliography software, how to make a bibliography, copyright, fair use, archival work,...)

Assignment 9: Sign up for a bibliography program and make a sample bibliography using APA, MLA and Chicago formats.

Video Lesson 10: Reading Strategies (How to effectively read, how to read something that's not in your field, outlining other people's work).

Assignment 10: Find an article on a topic you know nothing about. Just by skimming the article, create a short reverse outline that identifies the main argument and supporting points of the article.