

## ACADEMIC SERVICES, GRADUATE DIVISION, UNIVERSITY OF CALIFORNIA, BERKELEY

The Graduate Division Academic Services Unit assists graduate students in the development of academic skills necessary to successfully complete their graduate programs and prepare for future faculty and professional positions. This unit offers workshops on topics such as academic writing, grant writing, dissertation writing, editing, and preparing articles for publication, in addition to writing groups and individual consultations on these topics for graduate students.

### ACADEMIC PUBLISHING WORKSHOPS

**How to Get Published: A Workshop on Academic Publishing.** This two-hour workshop covers the basics of academic publishing. Topics to be discussed include the following: revising a dissertation for publication; approaching publishers; submitting articles to journals or to anthologies; formulating a second book project.

### ACADEMIC WRITING AND EDITING COURSES, GROUPS, AND WORKSHOPS

**Academic Writing: Grants, Papers, and Publications.** What exactly is academic writing? As a scholar, there are a variety of forms in which you will write about your research, e.g., grant proposals, short papers, longer seminar papers, articles, book reviews, and dissertation chapters. How do you learn these different genres? How do you learn the skills necessary to become a successful academic writer? These are some of the questions that will be addressed in this workshop.

**Academic Writing Group.** The purpose of the academic writing group is to provide graduate students with information on how to write about their academic research and how to improve their writing styles and skills.

**Academic Writing Group for International Students.** The purpose of this academic writing group is the same as the one above but it is geared to non-native speakers of English.

**Editing and Revising Writing Workshop.** This workshop covers the following topics: 1) how a professional editor works with a manuscript; 2) how one can use the techniques of an editor to revise one's own writing; and 3) how one can diagnose and avoid common writing errors and weaknesses. The goal of this workshop is to enable one to step back and use the skills of a professional editor to revise and improve one's own writing.

**Graduate Student Professional Development Program (GSPDP) 320: Academic Writing for Graduate Students.** This two-unit S/U course is offered every spring semester. It provides graduate students with formal instruction in the genres and mechanics of academic writing at the graduate and professorial level.

**Scientific and Technical Writing Workshop.** This workshop provides an introduction to effective scientific and technical writing.

### DISSERTATION-WRITING WORKSHOPS AND GROUPS

**Dissertation Writing: What You Should Know BEFORE You Start.** There are many things you can do now to prepare for the most challenging task of completing your graduate program: writing the thesis or dissertation. Whether you are a first-year student or getting ready to take your candidacy exams, how you approach your current academic work may greatly facilitate your writing later. This workshop will focus on how to start developing strategies now that will lead to the successful completion of your graduate career.

**Dissertation-Writing Workshop: Strategies and Pitfalls.** This workshop focuses on the basic strategies of successfully writing a doctoral dissertation. It covers both strategies for organizing a large research project and for writing up the results of that project.

**Dissertation-Writing Group.** The dissertation-writing group provides ongoing support to graduate students who are in the process of writing their dissertations. This writing group meets for two hours once a week throughout the semester.

### GRANT-WRITING WORKSHOPS

**How to Write an Academic Grant Proposal.** This introductory two-hour workshop provides an overview of the grant-writing process, highlighting the most important elements and procedures.

**Applying for a Fulbright-IIE Grant.** This workshop for undergraduate and graduate student applicants will provide an introduction to the application process for the Fulbright-IIE grant. Students are encouraged to bring their own copies of the Fulbright application and booklet to the workshop. This workshop is offered in conjunction with the Graduate Fellowships Office.

### GRANT-WRITING WORKSHOPS (CONTINUED FROM OTHER SIDE)

**A Workshop for Undergraduates Applying for a Fulbright-IIE Grant.** This workshop is geared for undergraduates who will be applying for Fulbright-IIE grants this fall. We will go over the various stages of applying for a Fulbright-IIE grant and discuss the preparations students should begin now in order to turn in a competitive application in the fall.

**How to Write a Grant Proposal for Dissertation Funding.** This more advanced workshop is geared for students who will be applying for dissertation funding and subsequently writing longer grant proposal essays. Some familiarity with grant writing is preferred.

**Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) Program Fellowship Workshop.** This workshop will provide an introduction to the Fulbright-Hays DDRA program, and it is offered in conjunction with the Graduate Fellowships Office.

**Other presentations have included the following:** Demystifying the Grant Process—Grant Writing in the Sciences; National Science Foundation Graduate Research Fellowship Workshop; Social Science Research Council Funding Workshop; and Jacob K. Javits Fellowship Program Competition.

### HUMAN SUBJECTS RESEARCH WORKSHOPS

**Human Subjects Research: What is it? How do you navigate through the IRB process?** This is a two-part workshop series for graduate students presented in conjunction with the Office for the Protection of Human Subjects. Workshop I (Fundamentals of Human Subjects Research) covers the basics of human subjects research; Workshop II (Navigating the Institutional Review Board Process) covers the nuts and bolts of submitting a research protocol to the Office for the Protection of Human Subjects.

### LITERATURE REVIEW WORKSHOPS

**How to Research and Write a Literature Review in the Humanities and Social Sciences.** This workshop covers two aspects of literature reviews for those in the humanities and social sciences: 1) how to conduct the literature search and 2) how to subsequently write up the results of that review.

**How to Research and Write a Literature Review in the Sciences and Engineering.** This workshop covers two aspects of literature reviews for those in the sciences and engineering: 1) how to conduct the literature search and 2) how to subsequently write up the results of that review.

### MENTORING WORKSHOP

**Strategies and Skills for Mentoring: A Workshop for Graduate Students.** This workshop, offered in collaboration with the Graduate Student Instructor (GSI) Teaching and Resource Center, assists graduate students in establishing and working within the context of mentoring relationships with faculty. It also provides graduate students with strategies and skills that they will need in mentoring undergraduates here at Berkeley and preparing for the mentoring they will do in future academic careers.

### SUMMER INSTITUTE FOR PREPARING FUTURE FACULTY

Graduate Division Academic Services, in collaboration with the GSI Teaching and Resource Center, offers a six-week summer institute for approximately forty graduate students who are preparing for future academic positions. Institute Fellows enroll in the core course, "From Graduate Student to Faculty Member," and one elective, either "Developing a Teaching Portfolio" or "Editing, Academic Writing, and Academic Publishing." For information about the 2011 Summer Institute for Preparing Future Faculty, go to [http://gsi.berkeley.edu/conf\\_wkshop/SummerInstituteGuidelines.html](http://gsi.berkeley.edu/conf_wkshop/SummerInstituteGuidelines.html).

### WRITING RESOURCES

Go to the Academic Services Web page ([http://www.grad.berkeley.edu/acapro/academic\\_services.shtml](http://www.grad.berkeley.edu/acapro/academic_services.shtml)) for an assortment of writing resources that cover topics such as grant writing, scientific style and writing, dissertation writing, and scholarly publishing (among others).

### PRESENTATIONS TO DEPARTMENTS

Presentations to departments on any of the above topics are available upon request.

For more information regarding workshops, writing groups, departmental presentations, or individual consultations, please contact Sabrina Soracco, Director of Academic Services, 321 Sproul Hall, (510) 643-9392, [szs@berkeley.edu](mailto:szs@berkeley.edu), [http://www.grad.berkeley.edu/acapro/academic\\_services.shtml](http://www.grad.berkeley.edu/acapro/academic_services.shtml)