

Designing a Work Group

(Adapted from Haas, 2014)

<p>1. What is the purpose of your group?</p> <ul style="list-style-type: none"> • <i>General support</i> • <i>Specific activity</i> <ul style="list-style-type: none"> ○ <i>Writing</i> ○ <i>Research</i> ○ <i>Funding applications</i> ○ <i>Coursework</i> 	<p>Purpose</p>
<p>2. What will membership look like?</p> <ul style="list-style-type: none"> • <i>Number of participants</i> <ul style="list-style-type: none"> ○ <i>Will you cap it?</i> • <i>Discipline</i> <ul style="list-style-type: none"> ○ <i>Discipline specific / Interdisciplinary</i> • <i>Progress/Experience</i> <ul style="list-style-type: none"> ○ <i>Similar or varied stage of education</i> • <i>Selection/recruitment</i> <ul style="list-style-type: none"> ○ <i>Invited or open</i> 	<p>Members</p>
<p>3. Who will lead the group?</p> <ul style="list-style-type: none"> • <i>No leader</i> • <i>Start-up leader</i> • <i>Peer led</i> <ul style="list-style-type: none"> ○ <i>Rotating or static</i> • <i>Expert led</i> <ul style="list-style-type: none"> ○ <i>Writing expert / Language expert / Subject expert / Experienced academic writer</i> 	<p>Leadership</p>
<p>4. How will you meet?</p> <ul style="list-style-type: none"> • <i>Face-to-face / Virtual / Hybrid</i> 	<p>Meeting Type</p>
<p>5. When will you meet?</p> <ul style="list-style-type: none"> • <i>Synchronous / Asynchronous</i> 	<p>Time of Day</p>

6. Where will you meet?
<ul style="list-style-type: none"> • <i>Online platform / Library study space / Coffee shop</i>
7. How often/long will you meet?
<ul style="list-style-type: none"> • <i>If meeting more frequently, perhaps meeting for less time</i>
8. How long will the group go on for?
<ul style="list-style-type: none"> • <i>Limited (for a term or working on a specific goal, e.g., funding apps) / Continuous</i>
9. What will you do? (examples)
<ul style="list-style-type: none"> • <i>Naming the group</i> • <i>Setting/re-examining ground rules/guidelines</i> • <i>Goal-setting</i> • <i>Writing</i> • <i>Reading</i> • <i>Peer feedback</i> • <i>Discussions</i> <ul style="list-style-type: none"> ○ <i>Writing / Tasks / Feedback / About the meetings</i> • <i>Other academic activities</i> <ul style="list-style-type: none"> ○ <i>Course work / Literature searches / Reading literature / Working with data / Course Prep</i> • <i>Social</i>
10. What do you do between meetings?
<ul style="list-style-type: none"> • <i>Goal-setting</i> • <i>Self-directed writing</i> • <i>Publishing</i> <ul style="list-style-type: none"> ○ <i>To group for feedback or to journals</i> • <i>Responding to peers writing</i> • <i>Other academic activities</i>

Meeting Place
Meeting Frequency & Length
Group Duration
Meeting Activities
Between Meeting Activities