

PUTRA SARJANA WORKSHOPS

Semester 1 2009/2010

EFFECTIVE WRITING

Academic writing is highly signposted and signaled. In this 2 day workshop you will learn the basics of academic writing and how to structure your writing. Topics covered

- Paragraphs development
- Plagiarism
- Quoting/ Citing
- Topic string
- Signposting/signaling
- Coherence/Cohesion
- Writing sections of your thesis
- Writing the literature review
- Structuring an argument

Please note that this is a practical workshop and you will be required to do some writing and share your work with other participants in the workshop. Please be aware that the workshop is not discipline specific and you will be taught generic skills of academic writing. You are required to bring drafts of your writing to be shared with your Writer Response Group. It would be advisable for you to register in groups of 4 based on your own discipline.

CRACKING THE CODE

This is an orientation workshop for new Masters and PhD students. The main purpose of this two day workshop is to introduce you to those aspects that you need to know to complete your research degree. Issues covered include:

- Beginning your candidature
- What is a Masters/PhD
- Expectations in supervision
- Time management/Setting goals
- Generic skills
- Writing skills
- Being strategic
- Communicating your research
- Administrative matters

The workshop will be helpful in meeting, and networking with, other research students from around the University. There will also be plenty of opportunities for you to ask any questions you may have.

CONFERENCE PRESENTATION

In this workshop you will be exposed to the different types of conference presentations we will look at how to select conferences and write abstracts for conferences. The focus of this workshop will be on presentation skills. These include preparing your academic speech, preparing your visuals, how to get the attention of the audience, answering questions and dealing with difficult questions. You are expected to prepare a short speech for presentation. Four participants will be randomly selected to present during this workshop. Participants are also encouraged to volunteer to present and receive feedback. If you have signed up for this workshop, and would like to volunteer to present, please contact Dr Vijay at vijay@fbmk.upm.edu.my.

PUBLISHING DURING CANDIDATURE

Postgraduate students are often advised to publish as much as possible during their candidature. One reason given for this strategy is that when their thesis is presented for examination, the examiners will be favorably influenced by the fact that the work has already been subject to peer review and found acceptable by reputable journals. Publications are viewed as “insurance policies”. The workshop discusses a number of generic issues around academic writing and then considers writing for citation indexed/refereed journals.

Topics for this workshop include

- What is publishing
- What are academic journals
- Types of journals: citation indexed, refereed, ISI journals
- Ranking of journals: impact factor, immediacy index
- Why postgraduates should publish
- What to publish
- How to structure your article
- The publication process
- How journals may respond
- How to deal with reviewer comments

THE VIVA

Most postgraduate student fears the viva. The reason for this is because they do not know what happens in a viva. In this workshop, you will learn how to prepare for your viva. You will also learn how to present your research at the viva, how to respond to examiner questions and finally how to revise after the viva.

Topics covered in this workshop include:

- Understanding the viva
- Components of a viva
- Skills/Content knowledge
- Academic research cultures
- Interpersonal dynamics
- Stress management
- Likely questions/how to answer questions
- Interactions in the viva/debating, assertiveness, being heard

Students who have completed the viva will present their experiences and suggest strategies to prepare for the viva.

Nvivo 8

NVivo 8 is computer assisted qualitative data analysis software. It enables qualitative researchers to manage and retrieve their data. Nvivo reduces the mechanical handling of data so that the researcher can focus on the conceptual development of emerging theories. In this workshop, there will be lectures on qualitative research followed by the practical application of Nvivo 8 to interrogate your data. You are encouraged to bring your own data for this workshop.

Please note that you will have to purchase a copy of the software (www.qsrinternational.com) if you would like to use it for your research. However, a trial version of the software will be provided during the workshop.

WORKSHOP SCHEDULE

	Dates	Workshop	Venue	Participants	Available
1	5 September 6 September	EFFECTIVE WRITING (SESSION 7)	Bilik Ser Amar, FBMK	40	Full
2	12 September 13 September	THE VIVA (SESSION 2)	Bilik Seri Amar, FBMK	70	30
3	16 September 17 September	CONFERENCE PRESENTATION	Conference Hall, PPPL	100	64
4	10 October 11 October	NVivo 8	MAKMAL CYBER 1 FBMK	20	Full
5	24 October 25 October	Nvivo 8	MAKMAL CYBER 1 FBMK	20	Full
6	10 October 11 October	EFFECTIVE WRITING	Bilik Seri Amar, FBMK	40	20
7	24 October 25 October	EFFECTIVE WRITING	Dewan Za'ba, FBMK	40	36
8	28 October 29 October	PUBLISHING DURINCG CANDIDATURE	Conference Hall, PPPL	100	47
9	4 November 5 November	CRACKING THE CODE	Conference Hall, PPPL	100	100
10	7 November 8 November	EFFECTIVE WRITING	Bilik Seri Setia, FBMK	40	33
11	14 November 15 November	THE VIVA	Bilik Seri Amar FBMK	70	40
12	21 November 22 November	PUBLISHING DURING CANDIDATURE	Bilik Seri Amar FBMK	70	36

REGISTRATION PROCEDURES

Please fill in the attached form and send it to affahuraizah@putra.upm.edu.my. If you sign up for a workshop and do not turn up, your name will be blacklisted and you will not be allowed any workshop for this semester. If you are unable to attend the workshop, please email Miss Affa at least 2 days before the workshop so that someone on the waiting list can take your place. Please check the SGS website and student portal regularly as the venues may be shifted or dates may be changed depending on the number of participants who register for a particular workshop. If your names do not appear in the list, do not worry as we will repeat the workshops based registration.

Some regulations

- You are required to switch off your mobile phones /or keep it in silent mode during the workshops.
- You have to queue up for food. In Malaysia, we allow ladies to take their food first.
- Food is usually limited (i.e. one piece of chicken or one piece of cake per person). Please do not take more unless there is excess **after** everyone had taken their share.
- Please do not disturb the lecturers and facilitators during their tea/lunch break. They need a rest too.
- Do not monopolize the questioning sessions. Give others a chance.
- Do not ask discipline specific questions as the workshop is attended by participants from various disciplines.
- You have to attend all sessions to get the certificate of participation. If you do not register before 9, you will not be allowed to attend the workshop.

If you have any questions about the contents of all these workshops, you can email Dr Vijay at vijay@fbmk.upm.edu.my.

ATTENDANCE CONFIRMATION FORM

Dean,
School of Graduate Studies
Zone 4, Off Jalan Stadium
Universiti Putra Malaysia

(u/p : Mr Suhaifi Sulaiman / Miss Affahuraizah)

1. Workshop :

Session :

Date :

2. Workshop :

Session :

Date :

Date :

Name :

Matric No :

I/C or Passport No :

Nationality :

Faculty :

Programme :

No of Semesters :

Field of Study :

E-mail Address :

Food Preference : Vegetarian Non-vegetarian

Phone :

Address :