**GRAD SCHOOL SURVIVAL**

### What (Nearly) Every Academic Paper Needs

- **Betsy Wallace**
- **Friday, April 1, 1000–1100** ME Auditorium
- **Saturday, April 9, 1000–1100** Zoom

What are the common elements of academic papers at NPS? What do professors expect? Come and learn how the building blocks of academic papers fit together, making your papers more readable, complete, and academic. In this comprehensive overview, you’ll learn about paper intros, conclusions, thesis statements, roadmaps, research questions, hypotheses, literature reviews, abstracts, citation styles, NPS resources, and more!

### Mastering Note-Taking and Time Management

- **Cheryldee Huddleston**
- **Wednesday, March 30, 1500–1630** DKL 151/Zoom*
- **Tuesday, April 5, 1500–1630** DKL 151/Zoom*

You take notes and learn the subject matter, so why is it so difficult to communicate your knowledge during tests? And where does all the time go? Knowing a few key strategies can make all the difference. This workshop will provide you with winning techniques for studying more effectively, taking useful notes, preparing for exams, and performing better during tests; you’ll also receive practical, step-by-step methods for a “time investment” daily schedule.

### Understanding Paper Types

- **Chloe Woida**
- **Thursday, March 31, 1000–1100** Zoom

How is a response paper different from a reflective essay? How should you structure a policy analysis versus a proposal? When you’re tasked to write an argumentative or persuasive essay, what’s the difference? Learn how to adapt the arc of introduction, context, content, and conclusion to common paper types you’ll encounter at NPS.

### Interpreting Prompts

- **Chloe Woida**
- **Thursday, March 31, 1200–1300** Zoom

You just received a prompt for a class paper. You read it once, then twice, and still can’t figure out how to structure the paper you’re supposed to write. Sound familiar? This workshop offers strategies for decoding and understanding instructors’ prompts, unpacking what key words mean, and identifying core tasks.

### How to Give an Academic Presentation

- **Michael Thomas**
- **Saturday, April 16, 1200–1330** Zoom

Learn how to forge powerful presentations that educate and engage an academic audience—and represent your research with style. What causes listeners to tune out? What are the most effective techniques for a virtual or in-person audience? How can you get the most from PowerPoint? This workshop takes you through the process of creating a presentation, from structuring your content to battling jitters. An actual NPS grading rubric for oral presentations is used to facilitate discussion.

### Strategic Reading, Level I

- **Kate Egerton or Michelle Morneau**
- **Thursday, March 31, 1700–1830** Zoom
- **Friday, April 1, 1200–1330** DKL 151/Zoom*
- **Saturday, April 9, 1400–1530** Zoom

So much reading, so little time! Learn Dr. Zach Shore’s method of reading for argument at the graduate level in this workshop, tailored to social science and business fields. Dr. Shore’s “search and destroy” technique allows you to synthesize an author’s arguments efficiently. Level I teaches the “search” half—how to quickly extract an author’s thesis and structure from an academic article. Though this method may take time to perfect, the payoff is high in terms of comprehension, time saved, and critical thinking skills. Also, be sure to check out Strategic Reading Level II, which offers techniques for analyzing sources’ arguments.
So much reading, so little time! Adapted from Dr. Zach Shore’s method of reading for argument at the graduate level, this new workshop is tailored to science, technology, engineering, and mathematics fields. Learn and practice reading techniques that allow you to comprehend and synthesize an author’s arguments efficiently. This workshop teaches how to quickly extract an author’s thesis and structure from an academic article. Though this method may take time to perfect, once you do, the payoff is high in terms of comprehension, time saved, and enhanced critical thinking skills. Also, be sure to check out Strategic Reading Level II, which offers techniques for analyzing sources’ arguments.

**Technical Writing**  
Kate Egerton  
- Friday, April 8, 1200–1330  
  DKL 151/Zoom*

Are you more comfortable solving equations than drafting sentences? Come focus on the precise skills you need to write clear technical reports and theses. In this workshop, we will dissect a well-written report, decide what makes it effective, identify steps you can use to emulate its features, and review editing and proofreading strategies appropriate for technical writing.

**RESEARCH AND CITATION**

**Citation Management with Zotero**  
Kathy Norton or Glen Koué  
- Friday, April 15, 1000–1150  
  Zoom  
- Friday, April 22, 1000–1150  
  Zoom  
- Friday, April 29, 1000–1150  
  Zoom

Learn how to use Zotero, a free tool that you can use to centrally collect, manage, and format your references in APA, Chicago, IEEE, and other citation styles. We will also show you how to use Zotero’s Word plug-in to cite while you write your papers or thesis. This workshop is “hands-on,” so bring your own laptop! Workshop size is limited; **registration at least 24 hours in advance is required.** After registering, you will receive an email with installation and setup instructions, which you will need to complete prior to the class.

**Paraphrasing and Quoting Like a Pro**  
Sandra Leavitt and Greta Marlatt or Chloe Woida  
- Tuesday, April 12, 1200–1330  
  DKL 151/Zoom*  
- Saturday, April 16, 1000–1130  
  Zoom

You’ve all heard what you shouldn’t be doing: don’t violate the Honor Code, don’t plagiarize, don’t forget the rules of academic integrity. This workshop focuses on what to do to avoid these serious problems. We give you the skills to confidently incorporate others’ words, ideas, analyses, models, and images into your own writing. You will gain experience summarizing, paraphrasing, and incorporating quotations from source material.

**Library Quick Start**  
Kathy Norton  
- Wednesday, April 6, 1200–1250  
  Zoom  
- Thursday, April 14, 1200–1250  
  Zoom

Develop your research skills and learn how to use the library search, library databases, research guides, Google Scholar, and more!

**LaTeX Crash Course for Student Research**  
Dan Eisenberg, Britta Hale, and Douglas Van Bossuyt  
- Monday, April 11, 1600–1700  
  Zoom

Does your professor want you to use LaTeX to write your thesis or dissertation? Are you passionate about beautifully formatted equations? Do you want to leave the formatting woes of Microsoft Word behind for a brighter tomorrow with LaTeX? If you answered yes to these questions or are just curious about LaTeX, please join us for a LaTeX crash course that will introduce you to using LaTeX to write your thesis or dissertation. In one hour we will introduce you to the fundamentals of LaTeX so that you are equipped with the skills needed to start using LaTeX immediately.
CRITICAL THINKING

Strategic Reading, Level II: Critiquing a Text  
Betsy Wallace

- Tuesday, April 5, 1700–1830  
- Wednesday, April 20, 1200–1330  

Level II teaches the “destroy” half of Dr. Zach Shore’s “search and destroy” technique. This workshop prepares you for class discussions, argument papers, thesis writing, and more. Learn how to examine a text for its strengths and weaknesses. Identify how authors build and support their arguments, then develop your own critical response by evaluating an author’s empirical and logical evidence. Strategic Reading, Level I recommended, but not required.

Crafting Convincing Arguments: Attack and Defense  
Daniel Lehnherr

- Tuesday, April 5, 1200–1330  
- Thursday, April 21, 1000–1130  

You employ persuasion every day, but are you comfortable crafting formal academic arguments? This workshop covers the strategies and conventions of written argumentation that are essential to your NPS studies and career. Hands-on exercises help you organize your lines of attack, remedy any gaps in your defense, anticipate your adversary’s counterargument, and deliver the decisive blow through a convincing refutation.

Critical Thinking in Review  
Alison Scharmota

- Tuesday, April 19, 1300–1430  

Imagine a conversation among all the scholars who have contributed to your research topic. Assessing the strengths, weaknesses, agreements, and disagreements of their combined wisdom is the essence of a literature review. Using the Just War Theory, this workshop presents two examples of capturing the “conversation” and helps you identify the differences between review and critical analysis. Through guided discussion, you will be better equipped to understand and write literature reviews.

PLANNING AND ORGANIZATION

Think Before You Write: Pre-writing and Planning Techniques  
Chloe Woida

- Saturday, April 2, 1000–1130  

When the prospect of writing a paper feels like sinking into an abyss of uncertainty, keep in mind that writing doesn’t have to be a linear process. This workshop explores critical work you can do before you start stringing sentences together. Lean into your individual strengths and develop a personalized approach to generate, clarify, and organize your ideas.

Organization: The Secret to Academic Writing  
Matt Norton

- Saturday, April 2, 1200–1330  
- Thursday, April 7, 1700–1830  

Academic, or research-based writing is distinct from other forms of writing: our primary purpose is to describe knowledge, which, at the graduate level, is most likely to address the logical connections between ideas—a task that calls for structured writing. This workshop introduces basic techniques that produce readable papers—comprehensive introductions, topic sentences, and embedding structure in language—and effective tools for composition. You will learn a systematic process for learning and writing that will focus your effort where it counts the most.

Writing for Online Outlets  
Kate Egerton

- Friday, April 15, 1200–1330  

Do you want to impact broader military and security discussions? Learn to pitch, scope, draft, and revise short pieces for online outlets such as The Strategy Bridge and War on the Rocks. In this workshop, we will review submission requirements, learn from published writing, and show how writing coaches can help you shape your pieces for these audiences and specs.

Writing for Academic Journals  
Kate Egerton

- Friday, April 22, 1200–1330  

Learn to target appropriate academic journals for your discipline, decode submission requirements, query editors, prepare manuscripts, and address wider audiences for your academic research. This workshop covers the basics of academic publication, common obstacles, and models for adapting your research for publication as a journal article.

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* Hybrid sessions held in the library and on Zoom

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MECHANICS, GRAMMAR, AND STYLE

Mastery Series: Grammar  Colette O’Connor
• Wednesday, April 13, 1000–1130  DKL 151/Zoom*

Review examples of common grammar errors students make in their writing. The common errors covered include subject-verb agreement, use of relative clauses, connecting and punctuation of clauses, pronoun-antecedent agreement, and spotting and changing passive voice to active. You’ll first learn the rule to avoid or fix these errors, then practice it in a hands-on activity.

Mastery Series: Punctuation  Michael Thomas
• Saturday, April 9, 1200–1330  Zoom

Small symbols with great power, punctuation marks can do it all—connect ideas, convey tone, clarify meaning. Used incorrectly, however, they can undermine your writing, distract and confuse readers, and diminish confidence in your academic work. In this workshop, we cover the most common punctuation marks in graduate writing. Examples, quizzes, and detailed explanations ensure that you leave with a solid grasp of everything from em dashes to Oxford commas—including that most mysterious mark of all, the semicolon.

Mastery Series: Clarity and Concision  Alison Scharmota
• Thursday, April 14, 1530–1700  DKL 151/Zoom*

Learn which conventions are rules, NPS norms, and style tips, all of which will help you masterfully put your words to work for you! Excellent clarity and concision stands as the core goal at the graduate and professional level of writing, so we have put together some writing master tips to make your life easier and your writing sassier in just 90 minutes.

Mastery Series: Sentences That Sing  Colette O’Connor
• Wednesday, April 6, 1000–1130  DKL 151/Zoom*
• Saturday, April 16, 1200–1330  Zoom

To master sentences that “sing” means to write with clarity, vigor, and grace. In this workshop, inspired by Strunk and White’s *The Elements of Style*, a classic grammar how-to, you will be introduced to concepts seasoned writers take for granted: thesis statements, topic sentences, paragraph structure, active voice, punctuation, and other elements essential to academic papers that sing with strength and flow.

Strategies for Active-voice Writing  Matt Norton
• Saturday, April 16, 1000–1130  Zoom

Overusing passive voice is one of the most common stylistic blunders in academic writing; it can be hard to identify and tricky to fix. At the same time, passive voice does have its uses. This workshop will explain what passive voice looks like and why in most cases active constructions are a better choice. Lessons and activities will show you how to transform passive-voice sentences and also identify situations when you might want to use them. You will leave with strategies to select the best possible verbs, to craft more interesting prose, and to express your ideas more clearly.

THESIS WRITING

Constructing Research Questions  Sandra Leavitt
• Friday, April 8, 1000–1130  DKL 151/Zoom*

Constructing a research question is probably the most important task for any paper you write. An overly broad question becomes mission impossible, while an excessively narrow question won’t help fill the pages. Learn strategies for identifying answerable, interesting questions. A compelling research question will keep you motivated and your reader engaged.

Mastering the Literature Review  Aileen Houston
• Thursday, April 7, 1200–1330  DKL 151/Zoom*
• Friday, April 22, 1000–1130  DKL 151/Zoom*

A master’s degree requires mastering a field, and that mastery is demonstrated in a literature review, a required component of many papers. It is not, as is often believed, a multi-title book review. More than a summary, it identifies strengths and inadequacies in the literature, which dovetails with your goal of adding knowledge to your field. In this workshop, you will learn how literature reviews are constructed and how to make yours justify your research.

Thesis Quick Start  Glen Koué
• Wednesday, April 13, 1200–1250  Zoom
• Tuesday, April 19, 1200–1250  Zoom

Is it time to begin your thesis? Not sure how to start? This workshop will cover academic research and writing in general, as well as the specifics of the NPS thesis process. Learn how to navigate the process and launch your thesis with confidence.

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* Hybrid sessions held in the library and on Zoom

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**Professional Executive Summaries**
Colette O’Connor

- Wednesday, April 20, 1000–1100  DKL 151/Zoom*

The quality of your executive summaries influences how others perceive you and your research. Executive summaries publicize your work, provide busy decision makers with actionable information, and generate readers for your research. Learn how to prioritize and organize essential information, avoid jargon, write more powerfully and persuasively, and navigate this specific form’s rules. By examining excerpts, we will identify best practices and apply those lessons to summarizing research in different fields.

**Writing about Tables and Figures**
Sandra Leavitt

- Wednesday, April 13, 1300–1430  DKL 151/Zoom*

Will your thesis have four or 84 figures? Images in academic writing need to be skillfully discussed in both the body of your paper and in captions. We will practice writing about flow charts, graphs, set-off quotes, and tables. A simple formula will help you consistently and professionally describe figures and their sources, and explain to your readers how each image supports your argument.

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**VIRTUAL WORKSHOPS VIA ZOOM**

Want to learn from the comfort of your computer?
The following sessions offer a fully virtual class experience, presented via Zoom.

- Understanding Paper Types  Thurs. 3/31, 1000–1100
- Interpreting Prompts  Thurs. 3/31, 1200–1300
- Think Before You Write: Pre-writing and Planning  Sat. 4/2, 1000–1130
- Organization: The Secret to Academic Writing  Sat. 4/2, 1200–1330
- Library Quick Start  Thurs. 4/7, 1700–1830
- What (Nearly) Every Academic Paper Needs  Weds. 4/6, 1200–1250
- Mastery Series: Punctuation  Sat. 4/9, 1000–1100
- Strategic Reading-I: Social Science and Business  Sat. 4/9, 1200–1330
- LaTeX Crash Course for Student Research  Mon. 4/11, 1600–1700
- Thesis Quick Start  Weds. 4/13, 1200–1250
- Citation Management with Zotero  Fri. 4/15, 4/22, and 4/29, 1000–1150
- Strategies for Active-voice Writing  Sat. 4/16, 1000–1130
- Paraphrasing and Quoting Like a Pro  Sat. 4/16, 1000–1130
- How to Give an Academic Presentation  Sat. 4/16, 1200–1330
- Mastery Series: Sentences That Sing  Sat. 4/16, 1200–1330

Registration required in WCOnline
### Spring AY2022 Workshop Schedule by Date

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* Hybrid sessions held in the library and on Zoom

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