

**Event Title**

Doctoral Student Dissertation Work Group

**Organization**

Criminal Justice Doctoral Students' Association /Chair of the Teaching and Professional Development Committee.

**Dates**

2/22/14 - 5/17/14, publicity for the first scheduled event is intended to begin on 2/1/14.

**Event Information**

The CJDSA in conjunction with the DSC would like to host a semester long Doctoral Dissertation Writing Work Group. The purpose of the work group is to assist and support Ph.D. students who are at either the dissertation proposal phase or dissertation phase of their doctoral studies. Student participants will be provided with dissertation writing workbooks, writing utensils, and light refreshments. All work group meetings will be held twice monthly (except only once in February), at John Jay College of Criminal Justice on Saturdays.

The following topics are expected to be covered during this semester long writing work group:

1. Forming your committee
2. Developing your concept paper
3. Practicing your elevator speech (describing your idea in under 5 minutes)
4. Outlining your dissertation proposal/dissertation
5. Writing and revising your introduction
6. What type of quantitative/qualitative analysis?
7. Writing/revising your methods section
8. Creating & revising tables/graphs/figures/diagrams
9. Practicing your proposal/dissertation defense
10. Practice the final defense

Members of the Criminal Justice Doctoral Students' Association will be responsible for ensuring that the writing work group is well publicized based on grant specifications, content development for each session, and coordination of writing group work space and set-up.

Participating Ph.D. students will receive a "writing group - working package" that includes, pens, writing notebook, writing handbook, and the semester long schedule. Each participant will be expected to participate in no less than 5 of the 7 scheduled sessions. During each session, participants will be expected to actively participate; this includes and is not limited to providing drafts of their own materials and providing constructive criticism to their colleagues. The overall significance of this writing group is to provide support to Ph.D. students that will assist with progression toward their dissertation proposals and dissertation. This progression is expected to include the completion of the dissertation proposal for those at this level and completion of at least the introduction and methods sections for the dissertation.

**Budget and Publicity Material**

Attached is a line/item budget for the entire semester long writing group and the mock publicity material.

This event will be publicized by using the CJDSA & CJ Ph.D. Program facebook pages, twitter, and Ph.D. program website. Also, we will post a flyer in the Graduate Center's main lobby approximately 22 days prior to the first scheduled session and 15 days prior to the response deadline.

Attachment 1: Budget (submitted separately as Excel table)

Doctoral Student Dissertation Work Group			
Expenses			
Total Expenses			Estimated \$846.91
Supplies (1 time)		Estimated	Funding Source
Books (8 proposal books @ 14.09 each and 10 dissertation books @ 9.21 each)	\$204.82		DSC Grant
Dry Erase Sheets & Cardboard Pens & Dry Erase Marker Kits (12 pens @ \$3 for a total of 24 pens/Dry Erase Marker Kit \$7 per unit for a total of 2 units)	\$64.09		DSC Program Allocation
Composition notebooks (\$1 per unit for a total of 18 units)	\$20.00		DSC Program Allocation
Totals	\$306.91		
Space		Estimated	Funding Source
Room	\$0.00		John Jay College of Criminal Justice
Totals	\$0.00		
Publicity		Estimated	Funding Source
Graphics work	\$0.00		
Photocopying/Printing	\$0.00		
Postage	\$0.00		
Totals	\$0.00		
Miscellaneous		Estimated	Funding Source
Totals	\$0.00		\$0.00
Refreshments (total of 4 meetings)		Estimated	Funding Source
Continental Breakfast Tray 15) for 5 meetings	(4.95 *	\$371.25	DSC Grant
Coffee & Tea Service 15) for 5 meetings	(2.25 *	\$168.75	DSC Grant
Totals		\$540.00	

**\*ADAPTED FROM GRANT PROPOSAL PORTAL\***

**Attachment 2: Mock flyer (submitted separately as JPEG or PDF)**

**Criminal Justice Doctoral Students' Association**  
with funding from the  
**CUNY Doctoral Student Council**

**Doctoral Student Dissertation Work Group**



The CJDSA in conjunction with the DSC invite all Ph.D. level graduate students to participate in the Doctoral Student Dissertation Work Group beginning on **Saturday, February 22, 2014 from 10:00 am – 12:30 pm. The work group will consist of bi-monthly meetings of students who are at either the dissertation proposal phase or the dissertation phase of their doctoral studies.** Each meeting will consist of a different activity aimed at advancing dissertation related work. Students will be provided with dissertation writing workbooks, writing utensils, and light refreshments at each meeting.

**Please note that space in this work group is limited.**

If you are interested please email the Criminal Justice Doctoral Student's Association at [cjdsa.jjay.cuny@gmail.com](mailto:cjdsa.jjay.cuny@gmail.com) by February 15, 2014.

