Dr. Deb Palmer's Office Hours Sign-Up are on Google Calendar - Find sign-ups HERE.

Contact me with questions: debpalmer-at-colorado.edu

*Note: my personal meeting room link is https://cuboulder.zoom.us/my/**debpalmersmeetingroom** click on that link, and then you simply click on the button to "join." (First time may take a few extra seconds for the app to get set up.)

Information for Students working with me (with credit and thanks to my UT Austin colleague Dr. Joan Hughes for much of the content below)

Letters of Recommendation: When you are requesting me to write a letter of recommendation for you, here is what I need:

1. Make the request at least 2 weeks in advance of the date it is due.
2. Send the following information for each letter via email:
    a. The date the letter is due and the person/address to which the letter should be addressed (even if I upload it, it needs a salutation). *Please don't tell me to look at the job announcement - make it easy for me by summarizing this information in your email.*
    b. The job announcement or other descriptive material from the organization to which you are applying.
    c. Your own cover letter that you will send to them (a draft letter is fine) - or a list of how you think you fit their needs/job description/scholarship criteria etc. (think: what do you want me to put in this letter?)
    d. Your up-to-date CV. If you are submitting several requests around the same time, I only need one copy of your CV, and only if it has changed; I will save it.

Advisees Writing Dissertations - Creating your schedule: In order to graduate in a timely fashion in the semester of your choice, please do the following when planning out your timeline:

1. Identify the day upon which final dissertation, theses, reports are due to the graduate school in the semester of your choice. It is usually the last day of classes. Plan to defend at least 3 weeks prior to this date in order for you to engage in revisions for 2 weeks of the semester and provide me 1 week to review the revisions. This means you must provide your final dissertation to the committee 5 weeks before this final submission to allow 2 weeks reading time for your committee. If you anticipate needing a professional editor to review your final product, you will need to defend earlier in order to make revisions that the committee agrees upon, then have a professional editor edit it and then provide me at the minimum 1 week to review (preferably 2 weeks).
2. For work you submit at one time to me for review, allow 2 weeks for feedback. I will do my best to turn it around within this time frame, but there are times it might take me more time (e.g., if I have many students submitting and needing feedback simultaneously or I have a lot of course grading to do etc.). *Please exclude Fall Break, Winter Break, and Spring Break in your calculations as I do not typically review student work during the week but work on my own scholarship or take time with my family.
3. Summer: Faculty are not on contract during the summer. It is our only focused time of the year to work on research and writing and take a break. Try not to schedule your plan to complete anything during the summer - it will be very difficult to find faculty time for review and feedback and for defense meetings. Summer, though, is a great time to get your work done, and you can plan on defending / having your work read as soon as the fall semester begins again.
4. Please provide a PDF of your final dissertation to me for academic use!

A sample schedule for graduating in Spring semester 2013:

Last day to submit dissertation/thesis to graduate school: (Look up date for this year)	Friday, May 3
Defense	Friday, April 12
Submit final product to committee / readers	Friday, March 29
Submit final revision of whole product to Deb	Friday, March 15
Submit last section for review	Friday, February 22
Submit a section for review	(allow 2 weeks for feedback)

Feedback and Editing: When you hand in drafts to me, I will read your work and use track-changes and insert comments (in Microsoft Word or Google Docs) to provide feedback on the content and ideas about which you are writing. I occasionally may rephrase sentences to provide an example of usage and organization. But I really cannot provide editing services - it is far too time consuming. I may write “awk” alongside parts which indicates there’s a lot of need for editing in sections, or “w/c” to indicate that you need to look at word choice, etc. YOU are responsible for making sure your final product is in a formal academic edited English per APA guidelines. Review the writing issues below to help you avoid errors, and talk with peers about reading each other’s work (scholars do this at every level). Consider forming a writing group to support one another. Producing polished academic writing is neither easy nor natural for anyone, it must be learned and continuously worked on.

If editing is a serious issue for you, it may mean you will need to hire a professional editor. If you anticipate needing a professional editor to review your final product, you will need to defend earlier in order to make revisions that the committee agrees upon, then have a professional editor edit it and then provide me at the minimum 1 week to review your final edited product. (Note: Depending upon the level of need for editing, you may need to ask an editor to review the draft you submit to your committee, and then again to review your final revised dissertation.)

Possible editors (not endorsed by me - they have just solicited me via email in the past):
#1 Sharon Lynn Bear, Ph.D. - Bear's Research, Writing & Editing Service: www.Bear-Write.com
#2 PenPoint Editing: http://PenPointEditing.com
#3 Editing Press: https://editing.press/

Some Structural Elements for Writing from the APA 6.0 Manual that often need attention in writing that I see:
*[note: I haven’t had a chance to update these p#s, but **APA 7 is now the default format!**]*
p. 41 (APA Manual) – Sample Manuscript
p. 62-63 (APA Manual) – Heading Levels and How to format headings
p. 64 (APA Manual) – Seriation within a paragraph use (a), (b), etc.
p. 65 (APA Manual) – Pronoun references must “be obvious”
p. 68 (APA Manual) – Precision and clarity are good to pay attention to – read “pronouns”
p. 69 (APA Manual) – use “I” and “we” as needed – first-person is preferable when talking about what you or your co-authors did.
p. 73 (APA Manual) – reducing biased language

p. 77 (APA Manual) – Use active verbs vs. passive

p. 78-79 (APA Manual) – Verb usage p. 83 (APA Manual) – learn the correct usage of “that” vs. “which”. This is a common error.

p. 93 (APA Manual) – punctuation usage with quotes – Read “With other punctuation” section on bottom of page. Periods and commas go inside the quotes.