

A summary of the proceedings of the three-day workshop on *How to Write an Assignment* with the Department of Sociology, St Edmund's College, Shillong

1. The Department of Sociology, St Edmund's College, Shillong, organised a three-day workshop to acquaint its students with contemporary academic and ethical standards while preparing their internal assignments. To this end, the college's Research Facilitator, Dr Oliver Nelson Gonsalves, was invited to deliver a series of three one-and-a-half-hour sessions over three days in September 2024.

Students from the 1st, 3rd and 5th semesters attended these sessions. Sessions were incorporated into students' regular class schedules (refer to the programme below).

Semester	Date	Time
First	Friday, 06 September 2024	1000 h – 1045 h and 1145 h – 1230 h
Third	Monday, 09 September 2024	0915 – 1000 h and 1100 h – 1145 h
Fifth	Tuesday, 10 September 2024	0915 h – 1000 h And 1000 h – 1045 h

2. This is the second (and consecutive) collaboration between the Incubation Centre and the Department of Sociology. In April 2023, the Department of Sociology organised a Value Added Course (VAC) entitled, [*Basic Concepts of Social Research*](#). The Incubation Centre took two sessions on generating *Research Outputs*.
3. Based on the lessons learned from the previous edition of this course, emphasis was *limited* to teaching students the following issues of relevance:
 - a. Basics of Academic Writing (writing skills and logic-flow).
 - b. How to identify a reliable source of information (open-access journal articles) for a class assignment.
 - c. What is plagiarism? What are citations?
 - d. Understanding referencing (APA style) using a widely accessible [template](#).
4. A PDF version of the PowerPoint presentation (based on points a-d {above}) was disseminated among the students. Students were also encouraged to explore opportunities to collaborate with the Incubation Centre by reviewing books for journal publications.

