 

Early Career Development Council

**Writing Accountability Group (WAG)**

WAGS ARE A MEANS FOR FACULTY MEMBERS TO FOSTER PRODUCTIVE WRITING HABITS!

# What is a Writing Accountability Group?

A writing accountability group is a group of people who meet once a week to write and generate achievable writing goals for the time between meetings. Writing accountability groups are not social hours, sounding boards, peer review groups, workshops, or other kinds of writing exchange.

# How are WAG sessions structured?

The agenda for each weekly session is the same:

1. In the first 5-10 minutes, each member shares his/her goals for the session.
2. Members spend 45 minutes working on a writing product in silence. The WAG leader is the timekeeper and will notify the members when the time ends.
3. In the final 5-10 minutes, each member reports whether and why not their goals were met and discuss their objectives for the following week between WAG sessions.

# When do Writing Accountability Groups meet?

WAG sessions occur weekly for at least eight weeks (but may be up to 12 weeks). Each session lasts for one hour. The meeting weekday and time are based on the availability of the WAG facilitator.

# Where do Writing Accountability Groups meet?

WAG sessions meet wherever it is convenient for the WAG leader. Sessions may be in-person or virtual.

# What is the role of a WAG leader?

WAG leaders are facilitators. As the facilitator, the responsibilities include:

* Committing to *showing up* and *participating*
  + Making it a priority to attend every session, but not missing more than two sessions
  + Arranging for an appropriate alternate (either a member of the WAG or ECDC) in case of an absence
* Arriving five minutes early to each session in order to prepare to facilitate
* Taking roll each session and contacting any member(s) that did not inform him/her in advance of an absence
* Helping a member find a different WAG if his/her schedule becomes incompatible
* Supporting members in identifying goals
  + Session goal setting: may recommend that members try to set a SMART goal (Specific, Measurable,

Actionable, Reasonable, Time-Bound) that can be accomplished in 45 minutes

* + Week goal setting: encourage members to set small time goals rather than binge-writing sessions, which invite distractions and may even delay progress.
* Asking each member to share his/her session goal at the beginning of each session
* Keeping track of the time during each session
* Asking each member to share his/her progress on their session goal at the end of each session
* Asking each member to share his/her planned weekly goal at the end of each session
* Maintaining the expectations of the group

# Does a WAG leader need to be an “expert” in academic writing?

No. WAG leaders are facilitators, and not mentors or editors. WAGS are not designed to be sounding boards, peer review groups, workshops, or other kinds of writing exchange, but are focused on developing a process and habit of writing.

However, it is encouraged that WAG members collaborate on future projects, encourage each other, and share strategies for breaking through common writing roadblocks and challenges.

**INTERESTED IN LEADING A WRITING ACCOUNTABILITY GROUP? EMAIL:** [**EARLYCAREER@UNTHSC.EDU**](mailto:EARLYCAREER@UNTHSC.EDU)