# FALL 2025 WRITING SCHEDULE

★ **NEW** MSO Staff Writers **AND** Editors **MUST ATTEND AT LEAST TWO WRITER'S/EDITOR'S WORKSHOPS PER SCHOOL YEAR. You must attend one workshop each quarter** to have your article published during that quarter. There will be a make-up workshop if you are unable to attend the primary workshop.
  ○ Older MSO Staff Writers and Editors **THAT HAVE ALREADY ATTENDED 2 WORKSHOPS** are not required to attend workshops.

★ **WRITERS** are responsible for contacting their assigned **GRAPHIC EDITORS** and **WRITING EDITORS.** You must maintain constant communication to ensure high-quality articles and graphics. Make sure to check your emails daily. Do not leave your collaborators hanging after you finish your task!
  ○ After sending in the final draft, writers **MUST** check their email inbox daily in case the editor/MSO team requires last-minute changes.

★ **TOPICS, ROUGH DRAFTS, and GRAPHICS are due @ 11:59 PM** of the days listed.

★ **ARTICLES** should be written in **Google Doc** and edits must be made on this document. **Submit the Google Doc to Google Classroom** (not as PDF).

★ **ONE-WARNING POLICIES**: You will be given a warning if you forget a deadline. Do not leave editors/writers hanging; doing so will hinder the publishing process and complicate the communication among the editor, writer, and MSO Team.

★ **WRITERS, EDITORS, & GRAPHIC EDITORS** are **REQUIRED** to attend **MSO's "Meet the Team" meeting** (see Week 5 in writing schedule below for more details) in order to be eligible for participation for the quarter.
  ○ **No attendance** (unless given approval by a Co-President) means **no participation** that quarter!

★ **WRITERS, EDITORS, & GRAPHIC EDITORS** are all **REQUIRED to attend at least 1 of the 2 review sessions** which will be held **before** you are permitted to submit your final draft.
  ○ This review session will be held over Zoom and will involve the Editor-in-Chief and ensuring that all members are meeting their respective position expectations.

★ A voting system will be implemented. Please refer to the schedule below for the dates.
  ○ Voting is not mandatory, but is recommended
  ○ **GUIDE TO VOTING:** https://docs.google.com/document/d/1AC4Jv8EVyaxW7sVHUYHgvgphesEh5nGp1U5-DR0UfQU/edit?usp=sharing

★ Articles will be uploaded to the **MSO UCSD** website by the beginning of the following quarter. (For Spring Quarter, articles will be uploaded within two weeks following finals week).

★ If you have any questions or concerns, please email
**morningsignout.atucsd@gmail.com.**



## Fall 2025 Writing Schedule

| WEEK | DAY/DATE | ASSIGNMENT/EVENT |
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| 1 | **Friday, October 3rd** | **Come meet MSO!**<br>★ **Tabling** from **12:30pm-3:30pm** in Price Center in front of Jamba Juice |
| 3 | **Monday, October 13th** | **Deadline to fill out POSITION SIGN-UP FORM at 11:59pm!**<br>★ The sign up form is posted on the MSO website and instagram. |
| 3 | **Saturday, October 18th** | **Writers'/Editors' Workshop at 2pm**<br>★ An email will be sent to new writers **and** editors with the Zoom link. |
| 4 | **Wednesday, October 22nd** | **GBM #1** from **6-7pm** at the UCSD School of Medicine MET -MedEd building room 141 (learning center) with the Admission and Recruitment Specialist at the UCSD SOM **Rodrigo Gutierrez.** |
| 4 | **Saturday, October 25th** | **Proposed Article Topics** are due by **11:59pm** on Saturday, October 25th to the **MSO Google Classroom.**<br>★ **Approval** will be sent out by Sunday, October 26th.<br>★ **Team assignments** will be sent out |

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| | | **before rough drafts are due.** |
| 5 | **Wednesday, October 29th** | **"Meet the Team"** meeting from **7-8 pm** at (the Triton Conference Room in RIMAC) <br> ★ **MANDATORY** for all Writers, Editors, and Graphic Editors in order to participate this quarter! **No attendance** (unless given approval by a Co-President) means **no participation** this quarter! |
| 5 | **Thursday, October 30th** | **2-3 Core Article Sources** are due by **11:59pm** to **MSO Google Classroom** to check for source credibility. <br> ★ Approval will be sent by **Saturday, November 1st.** |
| 6 | **Thursday and Friday, November 6th and 7th** | **Rough Draft Review Session #1 on Zoom** with the Editor-in-Chief. Sign up for slots in Google Classroom (times tbd). <br> ★ <u>**REMEMBER:**</u> **At least 1 of the 2** scheduled reviews are **REQUIRED** to attend**!** |
| 7 | **Wednesday, November 12th** | **Writers, Editors, and Graphic Editors** submit the **Member Form** due to **Google Classroom** by **11:59pm** |
| 7 | **Thursday, November 13th** | **Rough Drafts** are due by **11:59pm to MSO Google Classroom AND assigned editor's** email address. <br> ★ Co-presidents will review as well. |
| 7 | **Sunday, November 16th** | **Editors AND Co-Presidents** return articles with suggestions/comments to **assigned writer(s) AND Google Classroom** by **11:59pm.** <br> ★ **Writers** should begin contacting **assigned graphic editors** to provide an appropriate banner. |
| 8 | **Monday and Tuesday, November 17th and 18th** | **Final Draft Review Session #2 on Zoom** with Editor-in-Chief. Sign up for slots in Google Classroom (times tbd). <br> ★ <u>**REMEMBER:**</u> **At least 1 of the 2** scheduled reviews are **REQUIRED** to attend! |
| 8 | **Wednesday, November 19th** | **GBM #2** from **6-7pm** at Price Center Red Shoe |

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| 8 | **Saturday, November 22nd** | **Final drafts** due by **11:59pm to MSO Google Classroom, assigned editor's email address,** and the **Writing Supervisor's email (mmauriciogalvan@ucsd.edu)** for review.<br>★ <u>**IMPORTANT NOTE:**</u> Make sure you have attended your **review session** with the Editor-in-Chief **BEFORE** submitting your final draft!<br>★ Feel free to send your final draft earlier than the deadline. |
| 8 | **Monday, November 24th** | **Editors** return articles with final suggestions/comments to Writer's email **AND** Google Classroom by **11:59pm.**<br>★ **Graphic Editors** should submit their completed graphics to **Google Classroom** by **11:59pm.** |
| 9 | **Wednesday, November 26th** | **Writers** correct any last minute-details if notified by editor or MSO and send back **polished final article by 11:59pm** to both the **MSO Google Classroom and the Writing Supervisor's email (mmauriciogalvan@ucsd.edu).** |
| 9 | **Thursday & Friday, November 27th-28th** | **Thanksgiving Holiday - Enjoy your break!** |
| 9 | **Saturday, November 29th** | **VOTING BOOTH OPENS**<br>★ Voting is **HIGHLY ENCOURAGED!** |
| 10 | **Friday, December 5th** | **VOTING BOOTH CLOSES** at **11:59pm.**<br>★ Thank you for working with us diligently this Fall Quarter! |
| 11 | **Saturday, December 6th to Saturday, December 13th** | **Finals Week - Good luck on your exams and enjoy your winter break!** |