

## **EDU651 Course Project-Action Research Proposal Final Submission Guidelines**

Your course project will take the form of participatory “action research”. The purpose of participatory research is to become professionally involved in solving real world problems while systematically observing and documenting changes due to your involvement in classroom teaching - your own teaching or your observation of others’ teaching (if you are not currently teaching). Your final draft of the research proposal is a culminating research project that should incorporate the progress from all the previous three drafts, and should be coherent and comprehensive. The formatting of the final draft will follow the APA guidelines from the course text book: *Concise Rules of APA Style*. (2005). Washington, DC: American Psychological Association (ISBN 1-59147-252-0).

### Format of the Final Course Project

**Length:** About 15-20 pages double spaced for **text**.

**Font:** Use 12-point font. 10-point font may be used for footnotes, subscripts and tables. Commonly used fonts such as Times New Roman or Arial are suggested. Other fonts may be used but fancy fonts that are hard to read are not suggested.

**Spacing and Margins:**

- Suggested margins: Top, Bottom, Left: 1”; Right: 1”. Three staples on the left-hand side (if it is not comb binding with clear vinyl cover).
- The abstract and the general text of the manuscript must be double-spaced.
- Single-space each bibliographical entry and double-space between entries.
- Single-space may be used for long tables, long quotations, footnotes, appendices

**Page number:** Pages should be numbered in the top right hand corner.

**Section Headings and Quotations:** Section Headings and Quotations will follow APA style:

- Section headings will capitalized major words and are center aligned.
- First level subheadings in the text capitalize major words and are aligned to the left of the page, italicized.
- Second level subheadings in the text capitalize the first word only, are italicized, indented, and followed by a period. The text follows immediately after the subheading.
- Direct quotations will use double quotation marks. Provide the author, year of publication and page citation in the text (e.g., Bell, 1996, p.12). Full bibliographic details appear on the reference page.

### Required Components for the Final Course Project

While each student’s research project may be highly individualized, they will all be evaluated based on several common standards. All research proposals are composed of the following parts and are presented in the following way:

- Title Page (see sample on p.2)
- Abstract (on a separate page)
- Text pages (about 15-20 pages double spaced in length).
- Reference (only works that that you cited in the text)

- Bibliography (starting from a new page. A list of works that is relevant to your research, both for current use and for future use)
  - Appendices (starting from a new page. Appendix A, Appendix B, and so on)
1. *Title Page*: (page 1) will state the project title, the project author, the name of the college, date of submission. The title page will look like this example:

## **Title Page Sample**

# The Influence of Kindergarten Experience on the Subsequent Reading Achievement of a Group of Third-Grade Pupils

By Christen Smith

Action Research Proposal  
A Course Project for EDU 651:  
Understanding and Conducting Educational Research  
Instructor Dr. Shufang Shi

Master of Science in Education  
State University of New York at Cortland

May 3rd, 2006

2. *An Abstract Page*: (page 2) summarizes in 125 words or less what the research area is, where the research was carried out, the research methods used and the main findings.
3. *An Acknowledgement Page*: (page 3) (if applicable) may acknowledge and thank the people who have helped you carry out your project.
4. *Text Pages*. The text is the main body of your research proposal. The text includes Introduction, Literature Review, Research Methodology, and Discussion. Each component is processed in a culminating manner during the whole semester.
5. *References*: provide details of the sources you use following the APA style guide. The references should go after your conclusion at the end of the project. The reference pages are numbered.
6. *Bibliography*: provides details of the sources that you cited and sources that are relevant but not cited in the proposal following the APA style guide. If this is the same as your reference, just type title and then a line "The same as References."
7. *Appendices*: provide examples of all data collection tools such as interview questions, surveys, consent forms and other relevant data. Each appendix is given a letter (e.g., Appendix A), and referred to as Appendix A in the text. The appendix pages are not numbered.

#### What to submit

Students are required to prepare **2** bound (*comb binding and clear vinyl cover suggested but not required*) printed copies of their final research proposal, i.e. draft #4, with the copy of draft #1 that has the instructor's original comments and their classmates' original comments on bound together in the very end of the paper. The instructor will keep **1** of the **2** copies of the research proposal as records and student keep the other copy for his/her own.

#### Submission date

In Class on May 3<sup>rd</sup>, 2006 (to be decided)

## Course Projects Evaluation

Name \_\_\_\_\_

Score for Project \_\_\_\_\_

	<b>Target</b>	<b>Acceptable</b>	<b>Not Acceptable</b>
General Requirements: APA Style	APA format consistent and correct	A few errors in APA format and/or citation style	A number of errors in APA format, or inconsistent applications.
Format/Layout	Headings logical and well labeled; spacing, paragraphs, page numbering accurate	Some lapses in format or organization of the paper; divisions too few or often	Problems with heading, spacing, paragraphs or pagination
Mechanics	Grammar, spelling, and organization flawless; appropriate use of quotations	Some corrections in grammar, spelling, typographical errors, or quotes; syntax or writing flaws	A number of errors in mechanics, quoting, syntax
Writing Style	Achieves professional voice and research interpretation; sentence structure, word choice and professional tone are used consistently	Style is inconsistent or relies heavily on quotes; may use "undigested" ideas and references or use of vernacular language, word choice and style need additional work.	Does not achieve a coherent style, relies heavily on quotes, vernacular, or paraphrasing
Title page, Abstract & Introduction	Strong, descriptive, clear, well-organized statement of the problem	Description of problem, title or introductory statement adequate, but may lack strength	Missing items or misleading or inconclusive introduction to the problem
Literature Review	Broad, critical analysis of literature, coherent organization, clear author voice in transition and interpretation, balanced use of references	Covers literature, but does not provide enough critical analysis, lacks references, and/or does not achieve coherent voice	Insufficient or excessive use of references, incomplete or incoherent presentation of literature
Methodology	Clear, comprehensive description of setting, participants, researcher and process of project; timeline	Covers process, but is incomplete in descriptors of setting, participants, researcher, process or timeline	Erroneous or incomplete in describing process
Conclusions and Implications	A coherent summary/recap of the research addressing implications, limitations and significance of the study.	A summary of research addressing implications, limitations and significance of the study, but not complete or coherent.	Incomplete components and poor writing.
References & Appendix	APA style accurate; strong research sources & limited number of on-line sources; all references cited on ref. page.	Some inaccuracies in APA style, missing references, or mediocre research sources	A number of problems in APA style, sources or accuracy of ref.
Score	100-90% (A+ -- A-)	80-90% (B+ -- B-)	<80% (C+ -- C-; D or F)

Note: This rubric will be applied to the grading of all the four drafts except draft #1.