

## **EDU 651: Course Project-Action Research Proposal Stage IV Final Submission Guidelines**

Due Date: Week 16, Tuesday, Dec. 12, 2006

The final draft of your Research Proposal 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)

### Required Components for the Final Course Project

All research proposals are composed of the following parts:

1. Cover Page
2. Abstract (on a separate page)
3. Text pages (about 12-16 pages double spaced in length).
4. Reference (only works that that you cited in the text)
5. Bibliography (starting from a new page. A list of works that is relevant to your research, both for current use and for future use) Optional.
6. Appendices (starting from a new page. Appendix A, Appendix B, and so on)

**Length:** About 12-16 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, Right: 1".
- 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:** put page numbers in the header/footer according to APA style.

**Header:** Put header on each page. The text for the Header: Your Last Name – Title (part) of Your Proposal, for example: Moore - The Effects of Schema on Reading Comprehension

### What to submit

Students are required to hand in **1** printed copy of their final research proposal, together with **3** favorite/best research articles relevant to the study (bound together, with the 3 articles at the end). The instructor will keep the copy submitted as records.

### Submission date

In Class on December 12, 2006

## **Research Proposal (Final Project)**

### **Suggested Outline**

Cover Page

Abstract (about 120 words)

Introduction (1-2 pages)

- Background information/problem statement

- Purpose of the study

- Research questions

Literature Review (5-6 pages)

- Introduction (no heading)

- Theme 1

- Theme 2

- Theme 3?

- Summary: what has been done in terms of your topic? What is the gap?

Methodology (5-6 pages)

- Introduction (no heading)

- Research Site/Setting

- Participants

- Design of the study/Justification

- Data sources

- Data analysis

- Researcher's role

- Validity, Reliability and Credibility

- Ethical Issues

- Procedures/Timeline

Summary (1-2 pages)

- Significance of the study

- Limitations of the study (optional)

References

Bibliography (optional)

Appendix

**EDU 651: Understanding and Conducting Educational Research**  
**Research Proposal (Final Project)**  
**Grading Rubric**

	Target	Acceptable	Not Acceptable
<b>Title page, Abstract</b>	Re-establish the topic of the research, give the main objectives of the research, indicate methodology used. Clear and concise. (3 pts)	Adequate description of topic, objectives and methodology, but may lack of strength. (2.5 pts)	Very vague, missing items or misleading. (1.5 pts)
<b>Introduction</b>	Strong, descriptive, clear, well-organized statement of the problem, purpose and research questions (3 pts)	Description of problem, title or introductory statement adequate, but may lack clearance or strength. (2.5 pts)	Missing items or misleading or inclusive introduction to the problem. (1.5 pts)
<b>Literature Review</b>	Broad, critical analysis of literature, coherent organization, clear author voice in transition and interpretation, balanced references. (3 pts)	Covers literature, but does not provide enough critical analysis, lacks references, and/or does not achieve coherent voice. (2.5 pts)	Insufficient or excessive use of references, incomplete or incoherent presentation of literature. (1.5 pts)
<b>Methodology</b>	Clear, comprehensive description of the suggested components. (3 pts)	Covers process, but is incomplete in descriptors of suggested components. (2.5 pts)	Erroneous or incomplete in describing process. (1.5 pts)
<b>Significance of the study</b>	Deep reflections on how the study will improve/benefit the teaching practices and/or contribute to the field. (3 pts)	Significance not grounded in the study, or not strongly or clearly relating to the teaching practices. (2.5 pts)	Significance irrelevant to the study or teaching practices. (1.5 pts)
<b>References &amp; Appendices</b>	APA style accurate; strong research sources & limited number of online sources; all references cited on ref. page. (1 pts)	Some inaccuracies in APA style, missing references, or mediocre research sources. (.8 pts)	A number of problems in APA style, source of accuracy of references. (.5 pts)
<b>Writing Style</b>	Achieves professional voice and research interpretation; sentence structure, word choice and professional tone are used consistently. (1 pts)	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. (.8 pts)	Does not achieve a coherent style. Relies heavily on quotes, vernacular, or paraphrasing. (.5 pts)
<b>Mechanics</b>	Grammar, spelling, and organization flawless, appropriate use of quotations. (1 pts)	Some corrections in grammar, spelling, typographical errors or quotes; syntax or writing flaws. (.8 pts)	A number of errors in mechanics, quoting, syntax. (.5 pts)
<b>Format/Layout</b>	Headings logical and well labeled; spacing, paragraphs, page numbering accurate. (1 pts)	Some lapses in format or organization of the paper; divisions too few or too often. (.8 pts)	Problems with heading, spacing, paragraphs or pagination. (.5 pts)
<b>APA style</b>	APA (5 <sup>th</sup> ) edition format (provided online) consistent and correct throughout entire paper. (1 pts)	A few errors in APA format and/or citation style. (.8 pts)	A number of errors in APA format, or inconsistent applications. (.5 pts)

Total Points: \_\_\_\_\_/20