EDU651 Course Project-Action Research Proposal
Final Submission Guidelines

The final draft of your Research Proposal should incorporate the progress from all the previous four 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. Title Page (see sample on p.2)
2. Abstract (on a separate page)
3. Text pages (about 15-20 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)
6. Appendices (starting from a new page. Appendix A, Appendix B, and so on)

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: 1.5”. Staple only the upper left-hand corner.
- 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/footer on each page. The text for the Header: Your Last Name – Title of Your Proposal, for example: Moore - The Effects of Schema on Reading Comprehension

What to submit

Students are required to hand in 2 printed copies of their final research proposal, together with 3 favorite/best research articles relevant to the study. The instructor will keep 1 of the 2 copies of the research proposal as records, together with the 3 research articles.

Submission date
In Class on December 7, 2005

Email Dr. Shufang Shi if you have any questions: shis@cortland.edu
Title Page Sample

The Effects of Schema on Reading Comprehension

By Christen Moore

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

December 7, 2005

Email Dr. Shufang Shi if you have any questions: shis@cortland.edu
EDU651 Course Project-Action Research Proposal
Final Presentation Guidelines

After students have successfully completed writing their final course project proposal, they will present their proposal for the study in class. Candidates will be expected to use available technology including PowerPoint and/or other presentation software to portray their work to the fellow students. Individual conferences with the professor prior to in-class presentations are encouraged so students are well prepared for presenting their work.

When preparing for this assignment, students should plan to include and describe the following components in their presentation:

1. Name and title of study
2. Strong, descriptive statement of the topic/question(s) studied
3. Short, concise literature review to establish the context of the study
4. Methodology
   a. Context/setting
   b. Participants
   c. Research design (case study, ethnography …)
   d. Data collection methods/techniques, data sources
   e. Data analysis
   f. Validity and reliability issues
5. Discussion
   a. Significance/contribution of your study
   b. Limitations of your study
   c. Summary

Students are required to hand in a printed copy of their PowerPoint show (6 slides per page) following their presentation.

Email Dr. Shufang Shi if you have any questions: shis@cortland.edu
EDU651 Course Project-Action Research Proposal  
Final Presentation  
Grading Rubric

The following chart will be used to grade your Final Course Project Proposal Presentation:

<table>
<thead>
<tr>
<th></th>
<th>Target</th>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Content</strong></td>
<td>Complete description of Project; clear purpose of the study and research questions; unique perspective on literature, methodology, and discussion. (20-15 points)</td>
<td>Some overview; incomplete or vague study purpose and research questions; incomplete description of the methodology. (15-10 points)</td>
<td>Missing information; significant lack of descriptions. (10-0 points)</td>
</tr>
<tr>
<td><strong>Presentation Format</strong></td>
<td>Presentation was well organized, topics flowed well from one to the other; technology enhanced the presentation. (20-15 points)</td>
<td>Presentation was organized, topics flowed from one to the other, and technology displayed presentation topics. (15-10 points)</td>
<td>Presentation lacked organization, topics were not well thought out; there were technological problems with your presentation. (10-0 points)</td>
</tr>
</tbody>
</table>

Comments:                                                                 Total points: ______/20

**Note:**
Please refer to the original course syllabus for information about the course projects and grade components. Adjustment was made to the syllabus based on students’ needs. The 10 points of the original CITI Tutorial (Human Subjects Tutorial) will be moved to the final submission of the Action Research Proposal and to the final presentation, that is, the final submission will be 30 points (25+5) and the final presentation will be 20 points (15+5).