

Guidelines for Completing an Action Research Project

(3-6 credit hours)

Educ or Mgmt 696/697 Prerequisite: Permission of Dean of Graduate Programs and substantial completion of the program (normally 27 hours)

The Action Research Project is a scholarly work that does not necessarily conform to the format of a thesis. The Action Research Project should relate to the student's area of interest and professional practice, and should represent the culmination of the program. It may consist of an approved research project or alternative, e.g., a grant application and implementation. The Dean of Graduate Programs grants approval of the project. The Faculty Mentor will oversee the research project and upon completion, recommend approval to the Dean of Graduate Programs.

The criteria as identified in the approved description include:

- a. The Action Research Project should relate to the student's practitioner status or interest.
- b. The Action Research Project should reflect current research.
- c. The Action Research Project should constitute a major experience in the Master of Science Degree program. Items a and b above indicate that some review of current literature in the student's area of emphasis would be incorporated into a major experience.
- d. The Action Research Project represents the culmination of the program. Along with the prerequisites cited above, the intention is for this project to be completed near the end of the program. Some judgment needs to be exercised by the Faculty Mentor in determining what constitutes "near the end," but the recommended time for registering for the project would be after completing a minimum of 27 hours of the approved program.

Action Research Project Process for Completion

Following are the steps to be taken as a graduate student works toward completion of the Action Research Project:

1. Students are encouraged to complete Educ or Mgmt 601 - Study Design and Data Collection. In this course you may determine your research project and you are permitted to write the first three chapters of your research paper, following APA guidelines.
2. Request a faculty member of your choice to serve and the mentor for your research project and then complete the Permission to Register form required for the action research project (Educ or Mgmt 696). Submit the form to the Dean of Graduate Programs who will arrange for your registration in the course and verify the Faculty Mentor assigned to oversee your project.
3. Remember that your Faculty Mentor is your advocate. Keep in touch and communicate frequently as you write your paper. Discuss the guidelines of the Action Research Project with your Faculty Mentor. Discuss topic, procedures, and timelines with your Faculty Mentor. Your Faculty Mentor will provide you with further information about the process for doing the research and writing. Begin your research project. Submit a copy of your research permission to register form to your Faculty Mentor for your file. Continue to confer with your Faculty Mentor during the process.
4. Register for the second Action Research Project course (Educ or Mgmt 697) as soon as your Faculty Mentor gives you permission. Typically, this is done after you have had your program proposal approved and after you have completed 27 hours in the masters program. You should register for the course during the term in which you will complete your project and the writing of your final report. The report should be a minimum of 10 pages for each credit hour received (30 pages).
5. When your research is completed, collaborate with your Faculty Mentor as you complete Chapters 4 and 5. Your Faculty Mentor will make suggestions and recommendations.
6. When your research project is completed, you submit a final copy of your paper to your Faculty Mentor. Minor revisions may be necessary to meet the expectations for the project report.

7. Suggested format for your final completed paper:
 - a. Cover page
 - b. Action Research Acceptance Form
 - c. Abstract – a one-page summary of your study. Look in the current APA manual for samples and suggestions on how to write the abstract.
 - d. Table of Contents (List the items with appropriate page numbers) The Table of Contents should be double-spaced. You may use dots (periods) to indicate page numbers as in the example:

Chapter I.....	2
Chapter II.....	6
 - e. Chapter 1, 2, 3, 4, and, 5
 - Chapter 1 – Introduction
 - Chapter 2 – Review of Literature
 - Chapter 3 – Methods and Procedures
 - Chapter 4 – Results
 - Chapter 5 – Conclusions and Recommendations
 - f. References
 - g. Appendices
 - h. Permission to do research letter from your school district

8. Once your project report has been approved by your faculty mentor, you submit a final copy of your Action Research Project paper to the Dean of Graduate Programs. That copy should be in a three ring binder or spiral bound.

9. If the Action Research Project is not completed during a regular grading period, the Faculty Mentor may recommend a grade of “Incomplete.”
 - a. The student and Faculty Mentor must complete a contract for “Incomplete” coursework indicating the reasons for the “Incomplete” grade and describing the work remaining before a letter grade may be assigned for Educ or Mgmt 696/697. The contract is submitted to the Dean of Graduate Programs.
 - b. The Dean of Graduate Programs submits a grade of “Incomplete” to the Student Records Office.
 - c. **All unfinished work for the Master of Science Degree must be completed and the grade submitted to the Student Records Office within the next academic term (not including summer session).**