



Structure of the Final Project

The Final Project can address a variety of needs, questions, or problems. You will be required to develop an Action Research Proposal focused on a specific issue in your school, classroom, or educational organization related to one of the topics covered in Modules 12 or 13.

The Final Project must meet the following criteria:

- It must be original work that requires critical analysis
- It must include an analysis of previous research done in the field
- It must require some application that involves the collection and/or analysis of data
- It must include a description of how the findings will be analyzed
- It must focus on some aspect of globalization or international mindedness (i.e., modules 12 and 13) relevant to education in general or your specific situation

Candidates should work closely with their instructor in Module 14 to develop the topic and form of their Final Project. The following Guidelines can be modified as appropriate based on the type of project being developed, but modifications must be approved by the instructor.

Sections of the Project Report:

Although there may be some variation in the report format, due to the type of project, in general the Final Project Report should include the following sections:

1. Introduction and Statement of Problem or Question
2. Literature Review
3. Proposed Methodology
4. Proposed Analysis of Findings
5. Summary and Consideration of Next Steps
6. References
7. Appendices, if Needed

Length of the Project Report:

Although there is no specified required length, it is expected that the report would generally be at least 15 to 20 pages, double-spaced. The report needs to be sufficiently comprehensive to adequately address all of the sections listed above.

Sections of the Report

1. Introduction and Statement of Problem or Question

This Section of the Report should clearly describe the specific problem or question that is being addressed in the project. More than just a statement of the problem, this section should describe its significance and its purpose. Use the following sections as a guide:

- Describe the current state of the problem, issue, or topic. Put the topic in context for someone who may be reading it for the first time.
- Discuss the importance of the issue—why is it important? Briefly describe the background or history of the issue.
- Discuss the specific purpose of your project and what you hope to accomplish.
- State the specific research question or problem you will address in your project.
- The question or problem should logically flow from your discussion addressing the three previous bullets.
- Discuss any limitations (e.g., time constraints, difficulty finding appropriate subjects or materials) over which you have no control that could impact the outcome of your project.

2. Literature Review

Present a carefully organized account of the research relevant to your project, including a section that summarizes the reasons why these studies are pertinent to your project.

3. Proposed Methodology

This section should provide a complete road map for your project—of sufficient detail that someone could replicate the project just by reading this section. As appropriate, include the following:

- Setting. When and where will the project be completed?
- Population: Who will be involved in the project, how will they be selected? Provide demographic and other information as appropriate (e.g., gender, age, race, ethnicity, etc.)
- How will you ensure that you have permission from all participants to be involved in this project?
- Clearly and comprehensively describe the steps you will take to carry out the project.
- Clearly and comprehensively describe any tests or instruments such as a survey to be used in the study (Provide an example in an Appendix if appropriate.)
- Describe and provide the data that will be collected using charts and tables where appropriate.

4. Proposed Analysis of Findings

In this section you will discuss the proposed analysis of your findings. This discussion should be focused around the question or problem you identified in Section 1. Depending on your project, this could begin with a summary and interpretation of data. You want to answer such questions as: What will the data you collect look like? How will you make sense of the collected data? What will you expect to learn but may not? Think carefully about your original question and how what you learn about it could shape your perspective.

5. Summary and Considerations of Next Steps

This final text section gives you the opportunity to discuss the state of the proposal, next steps to be taken, possible problems in data collection and analysis, and any expected findings.

6. References

List only references cited in the document, and be sure that every source cited in the document has an entry in this section. Use APA style formatting.

7. Appendices

Include important material used in the study such as data collection tools or intervention materials (if relevant).

Rubric for Evaluation of Final Project Written Report

Weight	Criterion	1 - Unsatisfactory	2 - Basic	3 - Proficient	4 - Outstanding
10%	Statement of Question or Problem	Statement identified is too broad or vague to be the focus of a coherent project.	Topic is appropriate but lacks clarity.	The topic is focused narrowly enough for the scope of this assignment. It provides direction for the paper and uses prior knowledge to identify a question to be studied.	Problem/question selected is very creative or original and is sufficiently narrow to be evaluated in the time frame. Clearly uses prior knowledge to identify a question to be studied.
10%	Literature Review	There is no relationship between the references and the topic being studied. Review of relevant research is seriously incomplete. Major issues are ignored and there are many inconsistencies.	Several of the references are not current and/or have no relationship to the topic being studied. Uses some appropriate sources to discover what is already known about the problem but discussion omits important aspects of the problem.	References are current and pertinent to the candidate's topic. Uses appropriate sources to discover what is already known about the problem but does not make clear connections between this information and the question to be investigated. Most information is factually correct.	References are current, pertinent to the candidate's topic and provide a thorough overview of the topic. There is an excellent variety of sources. There are clear linkages between the reported information and to the question being investigated. All information is factually correct.
15%	Proposed Methodology	Methodology provided is not appropriate to answer the question. Procedures are not well designed. Serious safety/ethical issues are ignored.	Methodology is appropriate for the question and safety/ethical issues are minimally addressed. Procedures contain some obvious but remediable flaws.	Project is carefully planned and appropriate for the question and uses appropriate safety/ethical measures. Any flaws are relatively minor due to practical constraints.	Project is well designed and an effective procedure for the question. All safety/ethical concerns are addressed. There are no apparent flaws.
25%	Proposed Analysis of Results	The discussion of the proposed analysis is vague, inappropriate.	The proposed method of analysis of the study's findings is not supported by the literature review and only partially relates to the research question.	The proposed method of analysis references the review of literature, is directly related to the research question, and follows a logical sequence.	The proposed method of analysis of the study's findings is thoroughly, clearly and logically explained and directly related to the problem or question being investigated.
25%	Summary and	The current state of the	The summary and next steps	The summary and next steps are	The summary and next steps are

	Considerations of Next Steps	proposal is vague, next steps unclear, with little or no discussion of next steps and expected or possible problems.	are clear but lacking detail. Discussion of expected results and possible problems is not supported with logic or examples.	clear, complete, and actionable. Discussion of expected results and possible problems is well supported with logic and examples.	exceptionally clear and actionable and provide a solid foundation for moving forward. Discussion of expected results and possible problems is exceptionally well supported with logic, examples, and reference to previous studies and cases.
5%	References	There are virtually no sources from professionally reliable sources.	Most of the references are from sources that are not peer-reviewed and have uncertain reliability.	Although most of the references are professionally legitimate, a few are questionable (e.g., trade books, internet sources, popular magazines, etc.).	References are peer-reviewed professional journals or other approved sources (e.g., government documents, agency manuals, etc.).
5%	Writing Mechanics	Grammatical errors, spelling and punctuation substantially detract from the paper.	The submission has a few grammatical, spelling, or punctuation errors.	Grammatical errors or spelling and punctuation are rare and do not detract from the paper.	No errors were found.
5%	APA Format	Format of document is not recognizable as APA.	There are frequent errors in APA format.	APA format is used with minor errors.	APA format is used accurately and consistently in the paper and in the References Section.