

**ICL 7992-Master's Project**  
**GUIDELINES FOR THE MASTER'S PROJECT ACTION RESEARCH STUDY**  
**AND WRITTEN REPORT**

**1. RESEARCH QUESTION**

*[How do I intend to change my work for the better?]*

- \_\_\_describes clearly action **I** will take to change my work for the better
- \_\_\_is limited in scope and focused specifically on a clearly defined aspect of my work
- \_\_\_reflects action I can take and changes that I have control over

**2. CONTEXT AND RATIONALE**

*[12-14 pages. This section answers four questions: 1) Who am I as a professional? 2) What work do I do and in what setting? 3) Why did I need or want to change this aspect of my work for the better? 4) How does my research question relate to current professional knowledge about this topic?]*

**A. Introduces who I am as a professional by telling:**

- \_\_\_the name of my undergraduate degree
- \_\_\_why I decided to change careers and seek a teaching license at this time
- \_\_\_my current work assignment (grade level, subject matter, etc.)
- \_\_\_my current teaching license status (grade span, permit, wavier, etc. You may look it up on:  
<https://www.k-12.state.tn.us/tcertinf/Search.asp>)
- \_\_\_my work history as a professional educator
- \_\_\_the graduate program I am now completing (not just MAT, but what specific area, e.g., Master of Arts in Teaching in Elementary Education)

**B. Presents the context and setting of my work by:**

- \_\_\_telling where I work now (e.g., an urban elementary school, a suburban middle school, etc.)
- \_\_\_describing what are my class/work assignment are like (Outline or describe a typical day.)
- \_\_\_describing the physical, social, and emotional environment of my workplace

**C. Explains clearly, and in detail, how my research question relates to my work context by:**

- \_\_\_describing and explaining clearly the present situation in my work that I would like to change (e.g., if my focus is changing how I teach math, explaining in detail what my present math curriculum is and how I teach math now)
- \_\_\_presenting first-hand evidence from my teaching experience to explain why this aspect of my work needs changing for the better at this time, multiple specific examples are presented to explain what I mean (I use the phrase “for example,.....” a lot)

**D. [7-9 pages] Cites references to relevant standards, best practices, research and theory, and discusses how our professional knowledge base supports and gives direction to your action plan by explaining:**

- \_\_\_ why this is a worthwhile topic for professionals like you, in your situation
- \_\_\_ the various professional points of view and issues around this topic
- \_\_\_ the local, state, and national standards for content and professional practice that illuminate and provide support for your action plan
- \_\_\_ the relevant theories and developmental characteristics of your learners and how they learn best
- \_\_\_ the professional consensus on best teaching practices that you will employ in your action plan
- \_\_\_ the research and theories that provide support and direction for your plan
- \_\_\_ a summary of the main points you will use to support and develop your action plan

### **3. ACTION PLAN**

*[6-8 pages. This section states the goals of my plan and describes in detail the specific actions I took during the six-week implementation phase of my project. The action plan describes specifically what I did on a week-by-week basis, why I did those things, and how what I did was informed by reflecting on data I collected as I implemented my plan. This section is written in past tense.]*

**A. Describes in detail the goal(s) of my plan and the new and different actions I took for six weeks by:**

- \_\_\_ identifying a specific goal(s) or purposes I planned to accomplish in six weeks by my actions
- \_\_\_ citing and explaining in detail the specific steps and actions I took to accomplish my goal(s)
- \_\_\_ referring to specific professional knowledge sources (standards, books, journals, etc.) to explain why I took the actions I described in my plan
- \_\_\_ describing how I modified my plans over time, and relating these modifications to data I collected

### **4. DATA COLLECTION**

*[3 - 5 pages. This section describes the evidence I gathered to document my actions and the actions of others, and is written in past tense.]*

**A. Describes in detail how, for six weeks, I documented my actions, thoughts, and feelings, as well as the action of others as I implemented my Action Plan:**

- \_\_\_ by identifying each set of data I used to document my actions, thoughts, and feelings
- \_\_\_ by identifying each set of data I used to document the actions and feelings of others
- \_\_\_ by explaining how and when I collected each set of data

## 5. ANALYSIS AND FINDINGS

*[4 - 6 pages. This section explains how I analyzed each source of evidence, reports what I learned from each data source, discusses claims I can make about my actions and the actions of others, and considers alternative explanations for my results.]*

### A. Describes how I analyzed the data I collected, and discuss the claims these data support about my actions and the actions of others by:

\_\_\_describing how I analyzed each set of data

\_\_\_reporting what I found (learned) when I analyzed each set of data

\_\_\_reporting overall summary claims and discussing them in relation to data I collected

### B. Acknowledges intervening variables by:

\_\_\_discussing what other variables might have accounted for my findings

## 6. NEXT STEPS

*[2 - 4 pages. This section explains how I will share what I learned with others, and discusses further questions that have arisen for me as a result of completing this project.]*

### A. Describes next steps I will take by:

\_\_\_identifying 2 - 3 ways I will share the results, implications, and insights from my project with others

\_\_\_providing clear, in-depth examples to support at least one of these ways

\_\_\_identifying and discussing 2 or more future research questions that were generated by my study