

**SCHOOL OF EDUCATION, UNIVERSITY OF THE WEST INDIES,
ST. AUGUSTINE**

**Post-Graduate Diploma in Education
EDRS 5450 The Reflective Practitioner**

Structure of The Reflective Practitioner Report (2018-2019)

The course emphasizes formative assessment *for* and *of* learning. Each participant must work collaboratively with a tutor and other school staff where necessary to identify an area within the school, classroom or educational setting that requires improvement or change. All participants will be assigned a tutor with whom they are expected to identify and refine the focus of their study. Participants must show that they have developed their action research plan collaboratively, and produce a report at the end of the period of study that chronicles the development, implementation, and outcomes of the action research process, as well as elements of the reflective process you engaged in during the research period. This description outlines the requirements for each chapter of the report, including the reflective components. Note that the reflective component of the report comprises three reflective journal entries that together contribute 20% to the total grade (overall word limit: 1,500 words); the remainder of the report contributes 80% to the total grade for this assessment (overall word limit: 6,500 words).

ABSTRACT (300 WORDS)

A 300-word summary statement that includes all of the following regarding the actual study undertaken:

- research problem/issue
- significance to the researcher
- methodology
- findings
- overall conclusion
- keywords

CHAPTER 1: INTRODUCTION (Due October 14, 2018)

Background of the study:

- Establishes the status of the problem/issue in a broader context (global, regional, local, district) that makes it a researchable issue (some literature may be used to ground the study)
- Describes of the situational context (school, district, country) and the status of the problem/issue within this context with evidence, such as explanations, examples and such.
- Provides an Area of Focus
 - Rationale (showing what influenced you to do the study, which can be prior research, something you read in the literature, heard at a conference, symposium or seminar, a conversation with someone, student performance, school performance, staff concerns, reflection on your practice and/or that of

- your department, and school, a desire for school and classroom improvement, e.t.c.).
- Articulation of the issue/problem in a way that indicates that it is necessary and worthwhile
- The Purpose of the study (why you are doing the study, what do you hope to achieve by doing it).
- Identifies and thoroughly justifies the intervention as a probable solution against the nature of the problem.
- Provides research questions or hypotheses
- Explains the significance of the study (the usefulness of the study, the benefits it can bring to the researcher, students, teachers, departments and school community)

Reflective journal entry 1: (Due October 14, 2018 with Chapter 1 - MUST BE INCLUDED AT THE END OF CHAPTER 1 IN FINAL REPORT)

- Reflection on developing and refining the research focus and reconnaissance. **(No more than 400 words or a 3 min digital media artefact)**
If a media artefact is being submitted, indicate such in this section including the hyperlink to where it can be accessed, as agreed upon between you and your tutor. You may use YouTube, Google Drive, Weebly, or some other repository as agreed upon with your tutor. In this section, you should write the statement:
This reflective journal entry is an audio/a video file that can be accessed using the link: (insert link here).
- What was your experience developing the focus of your study?
 - What motivated you to do this study?
 - What was your beginning point and what contextual and cultural factors influenced your choice?
 - How did you engage the school staff and others (students, parents, colleagues in other schools, tutors, etc) to work collaboratively to refine the focus of your study?

CHAPTER 2: LITERATURE REVIEW (Due November 15, 2018)

Use of literature

- Provide a critical analysis of the relevant literature pertinent to answering your research questions, that relates to your issue/problem from the perspective of different writers, which should include:
 - Key concepts
 - Key arguments, debates, issues, questions
 - Identifying themes/topics
 - Seminal and/or historical works
- Discuss what the literature says about your proposed intervention, and effectively use the literature to justify the appropriateness of the use of the intervention in the given context (classroom, department, school, district and so on).
- Indicate the potential challenges in using the intervention and explain how these would be overcome in the study
- Cite at least 3 examples of findings of studies similar to the one being conducted

CHAPTER 3: METHODOLOGY (Due December 19, 2018)

Design

- Action research as the paradigmatic design of choice to conduct the study is clearly explicated and supported with literature and aligned with the research purpose and questions
- The strengths and limitations of the design are explored with reference to the literature the study

Participants

- Sampling: the sample method used is explained and justified
- Criteria used to choose participants are explained and justified
- Provide relevant descriptors and/or demographics of the participants

Data collection methods and instruments

- Identify the data collection methods used in the study
- Justify the choice of these methods as the most appropriate to answer the research questions and relate the method/s being used to each research question
- Identify and explain the data collection instruments (e.g. questionnaire) and indicate which research questions are aligned to which instruments or items on instruments
- Justify the use of the particular data collection instruments
- Append samples of the instruments (without and with data)

Implementation plan

- Provide a logical description of the nature of the intervention and the a logical sequence of the procedures for its implementation, indicating how these align with the research purpose and questions
- If the intervention was done in phases, clearly outline and explain the activities and procedures undertaken in each phase and say how these align with the research purpose and questions

Data analysis

- Present the data analysis strategies employed for each type of data and research question and use relevant literature to justify their use and appropriateness
- Describe the data analysis process in detail, (e.g. whether a thematic analysis was done and how themes were developed and what type of statistical measures were used)
- Explain how findings will be represented (e.g. tables, graphs, vignettes)

Ethical issues

- Outline the ethical issues that apply to the study
- Explain how these were addressed in the study
- Use literature to support your ethical considerations

Reflective journal entry 2: (Due March 1, 2019 - - MUST BE INCLUDED AT THE END OF CHAPTER 3 IN FINAL REPORT)

- Reflection on experience designing and implementing the intervention (**No more than 550 words or a 4 min digital media artefact**)
If a media artefact is being submitted, indicate such in this section including the hyperlink to where it can be accessed, as agreed upon between you and your tutor. You may use YouTube, Google Drive, Weebly, or some other repository as agreed upon with your tutor. In this section, you should write the statement:

This reflective journal entry is an audio/a video file that can be accessed using the link: (insert link here).

- What was your experience designing your study?
 - What influenced your decisions to choose particular data collection and data analysis approaches?
- What was your experience implementing your intervention?
 - Synthesize thoughtfully selected aspects of experiences related to the intervention process
 - Make clear connections between what was learned from experiences doing the course, and implementing in your context

CHAPTER 4: PRESENTATION AND DISCUSSION OF FINDINGS (Due March 31, 2019)

Introduction (Brief introduction that reprises the research purpose and questions.)

Presentation of findings (in relation to each research question and the implementation plan/strategy)

- Use appropriate representations of findings with thorough explanations (graphs, tables, diagrams, narrative, and so on)
- Brief summary of the key findings

Discussion of Findings

- In terms of the research questions
- In terms of the literature reviewed for the study confirming and/or refuting hypotheses where applicable

CHAPTER 5: IMPLICATIONS RECOMMENDATIONS AND CONCLUSION (Due March 31, 2019)

Implications of the study

- Explore the implications of the study ensuring that they are related to its significance as articulated in Chapter 1
- Provide a description of the impact of the study for the researcher, participants and colleagues/department/administrators/school.
- Provide an explanation of the constraints of the study which is reasonable, and clearly based on the researcher's reflections on the research process.
- Provide evidence of how these constraints were addressed during the study

Recommendations

- Make recommendations that are based on and supported by:
 - Your reflections on the research process
 - The findings of the study

Conclusion

- Make conclusions based on the research
- Provide a conclusive statement that evaluated the intervention

Reflective journal entry 3: (Due with final submission on April 14, 2019 - - MUST BE INCLUDED AT THE END OF CHAPTER 5 IN FINAL REPORT)

- Reflection on the entire research process (**No more than 550 words or a 3 min digital media artefact**).

If a media artefact is being submitted, indicate such in this section including the hyperlink to where it can be accessed, as agreed upon between you and your tutor. You may use YouTube, Google Drive, Weebly, or some other repository as agreed upon with your tutor. In this section, you should write the statement:

This reflective journal entry is an audio/a video file that can be accessed using the link: (insert link here).

- To what extent has engagement in this action research project changed you?
 - Discuss both growth and challenges as you engaged in the action research process and how this has changed you on the following levels:
 - Personal level
 - Professional level
 - How do you intend to carry out further work on your action plan or new action research projects?