

## Individual Action Research Study General Information

### **General Information:**

Action Research is an opportunity for an individual to engage in in-depth investigation and implementation of a specific instructional strategy while assessing its value for improving classroom outcome. Individuals engaging in this type of research must already possess a strong understanding of the practice to be studied as well as a working knowledge of the action research process. Individuals will need approval and cooperation of their school administrator, along with a solid plan for implementing the practice within the classroom or school. The study, like all other forms of professional development, should relate to one or more of the professional development inservice focus areas and should ultimately result in an increase in student achievement

### **Pre-Approval:**

Required by School Administrator and Curriculum & Instruction Department.

### **Activities:**

1. Identify a question relating to the improvement of some aspect of instructional practice.
2. Research solutions using professional literature including journals, textbooks, professional publications, and/or online resources for possible solutions.
3. Identify, implement, and evaluate a solution suggested by the research as having the potential for improving educational practice and increasing student achievement.

### **Hours/Inservice Points:**

Action research must be a minimum of 20 hours and a maximum of 60 hours in length. Inservice points will be awarded at the rate of one (1) point per hour based on time logged for learning activities. Note: there may be other activities related to the study which would not be eligible for inservice credit (e.g. photocopying).

### **Procedures:**

1. For pre-approval, submit an Individual Action Research Proposal (approved by a school administrator) to the Curriculum & Instruction Department, **a minimum of two weeks in advance of the study**. Once approved, print a Time Log to maintain during the study.
2. You may then begin your project by reviewing/studying the professional literature for a possible solution, and then developing a detailed plan for implementation and assessment. Ask your school administrator to review and approve your plan and then, after approval, you may begin the actual implementation/assessment process.
3. Following the implementation/assessment phase, a final report will be required describing your project and the results. An emphasis must be placed on how your project has and will continue to increase student achievement. The report must be presented in a typed format and reflect a quality that represents the standard for the education profession. (Please remember to cite the original author when using material from someone else.)
4. Within 60 days of completion of the individual action research, submit the time log and report, to the Curriculum & Instruction Department.

### **Approval for Inservice Points:**

Please allow two to three weeks for your inservice request to be reviewed. If additional information is needed, you will be contacted; otherwise, once approved, your inservice points will be entered into your inservice record. You can check your inservice points at any time by visiting the Professional Development Management System web site at <https://www.my-points.org>. It is recommended that you check your inservice record regularly to be sure your record is up-to-date.

## Individual Action Research Study Proposal

Name:	Social Security #:		
School/Department:			
Title of Professional Training Activity:			
Location of Activity:	Begin Date:	End Date:	# Hours:

### **For Pre-Approval:**

For pre-approval, submit this form and your proposal to the Curriculum & Instruction Department, **a minimum of two weeks in advance of the study.** Once approved, you will print an individual time log to maintain during your study.

### **Proposal:**

**Attach a typed, narrative report responding to each section listed below.**

**Section 1 – FOCUS:** Describe how your study specifically relates to your school's School Improvement Plan and your Individual Professional Development Plan.

**Section 2 – PURPOSE:** Describe your main purpose for undertaking this study.

**Section 3 – QUESTION:** What question(s) relating to the improvement of instructional practice will you be researching?

**Section 4 – ACTIVITIES:** What are the specific activities you plan to use in this research project?

**Section 5 – IMPACT:** How do you foresee this study increasing student achievement?

**In order to maintain individual options for inservice credit, it is important that the quality of work submitted represents the standard for the education profession. Employees are asked to show a high degree of professionalism in their work. Proposals not meeting these standards will be returned for revision before inservice points can be awarded.**

### **School Administrator Approval:**

Ask your school administrator to sign below approving your proposal for the Action Research project.

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
Date

### ***Curriculum & Instruction Pre-Approval***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Component

### ***Curriculum & Instruction Final Approval***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Component

\_\_\_\_\_  
Points