
Fall or Spring or Summer Syllabus
(September – December or January – May or June - August)
Teacher Leaders – Action Research
Assignment Directions, Expectations, Procedures
Prepared by Judy Williams

Below are assignment directions, expectations and procedures as you begin your
30 contact hours of Independent Study as a part of the Teacher Leaders – Action Research Course

Contact information, submission of project and questions:
E-mail Judy Williams nbct@att.net or call 1-719-439-7491

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1. Contact Judy Williams (see contact information above) indicating your interest in this course BEFORE enrolling.
 2. When registration directions are sent to you, immediately register for the course on-line at UCCS for two graduate credits at \$302 per credit or three UCCS Transcript Continuing Education Units at \$75 per credit
 3. Contact Judy Williams either by phone or e-mail to let her know that you are registered for the class and to discuss & finalize your proposal for an Action Research Project
 - a. The project starts with a focused and specific question that you have about teaching and learning that will ultimately improve the quality of teaching and learning
 - b. The action research is not a lengthy doctoral scientific research type project but rather a job-embedded, practical, straight forward search for an answer to an important question that will improve instruction, meet students' needs and impact student learning
 - c. The project should be your own, original work citing sources when used in your project by a first and last name in parentheses either embedded in the document or sources listed at the end of the research proposal as a bibliography
 4. Acquire and read at least one book on the topic of Action Research
 5. **Only do this step if you are an NBCT.** Go on-line to nbpts.org, read through the requirements for renewal (click for NBCTs, click certification renewal). This step will be important because most likely your action research project could be included as a component of the renewal process depending on specifics of your renewal requirements.
 6. Listed below are basic steps/format for an Action Research Project:
 - a. Compose a question (ex. What can be done to motivate students to read independently?)
 - b. Read professional literature on the topic. Report those findings.
 - c. Determine a plan/proposal to implement actions, activities, strategies, ideas that will address the needs of students on the topic and determine the data collection methods to demonstrate impact of project on student learning
 - d. Implement the plan
 - e. Collect, analyze, document data that demonstrates the impact of the actions, activities, strategies, ideas to improve student learning
 - f. Compose and share data and the results/outcomes of what you learned and that answers the original question with the professional learning community
 7. The documentation, length, format of the project depends on the nature of the action research
 8. Log your time (date, amount of time, activity) until you have acquired 30 hours of work
 9. Establish a timeline to complete the above steps suggested in #6, if at all possible, by the end of the semester.
 10. If for some reason more time is needed to adequately complete the action research project, please contact Judy for special considerations. For example, collecting the resulting data may include time constraints as to when the data is available and may take more time than the course allows
 11. Submit completed documentation of project including log before end of semester to Judy for evaluation.