GRADUATION PROJECT

RESEARCH PAPER AND JOURNAL GUIDE

OVERVIEW, REQUIREMENTS, AND ASSESSMENT FORMS

ACADEMIC YEAR 2021-2022

I. OVERVIEW and REQUIREMENTS

A. DESCRIPTION

The research paper is the third component of the graduation project, and it serves as the main written part. It makes up for 30% of the graduation project grade. In general, the research paper should provide information and data to support the thesis statement, explain the past and present of the topic, draw conclusions from the study, make judgements, make future predictions, and cite references.

COMPONENTS/ STRUCTURE

A quality action research paper should encompass the following parts:

1. Approval for Action Research (Phase 1: Project Eligibility Verification Phase) (phase 2: project contract phase)
2. Title Page
3. Table of Contents
4. List of Tables and Figures
5. Abstract
6. Title of Project (with introductory paragraph(s))
7. Review of Literature
8. Research Question
9. Method
10. Participants
11. Procedure

12. Results

13. Discussion

14. Limitations

15. References

16. Appendices

1. STYLE

To follow the specific editorial requirements for the research paper, students should:

1. use APA style with reference to the 7th edition of the *Publication Manual of the American Psychological Association* or *MLA Handbook for Writers of Research Papers.*
2. type their research papers.
3. double-space on standard-sized paper (8.5" x 11") with 1" margins on all sides.
4. use 12 pt. Times New Roman font.
5. include a **page header** (also known as the "**running head**") at the top of every page.

B. Grading

The research paper is graded out of a possible 30 points, according to the assessment rubric (see pages 8-14). The rubric should be studied carefully and students are highly encouraged to refer to it as they write through their research papers. Students with maximum marks in all sections of the graduation project components will be awarded with distinction.

RESEARCH PAPER ASSESSMENT RUBRICS

Rubrics are evaluation tools used to score/grade an assignment or task. They provide an objective method of evaluating the components of the graduation project. The five components of the graduation project: project idea, proposal paper, research paper, product, journal, and oral presentation will be scored using set rubrics included in the Graduation Project Handbook.

The five levels of performance and the descriptors of each level included in the Research Rubric are identified. The description given for each level of performance indicates what is expected based on specific criteria for the paper. Students should refer to the Assessment Rubrics to have a better understanding of the areas that they need to develop in pursuit of distinction. Distinction is awarded for **maximum attainment in all project components.** It is extremely important that students and parents be familiar with the rubrics and how they can be used to enhance achievement.