**PROJECT SUMMATIVE FORM**

Complete the project under the following headings as they provide guidelines for the overall format and contents of the proposal.

|  |  |
| --- | --- |
| *Title page* |  |
|  | Name; Your nameProject Title; *What is your project called?*Date |
| *Contents page* | Include a list of when new sections start Introduction 4  |
| *Introduction* |  Problem 5 etc. Problem statement / Definition of research areaWhat is your problem and what is the area that you are researching (one paragraph and include your mind map) |
|  | RationaleWhy have you chosen this problem and what does it mean to you? (maybe this is an issue that impacts your life, you have seen it every day or it appeared in your local newspaper) (2 paragraphs). Be specific and start with…. This project was chosen because….  |
|  | Research questions1) (number is dependent on your project)2) 3)4) |
| *Resources used* | Should show a synthesis of the data into a report that focus of ideas supported by the data |
| *Proposed methodology* | Describe in a sentence or 2 how you answer your questions (a few sentences) |
| Discussion and Findings  | What are your findings? You need to consider them one by one in separate paragraphs and summarise the data that support the findings |
| Conclusions and Implications  | What are your conclusions and are there any implications for the environment, local community or wider community. For example do we need to change our practice, make affirmative action in same way  |
| *References* | *These must be added using APA 6th format and with endnote and at least 10 must be included at this stage* |
| *Appendices* | *Material referred to but not included in the main body of the text should be included here* |

Your report should:

* be a maximum of 3000 words (excluding appendices);
* be set out under the headings given to you
* be double spaced;
* should be written in a report format (3rd person, passive voice)
* use the APA 6th format for in-text and end-referencing to acknowledge the source of all paraphrased or quoted material included in your proposal, including web-based material;
* have an assignment sheet attached on the front which has been signed to certify that the assignment is your own work and that it is free of all plagiarism.
* Should show evidence that you have refined your proposal based on reviewers feedback

MARKING KEY FOR THE FINAL REPORT

**NAME**

|  |  |  |
| --- | --- | --- |
| Criteria | **Possible Score** | **Score** |
| Introduction | Introduction provides a clear statement of the problem, rationale | 3 |  |
|  | Research questions are well constructed  | 3 |  |
| Literature review | Literature has been understood, critically evaluated and synthesised into meaningful themes | 5 |  |
|  | Literature shows evidence of extensive research (15 or above references considered) | 4 |  |
| **Proposed methodology** | Method is clearly explained and appropriate for the research questionsShown collection of suitable graphical data (well presented) | 5 |  |
| **Discussion and Findings**  | DiscussionFindings are clearly presented and explained, and areinterpreted in terms of the literature and research questions | 55 |  |
| **Conclusions and Implications**  | Conclusions provide a clear statement of key outcomes and consider Implications consider how the problem can be addressed in light of the findings discovered | 5 5 |  |
| Report Style  | The reports is structured with appropriate contents page, headings and sub-headings | 2 |  |
|  | In-text and end-referencing is accurate and consistent with APA guidelines | 3 |  |
|  | The report is clearly communicated in standard English with correct grammar and spelling | 3 |  |
|  | A full reference list included | 2 |  |
|  | Shows evidence of action on formative proposal  |  |  |
|  |  | 50 |  |

Comments

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 Tutor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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