



## University of South Alabama Instructional Design and Development

### Master's Research & Development Project Procedures

#### Research and Development Proposal

*Proposal is due the semester prior to beginning the research and development project.* The Instructional Design and Development Research and Development Project (R&D) serves as a culminating project for your Master's studies. This project incorporates many of the major concepts and ideas you have learned. You are expected to synthesize your courses and the projects you have completed using them as a basis for creating and conducting your R&D project.

A draft of your proposal must be submitted to your master's advisor for review. All R&D projects will be approved by your master's advisor, committee members, and the IDD R&D coordinator using the Master's R&D Proposal Cover Sheet included below. A signed copy of the approved proposal will be filed in the Professional Studies Department office. Grades will be assigned by IDD R&D Coordinator after the project is completed and the R&D Documentation Notebook is approved by your advisor and the IDD R&D Coordinator.

You must follow APA standards. This includes headings, references, and tables. Additional criteria include:

- Table of contents
- Running head
- Page number top right
- Margins 1" all around
- Double spaced
- Length – not to exceed 10 pages excluding appendices and charts, etc.

You must submit a paper and an electronic copy of your proposal. Address the following components:

1. Abstract
2. Purpose of proposed project
3. Statement of need
4. Literature review
5. Goals and objectives
6. Target population and entry skills
7. Procedure
8. Risks and constraints
9. Design and development of instruction
  - Content specification
  - Task analysis
  - Instructional strategies
  - Instructional materials
10. Assessment approach if applicable
11. Formative evaluation (actual)

12. Summative evaluation (proposed)
13. Dissemination
14. Timeline or Gantt chart
15. References
16. Appendices if applicable

Documentation Notebook (May also be submitted to a SAKAI project site, please see Internship/R&D Coordinator for details)

After the R&D Project is completed you must submit a notebook with documentation of work completed during the project to the IDD R&D Coordinator. Use a standard white 3-ring notebook binder with clear overlays. Do not put the inside pages in plastic sleeves. In the binder include:

1. Master's R&D Documentation Cover Sheet signed by your advisor and the IDD internship coordinator.
2. Abstract from original proposal
3. Narrative summary of activities: For example, but not limited to
  - What went well
  - What unexpected problems occurred
  - What you would do differently next time
  - The major knowledge and skills you gained and how they directly relate to IDD
  - Things you encountered that you were not prepared for by the IDD program (suggestions for areas to include in our curriculum)
4. Assessment results if applicable
5. Instruction and other materials used during project – student and instructor manuals if applicable  
Work Samples, product, URL, etc.
6. Evaluation results
7. Conclusion – overall success of project, other pertinent information

In addition, after completion of your R & D project, you should submit the following for publication in the IDD Newsletter, IDD web site, and/or other public dissemination vehicles.

- a 100-150-word description of your internship experience (MS Word format)
- a good quality 120X160 pixel head and shoulders photograph of yourself (jpeg format)

These two items must be included in your notebook on a CD-R or DVD-R as well as on a printed hard copy.

**University of South Alabama Instructional Design and Development  
Master's Research & Development Project Proposal Cover Sheet**

Date \_\_\_\_\_

Student Name \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_

Organization working with \_\_\_\_\_ Start date \_\_\_\_\_ End date \_\_\_\_\_

Direct Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ email \_\_\_\_\_

Project Description (150 words maximum)

\_\_\_\_\_ Date \_\_\_\_\_ \_\_ approved \_\_ approved with revisions\* \_\_ rejected  
Master's Advisor

\_\_\_\_\_ Date \_\_\_\_\_ \_\_ approved \_\_ approved with revisions\* \_\_ rejected  
Committee Member

\_\_\_\_\_ Date \_\_\_\_\_ \_\_ approved \_\_ approved with revisions\* \_\_ rejected  
Committee Member

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Committee Member

\_\_\_\_\_ Date \_\_\_\_\_ \_\_ approved \_\_ approved with revisions\* \_\_ rejected  
IDD R &D Coordinator

\*Revisions

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Master's Research & Development Project Documentation Cover Sheet**

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Project Title \_\_\_\_\_

Project Description (150 words maximum)

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Master's Advisor

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IDD R & D Coordinator

\*Revisions