

B. Ed (4Years) Distance and Non-formal
Education

MANUAL RESEARCH PROJECT

Course Code 6304



Department of Distance, Non-formal and
Continuing Education
ALLAMA IQBAL OPEN UNIVERSITY

MANUAL RESEARCH PROJECT
B.Ed (4 Years) DNFE
Course Code: 6304

Name: _____

Roll No: _____

Registration No: _____

Semester: _____

Region: Theme: _____

Sub-theme: _____

Topic: _____



**Department of Distance, Non-formal and
Continuing Education**

FACULTY OF EDUCATION
ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

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1. COURSE DESCRIPTION

Teacher education programs attempt to train teachers not only in theoretical knowledge but also in practical pedagogical skills. The landscape of teacher education is ever evolving which demands that teachers must be trained in the skills beyond the delivery of content. In this regard, this course is aimed at developing action research skills among students which is vital for fostering a productive learning atmosphere. Prospective teacher education in Pakistan has been criticized for being heavily content-ridden on the cost of ignoring practical aspects. No doubt, theoretical knowledge should be linked with classroom practices to make teacher education programs more effective. The Higher Education Commission of Pakistan suggested some radical changes in the teacher education programs. In the wake of the transformation, Allama Iqbal Open University is trying to equip its prospective teachers with skills based on practical work under the supervision of experienced and highly qualified teachers. Research Project is one such activity that will provide them with some basic skills for being an effective classroom teacher. It is designed to provide them with a critical approach, scientific attitude and reflective thinking. In the previous semesters, the prospective teachers were offered 'Educational Research & Statistics', and 'Teaching Practice-I and II'. The experiences from these courses will help them to build their narrative and complete this research project which is based on action research.

The ever-changing landscape of teacher training programs demands indigenous research skills from teachers at the local/classroom level. This action research project is designed to equip them with pertinent research skills to investigate and solve classroom problems. This project will develop classroom observation skills among prospective teachers to identify the classroom-level problems of students and apply interventions in real classroom settings. This course will bridge the gap between what is taught in university settings through teaching and what is required in the field because the approach of this project is 'action-research', which is a reflective and participatory form of inquiry, offers a strong means to bridge this gap by permitting prospective teachers to scientifically examine and improve their own teaching practices. Keeping in view the importance of action research in the professional life of teachers, universities in developed countries have made action research a part of teacher education programs. For setting higher standards of prospective teacher education in Pakistan, Allama Iqbal Open University has also made it mandatory for B. Ed students to conduct an action research and write a report. As action research targets learning teaching through researching teaching

and based on some practical work, it provides an opportunity to change prospective teachers' beliefs based on practical experiences. It will help them to understand how scientific methods are used to solve classroom problems. Once a prospective teacher gets through action research, he/she gets to know and handle a scientific method to solve his/her professional problems rather than always looking for trial and error methods. By engaging in this project, prospective teachers will be empowered to detect challenges in their teaching strategies, apply deliberate interventions, and assess the results for their forthcoming practice. So, mastering action research can be an important step in becoming a more effective teacher.

2. PROJECT OUTCOMES

At the end of the project, the prospective teachers will be able to:

- Discover the importance of action research to solve local/classroom level problems of students.
- Identify an educational problem within the classroom / institution.
- Review the related literature to find the gaps in identified problems and gain insight into how other researchers tackled the same problem.
- Align methodology with the problem, i.e. population, sample, variables, procedures etc.
- Develop an action plan or scientific plan to solve it.
- Execute an intervention/strategy to achieve the objectives and solve students' identified problems.
- Collect data about the problem with the help of a research instrument.
- Analyze the data gathered from research tool(s).
- Extract meaningful findings from the data.
- Draw conclusions and write a summary of the action research.

3. INTRODUCTION TO THE RESEARCH PROJECT

This project is designed to keep in mind that practical skills are essential for teachers to create inclusive and engaging learning environments. The skills of critical thinking, observation, classroom management, and effective communication, all of which demand prospective teachers to be able to handle classroom problems effectively and efficiently. This research project is devised to teach prospective teachers skills of planning and executing action research systematically. Action research involves principles of the scientific method, which begin with identification of the problem, data collection, devising procedures/methods, analyzing data and deciding on a course of action. This research project will help prospective teachers to observe their classroom,

identify students' learning problems, plan intervention and apply it to see the improvements. The purpose of the action research project is to give practical training to prospective teachers to solve a local/classroom problem or to improve practice in education within local settings. This will not only equip them with practical skills but also strengthen their understanding of research processes. The results of this extensive research project will help prospective teachers gain insights into how to provide immediate solutions to a problem that occurs at the classroom or school level. The project work will provide exposure to research skills and equip them to conduct it in a local setting.

4. TEACHING-LEARNING METHODOLOGY

The research project is an activity-based course. The prospective teachers will complete the research project under the guidance of a supervisor. It will be mandatory that the supervisor has at least an M. Phil degree in the field of Education. A person holding a degree of M.Phil./ MS without a thesis will NOT be eligible for supervision. In extraordinary circumstances, the persons holding the required degree in some specific subjects of social sciences may be appointed as a supervisor but only with the prior approval of the Chairman, Department of Distance, Nonformal Education. Further:

- A 6-day workshop will be held to share the concept and methodology of action research.
- The supervisor will be allocated during this workshop to students. It is advisable that the topic of research should also be finalized during this workshop.
- The first three days of the workshop will be dedicated to the sessions regarding action research. On the 4th day of the workshop, the students will work with their supervisors to decide the topic and plan of their project.
- After six days of activities, students will write a title and procedure (one-page) to plan an action research project. The supervisor will approve the topic after agreeing with the procedure.
- One-on-one meetings between the prospective teachers and the supervisor.
- The supervisor will get the progress from the student and propose the way forward. The minimum number of these meetings is nine. The meetings will be decided with the mutual understanding of the supervisor and the student-teachers. Students and supervisors will use social media platforms/ WhatsApp/email to coordinate and communicate on the project work.
- The program coordinator will permit only those students to submit their reports who have at least 70% attendance of the workshop sessions.

Course Structure

This project is a compulsory component of B.Ed 4 years Specialization in Distance and Non-formal Education. It comprises three credit hours and is of a practical nature based on action research. The following components will determine the structure of this research project:

- Three credit hour course.
- Six days compulsory workshop.
- Attendance: 70% is compulsory.
- Approval of research topic by the supervisor.
- Execution of the topic and development of the research manual.
- Nine meetings with supervisor. Meeting place and time will be determined by mutual coordination of students and supervisors.
- Criteria for appointments of supervisors will be decided by AIOU in its digitization policy under which the coordinator will allocate supervisors on TMS and supervisors will commence workshops on LMS and MS Teams. Any further policy change will be adopted.
- In case of any discrepancy regional directorate, coordinators, supervisors
- or students will contact the program coordinator.
- All prospective teachers (students) will receive a theme and list of subthemes for each semester. Students are required to identify areas of interest and develop a topic before starting the workshop.
- Research manuals will be evaluated based on the quality of work and marks will be awarded according to the marking scheme/ marks mentioned in each section, but the cumulative passing percentage (50%) will be overall from all sections' marks.
- APA style must be strictly followed, plagiarism policy of AIOU and HEC is applicable.
- All the questions/sections of the manual must be written in the spaces provided in the manual.
- The research report will be written only in English language. Language other than English will not be accepted.
- Students of each group will submit manuals on their LMS portals on the specified date. Any change in the AIOU policy of project submission will also be implemented.
- Research projects will not be evaluated by the same supervisors. For each semester list of evaluators will be approved by the chairman Distance, Non-formal and Continuing Education Department and only approved evaluators will evaluate the research manuals.
- Resource persons or Coordinators may supervise the students. So, the coordinator/ resource person's qualification should be the same as that of the supervisor.

- Workshop or project work may be monitored by the AIOU team and the program/course coordinator.

Workshop

A 6-day workshop is a compulsory component of the course. At least 70% of attendance in the workshop sessions is mandatory failing which the student will be disqualified for report submission and evaluation, and he/she has to attend again the workshop. The duration of each workshop will be 2 hours of online teaching. The workshop will be conducted by officials responsible for conducting online workshops on LMS and in case of a change in recent workshop protocols, a new AIOU workshop policy will be adopted. During the workshop, the students will get acquainted with the purpose and procedure of action research. Only people eligible to supervise the students will be involved in the workshop. The number of students in a class should be followed by AIOU policy. The first 3 days of the workshop will be dedicated to the sessions regarding action research. From the 4th day of the workshop, the students will work with their supervisors to decide the topic and plan of their project. The recommended program of the workshop is given below. However, minor changes can be made to adjust to the local requirements.

Day	Session	Activity
1	I	Inauguration of the workshop, communication of purpose, pattern and schedule of workshop
	II	Introduction and Importance of Educational Research
	III	Introduction and importance of Action Research in teacher education program
	IV	Identification and selection of problems for Action Research
	V	Sources of Locating Related Literature and Citing it - APA manual
2	I	Data Collection in Action Research Observation (notetaking, anecdotal record, checklists, etc.)
	II	Data Collection in Action Research Interview (survey; attitude/apptitude rating scales; formal interview, informal interview, etc.)
	III	Data Collection in Action Research Artifact – the physical record (student work; portfolios; test scores; attendance record, etc.)
	IV	Data analysis and interpretation
	V	Distribution of students in groups and allotment of the supervisor
3	I	Students will search topics on the given theme and sub-theme
	II	
	III	Students will discuss topics with the supervisor
	IV	

	V	
4	I	Activity on internet search topics, literature, articles/studies on the selected topic
	II	
	III	Students will devise a plan of action for the execution of the project
	IV	
	V	
5	I	Activity on internet search topics, literature, articles/studies on the selected topic
	II	
	III	Students will devise a plan of action for the execution of the project
	IV	
	V	
6	I	Students' presentations on their topics
	II	
	III	Finalizing research topics
	IV	
	V	Time Frame and scheduling the meetings

Selection of Topic

The Dean Faculty of Education will approve a theme and a set of sub-themes. The Director of Regional Services will disseminate this list to all regional centers and the concerned Regional Director will be responsible for conveying it to all supervisors at the time or before the workshop of the course 'Research Project'. This practice will be followed every semester as for each semester new themes and the sub-themes will be provided by the Dean Faculty of Education. The selection of the sub-theme – the topic of the research project for each student is up to the mutual understanding of the student and his/her supervisor. The supervisor is responsible for giving almost equal weightage to each sub-theme. It means that if a supervisor is going to supervise the work of 25 students and there are 08 sub-themes given, every sub-theme should be selected by at least 03 students. In simple words, divide the number of students by the number of sub-themes; and in this way, equal weightage to each sub-theme should be ensured. Topics will be finalized after 15 days of the workshop.

Selection of School

The schools will be selected by the prospective teachers. They can also work in the schools in which they are already working as teachers.

Plan of Action

Students will have regular meetings with the supervisor in which the action/execution plan will be finalized. Students will submit regular reports of progress on the project. Students will work on each section of the project manual and ensure plagiarism-free work. The supervisor will give comments on each section of the project manual submitted by students.

Writing Project Report

Students must consider the following points at the time of writing the project report:

- It must be written briefly and concisely.
- Write the report on the given space as it is not permitted to attach extra sheets on your own.
- The report must be written in English language ONLY. A report written in any language other than English will be awarded zero marks.
- Do not copy your report from other students. If two or more reports are found to be similar, all such reports will be awarded zero marks.
- If you are already a practicing teacher, use your classroom to conduct this action research, and if you are not a teacher, you can conduct your research during Teaching Practice-II (CC-8608).

Procedure for Approval and Submission of Project

After writing project reports, prospective teachers will get their projects checked by their supervisors. After incorporating the observations, they will then upload projects on the LMS portal. Any student found in malpractice/ cheating or submitting projects without getting it checked by the supervisor will secure zero marks.

Dear students

You are required to write your response on the given blank space Only in the manual issued by the department. Write brief and concise; keep in view the space specified for a particular portion. Don't use extra sheets. Only handwritten responses will be accepted. Don't write in any language other than English.

5. ASSESSMENT OF PROJECT REPORT

The research project is a practical course. There will be no written examination at the end of the course. At the completion of the project, the manual will be submitted to the LMS portal of Allama Iqbal Open University. The project manual must be checked by the supervisor before final submission. Furthermore, the concerned regional office will ensure that the said student has at least 70% attendance in the workshop failing which the student will not be allowed to submit the manual. Though attendance in the workshop has no marks yet it is mandatory for manual submission. For online workshops, system-generated automated attendance is done in which students need to log into the scheduled timetable by following the LMS links for each day. The final date of submission will be communicated by the program coordinator. No submission after the deadline will be accepted. If a student is unable to submit the report within the stipulated time or falls short of the minimum attendance of the workshop, he/she will have to re-register for the course.

The student will pay the full fee of the course (the fee is subject to any change by the university administration). He/she will be given two chances to re-register in consecutive two semesters (offerings) and if the student remains unable to pass or avail the chances, he/she will be considered failed, and has to get fresh admission when the course is offered. The project manual will be evaluated against a total number of 100. The distribution of marks is provided against each part. Adequacy, relevance, quality and language will guide the scoring of responses. TOPIC APPROVAL FORM

(Note: This form must be filled in and signed on the last day of the 06-days workshop)

Student Name: _____

Registration Number: _____

Roll Number: _____

Program: _____

Supervisor Name: _____

Theme _____

Sub-theme _____

Topic of Research Project:

Roll No. _____

Name of the School (*where the action research was conducted*):

Context of the research:

Write the background of the school and participants of the research and its details: *(socio- economic status, occupation / profession – earning trends of majority of the parents, literacy rate, academic quality, and any other special trait of the community where the school is situated)* **(10 Marks)**

[illegible]

Roll No. _____

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Roll No. _____

[illegible]

Roll No. _____

Theme: _____

Sub-theme: _____

Topic: _____

The rationale of the Study: _____

1. Why did you select this specific sub-theme and topic? Relate it to your experience / problem in your classroom / institution. **(10 Marks)**

[illegible]

[illegible]

[illegible]

Roll No. _____

[illegible]

Roll No. _____

[illegible]

Roll No._____

Identification of the Problem:

2. What was your discussion with your colleague / friend / senior teacher or supervisor regarding the problem? (*Provide your discussion with your colleague or supervisor for a better understanding of the problem*). **(05 Marks)**

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Roll No._____

[illegible]

Roll No. _____

Review of Literature:

3. What did you find about the problem in the existing literature (books/ articles/websites)? *(Explore books and online resources to know what and how has been already done regarding this problem. Also, mention which procedures were followed)* **(10 Marks)**

[illegible]

[illegible]

Roll No. _____

[illegible]

Roll No. _____

Identification of Variables and Operational Definition:

4. What were the major variables/construct of your project? Give definitions/descriptions from the literature. (*What are the key terms in your topic or study? What do you mean by these terms? What meaning you will attach to the term when used in this project?*) **(05 Marks)**

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Roll No. _____

Research Objectives and Research Questions:

5. What did you want to achieve in this research project? (*Objective(s) and research questions. Write at least two research questions for one objective*) **(05 Marks)**

Roll No. _____

Selection of Participants:

6. Who were the participants in your project? **(05 Marks)**

[illegible]

7. How did you try to solve the problem? (10 Marks)

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Roll No. _____

[illegible]

Roll No. _____

[illegible]

Roll No. _____

Tools of Data Collection:

8. What kind of instrument was used to collect the data? How was the instrument developed? **(05 Marks)**
(Narrate only that tool(s) which was used for this project, i.e. observation, rating scale, interview, student work, portfolio, test, etc.)

[illegible]

Roll No. _____

Findings and Conclusion:

9. What were the findings and conclusion? (*Provide instruments and analysis as appendix*) **(10 Marks)**

Roll No._____

[illegible]

Roll No._____

[illegible]

Roll No. _____

[illegible]

Roll No. _____

10. Summary of the Project

(05 Marks)

(What and how was the research conducted – main objective, process and findings)

Roll No. _____

[illegible]

[illegible]

11. How do you feel about this practice? What have you learnt? (self-reflection) **(10 Marks)**

11. How do you feel about this practice? What have you learnt? (self-reflection) **(10 Marks)**

Roll No._____

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12. What has it added to your professional skills as a teacher? **(05 Marks)**

Roll No._____

[illegible]

Roll No. _____

[illegible]

Roll No. _____

References:

13. List the works you cited in your project (follow the recent APA manual).
(05 Marks)

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Roll No._____

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