

## **MODULE 3: ENGAGEMENT**

### **Engaging in Learning & Designing Your Study**

#### **Lesson 15: Research Design/Methodology Part II**

##### **Guiding Questions**

- How will you design your research?

At this point, it is time to write your detailed procedure, step-by-step. This should include all of the steps you will go through from start to finish. Include the methods and materials you will need for each step as well. You might need to envision the procedure and walk through it in your mind before writing it all down. You might begin your procedure with the preliminary steps. So, for example, you will first contact your participants to ask them if they wish to be part of your study, or you provide them first with consent forms that you need them to sign before you can begin your study. Then, your procedure will naturally follow the steps of your methodology. These steps may discuss the details of distributing surveys or conducting interviews in chronological order. The steps might be concluded with the procedures typically followed after an interview, a debrief to provide participants with further details about the study and finally, thanking participants for participating.

Write all of the steps in as much detail and as clearly as you possibly can, for the purpose of future replication. If another researcher reads your procedure and wishes to replicate the study, they should be able to, without any questions!

Here is an **example procedure (Action Research: Sample Procedure)** to help you gain a clearer picture of what is expected for the step-by-step procedure.

## Action Research: Sample Procedure

### Procedures for Participants

1. Prior to administering the questionnaires and collecting data, the researcher will submit a formal proposal to the organization where the study is to be conducted in order to gain permission to proceed with the study.
2. After the permission is obtained, the researcher will send an email to the participants to inform them of the study and provide them with the details and consent forms describing participant rights, which must be signed by participants in order to participate in the research study.
3. Once the researcher receives signed participant consent forms, he/she will send (or deliver) the questionnaire packets to the participants.
4. The questionnaire packets are designed with convenience and time constraints in mind. The main questionnaire is based on \_\_\_\_\_ but has been adjusted to include questions of an open-ended, qualitative nature for the purpose of implementing a mixed methods approach and gathering a wider range of data. On the last page of the questionnaire packet, the researcher has included a demographic information survey, which asks participants information regarding their age, nationality, etc. The demographic information survey has been placed at the end because it is easier to complete and least vital to the data analysis process.
5. The researcher will administer the packets during a designated time. Participants will first be instructed to carefully read the forms, which provide instructions for the questions and then, they will be instructed to begin answering the questions on the questionnaire at a designated time of their choice.
6. Once the participants complete each of their corresponding packets, the researcher will thank them for taking the time to participate in the study and collect the survey packets.

*\*Note that the tense used in this example is in the future tense because we are pretending that the researcher is preparing to conduct the research. Once you write your final action research paper, you will have to change the tense to past tense because at that point, you will have already conducted your research.*