



IBSC Action Research Program Role and Responsibility Statement for IBSC Action Researchers

As a member of the 2019-20 IBSC Action Research cohort, each researcher must fulfill these expectations:

- Have your school fund travel, accommodations, and conference registration costs for the 2019 IBSC Annual Conference and action research training in Montreal, Quebec, Canada and for the 2020 IBSC Annual Conference in Barcelona, Spain.
- Read *Action Research: Improving School and Empowering Educators (Fifth edition)* by Craig A. Mertler before attending the conference, to expand your knowledge of action research methodology, particularly your understanding of qualitative research.
- Read a range of resources around the topic, *Developing Agency: Boy Voice and Choice*, and share these with your Team Advisor and fellow researchers.
- Participate in regular, guided, online discussions ahead of the conference, focusing on the action research process and the research topic. Researchers must complete a few, short, online activities based on these readings, which will guide the development of your final research proposal.
- Keep current with all announcements by email or through the team website. Team members share information about the action research process and your individual research projects on the team website.
- Engage in meaningful online relationships with fellow researchers using various social media platforms such as Google sites, WhatsApp, and Facebook, and participate in regular face-to-face discussions on Skype, at times set by your Team Advisor.
- Maintain regular contact with your school mentor to update them on your progress and if you experience any difficulties.
- Undertake an action research project in your school that focuses on the implementation and evaluation of either a new strategy or a planned change to an existing strategy **from August to November 2019**.
- Actively participate in regular, online discussions during the project period, and meet the deadlines laid out for completing each stage of the research. If a researcher misses two or more deadlines, you may be asked to leave the program.

- Produce a well-written, final, research report (3,000 – 5,000 words) that applies and honors the principles of action research, and ensures that research methods address the research question. Submissions will include the research plan, literature review, research context and sample, data collection methods and analysis, and discussion of results. The final submission is the report.
- Ensure the final report is well written, correctly referenced (using APA referencing), and rigorously copy edited, following the IBSC Action Research Report Style Guidelines. We recommend each researcher use a skilled copy editor to ensure the final report meets the highest quality required for publication. Reports failing to meet these requirements will not be published.
- Produce a short, multimedia presentation and a poster outlining your action research project for display and presentation at the 2019 IBSC Annual Conference in Montreal. The presentation and poster will be published with the report on the IBSC website as a resource for educators.

In addition to time spent undertaking action research in your school, researchers will spend 3 – 4 hours per week on average participating in online discussions with fellow researchers, reading and researching, and preparing submissions for your research report. It is important for the Head of School and the researcher to consider this carefully before accepting the cohort invitation.

Program Timeline

Starting in February 2019, researchers will actively engage in the program as follows:

- February 2019: Researchers will review the main action research website and submit a short biographical introduction and photo to the Program Coordinator to post on the site.
- March – June 2019: Researchers will meet their Team Advisors and participate in guided online discussions with fellow researchers. Researchers will familiarize themselves with the various technologies used for these interactions. Discussions will focus on selected readings on both the action research process and the research topic. Researchers must complete short, online activities based on these readings, which will guide the development of their final research plan. The recommended text for the program is *Action Research: Improving Schools and Empowering Educators (5th Ed)* by Craig A. Mertler.
- June 26-29, 2019: Researchers will attend a two-day orientation and training program at Selwyn House School in Montreal, Canada. **The training starts at 9:00 AM on Monday, June 24, and concludes at 2:00 PM on Wednesday, June 26.**
- [2019 IBSC Annual Conference](#) at Selwyn House School in Montreal, Canada
- July/August 2019 – May 2020: Supported online through the stages of the project by a Team Advisor and fellow researchers, researchers will undertake an action research project in their school. They will actively participate in regular online discussions during the project period, and will meet the deadlines laid out for completing the stages of research and presentation of findings. **Researchers**

must submit the first submission, a detailed research plan, by the middle of August 2019, so please factor this deadline into any holiday plans after the IBSC Annual Conference.

- May 2020: Researchers will submit their action research findings as a written report or alternate final product approved by the Program Coordinator. The written report will range 3,000 – 5,000 words. The researcher must ensure the report is formally edited and correctly referenced, using the APA guidelines. IBSC reserves the right to further edit the final report in preparation for publishing on its website. Participants seeking to publish or present their projects elsewhere will be encouraged to do so, but must appropriately acknowledge IBSC as the sponsoring organization.
- May – June 2020: Researchers will produce a short multimedia presentation and a poster of their action research project for display and presentation at the IBSC Annual Conference. The presentation and the poster will be published with the report on the IBSC website as a resource for educators.
- July 7, 2020: Researchers will meet with their Team Advisor and fellow researchers the day before the 2020 IBSC Annual Conference opens at The Viaró School in Barcelona, Spain to finalize and share their presentations ahead of the conference.
- July 8-11: Researchers will attend the 2020 IBSC Annual Conference at The Viaró School in Barcelona, Spain and present their research findings in workshop sessions.

David Armstrong, Executive Director, IBSC

Margot Long, Action Research Program Coordinator and Second Mistress – Academics, St. John’s College

I, _____ <print name>, understand and accept the responsibilities of the 2019-20 IBSC Action Research Program.

Signature

Date