



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

As a member of the 2020-21 IBSC Action Research cohort, each researcher must fulfill these expectations.

- Have your school fund travel, accommodations, and conference registration costs for the 2020 IBSC Annual Conference and action research training in Barcelona, Spain, and for the 2021 IBSC Annual Conference at St. Mark's School of Texas in Dallas, Texas, United States.
- 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 and share these with your team advisor and fellow researchers, to compile a detailed annotated bibliography as a team resource.
- Participate in regular, guided, online discussions ahead of the conference, focusing on the action research process and the research topic. Researchers must complete three short, online activities based on these readings, which will guide the development of your final research proposal.
- Keep current with all announcements by email, on WhatsApp, or through the team website. Team members share information about the action research process and your individual research projects using the group's chosen platforms.
- Engage in meaningful online relationships with fellow researchers using various social media platforms such as Google sites, Google Classroom, and WhatsApp, and participate in regular face-to-face discussions on Skype or Zoom, at times set by your team advisor.
- Maintain regular contact with your school mentor to update them on your progress and seek advice if you experience any difficulties. We recommend scheduling a weekly or fortnightly meeting with your mentor to facilitate regular contact.
- 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 2020**.

- Actively participate in regular, online discussions during the project period, and meet the deadlines set 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 prior to this 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 with a 30-minute workshop presentation at the 2021 IBSC Annual Conference, a video, and a poster outlining your action research project for display and presentation at the 2021 IBSC Annual Conference in Dallas. 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 2020, researchers actively engage in the program.

- February 2020: Researchers 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 2020: Researchers meet their team advisors and participate in guided online discussions with fellow researchers. Researchers familiarize themselves with the various technologies used for these interactions. Discussions focus on selected readings on both the action research process and the research topic. Researchers must complete three short tasks based on these readings, which guide the development of their final research proposal. The recommended text for the program is *Action Research: Improving Schools and Empowering Educators (5th Ed)* by Craig A. Mertler.
- July 6 – 11, 2020: IBSC Annual Conference at Viaró Global School in Barcelona, Spain
 - Researchers attend a two-day orientation and training program. Training starts at 9:00 AM on Tuesday, July 6, and concludes at 2:00 PM on Thursday, July 8.
 - Researchers attend the [2020 IBSC Annual Conference](#) July 8 – 11.

- July/August 2020 – May 2021: Supported online through the stages of the project by a team advisor and fellow researchers, researchers undertake an action research project in their school. They actively participate in regular online discussions during the project period and meet the deadlines for completing the stages of research and presentation of findings. Researchers must submit a detailed research plan by mid-August 2020, **so please factor this deadline into any holiday plans after the IBSC Annual Conference.**
- May 2021: Researchers submit their action research findings as a written report or alternate final product approved by the program coordinator. The written report runs 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. We encourage participants to publish or present their projects elsewhere, with appropriate acknowledgment of IBSC as the sponsoring organization.
- May – June 2021: Researchers produce a with a 30-minute workshop presentation at the 2021 IBSC Annual Conference, a video, and a poster of their action research project for display and presentation at the 2021 IBSC Annual Conference. The presentation, video, poster, and report publish on the IBSC website as a resource for educators.
- June 26, 2021: Researchers meet with their team advisor and fellow researchers the day before the 2021 IBSC Annual Conference opens at St. Mark’s School of Texas to finalize and share their presentations ahead of the conference.
- June 27 – 30, 2021: Researchers attend the 2021 IBSC Annual Conference at St. Mark’s School of Texas in Dallas, Texas, United States, and present their research findings in workshop sessions.

David Armstrong, IBSC Executive Director

Margot Long, IBSC Action Research Program Coordinator and Second Mistress – Academics & Staff Learning, St. John’s College (South Africa)

I, _____ <print name>, understand and accept the responsibilities of the 2020-21 IBSC Action Research Program.

Signature

Date