



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

As a member of the 2022-23 IBSC Action Research cohort, each researcher must fulfill these expectations.

- Have your school fund travel, accommodations, and conference registration costs for the 2022 IBSC Annual Conference and action research training at St. Mark's School of Texas in Dallas, Texas, United States, and the 2023 IBSC Annual Conference at Westlake Boys' High School, Auckland, New Zealand.
- 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.
- Participate in regular, guided, online discussions ahead of the conference, focusing on the action research process and the research topic. Researchers must complete short, online modules based on these readings and discussions, which will guide the development of your final research proposal.
- Keep current with all announcements by email, on WhatsApp, or through the IBSC Shorts team sites. 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 WhatsApp and IBSC Shorts and participate in regular face-to-face discussions through 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 2022.

- 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, action plan and data collection instruments, literature review, 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.
- Present a 30-minute workshop at the 2023 IBSC Annual Conference along with a short video, outlining your action research project. The presentation and video 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 2022, researchers actively engage in the program.

- February 2022: Researchers review the main IBSC Shorts action research website and submit a short biographical introduction and photo to the program coordinator to post on the site.
- March – June 2022: Researchers meet their team advisors, participate in guided online discussions with fellow researchers, and complete monthly preliminary pre-training modules. 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. The recommended text for the program is *Action Research: Improving Schools and Empowering Educators (Fifth Edition)* by Craig A. Mertler.
- June 24 – 29, 2022: IBSC Annual Conference, St. Mark’s School of Texas, Dallas, Texas, United States
 - Researchers attend a two-day orientation and training program. Training starts at 9:00 AM on Friday, June 24, and concludes at 2:00 PM on Sunday, June 26.
 - Researchers attend the [2022 IBSC Annual Conference](#) June 26 – 29.
- July/August 2022 – May 2023: 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 2022, so please factor this deadline into any holiday plans after the IBSC Annual Conference.
- April 2023: Researchers produce and submit a short multimedia video overview of their action research project for publication on the IBSC website as a resource for educators.

- May 2023: Researchers submit their action research findings as a written report 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.
- July 4, 2023: Researchers meet with their team advisor and fellow researchers the day before the 2023 IBSC Annual Conference opens at Westlake Boys’ High School in Auckland, New Zealand, to finalize and share their presentations ahead of the conference.
- July 5 – 8, 2023: Researchers attend the 2023 IBSC Annual Conference at Westlake Boys’ High School in Auckland, New Zealand, and present their research findings in workshop sessions.

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I, _____ <print name>, understand and accept the responsibilities of the 2023 IBSC Action Research program.

Signature

Date