

Education Department

Research Applied: Theory to Practice

Revised Completion Schedule

Year 4

Name: _____ Supervisor: _____

Tasks	Completion Deadline
1. Revise and submit Chapters 1-3 to your supervisor for review: expand Literature review to include 10-15 sources no older than 8 years, change tense to past tense, review other necessary areas, use first-person "I" in the report	Feb 20, 2015
2. Analyze and interpret the data collected, write up Chapter 4 and submit to supervisor	March 27, 2015
3. Write up Discussions, Recommendations & Conclusions (Chapter 5) and submit to supervisor for review	April 17, 2015
4. Complete the Reference Pages	April 22, 2015
5. Complete the Appendices (copies of instruments, permission letter, parental consent form etc)	April 24, 2015
6. Complete Preliminary Pages (Title Page, Table of Contents, Abstract, List of Figures, etc)	April 27, 2015
7. Review paper for Layout, Use of Language and APA Style	April 28, 2015
8. Check in-text citations against sources listed on reference pages for correctness	April 29, 2015
9. Include a copy of the given mark scheme/ rubric as the last page in the Appendix section.	April 29, 2015
10. Submit all 5 Chapters to your supervisor for review	April 30, 2015
11. Bind the Final Report	May 17, 2015
12. Submit Final Report (approximately 35 pages of content, five chapters) to the Office of Academics . Email soft copy to educationdepartment@bmc.edu.jm Students are to obtain a receipt for their submissions. <i>Supervisors are to collect the Final Report at the Office of Academics for grading and return to the said office after grading.</i>	May 18, 2015