

Concentration Syllabi

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www.andrews.edu/GRAD/IDP/resources.htm

This book belongs to: _____

COURSE	S/CR	ACTIVITIES	OBJECTIVES
IDSC 597	1	Portfolio Final Reflection Paper (1250-1750 words)	The student will establish personal learning objectives for pursuit of a MSA: International Development degree by: *listing educational and professional accomplishments to date. *presenting the student's concentration activities.
			In his/her final year, the student will identify ways in which professional and personal objectives have been met by participation in this mater's program.
IDSC 680	2	Field Practicum consisting of: Concentration Scope of Work Baseline/Benchmarking Study & Report OR Internship Oral Presentation of Practicum Results	The student will select his/her area of Concentration or specialty in the field of community and international development.
			The student will analyze current practices related to his/her area of Concentration.
			The student will craft comparative measurements, goal setting methodologies, and ways of implementation for achieving best practices.
			The student will give an oral presentation of the Field Practicum results, receiving peer review and feedback.
IDSC 640	3	Professional Training of 45 hours Synthesis Paper (2,000 - 2,500 words) Colloquium (2-3 hours)	The student will select and participate in 45 hours of Professional Training related to his/her area of Concentration.
			The student will use the Professional Training sessions to establish networks with experts in the selected area of Concentration.
			As a result of participating in professional training, the student will be able to identify the project cycle management elements including national policy, priority analysis, community assessment, programming, formulation, implementation, monitoring, and evaluation in relation to his/her area of Concentration.
			The student will submit a paper on each training activity summarizing the learning experience, culminating in a synthesis paper outlining current trends in the area of Concentration.
			The student will plan and deliver a Colloquium to stakeholders, presenting best practices in his/her area of Concentration.
IDSC 690	1	Specialization Essay (2,500 words min.)	The student will be able to synthesize and share, by means of a Specialization Essay, the contributions of pioneering researchers/practitioners, leading experts, and institutes that have advanced the selected area of Concentration.
			The student will develop a bibliography of resources pertaining to his/her area of Concentration.
IDSC 697	3	Research Project (7,500 words min.)	At the end of this course the student should be able to demonstrate his/her mastery of the research process by successfully conducting a Research Project/Thesis and reporting the findings in a publishable form. A Thesis will require a defense.
IDSC 699	4	Master's Thesis (15,000 words min.)	

Professional Backgrounds of Concentration Advisors

Lilianne Doukhan

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Lilianne Doukhan, Ph.D., is Associate Professor at Andrews University and holds a joint appointment with the Department of Music and the Department of International Language Studies. Dr. Doukhan lectures worldwide on issues in Worship and Music, and has published articles on the same topic in several professional journals.

Dawn Dulhunty

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Dawn Dulhunty, an Australian by nationality, is currently the Director of the International Development Program. She is also an Instructor with Behavioral Sciences in the College of Arts and Sciences. Simultaneously, Dawn is undertaking a PhD program in Public Health with the School of Population Health at the University of Queensland, Brisbane, Australia.

Previous to her employment with Andrews University, Dawn and her husband Paul worked with ADRA in humanitarian projects for over 20 years.

José R. Goris

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José R. Goris is currently a Professor of Management in the School of Business at Andrews University in Berrien Springs, Michigan. He earned a Ph.D. in Organization Theory and Policy from the University of North Texas (August, 1985).

Previous to working at Andrews University, Professor Goris worked for Southwestern Adventist University in Keene, Texas as the MBA Director, Chair of the Business Department, and Management Professor. He also worked at the Inter American University of Puerto Rico as a Professor of Management, the MBA Director, and an Academic Dean.

Journals that have published Dr. Goris' work include the *Journal of Business and Psychology*, the *International Journal of Management*, *The Journal of Business Communication*, and *FORUM Empresarial from the University of Puerto Rico*.

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Tevni Grajales Guerra is a Professor of Research and Statistical Methodology in the Educational and Counseling Psychology Program, School of Education, Andrews University. His experiences include being a pastor (7 years), teacher and researcher (14 years), and Conference and Educational Institution Administrator (14 years). Dr. Grajales earned his BA in Theology from Columbia Adventist University (1970), MA in Educational Leadership from Loma Linda University (1986), and Doctor in Educational Sciences from Latina University (1995). His professional memberships include AERA since 1997 and NCME since 2004.

Øystein S. LaBianca

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Øystein S. LaBianca, Ph.D., Brandeis University, is a Norwegian by nationality, he is a strong advocate of service-learning and expansion of access to higher education among the underserved in the United States and abroad. He has implemented numerous programs targeting inner-city community leaders and single parents. Dr. LaBianca was the Senior Director of the International Development Program (IDP) from 1999-2005. His purpose in launching IDP was to expand opportunities for graduate education among indigenous humanitarian development and relief personnel. His on-going research projects in Jordan and Palestine examine the causes of instability and collapse of local food systems and the nature of indigenous knowledge in coping with uncertainty and change. His research has been funded by the National Geographic Society and the National Endowment for the Humanities.

Patricia B. Mutch

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Patricia B. Mutch is Professor of Nutrition at Andrews University in Berrien Springs, MI. She is an alumnus of Andrews University (B.S. in Foods and Nutrition, 1965) and holds a Ph.D. in Nutrition Science (1972) from the University of California, Davis. She has directed the Professional Dietetics Program (1974-86), been Director of the Institute for Prevention of Addictions (1983-1995), Dean of College of Arts and Sciences (1995-1998) and Vice-President for Academic Administration (1998-2006). Prior to retirement in 2009, she taught courses in Emergency Preparedness and assisted the university in developing its emergency operations plan. She has been Academic Advisor to English-speaking graduate students in the M.S.A. in International Development since fall, 2006.

Course Syllabus

IDSC597 – Portfolio

1 Credit

I. Course Description:

An organized collection of educational and professional accomplishments to date is produced. This will include basic personal and background information, a profile of the student's organization, outstanding academic work, and other products acquired during his/her time in the program.

II. Course Objectives:

1. The student will establish personal learning objectives for pursuit of a MSA: International Development degree by:
 - i. listing educational and professional accomplishments to date; and
 - ii. presenting the student's concentration activities.
2. In his/her final year, the student will identify ways in which professional and personal objectives have been met by participation in this master's program.

III. Methods of Instruction:

No formal class instruction is involved in this course. To complete the Portfolio requirements the student will work with the Concentration Advisor for on-going supervision during each session where the core courses are offered, and by e-mail communication as necessary.

IV. Course Requirements:

This course is graded by the Concentration Advisor and includes the following:

1. Program Portfolio: This is an organized collection of educational and professional accomplishments and a display of the student's concentration activities. To this basic information the student will add academic work and other products acquired during his/her time in the program.
2. Final Reflection Paper: Due after all program requirements are completed where the student reflects on his/her entire experience in the MSA/ID program.

V. Grading Standards:

This course will be graded either Satisfactory (S) or Unsatisfactory (U). A Satisfactory grade will be assigned if a score of at least 80 points (out of 100) has been achieved according to the following criteria:

Assignment	Points
Portfolio	40
Final Reflection Paper	60
TOTAL	100

VI. Assignment Submission:

- Submit written assignments via email to the Concentration Advisor's email address.
- The Concentration Advisor will confirm receipt of messages from the student in 7-10 days.
- A link to view the Program Portfolio is to be emailed to the Concentration Advisor six weeks before attending each intensive session.

VII. Portfolio Contents:

The Program Portfolio is an organized collection of evidence intended to portray each student's progress throughout the MSA/ID program. By the time the student completes his/her studies, the Program Portfolio will document the extent to which s/he was able to meet his/her goals. Preparation of the Program Portfolio is one of the required components of the Field Practicum, Concentration, and Research experience.

Every portfolio has a purpose, audience, evidence, and reflections.

- The purpose of the Program Portfolio is to identify the student's growth during the program of study.
- The audience consists of all persons interested in the student's growth; IDP faculty, employers, as well as donor organizations, and interested others.
- The evidence includes academic work, and other products the student will collect during the study period. These products are displayed in pictorial and written form.
- Reflections are thoughts of the student as it relates to plans for future growth.

Making the Portfolio

The Program Portfolio will be prepared in an electronic format at www.idp-portfolio.com.

Sections of the Portfolio

The portfolio will be divided into the following sections:

Personal Profile

1. Life Sketch
2. Goal Statement
3. Peak Experiences (photo-journalism reports)

Concentration Profile

1. Scope of Work
2. Field Practicum Reports
3. Concentration Presentation
4. Professional Training
5. Synthesis Paper
6. Specialization Essay
7. Colloquium

Research Profile

1. Concept Paper
2. Literature Review
3. Research Proposal
4. IRB Approval
5. Research Project or Master's Thesis
6. Research Publication

Reflection Papers

1. A annual reflection paper for each of the four sessions attended
2. A final reflection paper prepared after all other degree requirements have been met

Curriculum Vita

An updated Curriculum Vita which outlines professional accomplishments to date.

Preparing the Program Portfolio Content Items

Each of the Program Portfolio items is discussed in more detail below.

Personal Profile

1. *Life Sketch*

The Life Sketch is an autobiographical description of the student. It should include something about the student's family, and his/her formative years, and the significant forces that have made the student who s/he is today. The last paragraph of the life sketch should be a personal mission statement of 3-4 sentences. Limit: 500-750 words

2. *Goal Statement*

By means of the Goal Statement the student briefly describes his/her professional goals to be achieved by participating in this program. Limit: 150-250 words

3. *Peak Work Experiences Photo-journalism Reports*

Also, throughout the time of study, the student should identify occurrences at the work place that are noteworthy and that relate to his/her study program. The student should try and capture these peak experiences in photographs and write-up the experience in a clear way. These reports should be added to the Portfolio throughout his/her program.

Concentration Profile

A Concentration or specialization is a centering of the student's program of study in one field of learning and practice, in which the student will focus his/her attention at an advanced level. The Field Practicum experience consists of interdisciplinary course content and theory integrated with the student's Concentration and Research Project. Components include a baseline/benchmarking study or an internship experience.

Research Profile

Either a Research Project or a Master's Thesis is required for the completion of the MSA/ID degree. Specific guidelines and suggestions for completing these requirements may be found in the "Research Protocol" section of the Student Handbook.

Reflection Papers

1. *Annual Reflection Papers*

The Reflection Paper asks for the student to record his/her thoughts as to how the student's expectations have or have not been met in terms of his/her work and study. Have the student's goals been met? Why or why not? What has the student learned? What can be done differently to increase learning? To what extent has the MSA/ID program helped the student improve his/her work performance? What has the student implemented from the MSA/ID program? This is to be submitted according to the date given by the Concentration Advisor. Limit: 250-500 words.

2. *Final Reflection Paper*

The Final Reflection Paper asks the student to reflect on his/her entire experience in the MSA/ID program. Have the student's personal and professional goals been met? What has the student learned? To what extent has the MSA/ID program helped the student improve his/her work performance? Below is the outline to be followed when writing the Final Reflection Paper. Minimum 1500 words.

A. *Reflect on the curriculum (700 words)*

- Were the courses relevant to community and international development?
- Were the assignments value?
- Which courses were most helpful to your work?
- Did the curriculum strengthen your practice of project cycle management?
- Did the curriculum encourage you to explore ethical and philosophical issues?
- What was the overall value of this program as it relates to your education and career goals?
- Did you develop mastery of your area of concentration?
- Did you master research skills for community development practice?

B. *Reflect on the instructors (125 words)*

- Were the instructors aware of current developments in their field?
- What traits do you expect and appreciate in an instructor?
- Was the style of teaching helpful and conducive to learning?

C. *Reflect on the career outcome (350 words)*

- How has this program met your career goals?
- Has the program made you competitive in the market place?
- What are your future job and career opportunities now that you have a master degree?
- Would you recommend this program to others?

D. *Reflect on the value of the program to your organization (150 words)*

- How did the program relate in regard to your work performance?
- Did your employer or colleagues comment on knowledge you had gained
- Was there opportunity to develop professional networks?

E. *Recommendations and Conclusions (175 words)*

Curriculum Vita

The student will submit at the beginning of the program an updated Curriculum Vita which outlines his/her professional accomplishments to date. This should include categories in the following order: (1) Education, (2) Employment, (3) Professional memberships and credentials, and (4) Accomplishments, honors, and awards.

Course Syllabus

IDSC680 – Field Practicum

2 Credits

I. Course Description:

The Field Practicum integrates International Development theory into practice. There are two options to fulfill the Field Practicum requirement. Students will complete either (1) a baseline study that describes the current level of the agency where the practicum is pursued and a benchmarking of best practices in the field [area of concentration] or (2) complete an internship of 300 hours. The course culminates with an oral presentation of the students' findings and experiences.

II. Course Objectives:

1. The student will select his/her area of Concentration or specialty in the field of community and international development.
2. The student will analyze current practices related to his/her area of Concentration.
3. The student will craft comparative measurements, goal setting methodologies, and ways of implementation for achieving best practices.
4. The student will give an oral presentation of the Field Practicum results, receiving professor and peer review and feedback.

III. Methods of Instruction:

No formal class instruction is involved in this course. To complete the Field Practicum requirements the student will work with the Concentration Advisor in the following ways:

1. The student will meet with the Concentration Advisor for on-going supervision during each session where the core courses are offered, and by e-mail communication as necessary.
2. Through short lectures regarding specific guidelines for completing the Baseline and Benchmarking Studies or Internship.

IV. Course Requirements:

The Field Practicum is graded by the Concentration Advisor and includes the following:

- **Scope of Work for the Concentration:** This will be the rationale for the area of Concentration selected by the student and provides a plan for the Field Practicum. See Scope of Work format in Section VIII of this syllabus.
- **The student will complete one of the following:**
 1. Baseline/Benchmark Studies, Reports, and Presentation.
 2. Internship Experience, Reports, and Presentation. The Internship will be arranged in consultation with the Program Director and Concentration Advisor.
- **Oral Concentration Presentation:** The student is required to share in a 15-20 minute oral presentation the results of the Field Practicum activities. This will be graded by a panel of development professionals and include peer review and feedback. The presentation is to be given at the time and location of an intensive session. If the student has already completed all of his/her core courses, s/he will be required to return to an intensive session to complete this requirement.

V. Grading Standards:

This course will be graded either Satisfactory (S) or Unsatisfactory (U). A Satisfactory grade will be assigned if a score of at least 80 points (out of 100) has been achieved according to the following criteria:

Assignment	Points
Scope of Work	10
Field Practicum Activities and Reports	60
Oral Presentation	30
TOTAL	100

VI. Assignment Submission:

- Submit written assignments via email to the Concentration Advisor's email address.
- The Concentration Advisor will confirm receipt of messages from the student in 4-5 days.
- Include a hard copy of the following in the Program Portfolio:
 - Scope of Work
 - Baseline/Benchmarking Reports or Internship Report
 - Concentration Presentation PowerPoint

VII. Detailed Course Objectives:

Upon completion of the Field Practicum, the MSA: International Development student is expected to be able to:

1. Apply theoretical concepts related to both core courses and his/her area of Concentration by:
 - i. Understanding community, community development and community assessment as experienced in practice; and
 - ii. Exploring the main theoretical concepts and practice of project cycle management within the area of Concentration.
2. Explore and critically analyze the macro environment the student will work within:
 - i. Identify main stakeholders;
 - ii. Identify existing resources; and
 - iii. Prepare an organization profile, and analyze main issues related to organizational development and leadership.
3. Be able to incorporate practical expertise into a project to analyze best practices and defend it with the Concentration Advisor. This is achieved through one of the following:
 - i. Complete Baseline and Benchmarking Studies
 - ii. Internship experience
4. Present the findings about best practices from these studies in a Concentration Presentation.

VIII. Scope of Work:

Before commencing the Concentration activities, each student must prepare a Scope of Work which should include:

1. Specify the selected area of Concentration and the emphasis or topic which is proposed. Give a brief description and rationale for choosing this area of Concentration. Explain what involvement the student has already had in this area of Concentration.
2. State the organizations and/or companies which are proposed for the Baseline and Benchmark Studies or Internship.
3. Outline the issue/s the student proposes to explore through the Field Practicum Experience.
4. State the timeline planned for these studies.

IX. Baseline and Benchmark Reports:

The purpose of the baseline and benchmarking studies is to observe and evaluate project management practices in the area of concentration. Two studies are to be done in separate agencies or projects: a Baseline Study and a Benchmarking Study. The student must obtain permission from the agency head or project supervisor to work with agency files, papers and reports, and talk with staff about how the organization achieves its objectives through its project management practices. Copies of the permission letters should appear in appendices in the report. Students should not undertake to survey or obtain data from recipients of the organization's services.

Each study must be written into a separate report which should contain a minimum of 1,500 words and a maximum of 3,500 words in the main body of the report. The MSA-IDP style and format requirements are expected for each of these reports. See the Content details below.

Content for Baseline and Benchmarking Reports:

Two reports are required: one for the baseline study and one for the benchmarking study. Both reports will require the following content. The example below is for a baseline study.

Cover Page, according to IDP style and formatting guidelines:

Table of Contents, to reflect the following sections of the report:

Introduction (150-300 words)

Should cover the rationale for starting the Baseline Study in relation to your area of Concentration.

Historical Analysis (500-1,000 words)

Provide a brief history of the organization or project to be studied, including the key players (organization/project staff, government and community leaders, donors, etc) and resources.

Methodology (500-900 words)

Describe how the study was conducted; the persons interviewed (administrative and project staff, stake holders, etc); the baseline assessment tool used (interviews, questionnaire, etc). A time management log used in carrying out the baseline study should include the following: 1) Preparation Time, 2) Interview Time, 3) Analysis of Results, 4) Writing the Study.

Results (500-800 words)

Write about the results and findings of the study, when appropriate include tables or graphs to further explain the results and findings.

Conclusion (350-500 words)

Summary remarks about the study.

References

Includes references cited in the report/s.

Appendix

a. Assessment Tool

Copy of the questionnaire used and/or questions asked during the study.

b. Benchmark Correspondence

Copy of the letter to the organization requesting involvement, and a letter of approval from the organization or project granting permission to conduct a study of their processes

X. Internship Report:

The internship report will include the following two sections:

Agency Profile (1,500-3,000 words)

The Agency Profile is a summary of the agency/organization in which the student will complete his/her 300 hours internship. The Agency profile should include, but is not limited to the following sections:

1. Agency/organization name and contact information;
2. Resume of the internship supervisor;
3. Facts about the country/region where the agency is situated. For example; population, literacy rate, land area, gross national product, economic statistics and “poverty processes” at work. Development terminology should be used where appropriate;
4. History of the agency/organization and the purpose it exists;
5. Mission statement of the agency/organization;
6. Organizational chart of the agency/organization;
7. Major projects being carried out by the agency/organization;
8. Strengths and impact projects are having on the current situation of the community and country. Share a success story of the agency/organization;
9. Describe the future direction of the organization (strategic plan) and what some of the challenges that the organization expects to face. This paragraph should describe at least one future opportunity and threat;
10. Describe topics in an area which needs further research in order to better equip the agency/organization to address the needs of the community, county/region;
11. Recommendations for the agency/organization in relation to “project management cycle” issues;
12. Photos capturing the agency/organization in action, press releases, funding graphs and other points of interest.

Internship Experience (1,500-3,000 words)

1. Introduce internship organization/agency (see details above)
2. Name and role of internship supervisor;
3. Introduce background and activities of the program/project student worked with;
4. Introduce players and role of staff involved in the internship program/project;
5. Outline student’s role and work involved with the internship experience;
6. Outline lessons learned;
7. Outline recommendations;
8. How does the internship strengthen the understanding of the student’s concentration?

XI. Concentration Presentation:

An oral presentation to the faculty and classmates is required *after the reports have been submitted and approved*. This ordinarily will be scheduled during the third intensive session of core classes. The presentation will be evaluated by a panel of faculty, giving consideration to feedback provided by peers – see Peer Evaluation at the end of this syllabus.

A presentation (using PowerPoint) is required. The student will be held to a 20 minute time slot for the presentation. Therefore, the presentation should be carefully planned and rehearsed to fit within this framework. A 5 minute question and answer period will follow the presentation. The presentation should contain:

1. For Baseline/Benchmarking Studies

- i. Introduction of Student Name and area of Concentration
- ii. Information on Baseline Study
 - i. Brief description of the organization studied
 - ii. The objectives or questions studied with the organization
 - iii. Methods used: interviews, materials reviewed
 - iv. Findings – data obtained
 - v. Interpretation of the meaning of data, conclusions and recommendations for this organization.
- iii. Information on Benchmarking Study
 - i. Brief description of the organization studied
 - ii. The objectives or questions studied with the organization
 - iii. Methods used: interviews, materials reviewed
 - iv. Findings – data obtained
 - v. Interpretation of the meaning of data conclusions and recommendations for this organization.
- iv. Best Practices Identified
- v. Recommendations for Identified Weaknesses, Strengths, and Best Practices

2. For Internship Experience

- i. Introduce internship organization/agency (see details above)
- ii. Name and role of internship supervisor;
- iii. Introduce background and activities of the program/project student worked with;
- iv. Introduce players and role of staff involved in the internship program/project;
- v. Outline student's role and work involved with the internship experience;
- vi. Outline lessons learned;
- vii. Outline recommendations;
- viii. How does the internship strengthen the understanding of the student's concentration?

Some suggestions for a quality presentation of information include:

1. The presentation is to cover the highlights of what you learned. It should not attempt to contain all the information in your written reports. Be sure that the Best Practices discovered through the process and your Recommendations are clearly presented at the end.
2. Expect no more time per slide than 1 minute. Thus, for a 20 minute presentation, the total number of slides should not exceed 20.

3. Limit the amount of writing placed on each slide. The writing should easily be readable from the back of the presentation room. A font size in PowerPoint of 32 point is recommended for major points. Don't use fonts below 24 point.
4. In making your presentation, assume the audience can read what is on the slide. Explain the slide – don't read it to the audience!
5. Ask a peer or your Concentration Advisor to review your slide presentation several days in advance, so revisions to improve clarity are possible.

CONCENTRATION PRESENTATION PEER EVALUATION

Student's Name: _____

Topic and area of Concentration: _____

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
1. The student is appropriately <u>attired</u>	4	3	2	1
2. The presentation was truly <u>interesting</u> – held my attention	4	3	2	1
3. Presented brief <u>background information</u> about the organization/s that highlighted their objectives	4	3	2	1
4. The <u>methodology</u> was clearly identified and used appropriately	4	3	2	1
5. Findings were sufficiently detailed so that <u>central issues</u> were clearly <u>demonstrated</u>	4	3	2	1
6. The <u>conclusions</u> and <u>recommendations</u> were appropriate to the area of Concentration	4	3	2	1
7. The information presented seems <u>relevant</u> and a worthy addition to the current body of knowledge in the area of this Concentration	4	3	2	1
8. The presenter was <u>professional</u> and <u>creative</u> in preparing for the presentation (i.e. handouts, charts and graphs, PowerPoint presentation or other media, etc.)	4	3	2	1
9. Responses to <u>questions</u> raised by the group were clear, concise, and respectful	4	3	2	1
10. The presentation was held to within the established <u>time</u> parameters.	4	3	2	1

Additional Comments:

Course Syllabus

IDSC640 – Professional Training in: Area of Concentration

3 Credits

I. Course Description:

Students are required to participate in a minimum of 45 contact hours of Professional Training related to his/her area of Concentration. In addition, the student will prepare a synthesis paper on best practices in their area of concentration and then will design and implement a Colloquium to present best practices in his/her area of Concentration.

II. Course Objectives:

1. The student will select and participate in 45 hours of Professional Training related to his/her area of Concentration.
2. The student will use the Professional Training sessions to establish networks with experts in the selected area of Concentration.
3. As a result of participating in professional training, the student will be able to identify the project cycle management elements including national policy, priority analysis, community assessment, programming, formulation, implementation, monitoring, and evaluation in relation to his/her area of Concentration.
4. During attendance at Professional Training venues, the student should establish networks with experts and professionals interested in the selected area of Concentration. These contacts may be valuable in assisting the student to further understand the area of Concentration. Also, the training event(s) is a valuable networking time to identify possible research questions and locate a potential Concentration Research Mentor.
5. The student will submit a paper on each training activity attended summarizing his/her learning experience, culminating in a paper that synthesises the current trends in the chosen area of Concentration.
6. The student will plan and deliver a Colloquium to stakeholders, presenting best practices in his/her area of Concentration.

III. Methods of Instruction:

The 45 hours of Professional Training is taken in addition to the MSA intensive sessions and must include one or more of the following:

1. Workshops offered by the student's employing organization or another organization
2. Training sessions at professional meetings
3. Coursework taken at a local educational institution
4. Web-based courses or seminars

IV. Course Requirements:

1. The Professional Training requirement may be commenced at any time in the cycle of the program and should be completed by the end of the third year. However, these requirements cannot be commenced until the Concentration "Scope of Work" (see the Field Practicum Syllabus for more information) has been approved.
2. Each Professional Training activity must have prior written approval from the Concentration Advisor. For approval students will need to submit the following:
 - Name of the Professional Training activity
 - Organization offering the Professional Training
 - Number of Professional Training hours
 - Speaker
 - Topics to be covered in the Professional Training
3. A report is required after each Professional Training activity It should be limited to 250-500 words and include the following:
 - i. Title of activity
 - ii. Major presenter(s) and sponsor
 - iii. Number of hours participation in the activity
 - iv. Major points you gained for your understanding of the area of Concentration
 - v. Reaction and reflection
4. Following the completion of 45 hours of Professional Training, the student will submit a Synthesis Paper of 2000-2500 words. This paper must follow IDP formatting and style guidelines and contain the following:
 - i. Cover Page
 - ii. Training(s) attended, including the title, major or noteworthy speakers, and sponsoring agency or institution
 - iii. Best practices presented in the trainings
 - iv. Discussion of what was learned in the training event(s) integrated with best practices related to the area of Concentration
5. Prepare and deliver a colloquium to disseminate the knowledge and expertise on best practices the student has accumulated during the Professional Training requirements. This colloquium should be presented to interested stakeholders in the student's country:
 - i. Prepare a teaching curriculum of 2-3 hours related to the area of Concentration;
 - ii. Organize a Colloquium using marketing abilities to attract an audience;
 - iii. Deliver the Colloquium, including evaluation sheets for the audience to provide feedback on the colloquium;

- iv. Complete a self-evaluation sheet, using the evaluation feedback from the audience as well as your own sense of the strengths and needed improvements in the Colloquium;
- v. Send a report of the Colloquium experience to your Academic Advisor which includes the following:
 - a. Title of the Colloquium
 - b. Location and Date
 - c. Outline of curriculum presented
 - d. Attendance (who was the audience; how many attended?)
 - e. Summary of the audience evaluation.
 - f. Your self-evaluation.

V. Grading Standards:

The requirements for IDSC640 will be graded either Satisfactory (S) or Unsatisfactory (U). A Satisfactory grade will be assigned if a score of at least 80 points (out of 100) has been achieved according to the following criteria:

Assignment	Points
Professional Training Activities	30
Synthesis Paper	30
Colloquium	40
TOTAL	100

VI. Assignment Submission:

- Submit correspondence via email to the Concentration Advisor.
- The student's Concentration Advisor will confirm receipt of correspondence within 4-5 days.
- Include a hard copy of the following in the Program Portfolio:
 - Professional Training Activity reports
 - Synthesis Paper
 - Colloquium curriculum and report

NOTE: The Professional Training activities will be completed before taking the Comprehensive Examination.

Course Syllabus

IDSC690 – Independent Study: Area of Concentration “Specialization Essay”

1 Credit

I. Course Description:

Students are required to broaden their knowledge in their area of Concentration through independent study of books, scholarly journal articles, professional association publications and newsletters, local government publications, publications of multi-government organizations such as the United Nations or the World Bank, publications by various international non-government organizations, or internet resources. The outcome of this research should be a “Specialization Essay.”

II. Course Objectives:

1. The student will be able to synthesize and share, by means of a Specialization Essay, the contributions of pioneering researchers/practitioners, leading experts, and institutes that have advanced the selected area of Concentration.
2. The student will develop a bibliography of resources pertaining to his/her area of Concentration.

III. Methods of Instruction:

No formal class instruction is involved in this course. However, a general orientation to the requirements for this course will be provided by the Concentration Advisor. The Concentration Advisor should be consulted regarding specific directions for planning and preparation of the Specialization Essay and accompanying bibliography.

IV. Course Requirements:

1. A Specialization Essay, consisting of a minimum of 2500 words in the main body of the paper. The paper is equivalent to a literature review, which may be useful in completing the Research Project or Master’s Thesis. It must be completed using the IDP formatting and style guidelines. This is a formal academic paper and should include the following parts:
 - i. Title page
 - ii. Table of contents
 - iv. Main body (see categories to include below)
 - v. References. Each cited source must have a matching item in the reference list.

2. The essay should begin with a brief explanation of the student's selected area of Concentration and should be divided into categories such as the following:
 - a) pioneer workers in this field;
 - b) leading institutes and other places of influence;
 - c) professional networks;
 - d) dominant ideas and concepts;
 - e) pertinent policy issues;
 - f) pertinent ethical or philosophical issues;
 - g) problems and possibilities;
 - h) best practices; and
 - i) project cycle management implications.

V. Grading Standards:

A Satisfactory grade will be assigned if the Specialization Essay has a score of at least 80 points (out of 100) based on the following Criteria:

Specialization Essay	Points
Explanation of the student's selected area of Concentration	5
Identification of important leaders in this area (pioneer workers, leading institutes, professional networks)	15
Dominant ideas and concepts and pertinent policy and ethical or philosophical issues	20
Problems and possibilities	10
Best Practices and project cycle management implications	20
Clarity of writing, including IDP Style and Formatting Rules	20
Appropriate in-text citations for all data and concepts obtained from other sources than the student author	10
TOTAL	100

VI. Assignment Submission:

- Submit written assignments via email to the Concentration Advisor.
- The Concentration Advisor will confirm receipt of messages from the student in 7-10 days.
- Include a hard copy of the Specialization Essay in the Program Portfolio.

Course Syllabus

IDSC697 – Research Project

3 Credits

I. Course Description:

A demonstration of the student's mastery of the research process. The student is expected to choose a research topic related to his/her area of Concentration.

II. Course Objective:

The student will demonstrate mastery of his/her chosen Concentration by conducting a Research Project and reporting the findings in a publishable form.

III. Methods of Instruction:

No formal class instruction is involved in this course. The student will identify a Concentration Research Mentor and submit his/her CV to the Concentration Advisor for approval. The student will work closely with the Concentration Research Mentor through the completion of the Research Project.

IV. Course Requirements:

The main body of the Research Project requires a minimum of 7,500 words (approximately 25-30 pages). The project must include elements of data collection and analysis. At the end of the course, the student should have written a defensible Research Project in which:

1. the background of the problem is clearly and succinctly stated,
2. the purpose, rationale, and scope for the study are well articulated,
3. the literature review is comprehensive,
4. the research question(s) is clearly identified,
5. the research methodology is clearly described,
6. the ethical considerations explored,
7. the strategies for collecting and analyzing data are clearly explained,
8. the findings are clearly presented, interpreted, and explained, and
9. the discussion and recommendations are logically related.

V. Procedure for Completing the Research Project:

1. **Decide on a topic and prepare a research concept paper.** Once a student has chosen a field of specialization, or Concentration, a research concept paper should be developed. The formal research proposal should not be written until the research concept paper is approved. Following is a format that could be followed for this paper.

The research concept paper should be one-two pages in length, single-spaced, and contain the following information:

- Title
- Background and Importance of the Study
- Proposed sources to be used
- Methodology to be utilized
- Data collection strategies
- Time line for conducting and completing this study

Once the research concept paper is approved by the Concentration Advisor, the student needs to identify a Concentration Research Mentor in consultation with the Concentration Advisor. The writing of a formal research proposal can also commence at this stage.

2. **Develop a proposal.** Research is never an individual experience. It begins by researchers communicating their thoughts, plans and objectives for others to read and discuss. The research proposal is the document that begins this research dialogue. A research proposal should not be cluttered with extra and irrelevant material. Whatever does not contribute directly to the delineation of the problem and its solution must be eliminated. Keep in mind the meaning of the word *proposal*. The word suggests looking forward to what is planned in the future by the researcher. Proposals follow a simple, logical form of presentation outlined by headings. The following is a format that could be used, however there are other ways to arrange a proposal. This should be a 5-10 page proposal to submit to the Concentration Advisor for clearance and approval. This proposal will be used to begin dialogue to engage the Concentration Research Mentor and for the IRB application process. The proposal should be written under the following headings.

Introduction

- Purpose, rationale, and scope of the study
- Guiding question
- Definition of terms
- Limitations of the study
- The importance of the study

Review of related literature

Methodology

- Type of design
- Selection and description of the site and the participants
- Ethical considerations
- Data collection strategies
- Data analysis strategies
- Methods of achieving validity

Management plan, timeline, feasibility

Preliminary Bibliography

Appendices

- 3. Obtain approval.** If the research activities include people (human subjects) approval is necessary from the Institutional Review Board (IRB) of Andrews University. Research data cannot be collected without this approval.

There are three main categories of IRB review:

- Exempt from Full Review: no risk/minimal research. Usually can obtain approval within a week.
- Expedited IRB Review. The proposals are reviewed monthly.
- Full/Monitored Review. Studies with some risk to subjects or done on special populations such as children below 18 or persons with mental or physical disabilities. The committee meets monthly and approval takes 4-6 weeks.

To apply for IRB review, the following elements of the application are expected. Examples are found at the end of the Concentration Syllabi document.

- Application Form.
- Research Protocol.
- Written Informed Consent Form or acceptable alternate/simplified consent.
- Letter/s of permission from authorities.
- Letter/s of permission from authorities/institution
- Data Collection Instrument/s.

Send the entire package of information for IRB review to the Concentration Advisor and the IDP Office (idp@andrews.edu) which will facilitate your application.

- 4. Conduct research.** Once approval has been obtained from the student's Concentration Advisor, Concentration Research Mentor and IRB, the student may proceed to conduct the research. Regular contact with the Concentration Research Mentor during this phase of the study is highly recommended.
- 5. Write Research Project Report.** When the data have been obtained and analyzed, the Research Project report must be written. It is imperative that regular contact with the Concentration Research Mentor is maintained while writing the Research Project report. This is a formal academic paper which must meet IDP formatting and style guidelines (http://www.andrews.edu/grad/idp/_en/resources.htm) and have a minimum of 7,500 words in the main body of the paper. The report headings will include the following:

Introduction

- Purpose, rationale, and scope of the study
- Guiding question
- Definition of terms
- Limitations of the study
- The importance of the study

Review of related literature

Methodology

- Type of design
- Selection and description of the site and the participants
- Ethical considerations
- Data collection strategies

- Data analysis strategies
- Methods of achieving validity

Findings

- Description of findings as related to the guiding question(s) of the project
- Data presentations in tables and figures of what was discovered in the project
- Discussion of the findings, noting how they may be similar or different from earlier studies reviewed in the literature

Summary

References

Appendices

- Survey questions and tools
- Letters of permission
- If appropriate due to length, detailed tables of data obtained

6. Write One Page Abstract and Identify 5-7 Key Words. This will be submitted with the final research project.

7. Have Research Project approved. Once the Research Project is completed, and the Concentration Research Mentor has approved it, the Concentration Research Mentor will submit a copy of the final paper to the Concentration Advisor for final approval.

VI. Grading Standards

The project will be graded as either Satisfactory (S) or Unsatisfactory (U). A satisfactory grade will be assigned if the project has a score of at least 80 points (out of 100) based on the following criteria:

Criteria	Points
Statement of the purpose/research questions	5
Articulation of rationale	5
Identification of variables of interest	5
Literature review	15
Description of the research methodology	15
Description of data analysis	5
Presentation and interpretation of results	25
Conclusions and recommendations	10
Overall Quality (conformity to writing style, grammar, neatness, etc)	15
TOTAL	100

VII. Assignment Submission:

- The due date for the Research Project depends on the student's planned date of graduation. There are three opportunities for graduation each year and the due dates will coincide with these as follows:
 - May GraduationDue Date is March 1
 - August GraduationDue Date is June 1
 - December GraduationDue Date is November 1
- Submit the research project via email to the Concentration Research Mentor with a copy to the Concentration Advisor.
- The Concentration Research Mentor will confirm receipt of messages from the student in 4-5 days.
- Include a hard copy of the following in the Program Portfolio:
 - Concept Paper
 - Literature Review
 - Research Proposal
 - IRB Approval
 - Research Project
 - Research Publication

IX. Academic Honesty

Students are expected to display honesty in all academic matters. Please review the Academic Integrity section of the IDP Student Handbook for a complete description of what constitutes academic dishonesty along with the consequences for such academic behavior.

X. Resources

McMillan, James H. and Sally Schumacher. (2005). *Research in Education: Evidence-Based Inquiry*. New York: Pearson Allyn and Bacon.

Heiman, Gary W. (2001). *Understanding Research Methods and Statistics*. Second Edition. Boston, MA: Houghton Mifflin Company.

Merriam, Sharan B. and Associates. (2002). *Qualitative Research in Practice. Examples for Discussion and Analysis*. San Francisco, CA: Jossey-Bass.

Patten, Mildred L. (2004). *Understanding Research Methods. An Overview of the Essentials*. Fourth Edition. Glendale, CA: Pyrczak Publishing.

Paul, James L. (2005). *Introduction to the Philosophies of Research and Criticism in Education and the Social Sciences*. Upper Saddle River, NJ: Pearson Education, Inc.

Pyrczak, Fred. (2005). *Evaluating Research in Academic Journals. A Practical Guide to Realistic Evaluation*. Third Edition. Glendale, CA: Pyrczak Publishing.

Rudestam, Kjell E. and Rae R. Newton. (2001). *Surviving Your Dissertation*. Thousand Oaks, CA: SAGE Publications

Course Syllabus

IDSC699 – Master’s Thesis

4 Credits

I. Course Description:

A planned experience that demonstrates the student’s mastery of the research process. It is an in-depth empirical study of a topic, problem, or proposition in the student’s area of concentration.

A Thesis Committee must be appointed before this course can be registered for.

II. Course Objectives:

At the end of this course, the student should be able to demonstrate his/her mastery of the research process by successfully defending the thesis to the thesis committee and student peers.

III. Methods of Instruction:

No formal class instruction is involved in this course. In consultation with the Concentration Advisor and Concentration Research Mentor, the student will choose a three-member committee. One member of the committee shall act as the Chair of the committee. The student will work closely with this committee through the completion of this project.

IV. Course Requirements:

A thesis is a planned experience that demonstrates the student’s mastery of a topic and must reflect a high standard of scholarship. It is an in-depth empirical study of a topic, problem or proposition in the student’s area of concentration.

The International Development Program sets the minimum standards and expectations for a master’s thesis. The thesis will generally contain the following and will be a minimum of 15,000 words:

Chapter 1: Introduction. The main purpose of the introduction is to provide an overview of the research study and the key factors which were influential in its inception.

- Statement of the Problem
- Purpose, rationale, and scope of the study
- Research Question(s) and/or Hypothesis
- Significance of the Study

Chapter 2: Literature Review. The principal purpose is to establish the academic and research areas relevant to the subject of the research.

Chapter 3: Methodology

- Research Design
- Population and Sample
- Ethical Considerations
- Instrumentation
- Data collection
- Statistical Analysis

Chapter 4: Data Analysis. Consists of the data collected, the analysis and presentation of the results or findings.

Chapter 5: Discussion and Recommendations. Summarize the progress and key points which have been made in achieving the aims of the research.

V. Procedure for Completing the Master's Thesis:

- 1. Decide on a topic and prepare a research concept paper.** Once a student has chosen a field of specialization, or Concentration, a research concept paper should be developed. The Concentration Advisor will rely on this research concept paper to assign a Concentration Research Mentor in consultation with the student. No chapters for the formal research proposal should be written until the research concept paper is approved. Following is a format that could be followed for this paper.

The research concept paper should be one-two pages in length, single-spaced and contain the following information:

- Title
- Background and Importance of the Study
- Proposed sources to be used
- Methodology to be utilized
- Data collection strategies
- Time line for conducting and completing this study

Once the research concept paper is approved by the Concentration Advisor, the student needs to identify a Concentration Research Mentor. The writing of a formal research proposal can also commence at this stage.

- **Appoint a Committee.** When a student elects and is approved to write a thesis, a thesis committee is appointed to provide appropriate guidance. The thesis committee guides the student during the research process and writing of the thesis. Regular contact with the thesis committee, but particularly, with the Concentration Research Mentor, is highly advisable. A student's thesis committee typically consists of three members; the Concentration Advisor, Concentration Research Mentor, and Dean of the Program. All forms specifying the thesis committee must be filed with the Graduate Dean's Office and the Registrar's Office.
 - A. The student's Concentration Advisor is the Chair of the thesis committee.
 - B. On rare occasions, a student's committee may be changed. Such changes must be approved by the Graduate Dean's Office. All forms documenting these changes must be filed with the Registrar's Office and the School of Graduate Studies.

- **Develop a proposal.** Researchers begin their study by communicating their thoughts, plans and objectives for others to read and discuss. The research proposal is the document that begins research dialogue. A research proposal should not be cluttered with extra and irrelevant material. Whatever does not contribute directly to the delineation of the problem and its solution must be eliminated. Keep in mind the meaning of the word *proposal*. The word suggests looking forward to what is planned in the future by the researcher. Proposals follow a simple, logical form of presentation that is outlined by headings. The student should write a 7-10 page proposal and submit this to the Concentration Advisor for clearance and approval. This proposal will be used to begin dialogue to engage the Concentration Research Mentor and for the IRB application process. The following is a format that could be used to arrange a proposal.

Introduction

- Purpose, rationale, and scope of the study
- Guiding questions
- Definition of terms
- Limitations of the study
- The importance of the study

Review of related literature

Methodology

- i. Research design
- ii. Selection and description of the site and the participants
- iii. Ethical considerations
- iv. Data collection strategies
- v. Data analysis strategies
- vi. Methods of achieving validity

Management plan, timeline, feasibility

Preliminary Bibliography

Appendices

- **Obtain approval.** If the research activities include people (human subjects) approval is necessary from the Institutional Review Board (IRB) of Andrews University. Research data cannot be collected without this approval.

There are three main categories of IRB review:

- Exempt from Full Review: no risk/minimal research. Usually can obtain approval within a week.
- Expedited IRB Review. The proposals are reviewed monthly.
- Full/Monitored Review. Studies with some risk to subjects or done on special populations such as children below 18 or persons with mental or physical disabilities. The committee meets monthly and approval takes 4-6 weeks.

To apply for IRB review, the following elements of the application are expected. Examples are found at the end of the Concentration Syllabi document.

- Application which must be signed by the Concentration Advisor.
- Research Protocol.
- Written Informed Consent Form or acceptable alternate/simplified consent.
- Letter/s of permission from authorities.
- Letter/s of permission from authorities/institution
- Data Collection Instruments.

Send the entire package of information for IRB review to the Concentration Advisor and the IDP Office (idp@andrews.edu) which will facilitate your application.

- **Conduct research.** Once clearance has been obtained from the student's Concentration Advisor, Concentration Research Mentor and IRB, the student may proceed to conduct the research. Regular contact with the Concentration Research Mentor during this phase of the study is highly recommended.
- **Write the thesis.** The student should obtain the latest version of Andrews University Standards for Written Work (available on-line at (<http://www.andrews.edu/grad/resources/style.html>)). This provides useful writing tips and guidelines for formatting your thesis. Also found at this web site are documents that explain the difference between style and format, and provide "quick and easy" rules for formatting your thesis and using APA style correctly. It is the student's responsibility to make sure that the thesis is written in correct grammar and conforms to *Standards for Written Work* and APA guidelines. Again, it is imperative that regular contact with the committee is maintained.

The Thesis Secretary is Ms. Bonnie Proctor (269-471-3276 or proctorb@andrews.edu). She is responsible to give final approval to theses for its format and style. She is willing to look at the final version of the Thesis Proposal if you send it to her. She will look at the final draft of the Thesis at least 4 weeks prior to the date of the defense. Ms. Proctor copy-edits the thesis, and checks that the APA style rules have all been followed. The thesis copy that you provide to your committee members prior to defense should contain all corrections that the Thesis Secretary has indicated.

- **Defend the Thesis.** The defense will be conducted on the Andrews campus or at one of the IDP off-campus sites during the period when the Concentration Advisor is available. Before the thesis may be submitted for defense, the following must take place, in order:
 - A. By official action, the committee declares the thesis to be ready for oral defense.
 - B. *Standards for Written Work* is according to the Andrews thesis standard using APA formatting style rules.
 - C. A date for the formal defense is set by the thesis committee in consultation with the Concentration Advisor and IDP Director.

The completed thesis must be sent to the Concentration Advisor using the following schedule according to the student's intended graduation date.

May GraduationDue Date is January 1
August GraduationDue Date is April 1
December GraduationDue Date is September 1

The formal and successful oral defense of a thesis must be completed no later than four weeks before a candidate plans to graduate.

- A. If the defense of the thesis is successful, the thesis receives approval. A thesis is approved if there is not more than one negative vote. An abstention is recorded as a negative vote.
 - B. Upon the discretion of the thesis committee, the defense of the thesis may be graded as:
 - 1) Approval, no changes necessary.
 - 2) Approval with changes.
 - 3) Approval with major changes and opportunity for another defense.
 - 4) Fail. No opportunity for another defense.
 - C. The decision of a student's thesis committee is recorded and signed on the appropriate form and the Senior Director submits it to the Graduate Dean and a copy to the Registrar's Office.
- **Final Approval of the Thesis.** After any necessary corrections have been made, the thesis is taken to the thesis secretary for final approval. If approval is granted, the thesis process is now complete. Thesis completion and approval must be achieved no later than Friday, one week before graduation. The thesis may be handed in at any time during the year. Strict adherence to the deadlines noted herein is essential or graduation is postponed. The thesis secretary makes arrangements for duplication and notifies the Registrar's Office that the thesis is complete.
 - A. Three final copies of the thesis are to be photocopied on non-acid, 25% rag-content paper.
 - B. Each thesis copy must include the approval sheet signed by the committee members and a copy of the abstract.
 - 1) The abstract is to contain a short statement of the problem, a brief exposition of methods and procedures, and a condensed summary of the findings of the study.
 - 2) The abstract is to contain no more than 150 words.
 - 3) Ten key words are to be identified.
 - 4) The abstract must be written in English, with the title also being in English.

VI. Inclusion in Portfolio:

Include a hard copy of the following in the Program Portfolio:

- Concept Paper
- Literature Review
- Research Proposal
- IRB Approval
- Masters Thesis
- Research Publication

VII. Academic Honesty

Students are expected to display honesty in all academic matters. Please review the Academic Integrity section of the IDP Student Handbook for a complete description of what constitutes academic dishonesty along with the consequences for such academic behavior.

VIII. Resources

- McMillan, James H. and Sally Schumacher. (2005). *Research in Education: Evidence-Based Inquiry*. New York: Pearson Allyn and Bacon.
- Heiman, Gary W. (2001). *Understanding Research Methods and Statistics*. Second Edition. Boston, MA: Houghton Mifflin Company.
- Merriam, Sharan B. and Associates. (2002). *Qualitative Research in Practice. Examples for Discussion and Analysis*. San Francisco, CA: Jossey-Bass.
- Patten, Mildred L. (2004). *Understanding Research Methods. An Overview of the Essentials*. Fourth Edition. Glendale, CA: Pyrczak Publishing.
- Paul, James L. (2005). *Introduction to the Philosophies of Research and Criticism in Education and the Social Sciences*. Upper Saddle River, NJ: Pearson Education, Inc.
- Pyrczak, Fred. (2005). *Evaluating Research in Academic Journals. A Practical Guide to Realistic Evaluation*. Third Edition. Glendale, CA: Pyrczak Publishing.
- Rudestam, Kjell E. and Rae R. Newton. (2001). *Surviving Your Dissertation*. Thousand Oaks, CA: SAGE Publications.

Note: The Dissertation Secretary recommends the book *Writing Your Dissertation with MicroSoft Word* by Vincent Kiernan which is available from amazon.com.

Human Subjects Research

Criteria for Application for Research Involving Human Subjects

Necessary for current or future intention of:

- Publishing results
- Presentation of results
- Thesis

Categories of IRB Review (Institutional Review Board)

- Exempt from Full Review: no risk to subjects (e.g. observation etc.). May obtain approval within a week.
- Full/Monitored Review: studies with some risk to subjects (e.g. special populations such as children below 18 or mental disabilities). Approval committee monthly, takes 4-6 weeks.

Documents for IRB Application

1. Application form
(www.andrews.edu/services/research/institutional_review/irb-application-form.doc)
2. Protocol
3. Informed consent
4. Institutional consent (if necessary)
5. Data collection instrument(s)

Forms should be scanned and e-mailed to idp@andrews.edu and student's Concentration Advisor. The IDP office will collect all the necessary forms and submit to the IRB office for review and approval.

Policy for Field Practicum (baseline and benchmarking studies)

Purpose: evaluate project cycle management practices

IRB approval not required due to:

- Class assignment only, technical process (Advisor approved)
- Data not used in final research project
- Data not used for publication



**Office of Research and Creative Scholarship
Institutional Review Board**
(269) 471-6361 Fax: (269) 471-6246 E-mail: irb@andrews.edu
Andrews University, Berrien Springs, MI 49104-0355

APPLICATION FOR APPROVAL OF HUMAN SUBJECTS RESEARCH

Please complete this application as thoroughly as possible. Your application will be reviewed by a committee of Andrews University Scholars, and if approved will be for one year. Beyond the one year you will be required to submit a continuation request. It is the IRB's responsibility to assign the level of review: Exempt, Expedited or Full. It is your responsibility to accurately complete the form and supply the required documents. Should your application fall into the exempt status, you should expect a response from the IRB office within 2 weeks; a full review will require 4-6 weeks.

Please complete the following application:

1. Research Project	
a) Title:	
Will the research be conducted on the AU campus? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please indicate the location(s) of the study and attach an institutional consent letter that references the researcher's study.	
b) What is the source of funding (please check all that apply)	
<input type="checkbox"/> Unfunded	
<input type="checkbox"/> Internal Funding	Source:
<input type="checkbox"/> External Funding	Sponsor/Source:
Grant title:	Award # / Charging String:
<i>If you do not know the funding/grant information, please obtain it from your department</i>	
2. Principal Investigator (PI)	
First Name:	Last Name:
Telephone:	E-mail:
<input type="checkbox"/> I am a student. If so, please provide information about your faculty advisor below.	
First Name:	Last Name:
Telephone:	E-mail:
Department:	Program:

3. Co-investigators (Please list their names and contacts)			
First Name:	Last Name:	Telephone:	E-mail:
First Name:	Last Name:	Telephone:	E-mail:
First Name:	Last Name:	Telephone:	E-mail:
First Name:	Last Name:	Telephone:	E-mail:
4. Cooperating Institutions			
Is this research being done in cooperation with any institutions, individuals or organizations not affiliated with AU? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the names and contact information of authorized officials below.			
Name of Organization:		Address:	
<hr/>			
First Name:	Last Name:	Telephone:	E-mail:
<hr/>			
First Name:	Last Name:	Telephone:	E-mail:
<hr/>			
Have you received IRB approval from another institution for this study? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a copy of the IRB approval.			
<hr/>			
5. Participant Recruitment			
Describe how participant recruitment will be performed. Include how and by whom potential participants are introduced to the study (<i>check all boxes below that apply</i>)			
<input type="checkbox"/> AU directory <input type="checkbox"/> Postings, Flyers <input type="checkbox"/> Radio, TV			
<input type="checkbox"/> E-mail solicitation. Indicate how the email addresses are obtained:			
<input type="checkbox"/> Web-based solicitation. Specify sites:			
<input type="checkbox"/> Participant Pool. Specify what pool:			
<input type="checkbox"/> Other, please specify:			
<i>Please attach any recruiting materials you plan to use and the text of e-mail or web-based solicitations you will use.</i>			
<hr/>			
6. Participant Compensation and Costs			
Are participants to be compensated for the study? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what is the amount, type and source of funds?			
Amount:		Source:	Type:
Will participants who are students be offered class credit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA			
Are other inducements planned to recruit participants? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe.			
Are there any costs to participants? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.			
<hr/>			
7. Confidentiality and Data Security			
Will personal identifiers be collected? <input type="checkbox"/> Yes <input type="checkbox"/> No		Will identifiers be translated to a code? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will recordings be made (audio, video)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe.			
Who will have access to data (survey, questionnaires, recordings, interview records, etc.)? Please list.			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
8. Conflict of Interest			

Do you (or any individual who is associated with or responsible for the design, the conduct of or the reporting of this research) have an economic or financial interest in, or act as an officer or director for, any outside entity whose interests could reasonably appear to be affected by this research project: Yes No
If yes, please provide detailed information to permit the IRB to determine if such involvement should be disclosed to potential research subjects.

9. Results

To whom will you present results (check all that apply)

Class Conference Published Article Other If other, please specify:

10. Description of Research Subjects

If human subjects are involved, please check all that apply:

Minors (under 18 years) Prison inmates Mentally impaired Physically disabled
 Institutionalized residents Anyone unable to make informed decisions about participation
 Vulnerable or at-risk groups, e.g., poverty, pregnant women, substance abuse population

11. Risks

Are there any potential damage or adverse consequences to researcher, participants, or environment? These include physical, psychological, social, or spiritual risks whether as part of the protocol or a remote possibility. Please check all that apply (Type of risk):

Physical harm Psychological harm Social harm Spiritual harm

12. Content Sensitivity

Does your research address culturally or morally sensitive issues? Yes No If yes, please describe:

13. Please provide (type in or copy - paste or attach) the following documentation in the boxes below:

Protocol (maximum 1500 words):

Survey instrument or interview protocol:

Institutional approval letter (if off AU campus):	
Consent form (for interviews and focus groups):	
Participants recruitment documents:	

Principal Investigator's Assurance Statement for Using Human Subjects in Research

- I certify that the information provided in this IRB application is complete and accurate.

- I understand that as Principal Investigator, I have ultimate responsibility for the conduct of IRB approved studies, the ethical performance of protocols, the protection of the rights and welfare of human participants, and strict adherence to the study's protocol and any stipulation imposed by Andrews University Institutional Review Board.

- I will submit modifications and / or changes to the IRB as necessary prior to implementation.

- I agree to comply with all Andrews University's policies and procedures, as well as with all applicable federal, state, and local laws, regarding the protection of human participants in research.

Research Protocol

The protocol is a statement of the researcher's project design and a description of his/her responsibilities toward the human subjects involved in the research.

Maximum 1500 words or three pages single spaced.

Every researcher planning to conduct research involving human subjects is required to submit a protocol describing the research to the I.R.B.

The research protocol should contain the following elements:

1. Research Project title
2. Principal Investigator
Concentration Advisor
Concentration Research Mentor (if selected)
3. A brief description or summary of the background, aims and purpose of the research
4. Details of the research plan or methodology including time frame for the research
5. Who are the subjects, participants or informants? Description of how participants will be recruited, and how they will be involved, including the criteria used for determining the inclusion/exclusion of subjects
Note: details of approximate number, age range, male/female
6. Detailed explanation of how the subjects will give informed consent.
7. Description of risks and discomforts, if any to the subjects.
8. Details for establishing confidentiality and protecting privacy of participants or informants.

Sample informed consent letter

Name of the Study

The impact of graduate education on the professional development and practice of humanitarian aid practitioners.

Purpose of the Study

The purpose of this study is to explore links between graduate education and knowledge, attitude and practice/skills of humanitarian aid practitioners.

Inclusion Criteria

In order to participate, I recognize I must be an adult over the ages of 18 and of sound mind, and must either currently or at some point in the past, been a student of a graduate program in community and international development.

Benefits/Results

I understand I may not receive any direct benefits from participating in this study and accept I will receive no remuneration for my participation. However, I understand the results may assist the researcher by:

1. providing institutions of higher learning with further data to design curricula that aims at disseminating skills and knowledge for best practice in development programs;
2. providing the humanitarian aid community with data to support the need for capacity building initiatives to increase professionalism in the humanitarian sector.

Risks and Confidentiality

I have been informed there is minimal risk to my involvement in this study and this will be minimized by:

1. The confidential handling of any interview or survey information;
2. I am aware my opinions may be utilized for research purposes but that I will not be identified by name in the final written document.

Voluntary Participation

I understand my participation in this study is voluntary and I may discontinue my participation in this study at any time without penalty or prejudice.

Procedures for Involvement

Participation for involvement will involve an interview conducted at the time of entry into a graduate program, followed by a questionnaire administered at the conclusion of my study program.

Contact Information: In the event I have any questions or concerns with regard to my participation in this research project, I understand I may contact the Investigator, XXXXXX at XXXXX@gmail.com, or her research mentor, Dr. XXXX at XXXXXX@andrews.edu.

I agree to participate in this study which I understand will be submitted in partial fulfillment of the Master of Science in Administration degree of Andrews University.

Participant's Name:

Participant's Signature:

Investigator's Signature:

Date:

Characteristics of Letters of Institutional Consent

A letter of institutional consent is a formal letter and should:

1. be written on an Institution's/Company's letterhead;
2. mention the researcher/investigator by name;
3. mention the title of the study for which institutional consent is being given;
4. be dated;
5. include the name and the title/office of the individual within the institution providing the consent;
6. be signed.
7. be addressed to:

Institutional Review Board
Andrews University
Berrien Springs, MI 49104-0355

Then scan and send by e-mail attachment to idp@andrews.edu.

Example of institutional consent letter. Should be on letterhead.

19 May 2004

Institutional Review Board
Andrews University
Berrien Springs, MI 49104-0355

Blue Chips Development College gives Mr. Smiley Turn permission to conduct research with students of our institution for a study entitled "*the impact of graduate education on the professional and personal development of women students between the ages of 18 and 30*".

The approved research activity will involve a focus group with women students in graduate programs and will provide the basis of commencing a recruitment initiative aimed at men joining graduate education programs.

Please feel free to contact me if you have any comments or questions on BCLO@hotmail.com.

Sincerely,

signature

Mr. XXXXXXXXXXXX
Academic Principal