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**Research Proposal Assignment #3: Methodology, Part II  
Procedure + Data Collection Instrument**

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**Instructions for Completion and Submission**

**Please note that the submission process is two-fold. All assignments must: (1) be e-mailed to the instructor as an attachment (see details below), and (2) be submitted to [www.turnitin.com](http://www.turnitin.com). If both steps are not completed by the due date/time specified on your course schedule, your assignment will be considered late. Additionally, assignments which are not submitted to [www.turnitin.com](http://www.turnitin.com) will not be graded.**

1. Begin your assignment with a statement of your hypothesis (or hypotheses).
2. The information provided in this assignment should be designed to test the hypothesis or hypotheses developed in Assignment #1. Please use the provided headings, and be sure to address all sections of this assignment. Points will be deducted for missing sections.
3. See Example Assignment #3 for the proper format.
4. This assignment must be completed in MS Word (\*.doc or \*.docx), MS Works (\*.wps), or as a basic rich text (\*.rtf). Absolutely no other file formats will be accepted.
5. E-mail your completed assignment to [dkamedasjsu@aol.com](mailto:dkamedasjsu@aol.com) as an attachment (do not copy and paste it into the e-mail). Be sure to retain the e-mail you send your assignment with just in case. You will receive a confirmation “thank you” e-mail in response to your submission as soon as possible.
6. Submit your assignment to [www.turnitin.com](http://www.turnitin.com) by the date/time it is due.
7. Include your name and the name of the assignment in the file name (i.e., the file name you choose for the document). For example: YourName\_Assignment3
8. See your respective course schedule for the due date and time.
9. Due dates and times are firm. Late assignments will not be eligible for credit (i.e., points) without a legitimate and substantiated excuse. **Please note: All assignments must be completed in a timely manner to pass the course, regardless of whether or not you receive points for them.**

***Please* see the instructor or e-mail ([dkamedasjsu@aol.com](mailto:dkamedasjsu@aol.com)) in a timely manner if you are having trouble with this assignment. Always remember, there is no penalty for having questions. 😊**

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**Basic Format for Assignment #3 (Methodology, Part III)**

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Hypothesis: State your hypothesis

- V. Procedure:** Describe the specific steps you would need to follow in order to conduct your study – for this section, address Part A (Data Collection Process) and Part B (Data Documentation). The Procedure section will include details about the following: (1) expanded detail about how you would you actually gather the data you need, whether from human subjects, document analysis, or observation; (2) who will collect the data and how will they be trained?; (3) if you are administering a survey or questionnaire, how will you go about doing this?; and (4) the method of documenting data for each of your variables from Assignment #1. You may use more than one method of gathering data if you wish; however, you are only required to choose (1) method.
- A. Data Collection Process: Following the recruitment of subjects and/or gaining access to needed data, how would you actually collect the data you need?
1. If you plan to use human subjects, describe the process of collecting data from them.
    - a. Will your subjects be gathered in one place?
    - b. How many points of data collection will there be?
    - c. Over what period of time will data collection occur?
    - d. What method will be used to collect the data?
      - 1) Survey?
      - 2) Questionnaire?
      - 3) Interview?
    - e. Who will take care of collecting the data from the subjects? If you propose a research team, who will it consist of? How will they be trained?
    - f. After the data is collected what will be done with it?
  2. If you plan to utilize document analysis, describe the process of collecting the data.
    - a. From where will you gather the documents to be analyzed?
    - b. How many points of data collection will there be?
    - c. Over what period of time will data collection occur?
    - d. How will the document analysis be carried out?
    - e. Who will take care of collecting the data? If you propose a research team, who will it consist of? How will they be trained?
    - f. After the data is collected, what will be done with it?

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3. If you plan to utilize observation, whether in person or field observation, describe the process of collecting the data.
  - a. Who or what will be observed?
  - b. How many points of data collection will there be?
  - c. Over what period of time will data collection occur?
  - d. How will the observation be carried out?
  - e. Who will take care of performing the observation? If you propose a research team, who will it consist of? How will they be trained?
  - f. After the data is collected, what will be done with it?
  
- B. Data Documentation: Provide specific details about how your data will be documented.
  1. Survey (written, telephone, or in-person interviews)
    - a. Describe the survey or interview items that will directly address each of your proposed variables.
    - b. What will the possible responses be for each survey or interview item?
    - c. What is the level of measurement for each survey or interview item? Stating whether the item will yield a continuous or categorical response will suffice. If the response is open-ended, describe what information will be derived from the response.
  
  2. Document analysis (private documents, official statistics, or public documents)
    - a. Describe what specific information (data) will be sought.
    - b. Describe specific details about how the data will be documented.
    - c. What is the level of measurement for each item? Stating whether the item will yield a continuous or categorical response will suffice.
  
  3. Observation (non-obtrusive, participatory, or use of confederates)
    - a. Describe what specifically will be observed (e.g., behavior, response to stimuli, personal interaction, and the like).
    - b. Describe specific details about how the observations will be documented?
    - c. What is the level of measurement for each observation? Stating whether the item will yield a continuous or categorical response will suffice.

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- VI. Data Collection Instrument(s):** Starting on a fresh page, construct a data collection instrument to measure and document data for your variables from Assignment #1.
- A. If a variable is categorical (independent, background, or dependent), all possible response choices should be pre-coded by assigning numbers to them starting with one. This should be done for each categorical variable for the purpose of expediting data entry.

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**For example:**

Gender:       Male (1)       Female (2)  
Ethnicity:     Caucasian (1)       African American (2)       Hispanic (3)

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- B. All items on a data collection instrument should be numbered.
- C. Be sure that your data collection instrument, whether a survey, a coding form, or a list of interview questions, must encompass all of your proposed variables from Assignment #1. A data collection instrument that is missing an item to measure a particular variable will be considered incomplete.
- D. Instructions on how to complete the form, as needed, should be provided.
- E. Attention to detail and neatness count, and your data collection instrument should be in “**ready-to-go**” form, meaning that it could conceivably be used immediately.
- F. Review the sample data collection instruments posted on the web site.

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