



University of South Alabama Instructional Design and Development
Master's Research & Development Project Procedures

Research and Development Proposal

Proposals are due the semester prior to beginning the research and development project. The Instructional Design and Development Research and Development Project (R&D) serves as a vehicle for the synthesis of the major concepts of your courses and the projects you have completed for creating and conducting your R&D project.

A draft of your proposal must be submitted to your master's advisor for review and approved by your advisor and the R&D Documentation Notebook is approved by the IDD R&D Coordinator.

You must follow APA standards. This includes headings, references, and tables. A proposal must include:
Table of contents
Running head
Page number top right
Margins 1" all around
Double spaced
Length – not to exceed 10 pages excluding

12. Summative evaluation (proposed)
13. Dissemination
14. Timeline or Gantt chart
15. References
16. Appendices if applicable

Documentation Notebook (May also be submitted to a SAKAI project site, please see Internship/R&D Coordinator for details)

After the R&D Projects completed, you must submit a notebook with documentation of work completed during the project to the IDD R&D Coordinator. Use a standard white 3-ring notebook binder with clear overlays. Do not put the inside pages in plastic sleeves. In the binder include:

1. Master Copy of the notebook

University of South Alabama Instructional Design and Development
Master's Research & Development Project Documentation Cover Sheet

Date _____

Student Name _____ Phone _____ email _____

Project Title _____

Project Description (150 words maximum)

Master's Advisor Date _____ __ approved __ approved with revisions* ____ rejected

IDD R & D Coordinator Date _____ __ approved __ approved with revisions* ____ rejected

*Revisions