



**Research Project I & II**  
Social Work 6013 & 6014 (Full-Time Students Only)  
2020-2021

**RESEARCH PROJECT MANUAL & COURSE DESCRIPTION**

Faculty/Research Supervisors:

- Dr. Armando Barragán (909-537-3501)  
(MSW Research Coordinator)
- Dr. Janet Chang (909-537-5184)
- Dr. Tom Davis (909-537-3839)
- Dr. Rigaud Joseph (909-537-5507)
- Dr. Deirdre Lanesskog (909-537-7222)
- Dr. Carolyn McAllister (909-537-5559)
- Dr. Herb Shon (909-537-5532)
- Dr. Laurie Smith (909-537-3837)

## I. SCHOOL OF SOCIAL WORK MISSION

CSUSB's School of Social Work offers accessible, dynamic, and rigorous academic programs that prepare students with the professional values, knowledge and practice skills to effectively enhance the well-being of the diverse populations and communities of our region, state and world.

## II. COURSE CATALOG DESCRIPTION

A culminating graduate experience in which a practice issue, ideally specific to the students' field setting and specialization, is objectively evaluated and presented orally and in writing. Students gather data and complete initial stages of implementation of research project under individual supervision in SW 6013. In SW 6014, students must complete data analysis, write the research report and present findings under individual supervision. Formerly offered as SW 625A & SW 625B. Semester.

## III. COURSE OVERVIEW AND RATIONALE

SW 6013 and SW 6014, the last two courses in the research sequence, will require students to conduct research projects developed and refined during the first two courses of the research sequence. The research project is supervised and approved by an assigned faculty member who meets individually with the students until the project is completed.

In SW 6013, students will be concurrently enrolled in SW 6012. Early in the semester, students will be primarily focused on SW 6012 with their instructor. After the Research Project Proposal is completed and the Human Subjects Application is approved in SW 6012, students will then transition to SW 6013 to begin their data collection phase under the guidance of their Research Supervisor. During SW 6013, minor modifications of the research plan and data collection may take place.

During SW 6014, students must complete data collection, analyze their data, and prepare a final, formal report on the project in accordance with both School of Social Work and Graduate Studies guidelines. The School of SW may have workshops aimed at analyzing collected data, with a rotation of research advisors. The results of the project are also to be presented to the agency (if applicable) in which the research was carried out and in the MSW Research Symposium, an annual event at the end of the spring quarter.

## IV. COURSE GOALS

SW 6013 and SW 6014 give students experience in carrying out social work practice research. By implementing the research project which was developed in SW 6011 & SW 6012, experience is gained in data collection, data analysis, interpretation of data and dissemination of research findings.

Further, the process of actually carrying out a research effort to find answers to a real practice concern facilitates a more integrated understanding of the research process.

## V. CONDUCTING THE RESEARCH PROJECT

Students cannot begin collecting data for their project until a) all requirements for SW 6012 are complete, and b) formal approval has been received of the study's plans for protection of human subjects (i.e., Human Subjects Application is approved). Submitting human subject protection forms does not constitute permission to conduct the study; students must receive an official clearance from either the university Institutional Review Board or its Department of Social Work Sub-Committee.

Students should consult with their Research Supervisor at each step of the data collection and analysis process (e.g., before collecting data, when data are in hand, before beginning analysis). Faculty have been through the research process many times and can often provide guidance that prevents difficulties from arising.

The proposal developed in SW 6012 is revised during SW 6013 and SW 6014 to form the final Research Project Report. It is important to understand that the Project results in a formal report which, unlike course papers, is revised until it meets particular standards. It is highly advisable to turn in drafts of the various sections as they are worked on throughout the year.

Much of this revision can be begun during SW 6013 or 6014:

- Proposals are written in the future tense, indicating what one plans to do. Final reports, on the other hand, are written completely in the past tense, reporting after the fact on what was done. Students should begin making these grammatical changes by SW 6014.
- Refinements are often needed in the Introduction section.
- The Literature Review section may require modifications to provide more complete coverage of relevant theory and research.
- The Methods chapter usually needs revision to accurately describe the actual experience of data collection, reflecting the decisions that must be made when doing research in the “real world.”

Two important chapters will be added to the Report during SW 6014: Results and Discussion. The Results chapter reports on data actually obtained and their analyses. The Discussion chapter elaborates on the meaning of the results in terms of the practice issue for which the study sought answers.

## VI. GUIDELINE TIME TABLE FOR RESEARCH TASKS

The actual conduct of research is a process in which things never go exactly as planned. It is always advisable to allow more time for each task than one thinks it will take. The following is a suggested time table for projects conducted during the Fall and Spring semesters. The actual time table for a particular project should always be discussed with and agreed to by the Research Supervisor. A check list of critical events and deadlines is also provided at the end of this manual. It is highly recommended that both student and Research Supervisor check the project's progress in relation to that check list often.

### FALL SEMESTER

Week 11 Meet w/ Research Supervisor at first possible opportunity. Begin data collection immediately after Human Subjects approval; take notes on how the data collection actually proceeds. Begin refinements of Proposal, as indicated in the bullet points listed in the previous page. If data will be computerized for analysis, the SPSS/Excel data file can be set up while data are being collected.

Student should be in contact with Research Supervisor, especially in cases where problems arise (e.g., not collecting enough participants, unforeseen problems at agency, data collection tools needing modifications, etc...)

Week 15 Must have already begun data collection by the end of the Fall Semester. **Grade earned for SW 6013 will depend on the data collected.**

### SPRING SEMESTER

Week 1 or 2 Meet/Communicate with Research Supervisor to update status on data collection to ensure you will meet all target deadlines for the Spring Semester. If problems arise, this will be the time to troubleshoot.

Week 5 Finish up data collection and finalize revised drafts of the Proposal (i.e., Introduction, Literature Review and Methods chapters). Meet with faculty supervisor to clarify plans for data analysis. If data are to be analyzed using a computer, begin data entry as soon as possible. Start analyzing the data.

Week 7 Finish analyses. Start working on Results and Discussion chapters.

Week 9 Submit final draft of the report – including title page, signature page, tables of contents, abstract, appendices, etc. – to your Research Supervisor. Research Supervisor will provide feedback and request revisions where necessary. Download a "Committee Certification Form" from the Graduate Studies web site, as this form needs to be signed by your Research Supervisor, Director, and MSW Research Coordinator. Form will be signed once the final project is approved by your Research Supervisor.

**TBA**

**Submission deadline to the Office of Graduate Studies.** With clearance from your faculty supervisor, turn in a fully formatted electronic copy of your manuscript

for initial review by the Office of Graduate Studies, along with the "Committee Certification Form" signed by all committee members listed on the committee page of your manuscript (please see the review process at the Office of Graduate Studies: <http://gradstudies.csusb.edu/thesisProjectDissertation/reviewProcess.html>). Graduate Studies may also require revisions before approving. Make arrangements to present your findings to the agency, too.

Before submitting your manuscript, you are welcome to make an appointment with a thesis reviewer at (909) 537-5058 at the Office of Graduate Studies to ask questions about formatting and citations.

Your first submission includes three steps:

1. Pay the \$30 Digital Archive and Review Fee online through MyCoyote or at the Bursar's Office. You will receive two receipts.
2. Turn in your signed [committee certification form](#) at Graduate Studies (CH 123) with one receipt attached.
3. Submit an electronic copy of your manuscript on CSUSB [ScholarWorks](#). Please note that manuscripts must be submitted as a single file. (See [Instructions for Submitting to ScholarWorks](#).)

**TBA** Publication Deadline: All manuscripts must be approved for electronic publication in the electronic depository by the publication deadline.

**TBA** **MSW Research Symposium** event. Prepare a poster presentation of your project for display at this event. (See instructions, page 10.)

Note: The dates given here are the latest that will allow graduation for the Spring term. Check with Graduate Studies for updates on their deadlines.

## VII. CONTENTS AND FORMAT OF REPORT

The report should have three main parts: preliminaries, main text, and appendices/references. The outline below lists the required elements of these sections. For optional elements and detailed instructions on formatting of final project reports, see Graduate Thesis and Project Handbook issued by the Office of the Dean, Graduate Studies. This is available online from Grad Studies. Also note that the content of each text section continues to include details specified in the MSW Project Proposal Manual.

### Preliminaries

1. Title Page: The title communicates the thrust of the research and should be succinct and self-explanatory. It cannot contain abbreviations.

2. Signature Page: Signatures of faculty supervisor, agency representative and chair of the research sequence. (See attached sample.)
3. Abstract: The abstract should be one paragraph of 150 words, phrased in the past tense. The content should describe the problem formulation, significance, research design, plan for data analysis, findings, and implications for social work practice.
4. Acknowledgments (*optional*)
5. Table of Contents: List titles of sections and major headings including Appendices.
6. List of Tables: (*if any*)
7. List of Figures: (*if any*)

### **Main Text**

The text consists of five chapters: Introduction, Literature Review, Methods, Results, and Discussion. All content specified for these sections in the Project Proposal continue to apply to the Project Report. Chapters 2 to 5 each begin with a brief "Introduction" sub-section; Chapters 2-4 end with a brief "Summary" sub-section.

1. Chapter One - Introduction: These sections should be refined to reflect the study that was actually conducted, using the proposal as an outline. Sections include:

Problem Statement

Purpose of the Study

Significance of the Project for Social Work Practice

2. Chapter Two - Literature Review: The literature review should be expanded and revised, if necessary. Literature presented in the proposal may need to be re-checked for relevancy. Make sure all publications cited in the text are included in the References and vice versa. Provide appropriate subheadings for discrete topics covered. One sub-section must be titled: Theories Guiding Conceptualization.
3. Chapter Three - Methods: Purposes, research questions and hypotheses should be consistent with the Introduction sections. This chapter should describe what actually happened. Sample selection should be described as well as data collection procedures. Instruments used should be described including issues of validity, reliability and cultural sensitivity. Sections include:

Introduction

Study Design

Sampling

Data Collection and Instruments

Procedures

Protection of Human Subjects

Data Analysis

Summary

4. Chapter Four - Results: This chapter includes how the data were analyzed (i.e., quantitative and/or qualitative procedures used) and results of the analyses which answer the research question(s) and/or reject or fail to reject the null hypothesis(es). The research question(s) and/or hypothesis(es) from the proposal should be used to guide presentation of the results.

A demographic description of the sample should be given first. Univariate statistics describing the important variables come next, followed by bivariate analyses (and then, multivariate analyses if used). These sections simply describe the data obtained and its analysis; do not offer interpretations until the Discussion section.

Enough data should be given to justify the findings. Tables, figures, and illustrations should be used to clarify, and facilitate economy in writing. Do not display all raw data or computer outputs. Briefly explain any tables and figures to show significant findings. The APA Publications Manual may be helpful in deciding how to present this section. Journal articles are also a useful guide.

5. Chapter Five - Discussion: Briefly review the significant results and whether the results answered or supported the research question(s) and/or hypothesis(es). Discuss whether the results do or do not support findings of studies cited in the literature review and why. Identify unanticipated results and any possible explanations. Discuss limitations of the study and suggestions for further research. Present conclusions and implications for the social work practice issue on which the study was focused. There may also be a Conclusion section that explores the broader implications of the results for social work practice. Sections include:

Introduction

Discussion

Recommendations for Social Work Practice, Policy, and Research

Conclusions

**Appendices/References**

1. **Appendices:** Include data collection tools, debriefing statement (if applicable), IRB-approved informed consent, as well as any tables or other material or data that is not appropriate for the body of the proposal. Label these documents Appendix A, B, C, etc. in the order in which they are mentioned in the text.
2. **References:** All references included in the text must be listed in APA format and follows the Graduate Studies' guidelines.
3. **Assigned Responsibilities Page:** In no more than a paragraph, state what the responsibilities were for each person (*only required for two author projects*)

**VII. GRADING POLICY**

The first quarter of work (SW 6013) is graded based on progress in data collection, preparation of data for analysis, and revision of the proposal for the final report. Data collection must be complete for a letter grade to be given. You cannot enroll into SW 6014 if you do not have a letter grade.

**Criteria for Grading SW 625A*****A. HUMAN SUBJECTS CLEARANCE***

- All revisions requested by IRB have been made
- Revised documents have been forwarded to MSW Research Coordinator for file
- IRB approval has been received

***B. DATA COLLECTION***

## Plan for Data Collection

- Was a clear, feasible plan & procedure developed?
- Was that plan followed and appropriate adjustments made?

## Schedule

- Is data collection complete or student on schedule?
- Were unavoidable delays addressed and appropriate adjustments made?

## Quality of Data

- If appropriate, has SPSS file been created?
- Are data organized to facilitate analysis?

***C. REVISION OF PROPOSAL FOR FINAL REPORT***

- Has Literature Review been completed?
- Have Problem Statement/Problem Focus and Literature Review been revised to reflect comments of SW 613 instructor and faculty supervisor?



- Have Research Design and Methods been revised to reflect final plans?
- Has manuscript been changed to past tense for Final Report?

Grade at A level: If all three task categories (A,B,C) have been completed as appropriate to the particular project and proposal revision is of high quality.

Grade at B level: If 2 of the 3 task categories have been completed as appropriate.

Grade at C level: If only 1 of the 3 task categories have been completed as appropriate.

NOTE: Completion of B, Data Collection, means collection is substantially complete or on time according to the student's scheduled plan. Unanticipated delays outside of the student's control also should be considered.

### **Assessment of Final Reports**

The typical report is approximately 50 pages long. In general, project reports should provide evidence of systematic inquiry at an advanced level of complexity, to the extent possible given the limited time scale.

Assessment will be based on the following criteria:

1. The clarity with which the research question is formulated.
2. The adequacy of the literature review.
3. The appropriateness of the research methods for addressing the research problem.
4. The appropriateness of the analysis techniques.
5. The clarity and comprehensiveness of the presentation of findings.
6. The relevance of the discussion of implications of the findings to the research question.
7. Indications given for the ways the research project provides insights into, develops, or changes approaches to social work practice.
8. Overall presentation of the report in terms of structure and organization, referencing, grammar and spelling.

When a study is conducted by two students, each student's work will be assessed by her/his independent work as well as the project as a whole. The appropriate division of labor should be negotiated with and approved by the faculty supervisor since the type of study needs to be taken into consideration.

## **Final Products**

There are three products expected for each project: a formal, final report, presentation to the agency at which the study was conducted, and a poster presentation at the Department's annual **MSW Research Symposium**.

1. **Final Report**: The final research report, described above and in the Graduate Thesis and Project Handbook, is the important and time-consuming product of the research product. It must be approved by both the faculty supervisor and the Dean of Graduate Studies.
2. **Agency Presentation**: Each agency at which research was conducted should receive their own copy of the final report. In addition, whenever feasible the findings of the study should be presented at an appropriate agency forum (e.g., staff meeting, in-service training). Students are expected to make arrangements for these presentations with the agency.
3. **MSW Research Symposium**: During the event, all graduating students display their work in a poster format. The "audience" is field supervisors and other agency personnel, faculty (social work and others), students, and family members. (This is a presentation format frequently used at professional conferences to allow a large number of studies to be made public.)

Students should be prepared to "hang out" to answer questions viewers might have about their work. It is also a good idea to have brief handouts available to give to people who are interested. Handouts should include author(s)' name(s) and information on who to contact for more information.

AN EVALUATION OF THE IMPACT OF PARENT EDUCATION  
ON PARENTAL CHILD ABUSE BEHAVIORS

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A Project  
Presented to the  
Faculty of  
California State University,  
San Bernardino

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by  
Mary Jane Student  
June 2016

Approved by:

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Dr. Task Master, Faculty Supervisor,  
Social Work

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Date

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I.M. Encharge, L.C.S.W., Big County Agency

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Dr. Armando Barragán,  
M.S.W. Research Coordinator

(For joint projects only)  
ASSIGNED RESPONSIBILITIES

This was a two person project where authors collaborated throughout. However, for each phase of the project, certain authors took primary responsibility. These responsibilities were assigned in the manner listed below.

1. Data Collection:

Assigned leader \_\_\_\_\_  
Assisted by \_\_\_\_\_  
OR  
Joint effort \_\_\_\_\_

2. Data Entry and Analysis:

Assigned leader \_\_\_\_\_  
Assisted by \_\_\_\_\_  
OR  
Joint effort \_\_\_\_\_

3. Writing Report and Presentation of Findings:

a. Introduction and Literature

Assigned Leader \_\_\_\_\_  
Assisted by \_\_\_\_\_  
OR  
Joint effort \_\_\_\_\_

b. Methods

Assigned Leader \_\_\_\_\_  
Assisted by \_\_\_\_\_  
OR  
Joint effort \_\_\_\_\_

c. Results

Assigned Leader \_\_\_\_\_  
Assisted by \_\_\_\_\_  
OR  
Joint effort \_\_\_\_\_

d. Discussion

Assigned Leader \_\_\_\_\_  
Assisted by \_\_\_\_\_  
OR  
Joint effort \_\_\_\_\_