

*Assignment #1 can be as short as one page or as long as 3 pages.*

## **Timeline for Completion of Your Study (And a few helpful hints along the way)**

\*Indicates timeline tasks. You may add others as needed.

- I. Prepare for data collection\*
  - A. Make enough copies of paper data collection instruments or questionnaires, and informed consent forms on letterhead.
  - B. Pilot test your questions\* and practice your interview (important!)
  - C. If digitally taping, test your device beforehand, including transferring a test file to your computer. Make sure batteries are fresh.
  - D. Plan on 3-5 hours of transcription time for each hour of taped interview material (if you plan to have your taped material transcribed)\*
  - E. For secondary data analysis, determine when you will be receiving data set\*
  - F. Determine date for completion of all data collection\*
- II. Prepare for and complete all data analyses
  - A. Finalize your analysis plan\*
  - B. Set up variables in SPSS\*. For secondary data analysis allow a few weeks just to get familiar with the data, copy or export it into SPSS, create new variables, do dummy coding, clarify unclear coding with the agency, etc.
  - C. Complete data entry of quantitative survey and demographic data\*
  - D. For qualitative components with narrative text, think through and write the themes you want to search for in the transcripts\*
  - E. Determine date for completion of all analysis tasks\*
- III. Complete writing final paper
  - A. For timeline work back from date of first draft submission
  - B. Complete Methods Section\*

- C. Complete Final Draft (Assignment #2)\*
- D. Make all necessary edits *including APA format in citations and bibliography!*
- E. Double check paper requirements (title page, margins, APA, page layout, table format, etc.)
- F. Change future tense to past tense for final paper (in Abstract, Introduction and Methods section)
- G. Change your Human Subjects paragraph to include “This study has been approved by the SJSU Human Subjects Committee.”
- H. Gather and format (as needed) all appendices
- I. Back up your work frequently!

Other things you can add to your timeline:

- Meet with Instructor to discuss Analysis Plan
- Obtain copy of SPSS or schedule lab time, as needed
- Obtain editing support for writing (colleagues, campus resources)
- Go over results with Instructor
- Discuss findings with Field Instructor, agency or study sites

A typical Work Plan is often organized in this way (very simple structure):

**298 Special Project Assignment #1:**  
**Workplan for \_\_\_\_\_ {Student's Name}**

<b>Task/Activity</b>	<b>Details – Create bulleted list of steps</b>	<b>Timeline</b>	<b>Status/Comments</b>
Planning and follow up	<ul style="list-style-type: none"> <li>• Revise lit review and methods as needed</li> <li>• Map out timeline and specific steps for project completion</li> <li>• {fill this in}</li> <li>• {fill this in}</li> <li>• Etc.</li> </ul>	{fill in due date}	
Prepare for data collection	<ul style="list-style-type: none"> <li>• {fill this in}</li> <li>• {fill this in}</li> <li>• Etc.</li> </ul>	{fill in due date}	
Prepare for and complete all data analysis	<ul style="list-style-type: none"> <li>• {fill this in}</li> <li>• {fill this in}</li> <li>• Etc.</li> <li>• Meet with Instructor</li> </ul>	{fill in due date}	
Write results	<ul style="list-style-type: none"> <li>• {fill this in}</li> <li>• {fill this in}</li> <li>• Etc.</li> </ul>	{fill in due date}	
Write discussion/implications	<ul style="list-style-type: none"> <li>• {fill this in}</li> <li>• {fill this in}</li> <li>• Etc.</li> </ul>	{fill in due date}	
Final paper first draft	<ul style="list-style-type: none"> <li>• Revise abstract</li> <li>• Final editing</li> <li>• Peer review (swap papers and get feedback)</li> <li>• Formatting</li> <li>• Meet with instructor</li> </ul>	{fill in due date}	
Revisions and Final Paper	<ul style="list-style-type: none"> <li>• {fill this in}</li> <li>• {fill this in}</li> </ul>	{fill in due date}	

What I need to accomplish tasks (such as help with certain problems; agency cooperation issues; analysis methods, etc.):