

Cover Sheet

Table of Contents

Abstract

Problem Statement-

Talks about nothing but the problem.

Preliminary Research-

Population Sampling

Rationale for the Instrument

This only tells me why you chose to use this type of instrument and what the instrument is. How do you plan to use it and what makes it the best choice. Discusses why you chose to get your answers like you did.

Description of the Instrument

This takes an in depth look at the questions and why you are asking them. What you hope to get from them and why you chose them. This area also discusses how you will get your answers and what the answer means. Covers any special items you add.

Administration of the Instrument

This section tells me who you gave it to, when you gave it to me, and why you chose this group.

Results

This section tells me in depth what you found out and what it means. You need to be very details in this section. Must tell me what it all means as far as your problem and where you think it leads you. Interpret your results so I know what you are thinking.

Experts and Preliminary Sources

This section goes over interviews or any prelim research you have done that is aimed at the problem you propose to solve. If a interview must qualify the person. Need to know why you chose them. Need to know what they say and what it means as far as your problem.

Summary of Results

This section needs to go over everything you have found and what it all means. Does this lead you to believe that there is a need or should you go to an alternative? Why? Needs to connect your experts and population together and make believe that what you have found out is significant.

References

APA style

Appendixes

Charts and graphs need to be in the prospectus as well as in your presentation.

Include a blank copy of survey, interviews, questionnaires, etc.

It is preferable to have the copies of the surveys in here but a chart will do as well