

•Guidelines for the IFE Guided Research Project

NB: The following document is an English-language version of a longer document distributed to students at the time of a methods seminar which is taught to all students in any IFE program that entails an internship-related research project.

These guidelines are meant to provide students and their home university advisors with an idea of what is expected from IFE students for the final written form of their independent research project. They are not intended to be taken as a rigid, universal form into which the theoretical and analytical treatment of all students' topics must fit.

***N.B.:** Throughout the period of your research project, you will benefit from **individual tutorial sessions with your assigned research advisor** whose role is to advise on the choice of topics as well as on all methodological aspects of the project.*

The research project results in a paper of approximately 30 pages of text (development of your argument) and, in addition, a table of contents, an organized bibliography, annexes, etc.

The quality of the formal, written presentation of your research is important as it is a reflection of the quality of your work and in particular the rigorousness and clarity of your thought. It is also a measure of respect towards your readers, including those who grade your work and those at your host organization who are interested in your findings.

Purpose of the research project

The research component of IFE's Field Study and Internship Programs is an **independent field research paper** linked to the internship experience and designed to provide you as a student-intern with the opportunity for reflection and analysis on a topic closely related to the work and daily preoccupations of you and your host organization.

In addition, the research component provides you:

- a chance to take fuller advantage of the resources of your host organization;
- a means to widen your circle of professional contacts, with interviews and meetings as sources of primary research (depending on the nature of the internship);
- an opportunity to become more fully a contributing member of your work team.

Choice of topic

As field research, the choice of topic is central to the success of your project. Your host organization contributes to this choice, as does of course your research advisor. Topic criteria include relevance to and usefulness for the host organization, intellectual interest, suitability to your academic requirements, extent to which the resources of the host organization and its professional environment will come into play, feasibility, etc.

Overall organization of the text

•Introduction:

The introduction should contain, in 2-6 pages, a definition of the subject area of your study, a presentation of the specific question or problem your research addresses, and an overview of the approach you intend to follow in developing your argument.

•**Development of the topic** (*in accordance with the approach you have chosen*):

The text of the development of your argument will likely take the form of 2-4 major sections, which follow the demonstration and reflection you are carrying out, with each major section divided into sub-sections (usually 2-4 each), each of which contains the development of a set or sets of related ideas.

Practically speaking, your outline will be comprised of pieces looking something like the following:

I. (or Chapter I) (Title)...

A. (Title)...

1. (Title)...

2. (Title) ...

At the end of each major section (I., II.....), it is a good idea to include a brief synthesis of the preceding argument (in one or two sentences) followed by a transition sentence towards the next major section.

•**Conclusion:** (3-6 pages)

Here you conclude the demonstration you have developed by summarizing its major elements and showing how this development responds to the question or questions presented in the introduction. In doing so you will demonstrate for the final time the stakes involved in the question under study, and you will leave your study open-ended, that is, pointing towards further questions and their development in a broader perspective (to varying degrees depending on the subject).

Conventional elements for the presentation of written research

•**Table of Contents:**

Located just before the body of your text, this table presents in a hierarchical form the various parts of your paper (introduction, detailed outline, conclusion, annexes) which you will have listed in a separate table placed at the beginning of the annexes, and bibliography. Each section and sub-section is titled, numbered and is followed by its page number.

•**Annexes:**

Including annexes with your work allows you to present at the end of the main body of the paper various types of documents which support, extend, and/or illustrate your work. The number and type of documents to be included as annex to your paper depend largely on the subject matter; annexed material may include texts, illustrations, statistics, and the like. The annex table of contents will present a list of this material, numbering each item and displaying its source, title, and the annex page on which it is found.

You may if you choose refer to annexed material in course of your argument in the main body of the paper, using a footnote as follows: cf. Annex 1, 13, etc.

•**Bibliography:**

A bibliography is an **organized, hierarchized** list of the sources used in the development of your paper.

Accepted usage dictates that articles from the press are listed first, in alphabetical order by title of the source, followed by books consulted during the research (general works, monographs) in alphabetical order by author's last name, and then periodical literature in alphabetical order by author's last name.

It is often useful to cite Internet sources, in which case you should organize them as you would "paper" sources, by nature of the site (journalistic, institutional, political, etc.). It is recommended to include a brief presentation of each site.

Interviews are listed at the end of a bibliography, with each entry containing the name and status of the interviewee and the date the interview took place.

Other elements:

Title page:

Institute for Field Education

Last name, first name

University

Title

"Sous la direction de (name of advisor)"

Date

Acknowledgements:

Recognition of help and encouragement provided by internship mentor, research advisor, and any other individuals useful in the research and writing of your paper.

Footnotes:

For every reference to a source, and each time a direct quote is included in the text. Placed at the bottom of the page, numbered continuously. Notes may also contain an example or a complementary idea too long or too specific to be included in the main body of the text.