

MANUAL

SPECIALIZATION IN

SCHOOL LEADERSHIP

& MANAGEMENT

CAPSTONE PROJECT

BEd 4 YEARS

Code No: 8697



**DEPARTMENT OF EDUCATIONAL PLANNING,
POLICY STUDIES & LEADERSHIP**

FACULTY OF EDUCATION

ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD

Manual
SPECIALIZATION IN
SCHOOL LEADERSHIP &
MANAGEMENT
CAPSTONE PROJECT

B.Ed 4 Years

Code No: 8697



Name:

Student Id/ Registration Number:

Region:

Semester:

Topic:

.....
.....
.....

Capstone Project Evaluation Performa

Sr.No.	Sections	Marks	Obtained
A	Background of the study		
-	Why did you select this topic? Describe the variables in your topic.	5+5=10	
-	Review the literature and identify the gap regarding the problem under your consideration	10	
-	What were the objectives/ purpose of the study according to the nature of your research problem?	05	
-	What research questions/ hypotheses did you formulate to achieve the above stated objectives/purpose of the study?	05	
B	Methodology		
-	Describe the research approach and design of the study.	05	
-	What is the population of your study? OR Who were the participants in your study?	05	
-	Discuss the sample and sampling technique/ selection criteria according to the nature of the study.	05	
-	Describe the details of tool selection/development. Further report the validity and reliability of the tool.	5+5+5=15	
-	Describe the stepwise procedure of treatment/intervention and data collection.	10	
C	Analyses and Interpretation/Findings		
-	Give analyses according to the stated objectives, research questions/hypotheses. (In the form of tables, numeric data/thematic analysis/ descriptions)	15	
D	Conclusions & Recommendations		
-	What were the conclusions of your study?	05	
-	Give recommendations on this basis?	05	
E	References		
-	Write the references for all the citations mentioned in different sections of the project. (Follow APA Manual-7 th Edition)	05	
	Total	100	

ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD
FACULTY OF EDUCATION

Department of Educational Planning Policy Studies & Leadership

DECLARATION

(To be filled and signed by the student)

I _____ Daughter/Son of:

Roll Number/Id: Registration No:

is a student of BEd Program(4 Year) Specialization in School Leadership and Management, do hereby declare that the Capstone Project titled.....

.....
.....

Submitted by me in partial fulfillment of the BEd 4 Year program is my original work and has not been submitted or published earlier. I solemnly declare that it shall not, in future, be submitted for obtaining any other degree from this or any other University or Institution.

I also understand the plagiarism policy of AIOU and if any work is found to be plagiarized or copied from someone other(s) work at any stage, even after award of the degree, the work may be cancelled, and the degree may be confiscated.

.....
Signature of the student

Date:
Name of the student

COURSE TEAM

Chairman: **Prof. Dr. Nasir Mehmood**

Head of Department: **Dr. Afshan Huma**

Course Development Coordinator: **Dr. Hamid Ali Nadeem**

Members:

1. **Dr. Hamid Ali Nadeem**
2. **Dr. Sidra Rizwan**
3. **Dr. Rukhsana Durrani**

Editor: **Humera Ejaz**

Course Coordinator: **Dr. Hamid Ali Nadeem**

Content List

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2. Course Description
3. Purpose of the Capstone Project
4. Course Learning Outcomes
5. Course Structure
6. Teaching Learning Methodology
7. Evaluation of the Capstone Project Report

1. Need and Importance of this Course

Educational research is a systematic attempt to get a better understanding of the educational process, with a view to improving its efficiency and quality. Educational research is an application of the scientific method, which involves the study of educational problems. The spread of educational research is quite broad – school administration, educational leadership, school community relations, aspects of school management, including financial management, human resource management, policy assessment, classroom management, and organizational leadership, professional development are some of the important areas of research in School Leadership and Management.

In the present scenario, the role of a school teacher as a researcher has been accredited. Education is considered a science with a distinct body of knowledge. Educational development depends upon the creation of new knowledge, so there is a need to explore new dimensions of knowledge to bring about improvement in the field of education. The acquisition of scientific knowledge requires innovative ways of teaching, learning, assessment, evaluation, leadership, and management. In the field of education, with every passing day, new problems, issues, and trends are emerging. Now is the time to resolve these issues and solve the problems of education through empirical research. This is the era of knowledge explosion, and with it, the concepts of education are changing, which demand scientific research. The past two decades have experienced great changes because of rapid scientific and technological development. Education has to play a pivotal role in the smooth acceptance of change by the masses. The process of rapid change is accompanied by problems that are evident in teacher education and school leadership and management. This capstone project is a hands-on practice for students to apply the scientific method and solve educational problems.

2. Course Description

The purpose of the capstone project Code (8697) is to engage prospective teachers and school managers who are enrolled in B.Ed 4 years program in the research process. A capstone project helps them to understand a particular problem or phenomenon, along with strengthening their comprehension of the research process. They get the first-hand knowledge about:

- (a) how the steps of the research process are interlinked,
- (b) developing an understanding and appreciation of how knowledge evolves, and
- (c) contributing to the existing body of knowledge.
- (d) Applying research knowledge in problem solving and real-life situations.

The role of the teacher as a researcher is being accentuated for finding the solution to daily problems. The Higher Education Commission of Pakistan suggested some radical changes in the teacher education programs. To incorporate the suggestions of the HEC, Allama Iqbal Open University has decided to equip its prospective teachers with skills-based practical work under the supervision of experienced and highly qualified teachers. The Capstone project is one of such offerings to the students, which will provide them with some basic skills for being an effective teacher. It is designed to provide them with a critical approach, a scientific attitude, and reflective thinking. In the previous semesters, the students were offered 'Educational Research & Statistics' and 'Teaching Practice'. The experiences from these courses will help the students to build the narrative and complete the capstone project. Keeping in view the importance of research in the professional life of teachers, universities of developed countries have made research an imperative part of teacher education programs. To set a higher quality of pre-service teacher education in Pakistan, Allama Iqbal Open University has also made it mandatory for B.Ed students to conduct research and write a report.

We have already learnt that research is a way of solving educational problems by adopting the scientific method. It provides prompt solutions that are valid and reliable. Basically, research is conducted to identify the problems related to the field of school leadership and management. The nature of problems for the teachers, school leaders & administrators is diverse while teaching and managing schools from primary till higher secondary level. So, to be skilled in conducting research is important for becoming not only an effective teacher but also a good school administrator.

3. Purpose of the Capstone Project

A capstone project is a culminating assignment that students typically complete at the end of an academic program, such as in high school, college, or graduate school. It is designed to encourage students to use the knowledge and skills they've gained throughout their studies to solve a real-world problem or complete a comprehensive research or practical project. A capstone project is a multifaceted, final assignment that serves as a student's academic and intellectual experience's "capstone" or crowning achievement. It often involves research, problem-solving, critical thinking, and communication skills.

The purposes of the capstone project are :

- to engage prospective teachers in research by following all steps of scientific research and enabling them to develop a research report.
- To synthesize learning from multiple courses or subjects.
- To demonstrate mastery of key concepts and skills.
- To apply knowledge to a real-world issue or project.
- To prepare for professional work or further academic study.

4. Course Learning Outcomes

Prospective teachers will be able to:

- identify the importance of scientific research.
- identify educational problems related to the teaching and learning process at the secondary level.

- identify educational problems related to school leadership and management.
- Describe the variables involved in the research.
- develop scientific plans to solve the problem.
- Review the related literature to know how others solved similar problems.
- Review the literature to find the gap for the problem under study.
- identify the research methodology according to the nature of the study.
- develop research instrument(s), i.e., questionnaire, observation, interview, etc.
- administer the research instruments to gather data.
- analyze the obtained data qualitatively or quantitatively.
- draw conclusions based on the analysis of data.
- Write a summary of the research procedure.
- Develop a research report according to APA style.
- Format the research report according to the guidelines of the APA manual.

5. Course Structure

This project is a compulsory component of B.Ed 4- Years Specialization in School Leadership & Management. This project comprises three credit hours. This project is of a practical nature based on fieldwork. The following components will determine the structure of Capstone Project code 8697, B.Ed 4Year School Leadership & Management.

1. The Capstone Project shall carry three credits.
2. Six days' workshop shall be arranged by the University to understand the procedure of the capstone project.
3. Four out of six days of attendance in the workshop is mandatory for all the students.
4. The resource person for the workshop will be the supervisor of that research group. The student shall work under the guidance of the supervisor from the workshop till the submission of the capstone project.
5. The student shall finalize the topic and submit it to the supervisor, preferably within 15 days after the workshop, for approval.

The proposal must comprise:

- Student's details (Name, Father's name, ID, Email, Phone number, Semester, Program, Supervisor)
- Topic/ Title of the Capstone Project
- Objectives

- Research Questions/Hypotheses
 - Brief description about population, sample, and research tool/s.
6. The format for the capstone project will be according to the approved guidelines by the university.
 7. The Supervisor will be expected to:
 - Guide in designing and co-coordinating the project.
 - Approval of the topic submitted by the student.
 - Monitor students' progress throughout the stipulated research period by the university.
 - Check and provide feedback for improvement in drafts of the project.
 - The supervisor will maintain the progress report according to the documents received, reviewed, and sign off on each student.
 8. The maximum period for completing the capstone project shall be three months.
 9. The student will be required to maintain progress under the guidance of the supervisor throughout the period of research work, beginning with the workshop, approval of the topic till the final submission.
 10. On completion of the research, the student will submit/upload a typed/composed copy of the project on the LMS portal.
 11. The LMS portal will be active for the capstone project submission only for those students who have qualified the attendance criteria given in Sr No 3.
 12. The student will be required to abide by the format and style as specified below:
 - Titles of the research, font style Times New Roman, Size 14, and Bold
 - Section headings, font style Times New Roman, Size 12 and Bold
 - Questions under each section, font style Times New Roman, Size 12 and Bold
 - Any other subheadings should be presented in order according to the related question. Example: For answering question1 the subheadings may proceed as 1.1, 1.2, 1.3 and so on.
 - Page size A-4 with 1-inch margins on all 4 sides.
 - Page number should be inserted at the bottom in the middle of the page.
 - Tables and figures should have proper titles and numbers as per APA format.
 - The research manual will be evaluated based on quality of work, and marks will be awarded according to the marking scheme/ marks mentioned in each section of the manual.
 - Research report will be written only in the English language. Languages other than English will not be accepted.

- Capstone Projects will not be evaluated by the same supervisors.
- Resource persons or Coordinators may supervise the students. The coordinators'/ resource persons' qualifications should be the same as those of the supervisor.
- Workshop or project work may be monitored by the Department of Educational Planning Policy Studies & Leadership, Allama Iqbal Open University.

Who can supervise, coordinate, or teach?

The prospective teachers will complete the Capstone Project under the guidance of a supervisor. Supervisors may be people who are coordinating the workshop or acting as a resource person. It will be mandatory that the supervisor has at least an MS/MPhil's degree in Education.

6. Teaching –Learning Methodology

The Capstone project is different from the development of a lesson plan and teaching practice. The Capstone Project is an activity-based course with a focus on the development of research skills. Mostly scientific research develops skills like identification of problems, posing questions, gathering data, interpreting data, reflecting on the data, and decision making for suggesting the solution of the problem. Teaching –learning methodology includes workshops, field work, meetings with supervisors, and an evaluation process.

Selection of the Topic

The students will be given the liberty to choose any area of their interest from the field of education specially focusing on School Leadership & Management. The topics will be decided in consultation with the coordinator and resource persons during the workshop.

SCHEDULE OF WORKSHOP 8697

	Topics	Title	Timing
Day 1	Topic 1	Introduction to Capstone Project	02 hours
	Topic 2	Types of Capstone Projects in Education	
	Topic 3	Identifying the Research Problem	
	Topic 4	Description of Variables and Operationalizing the Terms	
	Topic 5	Background and Rationale of the Study	
Day 2	Topic 1	Objectives/ Research Questions	02 hours
	Topic 2	Review of Related Literature	
	Topic 3	Sources of Locating Related Literature, Citing It, and Using the APA Manual	
	Topic 4	Research Methodology- Quantitative	
	Topic 5	Research Methodology - Qualitative	
Day 3	Topic 1	Population & Non-Probability sampling	02 hours
	Topic 2	Probability Sampling Techniques	
	Topic 3	Instruments of Data Collection-1	
	Topic 4	Instruments of Data Collection-2	
	Topic 5	Group Activities	
Day 4	Topic 1	Procedure of Intervention and Data Collection Tools and Techniques.	02 hours
	Topic 2	Data Analysis (Statistical Data Analysis)	
	Topic 3	Group activity	
	Topic 4	Writing Summary, Results, Discussions, and Recommendations	
	Topic 5	Research Proposal/Synopsis & its Components	

Day 5	Topic 1	Presentations of the Students/ Corrections/ Finalization of topics	02 hours
	Topic 2	Presentations of the Students/ Corrections/ Finalization of topics	
	Topic 3	Presentations of the Students/ Corrections/ Finalization of topics	
	Topic 4	Presentations of the Students/ Corrections/ Finalization of topics	
	Topic 5	Presentations of the Students/ Corrections/ Finalization of topics	
Day 6	Topic 1	Presentations of the Students/ Corrections/ Finalization of topics	02 hours
	Topic 2	Presentations of the Students/ Corrections/ Finalization of topics	
	Topic 3	Presentations of the Students/ Corrections/ Finalization of topics	
	Topic 4	Presentations of the Students/ Corrections/ Finalization of topics	
	Topic 5	Presentations of the Students/ Corrections/ Finalization of topics	

7. Evaluation of the Project Report

The Capstone project will be evaluated as per the criteria given in the external evaluation proforma, as mentioned in this 8697 manual.

Note: Passing 50% aggregate

Capstone Project External Evaluation Performa

Sr.No.	Sections	Marks	Obtained
A	Background of the study		
-	Why did you select this topic? Describe the variables in your topic.	5+5=10	
-	Review the literature and identify the gap regarding the problem under your consideration	10	
-	What were the objectives/ purpose of the study according to the nature of your research problem?	05	
-	What research questions/ hypotheses did you formulate to achieve the above stated objectives/purpose of the study?	05	
B	Methodology		
-	Describe the research approach and design of the study.	05	
-	What is the population of your study? OR Who were the participants in your study?	05	
-	Discuss the sample and sampling technique/ selection criteria according to the nature of the study.	05	
-	Describe the details of tool selection/development. Further report the validity and reliability of the tool.	5+5+5=15	
-	Describe the stepwise procedure of treatment/intervention and data collection.	10	
C	Analyses and Interpretation/Findings		
-	Give analyses according to the stated objectives, research questions/hypotheses. (In the form of tables, numeric data/thematic analysis/ descriptions)	15	
D	Conclusions & Recommendations		
-	What were the conclusions of your study?	05	
-	Give recommendations on this basis?	05	
E	References		
-	Write a reference for all the citations mentioned in different sections of the project. (Follow APA Manual-7 th Edition)	05	
	Total	100	

The students are expected to prepare a project report answering the following questions section-wise. As the grading mentioned above contains the weightage of every section/question.

Semester:

Topic:
.....
.....

SECTION A- BACKGROUND OF THE STUDY

Q 1. Why did you select this topic? Describe the variables in your topic. (5+5=10)

Answer:

Q.2. Review the literature and identify the gap regarding the problem under your consideration (consult books, articles, or websites) (10)

(Explore books and online resources to find what and how much work has already been done regarding this problem. Use APA style for citation and referencing.)

Answer:

Q.3. What were the objectives/ purpose of the study according to the nature of your research problem? (05)

Answer:

Q.4. What research questions/ hypotheses did you formulate to achieve the above stated objectives/purpose of the study? (05)

Answer:

SECTION-B METHODOLOGY

Q.5 Describe the research approach and design of the study. (05)

Answer:

Q.6 What is the population of your study? OR Who were the participants in your study? (05)

Answer:

Q.7. Discuss the sample and sampling technique/ selection criteria according to the nature of the study. (05)

Answer:

Q.8. Describe the details of tool selection/development. Further report the validity and reliability of the tool. (5+5+5=15)

Answer:

Q.9. Describe the stepwise procedure of treatment/intervention and data collection. (10)

Answer:

**SECTION C - ANALYSES AND
INTERPRETATION/FINDINGS**

Q.10. Give analyses according to the stated objectives, research questions/hypotheses. (In the form of tables, numeric data/thematic analysis/ descriptions) (15)

Answer:

SECTION D- CONCLUSIONS & RECOMMENDATIONS

Q.11. What were the conclusions of your study? (05)

Answer:

Q.12. Give recommendations based on your conclusions? (05)

Answer:

SECTION E - REFERENCES

Q.13 Write a reference for all the citations mentioned in different sections of the project. (Follow APA Manual-7th Edition) (05)

Answer: