

COM 200: Research Project Two Conference Worksheet

This handout provides the guidelines for a memo that must be *thoughtfully* completed prior to the formal office visit.

Abstract of Assignment

Demonstrate your ability to “talk the talk” of a competent researcher by discussing research project two with your instructor. Use the memo as preparation for the meeting.

Point Value: 25	Page Count: 1 single spaced	Minimum Sources: 2
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Goals

- Correctly use course vocabulary in conceptualizing and basic planning of quantitative research project.
- Learn to craft efficient memos that are typical of many organizational settings.
- Refine ability to meet in an informal but still professional and polished manner.

Key Core Skills

- Confidence: present your work and discuss it with confidence.
- Critical Thinking and Problem Solving: dialogue in real time about issues that may refine the project.
- Civility: demonstrate respect for group mates and others even when discussing problems.

Key Steps

1. Review the guidelines thoroughly with your group and delegate responsibilities.
2. Sign up for an office visit at a time when two of the members can attend.
3. Discuss research project two among your group and get clarity on basic design issues.
4. Use this handout as a guide and compose your document on computer. (**Do not use MS Word memo template**). Follow the example on page two of this handout.
5. Show up for meeting, speak confidently and take notes.
6. Report back to group and make refinements to final project as you go.

Key Criteria

- The final printout should be 1-2 pages single spaced. Be thorough but efficient in your writing. Make appropriate use of course vocabulary. Use efficient memo heading to present basics.
- The meeting will begin with me briefly scanning your memo. Then you will talk me through it. Each person should come across as prepared and confident for this informal but *not casual* meeting. Each should have a role and “know the deal.” One or more persons should be ready to take notes. Use this meeting to improve your formal conversation skills.

Key Resources

- Obviously our textbook has key research vocabulary
- The APA guide (and the website) has tips for memos and crisp writing generally
- SkillPort has additional resources on how to meet with your boss and how to engage in effective interpersonal communication in the workplace.

Memo Template for Research Project Two Conference

Reminder: do not use a memo template on your computer.

To: Dr. Olsen
From: Complete names of each group member
Date: Date you created the document
Re: Informative but brief subject line

What is your basic topic and why is it of interest to your group?

What specific RQ(s) for this topic will research project two focus on?

Justification: why would this study be worthwhile? (two or three sentences with at least one outside source). What would you be able to know or do as a result of this study?

What are the key variables in your study? Be sure at least one is a communication variable. For each variable in your study provide the following information (cite sources here)

A) Name

B) Brief conceptual definition (“dictionary” definition but use specialized sources if possible)

C) Brief operational definition: how will you measure it numerically? Note existing scales or measures you will use or adapt or describe basics of scale/measure you will develop.

D) Level(s) of measurement for that variable *for the purposes of your study*

Given your RQ(s) and level(s) of measurement for each variable, which statistic(s) do you think you would need to use to answer each RQ?

What specific questions do you have for me regarding your successful completion of research project two? What specific question do you have about COM 200 in general?

The more work you do for this exercise the better our discussion can be about your final research project. You may get some stuff “wrong” but that is not the key issue. If you have thought hard and made a “good error” in your attempt to master this difficult material, that’s what the conference is here for. You’re in good company:

**THERE ARE NO SECRETS TO SUCCESS. IT IS THE RESULT OF PREPARATION,
HARD WORK, AND LEARNING FROM FAILURE.**

Colin Powell