

Analytical Report

The analytical report is a graduation requirement for students in the Higher Education Administration and Policy M.Ed. program at the University of California, Riverside. The analytical report is an opportunity for students to take what they have learned throughout the course of their graduate program and examine a particular topic of interest to them. The analytical report is typically completed in the last term of the program under the direction of a faculty member.

For the analytical report, students should examine a problem or issue and recommend actions. The final analytical report should be 25-30 pages (not including references, tables, figures, or appendices), double-spaced, typewritten, following the American Psychological Association (6th edition) guidelines for paper style. Students are required to include a minimum of 20 scholarly sources. NO Wikipedia sources are allowed. Information about APA style is available at <https://owl.english.purdue.edu/owl/resource/560/01/>

Contents

- I. Introduction
- II. Method
- III. Synthesis of Literature
- IV. Recommendations
- V. Conclusion

I. Introduction

- a. Introduction should place the paper within the context of the ongoing research about your topic usually by discussing groups of studies (see Creswell, 2018)
- b. Identification of the problem addressed in the paper
- c. Brief description of the significance of the problem
- d. State the purpose of the paper and what you plan to accomplish in the upcoming sections. This should be made clear and explicit.

II. Method

- a. State purpose of the systematic review of literature
- b. State search procedures for literature review (e.g., electronic databases, individual journals, organizational websites)
- c. Selection criteria for literature

III. Literature Review

- a. Analyze and interpret the bodies of related literature and theoretical perspectives for the identified problem. Organize the studies/literature by targeted population, theme, and/or topic.
- b. Include introductory paragraph that previews the upcoming sections
- c. Include headings/subheadings to organize your literature review
- d. Cite original sources
- e. Demonstrate a scholarly understanding of the peer-review literature associated with your topic

IV. Recommendations

- a. Provide bold and sensible recommendations that are supported by the related literature

V. Conclusion

- a. Include a paragraph summarizing the main ideas in the supporting paragraphs and leave the reader with something fresh and new to consider about the topic.

General Writing

- Paper should follow APA 6th edition guidelines
- Title should capture the topic and goals of the paper
- Reference list should include all cited sources in the paper
- Include page numbers

Other VERY important information to keep in mind:

- The analytical report is done through an iterative process meaning you keep working on it until it meets your advisor's expectations. Thus if you plan to finish in a particular quarter, you must submit a first draft early on in the term (week 2 or 3). Turnaround time on drafts is usually about 2 weeks.

Filing fee

Excerpts from UCR Graduate Division website:

• A student who has completed all degree requirements, except for filing the thesis/field report/project or taking exams and is advanced to candidacy for the degree may use Filing Fee status in their final quarter instead of paying full registration fees.

•The Filing Fee is assessed (approximately \$188). Students on Filing Fee status do not pay regular tuition and fees, nor do they enroll in coursework. **Only one quarter of Filing Fee status will be approved.** Students who fail to complete their programs during the quarter on Filing Fee status must enroll and pay full fees the following quarter.•