

My name/team name: _____

In-class survey: Annotated Bibliography and Interim Study (Session 9, Week 5)

What is the main goal of your Interim Study?

What is the format and length?

How will you share with your host?

List key elements of your study:

-
-
-
-
-

Check for completeness: Please confirm that you will

- Include all needed identifying information at the front (authors, date, location)
- Early in the document, include a complete narrative executive summary that both overviews the study and its methods and places it in context
- Any verbatim quote, graphic, or specific piece of data will have a specific reference listing its source (url too if relevant) on that page or in that section (can be a footnote)
- All sources will be listed at the end

If your study includes an interview protocol or other data gathering **design**, that's great, but it cannot simply be a quick list of your team's ideas but must have something to back it up. You can validate your plans for interviews or other onsite studies by:

- Pilot testing with similar subjects here, beforehand; and/or
- Drawing on an existing established or published survey or study design, referring to your source in the document

Make sure mentor sees a draft this week. Finalize and polish in the coming week, looping back with your mentor as needed. You must deliver your finalized study and bibliography to your mentor before you leave. An adequate interim study is a requirement for travel.

For class discussion today:

What one aspect of your study do you think will be most useful on site?

What one specific part of it are you most concerned about?

For your reference

Pre-trip Interim research-based study: a defined piece of work that you will complete before mid-March that will inform and enable your work on the ground, using data, resources, or information that would not otherwise be readily available to your hosts (as a rough guide, plan on work that can be accomplished in 100 person-hours).

Effective interim projects vary depending on the project specifics. In most cases, it is not a good idea to simply analyze or summarize what the host tells you or has sent you. Instead, draw on something new that will add a different perspective to the fieldwork you plan to do. Past interim projects have included: a set of mini cases; a benchmarking report; interview protocols, process templates, guides, or other materials that you will use and that your host will also find valuable; other methods of mapping and analyzing comparable organizations or programs—including those in very different industries. Ideally, this study draws on materials that have some basis of evidence to support them: a framework from a class you have taken, existing research studies, or tools and approaches validated by professional bodies are great for bringing rigor to your interim work.

Annotated bibliography: curate at least 4-5 great readings, reports, resources. Assemble all pdfs, then create document, listing for each a full citation, source urls, and one-paragraph summary and discussion of what is valuable for the host and your project.

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15.S07 GlobalHealth Lab
Spring 2013

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