

Research Proposal – Internship Report

CHECK-LIST

1. Formal Aspects

- Length:
 - Maximum of 5000 words (excluding Front cover, Index, and Bibliography).
 - The literature review should be between 2000 words (minimum) and 2500 words (maximum).
- Includes cover with identification of the author, title, name of the Course Unit and Word Limit;
- Includes Index (including Index of Figures or Index of Tables, if relevant);
- Pages are numbered;
- Table formatting (including caption) complies with formatting rules adopted by ISEG;
- Figure formatting (including caption) complies with formatting rules adopted at ISEG;
- ‘Bibliographic References’ section complies with Harvard Referencing system, adopted at ISEG;
- In-text Citations comply with Harvard Referencing system, adopted at ISEG;
- Avoid using indirect references (‘cit in’) in the text.

2. Outline

- **Introduction**
 - Provides a justification of the project, based on the needs of the company.
 - Identifies (and defines, by reference to the literature) the key concepts in the topic;
 - Identifies the Objectives of the Internship;
 - Describes the structure of the Research Proposal.
- **Literature Review**
 - Per each key concept in your topic, there should be a section that:
 - Identifies and describes the different debates around the concept in question;
 - When applicable, describes how a given conceptualisation reflects practice in the internships’ sector of activity;
 - Situates the report’s contribution to the identified concepts and debates but also concerning pragmatic aspects of the working environment;
 - In addition to this, there should be a section that explores the empirical evidence on your topic, namely:
 - Methodological approaches used in other studies/reports, and a justification of your methodological approach against that background;
 - Empirical evidence of previous research in your topic that guides the development of your data collection and analytical approach (a) what methods

you choose, what is the reason for that, b) what analytical approach, to what ends;

- Empirical evidence on how similar studies had an impact on the work environments and framing what you expect in the case of your internship – how will it have an impact and add to that existing research/best practices;
 - Includes reflection on positionality of the researcher in similar studies and how it shaped data collection/interpretation (if relevant).
- **Objectives**
 - Specifies the Objectives of the Internship in a clear and understandable manner.
 - **Methodology**
 - Identifies the Methodological Approach (Qualitative/Quantitative/Mixed);
 - Identifies the data collection method that will be applied;
 - Identifies the research context, sampling criteria and the data collection tools (i.e. interviews, participant observation, focus groups, participatory methods tools, etc.) and the ethical considerations will be addressed (e.g., informed consent, anonymity, data protection);
 - Provides a justification for the choice of methods and outlines the researcher's positionality and reflexivity strategies (especially if the research involves immersive, participatory, or ethnographic methods);
 - Explains how the approach was negotiated with the internship organization;
 - Identifies how the key concepts will be operationalized;
 - Identifies the data analysis strategy (content analysis, discourse analysis, etc.) and explains why and how it relates to the sampling procedures and data collection tools;
 - Explains how the validity and reliability of the data will be ensured (e.g., triangulation, member checking, thick description).
 - Describes limitations of the methodological approach and how these will be mitigated or acknowledged.
 - Provides a timeline for data collection and analysis phases.
 - **Bibliography**
 - At least 20 references (effectively used in the body of the text).