

Project title

eSTEeM Final Report  
  
Author(s) / Team  
School(s), Date

Keywords:

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# Executive Summary

The executive summary will be used on the eSTEeM website and Scholarship Exchange. It should be succinct and provide a synopsis of the key points of the report. It should be written for those who previously knew nothing about the project but are interested in and knowledgeable about teaching and learning. It should contain the following key points -

* The issue you investigated and why.
* Brief outline of the scholarship methods you undertook.
* The main findings and what impact the project has had as a result e.g., change to assessment design of module(s).
* The recommendations and implications of this work.

**Suggested word count: 300-500 words.**

# Aims and scope of the project

## You may wish to use sub headings

### You may wish to use paragraph headings

This section should provide details on what the main aims of the project were and what the more specific goals were.

**Suggested word count: 800-1500 words.**

# Activities

## You may wish to use sub headings

### You may wish to use paragraph headings

This section shoud describe the overall approach of the project. For example, to observe current practice, develop technology, plan and evaluate change, etc.

It should also detail what the the planned activities of the project were. What changes did you have to make to your plan, aims, project activities, etc, and why, e.g., technical problems, difficulties in involving users/stakeholders, etc?

What data and evidence did you gather and how did you gather it, e.g., survey, interviews, focus groups, user studies, cultural probes?

**Suggested word count: 800-1500 words.**

# Findings

## You may wish to use sub headings

### You may wish to use paragraph headings

In this section, you should present your main findings and explain the evidence that supports these findings. Do you have you any particular successes to report?

Has your project generated any unanticipated outcomes or unexpected opportunities and how have you taken account of these?

Have you informed key stakeholders, e.g., ALs, module teams, students on affected modules, Boards of Study, PVC-Students, OU Students Association, etc about your project and its findings?

**Suggested word count: 800-1500 words.**

# Impact

## You may wish to use sub headings

### You may wish to use further paragraph headings

In this section, we would like you to consider the impact of your project in four key areas:

a) Student experience

* In what ways has your project impacted on student learning?
* How is your project contributing to increasing student success i.e. completion and continuation, employability, etc?
* Have there been or will there be any benefits to students not directly involved in your project?

b) Teaching

* How have you affected the practice of both yourself and others within the OU?
* What has been the impact of your project outside the OU?

c) Strategic change and learning design

* What impact has your work had on your Unit’s or the University’s policies and practices?

d) Recommendations

* What elements of your project could be used to in the wider OU context.
* What practices would you recommentd others try.

e) Any other impact

* For example, secured additional external funding.

**Suggested word count: 300-500 words.**

# Dissemination

### Deliverables

Please provide a list of any deliverables that will be of value beyond the life of the project such as websites/wikis (URL), publications (ORO link/pdf), papers (ORO link/pdf), etc. Please reference papers and publications in full. Relevant files should be sent separately for inclusion on the eSTEeM website and will be uploaded by eSTEeM to the Scholarship Exchange. The project team are required to upload any relevant outputs to ORO.

### Figures and tables

List of figures and tables provided in the report.

### References

List any key literature and existing/previous research that you referred to.

### University approval processes

If your project required specific approval from university committees, please provide the appropriate information below. This is a necessary requirement for future publication of outputs from your project.

* SRPP/SSPP – Approval from the Student Research Project Panel/Staff Survey Project Panel was obtained according to the Open University’s code of practice and procedures before embarking on this project. Application number XXXX/XXX.
* Ethical review – An ethical review was obtained according to the Open University’s code of practice and procedures before embarking on this project. Reference number HREC/XXXX/XXXX.
* Data Protection Impact Assessment/Compliance Check – A Data Protection Impact Assessment/Compliance Check was obtained according to the Open University’s code of practice and procedures before embarking on this project. Data Protection registration number XXXX.

### Appendices

Please provide a list of appendices and provide as separate files, clearly named ‘[yourname]\_Appendix A’, ‘[yourname]\_Appendix B’, etc., and submitted in electronic form together with your final report.

### Appendix A - Metrics for your project

PLEASE SUBMIT THIS AS A SEPERATE FILE

|  |  |
| --- | --- |
| **Project staff** | |
| Number of academic, academic-related staff who contributed to the project |  |
| Number of days spent working on the project for all staff involved, including the project lead(s) |  |
| Number of ALs and number of days contribution to the project |  |
| Number of students involved as co-researchers/co-collaborators on the project and any student incentives provided |  |
| **Student survey data (if applicable)** | |
| Number of students surveyed |  |
| Number of student respondents |  |
| **Student interview data (if applicable)** | |
| Number of students interviewed |  |
| **Student focus group data (if applicable)** | |
| Number of students involved either as interviewers or interviewees |  |
| **AL survey data (if applicable)** | |
| Number of ALs surveyed |  |
| Number of AL respondents |  |
| **AL interview data (if applicable)** | |
| Number of ALs interviewed |  |
| **AL focus group data (if applicable)** | |
| Number of ALs involved either as interviewers or interviewees |  |

### Appendix B - Confidential commentary

PLEASE SUBMIT THIS AS A SEPERATE FILE

Please provide a short commentary providing feedback, for internal use only, about being an eSTEeM project leader. We see no need to restrict the format of this commentary, but we have provided some questions that might serve as prompts. The commentaries are intended for use by the management team of eSTEeM and will be treated in the strictest confidence. Responses may be used as quotes in eSTEeM reports/publicity materials, on the eSTEeM website or on social media platforms once completely anonymised.

* Why did you submit a project plan under the eSTEeM project call?
* What were your expectations on starting?
* To what extent were your expectations met?
* What have been the benefits to you of being an eSTEeM project leader?
* What have you learned about researching teaching practice?
* What did you find useful, interesting, challenging, etc?
* What are your views on eSTEeM as a change strategy?
* What advice can you give eSTEeM about future operation?
* Did you encounter any unexpected difficulties in carrying out your activities and/or managing the project (e.g., staffing problems, personal difficulties)?
* What have you learnt from tackling these difficulties?
* How might you continue to work with the Centre?

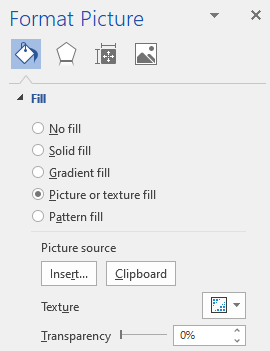
You may wish to add images to your report using this layout



Large quotation marks can be used to highlight quotes within a document.



**Name here**



To place an image within a rounded corner shape, right click the shape and select ‘Format Shape’ from the menu. Select the ‘Fill & Line’ tab (paint bucket icon) and under ‘Picture source’, click ‘Insert…’ to select your chosen image.

