

## Investigating Student Learning Research Guidelines

Under the IRB (ID: HUM00018003), CRLT has been granted a general exemption that applies to ISL recipients. ISL grant recipients who do not already have IRB approval do not need to initiate an IRB application.<sup>1</sup> However, you should be aware of and agree with the conditions of this exemption.

### *Interaction with CRLT*

- Research teams will meet with CRLT staff to learn about the IRB exemption and to consult on research instruments and methodologies.
- CRLT staff will have a mid-project check in with funded teams and discuss presentation of findings of the public product of this grant, a poster.

### *Focus of project*

- The projects will focus on postsecondary student learning, whether in courses or curricula.

### *Notification and Consent (minimum requirements)*

- For research on students in researchers' own courses, which involves normal work products (i.e., exercises or assignments you might normally ask students to complete for course, regardless of your research), researchers should include a paragraph in their syllabus to notify students of the research question, methodologies involved, and that the research will have no influence on student grades.
  - For those who intend to make public substantial excerpts of student work, it is advised to *additionally* gain student consent through a consent form (see attached).
- For research on students in researchers' own courses, which does not involve normal work products (i.e., exercises or assignments you might ask students to complete which go beyond normal work expectations, such as videotapes of student interactions, interviews, surveys and focus groups):
  - Student participation in the project should be voluntary, and student consent should be obtained through a consent form (see attached). When possible, someone not involved with instruction of the course should collect these, to minimize students' impression that participation is linked to grades.
  - Additionally, researchers should include a paragraph in their syllabus to notify students of the research question, methodologies involved, and that the research will have no influence on student grades.
- For teams doing research on students not in their own courses,
  - Please follow the above factors, by work product generated.
  - Additionally, in recruitment materials (e.g., emails, signs), please indicate your research question(s), methodologies, that a student is free not to participate in the research, and that participation will not influence a student's standing at UM.

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<sup>1</sup> ISL grant recipients who already have IRB approval should see the first application as primary and abide by the conditions of that approved proposal.

*Presentation of findings and storage of records*

- In public presentations of the findings in this research, student identifiers will be removed.
- If records are kept of the research, they should be kept in a secure environment, such as a locked file cabinet or a password-protected computer.

If you feel that you are unable to follow any of the above guidelines, please speak to Mary Wright as soon as possible about initiating a separate IRB approval for your project.

Study Title: <SAMPLE CONSENT FORM TEMPLATE, such as for focus groups>

Principal Investigator: <Name and contact information>

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**Read the following, and if you agree, sign and date the line(s) at the bottom:**

This project is being funded by a Center for Research on Learning and Teaching grant that seeks to investigate student learning at the University of Michigan (the ISL Grant, <http://www.crlt.umich.edu/grants/islgrant.html>).

*<Researcher's description of: the research, potential risks/benefits of the research, student data being used, and de-identification/confidentiality of student data>*

Your participation in this project is voluntary. Even after you sign the informed consent document, you may decide to leave the study at any time. You also may choose to skip or not answer any question.

If you agree to have your work used in this way, please sign and date this form on the line below.  
[For courses: Whether you sign the form or not will not increase (or reduce) the amount of work you do for the class, nor will it affect your grade.]

I have read the information given above. <The PI> has offered to answer any questions I may have concerning the study. I hereby consent to participate in the study.

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Printed Name

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Consenting signature & Date

I further consent to the <audio/videotaping> of <event being recorded> for the purposes of this research. I understand that this <audio/videotape> will be maintained until <ending date of study> and then destroyed.

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Printed Name

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Consenting signature & Date

## SAMPLE CONSENT FORM

Study Title: Teaching Students to Develop Theory  
Principal Investigator: Mary Wright

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**Read the following, and if you agree, sign and date the line(s) at the bottom:**

This project is being funded by a Center for Research on Learning and Teaching grant that seeks to investigate student learning at the University of Michigan (the ISL Grant, <http://www.crlt.umich.edu/grants/islgrant.html>).

My project seeks to investigate how students learn qualitative research skills. I plan to use this research to help me better teach qualitative research methods and to enhance how future students learn the subject. There are no anticipated risks of participating in this study.

In this class, we will do three in-class exercises (about 30-45 minutes each) to help you develop as a qualitative researcher. All students will complete these exercises, regardless of their participation in my research study. During each exercise, I would like to videotape students as they engage in the exercise, to better understand their qualitative reasoning processes. This consent form pertains to the videotaping process.

Your participation in the videotaping is voluntary. Even after you sign the informed consent document, you may decide to leave the study at any time by emailing me. *Your decision to sign the form will not increase (or reduce) the amount of work you do for the class, nor will it affect your grade.*

In any presentation of the results, *I will not include your name, image or any identifying details.* I will keep your work on file in my locked office, as I would with any other student projects, but I will destroy the videotapes after the research is complete (no later than May 2007).

If you agree to have your work used in this way, please sign and date this form on the line below.

I have read the information given above. Mary Wright has offered to answer any questions I may have concerning the study. I hereby consent to participate in the study.

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Printed Name

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Consenting signature & Date

I further consent to the videotaping of myself engaging in the three in-class qualitative exercises. I understand that this videotape will be maintained until May 2007 and then destroyed.

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Printed Name

## **SAMPLE CONSENT FOR ONLINE SURVEYS**

In an effort to investigate student learning in [course], Dr. [Name], has developed this survey.

Thank you for taking the time to confidentially respond to the questions below. Your answers are important to us. The survey should take you no more than 10 minutes.

Your participation in this evaluation project is voluntary and is not linked at all to your grade in [course]. You may skip any part of the survey.

If you have any questions about the survey, please contact [Name and email].

## SAMPLE SYLLABUS STATEMENT

### Classroom Research

I am working on a research project that seeks to investigate how students learn qualitative research skills. I plan to use this research to help me better teach qualitative research methods and to enhance how future students learn the subject.

In this class, we will do three in-class exercises (about 30-45 minutes each) to help you develop as a qualitative researcher. (These are exercises that I would normally do while teaching, regardless of my research.) I plan to analyze your work in these exercises for my research project.

In any presentation of the results, *I will not include your name or any identifying details*. If I plan to quote extensively (i.e., more than one sentence or an image of your work), I will follow up with an email to check that this is acceptable to you.

Please contact me if you have any questions or concerns about this research.

## TO DISPLAY STUDENT WORK IN PRESENTATION OF FINDINGS

FERPA\* requires you to get written consent from students about the following:

- the consent must specify the records to be made public (e.g., course paper)
- the consent must also state the purpose of the disclosure (e.g., to share at a conference)
- identify to whom disclosure will be made (one person only? the general public?)

For FERPA requirements, the written consent could be obtained via email.

Additionally, because of the ISL IRB guidelines, student identifiers should be removed.

\* <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>