

**Doane College Institutional Review Board
Exemption Request Form - Curriculum & Instruction – School Counseling - Revised
November, 2008**

Doane College Policy Statement:

Doane College’s Institutional Review Board (IRB) is a standing committee comprised of individuals who review proposed research involving human participants to determine whether the research meets the ethical standards required by the Department of Health and Human Services (HHS), as described in the Code of Federal Regulations, part 46: <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm>

For IRB purposes, research is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” (45 CFR 46.102(d)). This broad definition highlights the fact that gathering information about people with the intention of sharing that knowledge in some form with others (such as the general public or other scholars in the form of conference presentations or journal publications) is research that must be reviewed by an IRB.

Some research activities submitted to the Doane College Institutional Review Board (IRB) may be exempt from formal IRB review processes. When specifically deciding whether a research activity is exempt from such review, the IRB chair (or person designated by the chair) will rely on the exemption categories provided by the Code of Federal Regulations, Title 45, Part 46. (Specifically, 46.101(b).) These categories are listed below.

Doane College Curriculum and Instruction or School Counseling Action Research Requirement

Graduate students in the Doane Curriculum and Instruction Program conduct an Action Research project as requirements in EDU603 Research Methods and EDU604 Culminating Projects. Course Capsule:

<p>EDU603 Research Methods. Upon completion of this course, the graduate student has selected a research question relevant to a K-12 classroom assignment, reviewed literature about the question, and designed a project that includes a plan to evaluate the effectiveness of the educational innovation related to the research question.</p>	<p>EDU604 Culminating Project. Implementing an educational innovation selected in EDU603. Upon completion, the graduate student presents a synthesis and evaluation of the project, identifies on-going questions for future examination, and submits a final copy of the culminating project abstract to the Graduate Office.</p>
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The Doane C&I action research project is a classroom-based design. Only best practice, consistent to the curriculum design of the school the graduate student works in is implemented. The purpose of classroom-based projects is to improve the instructional skills of the graduate student. Projects follow the design of action research used within Nebraska schools that adhere to the following design:

1. **Problem Identification:** Why do you want to do it? Is it an important and practical problem, something worth your time and effort, something that could be beneficial to you, your students and others? Is the problem stated clearly and in the form of a question? Is it broad enough to allow for a range of insights and findings? Is it narrow enough to be manageable within your timeframe and your daily work?
2. **Plan of Action:** Will you develop and implement a new strategy or approach to address your question? If so, what will it be? Will you focus your study on existing practices? If so, which particular ones? What is an appropriate timeline for what you are trying to accomplish?

3. **Data Collection:** What types of data should you try to collect in order to answer your question? How will you ensure that you have multiple perspectives? What resources exist and what information from others might be useful in helping you to frame your question, decide on types of data to collect, or to help you in interpreting your findings?
4. **Analysis of Data:** What can you learn from the data? What patterns, insights, and new understandings can you find? What meaning do these patterns, insights, and new understandings have for your practice? For your students?
5. **Plan for Future Action:** What will you do differently in your classroom as a result of this study? What might you recommend to others? How will you write about what you have learned so that the findings will be useful to you and to others?

According to the Doane College IRB, school-based projects, like the C&I Action Research Projects, have exempt status meeting Criteria items # 1, 2 & 4, outlined below. Even though exempt of IRB review, each project must meet criteria for ethical consideration of participants ensuring confidentiality. ~ Dr. Lyn Forester, Dean of Graduate Studies in Curriculum and instruction, Member of the Doane College Institutional Review Board, November, 2008

Graduate Student Name: _____
C&I Advisor: _____

Project Title:

Problem Statement:

Project Questions:

Best Practice Intervention (If Applicable):

1. Exempt Status: The Curriculum and Instruction or School Counseling Action Research Project qualifies for Doane College exempt status by the standards required by the Department of Health and Human Services (HHS), as described in the Code of Federal Regulations, part 46: <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm>.

The Doane C&I or School Counseling Action Research Project is a classroom-based project patterned after the action research process utilized in schools. The Action Research Project is not “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” An experimental design approach is not acceptable. Instead, it is a project grounded in accepted instructional processes utilized by the school district. The project requires each student to examine the instructional practice in the classroom, requires the use of only acceptable, research-based best practice, and requires the measurement and reporting of the results of the implementation of such practice. Results are of a formative nature and identify no specific individuals, but instead represent the impact of the measurement on instructional practice. Progress of how students understand the action research process is shared in the confidential setting of the Class Seminars of EDU 604, but no specific student results are reported.

2. Indicate which specific exemption(s) you believe applies to your Action Research Project. (Please check all that apply.)

____ (1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

____ (2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (i) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (ii) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.

N/A (3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior that is not exempt under paragraph (b)(2) of this section, if: (i) the human subjects are elected or appointed public officials or candidates for public office; or (ii) federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

____ (4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

N/A (5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (i) public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs.

N/A (6) Taste and food quality evaluation and consumer acceptance studies, (i) if wholesome foods without additives are consumed or (ii) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

4. Signatures:

Graduate Student _____ **Date** _____

Instructor _____ **Date** _____

Most school districts require that all projects conducted by graduate students comply with district policy by completing a research proposal that needs to be reviewed and acted upon by the district. In such situations, students should attach the following completed form or an alternate form supplied by the district to the proposal submitted to their district. A signed copy of the form should be returned to the Graduate Office for the student's file.

Research Project Permission from School Districts

On the following pages are sample Research Methods permission documents plus the specific link for Omaha Public Schools. The sample permission pages can be used if the student's district does not use a different form. Each district, however, may have specific documents to file with either the student's principal or central office administration. Research instructors should be aware of these varying district procedures and determine that students follow their district's policy regarding research in a classroom setting. Also shown below is a letter research instructors should distribute to students to explain their research to their principal or other district personnel involved with approving research projects.

CLASSROOM & SCHOOL-BASED PROJECT APPLICATION (SAMPLE)

Applicant's Name _____

Address _____ **Zip** _____

Telephone Number (W) _____ **(H)** _____

Doane College Degree Program: ___ **Curriculum & Instruction** ___ **School Counseling**

Instructor _____

Title _____

School and Grade Level: _____

Doane IRB Status: **Exempt Research** **Non-exempt research**

Purpose:

Potential Benefits to School District:

Methods Used in the Study: (Attach any surveys for students or parents)

Describe how confidentiality will be assured.

Signed: _____
Applicant

Signed: _____
Instructor

Date: _____

Date: _____

Approval by Applicant's District Representative:

(SAMPLE)

Dear Parents/Guardian,

I am currently enrolled in the Master of Education Program in Curriculum and Instruction (or the Master of Arts in Counseling with an Emphasis in School Counseling) at Doane College. One of the requirements for the degree involves the completion of a classroom-based research project. I have chosen to examine _____ in my classroom. The primary questions I will ask are:

- 1.
- 2.
- 3.

If you choose to let your son or daughter participate, our data collection methods might include surveys, rating scales, interviews and a variety of strategies to implement in the classroom. We may ask students to give us feedback on different approaches we take. We will be making a final presentation of what we learn through our work at the end of the semester. We would like your permission as well as your child's permission to help complete this requirement. We guarantee confidentiality of information and promise that the name of the school, your child, and any other identifying information not be made public. The data will be reported in class at Doane College. Data either will be reported as a group or pseudonyms will be used so that the participants will not be identifiable.

By signing below you indicate that you have read and understand the informed consent and conditions of this project and you give your consent to let your child participate. If you wish to be informed about the results of the project or you would like information about the findings, we would be happy to send you that information.

We would be grateful if you would sign and return the slip below at your earliest convenience.

Sincerely,

Please mark where appropriate and return the form with your student.

_____ I give my consent for my child to participate in the classroom-based study.

I understand that his/her name or identifying information will be kept confidential.

_____ I do not wish for my student to be a part of the classroom-based project.

_____ I wish to receive information on the findings of the study.

Parent Signature _____

Date _____

Student Permission Form (SAMPLE)
(For grades 6-12)

My teacher has explained his/her project to our class. I understand that my teacher is completing his/her project for the Master's Degree in Curriculum and Instruction (or the Master of Arts in Counseling with an Emphasis in School Counseling). I give my consent for my teacher to use my work or information on my classroom performance as long as it is kept confidential. I also freely give my consent for my teacher to use my responses on survey's or attitudinal questionnaires.

Date: _____ Student's Signature _____

Link for Permission for Research Projects at Omaha Public Schools

<http://www.ops.org/District/LinkClick.aspx?link=General+Administration%2fResearch%2fpr oposal+requirements+forms.pdf&tabid=124&mid=1341>

There are a number of pages that must be completed and signed. Please ask students to follow the current procedure.

Letter to Principals regarding Research Project for distribution to students by EDU-603 Research Methods professors – Students are to give this letter to their principal or other staff member responsible for approving their Research Methods project. Copies of this letter should be distributed by instructors in EDU-603 Research Methods courses.

Dear Principal,

Thank you so much for your support of the teachers in your school who are taking the Master of Education in Curriculum and Instruction program or the Master of Arts in Counseling with an Emphasis in School Counseling from Doane College. Our assessments from principals and teachers indicate that the programs provide pertinent information teachers desire in their quest to improve teaching and learning in their classrooms. Through a blend of theory and practice we offer a program that is immediately responsive to educators' needs. We urge you to talk with your faculty member(s) about the program and what it has meant to her/him.

In principal surveys we have received, many individuals have requested additional information about the program. In response to this request, I am asking educators who are completing their classroom school-based project for the Master's Degree to bring this letter, along with the completed and signed authorization form from the central office, to help you understand the classroom based project being completed by the teacher in your school. Please feel free to discuss the project with the teacher, contact the faculty member at Doane in charge of the project, or contact me for information about the program/project.

Again, thank you so much for your support.

Lyn Forester, Ed.D.
Dean, Master of Education in Curriculum and Instruction, Doane College