



# Cal Poly Pomona - Human Research Protections Program Institutional Review Board (IRB)



## Protocol Application (version: January 31, 2011) IRB principles: respect for persons, beneficence, justice

Cal Poly Pomona (CPP) is committed both to research in advancement of teaching and science and to the protection of the individuals involved. As part of the assurance filed with regulatory agencies including the federal Dept. of Health and Human Services and policies from others like the State of California, the University has designated a human subjects' committee, called the Institutional Review Board or IRB, to review proposals for research involving living persons. This application, when submitted to the IRB, will be evaluated in terms of its compliance with ethical standards regarding the treatment of subjects (participants). The type of review – full, expedited, or exempt – will be determined by the IRB. While individual researchers are ultimately responsible for their practices, the IRB's review is designed to provide objective input as additional protection for the subjects. Further, it is of benefit to those who could be held accountable for the research practices, i.e., the researchers and the University. All research conducted by students, faculty, and sponsored individuals must have prior IRB approval.

Hints and help:

- Complete all **sections in yellow** about your research proposal. Incomplete protocols will be returned. There are **blue highlighted links** to additional information. Look at the helpful hints as indicated in *italics* with each question of the protocol. It is highly recommended to have someone not involved in the writing of the protocol look it over for clarity and typographical errors.
- More information about the IRB at Cal Poly Pomona is available at the **Research** web page, <http://www.csupomona.edu/~research/irb/>. There are sample protocols and consent forms, links to training materials, policies and procedures, etc.
- Submit your completed protocol application to the IRB office within the Office of Research (**Research**). E-mail it and any attachments such as surveys, informed consent forms, and recruiting flyers to [bkennedy@csupomona.edu](mailto:bkennedy@csupomona.edu), the IRB administrator. To facilitate tracking, please include in the file name 1) your last name and 2) one or two key words describing its subject.
- Also, print off, sign, and bring or mail **this front page** as hard copy to the IRB office at **Research**, Building 1, room 229. You -- and all co-PIs -- must sign the "Declaration by all Investigators" before the review will begin.
- Training in the conduct of human subject research is critical and investigators must demonstrate their knowledge and awareness through the completion of appropriate coursework. In 2007, the IRB adopted the CITI "Course in The Protection of Human Research Subjects" (<https://www.citiprogram.org>) as the primary means of training and as a requirement of protocol approval. Please provide documentation of your training with this application; you may be asked to pursue additional training appropriate to your study.
- For other assistance, contact the Compliance Associate within **Research**, Bruce W. Kennedy MS RLATG CMAR CPIA, at 909-869-4215 and [bkennedy@csupomona.edu](mailto:bkennedy@csupomona.edu).

<b>Investigator information</b>	Primary investigator (faculty, student, etc.)	Others (your faculty advisor, co-PIs, facilitator, sponsor, collaborators, etc.)
Name:	Jodene Morrell	
Affiliation (college/dept):	College of Education and Integrative Studies, Department of Education	
Phone contact (office or cell):	(310) 966-7997	
Email contact:	<a href="mailto:jmkersten@csupomona.edu">jmkersten@csupomona.edu</a>	
Title of this IRB protocol: Investigating Connections between Clinical Practice Supervision and Quality of Clinical Practice Experience		
Date submitted: 8/5/2011	<input checked="" type="checkbox"/> X_new <input type="checkbox"/> amendment <input type="checkbox"/> renewal; previous number:	
Any vulnerable subjects (risks)?: <input type="checkbox"/> minors <input type="checkbox"/> pregnant women <input type="checkbox"/> medically sensitive <input type="checkbox"/> other:		

**DECLARATION BY ALL INVESTIGATORS:** This proposal is guided by the ethical principles regarding research involving human subjects as set forth in the [Belmont Report](#). I/We agree to abide by the policies and procedures of the IRB at CPP, including obtaining appropriate training in human subject research for myself and those involved in its conduct. I/We will not initiate any research associated with this proposal on or off campus until authorized by the IRB. I/We will inform the IRB of any adverse events that occur or of a need to modify the study design. I/We understand that approval, when granted, is valid for up to one year and will submit a renewal for its continuation if needed.

<i>(send this signed page to the IRB office)</i>	Signature, certifying the above	Date
primary investigator:	<i>Jodene Morrell</i>	8/5/2011
all others, including advisors:		

IRB office use	review type: full IRB (risk involved)	expedited/designated review (minimum risk/harm)	exempt PEIP NA
date rc'd:	revised	assigned to:	training: PI others
protocol #:			approval date:
copies: chair file		final: signed ICF approval-memo	renewal date:
<i>This protocol has been reviewed and approved for conduct by the IRB, California State Polytechnic University, Pomona.</i> Jeffery S. Mio PhD, Chair, IRB			Date

## I. DESCRIPTION OF THE RESEARCH PROJECT

*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))*

- A. Purpose of this project – What hypothesis are you testing? Why are you conducting this study; explain the rationale? What are the objective(s) and goal(s)?** *Provide enough detail such that a) the IRB member(s) reviewing your protocol will understand your research plan and b) to support a judgment of the risks and benefits in order to approve the “use” of the research participants.*

The purpose of this project is to investigate the quality of clinical practice\* supervision from the perspective of teacher candidates in the Multiple Subject and Education Specialist programs at Cal Poly Pomona. Specifically, I am interested in researching whether significant differences exist between faculty and adjunct supervisors and how their affiliation with the university impacts students' perceptions of coherence between course content and their clinical practice experience.

My hypothesis is that candidates who are assigned a faculty person, rather than an adjunct, as a supervisor will experience more cohesion across their program from prerequisite and methods courses through their clinical practice.

The goal is to learn more about the quality of supervision and how to improve the learning experience of teacher candidates. By gathering data through a one-time anonymous electronic survey/questionnaire, I hope to learn more about how institutions can make stronger and more meaningful connections between theory (university course content) and practice (clinical practice) to ultimately improve teacher quality and effectiveness.

\*Teacher candidates in the Multiple Subject and Education Specialist programs must complete two quarters of clinical practice (student teaching) in local K-12 public schools. They are assigned supervisors who are either faculty or adjuncts.

- B. Relevance – State specifically the relationship of your proposed research to other, previous scientific and/or scholarly investigations in the field. Provide full citations (APA or MLA reference styles are good).** *What literature is related to your research? What are you doing that builds on that information?*

Annually, approximately 200,000 teacher candidates across 1,400 teacher preparation programs complete student teaching (clinical practice) to earn their teaching credentials. Valencia, Martin, Place and Grossman (2009) state, “Student teaching is a cornerstone of teacher preparation, yet it remains one of the most difficult experiences to understand” (p. 304). Likewise, according to the recent highly publicized report by the National Council on Teacher Quality (NCTQ) (July 21, 2011), “Surveys of new teachers suggest that student teaching is the most important part of their teaching training experience” (p. 1). Given the importance of student teaching, it is imperative that teacher preparation programs investigate the quality of clinical practice to prepare teacher candidates to be highly effective educators.

The NCTQ report discusses evaluation of teacher preparation programs based on five standards that focused on the length of student teaching, qualities of cooperating/mentor teacher, and involvement of the program to select the cooperating mentor teacher. These standards were based on findings by Boyd, Grossman, Lankford, Loeb, & Wyckoff (2009); however, the report made no mention of the quality of the supervisor\* which is contrary to an important assertion made by Valencia et al. (2009) which is, “At a time when student teaching continues to be a mainstay of teacher education programs, we need to better understand the complex interactions of the key triad members (student teacher, cooperating teacher, and university supervisor)” (p. 304).

Research on student teaching is not new. Fortunately, we have a growing body of research, which gained attention and momentum with the first *Handbook of Research on Teacher Education* (Houston, 1990) and subsequent editions. However, many researchers continue to find disappointing professional development for teacher candidates and a need improve the interaction between the supervisor, mentor teacher, and candidate. Borko and Mayfield (1995) noted this challenge fifteen years ago, and many programs are still seeking ways to address this problem.

This project builds on research on improving teacher education programs by focusing on clinical practice and the impact of the supervisor. Specifically, I will focus on the supervisor's connection to the program, as faculty or adjunct, and whether or not this makes a difference in the quality of clinical practice from the perspective of teacher candidates.

Borko, H. & Mayfield, V. (1995). The roles of the cooperating teacher and university supervisor in learning to teach. *Teaching and Teacher Education*, 11, 501 – 518.

Boyd, D., Grossman, P., Lankford, H., Loeb, S., & Wyckoff, J. (December 2009). Teacher preparation and student achievement. *Educational Evaluation and Policy Analysis*, 31, 416-440.

Houston, R. W. (Ed.) (1990). *Handbook of Research on Teacher Education: A project of the Association of Teacher Educators*. New York: Macmillan Publishing Co.

National Council on Teacher Quality (2011). *Student Teaching in the United States*. Washington, D.C.: Author

Valencia, S., Martin, S. D., Place, N. A. & Grossman, P. (2009). Complex interactions in student teaching: Lost opportunities for learning. *Journal of Teacher Education*, 60(3), 304 – 322.

\*NCTQ: The term “supervisor” refers to the individual hired by the institution to periodically observe and evaluate the student teacher’s performance. Supervisors may be faculty, but are usually former teachers or principals hired on a contract basis.

- C. Methods – Summarize the design (independent variables, interventions, treatments, etc.) of your proposed study. What are your expected outcomes? Describe in detail all procedures to be done with human subjects. What types of test(s) will be performed on or with the subjects? How will you carry them out and with what data gathering instruments and apparatus? When do you plan for the research to occur? Where will the research be held (and is authorization or permission needed there)? Who will conduct the research besides yourself? Define terms, abbreviations, and procedures that may be specific to your discipline for the understanding of the IRB reviewer. By authorization, it is meant for example, a company’s permission to use worker’s time or a school principal’s acknowledgement – if so, provide documentation to the IRB. Don’t assume that the IRB reviewer will intuitively know the steps and logistics of your methods and process.**

Students who were enrolled in two required courses for the Multiple Subject and Education Specialist credential programs at Cal Poly Pomona will be invited to participate in the study. Since I have been the only instructor for the courses in the past two years, I will use Blackboard email to invite students to participate (see email invitation). The email will include an explanation of the study and a link to an online survey on SurveyMonkey. Participants will be asked to complete the survey within one week.

Upon approval of the IRB proposal, I will send the email to students who were enrolled in both courses over the past two years. I will send the email again at the start of the fall 2011 quarter when more students are likely to check their Cal Poly Pomona email.

Depending on how in depth participants respond to the Likert Scale questions and open-ended questions, the one-time survey should take between 15 to 20 minutes. Subjects can complete the survey at their chosen time and location with access to a computer and Internet. The informed consent form will be the first page of the survey (see survey via link to [www.surveymonkey.com](http://www.surveymonkey.com) in email invitation).

I will be the only researcher on this project. I will be the only individual with access to the password protected survey data. This research will be conducted on my own time.

## II. AFFILIATIONS

*These questions ask about how you are related to the institution and subjects where the research project is to be conducted. As examples: you are a teacher using your students in a classroom setting as your subjects, or you work for the company where a marketing survey is to be conducted, or you have a financial interest in a product being tested, or you are working with a colleague in another country.*

- A. Are you collaborating with another group such as a school, community association, government agency, etc.? Is IRB approval necessary, or being obtained, elsewhere (domestically or internationally)? Is the project being sponsored or supported through a grant, contract, or other financial arrangement? Does the funding agency require IRB approval? Describe as appropriate.**

The IRB is required to collect such data for OHRP (Office for Human Research Protections) on studies funded by DHHS (NIH, FDA, etc.).

N/A

**B. Personal gain – Do you, as an investigator involved with the project, or any family member (spouse, child, etc.) have a financial or other “self” interest in this study? If yes, describe.** For example: an MBA student may conduct a consumer survey about establishing a business (restaurant) she herself wants to open. In this case, there could be a need for disclosure of the fact in the informed consent form.

N/A

**C. Are you a student? Is this project part of a classroom experience or a graduate program? Has your advisor/mentor reviewed your IRB application? Describe as appropriate.** Student protocols cannot be reviewed by the IRB until there is evidence of the advisor’s contribution and approval including his/her signature on the front page of this application.

N/A

**D. Do you have any pre-existing relationships of any kind with the subjects (participants) or institutions involved in conducting this study? If so, please describe them.** If you work for a company and need to keep its identity confidential, note that here.

I was the instructor for all of the potential subjects invited for this study. They completed TED 443: Theory and Practice in Literacy Instruction and/or TED 444: Theory and Practice in Language Arts instruction during the past two academic years.

I have also served as a clinical practice supervisor and supervised 18 student teachers in the past two years, who may choose to participate in the study.

However, I am now on leave from Cal Poly Pomona and have minimal (occasional email from a few students) to no personal interaction with the potential subjects.

**E. If you are not affiliated with Cal Poly Pomona, who is your co-PI or facilitator on campus?** A co-PI applies when there is a collaborative research project being proposed in this protocol. A facilitator applies when there is a need for logistical support to conduct your study at Cal Poly Pomona. Not all studies need a facilitator, but the IRB may, upon review of your protocol, make it a condition for approval. See section 14.14 of the [IRB policies and procedures](#). Obtaining a facilitator is the responsibility of the PI(s). Describe as appropriate. Specify the name, email address, and phone number of either your co-PI(s) or facilitator.

N/A

**F. Though there may not be one, could there be the perception of a conflict of interest for either you, as the investigator, or for the subjects in this study? If so, how will you manage that?** See [http://www.csupomona.edu/~policies/Administrative/conflict\\_of\\_interest\\_and\\_financial\\_disclosure.html](http://www.csupomona.edu/~policies/Administrative/conflict_of_interest_and_financial_disclosure.html).

Since I am no longer teaching or supervising at Cal Poly Pomona (due to leave status), I do not foresee an issue with conflict of interest. I have no influence on candidates’ completion of the credential program at this point. Subjects will be assured in the invitation email and in the informed consent form that their participation is strictly voluntary and will have no impact or influence on their program involvement and credential completion (benefits to which they are entitled).

### III. DATA COLLECTION

Collection methodologies include, but are not limited to: surveys, interviews, focus groups, oral histories, participant observation, observations of public behavior, research in public schools, and the analysis of existing data. Data include: survey sheets and questionnaires, biological samples, audio and video tapes, transcripts of verbal communication, photographs, paper and electronic records, previously collected (existing) information, etc. Personal and private data deemed by the IRB to be a risk to subjects if revealed can include gender, income, number of children, age, religion, ethnicity, e-mail addresses, and more. Even when labeled as demographic data, it is still personal and private and could potentially identify an individual. This is not to say such data should not be collected, but mechanisms must be described in this protocol to protect the interests of the subjects should they be (somehow) identified.

The HIPAA Privacy Rule regulations [45 CFR 164.514(b)] list specific elements that are considered to be personal identifiers. These include: name and initials; street address, city, county, precinct, zip code, or equivalent geocodes; elements of dates (except year) directly related to an individual (date of birth, admission date, discharge date, date of death); elements of date including year for persons 90 or older; telephone and/or fax number; e-mail address; social

security number; medical record or health plan identification number; account number; certificate and license number; vehicle identifier and serial number including license plate number; device identifier and serial number; web address (URL), internet IP address; biometric identifier including finger and voice print, full face photographic image and comparable image; other unique identifying number, characteristic, or code.

- A. What data about the subjects will be collected? In what format (see above)? How will it be coded or identified? Will social security numbers be used? What will become of the data at the end of the study (returned, destroyed, archived)?** *If data like audio and video tapes are kept, the subject must be told of the purpose (e.g., conference presentations) and for how long, as part of the informed consent process. The subject has the option, after the study is over, to contact the researcher to withdraw permission for continued use.*

I will collect minimal background information on participants: program (Multiple Subject or Education Specialist) and number of clinical practice blocks completed (one or two quarters). They will also be asked if their supervisor was a faculty member or adjunct for each of the clinical practice blocks completed. These will be the first two questions in the survey.

Survey responses will be coded based on participants' program, number of clinical practice blocks completed, and type of supervisor. However, all data will be compiled into a spreadsheet and cannot be linked directly to any specific subject.

Social security numbers will not be used.

Since data will be collected via SurveyMonkey, upon completion of the study, the survey will be deleted along with all of the data. Any spreadsheets that are printed for analysis will be shredded and disposed.

- B. If applicable, have you submitted a copy of the survey or questionnaire to the IRB?** *(If using a published survey, do you need and have you provided permission to use it?) Provide the URL for electronic surveys.* *(It will be tested during IRB review; discard those data before 'going live.')*

yes

in development (only finalized surveys can be approved)

comment below:

The survey can be accessed with the URL: <http://www.surveymonkey.com/s/>

- C. Who will have access to and use the data? How will the raw data be kept protected and secure? How will the data, results, and conclusions be utilized (e.g., presentations, publications, or other)?** *(per California law, CC 1798.24, the researcher must provide a plan sufficient to protect personal information from improper use and disclosures, including sufficient administrative, physical, and technical safeguards to protect personal information from reasonable anticipated threats to the security or confidentiality of the information.)*

I will be the only investigator with access to and use of the data. All data will be stored in a password protected electronic format to ensure protection and security of the data.

The data, results and conclusions will be utilized in presentations and publications. Pseudonyms for locations will be used in all presentations and publications.

- D. Does the research project have provisions or plans for the ongoing monitoring of data collection to ensure safety of subjects? If so, describe the plan.** *This generally applies to longitudinal studies, meaning long-term interaction with the subjects. For example: a dietary study of a novel food product looking at physiological responses, or a repeated measures study where information is provided by subjects for many weeks, or studies involving data collection for months and different research assistants would be contacting subjects, or a behavioral study that might have lasting (mental) impressions.*

This project will include a one-time anonymous electronic survey and does not require ongoing monitoring of data collection.

- E. For studies involving medical records, explain compliance with the HIPAA privacy rule (Health Insurance Portability and Accountability Act) and disclosure of protected health information (PHI).** *(see [http://www.csupomona.edu/~research/irb/Hints\\_help\\_examples.shtml](http://www.csupomona.edu/~research/irb/Hints_help_examples.shtml) for the "Experimental subject's bill of rights – Medical research" consent form if invasive procedures are to be performed)*

not applicable

comment:

## IV. SUBJECTS

A human subject is a "living individual about whom an investigator (whether professional or student) conducting research

obtains data through intervention or interaction with the individual or identifiable private information.” (Dept. of Health and Human Services)

- A. How many subjects (or participants) will be involved in the research project? What is the statistical validation for that number?** *It is acceptable to have a range, but it must be a close approximation. For projects with surveys (e.g., electronic, phone, written, door-to-door canvassing), indicate the number to be recruited, the anticipated response rate, and thus the final number of actual participants.*

Based on enrollment of the two courses over the past two years, 254 teacher candidates will be invited to participate. Three candidates, who I supervised but were not in either of the two courses, will also be invited.

Assuming at least 50% of the invited individuals choose to participate in the online survey, I anticipate approximately 125 subjects. However, since some of the students were enrolled in both courses, they may receive duplicate invitation emails, but will only be able to complete one survey.

Depending on the initial response, if less than 50%, I will send the same email invitation to candidates at the end of the fall quarter when many of the candidates have completed their first block of clinical practice.

- B. Briefly describe the subject group(s), that is their characteristics -- for example age groups, gender, students, faculty members.** *What are you looking for in your subjects?. See as well the section on recruitment of subjects.*

Candidates from the Multiple Subject and Education Specialist credential programs that have completed one or two quarters of clinical practice at Cal Poly Pomona will be invited to participate. All candidates have completed their undergraduate programs and tend to range in age from early twenties to sixties with the typical candidate being female in the twenty to thirty year old age range. The candidates are primarily Latina, Asian or white and completed their undergraduate degree at Cal Poly Pomona.

- C. What are the benefits, if any, to the subjects from their participation in the study?** *Will they personally gain something through the research by being a subject? This information – summarized – must be included in the consent (and/or assent) form as well. If there is no direct benefit, then state that.*

There are no direct benefits to the participants.

- D. Will the subjects be compensated? Will they be given something? If yes, in what way (token of appreciation, money, gift, cash card, course credit, etc.)?** *This information – summarized – must be included in the consent (and/or assent) form as well. If there is no compensation, then state that.*

No

- E. Describe the control and/or comparison group(s), as applicable.**

N/A

## V. VULNERABLE SUBJECTS

*When a subject has limitations, is coerced or manipulated, there is a loss of capability to volunteer, and the subject may be vulnerable. The IRB considers the possibility that, for example, bosses can coerce at the workplace and teachers can manipulate in the classroom. Research conducted with vulnerable subjects requires demonstration of training with that specific population.*

- A. Minors – Will [children](#), minors, or wards be recruited for this research? If so, explain in what way. How will their assent to participate be obtained?** *Children in most circumstances are those less than 18 years of age. Research with children involving no greater than minimal risk requires the permission of one parent and the assent of the child (45 CFR 46.404).*

N/A

- B. Others – Explain research involving other vulnerable subjects such as [prisoners](#), [pregnant women](#), or culturally or medically vulnerable groups?** *Consider the circumstances. For example, a pregnant woman answering a survey about being a teacher may not be vulnerable, but she could be if it's a study about baby furniture.*

N/A

## VI. POTENTIAL RISKS AND THEIR ASSESSMENT

*Definition of risk: A potential harm, discomfort, or inconvenience associated with your research that a reasonable volunteer would be likely to consider significant in deciding whether or not to participate. Risks include legal, social, emotional, or psychological issues, physical or biological hazards, revealing an identity, damage to reputation, exposure of behavior or medical character, illness, injury, side effects of applied or consumed products, revealing or loss of private information, etc. Risk comes at various orders of magnitude, ranging from mere inconvenience to perceptible bodily pain.*

- A. What are the risks? Describe any potential harm, discomfort, or inconvenience, however minimal, as you would explain them to the subjects.** *This information – summarized – must be included in the consent form as well.*

The research will involve minimal risk and is similar to the survey about their supervisor that candidates are asked to complete at the end of each student teaching block. Subjects may feel uncomfortable judging their supervisor; however, they will be assured that I am the only individual with access to the password-protected data.

There is a minimal likelihood that subjects will feel at risk given that the electronic survey may be stopped at any point, subjects are asked to provide minimal identifying information, and I am no longer a professor or supervisor at the institution where the study will take place. Subjects will also be informed that responses will be automatically compiled in a spreadsheet and cannot be linked to them.

I will assure subjects that they may withdraw from the study at any point, without negative consequences, and that their responses will not be shared with any person or program that may link them with responses.

- B. Describe your procedures for protecting against or minimizing the potential risks.** *Is a debriefing statement needed? A brochure from the Counseling and Psychological Services might be necessary. Do you procedures and contacts with medical emergency services for treadmill exercises or phlebotomy? Could someone else obtain personal and private data? Should an adverse event occur – something you don't anticipate or didn't plan on – the IRB web site has a reporting form for this purpose.*

Subjects will be assured in the invitation email and consent form at the beginning of the electronic survey that their participation in the survey is strictly voluntary and they may choose to withdraw from the study at any time without negative consequences. They will also be assured that I am the only researcher and only individual with access to their responses. The data will be protected by a password to the SurveyMonkey website. If subjects have additional questions, they can contact me via email or phone since my contact information will be included on the invitation email and consent form. Subjects will also be assured that information that could potentially link them to their responses will be kept anonymous and pseudonyms will be used in all publications and presentations.

- B. Explain why these risks should be determined as reasonable in relation to the anticipated benefits, if any, while conducting research with the subjects. Include in your response the importance of the expected gain in generalizable knowledge, when evaluated against the risks.**

These risks, which are extremely minimal, are reasonable in relation to the anticipated benefits, which are to improve the clinical practice experience of teacher candidates and to improve teacher education programs. This research is intended to improve the quality of teaching, which will in turn improve the academic success of K-12 students.

- D. Is the study anonymous or confidential? Describe in detail your procedures meant to assure the protection of subjects' information, sensitive data, and privacy.** *(See the CPP IRB [web page](#) for a discussion of what is confidential and what is anonymous. There are processes to de-identify data as well.)*

The study is anonymous. I am intentionally emailing potential subjects that I have taught and supervised and though highly unlikely, there is a slight possibility that I can link the survey responses to a specific individual based on their open-ended response. However, all data will be compiled in a spreadsheet and virtually impossible to link to any specific subject.

I am the only individual with access to survey data, which is password protected. Upon completion of the study, the data and survey will be deleted. Pseudonyms will be used for all subjects and locations in presentations and publications.

## VII. RECRUITMENT

*As applicable, attach copies of flyers, e-mail or blog text, advertisements, etc., to be used for the recruitment of subjects. Review by the IRB is necessary for approval of your protocol. Include the statement as follows: The Cal Poly Pomona*

*Institutional Review Board has reviewed and approved for conduct this research involving human subjects under protocol YY - ### (meaning year and sequence number).*

- A. How will you approach your subjects to potentially participate in the study? Where will you recruit them? Will translation of materials be necessary to other languages or to a different reading and comprehension level for recruiting purposes?** *Consider that children often need simplified language. And studies show that the average adult reads at a 5<sup>th</sup> to 8<sup>th</sup> grade level.*

Students who were enrolled in TED 443: Theory and Practice in Literacy Instruction and/or TED 444: Theory and Practice in Language Arts Instruction in the past two years at Cal Poly Pomona will be invited to participate in the study via email. A link to the electronic survey will be included in the email (see email invitation).

Upon approval of the proposal, I will send the email to the students using Blackboard. I will send the email invitation again at the beginning of the fall 2011 quarter when more students tend to check their Cal Poly Pomona email. Depending on the number of responses after the second email (at least 125 subjects), I will send the email invitation again at the end of the fall 2011 quarter.

- B. Describe the criteria you will apply when selecting and enrolling subjects into the study.** *Inclusion criteria are those characteristics on which you will be recruiting and accepting subjects. Exclusion criteria are characteristics on which subjects will be screened and potentially excluded from participating.*

Subjects are students who were enrolled in either one or both of the credential courses, TED 443 and TED 444 and have completed one or two blocks of clinical practice.

- C. Describe your procedures for the recruitment of a representative sample of the population based upon race, ethnicity, gender, health status, or other characteristic. If this is not the case, discuss the reasons for not having such a balanced sample (such as, the research is focused on a certain subject group).**

The research is based on a certain subject group: Multiple Subject and Education Specialist credential candidates who have completed one or two blocks of clinical practice.

## VIII. TRAINING

*Formal training and practical experience in research with human subjects are critical for the protection of the participants and minimization of risk that might be associated with the conduct of the study. Federal regulations require that investigators possess training. The Cal Poly IRB adopted in 2006 the on-line [CITI program](#) as required training in human subjects research. All investigators submitting applications to the IRB after January 1, 2007, must complete appropriate modules of CITI as a condition of approval of a protocol. Other formal training will be considered by the IRB on an individual basis.*

- A. Describe the training possessed by you. Include when it was obtained and the CITI completion report number. Will you obtain any additional training related to this proposal?** *If you are a student, your advisor (faculty mentor) must possess training as well, which you are to describe in the next section (VIII.B.).*

CITI Completion date: 1/03/08

Ref. #: 1479839

I do not intend to obtain additional training.

- B. Describe the training possessed by others including your co-investigators, collaborators, students, staff, faculty members, a student's mentor or advisor, etc., from Cal Poly or elsewhere, working on this study. Include when it was obtained and the CITI completion report number.**

N/A

## IX. INFORMED CONSENT

*The informed consent form (ICF) is the means by which you as the PI convey the principles of human subjects protections to your subjects: respect, beneficence, and justice. There are examples on the IRB website. Complete the accompanying consent form(s) below. Include it as part of the URL in electronic surveys. Include it when submitting this protocol application for review. Include the assigned IRB protocol number in your ICFs.*

- A. How will you obtain and document informed consent (for adults) or assent (for children)? Which study personnel will be involved in obtaining consent and/or assent?** *For certain types of research methods, like on-line surveys, it is possible to obtain a waiver of consent (implied or passive) from the subjects. Contact the IRB for a determination and the requirements. A justification must be provided to obtain the waiver.*

The informed consent form is the first page of the survey. Subjects must click on either "I agree" or "I do not agree" at the end of the consent. If they select "I do not agree", they will not have access to the survey and will see a "Disqualification Message". Subjects also demonstrate consent by completing the survey.

**B. Will there be recruitment of subjects who cannot themselves provide informed consent? If so, how will informed consent be documented for this population?**

N/A

**C. Describe how you will maintain the consent forms received from the subjects?** *Where (location) will they be kept? For how long/until when? Will they be kept separate from subject data and specimens?*

Since the survey is electronic, consent is obtained through the subjects' participation and completion of the survey. They must also agree to the consent form to proceed with the survey.

## **X. CONSENT FORM**

The IRB requests the following header be included in the ICF(s) of all Cal Poly Pomona approved protocols. It is reproduced on the next page followed by a write-in block for your Informed Consent Form to be completed. Alternatively, you can send it as an attachment, but it must have the informational header below.

**California State Polytechnic University, Pomona  
Informed Consent Form for Research Involving Human Subjects**

**Protocol #: 11-149**

*You are being invited to participate in a research study, which the Cal Poly Pomona Institutional Review Board (IRB) has reviewed and approved for conduct by the investigator named here. This form is designed to provide you - as a human subject - with information about this study. The Investigator or his/her representative will describe this study to you and answer any of your questions. You are entitled to an Experimental Research Subject's Bill of Rights and a copy of this form. If you have any questions about your rights as a subject, complaints about the informed consent process of this research study, or experience an adverse event (something goes wrong), please contact the Compliance Office within Cal Poly Pomona's Office of Research at (909) 869-4215. More information is available at the IRB website, [www.csupomona.edu/research/irb](http://www.csupomona.edu/research/irb).*

**Project Title:** Investigating Connections between Clinical Practice Supervision and Quality of Clinical Practice Experience

**Principal Investigator:** Dr. Jodene Morrell

The purpose of this research is to learn about the quality of supervision of Multiple Subject and Education Specialist teacher candidates who have completed one or two of the required clinical practice blocks through the Cal Poly Pomona credential program(s). You were selected to participate in this study because you were enrolled in TED 443: Theory and Practice in Literacy Instruction and/or TED 444: Theory and Practice in Language Arts Instruction during the past two years and have completed one or both blocks of clinical practice. If you agree to take part in this study, you will be asked to complete a one-time, anonymous electronic survey/questionnaire on [www.SurveyMonkey.com](http://www.SurveyMonkey.com). This survey/questionnaire will take approximately 15 to 20 minutes to complete.

You may not directly benefit from this research; however, I hope that your participation in the study may help to improve the quality of clinical practice supervision, experiences of teacher candidates, and teacher education programs.

I believe there are no known risks associated with this research study; however, as with any online related activity the risk of a breach is always possible. To the best of my ability your answers in this study will remain anonymous. I will minimize any risks by removing the possibility of tracking by email address and the Internet Protocol address and I will be the only individual with access to the data. Your responses will be automatically compiled in a spreadsheet and cannot be linked to you. All data will be stored in a password protected electronic format. The results of the study will be used for scholarly purposes only. To protect participants' identities, pseudonyms will be used in any presentations and publications. All data will be deleted from the SurveyMonkey site upon completion of the study.

Your participation in this study is completely voluntary and you can withdraw at any time. Declining to participate will involve no penalty. You are free to skip any question that you are not comfortable answering.

If you have questions about this project, you may contact the principal researcher, Dr. Jodene Morrell, Associate Professor in the College of Education and Integrative Studies. Her email address is [jmkersten@csupomona.edu](mailto:jmkersten@csupomona.edu) and her phone number is (#####).

By clicking "I Agree" below you are indicating that you have read and understood this consent form and agree to participate in this research study.

Agree

Do Not Agree

**Email Invitation to Participate in Research Study**  
**Protocol #: 11-149**

Greetings,

You are invited to participate in the research study, "Investigating Connections between Clinical Practice Supervision and Quality of Clinical Practice Experience" (Protocol #: 11-149) being conducted by Dr. Jodene Morrell, Associate Professor from the College of Education and Integrative Studies at Cal Poly Pomona.

The purpose of the research is to learn about the quality of supervision for Multiple Subject and Education Specialist teacher candidates who have completed one or two of the required clinical practice blocks through the Cal Poly Pomona credential program(s). You were selected to participate in this study because you were enrolled in TED 443: Theory and Practice in Literacy Instruction and/or TED 444: Theory and Practice in Language Arts Instruction during the past two years and have completed one or both blocks of clinical practice. If you agree to take part in this study, you will be asked to complete a one-time anonymous electronic survey/questionnaire on [www.SurveyMonkey.com](http://www.SurveyMonkey.com). This survey/questionnaire will take approximately 15 to 20 minutes to complete.

If you are interested in participating, click on the link: <http://www.surveymonkey.com/s/JVKF7ND>. If the link does not work, you can cut and paste the URL into your browser. You will be asked to read a consent form and agree before participating in the study.

Your participation in this study is completely voluntary and you can withdraw at any time. Declining to participate will involve no penalty. You are free to skip any question that you are not comfortable answering. Your responses will be automatically compiled in a spreadsheet and cannot be linked to you. All data will be stored in a password protected electronic format. The results of the study will be used for scholarly purposes only.

If you have questions about this project, you may contact the principal researcher, Dr. Jodene Morrell, by email at [jmkersten@csupomona.edu](mailto:jmkersten@csupomona.edu) or by phone at (#####).

Thank you for your time and consideration,

Jodene Morrell, Ph.D.  
Associate Professor  
College of Education and Integrative Studies  
California State Polytechnic University, Pomona

Senior Research Associate  
Teachers College, Columbia University