

University of Redlands Institutional Review Board  
**COURSE ACTIVITY INVOLVING HUMAN SUBJECTS  
CERTIFICATION FORM**

(Form revision date: September 20, 2017)

Please note that approval for Course Activities does not convey approval for publicly presenting the results of those activities outside the classroom. If such results are intended for public presentation or publication, you must complete the full standard IRB application. If you have questions about this, please contact the IRB chair or consult the IRB manual.

**Section A. Identification Information**

Current date: 29 Sept, 2017

Semester(s) course taught: Spring 2018, Spring 2019

Course name: SOAN 300 / EVST 399: Research Methods & Design

Name of instructor: Jim Spickard

Email of instructor: Jim\_spickard@redlands.edu

Instructor phone number: XXXXXXXXXXX

Department: Sociology & Anthropology, Environmental Studies

A.1. Has the Instructor completed the Collaborative Institutional Training Initiative (i.e., CITI training)?

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	-----	--------------------------	----



If you answered "Yes," attach the certificate of completion to this application.



***If you answered "No" to the previous question, stop completing this application until you complete the CITI training. Do not submit the application for IRB review.***

A.2. Will the students in this class have completed the Collaborative Institutional Training Initiative (i.e., CITI training)?

<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
-------------------------------------	-----	--------------------------	----

If you answered "No," please explain why this training is not needed for this course.

## Section B. Overview

B.1. In lay language, describe the course activity. Summarize its purpose and instructional rationale.

This is a quick turnaround group interview project, designed to give students some hands-on experience with interviewing and coding. The process begins after we have done the book-learning about interviews, their uses, etc.

1. On a Monday, we pick an appropriate topic, seeking informants' reports about some aspect of the University of Redlands operations. We brainstorm questions that we would like to ask, then pull these into an interview protocol, which a student types and posts on Moodle that afternoon.
2. Between Monday and Wednesday, students practice this interview with roommates and friends. The idea is to find anyone who would encounter the protocol cold and thus bring and problems with it to the surface.
3. On Wednesday, students report back any issues that arose and we practice interview skills in class. We modify the protocol.
4. Between Wednesday and the following Monday, each student interviews 5 people, types up the interview results without names or identifying information on them, and creates preliminary codes, based on what comes up in the interview. The student brings four copies of the coded interviews to class.
5. In groups of four, students work through a few of the interviews, creating a joint coding system. Toward the end of class, we pull all those coding systems together and create one class-wide coding system. (This typically includes code frequencies and natures, clusters, and relationships between them.)
6. Between Monday and Wednesday, students use that new system to code their own interviews.
7. They bring the result to class on Wednesday and we combine them into a set of result.

This is a very quick process, made easier by the fact that we ask people to report about things they know, not their attitudes or personal opinions about those things. In other words, we seek expert knowledge, not personal views. Students use a quick consent form, which included the promise that no names will be reported, either to me or to the rest of the class (see attached sample).

B. 2. Describe the possible participants, including potential recruitment strategies.

This depends entirely on the topic that the students choose. We are not studying the interviewees; we are studying the organization's operation, structure, and culture. For example:

- For example, one year we interviewed University staff about where they have seen wasted resources and about any ideas they had for increasing the University's environmental sustainability.
- Another year, we interviewed students about what kinds of things they have seen students do for fun on weekends. We didn't ask about the students' own activities, but instead about activities they had observed (or heard about) other students doing. (Mostly, we learned that students don't think there is much fun to be had in Redlands.)
- Yet another year, the topic was food waste at the Commons. Students asked about how much food they had seen wasted, why they think students (and others) waste food, etc. [This project came the closest to asking about opinions of any we have done, but it mainly sheds light on culture, not on individuals.]

B. 3. Describe the data to be gathered and the methods of gathering it.

See above. Each student interviews 5 people, with the protocol that the group has developed. No names are reported on the typed interview transcripts, though names are on the informed consent forms.

B. 4. Describe the method for obtaining informed consent, if the interaction goes beyond ordinary daily activities. If it does, attach the consent form template.

See attached.

- B. 5 Does the instructor certify that this course activity conforms to all of the following requirements:
1. Involves minimal risk to human subjects
  2. Does not involve vulnerable populations
  3. Results will not be distributed outside the classroom
  - 4.

X	Yes		No
---	-----	--	----



***If you answered "No" to the previous question, stop completing this form and file the full IRB application..***

## Section M. Certification for Teaching

*I certify that to the best of my knowledge the information provided above is complete and accurate.*


*I agree to obtain approval from the IRB for any modifications of the above protocol as described.*

*I accept responsibility for ensuring that the rights, welfare, and dignity of the subjects in this study have been protected and are in accordance with applicable federal/state/local laws and regulations and the University's Institutional Guidelines for the Treatment of Human Subjects in Research.*

*I will report promptly to the IRB all unanticipated problems or adverse events involving the subjects.*

*I will follow the IRB approved consent process for all subjects.*

*I will ensure that all personnel conducting the work of this protocol have or will receive appropriate training in the use of human participants in experimentation.*

	29 Sept, 2017
Signature of Instructor	Date

**For IRB use only. Do not write or type below this line.**

---

### IRB Decision

Approved

IRB approval number:	
----------------------	--

Date approval starts:	
-----------------------	--

Approved with conditions (i.e., the IRB requires as a condition of approval that the investigator make specified changes to the research protocol or informed consent document(s), confirm specific assumptions or understandings on the part of the IRB regarding how the research will be conducted, or submit additional documents)

Not Approved

Signature of IRB Chair	Current date



## Consent to Participate in an Interview for a Class Project

(For use with adult subjects only)

\_\_\_\_\_  
(date)

Each year, the students in the Research Methods and Design course at the University of Redlands go a group interview project. This project is intended to give students training in interview techniques and in the analysis of interview data.

- The class as a whole chooses an interview topic and develops a short questionnaire. This year's topics is:  
\_\_\_\_\_
- Each student interviews 5 individuals who have some expertise or information on that topic. \_\_\_\_\_ (student's name) has identified you as having this expertise.
- Students then aggregate the information they have collected, without any identifying information about the participants. They will analyze the data and report it to the class.

**You will be asked about your expertise on this topic, not for any personal information.** No such personal information, including your name, will be recorded by the student interviewee. Your name will only appear on this consent form, which will be given the instructor to ensure that the student has met the course requirements.

**You will be given a copy of the interview protocol at the time you are given this form.** Please read it and ask the student any questions you have about it.

**Your participation in this project is completely voluntary.** You do not need to participate, and if you do decide to participate, you may withdraw from the study at any time, including after the interview has been complete. In that case, the student will return any notes and this consent form to you, or destroy them as you wish.

**Once the study is complete, this consent form and all student notes will be destroyed, so that no participants can be identified.** No results will be reported to anyone except for the students in the class, and none of those results will identify any of the interviewees.

Please write or call the course instructor if you have any questions: Professor James Spickard  
Department of Sociology & Anthropology  
University of Redlands, Redlands, CA 92373  
909.748.8713 (office)  
*jim\_spickard@redlands.edu*

## Participant's Agreement

I, \_\_\_\_\_,  
Print Name Above

have read the information presented above. I have asked all questions I had at this time. I voluntarily agree to participate in this research study.

Signature of Research Participant	Date

*To be completed by researcher:*

\_\_\_\_\_  
Print Name of Person Obtaining Consent

Signature of Person Obtaining Consent	Date