

APPLICATION FOR REVIEW OF PROJECTS USING HUMAN RESEARCH PARTICIPANTS

SUBMIT THIS FORM WITH A COPY OF THE RESEARCH PROPOSAL TO: DIRECTOR OF SPONSORED PROGRAMS, MILLER BUILDING, ROOM 402

Investigator: Please Complete This Coversheet up to and Including the Category of Review Section

APPLICANT IS: (circle one): FACULTY STUDENT

INVESTIGATOR NAME: Kimberly Rombach DEPARTMENT: Childhood/Early Childhood PHONE: 753-5687

TITLE OF PROPOSAL: Understanding Preservice Teachers' Perspectives About Diversity

DURATION OF PROJECT: 06/01/05 - 05/31/06

(Faculty projects only): NON-FUNDED FUNDED [checked] FUNDING AGENCY: Potentially funded through OSP - FRP grant proposal submission

(Student projects only): PROJECT PURPOSE: Class Project Thesis Course Number and Title

The proposed investigation (or training, or demonstration program) involves the use of human research participants, and I am submitting the required information and this form to the Institutional Review Board (IRB) for the Protection of Human Research Participants for review and approval.

If the IRB approves this application and if the project is undertaken, I agree:

- 1. To review the Guidelines of the State University of New York at Cortland for the Protection of Human Research Participants on Research Investigations (See Research Using Human Participants at www.cortland.edu/osp/).
2. To report to the IRB any change in the research plan which affects the method of using human research participants before such change is instituted.
3. To report to the IRB any problems which arise in connection with the use of human research participants.
4. To cooperate with the IRB, and/or any Sub-Committee designated, in their efforts to provide a continuing review after investigations have been initiated.
5. To furnish the IRB a brief written report on my use of human research participants immediately following completion of the project.

I agree to the principles outlined in the aforementioned Guidelines and will adhere to these policies and procedures in my investigation.

For Faculty Projects:

Signature of Principal Investigator Date Signature of Department Chairperson Date

For Student Projects: [Note: Topics of a sensitive nature should be avoided by student researchers who are not sufficiently experienced in such research]

Signature of Student Date Signature of Faculty Sponsor Date Signature of Department Chairperson Date

CHECK APPROPRIATE CATEGORY OF REVIEW (please see attached guidelines for information regarding categories)

- Category I (Exempt From Review) Answer questions 1-7 in the instructions and attach information and/or approvals as requested
[checked] Category II (Expedited Review) Answer questions 1-11 in the instructions and attach information and/or approvals as requested
Category III (Full Review) Answer questions 1-16 in the instructions and attach information and/or approvals as requested

ON SEPARATE SHEET, PLEASE FURNISH THE COMPLETE INFORMATION AS REQUESTED

EXEMPT FROM REVIEW Date APPROVED BY EXPEDITED REVIEW Date
Amy Henderson-Harr, Director, OSP Amy Henderson-Harr, Director, OSP

CERTIFICATION OF INSTITUTIONAL REVIEW BOARD

The Institutional Review Board for the Protection of Human Participants has reviewed this application. The Board believes that the research plan provides adequate safeguards of the rights and welfare of human research participants involved in the investigation and uses appropriate methods to obtain informed consent.

APPROVED BY: IRB Chairperson, Elizabeth Davis-Russell, Provost and Vice President for Academic Affairs Date

Not Approved

APPROVED FOR THE PERIOD OF:
to
Any changes in the protocol or extensions beyond the one year approval period must be presented in writing and approved by appropriate representatives of the IRB.

Research Proposal Application

Investigator Name: Kimberly Rombach
Department: Childhood/Early Childhood
Phone: 753-5687

Title of Proposal: Understanding Preservice Teachers' Perspectives About Diversity

Duration of Project: 06/01/05 - 05/31/06

1. The objective of this potential research project is to better understand preservice teachers' perspectives about diversity because recent research has shown that most teachers are Caucasian and may have monocultural perspectives and experiences while the students who they will likely teach are increasingly diverse regarding ability, race, culture and language. This difference between teachers and students suggests that teachers may teach students who are demographically different than themselves. Therefore, the objective of this potential study is to understand teachers' perspectives of teaching heterogeneous populations of students.

I plan to use qualitative research methods including semi-structured, audiotaped interviews supplemented with reflective writing inquiries throughout a five-phase data collection period. All interviews will be transcribed and I will conduct on-going analyses of teacher narratives to understand their perspectives and beliefs about diversity and difference.

The procedures will include soliciting preservice teachers to participate in the study by distributing a letter describing the research project to 50 preservice teachers during late spring 2005, intending to receive at least a 20% response rate of potential participants. Participants will be interviewed individually five times throughout the data collection period. In addition, there will be two instances that I will ask participants to complete a reflective writing activity to supplement their interviews. Data will be analyzed ongoing to better understand participants' perspectives about diversity. During the final interview, I plan to meet with participants to review the findings that I have gathered to check for accuracy. At that time, participants will be asked to provide additional details on topics that may need further clarification.

2. I intend to have 10 participants for this study. The participants will be preservice teachers who are beginning their student teaching placement during the fall 2005 semester and will interviewed five times throughout their placement experience. The preservice teachers will be solicited for participation through mailing of an informative letter describing this study. The letter is attached for your reference.
3. Research participants will be selected for participation if they have the following criteria: (a) they will be completing their childhood/early childhood student teaching experience during the fall 2005 semester; (b) they are willing to participate in five interviews throughout their student teaching experience; (c) they are willing to talk about their perspectives about diversity. Participants will be remunerated \$25 for participating in the interviews.
4. NA
5. The project has been submitted to the Office of Sponsored Programs for potential funding through the Faculty Research Program.
6. The starting and completing dates for the project are: June 1, 2005 - May 31, 2006

7. I have attached the following for your reference: (a) a copy of the 5 phase interview and data collection procedures including any pre-planned questions that I intend to ask participants; (b) a copy of the letter of invitation; and (c) a copy of the informed consent form.
8. The steps that will be taken to guard the anonymity and confidentiality of participants' responses includes (a) allowing participants to select a site to be interviewed where they feel it is private and safe to share information; and (b) using a pseudonym for the participants during audio taped interview sessions. Personal identifying indicators that will be kept are the signed informed consent forms. I will store the collected data (audiotapes, transcribed field notes, written notes, informed consent forms and all other collected data) in a locked file cabinet throughout the duration of this project. I will keep the consent documents locked in a secure file cabinet as suggested by the American Psychological Association for 5 years after publication of potential articles.
9. The research participants will be informed of the basic elements of informed consent in a written letter provided to participants during the initial meeting. I will read the entire letter aloud while the participant follows along, stopping to answer any questions that the participant may have. I have attached the informed consent letter that specifically addresses sections a-j to this document.

10. NA

11. NA

Phases of the Research Design

Data Analysis	Data Collection	Inquiry During Phases
	Phase 1	Provide participants with information on length of study (four audiotaped interviews), two reflective writing journal entries, and ensure that participants meet the predetermined criteria for participating in the study. Collect data on educational background information and identified demographics.
On-going, open coding for data analysis	Phase 2	Collect data on early experiences of difference. Questions will be semi-structured within the following context: What types of interactions did you have with individuals who you perceive to be different than you? Can you tell a specific story from your life that describes your early experiences? (Questions modified from Howard, 2003)
	Phase 3	Continue to collect data on early experiences of difference and begin to gather information about early perspectives of diversity. Questions will be semi-structured within the following context: Who were the primary persons that helped to shape your beliefs of people who were/are different than you? How did you become aware of their opinions? *The reflective writing activity will be introduced to participants and asked to complete it prior to the next interview. The guiding question will be: Describe your thoughts regarding the prospect of teaching students who may be culturally different than you (Question modified from Shultz, Neyhart, Reck & Easter, 1996).
Review open coding and establish themes and findings	Phase 4	Continue with data collection by reviewing the reflective writing activity with participants. Then semi-structure the following questions into the interview: What effect does a child's cultural background have on his or her education? What has informed your beliefs on your answer to this question? (Schultz, Neyhart, Reck & Easter, 1996). *The participants will be asked to complete one last reflective writing activity and asked to complete it prior to the next interview. The guiding question will be: Describe what is needed to be a successful teacher of a classroom with culturally diverse students (Question modified from Schultz, Neyhart, Reck & Easter, 1996).
	Phase 5	Meet with participants to review the last reflective writing activity. Then determine whether the data collected during the above four phases were accurate by using the member-check system (Bogdan & Biklen, 1998). Participants will be asked to provide additional details on topics that may need further clarification.

Letter of Invitation

Dear possible participant,

My name is Kimberly Rombach and I am an assistant professor in the School of Education at SUNY Cortland. I am inviting you to participate in a research study that I am conducting during the fall 2005 semester with Childhood/Early Childhood preservice teachers. Involvement in the study is voluntary, so you may wish to participate or not. This letter explains the study to you. Please feel free to contact me to ask additional questions. I will be happy to explain anything in greater detail if you wish.

I am interested in learning more about the perceptions and experiences of preservice teachers with regard to human diversity. In particular, I am interested in finding out more about your own learning about diversity in and out of school environments.

For this study, you will be asked to spend about four hours of your time with me throughout the fall 2005 semester. Each time we meet, I will ask you some questions regarding your experiences that you have had about diversity topics. During our interviews, I would like to audiotape your responses for my clarity. I will destroy all audiotapes after the completion of my research project.

I will also ask you to spend some time reflecting on some questions that I ask by writing notes to yourself while we are not involved in an interview so you can have some time to think about your answers before our next interview session.

Upon completion of the interviews, I will provide you with a nominal stipend of \$25 as gratitude for your participation.

ALL information about you will be kept confidential. Your name will not appear anywhere and no one will know about your specific responses except myself. In any articles I write or presentations I make, I will use a made-up name for you. Further, identifying information about you will not be revealed in any way. I will take every measure to protect your anonymity.

The benefit of this research project is that you will be helping the educational community to better understand your experiences and perceptions regarding diversity in educational settings. Your experiences can inform preservice teachers, such as yourself, school personnel, as well as others involved or interested in educational efforts. The risks to you participating in the study are minimal. You may experience discomfort being interviewed and/or observed but I will work with you so that you will feel as comfortable as possible. Another risk is your personal exposure but as stated, your identity, information, and responses will be kept confidential. At any time, if you wish to no longer continue, you have the right to withdraw from the study at any time without prejudice.

If you would like to participate, please use the contact numbers provided below. I look forward to hearing from you.

Dr. Kimberly Rombach
Childhood/Early Childhood

phone: (607) 753-5687
email: rombachk@cortland.edu

Mail: SUNY Cortland
P.O. Box 2000
Cortland, NY 13045

Informed Consent Form
State University of New York College at Cortland

You have been asked to participate in research that is being conducted by Dr. Kimberly Rombach of the Childhood/Early Childhood department at SUNY Cortland. I request your informed consent to be a participant in the project described below. Please feel free to ask about the project, its procedures, or objectives.

Information and Procedures of This Research Study:

The purpose of this study is to understand preservice teachers' perspectives about diversity. Your perspectives and beliefs about diversity will be solicited through a series of 5 interviews. You will also be asked to write 2 short reflective narratives about your ideas about diversity.

Before agreeing to participate you should know that:

A. Freedom to withdraw

You are free to withdraw consent at any time without penalty. Even if you begin answering questions and realize for any reason that you do not want to continue you are free to withdraw from the study. Additionally, you may ask the researcher to destroy any responses you may have given.

B. Protection of Participants' Responses

Your responses are strictly confidential. Only the presiding faculty member will have access to your responses. You will be asked to create and use a pseudonym throughout the duration of the interview sessions. Your name will not be connected with your responses. All responses are kept in a locked file cabinet in Dr. Kimberly Rombach's office and any identifying information will be destroyed at the end of the study.

C. Length of Participation and Remuneration

The study includes a series of 5 interviews. Each interview will last approximately 45 minutes. You will receive a \$25 stipend following the final session of your interviews.

D. Full Disclosure

All of the information pertaining to the study will be provided to you during this time. We will mutually determine interview locations, dates and times.

E. Risks Expected

Although you should not experience any discomforts or risks due to participating in this study, in rare cases individuals may learn something about themselves that might make them uncomfortable. In the event this occurs please discuss this with the person conducting the study (Dr. Kimberly Rombach). In the event this is not sufficient please contact the SUNY Cortland Counseling Center at (607) 753- 4728 located in Room B-44 VanHoesen Hall.

F. Benefits Expected

From participating in this study you should expect to come to a greater understanding of the way in which research is conducted. Your participation should greatly enhance your awareness of your own perspectives about diversity as well as an understanding of research design and how scientists answer theoretical and practical research questions.

G. Contact Information

If you have any questions concerning the purpose or results of this study, you may contact Dr. Kimberly Rombach at 607-753-5687. For questions about research or research subjects' rights, contact Amy Henderson-Harr, IRB Designee, Office of Sponsored Programs, SUNY Cortland, at (607) 753-2511.

I _____ have read the description of the project for which this consent is requested, understand my rights, and I hereby consent to participate in this study.

Signature

Date