

**Trinity College Institutional Review Board (IRB)  
Request for Project Review (Form B)**

<b>For use by IRB Office Administrator only:</b>		
Proposal No.:	Date Received:	Receipt Sent:
Action Notes:		
Notification Sent:		

**Please review the IRB Policies & Procedures Manual carefully before preparing this form.**

**Instructions (If you need help call (860) 297-2376 or e-mail [james.hughes@trincoll.edu](mailto:james.hughes@trincoll.edu))**

1. Copy this file to your computer.
2. Fill out (use tab key to navigate) and save the document.
3. Send the completed Form B and all supporting materials as electronic files by e-mail attachment to [james.hughes@trincoll.edu](mailto:james.hughes@trincoll.edu) **and** [irb@trincoll.edu](mailto:irb@trincoll.edu).

Date: **September 8, 2015**

**Elaina Rollins**  
Principal Investigator

- Trinity College faculty/staff/administrator  
 Trinity College student  
 Other (please specify)

E-mail: [elaina.rollins@trincoll.edu](mailto:elaina.rollins@trincoll.edu)

Phone: 614-572-9484

Jack Dougherty, Educational Studies  
Faculty Sponsor (if applicable)

EDUC 400: Senior Seminar  
Course Name & Number (if applicable)

Title of Research:

Investigating State Policy at the Local Level: The Common Core in Hartford

September 15, 2015  
Estimated beginning date

December 15, 2015  
Estimated completion date

**NO RESEARCH may be done before IRB Approval of your protocol.**

### A. RESEARCH PERSONNEL:

Please list ALL research personnel involved in the conduct of this study. All personnel must complete the IRB approved educational program on the protection of human subjects.

Name	Position (e.g., Faculty, Student)	Date of Completion of NIH Online Human Subjects Research Education Program
Elaina Rollins	Student	February 10, 2015

### B. NATURE AND PROSPECTIVE BENEFITS OF THE PROJECT

**Briefly describe your research project.** What research, if any, has been done in this area and how does it inform your project? Why is this research important? How is this study novel or different from earlier research in this area? How will this project contribute to the discipline and society? How do the benefits of the research justify any possible risks that might be incurred by the participants in the study? You may attach a research prospectus if available.

**Enter Text:** My research seeks to investigate how teachers in an urban school in Hartford interpret and act on the Common Core State Standards (CCSS), a set of K-12 educational benchmarks for reading and math designed to prepare students for life after graduation. Since their release in 2010, forty-five states have adopted the CCSS; yet the body of literature dedicated toward studying local implementation of the policy remains small compared to older, more established policies such as the No Child Left Behind Act (2001). By conducting interviews with local educators and observing teaching strategies within the classroom, my work will contribute to the growing number of researchers interested in understanding how unified curriculum standards play out on a day-to-day basis in a diverse school made up of predominately poor children of color.

### C. PARTICIPANT POPULATION

**C1. Type of participants** (check all applicable):

- Adults**
- Minors** (under 18 years old)
- Trinity College students** (check all classes that apply):
  - 1<sup>st</sup> year
  - Sophomore
  - Junior
  - Senior
- Vulnerable populations** (e.g., mentally or cognitively impaired, prisoners, parolees, pregnant women, or fetuses)
- Other** (specify):

**C2. Explain any exclusion of particular groups (e.g., persons under age 18) or any oversampling (e.g., based on race/ethnicity).**

**Enter Text:** All interviews will be conducted with elementary school teachers at the [\*school name removed from this public copy\*] in Hartford. My observations will focus solely on the actions of the teachers while they are in classrooms with children. No students will be interviewed or involved in any direct way with my research.

**C3. Institutional Affiliation:**

**Please note:** Research involving off-campus institutions such as hospitals, schools, prisons, or other social service agencies requires approval from that institution's IRB or comparable

research review board or agency official. **Documentation of approval from external agencies is required.**

**No institutional affiliation outside of Trinity College is involved**

**Schools** (specify\*): [\*school name removed from this public copy]

**Hospitals** (specify\*):

**Other** (specify\*):

\*Please describe who you are working with (name, contact info) within the organization/agency. Describe any procedures or review process that you have been asked to follow. (Send copy of permission/approval along with this application.)

**Enter Text:** My primary school contact will be [\*teacher name removed from this public copy]. Both [teacher name] and the school principal, [name], have reviewed my interview guide and given me permission to conduct research at their school (see attached document for proof of permission). Throughout my research, the names of any teachers involved with my research will be kept anonymous, and the only identifying information transcribed will be the general grade level he or she teaches (either early elementary grades or upper elementary grades). I will also mask the identity of the school and provide only general demographics. For example, a hypothetical participant might be referred to as an early elementary school teacher at an urban school in Hartford.

**C4. Estimated number of participants:** 10

## D. METHODOLOGY

**D1. How will the participants be solicited or contacted** (e.g., ads, telephone, letter, announcements made in courses)? Please include exact wording of recruitment letters, notices, or scripts.

**Enter Text:** I will contact all potential participants in person at the school by asking if they would like to participate in a brief, anonymous interview about their daily use of the Common Core State Standards.

**D2. Will any extrinsic incentives (e.g., money, course credit, etc.) be offered to the participants for their participation?**

Yes  No (If yes, please explain the nature and amount of incentive.)

**Enter Text:** While conducting my research, I have agreed to serve as a teacher assistant/classroom aide for 8 hours/week at [school name] in [teacher name] classroom.

**D3. How long will it take a subject to complete all study procedures?** Be specific (15 mins., 2 hours, etc.).

**Enter Text:** Approximately 15 minutes.

**D4. Please describe or attach a copy of all written materials, including questionnaires, surveys, or tests that will be administered to participants.** (If using standardized or copyrighted tests, you may simply name the instrument.)

**Enter Text:** See attached interview guide.

**D5. Are you planning to conduct open-ended interviews or focus groups?**

Yes  No (If yes, please submit a schedule of interview or focus group questions.)

**Enter Text:** See attached interview guide.

**D6. Do you plan to film-, video-, or voice-record participants?**

Yes  No (If yes, please provide details.)

**Enter Text:** I will voice record interviews after receiving permission from the participant. All voice recordings will be deleted at the conclusion of the project.

**E. RISKS**

**E1. Will the participants incur any psychological, social, physical, or legal risk?**

(This includes any psychological distress associated with experimental manipulation.)

Yes  No (If yes, please explain the nature of the risk.)

**Enter Text:** Because I will promise anonymity to individual teachers and also conceal their school name, no identifying information will be attached to people who make comments about their employment.

**E2. Will the participants be deceived or misled in any way?**

Yes  No (If yes, please explain the nature of the deception.)

**Enter Text:**

**E3. Will there be any probing (either verbal or in written form) for information that participants might consider to be personal or sensitive?**

Yes  No (If yes, please explain the nature of the information.)

**Enter Text:**

**E4. Will participants be presented with materials, or be exposed to social interactions, that they might consider to be offensive, threatening, or degrading?**

Yes  No (If yes, please explain the nature of the materials or social interaction.)

**Enter Text:**

**E5. If you answered “YES” to any of the questions in this section, please explain how you will minimize any risks.**

**Enter Text:**

**F. INFORMED CONSENT/ASSENT**

**F1. Will a written consent form be used?**

Yes  No\* (If no, provide justification.)

**Enter Text:** See attached interview guide, which requires informed verbal consent from all participants before asking further questions.

*Federal law requires that, except in special circumstances, informed consent must be obtained. In brief, consent forms must include: 1) a statement explaining the purpose, procedures, and duration of the project; 2) a description of benefits to the participant and others; 3) a statement describing the manner in which confidentiality will be maintained; 4) a statement of any risks involved; 5) contact information should questions arise in the future; and 6) a statement that participation is completely voluntary. (Include a copy with your application.)*

*\*If a consent form is not to be used, the researcher must provide a justification, for instance in the case of web-based surveys where consent can be implied by participants accessing a website. In addition, researchers must provide participants with contact information for a person affiliated with the project and with the name of a member of the IRB committee (usually the committee chair) should questions arise.*

**F2. If participants are minors (under 18 years old), will parents' or guardians' consent be obtained?**

Yes  No  N/A (If NO, please explain. If YES, include a copy with the application. The copy you send to the IRB should be the exact version you will use with parents/guardians.)

**Enter Text:** Although children will be in classrooms where I will conduct research, all observations will focus exclusively on the adult teachers, thus ensuring no minors directly participate in my work.

**F3. If participants are minors, will minors' assent be obtained?**

Yes  No  N/A (If NO, please explain. If YES, include a copy with the application. The copy you send to the IRB should be the exact version you will use with minor participants.)

**Enter Text:**

**G. CONFIDENTIALITY**

**G1. Will data be collected that identifies individuals or that will be recorded in a way that allows observations to be linked to individuals?**

Yes  No (If yes, please explain the nature of the information being collected and the manner, if any, in which the information may be publicly disclosed.)

**Enter Text:** Before conducting any research my participants will be promised both individual and school anonymity. Only general, demographic identifying information will be used (e.g. an upper elementary school teacher at an urban school in Hartford).

**G2. What steps will be taken to insure confidentiality of personal data? (Be specific. How will confidentiality be preserved as data are collected, stored, analyzed and published? When and how will data identifying individual participants be destroyed?)**

**Enter Text:** No individually identifying information will be transcribed and all voice recordings will be deleted at the conclusion of the project.

**G3. Who will have access to these data? List individuals by name and role on project (e.g., PI, student investigator, staff, public).**

**Enter Text:** Elaina Rollins (primary investigator) and Jack Dougherty (faculty advisor).

**ASSURANCE PAGE**

I certify that the procedures described above are accurate and will be followed in the course of the research project. I will notify the IRB immediately of any changes to procedures and if unanticipated problems arise during the research process.

Elaina Rollins

Researcher's Full Name

614-572-9484  
Phone Number

Jack Dougherty, Educational Studies  
Faculty Advisor/Supervisor

Investigating State Policy at the Local Level: The  
Common Core in Hartford  
Project Title

elaina.rollins@trincoll.edu  
Email Address

September 8, 2015  
Date

**Completing Form B:**

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1. Once you have filled out the form completely, save the Word document using a unique filename. (It is suggested that you use your surname and the date in the filename.)
  2. Send the completed Form B and all supporting materials as an e-mail attachment to the chair of the IRB [james.hughes@trincoll.edu](mailto:james.hughes@trincoll.edu) and to [irb@trincoll.edu](mailto:irb@trincoll.edu).
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**For IRB Use Only:**

- The proposal is exempt from further review.
- The proposal is eligible for expedited review.
- The proposal should be given a full IRB review.

Per:

Full Name of Reviewing IRB Member

Date

## **Investigating State Policy at the Local Level: The Common Core in Hartford**

*Interview Guide* / August 20, 2015

Elaina Rollins (primary investigator) and Jack Dougherty (faculty advisor)

Hello, my name is Elaina Rollins and I would like to ask you a couple of questions about your daily use and understanding of the Common Core State Standards for a project I am conducting at Trinity College. These questions are entirely voluntary and your name, the name of your school, and your specific grade level will be kept anonymous. For example, I would simply refer to you as an “early elementary grade teacher” or “upper elementary grade teacher” at an urban school in Hartford.

- Are you willing to be interviewed? [If yes, continue.]
- May I record our conversation? [If no, stop. If yes, turn on recorder and continue questions.]

1. First off, please tell me your understanding of the overall mission of the Common Core State Standards, in your own words.

*Follow up prompts (if needed):*

- Describe how you came to learn about the Common Core (through fellow teachers, formal training meetings, etc.).
- Are there any aspects of the standards that you wish you knew more about or you wish were presented more clearly when you first started using them?

2. When you create lesson plans for your class, do you have a process for including these Standards into your teaching? If so, can you describe your process?

*Follow up prompts (if needed):*

- Do you use any publisher’s materials to include the standards? Which ones?
- Do you rely on web resources to include the standards? Which sites?
- Do you borrow ideas from other teachers to include the standards? Examples?
- Would you be willing to share a copy of one of your lesson plans you designed to incorporate the standards? [If yes, arrange to receive a copy after the interview.]

3. Since your school began using the standards, what would say has been your greatest teaching challenge?

*Follow up prompt (if needed):*

- Do you feel you have adequate resources or support to overcome this challenge?

4. Do you feel as though your teaching now is any different compared to prior years before the state’s adoption of Common Core? If so, how?

5. Let’s finish up now with just a couple of general questions about you.

- What grade level do you teach?
- How many years have you been a teacher?
- What kind of teacher training have you completed?
- Do you envision yourself continuing to teach far into the future?

Thank you so much for participating! If you would like more information about my project, feel free to contact me or my faculty advisor.

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Elaina Rollins, student researcher / email: [elaina.rollins@trincoll.edu](mailto:elaina.rollins@trincoll.edu) / phone: 614-572-9484  
Jack Dougherty, faculty advisor / email: [jack.dougherty@trincoll.edu](mailto:jack.dougherty@trincoll.edu) / phone: 860-297-2296

\*\*\*\* Documentation of approval from the participating organization also was attached\*\*\*\*





Date: September 14, 2015

To: Jack Dougherty  
Elaina Rollins

From: Sarah Raskin, Chair  
Trinity College Institutional Review Board  
Federalwide Assurance: FWA00013955

Re: Approval of Research Proposal 2016-007

I have reviewed your request for IRB approval of your research project “Investigating State Policy at the Local Level: The Common Core in Hartford.” Your proposed project meets the ethical standards for research involving human participants with respect to obtaining informed consent, assuring confidentiality of participants’ responses, and posing little or no risk to participants. Your project is hereby approved under expedited review and you may proceed with your research when you wish. If the need arises for any further communication about this proposal, please use the identifier number above.

Please note this approval extends for a period of one year from the date above. Should you continue your research beyond that period a new IRB application is required.

If you change your research methodology in any way, please contact me so that I can verify that your research still meets the appropriate ethical standards.

cc. Melanie Stein & Sonia Cardenas, IRB Administrators

Sincerely,

Sarah A. Raskin  
Chair, Institutional Review Board  
Trinity College