

1. Get a statement on the Human Subjects policy from your school. If there is not one, please have one of your partner teachers put that in writing on the school stationary and include this letter in the packet you will submit to me.
2. Draft a short description of your goals and objectives for your assessment, and clearly state what you hope to learn from it. Then specify how the assessment will be done, and exactly what will happen with the data collected. State also if the results will be anonymous or if you will keep them linked to the name of the respondents. You also need to indicate the age of the students who will be assessed.
3. Develop a draft of your survey or interview questions.
4. Submit these pieces - the letter from the school, the description, and the instrument(s) - to me in paper form. I will review them, make comments, and then give them back to you for any needed changes.
5. Once the package is finalized, I will submit them to the IRB board. The board meets once a month during the academic year. The first deadline get a complete package together and to me is Sept 2 for the midSept meeting. After that, I need materials by the first of a particular month to have them ready to give to the committee for their midmonth meeting.
6. Once they give their approval, I will notify you that the instruments can be used with students.