



Version date: August 1, 2007

## Classroom Activities and Independent Student Projects

This memo clarifies institutional procedures related to CPHS review of student projects. In general, Dartmouth College applies federal regulations based on relevant ethical principles to research involving human subjects. This memo distinguishes a classroom activity involving human subjects that does not require CPHS review from an independent (undergraduate or graduate) student project involving human subjects that does require CPHS review.

### CLASSROOM ACTIVITIES:

In general, classroom activities are not intended to contribute to generalizable knowledge, but instead represent a learning exercise in research methods. The definition of "research" requiring CPHS review does not apply to most classroom assignments. As a result, the CPHS has designated classroom assignments as "not research under the purview of the CPHS", with certain exceptions for some graduate level classes.

Nevertheless, classroom assignments should be conducted in accordance with the Dartmouth College honor code and other academic standards. Classroom instructors are responsible for ensuring the ethical conduct of the projects they assign to their students, such as voluntary consent to participation and respect for participant privacy. Classroom activities involving interactions outside of the Dartmouth College community may provoke special ethical concerns. Examples of such assignments are activities in local primary and secondary schools or interviews in the home locales of Dartmouth students.

Instructors who have questions about the applicable ethical guidelines for classroom projects may contact the CPHS office for advice. In addition, the Ethics Institute is willing to assist ethical inquiries related to the undergraduate curriculum.

**General guidance for survey projects:** Each survey participant should be made aware of the following information. This awareness may be accomplished by a verbal presentation or through introductory information in the survey instrument.

- The student's name and affiliation with Dartmouth;
- The title of the class in which the assignment was made;

- The class instructor's name;
- The nature of the assignment and the purpose of the survey;
- The voluntary nature of participation; and
- The level of confidentiality provided for the identity of the participant and individual responses to the survey questions.

**Please note:** If a student's classroom assignment has the potential to develop into a "research" project that could be viewed as contributing to generalizable knowledge, the CPHS office should be consulted before any project activities are initiated.

### **INDEPENDENT STUDENT PROJECTS:**

An independent student project is an opportunity to educate students about the ethical and regulatory aspects of research involving human subjects. These projects should comply with applicable CPHS requirements for human subjects research. Nonetheless, faculty advisors remain responsible for the ethical conduct of independent student projects.

Both undergraduate and graduate students conducting independent projects should submit an application for CPHS review of their projects. CPHS approval must be obtained prior to initiating activities involving human subjects.

Students also need to satisfy an education requirement on the protection of human subjects involved in research. Educational activities about human subjects protection may occur concurrently with CPHS review of a student project; however, the activities have to be complete and documented before a project will receive CPHS approval.

Application forms may be downloaded and information obtained about the available options for completing the education requirement from the CPHS website at [www.dartmouth.edu/~cphs](http://www.dartmouth.edu/~cphs).

When questions arise, Dartmouth instructors and students are encouraged to consult with the CPHS office for more information. The CPHS Office contact for classroom and independent student projects is Ann O'Hara, who may be reached by telephone at 646-3407 or by e-mail.

CPHS #: \_\_\_\_\_ (assigned at CPHS office)

Trustees of Dartmouth College • Dartmouth-Hitchcock Medical Center  
Committee for the Protection of Human Subjects

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Phone (603) 646-1598 • FAX 646-9141 • Hinman Box 6254

**Undergraduate Student Project Form**

(Contact: Ann O'Hara via blitzmail)

STUDENT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_ DEPT: \_\_\_\_\_ PHONE: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

FUNDING SOURCE (e.g. Goodman Fund, First Year): \_\_\_\_\_

SIGNATURES: \_\_\_\_\_ DATE: \_\_\_\_\_

*Student Name*

\_\_\_\_\_ DATE: \_\_\_\_\_

*Faculty Advisor\**

\* Faculty Advisor's signature or blitz indicates that the advisor has discussed the ethical issues surrounding projects involving human subjects in the proposed setting with the student. A blitz from the advisor may replace a signature on this form.

**Students need to complete the IRB education requirement prior to project approval. Click on "Education Requirements" on our website for more information: [www.dartmouth.edu/~cphs](http://www.dartmouth.edu/~cphs)**

**PLEASE ATTACH THE FOLLOWING INFORMATION:**

**Summary of human subject participation:** Explain the study procedures, data collection, and analysis process related to human subjects. If surveys will be conducted, explain if they are anonymous or linked by any identifiers to the subjects. Estimate study dates and number of participants.

**Location of study:** List locations where the project will take place. Describe procedures for obtaining approval if applicable (e.g. schools: letter of approval from principal, etc.).

**Further information may be required if minors are involved.**

**Participants:** Explain the process for selecting and contacting participants. Describe any special feature of the study population (e.g. language barriers).

**Risks:** Describe any potential risks to the subjects (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Describe the procedure for protecting against or minimizing any potential risks, including risks to confidentiality, and assess their likely effectiveness.

**Informed Consent:** Explain how informed consent will be obtained. Attach copies of consent form or information sheet, if applicable. Please see our website for information sheet and consent form templates.

**Addenda:** Include copies of any questionnaires, cover letters, survey and interview scripts or other documents to be used with study participants.

**For CPHS USE ONLY**

**TO:**

Exempt     Expedited, approved     Additional information required

COMMENTS:

REVIEWER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

v.8.1.07

# DARTMOUTH COLLEGE

[INSERT TITLE OF PROJECT]

## PROJECT INFORMATION SHEET

This project is being conducted by an undergraduate student with supervision by a faculty advisor from Dartmouth College, Hanover, NH, USA. It is a study of XXX (include a BRIEF description of the project.)

Your participation is voluntary. Participation involves (complete as appropriate: a XXX minute interview/completion of a survey, etc.) You may choose to not answer any or all questions. If applicable: With your permission, the interview will be audio recorded. You may request that the recording be stopped at any time. The audiotapes will be transcribed and (as applicable: destroyed immediately/destroyed at the end of the project/archived at Dartmouth College, etc.)

The information collected will be (complete as appropriate: maintained confidentially/anonymous.) Include as appropriate: Names and other identifying information will not be used in any presentation or paper written about this project/ With your permission, your name will be included in presentations and papers concerning this project.

Questions about this project may be directed to:

Student: name, email info

Faculty advisor: name, full address, phone and email