

## MODULE 0 : CITI and IRB -

This module focuses on the protection of human subjects in action research. Ideally, it should be done before the class begins. As you go through the CITI training and your IRB protocol, think of what Ayn Rand once wrote; *"[t]he only purpose of education is to teach a student how to live his life by developing his mind and equipping him to deal with reality. The training he needs is theoretical, i.e., conceptual. He has to be taught the essentials of the knowledge discovered in the past and he has to be equipped to acquire further knowledge by his own effort."*



### Action Research Component

- CITI Training
- IRB protocol

### Wisconsin Teaching Standards

1K1, 1D2, 1D5, 3D2, 3D3, 3D4, 8K1, 8S1, 8D6, 9K1, 9K2, 9K3, 9S2, 9S4, 9D1, 9D5, 10K3, 10D1, 10D3



### Reading Assignments:

- Log on to Marian IRB  
<http://www.marianuniversity.edu/interior.aspx?id=8190>
- Complete CITI training online. Do the Behavioral and Social Sciences modules only. You need to have this completed before you can get IRB approval. A copy of your CITI completion is automatically forwarded to ORSP.



### Discussion Question 0 :

- Go to Cyber Café. Introduce yourself - name, school, grade level and subjects you teach, then answer the discussion question.
- **K**- What do you know about Action Research? **W**- What do you want to know about Action Research?
- Answer the questions by clicking **Reply** and respond to someone else's post by clicking **Subthread** in the discussion area (minimum one subthread, no max limit)
- You are required to read all posts and leave no unread items on the due date.



### Action Assignment Ø :

- First, complete your [CITI training](#) (preferably prior to the beginning of class but absolutely prior to submitting your IRB protocol).
- Next, go to [Marian IRB](#) and download the submission checklist, forms and templates.
- Then fill out the electronic IRB protocols and templates and upload them in the Module 0 Assignment Area of this course shell. Do not email it directly to ORSP. Your action research instructor who also serves as your co-investigator must first approve your protocol. Your research instructor will be the one to forward your IRB protocol to ORSP.
- A complete IRB protocol submission should include:
  - Electronic copy of IRB protocol submission form, signed and dated assurances by researcher and adviser, on the last page
  - Attachment 1 (if doing research with children)
  - Signed site permission from principal or school administrator. Download and print the template, have it signed, scan it and upload it in the IRB action assignment area.
  - Informed consent documentation (parent/guardian consent and student assent forms) (see templates in this course shell and on the ORSP website).
  - Data collection instruments (questionnaires, surveys, interview scripts, tests questions, observation checklists, websites used, etc.)
  - Any recruitment materials (invitation letters, emails, flyers, posters, brochures)
  - Confidentiality agreement (if applicable)
  - Copy of any translation from English to another language (if applicable)
  - Debriefing script (if participants' deception is part of the study).



### Letter Grades:

- **I** means protocol is either incomplete or incorrectly filled out, therefore, returned to student for correction, completion and resubmission.
- **S** means protocol received by instructor is satisfactory and sent to ORSP by instructor
- **A** means protocol has been approved by IRB, an email from ORSP with case number assigned is received. A is then converted to the equivalent 10 points.



### Acronyms:

- **CITI** – Collaborative Institutional Training Initiative
- **IRB** – Institutional Review Board

- **ORSP** – Office of Research and Supported Programs



#### Web Links:

- [CITI Training](#) – for instructions and link to the CITI website
- [Institutional Review Board \(IRB\)](#) – for downloading forms and templates
- **External Links** in the course shell for additional resources.



#### Help Files: (*aka Handouts*)

- Go to the **Tech Tips** folder in the Course Materials to find step by step instructions on the following:
  - Scanning documents
  - Tracking changes in WORD
  - Uploading assignment files
  - Uploading digital photos
  - Using the discussion area
- Go to **Course Materials – IRB** folder to find-
  - IRB handout from ORSP
  - IRB checklist that is used by IRB reviewer
  - IRB protocol completed (sample)
  - IRB Attachment 1
  - IRB Approval as Appendix A (sample)



#### Rubrics: (*shown below*)

- Discussion Question Ø - Cybercafé
- Action Assignment Ø –CITI and IRB
- Action Assignment 8 - The Final Paper

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MARIAN UNIVERSITY SCHOOL OF EDUCATION  
 Department of Curriculum & Instruction  
 EDT 656- Action Research Using Technology  
**RUBRIC FOR ONLINE DISCUSSION**

Name:

Cohort/School District:

Title

Grade Level:

Possible Points	Criteria	Earned Points
2	<b>Participation</b> A minimum of one response and one sub-thread are posted. Active and timely participation is evident. Initial post is submitted in a timely manner to encourage discussion among classmates. Uploaded digital photo and updated profile.	

2	<b>Interaction</b> The learner provides meaningful feedback on other's ideas. Comments include how the idea could be enhanced or how the idea might be applied to a different content area/grade level. Where appropriate, comments offer explanations and personal examples and/or help clarify concepts for classmates. Left no unread items.	
2	<b>Quality of Information</b> Contributions (initial post and sub-threads) to discussion are substantive and demonstrate critical thinking. Information reveals thorough understanding of the topic as evidenced by relevant, original, and thoughtful posts, responses, and questions. Comments did not just repeat or agree with what has already been said.	
2	<b>Delivery</b> Tone of comments is courteous and respectful. Professional vocabulary and writing style are used consistently throughout the discussion. Posts are free of spelling and grammatical errors.	
2	<b>Resources</b> Comments are supported by facts from texts and other identified sources when required. *	
<b>Total Points</b>		<b>/10</b>
<p><i>*Use quotation marks to indicate direct quotes. To cite any web resources, provide the web address (url) of the specific webpage (not just the website) where you found the information.</i></p> <p><b><u>Discussion Tips:</u></b></p> <ul style="list-style-type: none"> <li>• The above rubric defines the minimum requirements. Strive to exceed the minimum.</li> <li>• Length and quantity of posts does not necessarily indicate high quality work.</li> <li>• Use subheadings and spacing to help organize thoughts. Preview messages to make sure they don't display as giant paragraphs.</li> <li>• The instructor reserves the right to delete any messages deemed inappropriate to an academic discussion. Netiquette (etiquette on the Internet) disallows rudeness, inappropriate language, or a patronizing tone.</li> </ul>		

**MARIAN UNIVERSITY SCHOOL OF EDUCATION**  
 Department of Curriculum & Instruction  
 EDT 656– Developing Action Research Using Technology  
**ACTION ASSIGNMENT Ø - CITI & IRB**

Name:

Cohort/Sch District:

Topic:

Grade Level:

	<b>Incomplete</b> Revisions required	<b>Satisfactory</b> No Revisions Required	<b>Score</b>	<b>Comments</b>
<b>CITI</b>	Not yet completed	Completed in a timely fashion	<b>/5</b>	

<b>IRB</b>	IRB protocol submitted but returned for revisions.	IRB protocol approved; ORSP email received	<b>/5</b>	
<b>Total</b>			<b>/10</b>	
<b>Note:</b> This action assignment is a prerequisite for this course. You may not proceed with your data collection without satisfactory completion of CITI training and approval of your IRB protocol.				

**MARIAN UNIVERSITY SCHOOL OF EDUCATION**  
**Department of Curriculum & Instruction**  
**EDT 657 - Action Research: Reporting the Findings**  
**Action Assignment 8 – The Final Paper**

**Name:**

**Cohort/School District:**

**Title**

**Grade Level:**

<b>CRITERIA</b>	<b>0--1.25 = Minimal    1.26--2.5 = Basic    2.6--3.75 = Proficient    3.76--5 = Advanced</b>	<b>Reader 1</b>	<b>Reader 2</b>
<b>Abstract Action Assignment 7</b>	Coherent and complete description of the study in APA-block format, 150-250 words, one page; double-spaced, no spelling or grammatical errors		
<b>Introduction Action Assignment 1 and 3</b>	Engaging introduction; s.m.a.r.t. problem statement or research question, clearly stated purpose and rationale; correctly and consistently followed APA format and template guidelines; no spelling or grammatical errors		
<b>Literature Review Action Assignment 2</b>	Well-organized review of literature, connected own study with existing research; properly cited sources, correctly and consistently followed APA format and template guidelines; no spelling or grammatical errors		
<b>Methodology Action Assignment 4</b>	Stated the appropriate design of the study; purposefully triangulated data sources; clearly described context, general population subject selection, instruments/intervention and procedure; correctly and consistently followed APA format and template guidelines; no spelling or grammatical errors		
<b>Findings Action Assignment 5</b>	Analysis fit research question or hypothesis; applied appropriate statistical analysis for quantitative research; organized, summarized and discussed the qualitative data; plausible interpretation of results; made connections with relevant studies cited in the literature review; identified limitations of the study, correctly and consistently followed APA format and template guidelines; no spelling or grammatical errors		
<b>Reflection Action Assignment 6</b>	Discussed the action research process including obstacles, successes, and lessons learned; identified new and old problems that remain unresolved and recommended appropriate research questions for further study; realistic plan of action with ways to share the results; concluded with an overall summary of the research		
<b>Figures &amp; Tables Action Assignments 5 and 6</b>	Use appropriate tables and figures to summarize the data; text adequately explained the tables and figures; properly labeled and formatted APA style, no spelling and grammatical errors		
<b>References Action Assignment 2</b>	Cited 7 or more appropriate and relevant references; all of the cited sources are current (within the last 5 years except for the classics and out-of-print books); consistently and accurately followed APA format, no spelling and grammatical errors		
<b>Appendix Action Assignment 4 and 5</b>	Complete and accurate Appendix including instruments and raw data; properly labeled; correct APA format		

<b>Overall Action Assignment 8</b>	Submitted clean final copy in one Word document on or before due date, professional and scholarly, followed APA format and template guidelines with appropriate subheadings, no spelling and grammatical errors, easy to understand, flows logically		
<b>TOTAL</b>		<b>/50</b>	<b>/50</b>

*Note: This action assignment is 50% of your final grade in EDT 657. The other 50% will be determined by your participation in group discussions 5 & 6 and action assignments 5-7. There are no resubmissions for the final paper but you are expected to make all suggested changes addressing instructor's comments before uploading a clean copy to your portfolio for your final class – EDT678. The corrected final version will be archived at Marian University as evidence of your scholarly work.*