**Revisions to Synopsis and Consent Form**

**If student chooses not to participate, that student needs to have option to earn extra credit also. This is often accomplished by referring the student to outside reading and asking student to submit brief written report (no more than 2 pages) on reading.**

To correct this issue, I added a sentence in the synopsis detailing the policy for extra credit in the COMM 1310 courses. Students are offered many different opportunities throughout the semester to gain extra credit. However, they are only allowed to receive a total of five extra credit points. So, they can choose throughout the semester which opportunities they will participate in to achieve those points.

**If student chooses not to participate, are they simply to leave the class? How will that be handled?**

I also added in the synopsis a sentence to correct this issue. The survey will be given during the final 10-15 minutes of a lab session. Students who choose to participate will be allowed to leave as soon as they finish the survey. If they choose not to participate they will be dismissed immediately.

**Based on my review of the synopsis, I am left confused as to where student will complete survey; class or lab or both?**

The synopsis now contains a sentence that makes it clear where the students will complete the survey. Students will be made aware of the survey in lecture but will actually complete the survey in their lab sections. If they are unable to complete the survey in the allotted time, they will be able to take the survey home and return it to their lab instructor during the next class period.

**On consent form, please include contact information for Dr. Houser.**

After Dr. Houser’s name on the consent form, I’ve included her email address and office phone number.

**Again, on consent form, it is not clear as to where survey will be completed.**

The consent form now includes a sentence saying that the students will complete the survey in their lab session.

**In synopsis, researcher reports that subject will report on a previous teacher/instructor. Please state this clearly on consent form. Though not relevant to IRB review, this reviewer wonders what subjects will do if they do not have a class immediately before the class they are in when they receive the survey. Researcher may want to consider this point.**

In the consent form I’ve added a sentence telling the students that responses should reflect their opinions of a teacher in a different class.

**Please include on consent form that student may choose not to answer any question for any reason.**

I’ve added a sentence on the consent form that tells the students that they may choose not to answer any question for whatever reason.

**Researcher mentions anonymity, but does not state what that means. Please include a sentence similar to the following: “Please do not put your name on your survey. This will ensure that your survey cannot be linked back to you and, thereby, will ensure anonymity. In other words, no one will know which survey is yours if you turn it in without a name on it.”**

I added this sentence to the consent form almost verbatim.

**Regarding data records and record keeping, include a statement describing the extent, if any, to which confidentiality of records identifying the participant will be maintained, and how and where they will be secured. Researcher will collect name and class. Will this information be retained? If so, for how long and where?**

In the consent form, I’ve described the record keeping process. I will keep the surveys in my office in a locked file cabinet for two years following the completion of the survey.

**Please include the location and length of time the survey data, videotapes, audio recordings etc. will be kept.**

I believe this was answered in the previous statement.

**Participants must receive a copy of the consent form. Please include this in the consent form**

In the consent form, I’ve added a sentence that states “Participants will receive a copy of this consent form for their own record keeping.”

**What if students do not want to participate, will they be given extra credits as well?**

This is explained in my first response. Students are given multiple options throughout the semester to earn up to a total of five extra credit points. They can then choose which opportunities they will participate in to receive those points. This is just one of those options for them.

**I am not certain why the language of students with any health-status and ability. I am concerned about this any health status….**

I removed this sentence from the synopsis.