



IRB APPLICATION FOR REVIEW

This form is to be completed in its entirety and sent via hard copy or e-mail attachment to the Office of Grants and Contracts, Room 213, RCCE Bldg, Valdosta State University (E-mail may be sent to hjmorgan@valdosta.edu).

There are three (3) categories of review: **Exempt, Expedited and Full Board.** Please indicate which category you feel your research fits into:

1. X **EXEMPT REVIEW** You are using no invasive or harmful procedures and your participants are general population (no minors, pregnant women, prisoners, or vulnerable populations).
2. **EXPEDITED REVIEW.** Your procedures include audiotaping or photographing your participants during the data gathering process. Your participants may be children under the age of 18 or your procedures may include some slightly invasive or intrusive processes.
3. **FULL BOARD REVIEW.** Your protocol includes videotaping or collection of bio-medical samples or other invasive procedures. There is the potential for significant harm to your participants in the course of your research activity. Your participants are prisoners, pregnant women or other vulnerable populations.

Section 1: Researcher Information

a. **Name:** Ima Student Telephone Number: 229-867-5309

b. **E-Mail Address:** imastudent@valdosta.edu

Mailing Address at VSU or off campus: 2850 San Francisco Street
Valdosta, GA 31602

Note: Answer the next two questions only if you are a student at VSU.

c. **Class name/number:** PSYC 3600A

d. **Instructor's name:** Dr. Mark A. Whatley E-mail: mwhatley@valdosta.edu

Section 2: Description of the Research

a. **Research Title:** Judgments of a Job Applicant as a Function of Disability

b. **If this research is sponsored, please identify the sponsor:** _____

c. **Estimated Start** (mm/dd/yy) 9-15-05 **and End Date** (mm/dd/yy) 12-15-05

NOTE: Never begin data collection until you have received IRB approval.
 If you have concerns please ask the IRB administrator.

d. Qualitative Design _____ Quantitative Design X Other (Describe) _____

NOTE: Items e, f, g must be completed. Please attach additional documentation if necessary, but do not leave these sections blank. Thank you.

e. Describe your research project and the procedures to be followed. (Attach auxiliary documents as needed to fully describe your research. If documents are attached, then identify them as “see page 6” or “see Appendix A” rather than “see attached.”)

The purpose of this study is to examine students’ attitudes toward disabled persons and how those attitudes affect their perceptions of a fictitious job applicant described as disabled or not disabled.

Participants. A convenience sample will be employed to sample 100 students at Valdosta State University.

Materials. Participants’ attitudes toward disabled persons will be assessed by a 10 item questionnaire constructed by the researcher for this study. Sample questions are “The disabled are lazy” and “The disabled are dependent on others for help.” Participants will respond to each item on a seven point scale from (1) *Strongly Disagree* to (7) *Strongly Agree*.

Procedure. Participants will be told the purpose of the study is to rate their perceptions of an applicant for a teaching position at a local high school. First, they will be given the attitudes toward disabled persons scale. After they have finished answering the scale, participants will be given background information and interviewer impressions of the applicant described as disabled or not disabled (see page 8), and a detailed resume of a job applicant (see page 9-10).

After examining the applicant’s materials, participants will answer a questionnaire regarding their perceptions applicant suitability for the position (see page 11). When participants return the completed materials, they will be told more about the study and allowed to ask any questions. They will be informed how they can obtain the results of the study.

f. Describe the pool of research participants. (Include the anticipated number of participants, and the characteristics of your selected population.)

The research participants will be students at Valdosta State University. Students must be 18 years or older to participate.

g. How will your participants be recruited? Give a full description of the selection and recruitment process you plan to use.

Participants will be selected using one of two methods. The first method involves haphazardly choosing professors and asking them if I could use their students as participants in a psychology research project. If the professor refuses, then they will be thanked and not bothered further. If the professor agrees, then a date will be selected when I may come to their class and distribute the experimental materials. The second method involves approaching students and asking them if they would participate in psychology study. If the student refuses, then they will be thanked and not bothered further.

h. Will the participants experience any discomfort/risk? Yes ☒ No

Describe any discomfort you think may occur and how you will deal with it.

I do not expect any discomfort or any complaints from participants. However, if any participant experiences any emotional discomfort, they will be given information on how to contact the Counseling Center at Valdosta State University (see the informed consent form on page 6-7).

i. Could the research be done without using humans? Yes ☒ No

j. Will you use a Consent form/Assent Form? Yes ☒ No
Attach a copy of your consent form assent form (if relevant) or consent statement to this application. (SECTION 3 – CONSENT FORMS)

k. Will you protect participant confidentiality and privacy? ☒ Yes ☐ No

Describe how you will protect the confidentiality and privacy of the participants' responses. DO NOT LEAVE BLANK

Confidentiality will be protected by instructing the participants not to put their names or any identifying information on the materials, so that the utmost care can be taken to ensure that their responses will be completely anonymous. Privacy will be protected by only the researchers directly involved with this project having access to the data printed on the surveys.

l. Will your protocol use deception with the participants? Yes ☒ No
If yes, describe the debriefing procedures you will use.

m. Are you videotaping, audiotaping or using photography during the data gathering process? Yes ☒ No

If yes – please indicate what media you will be using. (Circle those relevant)

Audiotaping

Videotaping

Photography

n. Describe how you will secure the tapes/photos during the research and what you will do with the tapes when your research is completed.

NOTE: According to current VSU policy audiotaping or photography requires *EXPEDITED* Review and videotaping requires *FULL BOARD* Review.

o. Will the procedures be physically invasive or harmful? Yes ☒ No

If yes, explain/describe arrangements made for medical/other referral or assistance:

p. Will the procedures be emotionally upsetting? Yes ☒ No
Describe arrangements you have made for support services/assistance (i.e. psychological counseling, medical referral, other):

Participants are given information on how to contact the Counseling Center at Valdosta State University (see informed consent form on page 6-7).

q. Do you expect cultural and/or language problems? Yes ☒ No
Describe the arrangements you have made to address this potential problem:

I do not expect any cultural or language problems to arise. If any such problems do arise, the participant will be thanked for their time and not bothered further.

r. Has consent been obtained from the authorities where the research is to be conducted? Yes ☒ No

Attach a letter granting access from the organization you plan to use (be sure it is on letterhead stationery and is signed by the administrator, principal, manager, etc.)

Letter attached Yes No

NOTE: If you are conducting research in a non-public place and you are contacting employees during normal working hours, you MUST obtain a letter providing location access on the organization's letterhead stationery. The same applies to using non-public archival records of any type.

Section 3 - Consent Forms

Consent to participate must be obtained from all human participants. If at all possible this should be a signed form. A copy (ies) of the Informed Consent form(s) you plan to use must be included with your application for review.

If it is not possible to obtain a written consent form, i.e. telephone survey for instance, describe, in writing and full detail, the process you will use to inform your research participants and through what means you will provide this explanation: orally, use of an interpreter, other.

Sample consent forms for your guidance in developing your own forms may be found online at:

http://www.valdosta.edu/grants/doc_forms/INFORMED%20CONSENT%20DOCUMENTS.doc

NOTE: Please use the samples to develop the consent form or forms you will need to properly inform your participants of their rights and responsibilities as a research participant. If you have questions, please contact the IRB Chair, Dr. Green Waggener or an IRB member in your college.

Section 4 – IF THIS IS A STUDENT RESEARCH PROJECT, PLEASE HAVE YOUR INSTRUCTOR COMPLETE THIS SECTION:

My signature below indicates I have reviewed the application and I am willing to supervise the project. I believe that the student-researcher is competent to conduct the research as described.

Instructor/Research Supervisor: Mark A. Whatley

Faculty Department/College: Psychology and Counseling / College of Education

Faculty Signature: _____ Date: _____

NOTE TO FACULTY/INSTRUCTORS: For class projects you are encouraged to send one letter to cover all projects along with a list of the students participating in the class. An e-mail letter or e-mail attachment will suffice in most cases – check with the IRB administrator, or have your instructor check, if you have concerns or questions.

If this research is being conducted for a master's thesis or doctoral dissertation please indicate here.

Masters _____ Doctoral Dissertation _____

NOTE: Attach a copy of the letter from your committee indicating their approval of your research topic.

Application Completed

STOP AND READ THE FOLLOWING BEFORE YOU SEND THIS

Are you ready to print this and send it to the IRB office?

Check your responses before you submit.

Make a hard copy for your records. Note the items you will need to send to the IRB and send via E-mail attachment(s), or hard copy, to Ms. Helen Morgan, Room 213, RCCE Bldg.

Valdosta State University

hjmorgan@valdosta.edu

ALLOW AMPLE TIME FOR REVIEW AND DISCUSSION

INFORMED CONSENT

“Job Applicant’s Ability”

You (print name of participant:) _____, agree to participate in the survey study under the direction of Ima Student to be conducted in the psychology department at Valdosta State University. You understand that the time to complete the survey will be 15-20 min.

You understand that the purpose of this study is to examine a job applicant ability to perform as teacher at high school. You also understand that in order for the researchers to examine the applicant ability you will be asked to complete a series of three surveys.

You understand that there are no known risks involved in my participation in this. If you need to talk to someone about your experiences at Valdosta State University, then you understand that you can call the Counseling Center at 229-333-5940. You understand that every effort will be made to keep your data confidential. Your responses will be identified only by a code number and never by your name. You understand that you may talk individual with the experimenter about the experiment if you desire.

You can withdraw your consent and discontinue participation at any time without receiving any negative consequences. You have been given the opportunity to ask questions concerning the procedure, and any questions have been answered to your satisfaction.

If you desire further information about this matter, you should contact Ima Student at 229-867-5309. This project, (insert IRB number), has been reviewed by the Valdosta State University Institutional Review Board. Any questions regarding the conduct of this research or your rights as a research participant may be directed to the IRB Chair, Dr. Green Waggener at gtwaggen@valdosta.edu or (229) 249-4921. You will receive a copy of this consent form.

You have read and understood the above.

Participant’s signature_____ Date_____

I have explained and defined in detail the research procedure in which the participant has agreed to participate, and have given him/her a copy of this informed consent form.

Experimenter’s signature _____ Date_____

*** An abbreviated informed consent form follows on the subsequent page in case the IRB warrants that a standard informed consent form is not needed due to the nature of this survey.**

Dear Students:

I would appreciate your help in assessing job applicant qualifications for a position at a local high school as a history teacher for seniors. I encourage you to take 15-20 minutes to complete the enclosed survey that assesses your perception of an applicant for a teaching position at a local high school. You will be asked to complete a questionnaire regarding the job applicant's competence and his ability to be a productive employee. I want to assure you that your responses will be kept confidential.

You should find the following materials in the packet: a cover letter, two informed consent forms, a 10 item scale, a resume, background information and interviewer impressions, and a questionnaire about the applicant's qualifications. If you do not have these materials, then please contact Ima Student at 229-867-5309.

If you have all of the above listed materials, then please read over the informed consent form and sign and date both forms in ink. One copy of the informed consent form is yours to keep for your personal records. The second copy needs to be returned along with the materials.

Next, please take 15-20 minutes to complete the survey. In order to maximize the confidentiality of your responses; DO NOT put your name or any identifying information on the survey. After you have completed the survey, please return the materials to your instructor the following class period. If you choose not participate, then I ask that you return the materials the following class period.

There are no known risks associated by participating in this survey. If you feel that you need to talk with someone, then you can contact the Counseling Center at 229-333-5940. You may withdraw your consent and discontinue participation at any time without receiving any negative consequences.

Your completion of this survey indicates your willingness to participate. This project, (IRB# xxxx), has been reviewed by the Valdosta State University Institutional Review Board. Any questions regarding the conduct of this research or your rights as a research participant may be directed to the IRB Chair, Dr. Green Waggener at gtwaggen@valdosta.edu or (229) 249-4921.

If you have any questions, then please ask them now. Thank you for your participation.

If you wish to know the outcome of the study, you may contact me during the Fall 2005 semester. You may keep this page for your records.

Thank you for your time.

Ima Student

Disabled Condition

Background Information

Name: John Walker

Age: 26

John Walker is a recent graduate of the University of Georgia. John's hobbies are cooking reading books, and working on the computer. John also regularly volunteers at the Boys and Girls Club. John has worked at a camp for under privileged city youths for three summers. John also takes a keen interest in politics. John was in a car accident as a teenager, which left him paralyzed and in a wheel chair. John dates occasionally and enjoys going to old black and white movies on his dates. John has no future plans to get married right away, but is open to the possibility.

Interviewer's Impression

John is of medium build and weight. John is appropriately dressed in a well tailored business suit. John seems to be a well-adjusted individual. John is talkative and an out-going person. John seems to have a passion to make a difference in the lives of young adults. John seems to be average or above average in intelligence.

Non-Disabled Condition

Background Information

Name: John Walker

Age: 26

John Walker is a recent graduate of the University of Georgia. John's hobbies are cooking reading books, and working on the computer. John also regularly volunteers at the Boys and Girls Club. John has worked at a camp for under privileged city youths for three summers. John also takes a keen interest in politics. John dates occasionally and enjoys going to old black and white movies on his dates. John has no future plans to get married right away, but is open to the possibility.

Interviewer's Impression

John is of medium build and weight. John is appropriately dress in a well tailored business suit. John seems to be a well-adjusted individual. John is talkative and an out-going person. John seems to have a passion to make a difference in the lives of young adults. Johns seems to be average or above average in intelligence.

Experimental Resume

John R. Walker

409 Pendleton Place Apt. 2
Athens, GA. 30273
(706) 725 - 2314
e-mail: jrwalker@uga.edu

OBJECTIVE: A a career in the field of secondary education.

EDUCATION:

- | | |
|-------------|---|
| 1997 – 1999 | University of Georgia Athens, Ga
Master of Education in Secondary Education May 1999
Accomplishments: Dean's list both years, active member of the Student Government Association, volunteer for the Boys and Girls Club, member of the Better Teachers Association. |
| 1993-1997 | University of Georgia Athens, Ga
Bachelor of Science, Secondary Education May 1997
Accomplishments: Dean's list all four years, active member of the Student Government Association, volunteer for the Boys and Girls Club. |

EXPERIENCE:

- | | |
|-------------------------|--|
| August 1997-
Present | City of Athens School District
<i>Site Supervisor and Substitute Teacher</i>

* Primary responsibility for teaching:
History (3 occasions)
Math (6 occasions)
Science (4 occasions)
Spanish (1 occasion)
Psychology (5 occasions)
* Organized and monitored after school programs.
* Activity Leader
* Organized and enriched a small group of adolescents |
| Summer
1997 - 1998 | Program Jump
<i>Counselor</i>
* Organized activities and provided enrichment for inner-city youths. |

COMPUTER SKILLS:

- | | | |
|------------------------|-----------------------|------------------|
| * Microsoft Word | * Word Perfect | * Apple Software |
| * Microsoft Excel | * Windows | |
| * Microsoft PowerPoint | * Web page publishing | |

REFERENCES:

Stephen M. Hart Ph.D.
Department of Secondary Education
University of Georgia, Athens, Georgia 30237
(706) 756 – 0345

Donna L. Baron, M.A.
Department of Political Science
University of Georgia, Athens, Georgia 30237
(706) 756 – 7345

Patricia Childs, Ph.D.
Department of Secondary Education
University of Georgia, Athens, Georgia 30237
(706) 756 – 8345

Dan Anderson, Ph.D.
Department of History
University of Georgia, Athens, Georgia 30237
(706) 756 – 0385

Ralph Hill, Ph.D.
Department of History
University of Georgia, Athens, Georgia 30237
(706) 756 - 0445

Experimental Questionnaire

Please fill out the following survey on your impressions and ratings of John Walker.

1. Age: _____

2. Sex: _____ Male _____ Female

3. Cultural Background (check one):

_____ White, non-Hispanic _____ Asian (Country): _____

_____ African American _____ American Indian

_____ Hispanic _____ Other, please specify: _____

Please answer the following questions using the seven point scale below. Please place your response number in the blank.

1	2	3	4	5	6	7
Strongly Disagree						Strongly Agree

_____ 4. John Walker is a qualified candidate for the position as a high school teacher.

_____ 5. John Walker does not have any physical disabilities.

_____ 6. John Walker is an intelligent individual.

_____ 7. John Walker is an active individual.

_____ 8. John Walker is an outgoing individual.

_____ 9. John Walker is an independent individual.

_____ 10. John Walker is a happy individual.

_____ 11. John Walker would be a friendly teacher.

_____ 12. John Walker would be a caring teacher.

_____ 13. John Walker would be a responsible teacher.

_____ 14. John Walker would be a reliable teacher.