



THE UNIVERSITY OF ARIZONA  
COLLEGE OF HUMANITIES

## Center for English as a Second Language

### CESL RESEARCH PROTOCOL

The Center for English as a Second Language (CESL) encourages educational research in language learning and teaching and international relationships. We ask researchers to obtain permission from the Director before conducting research at CESL or online with CESL students and to assure consent from faculty and students.

To apply for research access at CESL, please submit the following information to [Julianne Hammink](#), at least **one month prior** to your prospective start date. Once approved, please inform Julianne Hammink of all participating teachers/classes in your study. **You may not commence research until you are granted approval.** You will be expected to present your findings to the CESL faculty once your study is completed.

1. Researcher's name, contact information, and university affiliation
2. Title and statement about the purpose of the research and why it should be conducted at CESL
3. the research questions to be addressed
4. A description of the target population and procedures to be followed
  - a. who ?
  - b. how many ?
  - c. how much time ?
  - d. where ?
  - e. compensation for subjects ?
5. A copy of any instrument to be used and description of data gathering methods
6. A student consent form to be signed and collected from all participants
7. A short separate paragraph of the study's objectives including researchers contact information to be emailed to all participating teachers
8. A copy of approval or exemption from the University of Arizona Human Subjects approving the study.
  - a. If this is for a current UA class, include a copy of the course syllabus. If this is for dissertation research, IRB approval will be needed. Complete all appropriate forms at <http://ocr.vpr.arizona.edu/irb/forms#New>.
  - b. Visiting Scholars must complete the process upon arrival on the campus. <http://www.irb.arizona.edu>.
9. Proposed dates of data collection.

Contact information for Julianne Hammink:

[hammink@email.arizona.edu](mailto:hammink@email.arizona.edu)

520-621-6211

#### Expectations and Protocols for visiting CESL classes

1. All recruitment of study candidates must be done by the researcher and not CESL teachers.
2. Once you have IRB approval for your study, the CESL Directors will notify CESL faculty. Teachers who wish to participate will contact the researcher. If not a classroom based project, the researcher may arrange to meet with the students outside of class to recruit subjects for the study.

3. Contact teachers who respond and arrange how to contact their students.
4. Sign the visitors' book in CESL room 100 or 101 and plan to arrive at the classroom a few minutes before the class begins and stay until the end.
5. Introduce yourself to the teacher and re-explain the purpose of your visit to him/her before the class begins.
6. Ask about where to sit and how/when it is best to distribute any necessary handouts or forms.
7. In general, minimize your class disruptions.
8. Submit a summary of your findings to both the Director and all participating teachers upon completion of your project.
9. During the project, it is expected that all procedures (data collection, collecting forms, etc.) shall be completed by the researcher and not fall to our teachers or staff.

A preliminary site authorization letter will be issued to submit for IRB approval. You may commence data collection only after the Director gives final approval and receives a copy of your IRB approval.

Last updated: 2/12/2016