

## UNIVERSITY OF WISCONSIN – MILWAUKEE CONSENT TO PARTICIPATE IN RESEARCH

### 1. General Information

**Study title:**

Examining Effective Instructor Feedback in Business Communication Service Courses

**Person in Charge of Study (Principal Investigator):**

- Sara Doan, PhD Candidate in Professional Writing
- Dr. David Clark, UW-Milwaukee English Department

### 2. Study Description

You are being asked to participate in a research study. Your participation is completely voluntary. You do not have to participate if you do not want to.

**Study description:**

The purpose of this study is to examine how business communication and professional writing instructors give feedback on student work. Specifically, I will be conducting interviews with these instructors and doing a content analysis of instructors' comments that give feedback on writing to examine instructors' feedback-giving practices. To connect these feedback-giving practices to instructors' course goals, I will also examine instructors' syllabi for these introductory courses and assignment sheet used to teach resumes and cover letters.

I am completing this research for my doctoral dissertation.

This study will have 25 participants who taught business communication introductory classes during Summer 2017, Fall 2017, Spring 2018, Summer 2018, or Fall 2018 that includes an employment resume and cover letter assignment and still have access to their students' feedback. To participate, you will need to have taught a resume and over letter assignment.

### 3. Study Procedures

**What will I be asked to do if I participate in the study?**

If you agree to participate you will be asked to complete these tasks:

- Complete the 10-15 minute screening survey to give demographic information.
- Email your introductory business communication syllabus and resume and cover letter assignment sheet to [saradoan@uwm.edu](mailto:saradoan@uwm.edu) (15 minutes).
- Send a copy of anonymized student resumes and cover letters that you taught during a Summer 2017, Fall 2017, Spring 2018, Summer 2018, or Fall 2018 session (including your feedback comments) (60-90 minutes).

- Meet with me in person or via Skype for a 30-40 minute interview about your teaching goals and feedback-giving practices.

I will record audio of each interview to transcribe the interviews to use in my research. If you refuse to be recorded, you may still participate.

#### 4. Risks and Minimizing Risks

##### What risks will I face by participating in this study?

- Participating in this research study has no more risk than daily life.

#### 5. Benefits

##### Will I receive any benefit from my participation in this study?

- There are no benefits to you other than to further research.

#### 6. Study Costs and Compensation

##### Will I be charged anything for participating in this study?

- You will not be responsible for any of the costs from taking part in this research study.

##### Are subjects paid or given anything for being in the study?

- You will be compensated with a \$50 Amazon.com gift card for taking part in this research study.

#### 7. Confidentiality

##### What happens to the information collected?

All information collected about you during the course of this study will be kept confidential to the extent permitted by law. We may decide to present what we find to others, or publish our results in scientific journals or at scientific conferences. Only the PI and two research assistants will have access to the information. However, the Institutional Review Board at UW-Milwaukee or appropriate federal agencies like the Office for Human Research Protections may review this study's records.

I will record audio of each interview. I will also store the instructor feedback with identifying information removed. The data will be stored in a password-protected file on my password-protected desktop computer for three years for future use.

#### 8. Alternatives

##### Are there alternatives to participating in the study?

- There are no known alternatives available to you other than not taking part in this study.

## 9. Voluntary Participation and Withdrawal

### What happens if I decide not to be in this study?

Your participation in this study is entirely voluntary. You may choose not to take part in this study. If you decide to take part, you can change your mind later and withdraw from the study. You are free to not answer any questions or withdraw at any time. Your decision will not change any present or future relationships with the University of Wisconsin-Milwaukee.

If you withdraw from the study, we will use the information collected to that point.

## 10. Questions

### Who do I contact for questions about this study?

For more information about the study or the study procedures or treatments, or to withdraw from the study, contact:

Sara Doan  
UW-Milwaukee English Department  
Curtin Hall, 3243 N Downer Ave, Milwaukee, WI 53211

### Who do I contact for questions about my rights or complaints towards my treatment as a research subject?

The Institutional Review Board may ask your name, but all complaints are kept in confidence.

Institutional Review Board  
Human Research Protection Program  
Department of University Safety and Assurances  
University of Wisconsin – Milwaukee  
P.O. Box 413  
Milwaukee, WI 53201  
(414) 229-3173

## 11. Signatures

### Research Subject's Consent to Participate in Research:

*To voluntarily agree to take part in this study, you must sign on the line below. If you choose to take part in this study, you may withdraw at any time. You are not giving up any of your legal rights by signing this form. Your signature below indicates that you have read or had read to you this entire consent form, including the risks and benefits, and have had all of your questions answered, and that you are 18 years of age or older.*

\_\_\_\_\_  
Printed Name of Subject/ Legally Authorized Representative

\_\_\_\_\_  
Signature of Subject/Legally Authorized Representative

\_\_\_\_\_  
Date

**Research Subject's Consent to Audio/Video/Photo Recording:**

It is okay to audiotape me while I am in this study and use my audiotaped data in the research.

Please initial: \_\_\_\_Yes \_\_\_\_No

**Principal Investigator (or Designee)**

*I have given this research subject information on the study that is accurate and sufficient for the subject to fully understand the nature, risks and benefits of the study.*

\_\_\_\_\_  
Printed Name of Person Obtaining Consent

\_\_\_\_\_  
Study Role

\_\_\_\_\_  
Signature of Person Obtaining Consent

\_\_\_\_\_  
Date