

The Carthage College IRB requires instructors to complete the “Classroom Activities Notification” as a way to ensure the protection of instructors, students, and participants in classroom activities that collect data from human subjects. This “Information Sheet” provides you with relevant definitions and responsibilities for yourself and your students. Please ensure that students are aware of their responsibilities outlined below.

**Definitions**:

**Human Subjects** are living individuals who provide ***identifiable private information*** about themselves OR who participate in systematic research through either ***intervention*** or ***interaction*** (i.e. surveys, interviews, experiments, observations).[[1]](#footnote-0) Data gathered about aggregated individuals that cannot be linked to specific individuals, such as public use survey data sets, aggregated education records, or other public-use data such as home values, racial composition of neighborhoods, etc. are not considered human subject research.

Internationally recognized ethical principles discussed in the Belmont Report (1979),

***Respect for persons***incorporates at least two ethical convictions: “first, individuals should be treated as autonomous agents; and second, that persons with diminished autonomy are entitled to protection” (thus, the need to obtain informed consent).

***Beneficence***entails treating persons “in an ethical manner not only by respecting their decisions, but also by making efforts to secure their well-being. Two general rules: (1) do no harm; and (2) protect from harm by maximizing anticipated results and minimizing possible risks of harm.”

***Justice***requires that the “benefits and burdens of research be distributed fairly” (thus, the principle of justice is applied in the selection of research participants).

**Instructor Responsibilities:**

* Instructors are responsible for ensuring that any changes to the project over the course of the semester would not change the project in such a way that would require IRB approval (e.g., student decides to publish their findings).
* Instructors are responsible for ensuring that the class project is conducted according to the ethical standards of the relevant discipline and in accordance with the three ethical principles listed above.
* Remember that from the participant’s viewpoint, giving out personal information does not differ for a class assignment or a research project. Personal information is personal information.  Instructors should advise students to identify the project to participants as a class assignment and be sensitive to the personal nature of the obtained information. Labeling the class project as “research” is inaccurate and misleading to participants.
* Instructors are responsible for advising students that data from human subjects should not contain any personal, identifying information whenever possible.
* Instructors are responsible for securing data confidentiality and destroying data collected by students at the completion of the course.
* Instructors are responsible for collecting and maintaining informed consent forms (if necessary) until the completion of the course.

**Student Responsibilities:**

* Students are responsible for informing participants about the procedures for 1) data collection, 2) data protection, and 3) data analysis.
* Students are responsible for destroying any data collected after the course is completed and a grade is assigned.
* Students are responsible for completing any necessary training required as part of the class activity or project or as required by the IRB or course instructor.
* Students are responsible for treating research participants ethically according to the standards of the relevant discipline and the three ethical principles listed above.
* Students are responsible for promptly informing the instructor or IRB if any problems for or with participants arise during the process of completing the course activity.
* Students are responsible for providing informed consent statements to or collected signed informed consent forms from participants as required by the IRB or course instructor.

**IRB Responsibilities:**

* The IRB is responsible for reviewing this class project as necessary.
* The IRB is responsible for providing guidance and feedback on any proposed class project not meeting the definition of research.
1. <https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/revised-common-rule-regulatory-text/index.html> [↑](#footnote-ref-0)