



Request for Departmental Approval of Course Syllabi and Assignments

Date: _____

INSTRUCTOR	
DEPARTMENT	
EMAIL	
PHONE EXT.	
COURSE CODE AND NUMBER	
COURSE TITLE	

For any course with a human research component, “**Request for Departmental Approval of Course Syllabi and Assignments**” must be signed by the Dean or appropriate designate and filed with the Research Ethics Board. This form does not need to be completed if there is no human research component. Professional skill development is not subject to research review if: (a) the discipline has a formalized code of conduct and (b) there is a course instructor is taking on the responsibility for ensuring adherence to the professional standards of codes of conduct of that discipline. In addition, student activities can only be classified as skill development when the objective of data collection is to:

- develop skills which are standard practice within a profession
- gather information that is part of the normal relationship between students and participants (e.g., classroom teacher and students, minister and parishioner)
- learn exercises not intended to generate data for research purposes

Student activities are classified as research when the data collection is to:

- teach students about research processes and expand theoretical or conceptual knowledge
- compare techniques, practices, and/or programs to identify which is more effective
- have something written up in a manner that would be acceptable for an academic presentation or journal article
- have primary data is collected, organized, and analyzed for distribution (e.g., systematically collecting information which is intended to be used to produce a research paper or presentation)

Departmental review is normally not acceptable, except for the review of minimal-risk research within course requirement. Such a study must be part of a course requirement and aim to improve knowledge of the study area or research methods. Criteria to qualify for this level of review include:

- research must be no more than minimal risk
- participants must be members of the general population capable of providing free and informed consent themselves
- there should be a small number of participants
- projects must be non-controversial (e.g., they should not collect personal, sensitive or incriminating data)
- methods of data collection must be non-invasive

- projects cannot include deception

Instructors are responsible for the following:

- Attach a copy of the consent form to be used by students to this application.
- Attach a copy of the course syllabus, including assignment details, to this application.
- Forward a copy of this form to the REB (reb@tyndale.ca) when dean / designate signature is obtained.
- Obtain a signed copy of **Student Research Information and Checklist** from each student completing the assignment.
- Ensure that research and data storage protocols, as outlined in the Policy on Course-Based Research, are followed. (Including retention of consent forms by instructor for a specified time period.)

*Note: CR = Clarification Required; NA = Not Applicable

If additional space is required for *Notes*, please provide answers on a separate document.

					Notes
Does the syllabus include an assignment or assignments that require students to interact with a living person or people for the purpose of systematically collecting information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> CR	<input type="checkbox"/> NA	
Are measures taken to ensure anonymity of respondents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> CR	<input type="checkbox"/> NA	
Are measures taken to preserve the confidentiality of information provided by respondents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> CR	<input type="checkbox"/> NA	
Is the Research “minimal risk?” If not explain how risks will be mitigated by benefits.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> CR	<input type="checkbox"/> NA	
Will the information provided by respondents be recorded? If so, please indicate the recording method under Notes.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> CR	<input type="checkbox"/> NA	
Will the instructor have access to identifiable information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> CR	<input type="checkbox"/> NA	
Will other students have access to identifiable information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> CR	<input type="checkbox"/> NA	
Will the records of the responses be destroyed at the end of the semester? If not, how will the information be stored, for how long, and by whom?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> CR	<input type="checkbox"/> NA	
Are any power dynamics and real or perceived conflict of interest adequately addressed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> CR	<input type="checkbox"/> NA	

In your judgment, are the proposed assignments ethical? Yes No

Dean or Appropriate Designate

Date