



# Sociology UNIVERSITY OF TORONTO

## DELEGATED ETHICS REVIEW COURSE PROTOCOL FORM

### **Submission Deadlines:**

Fall Courses – **Sept. 1**; Winter Courses – **Dec 1**; Summer Courses – **3 weeks prior to course start date**

### ***Course Instructor(s)***

Name \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_

### ***Teaching Assistant(s)***

Name \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_

### **Course Information**

Course Code \_\_\_\_\_ Course Title \_\_\_\_\_

Session \_\_\_\_\_ Number of students \_\_\_\_\_

\_\_\_\_ New Course or \_\_\_\_ Revised Course (check one)

***Note:** if this course has been taught before and is unchanged from previous years, please submit a renewal form rather than this form.*

### **Assignment involving Research with Human Subjects**

Assignment Title \_\_\_\_\_ Percentage of course grade \_\_\_\_\_

Assignment topics are \_\_\_\_ assigned by instructors or \_\_\_\_ chosen by students (check one)

Research is conducted by \_\_\_\_ Groups or \_\_\_\_ Individuals (check one)

This assignment fulfills the following pedagogical goals:

teaching research methodology      teaching course content through active learning      other

if other, please specify:

### **For Naturalistic and Participant Observation:**

Research will occur in a \_\_\_\_ public place \_\_\_\_ semi-public place where approval is not needed  
\_\_\_\_ place where approval must be sought

### **For Interviewing:**

Participants will be recruited by \_\_\_\_ personal networks \_\_\_\_ advertisements \_\_\_\_ other (explain in next page)

### **Instructor's Oversight of Student Activities and Instruction of Research Ethics**

- ☐ Will you review all recruitment, research and consent materials before allowing students to begin their field research?
- ☐ Will you prevent students from choosing topics involving vulnerable populations or above greater than minimal risk?
- ☐ Will you prevent students from choosing topics that require deceiving the participants?
- ☐ Will students use the standard departmental consent form and an information sheet?
- ☐ Will you instruct students on the means and importance of keeping their data secure?
- ☐ Will students convert all names to codes or pseudonyms?
- ☐ Will consent forms be stored in a separate location from the notes?
- ☐ Will all notes, tapes and consent forms be destroyed at the end of the course?

### **Attachments**

\_\_\_\_ Course Syllabus \_\_\_\_ Participant information sheets \_\_\_\_ Consent process if not using standard  
\_\_\_\_ Research Tools \_\_\_\_ Administrative Consent Letter \_\_\_\_ List of Student Topics

### **Description of Research Project**

In a paragraph or two, describe the research project, the process to be used to provide adequate supervision, and address any points that need clarification from the checklist. If there are various topics, include 1 paragraph on each topic, addressing issues regarding: sensitivity of the topic and vulnerability of the population, transparency in recruitment and consent processes, measures taken to assure confidentiality. Append student interview guides, observation tools, and recruitment materials if students are pursuing topics with any sensitivity.

**For Courses with Individual Student Topics**

Student Name(s)	Topic Title	Methods	Population	Notes

**Signature and submission**

In addition to this form, please submit an email directly from your email account that will serve as a signature proxy. As the Course Instructor of this template course assignment, this signature proxy testifies that you will:

- review each student proposal to ensure its academic merit and adherence to the template.
- provide the necessary training as part of course instruction to assure the student researchers understand the research ethics involved.
- provide the necessary supervision to each student researcher throughout the project, to ensure that all procedures performed under the research project will be conducted in accordance with University, provincial and national policies and regulations that govern research involving human participants.
- ensure that the TAs (if any) are appropriately trained.

Please save the form to your computer and then submit it as an attachment to Suzanne Jaeger, Research Coordinator, at sociology.research@utoronto.ca, who will check the form for completion and then pass it to the Sociology Ethics Review Committee for review.

**Reviewer's Comments**

Reviewer: Please comment on any ethical issues that could impinge on the rights of the research participants in the above course plan. If relevant, discuss issues in the following areas: Recruitment of Research Participants, Informed Consent, Privacy and Confidentiality Issues.

**Reviewer's Assessment**

- ☐ Course is approved as it stands
- ☐ Course is approved but include the above comments as suggestions to the instructor/students
- ☐ More information is needed before this course can be approved
- ☐ Assignments pose greater risk than is normal in Sociology Undergraduate Courses and should be revised as indicated above