

# University of Dubuque<sup>1</sup> Institutional Review Board (IRB)

## COURSE CERTIFICATION FORM

(Please submit this form to the Chair of the IRB)

Name of instructor: John Hatch Department: COM

Course number: COM 320 Course title Intercultural Communication

Please check off the condition that applies:

- This is the **first time** I am submitting a Course Certification form for this course.
- Since the last time I submitted a Certification form for this course, there are **no substantive changes** to the research students will do (type of participants, procedures, etc.)
- There are **substantive changes** to the type of research students will be doing since the last time I submitted a Certification form for this course.

Briefly outline the kinds of human research assigned or allowed in this course. Include a description of the participants typically used (e.g. other UD students, K-12 students, teachers, the general public, etc.) and the methods students will use to gain informed consent and maintain confidentiality (see Request for Exemption form for options). Attach additional pages if necessary. **If you have made significant changes to student research projects/topics from previous times teaching the course, please highlight these changes.**

*Over the course of the semester, students are assigned to go and experience other cultures or cultural events and write five "journal entries" on their experiences, which they submit for a grade. Some of them make contact with international students through the Study-Abroad program director and ask them questions about their culture (or participate in cultural activities with them, such as learning to play mah-jong), then write up what they've learned; others visit cultural sites such as an ethnic restaurant, church service, or grocery store. Ideally, these encounters are relaxed and unstructured, and sometimes friendships develop over repeated visits.*

*Thus, this assignment constitutes "human research" in only the very loosest sense. Imposing bureaucratic formalities on their visits, such as an informed consent form, would undermine the very nature and intention of this assignment. Instead, I instruct students to do what any person experiencing another culture should do: demonstrate respect for both the individuals and their culture. Since students need to report out on their experiences, I give them the following guidelines in accord both with the ideal of developing easygoing interactions or relationships and the need to respect their informants' privacy: (1) Let them know up front that you are meeting with them as part of an assignment for Intercultural Communication and will be writing up what you learned about their culture; (2) Ask if they mind you using their first name in the write-up; (3) Share your write-up with them (by e-mail is fine), inviting their feedback, before submitting it to me.*

**Any cover letters, consent forms, and/or questionnaires that students give to research participants must include the following statement:**

- This survey (or project, etc.) is being conducted in partial fulfillment of the course requirements for (course title), taught by (instructor's name) at **the University of Dubuque**. This course is in compliance with the course certification requirements of UD's Institutional Review Board for the Protection of Human Subjects.

**Instructor's certification regarding course:**

- I am familiar with the published policies of the Institutional Review Board at **the University of Dubuque** (<http://intranet.dbq.edu/IRB>). Before students begin research involving human subjects, relevant policies regarding the ethical treatment of human subjects will be reviewed with them. I will exercise reasonable and customary supervision in an attempt to ensure student compliance with the policies for the protection of human subjects at **the University of Dubuque**.
- I understand that only research projects meeting the conditions for exemption from IRB review (see **Request for Exemption** form) are covered by this certification. If any individual student's proposed project does not meet the conditions for exemption, I will require them either to change their plan or to submit the **Application for Expedited or Full IRB approval** and receive IRB approval before beginning research.

<sup>1</sup> This form was adapted with permission from one on Xavier University's IRB website (<http://www.xu.edu/IRB/>) in 2007. The University of Dubuque takes sole responsibility for the content and implementation of procedures by the IRB at UD. Last update: April 2018

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**Instructor Signature**

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**Date**

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**Department Chair Signature**

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**Date**

Please submit this form to the Chair of the IRB.(Instructor and department chair should keep copies of this form on file.  
If more than one section of a course uses the same types of research, each instructor must sign a Course Certification Form.)