

Teacher Cover Letter



Dear Teacher:

There are many STARTALK programs across the United States. The National Foreign Language Center (NFLC) supports these programs. One of the NFLC's jobs is to collect information about participants. To collect this information, NFLC surveys all participants. The surveys ask about attitudes and perceptions of the programs and language learning and teaching. NFLC will use the answers to these questions to make future STARTALK programs and language programs across the country better.

We will do our best to keep your personal information confidential. All information collected by the surveys will be stored in a password-protected database. We will not include participant names in any published reports, media, or public discussions of STARTALK. Your name will be given a code for survey data. This code, instead of a name, will link your survey and identity. Only the researcher and you will be able to see this information. We will ask your permission if we want to cite you by name for any reason.

Sincerely,

A handwritten signature in dark ink, appearing to read "C. Ingold", is positioned below the "Sincerely," text.

Dr. Catherine Ingold
Project Principal Investigator

Initials_____Date_____

Consent Form for Teacher Participation

Your Name_____

Project Title	STARTALK
Why do I need to sign this form?	The National Foreign Language Center (NFLC) at the University of Maryland is doing research on the STARTALK program. You are participating in a STARTALK Program. The surveys you will complete will teach us about your experience and language learning. What we learn will make STARTALK better.
What do I have to do?	<p>You will complete a survey during the STARTALK program. The survey will collect information about you, including:</p> <ul style="list-style-type: none"> • demographic information • your learning experience • how you feel about the program <p>The survey is online.</p> <p>You may also be video or audio taped for recruitment and teacher training.</p>
What about confidentiality?	<p>We will do our best to keep your personal information confidential. All information will be stored in a password-protected database. We will not include participant names in any published reports, media, or public discussions of STARTALK. Your name will be given a code for surveys and other data. This code, instead of a name, will link your survey and identity. Only the researcher and you will be able to see the data. We will ask your permission if we want to cite you by name for any reason.</p> <p>Your information may be shared with representatives of the University of Maryland, College Park or government authorities if you or someone else is in danger or if we are required to do so by law.</p> <p>Check Box: I wish to be contacted before I am cited by name in the future. <input type="checkbox"/></p>
What are the risks?	There are no known risks to you if you participate.
What are the benefits of this research?	The research will not help you personally. The results will be used to make STARTALK and other language programs better.
Do I have to participate in this research? May I stop participating at any time?	No. Your participation is voluntary. You do not have to participate. If you decide not to participate in this research, you may stop at any time. There is no penalty if you decide not to participate or stop participating.

Initials_____Date_____

Project Title	STARTALK	
What if I have questions?	<p>The researcher for this project is Dr. Catherine Ingold at the University of Maryland, College Park. If you have questions, contact Dr. Ingold at: National Foreign Language Center The University of Maryland Mail Services Bldg #343 P.O. Box 93 College Park, MD 20742 (301) 405-9698</p> <p>If you have questions about your rights as a research subject or wish to report a research-related injury, please contact: Institutional Review Board Office, University of Maryland, College Park, Maryland, 20742; (e-mail) irb@deans.umd.edu; (telephone) 301-405-0678</p> <p>This research has been reviewed according to the University of Maryland, College Park IRB procedures for research involving human subjects.</p>	
Statement of Age of Subject and Consent	<p>Your signature indicates that: you are at least 18 years of age; the research has been explained to you; your questions have been fully answered; and you freely and voluntarily choose to participate in this research project.</p>	
Signature and Date	YOUR NAME	
	YOUR SIGNATURE	
	DATE	

**IRB APPROVED
EXPIRES ON**

FEB 8, 2014

**UNIVERSITY OF MARYLAND
COLLEGE PARK**