

# University of Maryland College Park

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Initials \_\_\_\_\_ Date \_\_\_\_\_

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 survey asks 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 for your permission if we want to cite you by name for any reason.

You may be photographed or video or audio recorded for recruitment and teacher training purposes.

Sincerely,

A handwritten signature in blue ink, appearing to read "C Ingold", is written over a light blue horizontal line.

Dr. Catherine Ingold  
Project Principal Investigator

# University of Maryland College Park

<b>Project Title</b>	STARTALK
<b>Purpose of the Study (why do I need to sign this form?)</b>	This research is being conducted by Dr. Catherine Ingold at the University of Maryland, College Park. We are inviting you to participate in this research project because you are participating in a STARTALK Program. The purpose of this research project is to collect data about your experience and language learning in order to make further STARTALK programs better.
<b>Procedures (What do I have to do?)</b>	<p>The procedures involve the following:          You will be asked to complete a survey during the STARTALK program. The survey will collect information about you, including:</p> <ul style="list-style-type: none"> <li>• demographic information</li> <li>• your learning experience</li> <li>• how you feel about the program</li> </ul> <p>The survey is online and takes 15 minutes to complete.</p> <p>You may also be photographed or video or audio taped for recruitment and teacher training purposes.</p> <p>Please, put a check mark next to one of the statements below:</p> <p>____ I give my consent to have myself photographed and video recorded for this study</p> <p>____ I do not give my consent to have myself photographed and video recorded for this study</p>
<b>Potential Risks and Discomforts</b>	There are no known risks for participation in this study.
<b>Potential Benefits</b>	There are no direct benefits from participation in this research. We hope that, in the future, other people might benefit from this study through improved understanding what contributes to successful language teaching and learning.
<b>Confidentiality</b>	<p>Any potential loss of confidentiality will be minimized by storing data in a password-protected database. Only National Foreign Language Center research staff will have access to see the survey and other data. Videos/photos are held by the program and are only requested by National Foreign Language Center staff if needed for promotional or educational purposes.</p> <p>If we write a report or article about this research project, your identity will be protected to the maximum extent possible. Your information may be shared with representatives of the University of Maryland, College Park or governmental authorities if you or someone else is in danger or if we are required to do so by law.</p>
<b>Right to Withdraw and Questions</b>	Your participation in this research is completely voluntary. You may choose not to take part at all. If you decide to participate in this research, you may stop participating at any time. If you decide not to participate in this study or if you stop participating at any time, it will not prevent you

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	<p>from any services that STARTALK provides, now or in the future.</p> <p>If you decide to stop taking part in the study, if you have questions, concerns, or complaints, or if you need to report an injury related to the research, please contact the investigator:</p> <p>Dr. Catherine Ingold  National Foreign Language Center  The University of Maryland  Mail Services Bldg #343  P.O. Box 93  College Park, MD 20742  (301) 405-9698  cwingold@nflc.umd.edu</p>							
<b>Participant Rights</b>	<p>If you have questions about your rights as a research participant or wish to report a research-related injury, please contact:</p> <p style="text-align: center;"><b>University of Maryland College Park  Institutional Review Board Office  1204 Marie Mount Hall  College Park, Maryland, 20742  E-mail: <a href="mailto:irb@umd.edu">irb@umd.edu</a>  Telephone: 301-405-0678</b></p> <p>This research has been reviewed according to the University of Maryland, College Park IRB procedures for research involving human subjects.</p>							
<b>Statement of Consent</b>	<p>Your signature indicates that you are at least 18 years of age; you have read this consent form or have had it read to you; your questions have been answered to your satisfaction and you voluntarily agree to participate in this research study. You will receive a copy of this signed consent form.</p> <p>If you agree to participate, please sign your name below.</p>							
<b>Signature and Date</b>	<table border="1"> <tr> <td><b>NAME OF PARTICIPANT</b> [Please Print]</td><td></td></tr> <tr> <td><b>SIGNATURE OF PARTICIPANT</b></td><td></td></tr> <tr> <td><b>DATE</b></td><td></td></tr> </table>	<b>NAME OF PARTICIPANT</b> [Please Print]		<b>SIGNATURE OF PARTICIPANT</b>		<b>DATE</b>		
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