



PORTFOLIO PILOT PARTICIPANT CONSENT FORM

CONSENT TO PARTICIPATE IN A RESEARCH STUDY SMITH COLLEGE • NORTHAMPTON, MA.

TITLE OF STUDY: Writing Portfolio Pilot Project

STUDY INVESTIGATOR(S):

Name: Cate Rowen	Department: Institutional Research & Ed Assessment	Office Phone: 3022
Name: Susan C. Bourque	Department: Provost	Office Phone: 3000
Name: Susan Etheredge	Department: Office of the Provost	Office Phone: 3000
Name: Julio Alves	Department: Jacobson Center	Office Phone: 3033
Name: Doreen Weinberger	Department: Physics	Office Phone: 3795

PURPOSE OF STUDY: You are invited to participate in a research study about student writing at Smith. We are interested in piloting a sophomore writing portfolio process in order to determine whether writing portfolios are a suitable method of evaluating student writing in the first two years at Smith.

PROCEDURES: If you decide to volunteer for this study, you will be asked to do the following:

- obtain clean copies of 3 or 4 of your best papers (approximately 15 pages of text) written during your first two years
- complete a brief cover sheet for each paper
- submit your portfolio for review.

When you assemble your portfolio, you will meet with a writing counselor to review it, and you will initial a form indicating that the materials you submitted are your own original work. You will receive feedback on your writing and support for developing your writing if you so desire. You may be contacted for further follow-up about your experience participating in this pilot.

RISKS & BENEFITS: This study does not involve any physical risk to you. Your involvement will consist of assembling papers completed during your first two years, filling out a brief cover sheet, and meeting with a writing counselor at the Jacobson Center when you submit your portfolio.

Students will benefit from participation in this project by receiving objective feedback on their writing, having an opportunity to reflect on their writing, and receiving extra help and support in their development as writers. While it is possible that you will not benefit directly from this study, your participation will help us determine whether a writing portfolio assessment is right for Smith, and will affect future Smith students. The results of this study can be made available to interested research participants. Respondents are welcome to contact any one of the study investigators for more information.

CONFIDENTIALITY: The information you provide for this study will be kept strictly confidential. To protect your privacy, your name will be removed from your portfolio when it is reviewed, and instead your portfolio will be assigned a case number. Your initials will appear on your authentication sheet, but there will

Over for Signature Area >

be no other link between your case number and your name, except for a secure key file maintained by the Office of Institutional Research.

The results of the review of your portfolio will be emailed to you at the conclusion of the pilot, and you will be invited to retrieve your portfolio and meet with a Jacobson Center counselor to obtain feedback. You may also request that your portfolio materials be mailed back to you, however, one copy of your portfolio will be retained by the Jacobson Center. Your identity will only be made available to writing counselors if you agree to a meeting to review your portfolio feedback. Jacobson Center counselors will adhere to their standard confidentiality procedures. The information obtained in this study may be published in scientific journals and presented at professional meetings, and will be used to make decisions about future curricular policy, but only group patterns will be described and your identity will not be revealed.

COMPENSATION: In consideration for your participation in this study, you will receive a \$25 gift certificate to the campus store. There will be no cost to you for participating in this study, beyond the time and effort required to complete the procedures described elsewhere in this consent form.

RIGHT TO REFUSE OR WITHDRAW: The decision to participate in this study is entirely up to you. You may refuse to take part in the study *at any time* without affecting your relationship with the investigators of this study or Smith College. Your decision will not result in any loss or benefits to which you are otherwise entitled.

RIGHT TO ASK QUESTIONS: You have the right to ask questions about this research study and to have those questions answered by any of the study investigators before, during or after the research. If you have any other concerns about your rights as a research participant that have not been answered by the investigators, you may contact Phil Peake, Chair, the Smith College Institutional Review Board at (413) 585-3914.

CONSENT: Your signature below indicates that you have decided to volunteer as a research subject for this study, and that you have read and understood the information provided above. You will be given a signed and dated copy of this form to keep, along with any other printed materials deemed necessary by the study investigators.

Signature of Participant: _____ **Date :** _____

Name of Participant (PLEASE PRINT): _____

FOLLOW-UP RESEARCH:

Would you be willing to participate in a follow-up research study at a later date?

YES ____ **NO** ____

If so, what is the best way to reach you?

Email Address: _____ **Phone Number:** _____