



APLNG Observation Policy/Protocol for IECP

1. All observation and data collection requests should be coordinated through the IECP Academic Affairs Coordinator. Factors that may affect the scheduling of activities include the number of requests in a given semester, the amount and kind of adjustments to the instructional plans of teachers, and congruence with the IECP Mission.
2. In accordance with their instructional plans, cooperating IECP lecturers and instructors make their own decisions about participating in research, mentoring MA students, hosting MA teaching teams, or being observed. The IECP will not obligate any lecturer or instructor to participate in these activities.
3. *Student Solicitation*
Researchers who wish to solicit IECP students for participation in research projects or data collection should coordinate classroom visits with the Academic Affairs Coordinator and the classroom instructor.
4. *IRB Approved Projects.*
 - a. Per the IRB application process (which requires explicit approval by the IECP as a data collection site), investigators should coordinate their research activities with the Academic Affairs Coordinator of the IECP as early as possible in the project.
 - b. If the project is approved by the IRB, investigators are expected to comply with the provisions of their IRB protocol, including the preservation of confidentiality, secure storage of video data, and the appropriate and timely destruction of videos. A copy of the protocol must be submitted to the IECP.
5. *PSU Course Projects.*
 - a. In courses that routinely require that students do classroom observations or practice teaching, the faculty member should coordinate these activities with the Academic Affairs Coordinator of the IECP to ensure maximum benefit to both the students in those courses and students in the IECP.
 - b. Faculty and students should contact the Academic Affairs Coordinator of the IECP as early as possible in the semester in which observations or teaching will be done.
 - c. Confidentiality. If the project is meant to satisfy a course requirement and is not subject to approval by the IRB, the IECP requires that any recordings be:
 - i. Viewed *only* by the instructor and students in the relevant course.
 - ii. Stored in a secure manner to preserve the confidentiality of the participants.
 - iii. Destroyed within two weeks of the end of the course, unless other arrangements are made through the IECP.

6. *Practicum*

- a. Practicum students assigned to the IECF must sign a Memo of Understanding with the IECF that contains a job description for the practicum period and specifies that the student will be working in conjunction with a PSU faculty member in teaching and grading IECF students.
- b. Practicum students assigned to the IECF must complete FERPA training and provide evidence of successful completion to the IECF.

NOTE: Photos of students enrolled in the IECF must not be used without express written permission from the students.