



Ethics Info Sheet 4

Guidelines for the Ethics Review of Undergraduate Course-Related Projects: Instructor and Student Responsibilities

Introduction

The course instructor is required to have course-related creative/research project involving human participants reviewed and approved by the relevant department review committee. The review is of the course, not individual projects that are carried out by students as part of their course requirements.

Protocol for course-related generic projects

The protocol for course-related generic projects (*GEN-1 form*) shall include the following:

A. Course Director's Responsibilities

1. *Educational element* – how the course director will instruct students on ethics and ethical issues associated with projects involving human participants. At a minimum, the instructor should make students familiar with the York University Senate Policy on Ethics Review and the basic principles by which a project involving human participants is conducted.
2. *Advisory role* – how the course director will advise students of their responsibilities as a creator/researcher conducting a project involving human participants, as it relates to:
 - a. Project design and methodology (including recruitment methods)
 - b. The necessity of obtaining informed consent; what informed consent means, and how informed consent is appropriately obtained for the project that is being conducted.
3. At the conclusion of the course, the course director shall be required to *report* to the Associate Dean (Policy and Planning) that:
 - a. Students were advised of the approved protocol for the course and that the course director has *Undergrad student confirmation (GEN-2 form)* on file for each student who conducted research on human participants.
 - b. The name or title of each individual project undertaken by the students in the course, together with the name of the student creator/researcher.
 - c. Other – anything else required.

B. Student Responsibility

1. To conduct their research in accordance with the approved course research protocol. Specifically,
 - a. Recruitment
 - b. Confidentiality and anonymity (if relevant)
 - c. Risks and benefits (how students will define and explain this for participants)
2. To obtain informed consent
3. To store data and documents.
4. To confirm in writing that the student creator/researcher has adhered to the approved course protocol.

At the conclusion of each project and prior to the end of the course, the student creator/researcher shall sign the *GEN-2 form* confirming that the research was conducted in accordance with the provisions of the protocol and that the student shall keep in a safe and secure location, for a period of two years, all signed informed consent forms or in the case of a letter or oral consent, a copy of the letter or the script of the oral consent. The course instructor shall keep the *Undergraduate student confirmation forms (GEN-2)* on file for two years following the conclusion of the course.