

Kathleen Vigil, M.A.
address
address
kvigil@bu.edu; ph

September 1, 2015

Principal _____
_____ High School
103 _____ Street
City, ST 11111

RE: Permission to Conduct Research Study

Dear Principal _____:

I am writing to request permission to conduct a research study at your school. I am currently enrolled in the Educational Media and Technology doctoral program at Boston University and am in the process of writing my dissertation. The study is entitled, "QR Codes for Audio Support in Foreign Language Learning."

I hope that the school administration will allow me to recruit three foreign language teachers from the school to take part in the study, which includes the following:

- An interview (30-45 minutes) focusing on how the teacher provides audio support in the foreign language to students
- A short training (15-30 minutes) at the end of the interview on three possible ways to use QR codes in activities that provide audio content for students
- A follow-up interview (30-45 minutes) after the teacher has implemented one of the QR audio code activities with students

At no time would I enter the classroom during instruction or when students are present. I am also not collecting any samples of student work or interacting with students in any way. In the final paper there will be no identifying information, so the names of the teacher, school, city, and state would remain private.

Interested teachers who volunteer to participate will be asked to sign a consent form (copy enclosed), and copies of the first page of the form would be left with the teacher and administration.

Your approval to conduct this study will be greatly appreciated. I will gladly send a copy of the finished paper to the school for review, and I would be happy to provide some professional development in educational technology for your teachers in gratitude for your cooperation.

I will follow up with a telephone call next week and can answer any questions or concerns that you may have at that time. You may also contact me at my email address or phone listed above.

If you agree, kindly sign below and return the signed form in the enclosed self-addressed envelope. Alternatively, kindly submit a signed letter of permission on your institution's letterhead acknowledging your consent and permission for me to conduct this survey/study at your institution.

Sincerely,

Kathleen Vigil

Permission to Conduct Research Study

I, _____, grant permission to Ms. Kathleen Vigil, a doctoral student at Boston University, to recruit teachers to participate in the research study entitled “QR Codes for Audio Support in Foreign Language Learning” at _____ School.

I understand that the research includes two interviews with the teachers outside of instructional time, and a short professional development training session. Participating teachers are asked to try one activity involving the use of QR codes to provide audio support to their foreign language students.

Copies of the consent forms that the teachers sign will be confidential, and no identifying information about the teachers, school, town, or state will be present in the finished research paper.

Participation in the study is completely voluntary, and the teachers may withdraw from the study at any time. Any questions about the study procedures can be answered by the researcher, faculty advisor, or Institutional Review Board at Boston University using the contact information listed below.

Printed Name

Signed Name

Date

*Primary Researcher: Kathleen Vigil, kvigil@bu.edu or 781-570-9465
Faculty Advisor at Boston University: Dr. Bruce Fraser, bfraser@bu.edu or 617-353-3234
Boston University Institutional Review Board Office: irb@bu.edu or T: 617-358-6115*