Education Research Human Ethics Committee (ERHEC)

- All research activities undertaken by staff and higher degree students at the University of Canterbury must obtain Ethical Approval unless they are exempt according to the definitions below.
- Before making an application to the ERHEC, all researchers should read the Principles & Guidelines found on their current web site http://www.canterbury.ac.nz/humanethics/
- The Principal Researcher must be a UC staff member or student. For collaborative projects, the principal researcher is responsible for all aspects of project management, including applying for ethical approval and re-applying should circumstances relevant to this application change. All correspondence will be undertaken with the principal researcher.
- Applications to the ERHEC must be received by the Secretary at least TWO weeks prior to a meeting in order to be considered at that meeting.
- Please submit one electronic copy and one hard copy (written) application to the Secretary (contact details below). Written applications may be submitted by internal post to:
  The Secretary, Educational Research Human Ethics Committee
  Level 6, Registry
  University of Canterbury
  Phone: (03) 364 2241, Extension 6241;
  Email: human-ethics@canterbury.ac.nz

Project Details

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<tr>
<th>Principal Researcher:</th>
<th>[Researcher's name provided]</th>
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<tr>
<td>Email Address &amp; Postal Address</td>
<td>[Researcher’s contact details provided]</td>
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<td>Phone</td>
<td>[Phone number provided]</td>
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<tr>
<td>University School / Department:</td>
<td>[Researcher's department provided]</td>
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<td>Associate Researcher/s:</td>
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<tr>
<td>Project Title:</td>
<td>SMART goal setting to increase English use in EFL classrooms</td>
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Student applicants should attach a letter or memo indicating that your proposal has been approved by the relevant committee or Head of Department or School.

1. What is the purpose of your research project? (Please check one box only)
   - [ ] Staff Research
   - [ ] PhD Research
   - [ ] Honours or Master’s Research

Please indicate name of Supervisor/s: [ ]
2. Description of the project

Please give a brief summary (approx. 300 words) of the nature of the proposal in lay language, including the aims/objectives/hypotheses of the project, rationale, participant description, and procedures/methods of the project:

BACKGROUND
Research in many countries where English is taught as a foreign language (EFL) indicates that teachers experience a number of common barriers when they attempt to implement mandated communicative language teaching (CLT) approaches. Among these is teachers’ own confidence and competence in using English in the classroom. Second language acquisition research also indicates that the degree of exposure to target language input is a key factor in learners’ level of proficiency in the new language – in short, the more language they are exposed to, the more language they learn. In many EFL contexts, English classes provide the primary (and sometimes only) opportunity for learners to be exposed to English language input, making it essential that teachers try to use English extensively in all classroom interactions and that they try to make it as comprehensible as possible.

RESEARCH OBJECTIVES
This research aims to use SMART (specific, measurable, attainable, relevant & time-bound) goal setting to help EFL teachers extend their repertoire of classroom English expressions and increase their use of English throughout lessons, thereby increasing the level of target language input for their learners.

PARTICIPANTS
Participants in the project will from be a group of twenty South Korean EFL teachers who are undertaking a four week professional development programme at the University of Canterbury (all programme members will be invited to participate). The researcher will be a tutor for part of the PD programme and has obtained permission from the programme coordinator to initiate this research within the context of the PD programme.

METHOD
The research will entail:
- An initial questionnaire to obtain demographic information
- Elicit specific challenges experienced by participants
- Determine participants’ current level of classroom English use.
- A session on writing SMART goals.
- A session on identifying, categorising and extending ‘teacher language’.
- On return to Korea, the participants will follow a cycle of scaffolded goal setting and reflection to increase their range and use of classroom English. Participants will email their reflections and new goals to the researcher, who will also be available by email to provide feedback and assistance with goal setting if this is required. It is anticipated that each goal setting/reflection cycle will be 2-4 weeks and they will continue for one semester - this will be negotiated with the participants at the beginning of the study.
- At the end of the final cycle, participants will be asked to complete a second questionnaire about the intervention process, their progress, the perceived impact on their students, and suggestions for improvements and follow-up interventions.

3. Which of the following categories best describe your research project?

(Please tick one box only)
- [ ] Educational or social science research involving humans
- [ ] Psychological research involving humans
- [ ] Scientific research involving humans
- [ ] Other (Please specify)

4. Will this project also require ethical approval from other bodies?

- [ ] NO
- [ ] YES

If yes, please name the body and explain how this approval has been / will be obtained in the space below. Please attach copies of relevant correspondence.
5. **What methods will be employed in conducting your research?**  
(Please tick more than one box if needed)

- Examination of normal educational practice or education instructional strategies, instructional techniques, curricula, or classroom management methods, journal, existing data, documents etc.
- Questionnaires or surveys
- Examination of medical, educational, personnel or other confidential records
- Observation (covert)
- Observation (overt)
- Structured interviews
- Unstructured interviews
- Deception – Explain why and how deception is used and provide a debriefing sheet
- Other (please specify below, stating any significant aspects)

Please explain any significant aspects.

E-journal reflections & goal setting - every 2 to 4 weeks for one semester

6. **What are the expected ages of your participants?**

- □ Children (under 14)
- □ Young people (14-17)
- ✗ Adults (18 and over including College/University students)

(b) **Will this project require approval for access to the participants from other individuals or bodies?** E.g., parents, guardians, school principals, teachers, boards, responsible authorities, etc.?

- □ NO
- ✗ YES (Please specify who and provide details of how this will or has been obtained)

The UC International Department has been informed of the project and has given approval for it to be initiated within the PD programme.

7. **Anonymity of participants and confidentiality of data?**

Please tick YES or NO for each

- YES    NO
- ✗    □ Will complete anonymity of participants be guaranteed?
- □    ✗ Will records remain confidential and access to data be restricted?

(b) **Voluntary participation and complaints procedure**

Please tick YES or NO for each

- YES    NO
- ✗    □ Are participants able to withdraw from the project at any time without penalty?
- □    ✗ Will participants be made fully aware of the College’s complaints procedure should they have any concerns regarding the researcher or the project?

*If you answered no to any of the question 7 above, please provide additional information below explaining why these procedures are not being followed and how potential risks to participants will be minimised.*

**NOTE:** Participants will also be provided with details of a contact person in Korea who they may approach if they have concerns regarding the project.
8. Are there any foreseeable risks or possible offence to the participants?

Please tick YES or NO for each

<table>
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| ☒ | ☐ | Social risks
| ☒ | ☐ | Legal risks
| ☒ | ☐ | Psychological risks
| ☒ | ☐ | Physical risks
| ☒ | ☐ | Cultural, religious or moral offence
| ☐ | ☒ | Any other risks

If you answered yes to any of the above, please provide additional information below explaining the nature of the risk or offence, how it will be minimised and access to support services.

1. As the researcher is also a tutor for the PD programme, there is potential for participation/non-participation in the research to influence assessment outcomes for the course members. However, the researcher is not responsible for any assessment that may be conducted as part of the programme and other tutors will not be aware which teachers are/are not research participants.

2. As the participants are non-native English speakers, there is the potential that their consent may not be fully informed. However, all participants in the PD programme are middle or high school English teachers and the criteria for selection for the programme includes a high level of English language competence. Also, a Korean translator will be available to respond to questions about the project if this is required.

9. Are there any other ethical issues that should be drawn to the attention of the educational research human ethics committee?

☒ NO
☐ YES

If you answered yes, please provide additional information below explaining the ethical issue(s) and how it will be addressed.

10. Participant information sheet

Please attach a copy of the Information Sheet that you will provide to participants in your study.

The Educational Research Human Ethics Committee has strict but simple requirements for Participant Information Sheets.

Attached

11. Consent Form

Please attach a copy of the consent form(s) that participants in your study will sign.

The Educational Research Human Ethics Committee has strict but simple requirements for Consent Forms. These guidelines must be followed or your application will not be considered.

Attached

12. Declaration

I AM APPLYING FOR ETHICAL APPROVAL FOR THE RESEARCH PROJECT AS OUTLINED ABOVE.

I have read the ERHEC Principles and Guidelines and I am aware of the implications of my research project. I understand the details of the Privacy Act mentioned in these guidelines and how they influence the subjects I choose as participants in my research work.

The project has been accurately described in this application and I have included all the necessary documents and information to support my application.

I undertake to reapply should circumstances relevant to this application change.

Principal Researcher’s Name: [Researcher’s name provided]
Date: 11.06.10
Signed:

For Academic Supervisor - student projects only
I am fully informed of the research proposal. The proposal has been approved and registered and I am satisfied that it meets necessary standards in relation to ethical issues.

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Signed:

NB – THIS DECLARATION MUST BE HAND-SIGNED