

Steps for Conducting Research in a Shirley G. Moore Lab School Classroom

1. Contact lead teacher, preferably via email, at least one week before you plan to go into a classroom to meet the children.
2. Plan to go into the classroom at least twice to establish rapport before asking children to participate in research “games.” Once you begin running subjects, keep the lead teacher posted as to when you plan to come in to the classroom. Be sure to check to see if there are any conflicts with special events on certain days.
3. Reserve a room to conduct your study in the Room35/36 research suite, if needed. Eric Hart in Room 158 can help you with this.
4. Be sure to inform teachers that a child is going with you AND to sign out each child on the posted research sign-out sheet for your study before leaving the classroom or playground. Space is provided to indicate: a) the date, b) the time out and back, c) the research room, and d) the experimenter’s name. This procedure provides a record of each child’s participation and makes it possible for the teacher to check on the whereabouts of each child at any time.
5. Sign back in when returning child.
6. Inform the teacher let the teacher of the child’s return.
7. If anything unusual has occurred during the session, inform immediately the lead teacher upon your return.
8. If you have promised another child a turn, be sure you follow through if possible.
9. After returning the child to the classroom, put the project letter (addressed to the parent) on the clipboard with the sign out sheet OR give it directly to the lead teacher. Each lead teacher will have their own preference about how to handle this, but ultimately the teachers will hand this letter directly to the parent at the end of the day.
10. If you have any concerns, questions or comments about your role, a child’s participation or the process, please speak with the teacher or the Director of the Laboratory School.
11. When your research has ended (or at the end of the school year for ongoing research) complete the attached research summary form and return it to Lab School Administrative Assistant. This is required in order for the Lab School to submit its annual report on Lab School research activities to the IRB.