

## Participant Consent Form for Observations, Information Release, Interviews, and Surveys

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WorkED: Comparative Student Data Analysis for CFEST Evaluation

The purpose of the study:

I understand that the purpose of this study is to know more about student performance in a course of study, both credit and non-credit, through Oklahoma City Community College (OCCC). Student data, both qualitative and quantitative, will be collected throughout the course of study beginning at enrollment and throughout course completion. The data collected will include enrollment data, demographics, grades, completions, progress and persistence, credentials earned and may also include follow up wage and hour and employment data after program completion.

As an evidence-based training model, the CFEST Program will serve as the baseline for data collection and analysis. Student data will be gathered for the purpose of comparing student outcomes against other OCCC credit and non-credit programs. WorkED serves as the independent evaluation firm responsible for conducting the research. WorkED will employ a variety of research methods for evaluating Program performance and student outcomes, which are reported back to OCCC and to the Department of Labor.

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I agree to the following during the CFEST study period (10/1/14-9/31/18).

1. My instructor may provide information to the researcher including my grades from this class, samples of my work from this class, my age, gender, major, and classification (Freshman, Sophomore, Junior or Senior, Non-Credit Certification).
  2. The researcher may request to communicate, through interviews and surveys, with me about my understanding of specific concepts taught in this class and my attitudes toward the topics of this class. I can accept or decline this invitation without repercussions and still participate in other parts of the study.
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I understand that:

1. Participation is strictly voluntary. I can refuse to answer any questions that I do not wish to answer.
2. The information gathered will not affect grades or any other evaluations made by the teacher of this course.
3. The information gathered will be confidential. Student and teacher names or any other identifying factors will be removed from any report or publication of the data or results.
4. I may opt out of the project at any time and for any reason I deem necessary with no repercussions if I give written notice to the researcher.
5. Approximately 100 students per semester in certain sections of academic pursuit have been asked to participate.
6. Participation in this study will not directly provide any benefits to me. Declining participation in this study will not cause adverse actions to be taken against me or my grades.
7. The researcher will observe some class sessions during the semester but will not audio or video tape the classes.

I understand that this research study has been reviewed and approved by the Institutional Review Board at Oklahoma City Community College. For research-related problems or questions regarding subjects' rights, I can contact the Institutional Review Board through Dr. Janet C. Perry, Director of Institutional Effectiveness, Office at 405-682-1611 or jcperry@occc.edu.

\_\_\_\_\_ I am 18 (eighteen) years old or older.

\_\_\_\_\_ I am 17 (seventeen) years old or younger. (Your parents will need to sign this form as well).

I have read and understand the explanation provided to me. I have had all my questions answered to my satisfaction, and I voluntarily agree to participate in this study. I have been given a copy of this consent form.

Student's name PRINTED \_\_\_\_\_

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Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*ONLY for students 17 years old and younger:**

I have read and understand the explanation provided to me. I have had all my questions answered to my satisfaction, and I voluntarily agree to allow my child \_\_\_\_\_ (Name of Child) to participate in this study. I have been given a copy of this consent form.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

If you have any questions or concerns, please contact the Researcher:  
Mason Bishop, WorkED Consulting LLC, 703-209-7890, 5230 Lighthorne Rd, Burke, VA 22015