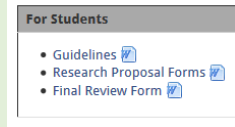


Quick tips for Faculty Teaching Integrative Capstones involving Research at GSC.

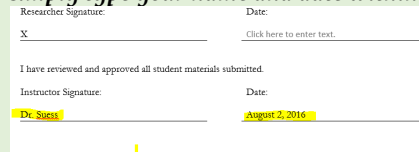
Here are some quick tips to help you stay sane when teaching Capstones involving research at GSC:

| Assignment/Item: | Information of value: | Timeline: |
|---|--|--|
| <p>Topic Proposal & Literature Reviews</p> | <p>The majority of Capstone students have a topic in mind, and even method, for their final project. Some more than others. Be sure to use the course time early on to help students decide their topics, methods, and whether or not they are involving any human participants in their research/project. It is recommended students have their topic and method decided by the end of week 3 of the term. This means they should have reviewed prior research/literature and have a literature review compiled.</p> <p>If they are pursuing research that involves human participants, they MUST complete and submit a Research Proposal Form through the GSC Institutional Review Board, AND receive approval to conduct research through the GSC Institutional Review Board. Please see the GSC IRB webpage for further details: http://my.granite.edu/human-participants-and-institutional-review-board-irb</p> <ul style="list-style-type: none"> ✓ Please remember that the capstone course is typically a twelve week course, 10 weeks in summer, therefore we recommend students consider the feasibility of their research in the given term, and the number of participants included for a survey/interview, in order for them to have time for analysis of data and summary of data. ✓ Proposals with vulnerable populations or questions about illegal activities take much longer for the IRB to review and approve. | <p>Weeks 1, 2 & 3</p> |
| <p>National Institute of Health (NIH) Certification (old) Or Granite State College Human Research Training Certification</p> | <p>Granite State College requires any researcher involving human participants in their studies hold a valid Human Research Training (GSC-HRT) Certificate. This free certification includes a training highlighting vulnerable populations, and ethical considerations in research commencing with a quiz. Approximately 2-3 hours is needed for students to review and complete the training needed for certification online. Students need to register and access the GSC-HRT through the following portal: https://learn.granite.edu/course/view.php?id=16308</p> <p>Students should be logged into Moodle, then place in the enrollment key: gscresearcher This key is case sensitive, and students should already be logged into Moodle prior to following the link.</p> <p>Upon successfully passing the quizzes with a 75% or higher, students receive a copy of their GSC-HRT Certificate needed to pursue (and be included with) their IRB proposal.</p> <p>♣It is recommend faculty have all students in their capstones complete this training and certification whether the student intends to pursue a study involving human participants or not. It is invaluable knowledge and their certification is valid for approximately three years—so even if they don't need it now—they may need it if they pursue graduate education at GSC.</p> <p>*GSC Faculty teaching Capstones with research should complete the GSC-HRT and have a current Certificate. Faculty GSC-HRT Certificates should be emailed to gsc.irb@granite.edu at the start of the term.</p> | <p>Weeks 1, 2 & 3</p> |
| <p>IRB Proposal</p> | <p>The Institutional review Board at GSC reviews all research proposals involving human participants. Any student conducting research, even if it is simply a small questionnaire, must complete and submit an IRB proposals along with a copy of their GSC-HRT Certification to GSC.IRB@Granite.edu</p> <ol style="list-style-type: none"> 1. Before students submit their proposals, they MUST read the Guidelines for students, complete the Research | <p>Weeks 3, 4 (Students must provide the IRB at least 2-3 weeks for review and decision of</p> |

Proposal form, and have their instructor review and sign off on their proposal form.

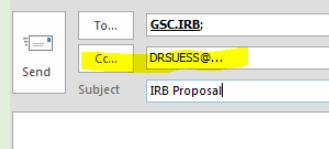


- a. **This can be done in an online or hybrid course by having the student send you a copy of their form completed with their GSC-HRT attached within, or attached to the email. Once you review, you can simply type your name and date within the form on your computer:**



then save it with your initials added to the file name: Student_IRB_Proposal_DSUESS.doc

Then send it to the student indicating you signed it and that they may send it to the IRB at GSC CC'ing you: GSC.IRB@granite.edu



♣Alike the GSC-HRT Cert. above, having all students, regardless of whether they are conducting human population research or not complete an IRB proposal is invaluable for the skills that may be applied into the future. That being said, it is a good practice to all students complete the proposal, but only the students actually conducting human population research submit their form to the IRB.

their proposal).

Final Assignments

All integrative Capstones require a final assignment. The nature of this assignment is appropriate to the specifics of the discipline but should contain a summative writing component. All students should include at least eight to ten scholarly and/or peer reviewed articles pertaining to their topic, with other sources of information to support or polish their thesis.

i. For HLTC 640/650 and BEHS650/651 all papers should be in APA 6th edition formatting. There are APA/MLA resources available in the Library at GSC: <http://libguides.granite.edu/content.php?pid=678261&sid=5642369>




Final Week of Term

Final IRB report form

This report form is required of any student whom conducted IRB approved research. The final report form must contain a brief summary of findings, must be reviewed and signed by the instructor (same process as the IRB proposal above), and must be submitted to gsc.irb@granite.edu prior to the end of the term. It is kept on file for audit purposes and as a record of how the research was conducted. If IRB approval is obtained but the study is not conducted or completed, this form must still be submitted so there is a record.

Final Week of Term

For Students

- Guidelines 
- Research Proposal Forms 
- Final Review Form 

Incompletes in Capstones

Incompletes are solely for students whom have one or two major assignments outstanding, please see this link for more information on the Incomplete process:

*Students in Capstones whom receive an Incomplete cannot graduate. All Incompletes must be resolved prior to graduation. Please see the Incomplete guidelines for further details regarding Incompletes:
http://my.granite.edu/sites/my.granite.edu/files/media/PDFs/incomplete_grade_procedures.pdf*