

Information Sheet (Template)

Course Discipline and Number: _____

Course Title: _____

Section ID: _____

_____ [Instructor] and _____ [Program Director] in the department of _____ [Name of Department] at UCLA Extension are conducting a methods exercise to provide students with an opportunity to practice data collection techniques. This is to introduce _____ [Student] who proposes to invite you to participate in a: _____.

You were selected as a possible participant in this exercise because:

Your participation is voluntary. There are no anticipated risks or discomforts for participants.

Why is this exercise being done?

To provide the UCLA Extension student with an opportunity to practice methodology.

What will happen if I take part in this exercise?

If you volunteer to participate, the student will ask you to do the following:

How long will the exercise take? _____

Are there any potential benefits if I participate?

You will not directly benefit from your participation in this exercise.

Because of the limited exposure through classroom presentation, there are no potential benefits to society expected from this activity.

Will information about me and my participation be kept confidential?

Any information that is obtained in connection with this exercise and that can identify you will remain confidential until the end of this class at which time it will be destroyed.

What are my rights if I take part in this study?

- You can choose whether or not you want to participate, and you may withdraw your consent and discontinue participation at any time.
- Whatever decision you make, there will be no penalty to you, and no loss of benefits to which you were otherwise entitled.
- You may refuse to answer any questions that you do not want to answer and still participate.

Who can I contact if I have questions about this study?

- **The Exercise Sponsors:**

If you have any questions, comments or concerns about the exercise, please contact:

Student Name:

Program Director:

Phone Number:

Phone Number:

Email:

Email:

- **Others:**

If you have questions about your rights while taking part in this exercise, or you have concerns or suggestions and you want to talk to someone other than the sponsors of the exercise, please call or write to:

UCLA Extension
Associate Dean of Academic Affairs
10995 Le Conte Avenue, Suite 770
Los Angeles, CA 90024
(310) 825-2362