



Springfield Technical Community College

Exceptional Education. Proven Results.

One Armory Square
Suite 1 • PO Box 9000
Springfield, MA 01102-9000
(413) 781-7822 • www.stcc.edu

Date: September 23, 2014

Dear Parent or Guardian:

I am writing to inform you and request permission for your child to participate in a project called Through My Window, funded by the National Science Foundation and conducted by faculty from Smith College, Northampton, MA and Springfield Technical Community College, Springfield, MA. The project is designed to teach students about the work of engineers and also to encourage students to consider engineering as a future career. The project is particularly interested in reaching students who might not otherwise have an opportunity to learn about engineering and who are therefore not likely to think about becoming an engineer. A major component of the project is a website (www.throughmywindow.org) that employs a storytelling approach to engage students with ideas and topics related to engineering.

This project will be implemented by your child's teacher in either your child's regular or afterschool program. The school or afterschool program has been informed about the project and has decided to include it in the curriculum. Teachers have been instructed in the use of the program and how they may incorporate it into their curriculum. We will be gathering data about the effectiveness of the program. All data gathered will be consistent with the kind of assessments normally conducted in the school environment.

The benefits of participation include learning more about engineering and the opportunity to help an educational initiative that will benefit many other students. There are no reasonable risks associated with your child's participation in this project. The records of this project will be kept strictly confidential and any reports and use of the data will not include information that would make it possible to identify your child.

If you do NOT wish to have your child participate in the Through My Window project, fill out the form below and return it to your child's teacher.

The decision to participate in this project is entirely up to you and your child. Your child is free to opt out of the project at any time. Not agreeing to have your child participate in the study will not affect your relationship with your child's school, after-school program, Smith College, or Springfield Technical Community College. You have the right and are welcome to ask questions about this project and to have those questions answered by me before, during or after the project. If you have any questions, feel free to contact me, Beth McGinnis-Cavanaugh, at bmcginnis-cavanaugh@stcc.edu or by telephone at (413) 755-4591. If you have any other concerns about rights of participants that have not been answered by the investigators, you may contact Nnamdi Pole, Chair of the Smith College Institutional Review Board at (413) 585-3914. If you have any problems or concerns that occur as a result of your child's participation, you can report them to



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the IRB at the number above. Alternatively, concerns can be reported by completing a Participant Complaint Form, which can found on the IRB website at <http://smith.edu/irb/compliance.htm>.

Thank you for taking the time to consider this request. I sincerely hope you will be able to support this important work.

Sincerely,

Beth McGinnis-Cavanaugh
Principal Investigator
Professor of Physics and Civil Engineering Technology
Springfield Technical Community College

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I do not wish my child _____ to participate in the Through My Window program.

Name of Parent/Guardian (print): _____

Signature of Parent/Guardian: _____ **Date:** _____

Signature of Investigator(s):  **Date:** September 23, 2014