



Research Pilot Project: Strategic Assessment of Institutional Learning (SAIL)

Project Description and Consent Form

Hello from the SAIL project coordination team!

This is an invitation to participate in a TRU University-wide SAIL project that explores the extent to which TRU's institutional learning outcomes are demonstrated in assignments at TRU. The results of this pilot project will inform improvements to courses and student learning at TRU. Your instructor has suggested your course [Course number and name], as part of this research pilot project that our team is leading.

We value your input as students and are seeking your participation in this research pilot project. We realize that you are busy with your studies and participation in this research pilot project does not require any additional time on your part beyond completing this form.

If you provide consent, we will then gather your [assignment name] and include it in the samples of student work that the SAIL research project will review to assess institutional learning outcomes in several courses. Please keep in mind we are not marking this assignment and your participation in the research project has no relevance to your course grade on the assignment. The SAIL project team hopes to include a range of student work across all levels of achievement.

If you would like to participate in this research pilot project please review the following information and complete the consent form on the next page.

The SAIL Project - Key Notes

We are conducting a pilot project to assess institutional learning outcomes. [Click for more information on the SAIL Pilot Project.](https://www.tru.ca/celt/learning-outcomes/sail-initiative-pilot.html) < <https://www.tru.ca/celt/learning-outcomes/sail-initiative-pilot.html>>

The project is NOT part of your course and will NOT affect your grade on the assignment or your grade in this course.

- Your professor will NOT know who agreed to participate. Your professor will NOT know whose work was selected for scoring.
- You will not receive individual feedback on the results of these assessments.

Your participation will be CONFIDENTIAL, your assignment will be ANONYMIZED to protect confidentiality, securely stored and scored by faculty at TRU after the end of your course. Your anonymous scores will be included in the aggregated reports.

- The only people who will see your assignment with your name on it and know who consented will be the SAIL Project Team (Alana, Carolyn & Teresa) and we will not tell anyone.

- Your instructor will receive a summary report across student work, with no information about individual students' performance. The report will also be shared with some university committees to inform improvements to educational programming.
- Faculty who assess the volunteered assignments will not know the names of the students who created the assignment.
- The files will be securely stored for 5 years.

Participation is VOLUNTARY.

- We will only collect the course work from those who consent to participate.
- There are no consequences for declining to participate.

You can choose not to participate and even to withdraw.

- You may choose not to consent by closing this window. If you sign the Consent Form but change your mind about participating, **you may withdraw from the project prior to April 10, 2021** by emailing Alana Hoare. After April 11, 2021 assignments will be anonymized, and no copies of identifiable assignments will remain, so they can no longer be removed.

To participate in this project, you must read this page and provide consent by completing and submitting the form on the next page.

By completing this form, you are voluntarily agreeing to participate in the SAIL Project.

Privacy Notification and Consent – Strategic Assessment of Institutional Learning (SAIL)

Thompson Rivers University (TRU) collects, uses, discloses and retains personal information in compliance with the BC *Freedom of Information and Protection of Privacy Act* (FIPPA).

By completing this form, you are voluntarily agreeing to participate in the SAIL Project. Your personal information is being collected and will be used **for the purposes of assessing [ILO] in existing student assignments and providing an aggregate report on [ILO] to inform institutional program improvements**, or for purposes consistent with these uses. The collection of this information is permitted under section 26(c) of the FIPPA. This information will be retained in accordance with TRU's Records Retention/Destruction Policy.

By participating in the SAIL Project you are granting your permission for the SAIL team to use and retain the following personal information about you:

- **a copy of your <assignment name>** .
- **your Year of Study and Program and work term [if co-op]** to be able to sort the results and provide a summary to programs, if there is a sufficient number of participants from your program. The report to the course instructor will only include an overall (aggregate) set of scores for the samples from the class; it will not include the participating students' program or year.
- **your self-reported GPA range** to select assignments that reflect the range of student on campus.

---<click "I read this!" To proceed>---

Confirmation and Consent Form

I have read the above description of this project and understand what my participation will involve. By typing my name in this form, **I consent** to have a copy of <assignment name> in this course, linked to my program and year or work term, to be included in a pool of anonymized student samples that may be selected and scored internally by two faculty member or staff within the SAIL team, and included in aggregate reports (summary tables).

Year of Study: _____

Program: _____

[For Co-op courses] Work term: _____

We are looking for students with a range of GPA, please indicate your approximate GPA range

GPA range: [multiple choice]

- less than 2.0
- 2.1 - 3.0
- 3.1 - 4.0
- More than 4.0+
- Other (please specify) [text box]

To consent type your name:

Full Name: _____

Student number: _____

Name and student number are requested to be able to locate your assessment.

If you would like a copy of this Consent Form, a link will be provided on the closing page.

I want to be included in the random draw for one of three \$25 credits for TRU's bookstore, and give permission to provide my name and email to the bookstore to ensure access to the credit.

- No Thanks!
- Yes Please! (please provide your email address) [text box]

I want a copy of the final report.

- No Thanks!
- Yes Please! (please provide your email address) [text box]

Questions about the collection of this information may be directed to Alana Hoare at 250-319-430, ahoare@tru.ca or by post to: Office of Quality Assurance, Alana Hoare, CT320, 805 TRU Way, Kamloops, BC, V2C 0C8. Alternatively, you may contact the Privacy Office at privacy@tru.ca.

SUBMIT BUTTON

----> Closing page is [CELT-SAIL Project Info](#) page that contains a downloadable pdf of the consent form. The final report will also be added to this page once it's available.