



June 6, 2012

To Whom It May Concern:

The University of St. Thomas requires an action research study as one of its requirements for a master's degree in education. The goal of this action research is for the graduate student to have a clearer understanding of practices and programs that benefit the students in your school or institution. The research question being addressed in each of these studies is to determine the most effective approach, practice or procedure in the context of your environment. Only acceptable and customary approaches will be used, and the data collected or practices assessed will not expose individuals to any risk.

The study can often successfully be completed with a limited number of case studies, or with the students in one classroom. The involvement of other teachers or classrooms may be a part of the study, if voluntary on the part of the teachers and acceptable to the school principal, program director, or school district authority.

Because this action research is limited to effectiveness assessments of existing and widely accepted procedures and practices in an educational or institutional setting, it is exempt from University of St. Thomas Human Subjects Review and is typically reviewed by the Human Subjects Committee chair only. Consequently, the approval of the local leadership is typically all that is necessary. Doctoral studies involve larger numbers of students and frequently require review and approval above the district or department directly involved.

This study will be designed in a graduate research class and will be carefully crafted to benefit the participants and those who provide services for them. Questions regarding the study can be answered by the graduate student or the research professor if appropriate.

Your support of academic research is greatly appreciated. Please read the information on the next page regarding the student's specific research study and indicate your approval by signing in the designated place. If you have any questions about this course requirement, please contact the School of Education's Director of Research, at 713-525-3830. If your school district requires permission to be obtained from a different office, please discuss this with the student as soon as possible so that the process will not be delayed.

Sincerely,

Catherine R. Barber, Ph.D.
Director of Research, School of Education
University of St. Thomas

Permission to Conduct Action Research

Student's name

Student's email address

Title of action research project

Description of project:

Participants:

Instruments:

Design:

Procedure:

Timeframe:

I approve the above action research project.

Principal/District (circle one) authority's name

Signature

Email address

Phone number