



## Ethical Practices of Research and Community Engagement

Read, print your name, sign, and date at the very end of this packet on the signature page which will be torn off and turned in to the CEC; you keep the rest of the packet. Should you need another copy, this form can be downloaded from our website <http://www.pitzer.edu/offices/cec/resources/resources-forms.asp>

### 1. Research Basics:

\*\* All research involving human subjects must be processed through IRB (Institutional Review Board). The IRB website can be accessed at: [http://www.pitzer.edu/offices/dean\\_of\\_faculty/irb/index.asp](http://www.pitzer.edu/offices/dean_of_faculty/irb/index.asp)

#### ***Autonomy:***

- You must recognize all community members as autonomous, provide them with information, and respect their decisions to participate or not.
- You **must** collaborate with the site to determine their needs and incorporate those needs into your project.
- Before your class/internship is complete, **you are required** to share your results in a timely fashion with the community members/ staff you have been working with and with CEC so that we might catalogue these interactions with our partners.

#### ***Beneficence:***

- All research or involvement with community partners **must** serve a beneficial purpose for the site. It is unethical to be involved in the community for your sole benefit or the sole benefit of the institution you represent. This is a strict requirement from CEC because your actions reflect upon us and affect our relationships with our partners.

#### ***Justice:***

- You should accurately weigh the risks and benefits of your research and know who stands to gain/lose from your research/ participation. Power dynamics and underrepresentation of certain groups should be considered carefully.

### 2. Informed Consent:

- When conducting an interview, using a conversation for research data collection, or photographing/filming you must have informed consent from the individual. This means you must inform the individual of your research intentions and who might possibly view your data

before interviewing that individual. You must accept any refusal or declination to be interviewed.

- Furthermore, should your research focus change during the course of your project, you are ethically bound to report these changes to those involved including the staff of CEC. Major changes must be reviewed carefully to avoid harmful or problematic situations.
- Get a signed release form for any photo/ film footage. You may not photograph children without the written approval of the parents/legal guardian. Use authorization forms in their first language and never assume they know what it says. Attached is a sample.

### **3. Compensation and Gifts:**

- Before offering compensation for participation in a research project to any individual, get approval of your plans with the faculty supervisor of your project.
- You should never accept gifts from a client or participant at your site.
- If you are worried about offending someone, explain to them that accepting gifts is against Pitzer policy.

### **4. Questions:**

- Be critical of the types of questions you include in everyday conversation, surveys, and/or interviews.
- Try not to ask questions that may frighten or intimidate the people you are interviewing.
- Be respectful of their privacy and only ask questions that have a clear purpose.
- Always explain your intentions.
- Keep a private key to the names for your own private use, but do not release those names. Always ask the individual if you can use his/her real name before doing so. It is important to maintain confidentiality around information shared with you by site participants.
- For example, if working with a mostly undocumented population, you must always be aware of issues of privacy and law. If working in a detention camp, never ask the participants why they are in the program.

### **5. Professionalism:**

- Incident Reports – Available in the office. Most importantly, speak with either your Urban Fellow, the Office manager, the Assistant Director, or the Director about the incident so we can respond to our community partners specific needs right away. If there is a reportable incident, please complete and submit an incident report form immediately.
- Interns are responsible for maintaining and submitting current timesheets to CEC.
- Dress code can become an issue in many environments. In these cases, it is important to dress in a manner that affirms you as a student with an academic and community-based purpose. Otherwise, you may attract attention that may be perceived negatively or be misunderstood.
- Relationships of power and respect are sometimes difficult to manage, but you should always be sensitive to another individual's life experiences.

- Be conscious of the way you are perceived by those you work with.
- You should make it clear that the emphasis is on collaboration, although community members may at first perceive you as an authority figure.
- Everyone is a teacher, and everyone is a student.
- It is always best to use respectful language. It is quite possible that some community members hear extreme language at home/in their neighborhoods, but they do not need to experience this with you.
- You are a role model to the students.
- Also keep in mind that while you might “connect” more with some people at your site, preferential treatment should not occur. This can give some people the wrong impression and cause distrust/offense among others.
- All people must be treated equally.
- Forming romantic or sexual relationships with clients/participants/supervisors of the organization you work with during the project is prohibited because it could negatively affect your ability to conduct your research or internship.
- **Punctuality** - It is important to remember that some of those with whom you may be working have abandonment issues. You will trigger negative emotions if you are late or fail to show up when you are scheduled.
- Once you break through their protective barriers they will come to rely on you. It is imperative that you prove to them that they can count on you for doing as you promise.
- In addition, you are a role model, and they will see no reason to follow through with their promises if you do not follow through with yours.

## 6. Liability Issues:

- Whenever possible, try to go to your organization with a partner – especially at night. Your safety is of the utmost concern.
- Never go to your site alone when confronting a conflict or problem. Call a fellow student, urban fellow, organization supervisor, or faculty supervisor to accompany you under such a circumstance.
- Further, you should not leave the space where your work is taking place. All people should be accounted for by a supervisor or Urban Fellow at any given time.
- Never give rides to the members or clients of the organization with which you are working except in cases of official, pre-approved events. If asked, you should reply that Pitzer College (whom you represent) would not allow you to do it. It is an issue of both safety and liability for you, the participant, and the College.
- **Transporting Children** – Never transport children. In extreme cases – when their family cannot be contacted and there is no supervisor present, contact the police to transport the child home. You should wait with the child for authorities to arrive.
- Never leave children alone. Never be alone with a child. In extreme cases, when you have no option but to be alone with a child, make sure that you leave all doors open and keep a

distance from the child until another adult accompanies you. Also, never send children out of the room alone unless directed by the teacher or official supervisor.

- **Abuse Reporting** – Employees of the school/organization are likely mandated reporters. As a volunteer, you are not legally bound but *you are ethically bound* to report anything unusual to the teacher, administrator and your faculty supervisor. If you witness *or become aware of* any type of physical abuse, neglect, sexual abuse, emotional maltreatment of a child or an adult, or *suspected* abuse, you must report it.
- **First Aid** – You should wear protective gloves when coming in contact with bodily fluids. It is always best, whenever possible, to allow the nurse on duty to handle the situation. Pitzer will provide you with a free Hepatitis vaccine but it is only effective within 24 hours so you must report it to CEC immediately.
- **Never give out your phone number or address.** Conversely, do not request personal information of community partners and be respectful of their right to privacy.
- You can use the number for CEC if you absolutely must give contact information: 909-607-8183. The office is open M-F from 8:30 AM to 5:00 PM.
- Sexual harassment will not be permitted in any form. This means that you should refrain from any type of behavior that gives the appearance of sexual harassment.
- By the same token, we will not permit any type of sexual harassment to be perpetrated on you. At the first sign of a problem please contact your faculty supervisor and together you will deal directly with the cause of the problem and facility at which it occurred.
  - ❖ If you are ever unsure of how to proceed at a site, you should direct these concerns to CEC staff, the CEC Steering Committee, your professor, or an institutional review board.
  - ❖ Whenever possible, group together for transportation needs. Pitzer vans and other modes of transportation may be available to you at little or no cost. Sharing rides saves time, money, and is environmentally ethical.

Community  
Engagement  
Center

CEC



**VOLUNTARY RELEASE OF LIABILITY AND ASSUMPTIONS OF RISK AGREEMENT**

**Pitzer College**

I hereby declare that **I am at least (18) years old**, and I have voluntarily decided to participate in a Pitzer community-based internship.

I am aware that participating in such an internship may expose me to risks of damage to my personal property and injury to myself. I am participating in the program fully aware of the risks involved and hereby agree to accept and assume responsibility for any and all risks of damages, injury or death. In consideration for Pitzer College allowing me to participate in the internship, I hereby agree that I, my heirs, guardians, and assigns will release Pitzer College, its employees and agents, from all liability for neglect or wrongful acts or omissions associated with my participation in the internship.

Additionally, I agree to indemnify and hold harmless Pitzer College, its employees and agents for any claims, lawsuits, or demands, which may be brought by any person against Pitzer College, its employees, or agents based on my participation in the internship.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENT. I UNDERSTAND THAT I AM GIVING UP VALUABLE LEGAL RIGHTS BY SIGNING THIS AGREEMENT AND THAT THIS AGREEMENT REPRESENTS A CONTRACT BETWEEN PITZER COLLEGE AND MYSELF. I HAVE AGREED TO SIGN THIS AGREEMENT ON MY OWN FREE WILL.

\_\_\_\_\_  
PRINT PARTICIPANT NAME

\_\_\_\_\_  
PARTICIPANT SIGNATURE

\_\_\_\_\_  
DATE

Return to Scott Hall 108 or CEC Staff Box #A-113 (Scott Hall)

Community  
Engagement  
Center

CEC



E-mail: [cec\\_staff@pitzer.edu](mailto:cec_staff@pitzer.edu) • Tel: (909) 607-8183 • Fax: (909) 607-8758

## **Voluntary PHOTO Release Agreement**

Pitzer College

I agree that representatives of Pitzer College may take my picture and use my image for college publication purposes.

I agree to indemnify and hold harmless Pitzer College, its employees and agents for any claims, lawsuits or demands which may be brought by any person against Pitzer College, its employees or agents based on my participation in the CEC Programs. Permission includes permanent non-exclusive world rights to archive, preserve, disseminate and promote the material and will not limit any future publications.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I UNDERSTAND THAT I AM GIVING UP VALUABLE LEGAL RIGHTS BY SIGNING THIS AGREEMENT AND THAT THIS AGREEMENT REPRESENTS A CONTRACT BETWEEN MYSELF AND PITZER COLLEGE. I HAVE AGREED TO SIGN THIS AGREEMENT ON MY OWN FREE WILL.

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PRINT PARTICIPANT NAME

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PARTICIPANT SIGNATURE

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DATE

Return to Scott Hall 108 or CEC Staff Box #A-113 (Scott Hall)



## CEC Student Intake Survey FA18

Thank you for your time in completing this Student Intake packet. This information helps us report ALL community engagement activities (not just those related to the Community Engagement Center) on behalf of Pitzer College. This survey should take less than 10 minutes to complete and will need to be completed each semester in which you participate in community engagement activities. Should you have any questions or need any assistance completing this survey, please contact CEC Program Administrator for Community Engagement Research and Training; Jonathan Chan [jonathan\\_chan@pitzer.edu](mailto:jonathan_chan@pitzer.edu) or by calling 909-607-8183.

Name

Student ID #

Contact Phone #

Email Address

Home College

<input type="radio"/> Pitzer	<input type="radio"/> Pomona
<input type="radio"/> Scripps	<input type="radio"/> Harvey Mudd
<input type="radio"/> Claremont McKenna	<input type="radio"/> Other _____

Year in School

<input type="radio"/> First Year	<input type="radio"/> Sophomore
<input type="radio"/> Junior	<input type="radio"/> Senior

Gender

<input type="radio"/> Female	<input type="radio"/> Male	<input type="radio"/> Transwoman
<input type="radio"/> Transman	<input type="radio"/> Gender Non-Conforming	<input type="radio"/> Other _____

Major

2nd Major, if applicable

Minor, if applicable

Ethnic Origin (check all that apply)

<input type="checkbox"/> African American, Black	<input type="checkbox"/> American Indian	<input type="checkbox"/> Asian American, Pacific Islander
<input type="checkbox"/> Hispanic, Latino	<input type="checkbox"/> Caucasian, White	<input type="checkbox"/> Other



I am engaging with social responsibility this semester in the following way(s) (check all that apply)

- I am taking a class which requires community engagement [please indicate which class(es) and professor name(s)] \_\_\_\_\_
- I am volunteering (not related to a class)
- I am being paid work study
- I am using this to fulfill my Social Responsibility Praxis Graduation Requirement

I am working with (check all that apply)

<input type="checkbox"/> Camp AP	<input type="checkbox"/> Prototypes
<input type="checkbox"/> Day Labor Center	<input type="checkbox"/> Native Community Engagement Programs (including Sherman Indian School tutoring)
<input type="checkbox"/> Jumpstart	<input type="checkbox"/> Other (please indicate) _____

How did you determine where to complete your community engagement (check all that apply)

<input type="checkbox"/> Class/Professor	<input type="checkbox"/> Organization/Club
<input type="checkbox"/> CEC Staff Member	<input type="checkbox"/> Friend/ Another Student
<input type="checkbox"/> Campus Event (please indicate which event) _____	<input type="checkbox"/> Website/ Independent Research

- Other (please indicate) \_\_\_\_\_

If known, please indicate what type(s) of community engagement you will participate in this semester (check all that apply)

<input type="checkbox"/> Tutoring/ Education	<input type="checkbox"/> Administrative Support for Community Partners (incl grant writing and/or program coordination)	<input type="checkbox"/> Environmental Sustainability
<input type="checkbox"/> Community Organizing OFF CAMPUS	<input type="checkbox"/> Community Organizing ON CAMPUS	<input type="checkbox"/> Food Justice
<input type="checkbox"/> Mentoring/ Empowerment	<input type="checkbox"/> Indigenous Rights	<input type="checkbox"/> College Access
<input type="checkbox"/> Pitzer Staff Relations and Support	<input type="checkbox"/> Political Activism	<input type="checkbox"/> Community-Based Participatory Research
<input type="checkbox"/> College Access	<input type="checkbox"/> Health/ Mental Health	<input type="checkbox"/> Housing/ Homelessness
<input type="checkbox"/> Immigration	<input type="checkbox"/> Parenting/ Childcare	<input type="checkbox"/> Public Arts/ Theater/ Poetry/ Writing
<input type="checkbox"/> Sexual Assault/ Domestic Violence	<input type="checkbox"/> Substance Abuse/ Recovery	<input type="checkbox"/> Gender/ Sexuality
Other (please indicate):		



## Student Acknowledgement

PLEASE NOTE: Students must be 18 or over to complete this page. If you are under 18, your parent or legal guardian must sign on your behalf.

Initial all:

\_\_\_\_\_ I have received, understand, and agree to the ***Ethical Practices of Research and Community Engagement.***

\_\_\_\_\_ I have received, understand, and agree to the ***Release of Liability and Assumptions of Risk Agreement.***

\_\_\_\_\_ OPTIONAL: I have received, understand, and agree to the ***Voluntary Photo Release Agreement.***

\_\_\_\_\_ I have completed the ***CEC Student Intake Form.***

\_\_\_\_\_ I have attended a ***CEC Student Orientation for Community Engagement.***

Semester/ Year in which you attended the orientation: \_\_\_\_\_

\_\_\_\_\_ I agree to complete the ***CEC Student Outtake Survey*** at the end of this semester on my engagement this semester.

\_\_\_\_\_  
PRINT STUDENT NAME

\_\_\_\_\_  
STUDENT'S SIGNATURE

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Return to Scott Hall 108 or CEC Staff  
Box #A-113 (Scott Hall)