



Scott Hall 108 || cec_staff@pitzer.edu || 909-607-8183

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.
<https://www.pitzer.edu/cec/forms/>

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

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.