



MS IN HOSPITALITY BUSINESS MANAGEMENT 2020-2021 GRADUATE HANDBOOK

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I. INTRODUCTION

Welcome to the University of Delaware’s Department of Hospitality and Sport Business Management (HSBM), and congratulations on your acceptance to the graduate program! You are embarking on your journey to obtain your Master of Science (MS) Degree in Hospitality Business Management (HSBM).

The MS Hospitality Business Management program offers both a Non-Thesis and Thesis option. The curriculum provides students with a strong foundation in analytical skills for the hospitality industry. The Non-Thesis option has an operational management focus. The Thesis option is research-oriented for those in pursuit of academic careers in the hospitality academy.

Additionally, successful candidates in the Non-Thesis Option who choose to continue their studies and qualify for the MBA at the Lerner College of Business and Economics can complete the dual degree (MS/MBA), with the completion of an additional 30 credits. Students who plan their studies effectively can complete the dual degree in a minimum of two years.

The HSBM Graduate Student Handbook contains rules, guidelines, policies, and other pertinent information that will help acquaint you with the program, and help to answer any questions that you may have about your time with us. This handbook is intended to supplement the University of Delaware Graduate catalog, as together, they provide detailed guidelines while you work through the graduate program.

<p>Dr. Srikanth Beldona Professor, Chair & Director of Graduate Studies 105, Raub Hall Ph: 302-831-6192 Email: beldona@udel.edu</p>	<p>Donna Laws Business Administrator II 104, Raub Hall Ph: 302-831-6747 Email: dlaws@udel.edu</p>
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Donna Laws will act as your liaison to the department and will be available to assist you with any questions you may have regarding administrative details pertinent to the program. Furthermore, Chair and Director of Graduate Studies, Dr. Beldona, will address any questions regarding academic progress and related issues. Do feel free to stop in and discuss any topic of interest with the department faculty as they will be pleased to talk with you.

II. MS IN HOSPITALITY BUSINESS MANAGEMENT

Program Description

Our innovative program integrates emerging information age trends across functional areas of the hospitality industry and enables the application of decision making aids to solve problems and evaluate opportunities. The department is ranked among the top ten programs in the U.S. The MS-HBM faculty possesses relevant and highly accomplished academic backgrounds in the sub-areas of hospitality business management such as information technology, strategic management, financial management, e-marketing, human resource management and project planning. These innovative programs focus on problem solving and decision making skills in response to the rapid growth of information management needs in the hospitality and tourism sectors of industry.



Throughout the academic year, scheduled seminars in which department faculty present past or current research projects to the graduate students will be held in the Raub Hall conference room or via Zoom during the Pandemic. Dates, times, and material to be discussed will be forwarded to students via email. Graduate student attendance is mandatory and professional business dress is required, even on Zoom. Such seminars provide students with further research exposure, as well as an understanding of the individual faculty's research projects. Such understanding can help students with attaining an appropriate faculty mentor for their personal research project.

MS Graduate Student Responsibilities

Read thoroughly:

- Graduate Catalog
- Departmental Graduate Handbook

Dress Code

Graduate students are required to dress professionally and be professionally groomed whenever traveling on school field trips, attending class during a guest speaker's visit, attending class in the ALICE classroom, participating in activities or practicum experiences, attending faculty seminars or presentations, and any other time you are representing the HSBM Department. You will not be permitted to go on field trips or attend class sessions with industry speakers if you are not professionally dressed. If you are unsure of your attire or what is appropriate business dress, please don't hesitate to ask.

Each graduate student will be issued one HSBM gold name badge upon enrollment; there will be a fee for replacing the badge if lost or stolen.

Gentlemen

- Gold name badge
- Business suit & tie (pants and jacket of same material and color)
- Pressed dress shirt
- Undergarments should not show through shirt
- Polished closed toe dress shoes with socks (socks should be same color as shoes/suit no sneakers, sandals, etc.)
- Neatly groomed hair.
- Earrings and other visible body piercings and tattoos are not permitted.

Women

- Gold name badge
- Business suit (no exposed mid-drifts or miniskirts allowed) skirts should be at least to the top of the knee.
- Undergarments should not show through collared shirt/blouse
- Polished closed toe dress shoes (no sneakers, sandals, top-siders or boots)
- Long hair must be neatly groomed.
- Only one earring per ear (small) and no visible body piercing or tattoos.



Parking at the Marriott – ALICE Classroom

At no time will a student be permitted to park in the hotel lot while attending class. You should rely on other methods of transportation, including the University of Delaware Shuttle.

If you require an exception to the parking policy due to extreme extenuating circumstances, you must speak with Rebecca Streets-Montagna or Bill Sullivan directly for approval. Appeals due to “convenience” will not be entertained. Violation of the student parking policy will result in the car being towed at the owner’s expense.

Faculty

One of the most significant parts of graduate school is your relationship with the faculty. When possible, each graduate student will be assigned a faculty mentor/advisor as a direct contact and resource throughout the year. If not officially assigned, it will be the students’ responsibility to openly foster and continue developing relationships within the department. Such relationships will help the student in determining which faculty member would be best fit to be their advisor/mentor for their personal research project.

Also, All HSBM faculty can offer you academic advice, possible assistance with career planning, and networking based on individual expertise and personal connections within the industry.

The following current full-time faculty in the HSBM Department with their specific areas of interest:

Srikanth Beldona	Professor, Chair and Graduate Director	Marketing and E-Commerce
John Deflieze	Executive Chef/Instructor	Restaurant/FoodService, culinary
Tim DeSchraver	Associate Professor	Sport finance, economics and marketing
Joe DiGregorio	Executive Chef/Sr. Instructor	Restaurant/FoodService, culinary
Sheryl Kline	Professor and Deputy Dean, Lerner	Hotel operations, meeting planning, quality customer service, human resources mgt.
Francis Kwansa	Associate Professor	Financial management, accounting
Jing Ma	Assistant Professor	Restaurant management and food safety
Brian Miller	Associate Professor	Use of technology in education and training, project mgt.
Robert Nelson	Associate Professor	Tourism development, hotel valuation and feasibility analysis
Ali Poorani	Associate Professor	Human resources mgt., entrepreneurship, leadership
Matthew Robinson	Professor and Area Head, Sport Management	Competitive analysis of team sports, economic impact, marketing and brand strategy
Nick Waller	Instructor/Dining Room Mgr.	Restaurant management
Tim Webb	Assistant Professor	Hospitality analytics
Sarah Williams	Assistant Professor	Sport management
Jung-Eun (Joanne) Yoo	Associate Professor	Convention and event management, tourism



III. PLANNING GUIDE

Below is the MS-HBM planning guide for the 2020/2021 academic year for both the one year non-thesis option as well as the two year thesis option.

Non-Thesis Option

Fall		
Hospitality Industry Foundations*	HOSP801	3
Managing People, Teams and Organizations****	BUAD670	3
Customer Experience Management*	HOSP802	3
Building Emotional & Critical Thinking	BUEC601	1
Building EI & Critical Thinking*	BUEC603	1
Cultural Intelligence in the Hospitality Industry	HOSP667	1
Total		12
Spring		
Projects and Valuations in Hospitality*	HOSP842	3
Hospitality Finance*	HOSP 804	3
Advanced Restaurant Management***	HOSP 845	3
Revenue Management in Hospitality*	HOSP887	3
Total		12
Summer		
Strategic Management in Hospitality	HOSP803	3
Advanced Lodging Practicum	HOSP864	3
Total		6
Program Total		30



Thesis Option

Fall I		
Hospitality Industry Foundations*	HOSP801	3
Customer Experience Management*	HOSP802	3
Statistical Research Methods**	STAT608	3
	Total	9
Spring I		
Projects and Valuations in Hospitality*	HOSP 842	3
Hospitality Finance*	HOSP 804	3
Advanced Restaurant Management***	HOSP 845	3
	Total	9
Summer I		
Strategic Management in Hospitality	HOSP803	3
	Total	3
Fall II		
Managing People, Teams and Organizations**	BUAD670	3
Revenue Management in Hospitality*	HOSP887	3
Research Methods Elective**	*****	3
Research Methods in Hospitality*	HOSP848	3
	Total	12
Spring II		
Thesis	HOSP869	6
	Total	6
	Program Total	39

Suggested Lerner College Electives include, but are not limited to:

BUAD 840 – Ethical Issues in Domestic and Global Business Environments, BUAD 811 – Globalization and Business, BUAD 872 – Organizational Development and Change, MISY 850 – Security and Control, MISY 870 – High Technology Seminars, ECON 801 – Microeconomics, ECON 802 – Macroeconomics, FINC 850 – Financial Management, ACCT 804 – Database Design, Networks and Implementation, ACCT 805 - Current Issues in Management Information Systems, ACCT 840 – Contemporary Issues in Accounting, BUAD 800 – Strategic Thinking for the Executive Leader

Please note that HOSP 803 is only offered during the Summer 2021 Semester and attendance is mandatory.



IV. GRADUATE STUDENT CONDUCT

It is both the University's and department's expectation that students will put forth a genuine effort academically. Conduct and citizenship, on campus and off campus, must reflect positively on the University. It is University policy that students may be suspended or terminated for academic or disciplinary reasons if officers of the University determine that a student is not profiting by attendance or that such actions are not in the best interest of the University. Furthermore, graduate students are required to abide by the Code of Conduct as published in the Student Guide to University Policies available online at www.udel.edu/stuguide/current. Graduate students accused of a violation of the Code of Conduct are subject to a hearing procedure and disciplinary action under the Graduate Student Judicial System.

Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, images, or data as one's own. When a student submits academic work that includes another's words, ideas, images, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as one's own, a student certifies the originality of all material not otherwise acknowledged. Plagiarism includes, but is not limited to:

- i. The quotation or other use of another person's words, ideas, opinions, thoughts, or theories (even if paraphrased into one's own words) without acknowledgment of the source; or
- ii. The quotation or other use of facts, statistics, or other data or materials (including images) that are not clearly common knowledge without acknowledgment of the source.

Plagiarism of any material is considered a violation of the Code of Conduct and corrupts the educational process. Violation of the Code of Conduct, in any form, will proceed with department faculty and through the Student Conduct System in which together, they will decide with which specific penalty should be applied, including possible dismissal.

Honor System

The MS-HBM program functions on the principles of an Honor System. Graduate students are expected to conduct and do their own work with regarding to academic submissions and responsibilities unless stated otherwise. Importantly, they need to report to the appropriate faculty member in case of any violations by others. Any graduate student guilty of a violation of these honor principles may be asked to leave.



V. SUMMARY OF GRADUATION REQUIREMENTS

UD Policy requires a graduate student to complete the MS-HBM within 4 consecutive semesters, beginning at the date of matriculation.

It is the students' responsibility to ensure they have fulfilled all requirements for graduation. Any questions pertaining to completion of requirements can be gained from the Graduate Program Coordinator or Director of Graduate Studies.

Grade Requirements

Graduate students must have a minimum overall cumulative grade point average of 3.0 to be eligible for the degree. All graduate-numbered courses taken with graduate student classification at the University of Delaware are applied to the cumulative index. Credit hours and courses for which the grade is below "C-" do not count toward the degree though the grade is applied to the index.

Satisfactory Progress

Any graduate student who fails to make satisfactory progress toward all degree requirements may be denied permission to continue in the degree program. The Office of Graduate and Professional Education will notify a student in writing when the student is being dismissed for failure to make satisfactory progress in the program and the procedures for the student to appeal the action.

Leave of Absence

Graduate Students are expected to be registered in school continuously while matriculated. However, a student may request a leave of absence for medical or professional reasons. Such request must be sent to the Director of Graduate Studies explaining the reason for the request and duration of the proposed leave. The Director of Graduate Studies, in consultation with the Graduate Committee, will forward the committee's recommendation to the Office of Graduate Studies.

Degree Awarded

Students who graduate from this program will receive a Master of Science in Hospitality Business Management. It is a University requirement that graduate students achieve an overall cumulative grade point index of at least 3.0 for graduation. *For further policies and requirements, it is the student's responsibility to consult the UD Graduate Catalog.*



VI. ASSISTANTSHIP INFORMATION

Merit-based Graduate Assistantships are available for exceptionally qualified full time applicants. No additional application is required; all full-time students are considered automatically at the time of admission. A Graduate Assistantship is an opportunity to assist faculty in research, teaching and/or outreach activities while earning your degree and to receive compensation (a stipend) and a tuition scholarship in return.

Graduate assistantships (GA) are very competitive, and depend on availability of funds within the department from year to year. In order to receive an assistantship, a student must be accepted by the Graduate Office and the Department of HSBM as a full-time matriculated student.

Requirements

The requirements and conditions of assistantship appointments are specifically detailed in the letter offering the assistantship and the continuation of an assistantship beyond the first semester is contingent on attaining and/or maintaining "Full Status," as defined by the Graduate Office, and a GPA of 3.0.

Duration of Assistantship

Assistantships are granted on an annual basis with semester renewal contingent upon satisfactory academic and work performance. Faculty with assigned graduate assistants may conduct performance review (See Appendix 2) of their GAs at the end of each semester and the reviews will be forwarded to the HSBM Director of Graduate Studies. Assistantship will not exceed two years in the Master's program.

Hours of Work for an Assistantship

A student holding a half-time graduate assistant appointment will be expected to work for 10 hours/week, and 20 hours/week for a full-time appointment. GAs are expected to meet with assigned faculty member immediately following appointment to determine work schedule and receive instructions on work assignments. GAs are expected to work during the winter break in addition to the fall and spring semesters.

Graduate Keys

Due to COVID-19, we will not be utilizing Raub Hall. Therefore, keys are not needed. If the situation changes, the information is as follows:

Keys to Raub Hall's exterior doors are available to graduate students with Graduate Assistantship positions only. A nominal fee of \$5 is charged for the key and is returned to the student once keys are returned to the department. Keys are not transferable to another person and it is the responsibility of the student to notify Donna Laws if the key is lost or stolen. Undergraduate and non- HSBM students are not allowed in the building after hours.



VII. DEPARTMENTAL OPERATIONS

Offices

The Department of Hospitality and Sport Business Management Offices are located on campus in Raub Hall; 14 W. Main Street, Newark, DE 19716. Raub Hall will be closed this Fall. However, we are available via Zoom at: <https://udel.zoom.us/my/hsbm1>

The following are the phone numbers to the department:

HSBM Department (main line): 302-831-6077

Fax: 302-831-6395

Department Contact Information

Srikanth Beldona	Professor, Chair and Graduate Director	(302) 831-6192	beldona@udel.edu	105 Raub Hall
John Deflieze	Executive Chef/ Instructor	302-831-0501	deflieze@ude.edu	Vita Nova
Tim DeSchrivier	Associate Professor	(302) 831-2737	deschriv@udel.edu	207 Raub Hall
Joe DiGregorio	Executive Chef/ Sr. Instructor	(302) 831-0501	jdg@udel.edu	Vita Nova
Sheryl Kline	Professor and Deputy Dean, Lerner	(302) 831-6077	skline@udel.edu	Raub Hall
Francis Kwansa	Associate Professor	(302) 831-6083	kwansa@udel.edu	116 Raub Hall
Donna Laws	Business Administrator	(302) 831-6747	dlaws@udel.edu	104 Raub Hall
Joy Ma	Assistant Professor	(302) 831-6183	jingma@udel.edu	208 Raub Hall
Brian Miller	Associate Professor	(302) 831-6186	blm@udel.edu	211 Raub Hall
Robert Nelson	Associate Professor	(302) 831-6455	bnelson@udel.edu	202 Raub Hall
Ali Poorani	Associate Professor	(302) 831-6353	poorani@udel.edu	201 Raub Hall
Venka Pyle	Manager, Vita Nova	(302) 831-0500	vpyle@udel.edu	Vita Nova
Matt Robinson	Professor; Area Head – Sports Management	(302) 831-6680	mjrobins@udel.edu	115 Raub Hall
Tim Webb	Assistant Professor	(302) 831-4881	twebb@udel.edu	204 Raub Hall
Zvi Schwartz	Professor & Chair	(302) 831-4803	zvi@udel.edu	108 Raub Hall



Bill Sullivan	General Manager, Courtyard Marriott	(302) 444-9256	billsull@udel.edu	Courtyard Marriott
Nicholas Waller	Instructor/ Dining Room Manager	(302) 831-0500	nwaller@udel.edu	Vita Nova
Sarah Williams	Assistant Professor	(302) 831-4567	sbwill@udel.edu	211 Raub Hall
Joanne Yoo	Associate Professor	(302) 831-6476	jyoo@udel.edu	202 Raub Hall

Copy Machine

The department copy machine is located in Room 103 Raub Hall. Graduate students are permitted to use the copy machine for work related to their graduate assistantship and the department only. If any doubt exists as to its proper usage, please ask the administrative staff for assistance. Please note: Raub Hall is closed for the Fall 2020 semester.

Because of the high volume of material that needs to be duplicated, use of the departmental copier by graduate assistants must be limited to "official business" copying. Many other duplicating machines are located on campus to accommodate your personal copying needs. This includes copying of class materials, papers, projects, and theses.

Mail

All graduate students have assigned mailboxes at Raub Hall that should be checked often to retrieve departmental and other mail. Note: Raub Hall is closed for the Fall 2020 semester. Faculty will reach out to you directly.

The University mail service is to be used for University related business only. Mail service is not to be used for projects, theses or dissertations unless part of a faculty supervised project.

Letterhead stationery is to be used for official business only. Approval from a faculty member is required for its use by graduate students.



New Graduate Student Safety Training

All new, incoming graduate students are required to complete a brief training session related to safety during their first month on campus. This training is to be completed by September 4, 2020t <http://www.udel.edu/ehs/training/graduate-student.html>.

Other Consideration

All graduate students, especially graduate assistants, are considered to be representatives of the HSBM department. This consideration carries with it a certain responsibility for professional conduct. Actions or conduct, considered by the faculty to be against the best interest of the department, will be cause for release from the assistantship, and or disciplinary action.

VIII. INTERNATIONAL GRADUATE STUDENT INFORMATION

The following section attempts to address some of the most important issues that are relevant to International Students. Students are strongly encouraged to contact the International Students office in the Graduate Office for more specific information and any changes regarding I-20, Immigration and other related issues, as needed.

Optional Practical Training for International students:

- Twelve months available one time only - no matter how many degrees are obtained for F-1's and 18 months available for J-1 students.
- Authorized for a 12-month period of time or in segments of no less than 3 months after completing a degree.
- Authorized part time when classes are in session or full time during summer months, prior to completing a degree.
- Apply 120 days before or 60 days after graduation or date of Masters/Ph.D. defense for F-1.
- Grades of "I" (incomplete) and extension courses grades must be completed and the grade indicated on the transcript.
- Student must have been a full-time student and be "in status" with U.S. Immigration.
- Application for optional training is made to International Students Office.

If the student is eligible for practical training, OISS will endorse the I-20 and student will apply for Employment Authorization Document (EAD) at the INS office having jurisdiction over his or her place of residence.

IX. PROFESSIONAL ORGANIZATIONS

Because our program is centered on hospitality business management, the department recognizes the importance of student exposure to the industry. Therefore, students are strongly encouraged to attend hospitality, tourism and technology conferences and exhibitions whenever possible. There are regional chapters of professional organizations related to hospitality, tourism and technology to which students may affiliate and participate.



The following is a list of some professional associations in the hospitality and tourism management area to which you may affiliate yourself:

- CHRIE (Council on Hotel, Restaurant and Institutional Education)
- HSMAI (Hospitality Sales and Marketing Association International)
- HFTP (Hospitality Financial and Technology Professionals)
- AHFME (Association of Hospitality Financial Management Educators)
- EUROCHRIE (Europe CHRIE)
- ASIA/PACIFIC CHRIE (Asia and Pacific CHRIE)



Appendix 1

Human Subjects Review

Policies and Procedures

To ensure that the rights and welfare of human subjects involved in research are protected, researchers are required to obtain human subjects clearance before research begins. All research involving human subjects, including research conducted by students, is subject to human subjects review.

Researchers - including faculty, staff, and students - who plan to collect data from individuals or to use human subjects data collected by others are responsible for understanding the policies and following the procedures for the protection of human subjects in research. Specifically, investigators must be familiar with the University's Multiple Project Assurance of Compliance with DHHS Regulations for Protection of Human Research Subjects, which can be found at www.udel.edu/OVPR/humans/assurance.html.

Human subjects policy applies to the following, regardless of the academic discipline or university unit involved:

- a. research sponsored by UD,
- b. research conducted under the direction of any employee in connection with his or her institutional responsibilities,
- c. research conducted by any employee using any property or facility of the institution, or
- d. research involving use of the university's non-public information to identify prospective human subjects.

The level of approval required depends upon the research. Human Subjects approval can be given at three different levels:

1. Exempted Research
2. Research which may be reviewed through expedited review procedures, or
3. Research which requires University Human Subjects Review Board approval.

Exempted Research

Some research is exempt. This would normally include: a) certain research involving the use of survey procedures, or observation of public behavior, and b) research involving existing data or records. There are additional qualifications as well as populations for whom exemptions cannot be granted. For example, if the research involves children, pregnant women, individuals with disabilities or impairments, or prisoners, it cannot be exempt.

There are 6 categories of research that are defined as exempt (from 45CRF46. 101(b), 6/18/91):

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as: (a) research on regular and special education instructional



- strategies; or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
2. Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; AND (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation.
 3. Research involving the use of educational tests, survey procedures, interview procedures, or observation of public behavior that is not exempt under category 2, if:
 - a. the human subjects are elected or appointed public officials or candidates public office; or
 - b. federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.
 4. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.
 5. Research and demonstration projects that are conducted by or subject to the approval of department or agency heads and that are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.
 6. Taste and food quality evaluation and consumer acceptance studies:
 - a. if wholesome foods without additives are consumed; or
 - b. if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

To initiate the exempted review process, the researcher should submit four (4) packets to the chair of the Lerner College Human Subjects Review Committee. Each packet should contain:

1. A completed Human Subjects Form as the cover sheet (if student, signature of advisor is also required).
2. A memo which:
 - a. describes the research project,
 - b. specifies the specific exemption category and the reason(s) given by the principal investigator(s) for exemption;



- c. provides information on who the subjects will be, how many will participate, and how they will be recruited for the study; and
 - d. provides the phone number and address (either on- or off-campus) of the principal investigator(s); if a student is the investigator, then the name of the advisor should also be included.
3. A copy of the protocol (interview questions, survey instrument, interview guide, observation guide, etc.) that will be used to gather the information from the human subjects.

If the Committee concurs that the research qualifies for exemption, the proposal will be forwarded to the Office of the Vice Provost for Research for review. Only the Vice Provost for Research can grant an exemption. If the Vice Provost grants the exemption, the Research Office will send the letter granting exemption directly to the principal investigator.

Expedited Review Procedures

Some research activities involving no more than minimal risk can be reviewed through the expedited review procedure. Minimal risk means that the probability and magnitude of harm or discomfort anticipated in the research are not greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examination or tests. Risk may be social, economic, psychological, or physical in nature (Title 45, Code of Federal Regulations, Part 46.102).

Categories for research that commonly qualify for an expedited review are focus group research, face-to-face and telephone interviews and mail and written surveys. The categories of research that are defined as reviewable through the expedited process are listed in OPRR Reports, Protection of Human Subjects, Title 45 Code of Federal Regulations Part 46, Revised June 18, 1991, p. 17. The publication is available in the Dean's office.

To initiate the expedited review process, the researcher should submit four (4) packets to chair of the Lerner College Human Subjects Review Committee. Each packet should contain:

1. A completed Human Subjects Form as a cover sheet (if a student, then advisor's signature is also required).
2. A memo that briefly describes the research project including the phone number and address (either on- or off-campus) of the principal investigator; if the investigator is a student, the advisor's name should be included.
3. A copy of the protocol (interview questions, survey instrument, interview guide, observation guide, etc.) that will be used to gather the information from the human subjects;
4. A copy of the Informed Consent Form that will be implemented in the research.

Informed consent is a process, not just a form. Information must be presented to enable persons to voluntarily decide whether or not to participate as a research subject. It is a fundamental mechanism to ensure respect for persons through provision of thoughtful consent for a voluntary act. The procedures used in obtaining informed consent should be designed to educate the subject population in terms that



they can understand. Therefore, informed consent language and its documentation (especially explanation of the study's purpose, duration, experimental procedures, alternatives, risks, and benefits) must be written in "lay language," (i.e., understandable to the people being asked to participate). The written presentation of information is used to document the basis for consent and the subject's future reference. Use of scientific jargon and legalese is not appropriate. Think of the document primarily as a teaching tool not as a legal instrument.

(<http://ohrp.osophs.dhhs.gov/humansubjects/guidance/45cfr46.htm>)

Informed Consent Guidelines. These guidelines have been adopted by the University's Human Subjects Review Board. They represent a distillation of the information that is found in the federal law (45CFR46.116; 45CFR46.117) so that it is easier to understand and apply.

They represent the points you should address in each informed consent form that you develop for your research. At the end of this document, sample informed consent forms appear that you may use as a guide.

1. Say it is research. Give the Purpose/Description.

- Clear statement that this is a research study
- Brief, clear statement of the purpose of the study
- Why the subject qualifies for participation in the study (how subject was chosen)
- Length of subject's participation
- Description of procedures
- Approximate number of subjects in the study

2. Describe confidentiality, and state conditions of subject's voluntary participation

- A statement of the extent to which confidentiality of records will be maintained (e.g. will information be disclosed to specific persons or agencies?)
- Availability of medical treatment if injuries occur; what services are available and who pays (under normal circumstances, this issue is not a factor in research conducted by persons in College of B & E; see section 8)
- Why and when subject could be terminated by the investigator (if applicable)
- Rights to refuse and/or withdraw. Consequences of the subject's decision to withdraw from research and procedures (normally a notification that there will be no adverse consequences that will accrue to the subject upon withdrawal)
- Assurance of notification of significant findings that may determine the subject's willingness to continue (if applicable)
- Assurance that participation is voluntary (refusal to participate or discontinue results in no loss of benefits to which the subject is otherwise entitled)

3. Describe risks and benefits

- Description of risks or discomforts to the subject
- Description of possible immediate or future benefits



4. Explain compensation

- Compensation to subject, (if applicable)
- Costs to subject--what aspects of participation will and will not be paid for by research study (i.e., reimbursement for mileage, if applicable)

5. Say who to contact for answers about a) research, and b) subject's rights

Two contacts for questions concerning the subject's rights, research project in general and research-related injury are: the principal investigator of the research study, and Dr. Charles G. Riordan, Ph.D., Deputy Provost for Research & Scholarship.

6. Provide space for signatures and date

- Consent required from subject over 18 years of age
- Consent required from parent/guardian if subject is under 18 years of age
- Assent required from subjects under 18 who are capable of providing it

7. Medical Treatment

Although it would be very rare for research conducted within College of B&E to be concerned about medical treatment for a subject, the following statement may be included when appropriate. Do not offer medical treatment if you have not arranged to provide it.

"In the event of physical injury as a direct result of these research procedures, you will receive emergency medical treatment. If you require additional medical treatment, you will be responsible for the cost."

8. Properly number the pages (e.g., 1 of 3, 2 of 3) and include a place for subject's initials on each page.

9. Indicate that a copy of the consent form will be provided to the participant.

After the protocol is submitted, the Human Subjects Review Committee will review the proposal and render a decision. A decision to approve an expedited review can be made by the Human Subjects Review Committee. A copy of each protocol approved by the Review Committee

is sent to the Research Office for inclusion in the record. An approval by the Review Committee is effective for a period of no more than one year; less if stipulated by the reviewers. If the Review Committee declines to approve a project, it is referred to the University's Human Subjects

Review Board for a final review and decision. A letter granting the approval will be sent to the researcher.

Research requiring University Institutional Review Board (IRB) approval

All research that neither qualifies for an exemption nor an expedited review goes to the University Institutional Review Board (IRB). This board meets on a monthly basis to review research proposals. For board review, the researcher submits a cover letter and fourteen (14) copies of the proposed research



protocol, including the informed consent form, to the Office of the Vice Provost for Research. If, after their review, board members suggest no revision or additions, an unconditional approval of the research is issued. If minor changes are required, an approval is granted with reservations noted. The principal investigator is requested to attend the meeting of the HSRB at which his/her protocol is reviewed.

Depending upon the date of the board meeting, the board's review normally takes about 2 to 5 weeks.

Lastly, the Human Subjects Renewal Process

The Human Subjects Approval is reviewed annually. A year from the date of the initial approval, the investigator needs to inform the Office of the Vice Provost for Research that the research is either a) completed, or b) still underway. If still underway, the Investigator needs to indicate any changes that have taken place. The investigator will receive a Renewal Form from the Office of the Vice Provost for Research prior to the expiration of the prior human subjects approval. This Renewal Form is to be completed by the investigator, and then sent to the Lerner College Human Subjects Review Committee for approval. Upon approval, it is then forwarded to the Office of the Senior Vice Provost for Research.

