

## **CYC Rules and Etiquette to be Followed when Conducting Research with Children at the CYC**

Building 381 Valley Drive, College Park, MD

**Phone:** 301.405.3168 | **Fax:** 301.405.2902

**Hours:** Monday through Friday from 7:45 am to 5:30 pm

**<http://www.education.umd.edu/CYC/>**

This document describes the rules and etiquette for students to follow who are conducting research at the CYC. It is different from the **Guidelines for Conducting Research**, which is a separate document and describes how faculty and students obtain approval and schedule the research room for projects. The CYC is a laboratory school at the University of Maryland which provides high-quality care and education for young children, trains early childhood education teachers, provides opportunities for students in college courses to observe children, and enables faculty researchers in child development to conduct cutting edge research on children's social, cognitive, linguistic, motoric, and emotional development. The CYC is housed in the Department of Human Development and Quantitative Methodology in the College of Education. Faculty members from the field of developmental science, as well as other fields, conduct research at the center and are from various departments around campus. Graduate and undergraduate research assistants participate on these research projects.

1. All researchers and observers should sign in using the observation log book across from the front desk at the CYC and wear a name tag or visitor tag while at the CYC. Researchers should contact the Research Specialist at the CYC by email at least two days in advance if they are unable to keep a scheduled appointment or would like to schedule a last-minute session. Researchers involved only in observation should contact the Program Specialist if they are unable to keep a scheduled appointment (301-405-3168).
2. Observers conducting observations in the classroom to collect data or to study curricular techniques should do so in a quiet manner. When the children are in a group meeting, researchers should not engage them in conversation unless the researcher is presenting their research to the class during that time. Ideally, observational research should be conducted from the observation booths.
3. If you are observing in the classrooms to collect data or study teaching techniques please do not take part in play activities or engage children in conversation. Answer questions from children briefly, but pleasantly. When asked what you are doing, a reply such as "writing" is usually sufficient.
4. When you begin your research visits with the children, the Research Specialist or research aide will let the classroom teachers know when a child is leaving the classroom or playground area and when the child returns from participating in your research. This should be done with the child so he/she knows that this rule always applies. Teachers will help RAs identify children before they leave the classroom with the RA.
5. Please be unobtrusive, use a soft voice, and move quietly.
6. Only children who have parental consent can participate in research in which children are removed from the classroom. Please do not ask children to seek parental consent if they ask because it is not appropriate to use the children to pressure their parents.
7. Researchers MUST log in their interactions with each specific child in the log book provided in the research room.
8. Consistent with IRB approval, confidentiality shall be guaranteed.
9. Please do not give stickers or certificates or other rewards to children for participation in your research. This may cause problems for children who do not participate.

10. If you are outside the playground fence and see a child you know, please do not talk to the children from across the fence. We discourage this type of interaction for safety reasons.
11. RAs should expect that when in the research room, they will be joined by the CYC research specialist or research aide. These staff members are present for the protection of both the RAs and the children, and have been trained on confidentiality practices per IRB guidelines.
12. Please do not use cell phones while in the classrooms and only for official business while at CYC. Please do not eat or drink in the observation rooms.

**(Revised October 20, 2017)**