INVITATION TO PARTICIPATE IN RESEARCH

Dear Educator:

You are invited to participate in a study about the perspectives of educators who decide to break contract and leave their overseas positions, and the perspectives of administrators whose schools have had teachers leave before the end of the school year. The title of the research is *Contract non-completion in international teaching contexts: Dual Perspectives of Teachers and Administrators*. Our purpose is to conduct research that will help both educators and administrators know more about contract non-completion in international teaching contexts. Our study of teachers will address these central research questions:

1. What are the experiences of international educators who decide to leave before the end of contract?
2. What are the factors that influence a teacher’s decision to leave before the end of contract?
3. What is the impact of this decision?
4. What can we learn from educator and administrator experiences with contract non-completion that could help prevent it from happening?

In order to help answer these questions we would like you to fill out a very brief demographic information questionnaire and participate in one interview about contract non-completion in international teaching. The interview will take approximately 30 minutes and be audio taped and then transcribed. The interviews will take place at a time, place, and format convenient to you, ie. Skype. You will not be identified by name when information is analyzed or in any findings that come from the study. Participation in this study is completely voluntary. You may choose not to participate at all or withdraw your participation and data from the study up to a month following your interview by emailing one of the researchers. Your participation will be kept confidential to the extent possible.

We have attached an information sheet that answers some of the questions that you might have. If you have any further questions about this work, you may contact any of the researchers at the study email: internationaledresearch@gmail.com

We look forward to your cooperation and hope you might find it an interesting experience.

Yours sincerely,
Marcea, Launa, and Stefan
This study has been reviewed for its adherence to ethical guidelines and certified by the Research Ethics Board at both St. Thomas University (REB certificate #26-14) and Queen’s University. If you wish to contact someone not associated with this study to ask questions or raise concerns about your role as a participant in this study please contact the Chair of the REB at St. Thomas University Dr. Karla O’Regan via reb@stu.ca, or the REB Coordinator, Office of Research Services, Danielle Connell (506-452-0621 or reb@stu.ca). Alternatively, any ethical concerns about the study may be directed to the Queen’s University Chair of the General Research Ethics Board at chair.GREB@queensu.ca or 1-613-533-6000 extension 78281 or toll free in North America 1-844-535-2988.

Marcea Ingersoll, School of Education, St. Thomas University: marcea@stu.ca
Stefan Merchant, Faculty of Education, Queen’s University: stefan.merchant@queensu.ca
Launa Gauthier, Faculty of Education, Queen’s University: launa.gauthier@queensu.ca
INFORMATION SHEET:

SOME QUESTIONS THAT YOU MIGHT HAVE ABOUT THE STUDY

Q. Who is being asked to participate?
A. We want to speak to teachers and school administrators with experience teaching and working in an international context, and with knowledge about contract non-completion.

Q. Do I have to participate?
A. No, and you may withdraw from the study at any time if you do decide to participate. Let one of the researchers know of your decision up to a month after your interview.

Q. What exactly is involved?
A. You will be asked to fill out a short demographic questionnaire with basic information about your teaching or administrative experience and participate in one interview. The focus of the interview is on your experiences and perspectives relating to contract non-completion in international teaching.

Q. How long will it take?
A. The questionnaire will take between 5 and 10 minutes and the interview is approximately 30 minutes. These will be conducted at a time and place convenient to you.

Q. What are the benefits of participating in the study?
A. The study is an opportunity for you to contribute to an investigation of contract non-completion in international teaching contexts. There is very little scholarly work on this topic. We hope that this results from this research will inform recruitment and hiring practices for the benefit of teachers and schools.

Q. What are the benefits or risks?
A. People involved in our work generally find it interesting and find it a positive experience to have their opinions and perspectives heard during an interview. However, if you do not feel comfortable at any time you are free to discontinue participation in the interview. You can also withdraw from the study up to a month after your interview if you change your mind.

Q. Will my information be kept confidential?
A. Yes. The information we collect will be for research purposes only. You will not be identified by name when information is analyzed or in any findings that come from the study. The names of your schools or any other identifying information will be changed and anonymized as well. All identifiable personal information about participants will be held in locked cabinets and password protected computers. You can choose a pseudonym. Pseudonym keys will be prepared and kept separately from the data.

Q. Who is doing the research?
A. Marcea is an Assistant Professor at St. Thomas University in Fredericton, NB, and Stefan and Launa are PhD students at Queen’s University. All three of us have taught internationally, and we have a shared interest in international teaching. You can contact us at any time for more information or clarification. Our email addresses are found above.

Q. Do I get to keep a copy of this information letter and the consent form?
A. Yes, you will be provided with a copy of the information letter and the consent form. If the interview is conducted via Skype, your verbal consent to participate will be recorded on the copy we keep.

REB APPROVAL:
This study has been reviewed for its adherence to ethical guidelines and certified by the Research Ethics Board at both St. Thomas University (REB certificate #26-14) and Queen’s University. If you wish to contact someone not associated with this study to ask questions or raise concerns about your role as a participant in this study please contact the Chair of the REB at St. Thomas University Dr. Karla O’Regan via reb@stu.ca, or the REB Coordinator, Office of Research Services, Danielle Connell (506-452-0621 or reb@stu.ca). Alternatively, any ethical concerns about the study may be directed to the Queen’s University Chair of the General Research Ethics Board at chair.GREB@queensu.ca or 1-613-533-6000 extension 78281 or toll free in North America 1-844-535-2988.

RESEARCHER CONTACTS:
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STUDY WEBSITE: https://www.stu.ca/education/marcea-ingersoll/featured-work/

CONTACT US AT OUR STUDY EMAIL: internationaledresearch@gmail.com