

Model cover letter for surveys

### **A survey on your language learning attitudes (a hypothetical model)**

*Sam Super Student* from Portland State University's Teaching English as a Second Language Program is conducting a research study on how student attitudes toward language influence which languages they decide to study. I am conducting this research in to fulfill the requirements for my M.A. in Teaching English to Speakers of Other Languages (TESOL), under the direction of Dr. Lynn Santelmann.

#### **What will I have to do?**

If you decide to take part in this project, you will take a survey about language attitudes and which languages you have studied and for how long, at a time that is convenient for you. This survey will take you about 30 minutes to complete.

#### **Why have I been asked to take part in this study?**

You have been asked to take part in this study because you are taking a language class at Portland State University and you were born in the U.S. You do not have to take part in this study. Your participation is voluntary and you may stop at any time.

#### **Are there any risks and What are you doing to protect me?**

There are very few risks for taking part in this study. There is a small risk that you will feel uncomfortable answering some of the questions. You may skip any question you do not want to answer. There is a very small risk that someone will find out your name and answers. In order to safeguard against this, we are asking you to fill out the survey anonymously. We will not collect your name or any other identifying information on the survey. We will also report information about groups of people, not individual answers, so it will not be possible for readers to know who said what.

#### **What will I gain by taking part in this study?**

You will not gain anything directly by taking part in this study. However, if you participate, you may be helping us learn about how students learn, and so help students in future courses.

#### **What happens if I decide not to take part in this study?**

You do not have to take part in this study. Your participation is voluntary. You can change your mind and stop at any time. Whether or not you participate will not affect your relationship with the researcher *Sam Super Student*, the Applied Linguistics Program, or Portland State University.

#### **Any Questions?**

If you have any questions about this study, this form or the project, please contact *Sam Super Student* at 503-555-5555 or [samsuperstudent@pdx.edu](mailto:samsuperstudent@pdx.edu). If you have questions or concerns about your rights as a research participant, please contact the Chair of the Human Subjects Committee of Portland State University about your rights as a research participant. Portland State University, Cramer Hall, Room 111, 1721 Broadway Ave., Portland, OR 97201, Telephone: 503-725-4288; e-mail: [hsrrc@lists.pdx.edu](mailto:hsrrc@lists.pdx.edu)

Please keep a copy of this letter for your records.