This document describes the rules and etiquette for faculty, staff, and 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 research laboratory children’s center which 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. Faculty members from the field of developmental science 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 logbook across from the front desk at the CYC and wear a name tag while at the CYC. Name tags are created for each researcher at the CYC and are stored in the Research Room. Please contact the Program Administrative Specialist at the CYC if you are unable to keep a scheduled appointment (301-405-3168).

2. Observers conducting observations in the classroom to collect data or to study curricula techniques should do so in a quiet manner. When the children are in a group meeting, do not engage them in conversation. (This does not apply to RAs who have been introduced to the class by the teacher for the familiarity session.)

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, 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. Researchers should mark an "R" next to the child’s name on the sign-in sheet to indicate that the child is with a researcher. When the child returns to the classroom, please cross off the "R." This allows teachers to know where children are at all times. Teachers will help RAs identify children before they leave the classroom with the RA. The nametags researchers wear indicate both the name of the researcher and the lab with which they are affiliated, which helps teachers to quickly introduce researchers to children.

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. Consistent with IRB approval, confidentiality shall be guaranteed.

8. 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.
9. 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.

10. To protect the children and the researcher, please leave the research room door ajar when conducting individual interviews with a child.

11. 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 July 29, 2016)