

Appendix B. Instructor Consent Form and Intake Survey

Instructor Consent Form (to be created in Qualtrics at each institution)

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We are seeking 8-10 instructors from four different institutions to participate in a research study and would like to invite you to talk with us about your perspective on peer review in your online/hybrid course. This study is cross-institutional—including institutions in [four different states across the United States]—and aims to learn about hybrid and online students' experiences with peer review. We conducted a more general study of hybrid and online writing instruction in 2017-2018; in response to that data, we're now planning to observe how hybrid versus online students are interacting with and learning from one another during peer review.

We would also like to understand instructors' design choices, so we're hoping you will be willing to: (a) allow us to observe one peer-review workshop or activity and invite your students to participate in interviews, (b) share with us instructional materials related to that peer-review workshop or activity, and (c) participate in two interviews, one before and one after the peer review observation. We realize that this is a lot to ask, so, as a thank you, we are offering a **\$100 Amazon gift card to each instructor participant**.

Participation in this study involves:

- Participating in **two 45–60-minute interviews**. The first interview will cover your general approach to peer review; in the second one, I will ask you about the peer-review workshop that was observed. Audio recordings will be stored on a Google Drive folder only accessible to the research team; data from interviews will only be reported on as written transcriptions with pseudonyms.
- Allowing us to **observe a peer-review workshop/activity** and helping to facilitate this by **posting a link to the study invitation in your course website** and **providing us with a list of your peer review groups**. Face-to-face sessions will be physically observed and audio recorded; synchronous online sessions will be physically observed and recorded via screen capture; observation of asynchronous courses involves allowing us to view consenting students' interactions during peer review. Only students who consent to the study will be observed and interviewed, and we will select participants by cross referencing your list of peer review groups with the consent forms we receive from students. There is a chance that you, too, will be recorded, if you interact with the peer review group I am observing. All recordings will be stored on a Google Drive folder accessible only

to the research team. Your likeness and/or voice may be distributed in conference presentations, publications, or reports, but only if you give us permission to do so (see below); otherwise, data will be reported on as written transcriptions with pseudonyms.

- Sharing instructional materials (e.g., assignment instructions; peer review rubrics). These materials will be stored in a Google Drive folder accessible only to the research team. If we refer to or quote from the materials in reports, we remove any identifying information⁵.

Participation (or non-participation) in the research is completely voluntary, and there are very minimal risks. To protect our participants' confidentiality, we are taking a few steps. First, a researcher who is not part of your institution (me) will conduct all [institution A/B/C/D] interviews and observations. The full research team, including your colleague, will not have access to raw data until after the semester has concluded (I will store the data on my hard-drive until that time). Identifying details will be removed from interview transcripts and observation reports. All written documentation from the study (including publications and conference presentations) will use pseudonyms and will not include identifying information. If you are teaching a synchronous session that we video record, then there is a chance that you could be recognized as a research participant, but this risk is no more than you might experience in everyday life, and we will only use your likeness if you give permission. You can choose to discontinue your participation at any time by simply emailing me and requesting to be removed from the study.

This project has been approved by the [Institutional Review Boards for the Protection of Human Subjects] (phone XXX.XXX.XXXX).

Please sign this consent form by typing your name and email address:
[open response]

1. Please also indicate your preferences regarding our use of video recordings:
 - ☐ If I am part of an observation that is recorded, I consent to my likeness and/or voice being used in presentations, publications, or reports.
 - Recordings of my likeness and/or voice may be distributed, but only if my likeness is blurred.
 - Recordings with my likeness and/or voice may not be distributed; please only report on observational data in the form of written transcriptions that use pseudonyms.
 - I teach an asynchronous online course, so this issue does not apply to me.

5. During interviews, we noted that we might use the materials they shared in publications and presentations and received permission verbally.

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Thank you for your interest in being involved in our study of peer review in hybrid and online composition classes! Please answer the following questions to confirm that your course is eligible for the study, and to indicate your availability.

2. Do you include peer-review workshops/activities in your composition class?
 - ☐ Yes
 - ☐ No
3. How are peer review groups formed in your class?
 - ☐ I create new peer review groups for each assignment.
 - ☐ Students are in the same peer review groups for the whole semester.
 - ☐ The LMS randomly assigns peer review groups for each assignment.
 - ☐ Students choose their own groups.
 - ☐ Other: _____
4. Do you conduct real-time (face-to-face or synchronous online) peer-review workshops in your classes?
 - ☐ Yes, and students exchange drafts prior to the live peer review session.
 - ☐ Yes, and students respond to each other's drafts before the live peer review session (e.g., comments through the LMS, Google Docs, etc.).
 - ☐ Yes, and students do not exchange drafts in advance of the live peer review session.
 - ☐ No, my peer-review workshops are asynchronous.
 - ☐ Other: _____
5. If the above options do not adequately characterize your peer-review workshops, please describe how you conduct peer review. [open response]
6. Does your class include a research paper assignment?
 - ☐ Yes
 - ☐ No
 - ☐ Not sure (please explain): [open response]
7. During which date(s) will the peer review for your research essay assignment occur? (If your peer review is synchronous, please include day of the week and time, as this information will help us schedule the observation.) [open response]

Closing text: Thank you, again, for your interest in and willingness to participate in our study! We will be selecting participants based on availability and schedules.

If more than eight instructors are eligible and available, we will randomly select two instructors from each institution. If you are selected as a participant, you will be notified by September 25th. All participating instructors will receive a \$100 Amazon gift card.