

2024 --- Human Research Ethics --- Application Form

Project Info.

**File No:** 104343  
**Project Title:** Reciprocal Mentoring Relationships in Cooperative Education: Industry Partner and University Student Perspectives  
**Principal Investigator:** Ms. Corinna Bartucci (Faculty of Student Development\Career Education)  
**Start Date:** 2025/04/03  
**End Date:** 2025/12/19  
**Keywords:** Co-operative education, work-integrated learning, mentorship

Project Team Info.

**Principal Investigator**

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**Country:** Canada  
**Comments:** Dr. Terry Sullivan | Co-supervisor | Thompson Rivers University

Other Project Team Members

Prefix	Last Name	First Name	Affiliation	Role In Project	Email
Dr.	Hoare	Alana	Faculty of Education and Social Work\Education	Adjunct Faculty Member	ahoare@tru.ca

## Common Questions

### 1. Declaration

#	Question	Answer
1.1	Does this study involve another BC post-secondary institution and/or a BC health region? If so then you may need to place your REB application in the Provincial Research Ethics Platform (PREP) instead of TRU Romeo. PREP allows multiple REBs to review one single application form. This eliminates the need for researchers to complete multiple REB forms.	no
1.2	Please indicate the type of research. If student research, please attach the Research Supervisor Declaration form signed by the supervising faculty member. This and other forms can be found on the TRU Research Ethics website under the heading: "How do I submit an REB application in Romeo?"	Graduate Student Research
1.3	I confirm that the completed Research Supervisor Declaration form is attached.	Yes
1.4	Please indicate the level of research	Masters thesis
1.5	I verify that the information contained in this application is accurate	yes
1.6	I confirm that TCPS2 (2022) CORE Certificates of completion are attached for all research team members.	yes
1.7	I declare that formal recruitment of human participants, access to their private data, or any form of data collection from participants will not commence until I have received REB approval for this research.	yes
1.8	If this ethics certificate is for a funded project, then please enter the SIX DIGIT romeo award file number. If not, then enter N/A.	N/A

### 2. Project Description, Methodology & Procedures

#	Question	Answer
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2.1	<p>Please summarize the purpose of the project. Clearly state the research question and/or the problem under study. What are the benefits of the project? Please use plain language, free of jargon and technical language, as many reviewers may not be familiar with the language of your field.</p>	<p>The purpose of this research is to explore the impact of reciprocal mentoring relationships between university students and industry partners within Cooperative Education (Co-op) programs. It aims to examine the perspectives of both students and employers, identifying areas of alignment and differences in their experiences. This study addresses the following key research questions:</p> <ul style="list-style-type: none"> <li>•Are “mentoring relationships” reciprocal?</li> <li>•How do university students and industry partners define mentorship within Co-op programs, and what similarities or differences exist between their perspectives?</li> <li>•To what extent are mentoring relationships in Co-op perceived as reciprocal, and what factors contribute to or hinder reciprocity?</li> </ul> <p>Most existing research on mentorship in Work-Integrated Learning (WIL) programs focuses on relationships between students and educators or peers. However, there is limited research examining the mentoring relationships between students and employers, even though employers play a vital role in supporting students’ career development and fostering their personal and professional success (Pažur Anicic &amp; Divjak, 2022). In addition, there is also a lack of research on student-employer mentoring relationships in the context of exploring and comparing takeaways that both parties receive from Co-op programs. These gaps in the literature highlight the need for deeper exploration of employers’ perspectives, the roles of students and employers in mentoring relationships, and the comparison of results between both parties that come from Co-op programs. By investigating the impacts of these reciprocal mentoring relationships, this research will discover the potential mutual</p>
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		benefits they provide for both students and employers. It will also inform career practitioners, such as Co-op Coordinators, about effective practices and potential areas for improvement, ultimately leading to enhanced support systems and stronger relationships in Co-op programs. These findings can help shape more effective mentoring strategies, benefiting students, employers, and the broader Co-op community.
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2.2	<p>Please summarize the procedures and data collection methods you will use in a step by step manner. Participant recruitment, data collection procedures and methods, location of research activities, follow up data collection, ongoing consent, data analysis (transcription), and knowledge transfer should all be included.</p>	<p>Once ethics approval is granted, I will be recruiting participants in multiple ways. For students participating in roundtable sessions at the end of their Co-op work term courses, I will introduce the survey and research at the end of the roundtable sessions. I will explain the purpose of this research, what to expect in the survey provided, and key information such as voluntary participation and confidentiality. Students will be given allocated time (about 5-10 minutes) so they have the chance to complete the survey, if they choose to do so. For students in Co-op work terms who are not doing roundtable sessions, they will receive a message through Moodle inviting them to participate in the research. For students who completed a Co-op work term between May 2024 and December 2024, they will receive an invitation to participate through email. Employers who have recruited at least one Co-op student since May 2024 will receive an invitation to participate through email. Before participation, individuals will receive a consent form detailing the study, data collection methods, and voluntary participation. Consent will be confirmed before data collection begins, and participants will be reminded of their voluntary consent at the beginning of surveys and interviews. Data will be collected through online surveys and semi-structured interviews. Surveys will be administered via SurveyMonkey and sent to students and employers. The surveys will take approximately 5-10 minutes to complete and will provide insights into the participants' experiences with reciprocal mentoring relationships. At the end of the survey, participants will be asked if they are open to participating to an interview. If they are, the participant would share their</p>
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email address so they can be contacted with further details. They will be informed that their email address will not be attached to any of their responses, to keep anonymity. After the surveys are completed, semi-structured interviews will be conducted via Zoom. Two sets of interview questions will be used: one tailored for students and another for employers. Each interview will consist of about 10 questions and last approximately 30-45 minutes. Zoom's recording feature will be used and automatic transcriptions will be generated for analysis. All research activities, including surveys, interviews, and data analysis, will be conducted virtually. For data analysis, Zoom's transcription feature will generate initial transcripts, which will then be manually reviewed and edited for accuracy. Transcripts will be put into NVivo software for analysis. Themes will be identified within the transcripts by the researcher. Themes across student and employer interviews will be compared to highlight similarities and differences. This study utilizes a mixed-methods approach:

- Quantitative data will be collected using surveys that include 6-point Likert Scale questions and demographic questions about field of study and employment sector for co-op work terms. Descriptive analysis will be used to interpret the survey data. Responses will also be disaggregated to explore whether disciplinary and industry differences exist. A comparative analysis will also be conducted to compare average responses of students and employers in order to understand whether mentoring relationships are reciprocal and mutually beneficial for students and employers.
- Qualitative data will be collected through semi-structured interviews, which will be

		uploaded to NVivo software and analyzed using Braun and Clarke's thematic analysis technique. Student data and employer data will first be analyzed separately, and then themes will be compared to explore similarities and differences in perspectives of employers and students. •Both the quantitative (survey) and qualitative (interview) data collected simultaneously but analyzed separately. The results will then be compared and merged to validate findings and provide deeper insights.
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### 3. Risk Assessment

#	Question	Answer
3.1	Please estimate the level of participant vulnerability in your research.	low
3.2	Please estimate the level of risk of your research procedures.	low
3.3	Physical Risk?	Minimal
3.4	Psychological/Emotional Risk?	Minimal
3.5	Social Risks?	Minimal
3.6	Employment Risks?	Minimal
3.7	If you answered more than minimal risk to any of the above, please describe potential risks as well as the safeguards or procedures you have in place. Please explain how the benefits of the project/procedures outweigh the risks.	

### 4. Participant Information

#	Question	Answer
4.1	How many participants will take part in total?	Surveys: about 50 (students & employers total) Interviews: about 20 (students & employer total)
4.2	Describe any specific characteristics of the group you want to recruit. For example, age group, gender, students in a certain course.	TRU students that have completed at least one Co-op work term since May 2024. Employers who have recruited at least one Co-op student since May 2024.

4.3	Will anyone be excluded from participation? If yes, who and why?	Students who have completed their last Co-op work term before May 2024 would be excluded from participation. This is to ensure that students are still enrolled at TRU and can fully speak to their Co-op experiences, being that their experiences would be recent. Employers who have not recruited Co-op students since May 2024 will be excluded from participation. This will ensure that the employers recruited would have recent experiences that they could speak fully to.
4.4	Are participants considered members of a potentially vulnerable group? If yes, provide details.	No
4.5	What, if any, real or perceived degree of coercion are the participants likely to encounter?	None



4.6	Describe the recruitment procedures step by step	<p>The recruitment process will begin by identifying potential participants who meet the study's criteria. Employers who have hired at least one Co-op student since May 2024 and students who have completed at least one work term since May 2024 will be recruited. These individuals will be identified through institutional partnerships, professional networks, and Co-op Coordinators who can facilitate connections with eligible participants. Being that I am also a Co-op Coordinator, I would also have access to this information, in order to identify participants. Once potential participants are identified, they will be contacted in multiple ways with an invitation to participate in the study. For students participating in roundtable sessions at the end of their Co-op work term courses, I will invite them to participate in the survey at the end of the roundtable sessions. I will explain the purpose of this research, what to expect in the survey provided, and key information such as voluntary participation and confidentiality. Students will be given allocated time (about 5-10 minutes) so they have the chance to complete the survey, if they choose to do so. For students in Co-op work terms who are not doing roundtable sessions, they will receive a message through Moodle inviting them to participate in the research. For students who completed a Co-op work term between May 2024 and December 2024, they will receive an invitation to participate through email. Employers who have recruited at least one Co-op student since May 2024 will receive an invitation to participate through email. In my communication with students and employers, I will include an overview of the research, its objectives, and the eligibility</p>
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		<p>criteria. Following initial contact, for the surveys, participants will view the consent form on the first page of the survey, which will go over the study's purpose, data collection methods, and voluntary participation. If they choose to participate and have acknowledged that they have reviewed the consent form, they will be presented with the survey on the next page of the SurveyMonkey form. For the interviews, if participants specify in the survey that they are willing to participate in an interview and they provide their email address, a consent form will be provided to them through email for them to sign. Once the consent form has been signed and sent back, an interview time will be arranged and a Zoom link will be sent.</p>
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## 5. Informed Consent

#	Question	Answer
5.1	Who will consent (check all who apply)	Participant
5.2	Deception - Will participants be informed of everything that will be required of them prior to the research? Yes/No. If no, please explain.	Yes

5.3	Describe your consent process, including initial and ongoing consent. Detail how and when potential participants will receive the consent information, and how much time they will have to consider their participation before consenting and engaging in the first research activity.	<p>The consent process for this study will involve both initial and ongoing consent to ensure that participants are fully informed and voluntarily engaged throughout the research. Initially, once potential participants are identified, they will be contacted with an invitation to participate in the study. Within their invitation, students and employers will be provided with an overview of the research, its purpose, objectives, methodology, and eligibility criteria. For the surveys, participants will view the consent form on the first page of the survey, which will go over the study's purpose, data collection methods, and voluntary participation. If they choose to participate and have acknowledged that they have reviewed the consent form, they will be presented with the survey on the next page of the SurveyMonkey form. If participants express interest to participate in an interview, they will be sent a formal consent form detailing the study's purpose, data collection methods, voluntary participation, and confidentiality measures. This consent form will clearly state that participation is voluntary, that they may withdraw at any time without consequence, and that their responses will be anonymized in any reporting of findings. Participants must review and sign this form before they participate in an interview. Before the interview commences, participants will be reminded of their voluntary participation and their right to withdraw at any point in time.</p>
5.4	Will the group of participants have any problems with giving informed consent on their own behalf?	No

5.5	If the participants are not competent to give fully informed consent, who will consent on their behalf? What measures will be used to inform and obtain consent on their behalf?	N/A
5.6	How and when are the participants informed of the right to withdraw? What procedures will be followed for participants who wish to withdraw from the study? What happens to participant data when they withdraw?	Participants are informed of their right to withdraw before beginning the study through the consent form, as well as at beginning of the survey and the beginning of the interview. All participants will have the option to participate or not before and during the surveys and the interviews. They can withdraw from the survey at any time up until they have submitted the survey. They can choose to withdraw their data from the research up until data analysis has commenced on August 31st. If they choose to withdraw their data before August 31st, their data will be securely deleted from the research.

## 6. Project Details

#	Question	Answer
6.1	Where will the project be conducted?	The project will be conducted at TRU in Kamloops, using online surveys through SurveyMonkey and virtual interviews through Zoom.
6.2	Who will actually conduct the study? Briefly describe the research team and their roles in the project.	The primary researcher Corinna Bartucci will be conducting the study, with support from the thesis supervisor Alana Hoare and co-supervisor Terry Sullivan.
6.3	What compensation, monetary or otherwise, is being offered to the participants? If none please state so.	None
6.4	Will participants receive information about the findings (e.g., research summary) at the end of the research project? If yes, explain how it will be done. If not, explain why not.	Within the surveys, there will be a question asking if the participant would like a copy of the research report when it is completed. If they would like a copy, then they would provide their email address so it can be sent to them once the report is complete.
6.5	How much time will a participant need to dedicate to the project?	Approximately 35-55 minutes total (5-10 minutes for surveys and 30-45 minutes for interviews).

6.6	Enter the date that you are scheduled to begin recruiting participants. Please note that it takes approximately 4-6 weeks to receive an REB review.	2025/04/21
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## 7. Data Details

#	Question	Answer
7.1	Who will have access to the data?	The primary researcher Corinna Bartucci will have access to the full data set, along with supervisor Alana Hoare and co-supervisor Terry Sullivan.
7.2	How will you handle the requirement of confidentiality and/or anonymity? Detail any limits to confidentiality.	Pseudonyms will be used so that the data is anonymized within the report and the results. Names and email addresses of participants will only be collected through the surveys if they choose to provide them. Participants will have the option to provide their name and email address if they would like to participate in an interview or if they would like a copy of the finalized report after it is completed. Their names and email addresses will not be tied to any of the data or findings.
7.3	Will you be using a transcriber? If yes, please provide a copy of a Transcriptionist Confidentiality Agreement with this application.	No
7.4	What are the specific details of storage and disposal of records/data? (Standard retention timeline is 5 years before disposal)	The digital data will be deleted from SurveyMonkey and NVivo at the end of 5 years. Data will be exported from Survey Monkey and NVivo and stored on a secured USB in the primary researcher's office. Data will be deleted 5 years after the completion of this study.
7.5	Will any data that identifies individuals be available to persons or agencies outside the research group? If yes, provide justification and assessment of risk.	No
7.6	Will your project use (please check all that apply)	Questionnaires (attach copy). Please note that SurveyMonkey is available for TRU researchers: <a href="https://tru.teamdynamix.com/TDCClient/84/Portal/KB/ArticleDet?ID=4852">https://tru.teamdynamix.com/TDCClient/84/Portal/KB/ArticleDet?ID=4852</a>   Interviews (submit copy of questions)

## 8. Research With Indigenous Communities

#	Question	Answer
8.1	What communities are involved in the research?	
8.2	Describe the consultation process that has taken/will take place with the community/nation.	
8.3	How does the research project align with the strategic priorities of the community/nation?	
8.4	Describe how the research project aligns with the community's/nation's research principles.	
8.5	Describe how OCAP principles are/will be incorporated into the research project.	
8.6	Provide any additional information that you wish to share.	
8.7	To learn more about how to conduct research with the Secwépemc Nation please complete the tutorial by following this link: <a href="https://indigenousresearch.trubox.ca/">https://indigenousresearch.trubox.ca/</a>	

## 9. Additional Information

#	Question	Answer
9.1	Provide any additional information you may wish to provide in this area.	

## 10. Checklists & Good Practices

#	Question	Answer
10.1	CONSENT: Title of Project - Have you included the title on your consent form?	Yes
10.2	CONSENT: On your consent form, have you included names and contact information for the investigators (including telephone numbers)?	Yes
10.3	CONSENT: On your consent form have you included a brief but complete description (in non technical language) of the purpose of the project and all procedures to be carried out in which the participants are involved	Yes

10.4	CONSENT: On the consent form have you indicated in some way that the identity of the participant will be kept confidential and a description of how this will be accomplished?	Yes
10.5	CONSENT: On the consent form have you provided a statement of the total amount of time that will be required of the participant?	Yes
10.6	CONSENT; On the consent form have you provided details of monetary or other compensation, if any, to be offered to participants?	N/A
10.7	CONSENT: On the consent form did you provide a statement of the likelihood of any discomforts and/or conveniences associated with the participation and known or suspected short or long term risks, and factors which might lead to refusal to participate?	Yes
10.8	CONSENT: On the consent form did you provide a statement of the participants right to withdrawal or refusal to participate will be jeopardize further treatment, medical care or influence class standing as applicable?	Yes
10.9	CONSENT: On the consent form did you provide a statement as to what the information will be used for (presentation, publication, etc)?	Yes
10.10	CONSENT: On the consent form did you provide a statement as to how the participant can receive a copy of executive summary of completed projects and where appropriate, receive updated information during the course of the research?	Yes
10.11	CONSENT: On the consent form did you provide the contact information for the relevant Dean and Chair of the REB? (Chair contact information: TRU-REB@tru.ca or 250.828.5000)	Yes

10.12	CONSENT: On the consent form did you offer to answer any inquiries concerning the procedures to ensure that they are fully understood by the participant and to provide a debriefing if appropriate?	Yes
10.13	CONSENT: On the consent form did you provide a place for signatures of the participant consenting to participate in the research project, investigation or study?	Yes
10.14	CONSENT: On Parental Consent forms - Did you provide a statement of choice providing an option for refusal to participate (e.g. "I consent/do not consent to my child's participation in this study")	N/A
10.15	CONSENT: On the consent form did you provide a statement acknowledging receipt of a copy of the consent form including any attachments?	Yes
10.16	CONSENT: Use this space to provide details on an item in which you indicated N/A regarding the CONSENT FORMS	Participants will not be receiving monetary or other compensation for their participation. Parental consent forms are not needed in this research.

#### Attachments

Doc / Agreement	Version Date	File Name	Description
		revisions requested - REB - 104343.docx	N/A
		25.02.20 REB Supervisor Approval_Bartucci.pdf	N/A
		Terry - Research Supervisor Declaration.pdf	N/A
		Hoare Alana.pdf	N/A
Consent Form	2025/02/19	Employer Consent Form.docx	Employer Consent Form
Consent Form	2025/02/19	Student Consent Form.docx	Student Consent Form



Consent Form		Employer Consent Form - EDITED.docx	N/A
Consent Form		Student Consent Form - EDITED.docx	N/A
Consent Form		Student Consent Form - FINAL.docx	N/A
Consent Form		Employer Consent Form - FINAL.docx	N/A
Interview Questionnaire	2025/02/19	Student Interview Questions.docx	Student Interview Questions
Interview Questionnaire	2025/02/19	Employer Interview Questions.docx	Employer Interview Questions
Other Document	2024/06/24	TCPS 2 Core (2022) Certificate - Corinna Bartucci.pdf	TCPS2 Certificate - Corinna
Other Document		RESPONSE TO REVISIONS - REB - 104343.docx	N/A
Questionnaire/Survey	2025/02/19	Student Survey Questions.docx	Student Survey Questions
Questionnaire/Survey	2025/02/19	Employer Survey Questions.docx	Employer Survey Questions