

Sample Protocol for Experimental Study

PROTOCOL FOR SEXUAL HARASSMENT FOLLOW-UP STUDY

All manager sessions meet at 8:30, 9:30, and 10:30

- November 2—Commission Chambers Participants; 26 in each session
- November 3—Health Dept. Auditorium; 20 in each session
- November 5—Road Dept. Conference Rm.; 26, 27, and 25, respectively

Call contacts the day before session:

- Shanita Kelley 555-xxxx (General contact)
- Ron Summers 555-xxxx (Commission Chambers contact)
- Julie Kennedy 555-xxxx (Health Dept. contact)
- Ray Harris 555-xxxx (Road Dept. contact)

Before group arrives, ensure that video equipment is working properly and video is cued; ensure that all materials are available for the session; meet contacts at location at 8:15 A.M.

- Name tag(s) for facilitators
- Videos/backups
- Answer sheets for videos
- Red and green pens
- Pencils
- Clipboards (Commission Chambers only; Ron Summers will supply)
- Paper clips and/or stapler
- Box

Handouts: (Pick up first day from Ron Summers)

- Post-video handouts
- Pre-video handouts

- Agreement to Participate forms
- Master copies of all forms
- Signs for door

Welcome/greeting

- Welcome the group and thank them for coming to the session—create an inviting climate.
- Introduce facilitator(s) and build credibility for the study.

Explain purpose of the study and gain their interest in helping.

- To provide _____ with follow-up information regarding sexual harassment process to enable them to ensure a harassment-free environment to all _____ employees
- To provide follow-up data to the research project that was conducted at _____ in 2003–04 regarding sexual harassment in the workplace

Explain the study process in general to assist participants in becoming more comfortable with the process and the study as a whole.

Hand out the Agreement to Participate form and discuss; tell that it is required by the University of _____ anytime research is conducted; inform participants that by completing the questionnaire they are agreeing to participate; make sure participants understand that participation is voluntary; ask them to keep the Agreement to Participate form for their records.

- Confidentiality/anonymity; ask them please to not identify themselves in any way on the forms; ask them to keep the form for their files; let them know that we are interested in their opinions as a group not as an individual, and data will be reported only in aggregate form; reassure that their supervisor does not get to see; at least 200 people participating and only average scores are reported back to management.
- Discuss how long it will take—approximately 30 minutes.
- Hold all forms until the end of the session and turn them in to the research facilitator as you leave.

Discuss and complete the pre-video questions

- Pre-video questions will provide helpful data to _____ so that management can better understand how to provide a harassment-free workplace and understand how to better provide training that works for the employee population.
- Hand out pre-video questions; explain how to complete each section; and monitor room to see if anyone needs assistance; when everyone has completed this section begin the video.

Video process

- Discuss that they are really short and they will need to focus on the video and then look at the answer sheet; four vignettes that show different scenes of flirting and sexual harassment and how to use red and green pens to highlight what they perceive to be flirting vs. sexual harassment. Red pen is used to

underline sexual harassment and the green pen is used to underline flirting behaviors. They may underline with both pens if they believe it is both. There is a reminder about the pens on the answer sheet in the box.

- Hand out the answer sheets for vignettes 1–4; remind how to complete using the red and green pens; ask group to keep all forms until the end of the full session.

Announce vignette 1

Announce vignette 2

Announce vignette 3

Announce vignette 4

Post-video questionnaire

- Hand out the post-video questionnaire; explain how to complete each section, with the participants turning to the pages as discussed.
- Monitor the room to see if anyone needs assistance; explain that they may leave when they complete this last section (they do not have to wait until all have completed); ask them to leave all of their forms with the research facilitator as they leave the room.

End of session

- Stand at the back of the room; give eye contact, shake hands; take forms and criss-cross, upside-down on table
- Completion of administration
 - Code with code # and subject # (both starting with 01)
 - Complete log
 - Put forms in order by pre; post; video sheets
 - Paper clip/staple together

Log for _____ Sexual Harassment Follow-Up Study (Managers Only)

<i>Date</i>	<i>Time</i>	<i>Tape</i>	<i>Code #</i>	<i># Participants</i>	
				<i>Males</i>	<i>Females</i>
November 2	8:30		01		
November 2	9:30		02		
November 2	10:30		03		
November 3	8:30		04		
November 3	9:30		05		
November 3	10:30		06		
November 5	8:30		07		
November 5	9:30		08		
November 5	10:30		09		
Total					