

Information Sheet

Franklin W. Olin College of Engineering, Needham, MA 02492, September 23, 2005

Our names are Brendan Doms, Michael Foss, and Nathaniel Smith. We are students at Olin College of Engineering studying those who regularly use mail merge for a class on Human Factors and Interface Design. We can be contacted by phone at xxxx or by email at xxxx, xxxx, and xxxx.

We are studying how people personalize information sent to large groups. Over the course of the semester we will be investigating current systems and practices and designing a prototype system that we hope may provide a better interface than existing ones. Early in the semester, we will be observing and interviewing current users. Later in the semester we will be asking users to help us test our prototype system, again through observation and interview.

The results of this research including field notes, records and photos that you or we take will be used for educational and research purposes. They will be placed on an Olin College educational website that is public and may be used in presentations by us and by Olin to illustrate the work that we do and/or to help advance engineering or educational work.

We hope this would be a fun and interesting process for you. We do not anticipate that there would be any unusual risks or discomforts to you as a participant in this project. We would take every reasonable effort to keep your identity confidential. For instance, we would not use your real name in research notes, course assignments or presentations. Please do not disclose any information that you feel would put you at risk.

Participation is voluntary. You may discontinue your participation at any time without any adverse effects and with no hard feelings.

There will be no costs associated with your participation. We regret that we cannot pay you for your participation.

If you have any questions or concerns about the project, please contact our professor or us. Our professor is Lynn Andrea Stein, Professor of Computer and Cognitive Science. She can be reached at xxxx or by email at xxxx.