

# STATEMENT OF INFORMED CONSENT

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 that regularly use mail merge for a class on Human Factors and Interface Design. We can be contacted by phone on xxxx or by email at xxxx, xxxx, and xxxx.

During this semester (until December 2005), we are studying how people personalize mass mailings using a computer. 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. Later in the semester we will be asking users to help us test our prototype system, again through observation and interview.

If you volunteer to participate in this study, you may be asked to use one or more real or simulated computer systems to prepare personalized mass mailings to fictional people and to answer some questions. The questions will be asked orally before, during and after the design activities. Your interactions with the computer may be recorded on video, audio and/or with still photographs and written notes will be made.

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.

There are no benefits to you for participating, other than what may be an educational experience in using some new technologies for mail merge interaction and learning about the design process. Participation in this process might also increase your comfort in using mail merges. We hope that the research will benefit society by improving mail merges and personalized communication. We also hope that this will be a fun and interesting process for you.

We expect that this research poses no risks to you other than those normally encountered in daily life. Please do not disclose any information that you feel would put you at risk.

All of the information from your session will be kept confidential and be referred to by an ID number. The correspondence between your name and ID number will be kept confidential and treated with the same care as our own confidential information. The results of our work will be presented on a public web site. We will not name you if and when we discuss your behavior on that web site or in research publications. After the research is completed, we may save the notes for future use by ourselves or others. However, this same confidentiality guarantees given here will apply to future storage and use of the materials.

Your participation in this research is voluntary, and you are free to refuse to participate or quit the experiment at any time. Whether or not you chose to participate will have no bearing in relation to your standing at Olin College. If you have questions about our research or your participation in it, you may contact us or our professor, Lynn Andrea Stein, Professor of Computer and Cognitive Science at Olin College. Professor Stein can be reached at xxxx or by electronic mail at xxxx.

You may keep a copy of this form for reference.

If you accept these terms, please write your initials and the date here: \_\_\_\_\_

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Name (print)

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Signature