Statement of Informed Consent
Human Factors and Interface Design, Team WhiteCheddar

Thank you for taking your time to read over this information. Our names are DJ Gallagher, Steven Krumholz, and Michael Wu. We are the members of a student team at Olin College of Engineering in a semester-long class called Human Factors and Interface Design, studying how people use room scheduling and reservation software and equipment. We can be contacted by phone at 781-292-2300 or by email at steven.krumholz@gmail.com.

During this semester (until December 2005), we will be studying room scheduling and reservation software by 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 observations and interviews.

If you volunteer to participate in this study, you may be asked to interact with Olin’s current Ad Astra room scheduling system and interviewed about your thoughts and feelings while going through this process. We may first ask you some questions to get a broader context of your experiences, and to gain a general idea of how or when you would use room scheduling software in your daily life. We may then observe you as you attempt to use the current software and/or a prototype of a modified version of this software to perform a list of tasks such as scheduling a specific room at a given date. We will record our observations via note taking and possibly video or audio taping.

The results of this research including field notes, records and photos that you or we may 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. The URL for this website is http://hfid.olin.edu/sa2005/engr3220-whitecheddar/.

We hope this will be a fun and interesting process for you. There are no benefits to you for participating in this study, other than what may be an educational experience in using new room scheduling technologies. In addition, we do not anticipate any unusual risks or discomforts to you as a participant in this project, and we will take every reasonable effort to keep your identity confidential. For instance, we will 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.

All of the information from our interviews 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 strictly internal to the group. The results of our work will be presented on a public web site. We will not name you or any other participants if and when we discuss your behavior on that web
site or in research publications. After our research is completed, we may save the notes for future use by ourselves or others. However, the same confidentiality guarantees given here will apply to future storage and use of the materials.

Your participation in this study is voluntary. You may discontinue your participation at any time with no adverse effects and no hard feelings. Whether or not you choose to participate will have no bearing in relation to your standing at Olin College.

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 781 292 2525 or by email at las@olin.edu.

You may keep a copy of this form for your reference.

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

______________________
Name (print)

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Signature    Date