BARNARD
BARNARD COLLEGE • COLUMBIA UNIVERSITY

COMS BC 3364

Dear _____,

My name is (*Student Name*) and I am a student at Barnard College. I am emailing you to ask if you would be willing to allow your employees to volunteer to be in a class project being conducted as part of a course project. The intent of the course project is to learn how to design technology that makes people's lives easier, whether at work, home, or play. While this is a classroom project, we may seek to publish or share the results of the project with others. The course instructor is Sarah Morrison-Smith, Ph.D., Roman Family Teaching and Research Fellow in Computer Science at Barnard.

Designing better technology is a process that requires interviews, observations, and the evaluation of new prototypes. If your employees agree to participate, we would like to observe and interview them at their workplace as they perform real work. The results from the interviews and observations will suggest ways that technology can be designed to help their everyday tasks. We will then prototype new, improved systems and then ask them to evaluate the new prototypes in order to understand how to improve our designs. Participation will take up to 4 hours total. Their participation in this project is voluntary. If they decide to participate in the project, they may withdraw their consent and stop participation at any time without penalty.

All data collected is considered confidential. Codes, rather than names or other identifying information, will be used in notes and/or recordings. Even though we may present our findings to the class or publish our results in posters, only the course instructor and our project group will have access to the data collected. Your employee's name or any other personal identifying information will not appear in any publication resulting from this project. However, with their permission, anonymous quotations and photos may be used.

While there are no direct benefits from participating in this project, the information they provide may help us understand how current technology or tools could be improved to better support everyday tasks.

If you have any questions about participation in this project, or would like additional information to assist you in reaching a decision about participation, please contact Dr. Morrison-Smith via email at smorriso@barnard.edu.

If you would like to allow your employees to volunteer as a participant for this project, please reply to this email with the best way to contact you.

Sincerely,