# colour_RGB Course Project for CS889

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Course Instructors: [Instructor Name]

Email: [Instructor Email]

**Participant Information Letter and Consent Form**

# Overview

You are invited to participate in a study as part of a course project at the University of Waterloo. The intent of the course project is to learn how to design and evaluate computer technology, whether at work, home, or play. The course instructor is [Instructor Name].

Designing technology is a process that requires interviews, observations, and the evaluation of new prototypes. The study may involve two parts. In the first part, we interview people and observe them as they perform tasks at work, at school or at home. The results from the interviews and observations suggest ways technology could be improved. In the second part, we prototype new or improved systems and ask people to try out (evaluate) the new prototypes to understand what needs to be improved in our designs. As an example of the technology design process in our context, [suppose we wish to improve an architect’s work process. We would first interview architects and observe them as they perform their day-to-day tasks. We would then develop prototypes of new systems and ask architects to try them out to see how our designs could be further improved.]

We invite you to participate in the [first/second] part of the study. To document the process, screen, user interaction, and audio recording will be made. Any information that is recorded will not include any information that can identity you. You may be reached out later to participate in more study sessions based on your willingness and availability. The study will be conducted via video conferencing software (e.g., Zoom, Google Hangout) where you will be provided with a link to join the meeting.

We may observe you in your work environment. Please ensure that your manager has given permission for us to be at your workplace for this activity.

# Study Details

Participation in this study is completely voluntary and you may stop at any time. If you agree to participate, we may conduct one to three study sessions (lasting around 30 minutes each). Later sessions will help us clarify issues or questions that may have arisen since the first interview.

We might also observe you in your [natural work, school or home environment] as you perform [Relevant Tasks]. The best technologies are those that work well in realistic conditions. Thus, we will ask to shadow you as you perform real tasks at work, at school or at home. During our observations we will note [Relevant Activities] and ask you questions about [Project Topics]. The length of these observations is dependent on our respective schedules, but should last around 30 minutes each.

During the study sessions, your honest feedback is important to us. The instructor will evaluate this course project based on how well we engage in the design process. As a result, both positive and negative comments will help us to validate what we have done well, to improve our understanding of your tasks and to assess the extent to which our solution will help you accomplish tasks, and to make suggestions for future directions or modifications to our project. How much you like or dislike our project is irrelevant to the grade we receive in the course.

# Risks

There are no known or anticipated risks to you as a participant in this study other than those associated with the normal use of computers or mobile computing devices (e.g., BlackBerries, iPods, etc.).

# Confidentiality and Data Retention

All personal data collected is considered confidential. Codes, rather than names or other identifying information, will be used in notes. Even though we may present our findings to the class or publish our results in papers, only the course instructor and our project group will have access to the data collected. Your name or any other personal identifying information will not appear in any publication resulting from this study. However, with your permission, anonymous quotations and pictures may be used. Audio recordings may be transcribed. Notes, images, interaction logs, screen recordings, and audio recordings/transcriptions collected during this study will not contain identifiable information (e.g., names, faces) and will be retained for a minimum of 1 year on a password-protected computer, data server and/or cloud service.

You may decline to answer particular questions, if you wish, and may withdraw participation at any time.

The study will be conducted over the platform of choice by the student team, e.g., Zoom, Google Meet, MS Teams, and other video conferencing software. When information is transmitted over the internet privacy cannot be guaranteed. There is always a risk your responses may be intercepted by a third party. University of Waterloo researchers will not collect or use internet protocol (IP) addresses or other information which could link your participation to your computer or electronic device without first informing you.

# Remuneration

You will not be remunerated for participation in the study. However, the information you provide will help us understand how current computer-based tools could be improved to better support the design process.

# Questions

If you have any questions about participation in this study, or would like additional information to assist you in reaching a decision about participation, please contact [Prof. Jian Zhao] via email at [jianzhao@uwaterloo.ca].

This study has been reviewed and received ethics clearance through a University of Waterloo Research Ethics Board (REB #45836). If you have questions for the Board, contact the Office of Research Ethics, toll-free at 1-833-643-2379 (Canada and USA), 1-519-888-4440, or reb@uwaterloo.ca.