

# Informed Consent Form

## The Computing Educators Oral History Project (CEOHP)

1. You are being asked to participate in an interview for the CEOHP.
  - a. You have been approached because some part of your career in the computing field is related to computing education.
  - b. During the interview, we will ask you about a number of issues related to your background and experiences throughout your life and career.
  - c. The interview will take approximately 1-2 hours.
  - d. The only potential risk to participation in this interview is that people may disagree with some of your opinions or your interpretations of events.
  - e. During the interview you may request to stop the recording at any time to discuss or to clarify how you wish to respond to a question or topic before proceeding.
  - f. We will create one or more brief videotaped segments to include on the CEOHP channel on YouTube and make available via the CEOHP web portal. The duration of each videotaped segment will be approximately one to two minutes.
2. Supplemental materials
  - a. With your permission, a photograph of you will be taken or borrowed for duplication. If you withdraw from the project, all copies of the photograph will be given to you. Any negative or digital image will be destroyed.
  - b. With permission, we will create a link to your website(s) and other materials to make it easier for visitors to the CEOHP web portal to learn more about your work.
3. The full interview will be recorded and transcribed. In the interview, you will be identified by name, in the recorded version, in the transcript, and on any supplemental materials.
4. Once approved by you, the interview materials will be deployed in three ways.
  - a) A permanent archival record of the interview materials (audio recording, transcript, video) will be at the Charles Babbage Institute at the University of Minnesota. After materials from your interview are added to the CBI database and indexed, visitors to the CBI site will be able to access them.
  - b) Access to the interview via the web portal for the Computing Educators Oral History Project (currently located at ceohp.org) and maintained by Barbara Boucher Owens, Vicki L. Almstrum, and E. Anne G. Applin. The web portal will include for your interview at least a background overview page and a page of selected quotes. You will also be listed as one of the “People of CEOHP”.
  - c) A repository containing teaching materials that make reference to the interviews.
5. Once you have approved the interview and it has been deployed, any member of the general public will have access to this interview and your words may be quoted in scholarly and popular publications.
6. Opportunity to withdraw from the interview.
  - a. You can withdraw from the interview at any time without prejudice prior to the execution and delivery of a deed of gift form. You will also have the opportunity to make special provisions or restrictions in the deed of gift.
  - b. If you choose to withdraw during the interview, any recording made of the interview will be either given to you or destroyed, and no transcript will be made of the interview.
7. Subject to the provisions of paragraph 8 below, upon completion of the interview:
  - a. The recording and content of the interview belong to the Computing Educators Oral History Project.

- b. The information in the interview can be used by the Computing Educators Oral History Project in any manner it will determine, including, but not limited to, future use by researchers in presentations and publications.
  - c. The materials will be permanently archived with the Charles Babbage Institute.
8. The Computing Educators Oral History Project agrees that:
- a. It will not use or exercise any of its rights to the information in the interview *prior* to the signing of the deed of gift.
  - b. The deed of gift will be submitted to you for your signature after you have reviewed the transcribed interview, the audio and transcript has been edited as requested, and the information for the Computing Educators Oral History Project web portal reviewed and approved.
  - c. You may place in the deed of gift restrictions on the use of the interview. Such restrictions will be accepted as amending the Computing Educators Oral History Project’s rights to the content of the interview.
  - d. This consent does not preclude any use that you may want to make of the information contained in the recordings or transcription.
9. Any restrictions you indicate for the use of portions of the interview will be handled by editing those portions out of the final copy of the transcript and, if necessary, out of the publicly available recorded version of the interview. The original version of the interview will be kept secure, with only the approved final version available via the web portal and the archive.
10. Upon signing the deed of gift, the approved digital materials will be made available via the Computing Educators Oral History Project web portal. Copies of the original materials will be stored securely by the project director, Barbara Boucher Owens <owensb@southwestern.edu>
11. If you have questions about the research project or procedures, you can contact the project leaders at:
- Barbara Boucher Owens, <owensb@southwestern.edu>
  - Vicki L. Almstrum, <almstrum@acm.org>

Interviewer printed name _____ Interviewer signature _____ Date ___/___/_____ (mm / dd / yyyy)
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I agree to participate in this interview. Interviewee printed name _____ Interviewee signature _____ Address _____ Phone number _____ Date ___/___/_____ (mm / dd / yyyy)
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