

TO: URBP 298 students
From: Asha Weinstein
Date: 10/2/06

The text below is an e-mail I will be using to recruit participants for a new study. Some of you may find it useful as a model when composing your own recruitment e-mails. One difference between what you will write and this one, however, is that I have added the boilerplate information on the last page, which you do not need to include. In your case, information about confidentiality would be included the initial e-mail or letter itself, or you would explain it when you begin the interview. (Regardless of what is in the recruitment letter or email, you should explain your confidentiality procedures when you begin the interview, since the subject may not remember what you wrote in the e-mail.)

Dear [subject's name]

I am writing ask if you would agree to be interviewed over the phone for a research project entitled “Paving the Way: Recruiting Students into the Transportation Professions”? This research aims to identify ways to attract planning and engineering masters students into a transportation specialization. I hope you will be willing help us with our study.

If you agree to participate, I or one of my research team members will interview you for about thirty over the phone. During the interview, we will ask questions about how what factors you think attract students to a transportation specialization, as well as what specific activities occur in your department that are designed to recruit students into a transportation specialization.

At the end of this email is a further explanation of your rights as a subject of research conducted through San José State University. Please read the material carefully. By agreeing to participate in the study, it is implied that you have read and understand your rights.

I or one of my research team members will call you shortly to ask if we may schedule a time to interview you. In the meantime, if you have any questions, feel free to call or email me.

Sincerely,

Asha Weinstein

Assistant Professor
Department of Urban and Regional Planning
San José State University
One Washington Square
San Jose, CA 95192-0185
email: asha.weinstein@sjsu.edu
phone: 408-924-5853
fax: 408-924-5872
web page: <http://www.sjsu.edu/faculty/weinstein/>

Additional Information for Research Participants in the Study
“Paving the Way: Recruiting Students into the Transportation Professions”
(Responsible Investigator: Asha Weinstein)

Please read carefully the following information, which explains your rights as a research participant. By agreeing to participate in the study, it is implied that you have read and understand them.

1. You have been asked to participate in a study researching the best strategies to encourage students already enrolled in a planning or civil engineering masters program to choose a transportation specialization
2. You will be asked to participate in a 20 or 30 minute phone interview during which you will be asked questions about how what factors you think attract students to a transportation specialization, as well as what specific activities occur in your department or organization to recruit students into a transportation specialization.
3. There is no anticipated risk to you from participating in this project.
4. There is no anticipated direct benefit to you from participating in this project other than the extent to which you value contributing your knowledge and expertise to helping recruit students into the field of transportation. You may benefit indirectly from the knowledge gained from the research after it is completed.
5. Unless you request otherwise, your name and affiliation will be included at the end of the final report in a list of persons interviewed for the study. In addition, where your comments are especially insightful, the report may quote you and identify you by name. The interviewer will assume that your comments are on-the-record and that you agree to be quoted, unless you instruct the interviewer otherwise. On the other hand, if you wish to share any comments “off-the-record,” simply let the interviewer know, and that information will be kept strictly confidential within the research team. Finally, to ensure that your views are represented accurately, if the researchers wish to attribute a quotation to you by name, then you will be emailed a draft of that section of the report to review for accuracy.
6. You will not be compensated in any way for your participation in this research.
7. Questions about this research may be addressed to Asha Weinstein at 408-924-5853. Complaints about the research may be presented to Michael Pogodzinski, Chair, Department of Urban and Regional Planning, at 408-924-5421. Questions about a research subjects’ rights, or research-related injury may be presented to Pamela Stacks, Ph.D., Associate Vice President, Graduate Studies and Research, at 408-924-2480.
8. No service of any kind, to which you are otherwise entitled, will be lost or jeopardized if you choose to “not participate” in the study.
9. Your consent is being given voluntarily. You may refuse to participate in the entire study or in any part of the study. You have the right to not answer questions you do not wish to answer. If you decide to participate in the study, you are free to withdraw at any time without any negative effect on your relations with San José State University or with any other participating institutions or agencies.

Please keep a copy of this email for your own records.