



## Technology Design Course Project for CS449/649

David R. Cheriton School of Computer Science

University of Waterloo

Course Instructors: Anastasia Kuzminykh and Edward Lank

Email: [akuzminy@uwaterloo.ca](mailto:akuzminy@uwaterloo.ca); [lank@uwaterloo.ca](mailto:lank@uwaterloo.ca)

### Participant Information Letter and Consent Form

#### Overview

You are being asked to volunteer 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 technology that makes people's lives easier, whether at work, home, or play. The course instructors are Anastasia Kuzminykh and Edward Lank.

Designing better technology is a process that requires interviews, observations, and the evaluation of new prototypes. In this project, we first interview people and observe them as they perform real work. The results from the interviews and observations suggest ways technology could be improved. We then 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, 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.

If you agree to participate in this study, we will interview you one or more times and observe you as you work. We will also ask you to try out and evaluate prototype systems we design to improve your workflow.

\_\_\_\_\_ (Senior Manager's name) has given permission for this project

to be conducted at \_\_\_\_\_ (name of organization).

#### Study Details

Participation in this study is completely voluntary and you may stop at any time. If you agree to participate, we will conduct two or three interviews (lasting within 20-30 minutes each). The first interview will provide us with an overview of your work process. Later interviews will help us clarify issues or questions that may have arisen since the first interview.

We might also observe you in your natural work environment as you perform typical tasks. The best technologies are those that work well in realistic conditions. Thus, we will ask to shadow you as you perform real work. The length of these observations is dependent on our respective schedules, but should last at least 20 minutes each.

Approximately one month later, we will ask you to try out (evaluate) our prototype designs. An evaluation will last 20-40 minutes. We may ask you to evaluate a second prototype after receiving your feedback on the first one.

During both initial interviews and when you try out our prototype, 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 work and the performance of our prototype to help you accomplish work, 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 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. No video or audio recordings will be made. However, with your permission, anonymous quotations and pictures may be used. Notes and images collected during this study will be retained indefinitely in a secure location in Anastasia Kuzminykh's or Edward Lank's office and/or research facilities.

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

### **Compensation**

You will not be compensated 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



Anastasia Kuzminykh via email at [akuzminy@uwaterloo.ca](mailto:akuzminy@uwaterloo.ca) or Edward Lank at [lank@uwaterloo.ca](mailto:lank@uwaterloo.ca).

We would like to assure you that this study has been reviewed by, and received ethics clearance through, the Office of Research Ethics at the University of Waterloo. However, the final decision about participation is yours. In the event you have any comments or concerns resulting from your participation in this study, please contact the Office of Research Ethics at 519-888-4567, Ext. 36005.

I am writing to you as a participant in a study that is being conducted by the University of Waterloo. The purpose of this study is to investigate the effectiveness of a new teaching method. I am writing to you to inform you of the results of the study and to thank you for your participation.

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## Consent Form

I agree to participate in a study being conducted by \_\_\_\_\_

Yilun Bai

Yananan Wang

for the course CS449/649 (Human Computer Interaction) at the University of Waterloo. The course instructors are Anastasia Kuzminykh and Edward Lank. I have made this decision based on the information I have read in this Information-Consent Letter and have had the opportunity to receive any additional details I wanted about the study. I understand that I may withdraw this consent at any time by telling the students or course instructor.

I am aware that no audio and/or video recording devices will be used during the study.

I am aware that excerpts from the interview may be included in any publications to come from this study, with the understanding that the quotations will be anonymous.

I am aware that I have the option of allowing pictures to be taken to complement interviews and/or observations.

I am aware that I have the option to allow digital images in which I appear to be used in teaching, scientific presentations and/or publications with the understanding that identifying characteristics will be made anonymous, and I will not be identified by name. I am aware that I may withdraw this consent at any time without penalty.

I was informed that I may withdraw my consent at any time without penalty by advising the students or course instructor.

This project has been reviewed by, and received ethics clearance through, the Office of Research Ethics at the University of Waterloo. I was informed that if I have any comments or concerns resulting from my participation in this study, I may contact the Director, Office of Research Ethics at the University of Waterloo at (519) 888-4567 ext. 36005.

With full knowledge of all foregoing, I agree, of my own free will, to participate in this study.

☒ YES ☐ NO

I agree to the use of anonymous quotations in any presentation or report that comes of this study.

☒ YES ☐ NO

I agree to allow pictures to be taken. The pictures might be used in teaching, scientific presentations and/or publications. I or others I work with will not be identifiable in the pictures

☒ YES ☐ NO

Haopeng Dou (Please print)  
Name of participant

Haopeng Dou  
Signature of participant

June 7, 2019  
Date

Yilun Bai (Please print)  
Name of witness

Yilun Bai  
Signature of witness

06/07/2019  
Date