

Task 2.1

Participants:

As mentioned in task 1.4 our participant group is will be made up of both students and faculty who travel to and from the university multiple times each week.

The exact characteristics of people who will be included in this group are:

- Travel to Swinburne any number of times each week as a student or faculty.
- Currently travel by public transport but would prefer to travel by car.
- Currently drive to Swinburne and would like to split costs by sharing the trip with another participant.
- Comfortable with the idea of travelling with a stranger.
- Willing to share any costs associated with the chosen travel method and person/s involved.

Our strategy to find people to participate in a short interview is to initially begin by asking friends and family if they are willing to participate. Depending on the result of that we may also ask random participants around the university if they have time to answer a few questions.

Some possible problems that we may encounter while recruiting participants is firstly, a large amount of our family and friends may not currently be studying at Swinburne and their answers would be fairly irrelevant to our study. The second is approaching people in a University environment, a large number may be heading to class and not have time to participate.

Another issue is finding a reasonable place and time to also get participation from some of the Swinburne faculty to balance out the ratio of student to faculty interviews.

Once we have found willing participants, we will first check they are in fact a member of the group we're looking for. To do this our first questions of the interview will cover what they are studying or working on at Swinburne, in relation to if they are a student or staff. Followed by how many days a week they are currently travelling to Swinburne each week. This will allow us to determine that they are actively travelling to and from the university.

Materials

Before we can conduct these interviews we will need to first prepare some materials that we require to successfully collect and record the information provided by the participant.

In addition to this it would be helpful to first determine the possible goals our participant group has when it comes to the topic of our study. These possible goals are:

- Get to university in a relaxing and cost/time efficient way.
- Save on travel costs by travelling with others and splitting any expenses accrued evenly.
- Feel comfortable and safe while taking their chosen method of travel to university.

The next thing we will need in order to successfully conduct our interviews will be some questions relating to our study that we can ask the participant. While these questions will be helpful, they can only really be a guideline and may lead to follow up questions depending on the answer given.

Questions:

- What are you studying at Swinburne?
- How many days a week do you attend Swinburne?
- How do you currently travel to Swinburne each day?
- Would you prefer to drive?
- Why do you dislike driving to Swinburne?
- Why do you dislike catching Public Transport?
- What is the reason for you catching your current method of transport to Swinburne?
- Have you ever thought about carpooling?
- Have you tried carpooling before?
- What were your previous experiences with carpooling like?
- Would you have any concerns about travelling with a stranger to Swinburne?
- In the past have you shared the travel expenses with the person you carpooled with?
- Would you have any problems with sharing the travel expenses with someone else?
- What kind of smart device do you have access to if any? (Apple/Android)

Now that we have prepared questions we need to identify the best place to conduct our inquiry. We want this to be close to the participants working environment as possible so naturally the obvious choice is at the university itself. However the university is a big place so we should narrow it down to a few key areas that are ideal for the type of participants we are looking for. The specific places which we are most likely to find our participants relevant to our study are:

- The Glenferrie train station
- Student car park
- Library

The problem with the above locations is people getting coming and going from the station are likely in a hurry to catch a train or get to class and might not have time to be interviewed. Similarly with the car park students may be on their way to class. Although the Library is not ideal in terms of connecting users directly to transport methods, they likely used one of the methods involved to get to university. The chance of them having time for an interview is increased as they probably currently have a break between classes.

The last thing we will need for our inquiry will be the physical materials in order to record the responses provided by the participant. The materials we require are:

- Recording equipment – mobile phone
- Laptop
- Camera – taking photos or short videos on what method the participant will use to reach their goal (if consent is given)
- Paper – write notes and details needed
- Inform consent form

Procedure:

Below is a short running sheet of how we expect the interview process to go:

Step	Responsible Group Member	Time Estimate	Note
Prepare all equipment for interview. (Recording device, paper, pen, informed consent form, etc.)	Member conducting interview	5 mins	Make sure recording device works and you know how to use it.
Approach interview candidate and ask for a moment of their time	Member conducting interview	1 min	Be polite and prepared for them to say no.
Administer informed consent form.	Member conducting interview	3 mins	Read through the form with them, make sure they fully understand and consent to the forms contents.
Turn on recording device	Supporting team member	10 secs	Make sure device is recording and ready for interview.
Ask participant if they can please answer all questions as truthfully and accurately as possible.	Member conducting interview	10 secs	Be polite and try not to be too forceful.
Proceed to ask prepared questions relevant to the study.	Member conducting interview/Supporting team member	5 mins	Listen to participant's response, be prepared to ask follow up questions. Try to avoid questions that may be too personal.
Make notes of persons responses along with any actions they perform	Supporting team member	5 mins	This task will be done at the same time as the one above.
Thank participant for their time and responses.	Member conducting interview	10 secs	Be sincere, they have taken time out of their day to participate.
Stop recording device	Supporting team member	5 secs	Make sure device has stopped recording before continuing.
Request participant's contact information for any follow up and future questions.	Member conducting interview	2 mins	Depending on the terms they agreed to in the informed consent document.
Ensure all recorded data and notes are kept together in a safe place for later analysis	Member conducting interview/Supporting team member	5 mins	This should be somewhere everyone in the group can access it and use the information provided. It should also be secure to protect the participant's privacy.

Ethical Considerations

There will of course be some ethical risks we will need to be conscious of when we conduct our interviews. Some of these are:

- Participant feeling uncomfortable by a question being too personal and not wanting to answer it.
- The interviewee being late for a class or method of public transport they were going to catch due to the length of the interview.
- Information they provide in confidentiality being accessed by someone who they did not give consent to.

The ways we are going to reduce the risk of the above things are:

- Keep questions very general and allow the participant to elaborate if they feel comfortable. For example “Would you be uncomfortable travelling with a stranger?” as opposed to “Would you feel comfortable travelling with a male/female?”
- Make sure the participant is made aware of the amount of time required to take the interview, and ensure that the interview is no longer than the time stated.
- Keep all information provided secure and never talk to anyone other than fellow group members and tutor about the responses to the questions asked.