

Action Research Cycle One, Informed Consent Form

February 14, 2005

Dear [name of colleague],

As part of my graduate work I am conducting action research on my communication skills within the collaborative professional environment. I greatly value your participation in this project but want to assure you that such participation is strictly voluntary.

While I am the primary subject of my research, my data collection methods will include short surveys of and personal interviews with my colleagues. To help me reflect on and learn from the Interviews, I may take written notes or record the interviews with audio tape. I assure you that if you choose to participate, I will keep any comments you share with me anonymous. I will not disclose your name or other personal identification. If there is a quote that I would like to use in my research report, I will ask for your explicit permission. If you wish, I will keep you informed of my progress throughout this project.

I would be grateful if you would sign and return the attached agreement to participate.

I've enclosed two copies of this letter and the agreement so that you can return one to me and retain one for your own records.

If this explanation leaves you with any unanswered questions, please ask and obtain answers before signing below. If you have questions later, please feel free to ask in person or call me at work (extension XXX) or home (XXX-XXXX).

Yours sincerely,

[Your Name Here]

To [Your Name Here]

I [name of colleague], agree to participate in your research.

I understand that my responses will be kept confidential and that I am free to decline to answer any of the questions that are asked in the surveys or interviews.

Signature

Date