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The following template forms are to be provided to your students with appropriate instruction for any of their projects where they will be collecting information through interviews, focus groups, surveys (in-person, online or hardcopy) or accessing private company documents. These are to be adapted to fit your course project. If students are contacting professionals for information only, they do not need to complete these forms. However, they must fully disclose they are HSB students and how the information will be used.

**INTERVIEW CODE OF CONDUCT**

The following guidelines and procedures are intended to cover the most important aspects of student conduct when working on academic projects. If you are unclear regarding any of the aspects of this code consult with your instructor prior to initiating any interviews. Failure to adhere to this code may result in a lowered grade or failure in the course. You are to sign one copy of this code and turn it into me prior to conducting your interview, and keep another copy for your records.

**1. Conflict of Interest**. The first guideline is use common sense. If you are unaware of what amounts to a conflict of interest, you should discuss with the potential conflict with your course instructor. Any connections with competitors or other conflict situations should be divulged prior to initiating the interview. You need to provide the individual you are interviewing with a modified version of the attached cover letter. The attached letter is a template which you need to modify to fit with your interview situation.

**2. Confidential Information**. You have a responsibility to keep all interview data confidential and respect all requests or implied agreements for anonymity. This is an academic assignment constituting part of a University of Calgary course. At times during the project each group may make a report to the instructor or the class about the project, which may include the following information: issues surrounding the research project, generalized findings, specific approaches or case examples, and recommendations about how organizations should respond to a given problem. However, if you uncover confidential company information, that you have been asked not to release, this information should not be part of the group or class discussion.

**3.** **Participant Rights.** All research participants have a right to receive a summary of the research results. This summary should be developed to protect firm and individual identities and to prevent the leakage of any confidential information on or about the firm. As noted in the attached informed consent letter all participants have the right to choose not to participate or withdraw at any point.

**4. Conducting the Interview.** It is helpful if you can identify some questions for the individual ahead of time. This allows him or her to prepare for you interview, and have a better understanding of how she or he can assist you. It is important to stay focused on the assignment questions and not to push individuals who are reluctant to answer a question.

I have read this Code of Conduct and will abide by the intent of these guidelines while conducting this class research project.

Student Name (Printed)

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Student Signature Date

**INFORMED CONSENT LETTER**

Date:

Participant’s Name & Title

Organization’s Address

Re: Research Project Title:

Dear XXXX:

I am a (NAME OF PROGRAM) student in the Haskayne School of Business taking (TITLE OF COURSE). A requirement for this course is to (XXXX). In this research project student groups are expected to review (PUBLIC DATA), and interview individuals who are actively involved in some part of the issue being researched. The professors anticipate that interviews will improve the students’ understanding of the pragmatic aspects of managing (IDENTIFY ISSUE). The professors for this course are (XXX).

It is in relation to this assignment that I am asking for an interview with you on (IDENTIFY ISSUE). I am hoping that by meeting with you I can learn about the following issues:

* Question 1
* Question 2
* Question 3

The interview should take less than one hour and can take place in your office or another location. I plan to take notes during the interview and would like to be able to contact you through the e-mail if I have questions after the interview.

All information provided will be completely confidential. Your name will be given to the course instructors and my group members however there will be no identifying information about you or your organization in any public reports. If you would like a copy of the group’s written summary of the findings I would be able to provide this by (DATE).

If you would like more detail about this research, or would like additional information to assist you in reaching a decision about participation, please contact me at (123) 456-789 or by e-mail at [aa@aaa.ca](mailto:aa@aaa.ca). You can also contact my professor (NAME) at (403 –XXX-XXXX) or e-mail (XXX@XXX).

I thank you in advance for your assistance in this study.

Sincerely,

(NAME OF STUDENT)

**CONFIDENTIALITY AGREEMENT**

Thank you for your willingness to participate in this student class project. An important part of the assignment is that students conduct interviews with professionals to gain their expert opinion about a topic in project management. Your participation benefits both the student’s individual paper about their topic as well as a group report based on the findings from more than one student. These assignments are part of the requirements for the course: XXX

We are grateful for your willingness to contribute. This form is provided to reflect the student’s commitment to maintain confidentiality about specific information shared in the interview and that identifying information will be shared with the class; the only person who will see this agreement and any contact information is the course instructor. Information that students share during the class presentation will not include identifying information such as the names or contact information of the participants. If you prefer that other information you share during the interview not be presented in class, note those points to the student so that the information can be included in the individual assignment only.

If you have any questions or would like further information, contact the instructor (NAME) at (XXX@XXX) or the Ethics Review Committee Chair, Dr. Debi Andrus at andrus@ucalgary.ca.

Thank you.

In consideration of utilizing outside organizations in a course offered by the Haskayne School of Business University of Calgary, the parties do hereby agree as follows:

1. Use of Confidential Information and Trust Obligation

The Confidential Information disclosed is for the benefit of students. The students and instructor at the Haskayne School of Business are obligated to use best efforts and to exercise all reasonable diligence to protect and guard its confidentiality and will not use this information for any other purpose.

2. Non-Disclosure

The Haskayne School of Business shall not directly or indirectly during the term of this agreement:

i) disclose to any other person, firm or corporation, or

ii) make use of for their own account or the account of any other individual the confidential

information

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

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Student Name/Email Signature

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Professional’s Name/Email Signature