



Dear Staff, Faculty, or Alumni,

Thank you for your interest in this study! You will find in this letter additional details about the study, including the purpose, methods, and the role you might play in gathering the history of Home Economics in the Maritimes.

If anything about this study is unclear, or if you have questions, please do not hesitate to contact me via phone or email. My contact details are included at the end of this letter.

Description of the Study: This project is an oral history and archival research project about the history of the Department of Home Economics, and its affiliated departments including Human Ecology, Family Studies and Gerontology, Applied Human Nutrition, and Child and Youth Study, in the Maritimes. As an oral history project, this research will be based on oral history interviews with former and current staff and faculty, as well as student alumni. With your permission the audio-file and interview transcript will be archived at the MSVU Archive. These interview materials will help to build an archive collection to document the story of Home Economics and its related departments in the Maritimes and will be publicly accessible to others who are interested in this history. The study has been granted clearance according to the recommended principles of Canadian ethics guidelines, and the policies of Mount Saint Vincent University.

Purpose of the Study: The purpose of this study is to better understand the history of Home Economics and its related departments in the Maritimes. More specifically, this study will explore the experiences of former and current staff and faculty, as well as former students at key institutions across the Maritimes. There will be two main outcomes of this project:

1. The principal investigator, Jennifer Brady will use the oral history interviews along with other archived materials from Dalhousie Agricultural Campus, Université de Moncton, Mount Allison University, St. Francis Xavier University, Acadia University, and the University of P.E.I., as well as archived materials from Nova Scotia Archives, Provincial Archives of New Brunswick, Public Archives & Records Office of Prince Edward Island to prepare scholarly and other types of publications (i.e. news stories for the Alumni Newsletter) as well as scholarly and non-academic presentations that will report on the data (i.e. the interviews) that is collected.
2. This project will produce an archived, publicly accessible digital exhibit and archival finding aid that documents the history of Home Economics, and its related departments at the institutions identified above.

Archiving of Materials and Confidentiality: It is Jennifer Brady's intention that the materials created and gathered as a part of this study, including the transcript and audio-file* of your interview will be deposited at the MSVU Archives. However, you may participate in this research project and choose not to have your interview materials (i.e. audio-file, transcript) deposited at the archive. After the interview is complete, should you choose to participate in this research, you will be given a consent form called "Consent to Deposit Materials in Archive" on which you will be able to indicate your choice of one of three options:

- You may participate in this research and choose to have your interview materials deposited at the archive without restriction. This means that your identity and any other potentially identifying information such as your previous employment locations or positions, will be used in the writing of any materials produced as a part of this project. Your name and identity will be associated with your interview transcript, audio-file, and photographs when these are deposited at the archive.
- You may participate in this research and choose to have your materials deposited at the archive and sealed for a period of 10 years. This means that your identity will not be used in any materials produced as a result of this project during this 10-year period and access to the archived interview materials by anyone would be prohibited for 10 years. After 10 years, access to your materials would be open to the public and your identity would be associated with these materials.
- You may participate in an interview for this research and choose not to have your materials deposited at the archive. This means that your name and any other potentially identifying information such as your previous employment locations or positions would not be used in any materials produced as a result of this project. Your transcript, audio-file, or pictures will not be deposited at the archive.

*Please note that participants may review their transcripts before publication for editing purposes but editing of the audio-file is not possible.

If you do not wish to have your interview materials deposited in the Archives, Jennifer Brady will keep the audio-file and the transcripts of your interviews on a password protected computer in a locked office for five years after which time these materials will be destroyed and a copy will not be deposited in the archive. Only Jennifer Brady and her research assistants, will have access to the interviews and transcripts before they are donated to the archive, or stored and later destroyed.

Participation in the study: If you decide to participate in this study Jennifer Brady will ask you to take part in one, 2-hour long interview. This interview can be scheduled at your convenience during the week day or evening, or weekend. There are two choices of location for the interview: 1) you may choose to have this interview over phone or Skype; 2) you may choose to visit MSVU and have the interview in my office in Evaristus Hall. During the interview, you will be asked questions about your thoughts and experiences as a staff, faculty, or student at the institution you attended. The interviews will be recorded using a digital audio-recorder and later transcribed. During the interview you may request that the audio-recorder be turned off at any point, and you may decline to answer any question(s).

Your participation in this study, along with the decision to give your interview materials to the MSVU Archives are voluntary. You may choose to withdraw from this study at any time without prejudice or repercussions. You may choose to withdraw the audio-files, transcript, and/or

photographs collected during your interviews even after they have been collected. Should you wish to withdraw from this study you may do so at any time and with no explanation by contacting me or the Research Ethics Board Coordinator, Brenda Gagne at the contact information is given below.

Risks, and Discomforts: There are no known risks involved in this project beyond those you would experience in everyday conversations. There may be some discomfort associated with sharing personal stories about your academic or professional life and experiences. Should you choose to participate in the brief tour around campus during the interview, you may also experience physical discomfort. Should you experience any discomfort related to your participation in this research project, you are encouraged to temporarily, or permanently end your participation in the study. There will be no negative consequences for you if you choose to end your participation in the project, and Jennifer will not contact you again unless you indicate your interest in continuing your participation in the future.

Benefits of the Study: This project will help to document the history of home economics in the Maritimes and will capture the important stories and experiences of those who were a part of this important area of study and practice for many women in the Maritimes. This information will be made publicly available via the MSVU Archives, and as such researchers, students, and educators, who may wish to learn more about the history of the dietetic profession in Canada will be able to do so. There are no immediate benefits to you for participation in this study.

Costs or Compensation for Participation: There are no direct costs or compensation associated with participation in this study.

Questions about the Study: If you have any questions about the research, please contact me. If you have questions regarding your rights as a participant in this study or if you have complaints or concerns about this research, you may contact Brenda Gagne, Coordinator of the Research Ethics Board.

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Consent to Be Interviewed

I, _____, have read the Letter of Information about the study being conducted by Jennifer Brady and consent to participate in the oral history project about the history of home economics in the Maritimes. I have had an opportunity to ask questions about the study and my participation in the research and have had those questions answered to my satisfaction.

I understand that I am consenting to participate in one interview that will last approximately two hours. The interviews will take place either by phone or Skype, or at Mount Saint Vincent University at a date and time that is convenient for me. I also understand that the interviews will be audio-recorded. During the interviews, I will be asked about my experiences of being a student, faculty, or staff member. I may also be asked to think of other individuals who may be willing to participate in this research project and share details of the research with them.

I understand that my participation in these interviews is completely voluntary. I am aware that this means that I may decline to answer any questions and I may end my participation in an interview at any time. During an interview, I may request that the tape recorder be turned off. I may also withdraw my participation from the study at any time and can request to have all recordings or transcripts collected up to that point removed from the research and destroyed.

I understand that upon completion of the interviews Jennifer Brady will invite me to donate the audio-file and transcript of my interview to the MSVU Archives. I am aware that I may decline to have these interview materials deposited at the archive. I may also opt to donate these research materials with a restriction that it may be sealed for a period of time after it is deposited in the archive. I will be given an opportunity to sign or decline to sign a consent form on which I will indicate the conditions under which I will, or will not, gift these materials to the archive.

I understand that if I would like to participate in this research and wish for my participation to remain confidential, I may decide not to donate my interview materials. In this case, my interview materials will not be donated to the archive and identifying information, such as my name, workplace and so on, that I share during the interviews will not be used in any materials produced as a result of this research.

I understand that if I wish to participate in this research and choose to gift my interview materials to an archive, my participation in this research will not remain anonymous. I know that in this case my participation in the research may be made known to other participants and my name or other identifying information may be used in materials produced as a result of this research. Materials produced from this research may include academic publications, online exhibits, teaching, presentations, and other scholarly or popular works.

A copy of this signed Consent Form will be provided to me and a copy will also be kept on file with the materials produced during my interview. I have been informed that if I have any

concerns, complaints, or questions about my participation in this research I may contact the following individuals using the contact information provided below.

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I have provided my contact information below where you can reach me to make a time and date for an interview.

Telephone:

Email (if available):

Participant's Name

Date

Participant's Signature:

Researcher's Signature

Date