*This sample is for researchers to use as a guide in developing their study materials. Instructions to the researchers are written* *in* ***[square brackets in bold italics]*** *and should be deleted. Instructions that are* *in* ***[square brackets, bold italics, and are blue]*** *need to be replaced with details specific to the study and changed to* black, un-bolded, un-italicized*, and removed from square brackets before uploading the material to the research ethics application.****Please also delete this instructional paragraph.***

**\*\*Please review the Guide to Creating an Information Letter and Consent Form for additional details\*\***

***[Insert Date]***

I am teaching a course in the Department of ***[insert name of department]*** at the University of Waterloo on ***[insert title/description of course].*** Although there is much that students can learn from books and research articles, I believe their learning experience can be significantly enhanced by listening to the ideas and experiences of people who work directly with ***[insert study group/clientele].*** To supplement their classroom learning, I have given the students in my class an assignment to conduct an interview with someone from a ***[insert type of organization e.g., social service agency]***which deals directly with ***[insert group/clientele].*** The goal of this assignment is for students to learn how to develop a logical and focused set of questions and then obtain responses from someone working on the "front lines".

The students have been instructed to identify an ***[insert information relevant to course]*** issue that they want to explore further and learn what is known about their topic from the research literature. They are then required to narrow the focus of their topic to a very specific issue that can be further illuminated by interviewing an experienced worker from an agency that deals with ***[insert group/clientele].*** Students develop a detailed interview protocol based on the specific question they wish to address.

The interview is not expected to take a large amount of your time. Students have been instructed to design their interview to be no more than 15 minutes. However, you should feel free to end the interview at any time you choose. As well, you are not obligated to answer any questions and can indicate that you do not wish to respond to a question at any time. Finally, the students will be writing a summary of the information they have obtained from the interview. Please be assured that names of interviewees and their agencies will not be revealed in the students’ reports. If you would like to receive a copy of the report, please indicate this to the student and you will be forwarded one upon completion of the course.

This study has been reviewed and received ethics clearance through a University of Waterloo Research Ethics Board (REB ***[####] [Replace#### with the file number that is listed at the top of your ethics application]***). If you have questions for the Board, contact the Office of Research Ethics, toll-free at 1-833-643-2379 (Canada and USA), 1-519-888-4440, or reb@uwaterloo.ca.

Thank you for your willingness to share of your expertise and help students learn more about significant ***[insert information relevant to course]*** issues. If you have further questions or concerns about the student’s research assignment, please feel free to contact me at 519-888-4567, ext. ***[insert ext.] [insert University of Waterloo email address]***.

Sincerely,

 ***[Insert Course Instructor Name]***

***[Please check that all relevant study details are included, changes are made to the document to accurately describe the study and procedures, and delete the instructional text printed in bold italics before submitting to the Office of Research Ethics for review.]***