

## SAMPLE COVER LETTER, NO CONSENT FORM

January 7, 2010

Christopher Saler  
1492 Ocean Avenue  
Columbus, OH 43209

Dear Christopher,

You are invited to participate in this technology survey. You are eligible to participate because you are a first-year student at Columbus State Community College (CSCC).

The purpose of this survey is to determine what technology is familiar to students entering CSCC. Participation in this survey will require approximately 20 minutes of your time. You will read and answer the questions by using a touch screen computer. There are no known risks or discomforts associated with this research. This project is exempt from review by the CSCC Institutional Review Board.

You may find the interactive survey enjoyable and the information may be helpful to you as you choose classes or use computers for class assignments. The information gained from this survey may help us to appropriately add technology as we develop courses.

Your participation in this survey is voluntary. You are free to decide not to participate in this survey or to withdraw at any time without adversely affecting your relationship with the project investigators or CSCC. If you choose to participate, you may withdraw at any time by notifying the Project Director or informing the person administering the survey. Upon your request to withdraw, all information pertaining to you will be destroyed. If you choose to participate, all information will be held in strict confidence and will have no bearing on your academic standing or services you receive from the College. Your responses will be considered only in combination with those from other participants. The information obtained in the survey may be published in reports or presented at meetings but your identity will be kept strictly confidential. If you have any questions please do not hesitate to ask.

Dell Macintosh, a student in the Computer Science department is the co-director for this project and will administer the survey.

Thank you for your time.

Dr. Bill Gates, Project Director  
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