Sample **Recruitment** Scripts

**For request for interview**: Please use and adapt the following template when asking for an interview with someone in relation to your course-based project:

Dear \_\_\_\_\_\_\_\_\_,

I am a student in this semester’s [*name and number of the course*], taught by [*give instructor’s name and department*]. As part of our term project, we are researching [*describe your research project*].

As your field of work/expertise is related to our project, I was hoping you might have some time to [*describe nature of requested interaction: in person/by telephone/skype, via email, etc.*] with me about [*specify topic you want to discuss; you might add specific kinds of questions you will have*].

I would very much appreciate any time you can have available. Please review the attached Consent Form outlining the details of the project and how any information you provide will be used. If you have any questions regarding this project, please contact the instructor as [*give instructor’s email*].

[*Polite closing and signature*]

**Recruiting Online Survey Participants:**

Hello,

I am [*give your name and contact info*], a student in [*course name and number]*. As part of an assignment for this course, I am researching [*describe your project*]. To gather data on this, I am looking for people interested in taking an online survey asking about [*give general sense of what you will be asking for*]. This survey will take approximately \_\_\_\_ minutes to complete, and is entirely voluntary.

If you are interested in taking this survey, please contact me at [*give your contact info*], and I will send you a link to the survey. The survey is prefaced by a consent notice indicating that by completing the survey, you are giving your informed consent to have your responses used in our study.

If you would like any further information about this project, please contact me or the instructor, [*give instructor’s name, department, and contact info*]

**Recruiting In-Person Survey Participants:**

Hello,

I am [*give your name and contact info*], a student in [*give course name and number]*. As part of an assignment for this course, I am researching [*describe your project*]. To gather data on this, I am looking for people interested in taking a survey asking about [*give general sense of what you will be asking for*]. Would you like to participate by filling out the survey? It will take approximately \_\_\_\_ minutes to complete, and is entirely voluntary. You can stop at any time if you do not wish to complete the survey.

If you are willing to taking this survey, I ask that you please read and sign this consent form first, indicating that by completing the survey, you are giving your informed consent to have your responses used in our study. You may keep a copy of the consent form, as it contains the contact information of the course instructor, in case you would like any further information about the project.