

Engaging Communities: Ethnographic Writing in the Composition Classroom
www.engagingcommunities.org

Informed Consent Form

This is a consent form for contributing to the open-access first-year writing textbook *Engaging Communities: Ethnographic Writing in the Composition Classroom*. It contains important information about this project and what to expect if you decide to contribute.

Your contribution is voluntary.

Please consider the information carefully. Feel free to ask questions before making your decision whether or not to contribute. If you decide to contribute, you will be asked to agree to the terms of this consent form and submit it to Engaging Communities project electronically, via post, or in person.

Purpose

Engaging Communities: Ethnographic Writing in the Composition Classroom is designed as a collaboratively authored, open-access, first-year writing digital textbook. The purpose of this project is to collect ethnographically informed teaching modules and student research projects in a permanent digital collection, which members of the public can access, study, adapt, and learn from.

The digital textbook adopts an open-source mentality, encouraging contributors to bring what they know as they adapt, adopt, remix, and contribute to the collection of textbook materials. All materials are provided in a free and open-access archive to the public. The materials cannot be redistributed for profit and all materials on the project site are licensed under a [Creative Commons Attribution-Noncommercial-Share Alike 3.0 United States License](https://creativecommons.org/licenses/by-nc-sa/3.0/).

Procedures/Tasks

If you wish to become a contributor to the *Engaging Communities* project, submit your teaching materials or with any sample texts you have created (for example: assignments, explanations, digital or print researched ethnographic essays, fieldnotes, multimodal compositions, or suggestions for links to online resources) to:
editors@engagingcommunities.org.

You must also sign and submit this Informed Consent Form and a Submission Form (attached) via postal or Columbia College campus mail to Suzanne Blum Malley, English Department, Columbia College Chicago, 33 E. Congress, Suite 300, Chicago, IL 60605.

Before you submit your materials, you will be asked to affirm your intent to contribute by signing a release form, affirming that the materials you contribute are your own original work and that you own all necessary rights to this work. You will be asked to affirm that this work does not defame or otherwise violate the rights, copyrights, trademarks, privacy, or reputation of any other person and agree to license the work under a [Creative Commons Attribution-Noncommercial-Share Alike 3.0 United States License](https://creativecommons.org/licenses/by-nc-sa/3.0/).

Duration

The intent of *Engaging Communities: Ethnographic Writing in the Composition Classroom* is to make contributors' materials available to the public online in perpetuity.

Risks and Benefits

When you submit materials, the *Engaging Communities: Ethnographic Writing in the Composition Classroom* editorial board members will have access to some information (such as your name, age, and contact information). **This information will only be used for contact purposes.** You can request that your materials be posted anonymously or request that your materials be posted with you named as "author."

When you submit your materials (either via the web or postal mail) and give permission for your information to be posted publicly on the *Engaging Communities* web site, you will not be able to remove these items from the site.

You should not include information in your materials that will put you or others at risk when they are made public. These items will reside on the web and will be publicly available. Thus, they could be used by people in ways that you do not intend.

Anyone interested in the teaching of writing and ethnographic inquiry—including teachers, students, librarians, and members of the general public—stands to learn a great deal about research, writing, literacy, and ethnographic writing (digital and print) from open-access text.

Confidentiality

The information you on the submission form that you provide to the *Engaging Communities: Ethnographic Writing in the Composition Classroom* board members is confidential (such as your name, age, and contact information). You can determine the level of attribution or anonymity for your materials.

Although the *Engaging Communities* Board members will have access to some contact and demographic information about contributors (such as their age and geographic location), **this information will only be used for contact purposes.** This information will not be used for research purposes unless you give permission for this information to be publicly posted.

However, once you have submitted your materials to *Engaging Communities: Ethnographic Writing in the Composition Classroom* and agreed that it can be publicly posted, the material you contribute are *not* confidential. They are available to anyone with access to the web and searchable by web browsers.

Incentives

By contributing your materials to *Engaging Communities: Ethnographic Writing in the Composition Classroom*, your pieces become part of a public, free archive that has great

value for teachers and students. If you chose, your name is associated with your work as “author.”

Contributors’ Rights

All contributions are voluntary. You may refuse to contribute your materials to this project without penalty or loss of benefits to which you are otherwise entitled.

If you choose to contribute to this project and sign this form, you do not give up any personal legal rights you may have as a contributor/author of your material.

Contacts and Questions:

For questions, concerns, or complaints about the project you may contact: **Suzanne Blum Malley, English Department, Columbia College Chicago, 33 E. Congress, Suite 300, Chicago, IL 60605, sbmalley@colum.edu**

I am 18 years of age or older. *I give permission* for my name, address, and contact information to be posted publicly, as follows:

I am over 18 years of age or older. / *DO NOT give permission* for my name, email address, and contact information to be posted publicly.

By signing below and sending these materials, I consent to these terms.

Signature _____

Date (MM/DD/YY) _____

Mail (postal or Columbia College Chicago campus) or deliver to : Suzanne Blum Malley, English Department, Columbia College Chicago, 33 E. Congress, Suite 300, Chicago, IL 60605, sbmalley@colum.edu

***Engaging Communities: Ethnographic Writing in the Composition
Classroom***
Submission Form

1. Name
2. Address
3. Email address
4. Institutional Affiliation
5. Course and Instructor (if applicable)
6. Brief description of materials submitted

Creative Commons Licensing

I affirm that the materials I contribute are my own original work and that I own all necessary rights to this work. This work does not defame or otherwise violate the rights, copyrights, trademarks, privacy, or reputation of any other person. I agree to license the work under a [Creative Commons Attribution-Noncommercial-Share Alike 3.0 United States License](https://creativecommons.org/licenses/by-nc-sa/3.0/). This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms. Others can download and redistribute your work and they can also translate, make remixes, and produce new stories based on your work. All new work based on yours will carry the same license,

Signature _____

(MM/DD/YY) _____

Consent to Participate (please choose ONE option below and sign)**Option 1**

I consent and voluntarily take part in the *Engaging Communities: Ethnographic Writing in the Composition Classroom* collaborative, open-access text project.

I would like my name as “author” to be associated with my own work if published to the site.

Participant

Date

Option 2

I consent and voluntarily take part in the *Engaging Communities: Ethnographic Writing in the Composition Classroom* collaborative, open-access text project.

I do not want my name to be associated with my own writing if published. Instead please use _____ (anonymous, student, educator, alternative name) for attribution.

Participant

Date

Option 3

I do not give my permission for my work to be used in conjunction with this research or digital publication.

Participant

Date