

Fall 2012

# Permission Forms

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*St. Catherine University*

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## Recommended Citation

Edwards-Simpson, Louise, "Permission Forms" (2012). *Project Guide & Documentation*. Paper 3.  
[http://sophia.stkate.edu/scuvoh\\_home/3](http://sophia.stkate.edu/scuvoh_home/3)

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ST. CATHERINE  
UNIVERSITY

*SCU VOICES OF HOMELESSNESS Oral History Project*

**INFORMATION AND CONSENT FORM**

**Introduction:**

You are invited to participate in a research study/ oral history project investigating personal experiences of homelessness and /or housing insecurity among the St. Catherine University community. This study is being conducted by Louise Edwards-Simpson, a faculty member in the Department of History, Geography and Political Science, assisted by Lucille Russell, an undergraduate student at St. Catherine University. You were selected to participate in this study because you, as a member of the SCU community, and expressed interest in the project and are currently or have previously dealt with housing insecurity. Please read this form and ask questions before you agree to be in the study.

**Background Information:**

The purpose of this study is to discover how experiences of homelessness or housing instability have affected and continue to influence the St. Catherine University community. The study will host a public event in Spring 2013 to inform the SCU community about some of our members' experiences with housing insecurity, and dispel some misconceptions about persons who experience homelessness and raise awareness on the issue.

**Procedures:**

If you decide to participate, you will be asked to tell your story in a meeting that should take no longer than a couple of hours. We will provide you with some questions to think about and will ask that you come prepared to talk about your story. You will be asked to identify only personal information that you wish to disclose. Our interviewer may ask you some questions to facilitate the conversation but you may choose not to answer. After your interview is recorded, you will be asked to consent to having it transcribed and later stored digitally and on paper at the St. Catherine University Archives. This project will take a year to complete. At the end of the year we will host a forum that we hope you will be interested in attending. The forum will include excerpts from the interviews in a Readers Theatre and discussion about what we learn about the SCU community by a panel of campus leaders.

**Risks and Benefits of being in the study:**

This study has some risk. First, your story will not be confidential but you will only be identified by your first name. We will do as much as we can to protect your information but there is always a risk that it will be disclosed. Your information will be stored on password encrypted and secure servers, and in locked cabinets at the SCU Archives and Library. Though your story will not be confidential there are some benefits to your participation in this study. Your story will be used to educate the St. Kate's community about homelessness/insecure housing within the community. It will also serve to empower members of our community currently experiencing homelessness/insecure housing by showing how things can get better or more stable.

**Restricted Access:**

Although your story will not be confidential, you will be given control over when the interview material will be available to researchers at the SCU Archives. After the interview is complete, you will choose to make your interview available to researchers immediately or to restrict access to your interview for either 5 or 15 years by signing a Restricted Gifting Form. In that case, the SCU Archivist will only allow persons who were granted your permission via written consent. You may also choose to withdraw from the study at any time before it is completed.

**Voluntary nature of the study:**

Participation in this research study is voluntary. Your decision whether or not to participate will not affect your future relations St. Catherine University in any way.

**New Information:**

If during course of this research study we/I learn about new findings that might influence your willingness to continue participating in the study, we/I will inform you of these findings.

**Contacts and questions:**

If you have any questions, please feel free to contact me, Prof. **Louise Edwards-Simpson** ([lredwards@stkate.edu](mailto:lredwards@stkate.edu)) and (651) 690-6033. You may ask questions now, or if you have any additional questions later, I will be happy to answer them.

If you have other questions or concerns regarding the study and would like to talk to someone other than the researcher(s), you may also contact Lynne Linder, [llinder@stkate.edu](mailto:llinder@stkate.edu), 651-690-6203, Attn: St. Catherine University Institutional Review Board.

You may keep a copy of this form for your records.

**Statement of Consent:**

You are making a decision whether or not to participate. Your signature indicates that you have read this information and your questions have been answered. Even after signing this form, please know that you may withdraw from the study at any time.

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***SCU VOICES OF HOMELESSNESS Oral History Project***

I consent to participate in the study by giving an interview and I agree to having an audio recording made of the interview.

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Signature of Participant

Date

I consent to be photographed and/or to donate a photograph for use by the SCU Voices of Homelessness Oral History Project.

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Signature of Participant

Date



ST. CATHERINE  
UNIVERSITY

*SCU VOICES OF HOMELESSNESS Oral History Project*

**Permission to Transcribe Interview  
AGREEMENT FORM**

I, \_\_\_\_\_, a participant in the SCU Voices of Homelessness Oral History Project, recorded on \_\_\_\_\_. I hereby give Prof. Louise Edwards-Simpson and St. Catherine University permission to transcribe the contents of my interview.

I also wish to review the transcription research project assistance or faculty to ensure that my story is told the way that I wish it to be told. My story is a gift that I am bestowing upon the University. I understand that in doing this the final transcription may vary from the audio recording of the interview. YES NO

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Primary Address:

\_\_\_\_\_  
\_\_\_\_\_

Email Address:

\_\_\_\_\_

Signed: \_\_\_\_\_

Interviewer date

**GIFTING FORM**



**ST. CATHERINE  
UNIVERSITY**

***SCU VOICES OF HOMELESSNESS Oral History Project***

***PERMISSION TO DEPOSIT ORAL HISTORY TAPES & TRANSCRIPTS***

**Please read this document carefully before signing.**

The St. Catherine University Archives is the repository for materials of **permanent**, historical value that document the institution and people associated with it.

Sophia.stkate.edu is our web-based institutional repository for digital content produced by St. Catherine faculty, students, and staff. It is a **permanent** archive. Materials that are located in Sophia are freely accessible to the world.

I hereby grant to St. Catherine University and its agents permission to preserve and make accessible my oral history recording and transcript as part of the St. Catherine University Archives.

I also grant to St. Catherine University and its agents the non-exclusive license to archive and make accessible my oral history recording and transcript in whole or in part in all forms of media, now or hereafter known.

I understand that project will be accessible on and off campus once released.

I grant permission for my oral history recording and transcript to be made accessible immediately \_\_\_\_\_ (initial)

**OR**

I request that my oral history recording and transcript be withheld from access for: (initial next to desired amount of time), from today's date.

\_\_\_\_ five years

\_\_\_\_ fifteen years

I request that only my transcript be retained \_\_\_\_\_ (initial)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

# Interview Questionnaire

## SCU Voices of Homelessness Oral History Project

### General Background Information:

1. What is your name?
2. When and where were you born?
3. Describe your household members as you were growing up: (family? - extended family? -non-relatives?)
4. What was your living situation while growing up?
5. Would you take me through a timeline of where you lived at each age?

### Housing Insecurity

6. When did you first experience “housing insecurity”? What happened?
7. What led up to it? Was there an event or life change that brought on the situation?
8. Were you employed at the time?
9. What were you able to do to secure a place to stay?
10. How well did it work?
11. How long did you experience housing insecurity? (days, weeks, months or years?)
12. Were you able to access resources to help you with housing issues?
13. What kind of help was available?
14. Was it helpful?
15. Who could you rely on at this time?
16. Can you describe what your priorities were during this period of housing insecurity?
17. Did you have adequate food?
18. Can you speculate about how gender influenced your experiences?
19. Is there something more I should know?

### Resolution

20. Have you been able to find a more secure housing situation?
21. How and when did that happen?
22. Where are you living now?

### Higher Education

23. What’s your educational journey been like?
24. What brought you to SCU?
25. What is your degree plan? How far are you in your studies?
26. How do you like St Kate’s?
27. Do you think your classmates are aware of and/or sensitive to issues of poverty and homelessness? Any specific instances or examples you can provide?
28. What about the curriculum, professors, professional staff?—are they sensitive to issues of poverty among our campus community? Got any examples?

29. What do you wish they (other students and profs) knew?

**Post-Graduation:**

30. When do you plan to graduate?

31. What are your plans, hopes, dreams for after graduation?

32. If you were on the other side of the mic - so to speak -what is the one question you would ask?

33. How would you answer your own question?

34. Anything else I should know?