

## ***Notice of Recording REU-SJL Interviews***

Dear REU-SJL Candidate,

We look forward to talking with you! Please find below some information about recording the interview.

### **Purpose of Recording**

We would like to record all interviews to aid our selection process for the Summer TERC Scholars Program/REU Site: STEM Education through a Social Justice Lens (REU-SJL). The purpose is to ensure accuracy and consistency in our application process and to improve the overall program experience for you and future applicants to the REU-SJL program. Interviews will only be shared with the REU-SJL leadership team and prospective mentors associated with projects outlined in the REU-SJL application.

Prior to the interview, **the interviewer will ask you for verbal permission to record.**

If you do not wish to have the interview recorded, the interviewer will take notes to share with the REU-SJL leadership team and mentors instead.

### **Benefits, Risks, and Confidentiality**

The risks of recording the interview are minimal. While your interviews may benefit you, the program, and future REU-SJL participants, the main risk of have the interview recorded is a confidentiality breach; non-authorized REU-SJL personnel could gain access to information gathered in the interview. As such, the following are measures we have taken to ensure your confidentiality will not be breached: Interviews/electronic data and metadata will only be stored in protected electronic folders on secure laptops sanctioned by TERC and on a secured FTP server at TERC. All recordings will be deleted after final candidate selection (mid-March, 2024).

### **Voluntary Participation/Notification**

In addition to this notice and verbal permission, you will be prompted via Zoom with a notification of the recording process, and you will have the opportunity to accept or reject this request. Your participation in this interview process is completely voluntary. You also do not have to answer any question you do not wish to, and you may withdraw your consent to record, interview, and/or have your application considered from our process at any point. Your participation or non-participation will have no bearing on your standing at your academic institution.

If you have any questions or concerns about the recording, please contact one of us prior to your interview.

**Stephen D. Alkins, Ph.D. (*he, him, his*)**  
Diversity, Equity, and Inclusion Officer  
Director, TERC Scholars Program / REU-SJL Program  
(617) 873-9836 (office)

**Maria (Mia) Ong, Ph.D. (*she, her, hers*)**  
Senior Research Scientist  
Co-Director, REU-SJL Program  
617.873.9678 (office)