

## IMSA Oral Histories

### Information Sheet for Interviewees

**Purpose:** The IMSA Oral Histories project records conversations with alumni and former faculty and staff to explore the school's history and what it meant to be a part of it. The oral histories can be found on [Digital Commons](#), IMSA's institutional repository.

**Project team:** The project team includes Jean Bigger (IMSA IRC), Dr. Sara Goek (class of 2006), Marti Guarin (IMSA librarian and archivist, 1986-2006), and Dr. Christian Nøkkentved (faculty emeritus, 1989-2013).

**Participation:** Participation is voluntary. You have volunteered yourself or been asked to participate because of your connection to IMSA.

**What will the interview cover?** We are interested in learning about your IMSA experience broadly. For alumni, this encompasses topics such as admissions, first impressions, residential life, classes, research, extracurriculars, and your educational and career path after leaving IMSA. For former faculty and staff, the topics covered may include curriculum development, initiatives you were involved in, research, and other projects. We are interested in hearing about what *you* think is important from your IMSA experience, so the conversation is flexible and open-ended.

**What is the interview recording process?** Sara Goek or another member of the project team will contact you to set up an interview time. At this time, interviews are being recorded remotely via Zoom. We record both audio and video. Please plan to be in a quiet, well-lit space, with a reliable internet connection for the recording. After the interview, you will be sent a copy of the interview recording to review. If there are any portions that should be edited out, you will have a chance to request those changes.

**What will happen to the recording?** With your permission, a copy of the recording will be added to the IMSA Archives & Special Collections and made available online via [Digital Commons](#). You will be asked to sign an agreement form that asks that you agree to the use of your name, permission to quote from your interview, and permission to add the recording to the archive.

**What if there is a problem?** You may choose to stop at any point during the recording process. When you review the recording afterwards, you may also decide not to give permission for it to be archived or to request a portion not be included in the final version.

**Any further questions?** Please contact a member of the project team or email [archives@imsa.edu](mailto:archives@imsa.edu).