### Introduction

**(5 min)**

*Well thank you for agreeing to spend this time with us today, I am [FACILITATOR], and this is my colleague, [NOTETAKER], and we both work as [ROLE] here at [ORGANIZAIOTN]. I will be moderating our discussion today and [NOTETAKER] will be taking notes. Before we begin though, I have a statement I need to read to you about your participation in this focus group.*

### Verbal Consent

*As you know, the [ORGANIZATION/DEPARTMENT] will team up with [ORGANIZAITON/DEPARTMENT] to help enrich [COURSE/CLASS/EXPERIENCE, ETC]. The [ORGANIZAITON/DEPARTMENT], where I work, was hired by [ORGANIZAITON/DEPARTMENT] to help understand the impact of their [TOPIC]. We are conducting this focus group to learn more about your experience with [TOPIC].*

*Anything you tell us will be kept confidential by the research team. That means that when we write a report based on what we have heard today, nothing you say will be linked back to you. Our notes will be stored electronically on a secure, password protected network that are only viewable by research staff at the [ORGANIZAITON/DEPARTMENT]. These records will be destroyed within three (3) years of the conclusion of the project.*

*Your participation in this focus group is voluntary. You can get up and leave right now or at any time during the focus group and there will be no penalty for this choice.*

*With a show of hands, please acknowledge you understand.*

*For some ground rules, I ask that you each speak one at a time to help with our notetaking and to be respectful to your classmates. If you are someone who doesn’t talk much I hope you will feel comfortable enough to step in and join the conversation. I may call on you to share but please remember that you do not have to answer any question you do not want. Similarly, I may also interrupt you if we get off topic or if we need to move on. Please know I am not being intentionally rude; we just have a limited amount of time and it is my responsibility to make sure we cover all the topics and that all of your voices are heard.*

*Do you have any questions about this?*

*If there are no further questions, I am now going to take a brief pause to allow anyone to leave who no longer wishes to participate.* **[pause 15 seconds]**

### Group Introductions

**(3 min)**

*Now that we have that set, I’d love to go around and learn your names, your preferred pronouns, and [something about themselves].*

*I will get us started…*

*It is great to meet you all. Now I am going to transition to some questions about [TOPICS].*

### Questions?

FMI: Scroll to [Obtaining and Documenting Informed Consent](https://usm.maine.edu/orio/irb-information-for-principal-investigators/)

FMI: [Information for Participants](https://usm.maine.edu/orio/irb-information-for-research-participants/)