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Appendix A

Interview Protocol

1. Inform participant about the study and obtain consent
2. Formal Questions

General Questions

1. Please state in what capacity you knew Dr. Laura Jane Harper?
 2. Describe Harper as you knew her as an educator?
 3. Tell me about Harper's contributions as a scholar, mentor, and administrator at Tech and Radford?

4. Tell me vignettes about her?
3. Follow-up questions and referrals

Referrals

Please tell me about other people that knew Dr. Harper?

Name of Referrals	Relationship between Referral and Harper	E-mail, Phone Number, Address of Referral
1.		
2.		
3.		
4.		
5.		

Appendix B

Informed Consent for Participants of Harper Research

I. The Purpose of this research

The purpose of this research is to interview family, students, colleagues, employees, friends, associates, and anyone that can give first hand accounts of Dr. Laura Jane Harper from 1916 until 1996, to produce a historical biography about the achievements and accomplishments of Dr. Harper.

II. Procedures, risks and compensation

Each participant will be asked five broad questions about their relationship with Harper, and to provide pertinent information about her. Questions such as: Please state in what capacity you knew Dr. Laura Jane Harper? Describe Harper as you knew her as an educator? Tell me about Harper's contributions as a scholar, mentor, and administrator at Tech and Radford University? And tell me vignettes about her? Then the interviewer will ask if you know any others that knew Harper.

Additional follow-up questions may be asked to clarify any statement made that was unclear to the interviewer or for further details. The interviews will last no longer than one hour. The equipment used by the interviewer is a tape recorder, pen, paper, and the consent forms. Minimum risk is associated with this study; however, remembering Harper may cause emotional distress. The interviewer will be cautious and sympathetic to the needs of the participants. Subjects are not financially or academically compensated for participation. However, each subject will be sent a thank you note for participating. Subjects are free to withdraw from the study at any time or not respond to a question without penalty.

III. Extent of Anonymity and Confidentiality

The addresses, phone numbers, and contact information of each participant will be kept confidential. The audiotapes will be used as data for the research. The tapes will be stored in the home of the researcher and transcribed by Carol Sue Slusser, who will produce written copies of the tape and then give both the tape and the written transcription to the researcher for storing. The tape and the written copies will only be used in research concerning Harper.

IV. Approval of research:

This research project has been approved, as required by the Institutional Review Board for Research Involving Human Subjects at Virginia Polytechnic Institute and State University, and by the Department of Education and Student Leadership and Development.

V. Subject's responsibilities:

I voluntarily agree to participate in this study. I have the following responsibilities:

1. To answer the questions honestly.
2. To provide truthful information about Harper.
3. To assist the interviewer in discovering other individuals that could provide more information on Harper.

VI. Subject's Permission:

I have read and understand the informed consent and conditions of this research. I have had all my questions answered. I hereby acknowledge the above and give my voluntary consent for participation in this research. If I participate, I may withdraw at any time without penalty. I agree to abide by the rules of this research.

_____	_____
Name of the interviewee	Signature of the interviewee
_____	_____
Address of interviewee	Date

City, State and Zip code of the interviewee	

Phone Number of the interviewee _____	
E-mail address of the interviewee _____	

Appendix C

Script for Phone Calls

Hello, May I please speak to _____(Name of the person I want to interview). My name is Saranette Miles and _____(Name of the person that referred them) or I wrote you a week ago about interviewing about Dr. Laura Jane Harper. I am a graduate student working on my thesis, which is about the life of Dr. Harper. I would like to interview you for my study. (Then I would set-up date, time and place)

Appendix D

List of Interviewees

1. C. Dean Allen
2. Wilma Baggett
3. JoAnn Barton
4. Margaret Fitch
5. Ann Frame
6. L. W. Frame
7. Mary Jane Hall
8. Peggy Lavery
9. William Lavery
10. Irene Leech
11. Peggy Meszaros
12. Emily Oliver
13. Jean Phillips
14. Ida Powell
15. Sandford J. Ritchey
16. William Skelton
17. Connie Smith
18. Alfreda Spell
19. Michael Sporakoski
20. Shirely Farrier Strother
21. Warren Strother

22. Sandy Sullivan
23. Linda Edmonds Turner
24. Paul Torguenson
25. Gladys Vaughn
26. Martha Conley Williams
27. John Wilson

SARANETTE D. MILES
409 Hunt Club Road 36D
Blacksburg, VA 24060
(540) 951-0515

HIGHLIGHTS OF QUALIFICATIONS

- 5 years experience recruiting, creating and coordinating orientations and training workshops.
- Extensive background in advising, instructing, and program development.
- Proficient computer skills ranging from instruction to light programming to web design.
- Successful liaison between departments and companies.

EDUCATION

Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, VA

Master of Arts in Education, Educational Leadership and Policy Studies,
Concentration: Student Affairs, June 1999.

Bachelor of Science, Finance, June 1997, Pamplin College of Business,

RELATED EXPERIENCE

Graduate Assistant, Career Services, Virginia Tech, August 1998 - Present

- Advise students through individual appointments in such areas as job search, resumes, and cover letters, interviewing skills, career/major decision making,
- Cooperative Education (Co-op) and summer jobs/internships.
- Present “How to Seek an Internship”, “Resume Writing”, and Interviewing Skills” workshops.
- Assist with planning of “Connections” Cooperative Education job fair with over 100 companies.

Graduate Practicum, Career Services, Virginia Tech, January 1998 - May 1998

- Critiqued resumes and assisted students in their job search.
- Organized, conducted, and evaluated workshops on career decision making.

Instructor, Interdisciplinary Studies (IDST), IDST Success Strategies Class,
Virginia Tech, August 1998 – December 1998

OTHER WORK EXPERIENCE

- Graduate Assistant, University Academic Success Grant, Virginia Tech, August 1998- Present
- Advisor, Enlightened Gospel Choir, Virginia Tech, August 1998 - Present
- Chairperson, Food for Thought, Division of Student Affairs Assessment Committee, Virginia Tech August 1998 - Present

- Graduate Assistant, Virginia Cooperative Extension, Virginia Tech, July 1998 - December 1998
- Assistant Orientation Coordinator, College of Arts and Sciences, Virginia Tech, May 1998 - August 1998
- Assistant Instructor, IDST Success Strategies Class, Virginia Tech, January 1998 - May 1998

PROFESSIONAL PRESENTATIONS

- Co-presented, *Preparing to be a minority woman leader for the 21st Century*, February 1999, Southwestern Virginia Student Leadership Conference, Radford, VA.
- Co-presented, *The perfect marriage: Student leaders and student unions*, November 1998, ACUI Conference, Charlottesville, VA.
- Co-presented, *The way we communicate*, April 1998, Women's Month, Blacksburg, VA.
- Guest Lecturer, *Introduction to Black Studies*, March 1998, Virginia Tech, Blacksburg, VA.