

Initial Interview Report Guide
Possible Points 50pts
Last Updated: April 19, 2012

You will conduct a total of **two 30-minute audio-recorded interviews** with someone you do not already know from your research site. You should identify this person during your observation. You need to share your interview protocol with the instructor and other participants and obtain approval from the instructor to conduct your interview. Then you will engage in one interview for this report. Once you receive feedback from the instructor on this report you may engage in **your second** required interview for the final report.

In this assignment you need to demonstrate that you are able to work with participants in a professionally sound manner, and are able to communicate in narrative format what you found out about your participants and interview methods in general. This narrative needs to be written in a way to help the reader gain your participant's worldview. To address these areas please include the following in your Initial Interview Report:

1. Description of your participant. Please use pseudonyms.
2. Description of how you recruited your participant for the interview and how you treated him/her throughout the interview process.
3. The final interview protocol by listing the questions you prepared before the interview and the questions that spontaneously came about during the interview.
4. Description of the interview in narrative format that helps the reader to gain your participant's worldview.
5. Provide at least 5 pages of the interview using 12 pt Times New Roman font, double spaced with line numbers. You are expected to do your own transcription.
6. Reflections on what went well and what did not go well during the interview including discussions on the following areas:
 - a. What assumptions did you notice in yourself that you need to be aware of?
 - b. How did you use your protocol during the interview? What procedures did you follow?
 - c. What issues did you encounter with recording and transcribing?

Initial Interview Report Rubric
Possible Points 50pts
Last Updated: August 15, 2012

Shared Interview Protocol on Designated Blackboard location Yes=10pts			
Criteria	Exceeds	Meets	Does not Meet
Professional Conduct	10 Provide evidence in the report that the researcher recruited the participant to volunteer to participate in the interview with permission and discuss how the interview was conducted in a professionally sound manner	5 Provide evidence in the report that the researcher recruited the participant to volunteer to participate in the interview with permission	0 Does not provide evidence that the researcher recruited the participant to volunteer to participate in the interview and/or describe how the interview was conducted in a professionally sound manner
Quality of Interview Execution and Description	15 Provide final interview protocol with at least 5 pages of transcripts and a thorough description of the interview in narrative format where the reader can appreciate the participant's worldview	10 Provide final interview protocol with at least 5 pages of transcripts and a thorough description of the interview in narrative format	0 Does not provide final interview protocol with at least 5 pages of transcripts and/or a thorough description of the interview in narrative format
Reflections from the Field	15 Provide reflections from the field that address required areas of discussion with supporting experiential evidence	10 Provide reflections from the field that address required areas of discussion	0 Does not provide reflections from the field that address required areas of discussion